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Welcome to Washington University School of Medicine

Welcome. As an employee of Washington University School of Medicine, you have become a member of a community with a storied history and a vitally important future.

Washington University has one of the richest traditions of any medical school in the nation. In the early 1900s, it led the way in shaping the modern system of instruction at American medical schools, and it has been a pioneer in patient care, research and education ever since.

The school's long tradition of successful interactions between scientists and clinicians brings the latest knowledge to the bedside, influences the direction of basic research and drives the search for applications of new discoveries. The people at few, if any, other institutions are as successful at working together.

The medical school consistently ranks among the nation's best and is known nationally and internationally for the quality of its students, faculty, staff and alumni. Seventeen Nobel laureates have been affiliated with the school; 18 current faculty members belong to the National Academy of Sciences' Institute of Medicine.

By all objective criteria, the student body is exceptional. Washington University is among the most selective medical schools in the country. School of Medicine faculty on staff at Barnes-Jewish Hospital and St. Louis Children's Hospital supervise the graduate medical education of nearly 1,100 house staff, fellows and trainees at the Medical Center.

The more than 4,000 nonacademic employees provide outstanding support for the school's endeavors. Combined with employees of the highly regarded affiliated hospitals here on the 230-acre Medical Center campus, they compose the largest workforce in the metro area.

No matter what your tasks, working here is not just having a job. Every employee has the opportunity to make meaningful contributions, and each of us plays an important role in advancing our shared mission.

The School of Medicine is a rare national resource charged with the responsibility to develop, test and implement new approaches to health care delivery. That responsibility for the nation's future health differentiates all of us. The expectations are high. But this is a community of people with extraordinary skills and great commitment. It's a place that values new ideas and dedicated endeavor. By working together, we can meet our challenges.

We are delighted that you have decided to join us and hope that you feel immediately at home here. This handbook will answer many of your questions as a new employee, but if you ever need clarification, you should always feel free to ask.

Employee Handbook – Introduction

The History of Washington University

Washington University in St. Louis is an independent university known internationally for excellence in teaching and research and for the quality of its faculty and student body. The University was founded in 1853 as a nondenominational community of scholars, and today ranks among the nation's leaders in higher education. Its undergraduate, graduate and professional programs are highly regarded. Twenty-one Nobel laureates, including the first woman to win the Nobel Prize in a scientific field, have been associated with Washington University. Faculty have also received many honors including major literary prizes, national and international fellowships; major awards for teaching, research and service; and honors from the governments of other nations. The University values this reputation for excellence and feels it is of paramount importance that it be continued. To support this University goal, all employees are expected to meet a standard of excellence.

Washington University Medical Center Campus/Locations

Washington University School of Medicine, Barnes-Jewish Hospital, St. Louis Children's Hospital, Barnard Hospital, and Central Institute for the Deaf, the Center for Advanced Medicine, the Alvin J. Siteman Cancer Center and McDonnell Science Pediatric Research Center compose Washington University Medical Campus. The 155-acre Washington University Medical Center, spread over portions of 15 city blocks, is located along the eastern edge of Forest Park in St. Louis. Along the western edge of the park is the 169-acre Danforth Campus of the university. The University encompasses 2,335 acres and more than 150 major buildings on the Danforth and Medical campuses, the West Campus and the South Campus in Clayton, North Campus in the city of St. Louis, 560 Music Center and Lewis Center in University City, and Tyson Research Center 20 miles southwest of the city. A campus map for the School of Medicine is available on-line at <http://medicine.wustl.edu/maps>

Applicability of this Employee Handbook

This handbook contains summaries of certain University and School of Medicine policies, which do not supersede the actual policies. Employees are encouraged to familiarize themselves with all applicable policies and to consult with their supervisor or Human Resources with any questions.

While some of these policies also apply to faculty members, this handbook is not intended to address faculty concerns or postdoctoral and clinical fellowships. It is not intended to address every situation that may occur and no policy or practice is meant to nor should be interpreted to create a contract of employment between the University and any of its employees, nor as creating a guarantee of employment. Just as an employee may choose to resign at any time, the University reserves the right to terminate employment, with or without cause and with or without notice, at any time, at its sole discretion.

The University reserves the right to change or amend the policies, procedures, and/or benefits outlined in this handbook at any time, with or without notice. Changes will be effective on the dates determined by the University and employees may not rely on policies that have been superseded. In situations deemed to be an emergency by the University, policies may be temporarily suspended or modified by the Executive Vice Chancellor for Medical Affairs and Dean of the School of Medicine or the Vice Chancellor of Human Resources as needed to ensure safety and continuing business operations of the University and its members.

Ultimately, we must each rely on our sense of mutual responsibility and good judgment. Questions about the information in this handbook or about any other matter not covered in this handbook should be directed to managers or a representative of the WUSM Human Resources Office at 362-7196.

Employment Relationship

Employment with the University is an “at-will” relationship. This means that an employee is free to resign at any time, for any reason. Similarly, the University is free to conclude the employment relationship with or without notice at any time and for any reason. Nothing in this handbook is meant to or should be interpreted to alter the at-will relationship.

Employment Policies

Affirmative Action

Washington University welcomes applications for employment from women, minorities, veterans and the disabled at all job levels, and encourages their hire and promotion.

Washington University is committed to the principles of affirmative action, and as a government contractor, the University is required to establish affirmative action programs for the employment and advancement of women and minorities, Vietnam-era or special disabled veterans, and the disabled. Disclosing this information is voluntary, and refusal to provide it will not subject the employee to discharge or disciplinary treatment.

Equal Opportunity

Washington University encourages and gives full consideration to all applicants for admission, financial aid and employment. The University does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, gender, sexual orientation, gender identity or expression, national origin, veteran status, or disability or genetic information. Current Department of Defense policy governing all ROTC programs discriminates on the basis of sexual orientation; such discrimination is inconsistent with Washington University policy. Inquiries about compliance should be addressed to the University’s Vice Chancellor for Human Resources.

It is the policy of the University to: (1) provide equal employment opportunity to all job applicants and employees; (2) administer recruiting, hiring, compensation and benefit practices, training, upgrading and promotion procedures; transfers and terminations of employment without discrimination because of race, color, age, religion, gender, sexual orientation, gender identity or expression, national origin or ancestry, citizenship, veteran status, disability or genetic information; (3) provide a workplace free from harassment based on any of the foregoing factors; and (4) encourage the hiring of minorities, women, disabled-individuals, Vietnam era veterans and disabled veterans.

Individuals with Disabilities

The Americans with Disabilities Act and the Rehabilitation Act prohibit discrimination against a qualified individual with a disability in application procedures, hiring, compensation, training, advancement and other terms, conditions and privileges of employment. These laws require employers to provide reasonable accommodations for disabled employees. It is the University’s policy to fully comply with the requirements of these Acts.

Recruitment and Selection

The School of Medicine, in compliance with its affirmative action program and the applicable state and federal statutes, is committed to a policy of equal employment opportunity. The School of Medicine Human Resources Department will recruit qualified applicants for regular full-time and part-time positions for the departments/programs. Recruitment includes advertising, testing and initial interviews.

Applicants with qualifications and salary objectives that appear to meet specifications for an open position are referred to the appropriate department/program for further screening and evaluation. It is the responsibility of the department/program to determine if the applicant is qualified, to verify employment/ references and to make the final selection of the individual to be hired. Human Resources will assist in obtaining employment verification and criminal background information as well as other checks as required by law. The School of Medicine hires individuals who are United States citizens or non-U.S. citizens who are authorized to work in the United States.

Conviction Records

Applicants who have been convicted of a crime (including guilty plea, no contest/nolo contendere plea, and suspended imposition of sentence) must disclose this on their employment application. Employees who did not disclose this information on their application are subject to disciplinary action up to and including termination.

Pre-employment Screening

Applicants for employment in patient care or other sensitive areas are required to undergo pre-employment drug testing and background checks, and if hired periodic vaccinations and physical examinations for evaluation of their ability to safely perform the duties of the position may be required. Certain positions will require the successful completion of background checks, pre-employment fitness-for-duty and/or drug screenings before job offers are considered final.

Tuberculosis (TB) Testing

Upon hire or transfer, employees may be required to be inoculated for or provide evidence of immunity to certain communicable diseases. Specifically the medical school requires that all employees be tested for tuberculosis (TB) upon hire and annually thereafter. New employees will be tested during new employee orientation. Two step testing (injections) is required for employees and should be completed within two weeks of hire. TB testing also will be administered to employees in the event of occupational exposure to an active TB patient.

If exposed to TB, an employee should notify his or her supervisor immediately. The supervisor will contact Occupational Health at 362-3528 for assistance.

Influenza Vaccination Policy

All healthcare personnel who provide patient care services or non-healthcare employees who work in patient care or clinical care areas must receive an annual influenza vaccination, unless granted an exemption for valid medical or religious reasons. Influenza vaccination will be provided free of charge to all covered employees through Occupational Health when obtained during the regular influenza vaccination schedule. Healthcare personnel who obtain the vaccination through other providers will be required to provide documentation that is acceptable to the University. Questions should be directed to your supervisor or Occupational Health at 362-3528.

Certification, Licensing and Registration Status

Certain positions require the prospective employee to achieve and maintain professional certification, licensure and/or registration to hold those positions. Where required, these will be verified and evidence of such will be collected and placed in the employee's file. It is the responsibility of the employee to meet such standards and to notify management that requirements are met and records are up-to-date. Individuals allowing certification, licensure and/or registration to lapse may be removed from their positions, either temporarily or permanently, depending on the circumstances.

Job Posting

Notices of job openings are available online at <https://jobs.wustl.edu>

Application Materials

Individuals applying for positions with Washington University must provide application materials that are complete, accurate and up to date. Failure to provide complete and accurate information on an application may result in rejection of the application or termination.

Preferred Name

It is the policy of Washington University in St. Louis that faculty and staff may choose to identify themselves within the university community with a preferred first name that differs from their legal name. The Preferred Name policy provides faculty and staff with the option to make changes to their email address and display first name, as well as their first name as it appears in the Washington University Directory without pursuing a legal name change, effective September 2015.

An employee's legal name must appear in all university documents and communications related to their employment, including (but not limited to) the employment/identity eligibility verification (Form I-9/E-Verify), HRMS, Employee Self-Service, paychecks, timesheets/leave records and all payroll records.

Washington University in St. Louis will display preferred first names to the university community where feasible and appropriate and update the reports, documents, and systems designated to use preferred names. Washington University reserves the right to remove any preferred name that is deemed inappropriate. Inappropriate use of the preferred name policy (including but not limited to avoiding legal obligation or misrepresentation) may be cause for denying use of preferred names.

Orientation Period

The first six (6) months in a new position is a period of orientation. The orientation period is intended to allow a new, promoted or transferred employee to become familiar with the position and work environment and to demonstrate his or her capabilities. During this time, the employee's knowledge, skills and abilities are reviewed on a continuing basis. The orientation period is a continuation of the selection process and may be formally or informally structured based on the needs of the school or department. During the orientation period, on-the-job abilities are assessed and a decision is made by management concerning continued employment.

Vacation and sick time for new employees in their orientation period will accumulate but may not be used during the orientation period. A new employee who leaves the University at any time during this period is not eligible for accrued vacation pay.

Employee Transfer Policy and Procedure

Washington University recognizes that staff motivation, productivity, and retention are dependent upon people working in jobs that are well suited to their interests, and therefore offers and encourages transfer opportunities for current employees. Likewise, supervisors should be supportive of staff members who have the desire to enhance their skills or develop new competencies to pursue different or greater responsibilities internally.

An employee must be in his or her current position at least nine (9) months and be in good standing before he or she is eligible to apply for a transfer. The nine-month waiting requirement may be waived if the position is being adversely affected due to a reduction in the work force or job elimination, or if there is significant change in the terms and conditions of employment (e.g. work schedule, hours, salary, status, etc.).

In all cases, the employee's work record, including but not limited to performance, attendance, efforts to develop skills and related behavior will be used as valid criteria for determining suitability for a position.

In consideration of the above factors, prior to a final offer, employees must provide relevant documentation that supports recent performance history. For all positions, consideration will be given to the employee's demonstrated interpersonal skills, among other job-related factors, before making a final decision. Deficiencies in such skills or job-related factors may eliminate an individual from further consideration. Exceptions to this policy are reviewed on an individual basis and must be approved by the Office of Human Resources.

TRANSFER ELIGIBILITY CRITERIA

- Employed in current position for at least nine months.
- Maintain an acceptable level of performance including but not limited to absence of corrective action and/or resolution of previous corrective action.
- Successfully pass any special screening processes required for the position of interest, including but not limited to background investigations, reference checks, drug screens, and skills assessments.

An employee may generally not use a University-approved leave to seek transfer; however, we recognize that extraordinary circumstances may exist, in which case the employee should contact the Office of Human Resources to discuss his/her situation.

TRANSFER PROCESS

Step 1: Access HRMS Self-Service and click on Careers to review and apply for positions of interest.

Note: It is important that the online application reflects an accurate and complete account of employment history, including all the positions held within the University.

Step 2: Attach relevant documentation of prior performance. This could consist of prior performance evaluation, two (2) professional letters of reference or a letter or statement signed by a current or former supervisor.

Step 3: Upon submission of an on-line application, an employee will receive an email confirmation from the HRMS system regarding transfer status/approval.

Step 4: Continue to monitor job opportunities on the employment website for suitable positions of interest.

Intradepartmental Transfer Process

Based on the needs of the area as determined by the manager, the department has the authority to transfer employees to positions within the department to maintain efficient and productive workflow and results. We strongly encourage managers to make an internal announcement regarding the opportunity, but it is not necessary to post it as an opening.

Interdepartmental Transfer Process

Employee Responsibilities: Prior to initiating a transfer, it is recommended that the interested employee advise his/her immediate supervisor that he/she is interested in other opportunities outside of the department. The employee must identify a specific job requisition number or area of interest to facilitate the transfer process. In all cases, the employee must complete an on-line application and, prior to accepting a final offer, upload a copy of the last performance evaluation, two (2) letters of reference or a statement signed by the current or former supervisor into the HRMS system. Employees may also be

required to complete assessment tests (such as grammar, typing, customer service, etc.) as a part of the application process.

Hiring Manager Responsibilities: If a hiring department has knowledge of an employee outside the department who is interested in its opening, at a minimum the department is expected to direct the employee to complete an on-line application in order to be considered for the opening. Each hiring manager is responsible for conducting the final interview(s), verifying past employment/references and, ultimately, extending the formal offer of employment.

Human Resources Responsibilities: Provide support and guidance to the hiring manager throughout the recruitment and selection process. As requested, the Office of Human Resources will pre-screen and refer an employee whose knowledge base, skill set, and work history match the position referenced by the employee. It should be noted that only employees deemed qualified and suitable are forwarded to the hiring manager for review. While information related to the position status is limited, the Office of Human Resources will, upon request, attempt to provide feedback when the information is available and deemed reasonable and practical to communicate. The Office of Human Resources will re-certify the eligibility on a periodic basis, typically 90 days after the initial approval.

Reference Checks

To facilitate the reference check process and safeguard the rights for employees seeking interdepartmental transfers, a hiring supervisor who is considering making an offer of employment to an employee from another department should ask the current supervisor to verify the performance and attendance record of the employee.

There may be extenuating circumstances in which an employee requests that his/her current supervisor not be contacted before an offer or acceptance. In all cases, information provided to the hiring manager should reflect only the documented strengths or accomplishments, developmental areas, and corrective action or disciplinary notices as recorded in the employee's personnel file.

Compensation

Hiring managers are expected to discuss and confirm the employee's current salary grade and rate of pay with both the employee and the Office of Human Resources prior to extending an offer. Hiring managers may grant a salary increase, within University guidelines, for a promotion (a move to a job in a higher salary grade). In general, no salary increase is provided for a lateral transfer (a move to a job in the same grade) because there is no increase in the level of responsibility. When an employee transfers to a job in a lower salary grade, the manager should consult with the Office of Human Resources. Typically, the employee's salary will be reduced because the level of responsibility has decreased.

Notice of Transfer

If chosen for an open position, the employee should notify the current supervisor of the transfer. A date of transfer will be agreed upon by the managers of the affected areas and the employee. Generally, employees in non-exempt jobs should anticipate at least two weeks formal notice and employees in exempt jobs should anticipate at least four weeks. In all instances, adequate notice of transfer must be given to avoid the risk of disrupting the workflow in the employee's current area.

Leave Balances

All accrued but unused sick and vacation balances, along with personal days, must be transferred by the employee's current manager to the new department. Each employee is encouraged to confirm the accrual balances with his/her current supervisor before the effective transfer date.

The School of Medicine limits the accrual of vacation to 22 days for all employees regardless of their hire date or the date of transfer to a benefits-eligible position. Employees who transfer from a Danforth Campus department to the School of Medicine with more than 22 days of accrued vacation will only be allowed to transfer a maximum of 22 days. No payment will be made for vacation that is forfeited as a result of the transfer.

Orientation Period for Transferred Employees

The first six (6) months in the new position is an orientation period. However, transfer employees may use accumulated sick and vacation time during this period with supervisory approval.

An employee should be aware that it is necessary to satisfactorily meet the new position's performance expectations and standards as established by the new manager during the orientation period. The employee's work habits and performance will be examined throughout the orientation period and, if the employee fails to meet these expectations, he/she may be separated from employment.

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Employment of Relatives

Policy Statement

Employees cannot be in a position of supervising, directing, making or influencing final decisions regarding the terms and conditions of employment and/or compensation for their near relatives.

Definition

For purposes of this policy, near relatives are defined as: spouses, domestic partners, parents, stepparents, children, step-children, brothers or sisters, step/half brothers or sisters, grandparents, grandchildren, first cousins, uncles or aunts, nephews or nieces, in-laws or members of the employee's household.

Procedures

Written approval of the Department Head is required prior to extending a job offer to an applicant with a near relative in the same department, or in the case of a large department, a near relative in the same division. A copy will be forwarded to the WUSM Director of Human Resources and a copy placed in the employee's departmental personnel file. Should there be a concern raised by Human Resources regarding the employment, the Department Head and Human Resources will work to resolve the issue accordingly. In cases where an employment relationship between near relatives has been approved by such letter, the School of Medicine retains the right at any time to reconsider the propriety of such relationship. In these situations, an individual may be subject to transfer, reassignment or other action to avoid an inappropriate working relationship between near relatives.

This policy also applies to relationships that may develop after employment begins and to those that exist as of the effective date of this policy.

Complaints

Complaints about such relationships should be submitted to the WUSM Human Resources Office.

Employment of Minors

Under Missouri law, children under the age of 14 may not be employed at the University.

Children under sixteen may not work at Washington University during the regular school term unless and until the WUSM Human Resources Office receives a work permit.

Children under sixteen may not be permitted to work (a) more than three hours on any school day, (b) more than eight hours in any non-school day, or (c) more than six days or 23 hours in a session 40 hours per week when school is not in session. They may not work before 7 a.m. or after 7 p.m. (9 p.m. during summer vacation – from Memorial Day to Labor Day). Children may not work more than five consecutive hours without a non-working period of at least 30 minutes

Under special circumstances, the state Director of Labor and Industrial Relations may waive certain of these requirements. Contact WUSM Human Resources with any questions.

The University has additional guidelines established that may restrict individuals under 18 years of age from entering University laboratories where hazardous materials are present or hazardous activities take place. Contact the Environmental Health and Safety Department for additional information.

Employment of Retirees

It is the policy of the University to reemploy retirees as an alternative to using temporary help from agencies or other sources. Reemployment allows the retiree to share his or her knowledge with coworkers and fosters goodwill and pride among employees and in the community. Retirees should be encouraged to research the effects on their individual retiree benefits and taxes before reemployment occurs.

Rehire to Service

Employees who separate and then are reemployed by the University are considered rehires. If an employee is reemployed within 30 days from separation, the personnel file will reflect the original date of hire, but the employee may experience an interruption or loss of benefits. The employee's past work record and performance history, along with the reason for separation, will be considered when determining eligibility for rehire. An employee who has been involuntarily terminated due to misconduct or unsatisfactory job performance is generally not eligible for rehire. Employees who have been discharged are encouraged to establish a good work record with another organization before they attempt to reapply to Washington University.

Employment References and Verification

The University has selected [The Work Number](#), which is managed by the TALX Corporation to provide automated employment and income verification services for our faculty and staff. Organizations needing proof of your employment and/or income should be directed to The Work Number at www.theworknumber.com or 1-800-367-5690.

Employee Benefits

Washington University provides a comprehensive and competitive benefits package for benefits-eligible full-time and part-time employees (i.e., employees whose standard work schedule is 20 or more hours per week). The University provides some benefits at no cost to employees. Other benefit offerings provide important insurance protection to employees at a reasonable cost and assistance with financial security during retirement.

Complete and official details of all benefit plans are contained in materials that employees receive in new employee orientation and that are located on the WUSM Human Resources Office website at <http://hr.med.wustl.edu>. The descriptions in this handbook are only brief summaries for general information. Contact the Benefits Office for more details.

The existence of these employee benefits and plans, in and of themselves, does not signify that an employee will be employed for the requisite time necessary to qualify for these benefits and plans.

Health and Dental Insurance

The University has several health insurance plans and a dental only insurance plan so that employees may select coverage which best meets their individual needs. University health insurance plans include medical, dental, prescription drug coverage and annual vision exam. The University provides a choice of Preferred Provider Organizations (PPO), a Health Maintenance Organization (HMO) and a Point of Service (POS) plan. If health insurance is not needed through the University, an employee may select dental coverage only. All plans provide coverage for the employee and his or her eligible dependents.

Benefits-eligible full-time and part-time employees are eligible to participate in these health insurance plans. The University makes a monthly contribution toward the cost of health or dental only insurance for all eligible and enrolled full-time and part-time employees. An employee and his or her dependents are covered for health or dental only insurance if enrolled within the first 31 days of employment, within the first 31 days of a family status change (62 days for birth or adoption) or during annual open enrollment. Under such circumstances, pre-existing conditions are covered.

Annual Open Enrollment

Employees have an opportunity to make changes in their health/dental insurance plans during annual enrollment each November. At this time, employees may transfer from one plan into another, cancel coverage and add or delete dependents. Also, employees must enroll or re-enroll in the Flexible Spending Plans and the Health Savings Account, and may enroll in, change, or cancel the Retirement Medical Savings Account. The changes made during annual open enrollment are effective January 1 of the following calendar year.

Flexhealth Premium

Flexhealth is a program designed to increase spendable income by lowering the amount of gross salary on which taxes are paid. By participating in the Flexhealth program, employees pay health or dental only coverage with before-tax dollars thereby increasing their spendable income. Health or dental only premiums are deducted from total gross salary and federal, state, city and social security taxes are calculated and deducted from this lower balance. However, this prevents any changes in health coverage outside of the open enrollment period except in the case of a family status change such as the birth of a child, marriage or death of a family member. Flexhealth premium is automatic upon enrollment in any University-sponsored health or dental only plan.

Flexible Spending Plans

The spending plans available at Washington University allow employees to pay for health and child care expenses on a before tax basis. In other words, no federal, state, city or social security taxes are paid on amounts set aside within the spending plan account(s).

To participate in health and/or child care spending plans, an employee must enroll within the first 31 days of hire, within the first 31 days of a family status change or during annual open enrollment in November.

As the flexible spending plan is a calendar year plan, federal law requires that expenses must be incurred by December 31. However, the University has adopted the 2½-month grace period approved by the IRS which allows participants to incur expenses through March 15 of the following year for reimbursement from the previous calendar year's flex account. The deadline for submitting flex spending claims is April 30. Any funds remaining in the flex spending accounts will be forfeited. Considering the IRS forfeiture rule, employees should be conservative in electing their flex spending deductions.

Health Spending Plan -- Some common examples of health expenses that may be submitted for reimbursement under the health spending plan are deductibles, coinsurance and co-payments through the medical, dental, prescription drug and vision plan coverage, eyeglasses and contact lenses, and hearing aids. Reimbursement is not available for premium payments, cosmetic surgery or expenses covered by any health or dental plan.

Child Care Spending Plan -- Qualified child care expenses are those rendered by a licensed day care center or a baby-sitter over the age of 19. The services must be rendered for the sole purpose of allowing both parents to work, a single parent to work or a spouse/partner to seek an education. The child receiving the care must be under the age of 13.

Health Savings Account

The University offers benefits-eligible full-time employees and part-time employees the opportunity to enroll in a Health Savings Account (HSA) during the Annual Open Enrollment Period in November. To be eligible, employees must be enrolled in the University's High Deductible Health PPO Plan (HDHP). For more information about the HDHP, please visit the Human Resources/Benefits website. The University will contribute \$400 annually into employees HSA accounts, if non-highly compensated (as defined by the IRS) employees contribute an annual minimum amount of \$200 and if highly compensated (as defined by the IRS) employees contribute an annual minimum amount of \$400.

Life Insurance

Term Life -- The University provides basic term life insurance to its regular full-time employees who have completed six (6) months of service in an amount equal to 100% of their annual base salary rounded to the nearest \$1,000. This is a policy that is portable (the employee may continue in a group policy with the same face amount and similar premiums) upon termination of employment.

Supplemental Term Life -- Benefits-eligible full-time employees may elect to purchase optional employee term life insurance coverage in increments of one-, two-, three- or four-times their annual base salary rounded to the nearest \$1,000, not to exceed \$2,000,000. Employees who enroll in Supplemental Term Life are eligible for free, simple will preparation service. This is a policy that is portable (the employee may continue in a group policy with the same face amount and similar premiums) upon termination of employment.

Dependent coverage is available for a spouse/domestic partner in the amounts of \$25,000, \$50,000, \$75,000 or \$100,000. A health statement is required when purchasing over \$50,000 of spouse/domestic partner life insurance. Eligible dependent children (birth to age 25) can be covered for a \$4,000 death benefit per child.

If enrolled within the first 31 days of employment, coverage is effective on the first of the month coincident with or next following the date of hire. If application is made at a later date, the employee must complete a health statement that must be approved by the life insurance company. Employees may cancel or reduce supplemental coverage at any time.

Variable Universal Life Insurance -- Variable universal life insurance is available to benefits-eligible full-time employees and part-time employees. This is a policy that is portable (the employee may continue as an individual policy holder with the same face amount and premium schedule) upon termination of employment. Employees may elect coverage in increments of one-, two-, three-, four- or five-times their annual salary, with a required minimum of \$100,000 and a maximum of \$3 million.

An employee may enroll in this plan within the first 31 days of employment or during the annual open enrollment period every August. Employees are required to complete a health statement and the

coverage is subject to satisfactory evidence of insurability. Employees who purchase this life insurance plan are eligible to take advantage of certain investment options.

Long-Term Disability

The University provides Long Term Disability (LTD) coverage to its benefits-eligible full-time employees and part-time employees who have completed one year of service. To receive LTD benefits, employees must be unable to perform their position responsibilities at Washington University due to medically or mentally related conditions and satisfy a six month waiting period (three month waiting period if employees purchase the special buy-up option) while on a medical leave of absence. If approved by the insurance company, LTD provides a benefit equal to 60 percent of the employee's annual base salary as of their last day worked, is paid after a six or three (if applicable) month waiting period and is offset by Social Security disability and/or disability income benefits. Also, if employees are enrolled in the Retirement Savings Plan at their date of disability, the LTD plan will continue to make the University Retirement contribution on behalf of employees as long as they receive LTD benefits.

Tuition Assistance

The University provides tuition assistance to employees, their spouses/domestic partners, and their dependent children. Except as noted, benefits apply only to courses offered by Washington University.

Those who wish to enroll in programs or courses must establish eligibility for tuition benefits through the Danforth Campus Benefits Department. They must also comply with normal admissions procedures and meet normal admissions requirements. Information about requirement and benefit details is available from the Benefits Department.

For Full-time Employees -- Full-time employees who regularly work during the day may enroll in undergraduate or graduate courses offered through evening programs. Full-time employees who regularly work evening or night shifts may (with verification of that schedule) enroll in courses offered through day programs. To receive this tuition benefit, full-time employees must complete one year of full-time service before the semester begins and achieve a passing grade posted within 60 days of the end of the semester.

Full-time employees are entitled to fee remission for up to seven credit hours of course work per semester.

Fee remission for eligible undergraduate courses is 100%; fee remission for eligible graduate courses is 50%.

For Spouses and Domestic Partners of Full-time Employees -- Spouses and domestic partners of full-time Washington University employees who have completed one year of full-time service are entitled to fee remission of 50% for undergraduate courses offered through WU evening programs only. Consistent with the employee tuition benefit requirement, the spouse/domestic partner must achieve a passing grade posted within 60 days of the end of the semester.

Spouses/domestic partners of full-time Washington University employees who have completed five years of continuous full-time service are also entitled to fee remission of 50% for WU undergraduate day programs. Consistent with the employee tuition benefit requirement, the spouse/domestic partner must achieve a passing grade posted within 60 days of the end of the semester. (Under certain circumstances, full-time service at other accredited institutions of higher education may count toward this eligibility requirement.)

For Children of Employees -- Washington University offers tuition assistance to the financially dependent children of full and part-time employees. Both the employee and the dependent student must meet certain eligibility requirements.

The percentage of tuition remission depends on the school that the child attends, the employee's work history and the employee's status at the time that the benefit is received.

For eligible children of full-time employees who have completed five years of continuous full-time service, or the equivalent, or after seven years or the equivalent of current continuous full-time service for employees hired or rehired after July 1, 2006, Washington University will pay 100% of tuition and mandatory academic fees in any Washington University undergraduate program.

For eligible children of full-time employees who have completed seven years of continuous full-time service, or the equivalent, Washington University will pay tuition cost and mandatory academic fees at another accredited undergraduate institution not to exceed 50% (40% for employees hired or rehired after July 1, 2006) of the then current Washington University undergraduate tuition.

For eligible children of part-time employees who have completed the equivalent of five years of continuous full-time service, or after seven years or the equivalent of current continuous full-time service for employees hired or rehired after July 1, 2006, Washington University will pay 50% of tuition and mandatory academic fees in any Washington University undergraduate program.

For eligible children of part-time employees who have completed the equivalent of seven years of continuous full-time service, Washington University will pay tuition cost and mandatory academic fees at another accredited undergraduate institution not to exceed 25% (20% for employees hired or rehired after July 1, 2006) of the then current Washington University undergraduate tuition.

To be eligible for dependent child tuition, a faculty member must carry at least 50% of a full-time academic workload and a staff member must regularly work at least 20 hours per week. There may be no break in service. In calculating equivalent service, part-time service will be counted based on actual hours worked as a percentage of full-time service.

Under certain circumstances, full-time service at other accredited institutions of higher education may count toward this eligibility requirement.

To be eligible for dependent child tuition, the dependent student must be enrolled in an undergraduate program leading to a first bachelor's or lesser degree. The student may receive tuition assistance for no more than eight semesters (or the equivalent at universities with different academic periods). A student may be eligible for less than eight semesters of aid if she/he begins higher education before the student or parent becomes eligible for the benefit.

These benefits are also available to children of (a) employees who died while employed by the University and who were eligible for the benefit, (b) otherwise qualified employees on approved leave, including disability leave, and (c) retirees who were eligible for the benefit at the time of retirement.

To seek these tuition benefits for a dependent child, the employee must complete a Request for Tuition Assistance form. The form and further instructions may be obtained from the Danforth Campus Benefits Department or from the Human Resources/Benefits web site. Also, the employee must provide proof of the child's relationship and support through a birth certificate, divorce decree and/or federal income tax return. Obtaining and retaining dependent tuition benefits requires compliance with responsibilities and procedures described in greater detail in other documents.

Retirement Savings

The University provides its regular full-time and part-time employees with a defined contribution retirement savings plan that combines employee contributions, University contributions and investment earnings to build financial security for retirement. Participating employees choose funds from Teachers Insurance and Annuity Association (TIAA), the College Retirement Equities Fund (CREF) and/or the Vanguard Group. The University Retirement Savings Plan (the "Plan") qualifies under section 403(b) of

the Internal Revenue Code, thereby offering the employee the options to defer taxes on contributions and/or earnings until the retirement years when benefits are withdrawn or pay taxes on contributions (Roth) and avoid paying taxes on contributions and earnings until the retirement years when benefits are withdrawn. Ownership of both employee and University contributions is fully vested in the participant.

Upon employment, regular full and part-time employees working 20 hours or more per week on a regularly scheduled basis are eligible to contribute up to the then current IRS maximum deferral limit.

Employees must complete two (2) years of service to be eligible to receive the University's contribution. The employee is required to make a minimum contribution of at least five (5) percent of his/her annual base income in order to receive the University's contribution. Employees with earnings less than \$45,000 may contribute less than the minimum contribution of five (5) percent to receive the University's contribution. (The minimum contribution is \$5.00 per month for annual earnings less than \$30,000 and three (3) percent for annual earnings between \$30,000 and \$45,999.)

The following University contribution schedule applies to benefits-eligible employees who were actively employed on August 31, 2006 and is based on the employee's age on January 1 as follows:

Under age 45 – 7 percent
Age 45 to 49 – 8.5 percent
Age 50 and over – 11.5 percent

The following University contribution schedule applies to employees who are hired or rehired on September 1, 2006 or after and is based on the employee's completed years of service.

2 years of service – 7 percent
10 years of service – 10 percent

For active employees, hardship withdrawals are available on the total employee account balance and loans are available on a percentage of the employee account balance. For active employees age 59 1/2 or over, rollovers and distributions are available on the total employee and University account balances.

Contact the Benefits Department with any questions and/or information regarding the Retirement Savings Plan.

Retirement Medical Savings Account

The University provides benefits-eligible full-time employees and part-time employees the opportunity to save for the cost of retiree health insurance in a tax favored way by enrolling in the Retirement Medical Savings Account (RMSA) during the Annual Open Enrollment Period in November.

Retiree Benefits

To be eligible for Washington University Retirement Benefits, employees must meet any combination of age and completed years of current, consecutive benefits-eligible service that equals 65 or more with two minimum requirements: age 55 and 5 years of benefits eligible service. Washington University retirees have the opportunity 1) to enroll in University- sponsored health insurance plans both before and after Medicare eligibility; 2) to apply for withdrawals from their Retirement Plan accounts with TIAA-CREF and/or Vanguard; 3) to continue the Long Term Care plan; 4) to receive a \$5,000 paid-up term life insurance policy (if they were purchasing supplemental term life at their date of retirement); 5) to be grandfathered in dependent child tuition benefits; 6) to have access to University facilities; and 7) to continue to receive University mailings.

Benefit Plan Effective Date

The initial effective dates for our benefit plans vary by plan and the employee's date of hire. Generally, the effective date for the health insurance, dental only insurance, flex spending, supplemental term life insurance, variable universal life insurance, long-term care insurance and retirement savings plans is the first of the month coincident with or next following the employee's date of hire. The free term life insurance plan is effective six (6) months after the employee's date of hire and the free long-term disability (LTD) insurance and the voluntary LTD buy-up option is effective one (1) year after the employee's date of hire. With the exception of long term disability, which ends on the employee's last day worked, coverage or participation in all benefit plans ends on the last day of the month in which employment terminates.

Group Auto and Home Insurance

The University provides benefits-eligible full-time employees and part-time employees the opportunity to purchase the following insurance products: auto, home, renters, identity theft, condo, personal umbrella, flood, boat and yacht, dwelling fire, motorcycle, motor home, rental and seasonal property, and valuable articles at group discounts through the Travelers. If an employee chooses a benefit through Travelers, transactions are between the service provider and employee.

Travel Accident Insurance

The University provides accidental life insurance coverage to a maximum of \$500,000 for employees traveling on University business.

Social Security

The Federal Social Security Act covers all employees. The University deducts the required percentage from an employee's paycheck to pay the employee's portion of this protection and the University matches this deduction dollar for dollar. The plan is designed for future security and the security of dependents and provides for retirement, disability, death, survivor and Medicare benefits.

Continuation of Health Coverage/COBRA

The University is required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) to offer continuation of group health or dental only insurance coverage, at the employee's expense, to certain employees and their dependents who experience a qualifying event. In the case of termination or reduction of hours, coverage may continue for up to 18 months. Dependents may be eligible for up to 36 months. In the case of disability occurring during the first 18 months of continuation, coverage may be extended for an additional 11 months.

Health Insurance Portability and Accountability Act

Federal law requires employers to provide certificates of coverage to employees enrolled in group health insurance plans when terminating employment. This certificate, when presented to a new employer, limits exclusions for pre-existing conditions. An employee who becomes ineligible for benefits because of a reduction in hours will also receive this certificate.

Benefits at Separation of Employment

Separated employees and their eligible dependents have the option of continuing health and dental coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA) at the expense of the employee. The Benefits Office mails COBRA notifications to the home addresses of all separated employees. The following benefits may be continued at the expense of the separated employee.

Health/Dental

Coverage is extended until the end of the month in which employment terminates. Separated employees and their families have 60 days to elect continuation of coverage after the later of (1) the termination of coverage or (2) the date the University notice to enroll in COBRA is received. The same University health benefits can be extended for a period of up to 18 months (period may vary). The total premium cost and any administrative surcharge is the responsibility of the separated employee. The notification/enrollment form is sent to each separated employee and his/her eligible dependents automatically.

Flex Spending

Separated employees may submit claims for eligible health care and child care expenses incurred before the end of the month in which employment is terminated. The flex health care spending plan may be continued through COBRA.

Life Insurance

Coverage is extended until the end of the month in which employment terminates. Separated employees may continue or convert any group term life insurance benefits (basic, supplemental, or dependent) or continue the variable universal life policies within 31 days of termination.

Long-Term Disability

Coverage ceases on the last day worked. A conversion option is available and must be submitted directly to the Long-Term Disability Insurance Company within 31 days of termination.

Long-Term Care

Coverage is extended until the end of the month in which the employee terminates. To continue this coverage, the employee should contact the current carrier directly.

Tuition Assistance

If actively enrolled at the time of termination, benefit continues through the end of the semester.

Retirement

Benefit continues through the last pay period. Separated employees may withdraw their total account balance as permitted by the funding vehicle. Funds withdrawn from retirement accounts are subject to state and federal income taxes. The Internal Revenue Service also imposes a 10% surtax penalty on lump-sum distributions before age 59½.

Vacation

If the six-month orientation period has been completed, terminating employees will be paid for accrued vacation up to a maximum of 22 days or the maximum appropriate for their employment status.

Sick Leave

No payment is made for accrued sick days.

United Way, Credit Union

Deductions cease with the last pay period. Employees who have loans with the Credit Union should contact the Credit Union to arrange alternative payments. Employees are not required to withdraw from

Credit Union upon separation of employee with the University.

Outstanding Expenses

Employees must submit an expense report prior to their termination date to allow for reimbursement.

Employee Services

Identification Cards

For reasons relating to institutional identity, the promotion of safety for all members of the WUSM community and to obtain certain special services and privileges, WUSM Protective Services issues identification badges to all faculty, staff and students as well as selected contract employees.

All members of the WUSM community are required to display their badges in a place that is visible and above the waist line (i.e., on the shirt pocket or shirt collar), to identify themselves and their association with the University, at all times while on campus or on the premises of University owned or leased space. An employee should be able to produce it upon request by Protective Services or any other university/WUSM official.

The badge entitles employees to a number of benefits and privileges, including but not limited to:

- Access to the medical school and Danforth Campus libraries
- Access to the Athletic Complex at the Danforth Campus
- Access to the faculty/staff dining plan

Identification badges include a photograph of the community member, his or her first and last names as indicated on the properly submitted ID request form and the department to which he or she is assigned.

Identification badges are the property of the University and will be retained by the University when an individual terminates his or her employment, ceases to be enrolled, or otherwise ends his or her association with the University. As with all University property, the identification badge should not be shared among employees or used to gain unauthorized access to certain area or privileged information. Protective Services should be contacted with questions regarding the issuance of identification badges, granting facility access and returning or reporting lost WUSM identification badges.

Individuals will only be issued one active identification badge at a time from the medical school.

Bookstore

Employees may purchase textbooks for Washington University courses, supplies and other articles at the University bookstore located in Mallinckrodt Center and at the Medical School bookstore. The University bookstore offers employee discounts on certain purchases.

Food Service

There are several cafeterias located on the School of Medicine Campus. For more information about these locations, go to <http://wusm.cafebonappetit.com/>

Accounts with the University

All accounts an employee has with the University are to be paid promptly. The balance of any delinquent account may be withheld from an employee's payroll check. This applies to tuition payments, library fines, bookstore accounts, parking tickets and any other account with the University.

Credit Union

Membership in and services of the St. Louis Community Credit Union are offered to Washington University employees and their families. Deductions for savings or loans may be made by payroll deduction. Application is to be made directly to the St. Louis Community Credit Union - 3651 Forest Park, St. Louis, MO 63108.

Insurance

The University offers a voluntary benefits program that offers such insurance products as auto, home, renters, identity theft, condo, personal umbrella and more. This program allows employees the advantage of insuring with a reputable company in Travelers while possibly saving money on their auto and home insurance through low, competitive rates. To learn more about this program, employees may call Travelers at 1-800-842-5936 or open the Travelers link on the Benefits page of the Human Resources website (<http://hr.wustl.edu/benefits/Pages/AutoHome.aspx>).

United Way

The United Way includes almost 200 essential agencies serving many human needs in the community. Employees may contribute to the United Way through payroll deduction. Upon employment, an employee may obtain the United Way information and a pledge card. Employees also have the opportunity to pledge on-line through HRMS and to contribute during the yearly United Way campaign.

Transportation Services

Employees are eligible to use permit-parking facilities. Complete permit information and parking rules and regulations are available through the Transportation Office. Because of increasing demand for on-campus parking, the University has adopted a policy of strict enforcement, including the use of fines and towing to better protect the rights of those employees who observe the regulations. Employees obtaining a parking permit are expected to be familiar with and observe the rules governing the use of parking facilities.

The University provides free Metro Universal Passes (U-Pass) to benefits-eligible employees. These passes must be requested through the Transportation Office. A valid U-Pass must be returned to Parking and Transportation Services if an individual is no longer registered, appointed or employed. The value of a valid U-Pass will be reported as income for an individual who for any reason is no longer employed and does not return his or her U-Pass at the time of separation from the University.

Please contact the Transportation Office for information about transportation services or you can visit their website at <http://medfacilities.wustl.edu>.

Lost and Found

The School of Medicine Lost and Found is managed by the WUSM Protective Services. All employees and offices are encouraged to forward any "found" items to the Lost and Found in order to maintain a central location for persons seeking lost property.

Direct Deposit

Many employees find it convenient to have their paycheck automatically deposited in their bank account. Direct Deposit is required for all monthly employees and is strongly encouraged for biweekly employees. Forms are available on the WUSM Office of Human Resources website at <http://hr.med.wustl.edu>.

Employee Assistance Program

Washington University provides an Employee Assistance Program (EAP) to all benefits-eligible employees and their dependents. This benefit is also available to clinical fellows and trainees, as well as postdoctoral research associates. This prepaid benefit is offered as a way to help our employees resolve issues that may impact their personal lives and their job performance.

The program is available 24 hours a day, seven days a week and can be accessed by calling 1-844-365-4587 or visiting their website at www.guidanceresources.com

Employee Discounts

Resource Management offers staff discounts on a variety of products and services. Please visit their website at <http://resourcemanagement.wustl.edu> for more information.

Wellness Programs

Washington University provides various communication tools such as Wellness Connection and Healthy Living linking faculty and staff to campus resources relating to health and wellness. These sites provide information on educational programs related to fitness, nutrition, and various other health related topics. For more information, visit the Wellness Connection web site at <http://wellnessconnection.wustl.edu>. Employees at the School of Medicine have access to additional programs on nutrition and weight management at <http://healthliving.wustl.edu>.

For the health of its employees, patients and other visitors, the School of Medicine has adopted a policy which bans smoking or the use of other tobacco products on any property or in any building owned by the School of Medicine. Employees are strongly encouraged to seek out resources to assist with smoking cessation.

The School of Medicine sponsors several events each year aimed at improving the health of its employees. Among those are smoking cessation classes, nicotine replacement products and other medications to help those who wish to stop smoking.

Employee Recognition Programs

The University values the contributions of its staff, and is committed to recognizing those contributions. The following programs are examples of how this commitment has been carried out in previous years.

Service Awards are presented to nonacademic staff for consecutive years of service annually. Service awards begin with 10 years of continuous service and are issued every five (5) years thereafter. In addition, those who complete five (5) years of service receive a letter from the Dean commemorating service.

The Chancellor hosts a reception each year to honor faculty and staff members reaching the 25 years of full-time service threshold.

The School of Medicine also provides the Dean's Distinguished Service Award, the Research Support Award, the Operations Staff Award, and the Clinical Awards on an annual basis. Food and fun are provided at the Annual Employee Picnic event in Hudlin Park for School of Medicine employees.

Back-Up Care Advantage Program

The Back-Up Care Advantage Program assists eligible employees with balancing the competing demands of life and work. Benefits-eligible employees may use the service when they need to be at work and their regular child or elder/adult care is unavailable. Services available include center-based back-up

child care, in-home back-up and mildly-ill child care and in-home back-up elder/adult care. Dependents must be registered before care is provided and reservations are required. More information can be found by visiting www.brighthorizons.com/advantage and entering:

Username: WUBACKUP

Password: BACKUP

Employer Assisted Housing

In order to permanently stabilize DeBaliviere Place, Forest Park Southeast, Northeast University City, Skinker-DeBaliviere and certain West End neighborhoods, forgivable loans are offered to eligible Washington University employees.

Eligible employees are full-time and part-time (scheduled to work 20 hours or more per week) employees of Washington University in good standing. Other eligibility requirements apply. For official maps, eligibility requirements and information please go to: <http://eahp.wustl.edu/>.

Time Off

Vacation

It is the policy of the University to provide regular full-time and part-time benefit-eligible employees with paid vacation.

Eligibility – Regular full-time, and part-time benefits-eligible employees (those regularly scheduled to work 20 standard hours per week but less than 37.5 hours per week) are eligible to accrue vacation days. Vacation time for new employees will accumulate but may not be used during the first six (6) months of employment (orientation period).

Accrual – Regular full-time employees normally accrue vacation days at a standard accrual rate per hour paid each pay period to a maximum of 176 hours (for employees scheduled to work 40 hours per week) or 22 days. Hours paid include regular, sick, vacation, holiday, personal holidays, funeral leave or jury duty but do not include overtime. Vacation cannot accrue on more than 80 hours in a pay period in any case. Vacation does not accrue while on an unpaid leave of absence. Full-time employees cannot maintain an accrual balance greater than 22 days at any point in time. If an employee's initial employment date falls during the pay period, the amount of vacation accrued will be pro-rated based on the hours paid for that initial pay period. Accrued vacation time is available for usage as of the end of the pay period.

Part-time Employees – Part-time benefit-eligible employees (employees regularly scheduled to work at least 20 standard hours per week, but less than 37.5 hours per week) are eligible to accrue prorated vacation. This prorated benefit is normally calculated using a standard rate times hours paid each pay period up to a maximum number of hours set by the value of the FTE in effect each pay period (e.g. 50% FTE equals a maximum of 88 hours or 11 days).

Scheduling – The scheduling of vacation time requires the prior approval of the supervisor. Departments may have additional requirements. When possible, vacations will be granted in accordance with employee requests. Normally, where two vacation periods are in conflict the supervisor will make the final decision to allot vacations.

Time Reporting – All time spent on vacation must be recorded accurately on an employee's time or leave record. Vacation shall not be used in the calculation of overtime. Time off is intended to replace work time.

Transfers – Vacation pay in lieu of actual time taken will not be granted to employees continuing their employment or transferring to another department. Vacation may be taken when it is convenient for the employee and the supervisor.

The School of Medicine policy limits the accrual of vacation to 22 days. Employees who transfer from the Danforth Campus to the School of Medicine with more than 22 days of vacation will only be allowed to transfer a maximum of 22 days. No payment of vacation will be made for vacation that is forfeited as a result of the transfer.

Change in Employment Status – If a full-time employee becomes part-time benefits-eligible, the balance available remains and may be taken while in part-time status. To continue accruing, the balance available must be less than the maximum number of hours set by the FTE in effect each pay period.

If a part-time benefits-eligible employee becomes full-time, he/she will begin to accrue vacation up to the full-time maximum of 176 hours or 22 days (for employees scheduled to work 40 hours per week).

Workers' Compensation – Employees may use their accrued vacation to supplement their workers' compensation payments.

Illness During Vacation – Should an employee become ill or otherwise unable to report to work prior to the first day of a scheduled vacation period, he or she will be permitted to reschedule that period of vacation, upon request, and with sufficient proof of illness or disability. If the employee becomes ill or disabled during his or her scheduled vacation, the time will be reported as vacation time.

Termination – Regular full-time terminating employees, with greater than six (6) months of continuous service, will be paid for unused accrued vacation up to a maximum of 22 days. Terminating part-time benefits-eligible employees, with greater than six (6) months of continuous service, will be paid only for unused accrued vacation up to the maximum accrual set by the FTE in effect at the time of termination. Terminating employees cannot use vacation in lieu of working the full notice period; the last day worked will be the date of termination of employment.

Holidays

The official holidays for which time off with pay is granted are as follows:

New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Day

In order to receive holiday pay, full-time benefit-eligible employees must have worked their last scheduled day before the holiday and their first scheduled day after the holiday, unless otherwise excused by their supervisor for vacation, sick time, or FMLA leave (paid or unpaid). A supervisor/manager may request a physician's statement if the situation warrants such.

If asked to work on a regular University holiday, an employee will receive equal compensatory time off in lieu of the time worked or be compensated for the holiday and, at straight time, for hours worked on the holiday. If the regular paid holiday occurs during paid vacation, the holiday is not counted as a vacation day. An employee on an unpaid leave of absence, with the exception of unpaid FMLA, is not eligible for paid holidays.

Part-time employees scheduled to work 20 hours or more per week receive pay if the holiday occurs during their regularly scheduled work period. If the holiday occurs on a day the employee is not scheduled to work, the employee does not receive holiday pay.

The maximum holiday pay is 8 hours per day.

When a holiday falls on Sunday, the following Monday will be observed as the holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the holiday.

Sick Time

Sick time provides paid time off for employees who are unable to work for any of the following reasons:

- 1) For their own physical or mental illness, injury, or medical condition (inclusive of FMLA qualifying conditions);
- 2) To obtain diagnosis, care, or preventative care, including dental care; or
- 3) To care for a child, parent, spouse, or domestic partner (as defined under the Family and Medical Leave Act) who has an illness, injury, medical condition, or needs to obtain diagnosis, care or preventive care.

Eligibility— Regular full-time employees and part-time benefits-eligible employees (those regularly scheduled to work at least 20 hours per week but less than 37.5 hours per week) are eligible to accrue sick time. Sick time for new employees will accumulate but may not be used during the first six (6) months of employment (orientation period).

Accrual— Regular benefits-eligible employees accrue sick time per hour paid. The maximum annual accrual is 12 days. Hours paid include regular, sick, vacation, holiday, personal holidays, funeral leave, and jury duty, but do not include overtime. Biweekly employees do not accrue sick time on more than 80 hours in a pay period in any case. Sick time does not accrue during unpaid time off. Accrued sick time is available for use as of the end of the pay period.

Sick time cannot accrue in excess of the maximum 120 days (prorated as stated below for part-time status). As sick time is used, time is again accrued at the normal rate until the maximum is reached. If the employee becomes ill or incapacitated during his or her scheduled vacation, the time will be reported as vacation time.

Part-Time Employees— Part-time benefits-eligible employees (employees regularly scheduled to work at least 20 hours per week, but less than 37.5 hours per week) are eligible to accrue prorated sick time. This prorated benefit is a percentage of the full-time benefit, and is based upon the number of hours paid per pay period, including any paid vacation and/or sick time. The maximum balance that can be held is set by the employee's standard hours in effect each pay period (e.g., 20 hours per week equals a maximum annual accrual of 480 hours).

Change in Employment Status— If a full-time employee becomes part-time benefits-eligible, the balance available remains and may be taken while in part-time status. Additional sick time will not accrue until the employee's sick time balance falls below the new part-time maximum balance available. Accrual for the current fiscal year is limited to the new part-time maximum balance possible given the standard hours. Once an employee reaches the new maximum balance, no additional time will accrue until the available time is taken.

Physician's Statement— The University reserves the right to request a doctor's verification of treatment in cases of repeated absences or suspected abuse. In some cases, an employee may be required to provide a return to work note from a physician.

Personal Holidays — If an employee has 12 or more sick days at the beginning of a fiscal year and does not use a sick day (other than time off covered by FMLA) during the entire fiscal year, he or she will be given one paid personal holiday on July 1.

If an employee has 60 or more accumulated sick days at the beginning of the fiscal year and does not use a sick day (other than illness covered by the Family Medical Leave Act) during the entire fiscal year, he or she will be given two paid personal holidays on July 1.

Personal holidays cannot be accumulated, carried over from one year to the next, and are not paid out when the employee leaves the University.

Example: If an employee has 12 sick days on July 1, 2016, and does not use a sick day from July 1, 2016, through June 30, 2017, he or she will receive one personal holiday on July 1, 2017. If the employee fails to use this personal holiday, it will disappear on July 1, 2018.

Abuse of Sick Time — Paid sick time is a privilege extended by the University. Employees who abuse this privilege may be subject to disciplinary action up to and including termination of employment.

Employee Notification — Employees who will be absent from work due to illness or injury are to notify their supervisor prior to the start of their regular scheduled workday and be in compliance with any departmental attendance policy. Employees are expected to return to work as soon as medically possible. Not meeting required standards may result in the loss of sick pay benefits and or disciplinary action.

Termination of Employment — Terminating employees are not compensated for unused sick time or unused personal holidays.

Long Term Disability/Buy-Up Option:

Questions regarding use of sick leave during Long Term Disability or the waiting period should be directed to the HR Benefits team.

Leaves of Absence

Family and Medical Leave – The University recognizes that employees occasionally need to take time away from work to care for important family and medical needs. The Family and medical Leave Act (FMLA) allows eligible employees to take up to 12 work weeks of unpaid job-protected leave in a rolling 12-month period (measured backward from the date requested leave will be used) for the following reasons:

1. Employee Medical Leave - defined as time off due to a “serious health condition” of the employee (including the birth of a child), as certified by a health care provider.
2. Family Leave - defined as time off to care for a spouse, child or parent, with a “serious health condition”, as certified by a health care provider.
3. New Child Leave - defined as time off following the birth of a child or placement of a child through adoption or foster care.
4. Military Exigency Leave - defined as time off because of any qualifying exigency arising out of the fact that a spouse, child, or parent of an employee is on active duty (or has been notified of an impending call or order to active duty) in the National Guard or Reserves or is a retired member of the Armed Forces or Reserves and has been notified of an impending call or order to active duty in support of a contingency operation.
5. Military Caregiver Leave is defined as time off to care for a spouse, child, parent or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient

status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred by the service member in the line of active duty.

The FMLA also allows an eligible employee to take up to 26 workweeks of unpaid job-protected leave in a 12-month period to care for a spouse, child, parent or next of kin who is a member of the Armed Forces (including a member of the National Guard or Reserves), and who suffers certain serious injuries or illness in the line of active duty (military caregiver leave).

Although FMLA regulations do not cover employees who need time off to care for domestic partners with a “serious health condition”, it is the policy of the University to provide leave to such employees on the same basis as it provides leave to employees who need time off to care for spouses. Employees are required to use accrued time off (sick and/or vacation) while on FMLA leave. Once sick time and vacation are exhausted, any remaining time on leave will be without compensation. An employee on an unpaid leave of absence, with the exception of unpaid FMLA, is not eligible for paid holidays.

The above information is a very brief summary of the types of leave available to eligible employees pursuant to the University’s FMLA policy and should in no way be construed to explain the full scope of the University’s FMLA policy. For complete details of the University’s FMLA policy, access the Family and Medical Leave policy on the WUSM Human Resources’ website (<http://hr.med.wustl.edu>). Family and Medical Leave forms can be found in the Forms section of the Office of Human Resources’ website.

General Medical Leave of Absence – Benefit-eligible employees may request a general medical leave due to personal illness if they do not meet the Family and Medical Leave Act (FMLA) eligibility requirements due to years of service, job status, number of hours worked in the preceding twelve months, or have exhausted the twelve-week entitlement. This leave may be granted with the approval and at the discretion of department/program management. Employees must submit medical verification that supports the need for the medical leave.

Departments will review all requests on an individual basis, in consideration of the job requirements, the availability of temporary replacement and the department’s/program’s ability to reinstate the employee after the leave. While the department/program will base its decisions on the above factors, employees should understand that their jobs are not protected and may be filled during their leave. The maximum amount of General Medical Leave available is 12 weeks within a rolling 12-month period (similar to FMLA).

During this leave status, employees are expected to exhaust their available accrued unused sick or vacation balances and are responsible for payment of insurance premiums.

In cases where there is reason to doubt the validity of the health care provider’s certification, the University, at its own expense, may require send and third opinions to resolve the issue.

An employee cannot be engaged in alternate employment during a general medical leave.

Personal Leave – Benefit-eligible employees in good standing who are regularly scheduled to work 20 hours or more per week are eligible to request personal leave time. At the discretion of the supervisor and department head, an employee may be granted time off, without pay, up to a maximum of 12 months. Factors that will be reviewed when considering a request for personal leave include job requirements, business need, and the employee’s performance.

Benefits will continue during a personal leave and the employee will be responsible for payment of the employee portion of the premium. Sick and vacation time do not accrue. Employees on personal leave are not eligible for unemployment benefits.

An employee on a personal leave is not provided any guarantee of reemployment. Should the employee desire a return to active employment with the School of Medicine he or she is encouraged to use the resources available in the WUSM Office of Human Resources.

An employee cannot be engaged in alternate employment during a personal leave.

Military Leave

Faculty and staff members of Washington University who are also members of the United States military or employees of the National Disaster Medical System will receive a leave of absence to fulfill their military obligations. Employees can view the full text of the Military Leave policy in the Time Off Policies section of the Office of Human Resources' website (<http://hr.med.wustl.edu>).

Funeral Leave

Regular full-time and part-time employees scheduled to work 20 hours or more per week may be allowed up to three (3) days off, including the day of the funeral, without loss of pay, for a death occurring in the immediate family. Funeral leave is to be requested when time off is required during scheduled work hours. Immediate family, for the purpose of this policy includes a spouse, domestic partner, child, stepchild, grandchild, parent, stepparent, parent-in-law, daughter-in-law, son-in-law, brother, sister, half brother or sister.

In the case of the death of an employee's own grandparent, great-grandparent, great-grandchild, brother-in-law, sister-in-law, stepbrother or stepsister, aunt, uncle, nephew, niece or first cousin, only the day of the funeral may be granted as a day without loss of pay.

It is the employee's responsibility to notify his or her supervisor of the absence. Funeral leave may be granted on more than one occasion during the year. Funeral leave will only be time off with pay from regularly scheduled work.

Severe Weather and Emergency Conditions

The School of Medicine must continuously maintain essential services and operations during any severe weather or emergency situation and provide for the safety and care of its patients, students, staff and faculty. Therefore the School of Medicine is presumed to be open at all times and its members must be prepared to provide services as directed during any period of horrific weather or emergency situation.

In response to severe weather or other emergency situations, the Dean of the School of Medicine will determine the need for departments or units within the school to temporarily establish alternate work schedules. This "alternate work status" means that each department, based on its operational needs, may alter hours of operation as needed to provide essential services and address safety, health and other concerns for as long as the Dean determines such status is in effect. Decisions of this nature will be made at the Department Chair level based upon recommendations of key leaders within each unit and communicated to the Dean for overall coordination of school operations and approval.

Jury Duty

Regular full-time and part-time employees scheduled to work 20 hours or more per week who are called for jury duty will be excused from work without loss of pay during the time spent as a juror. Employees may also keep any compensation received from the Court while on jury duty. Time spent serving as a juror is not considered time worked when computing overtime.

An employee should notify the supervisor immediately upon receipt of a summons for jury duty.

Voting Time

Under Missouri law, and subject to the following conditions, full- and part-time employees will be permitted to take time off to vote. To qualify, an employee must give his or her supervisor notice one (1) working day in advance of the Election Day. The time off will only be granted at the beginning or end of the normal work schedule at the discretion of the supervisor. Time off to vote will not be granted to an employee who has a work schedule that allows three (3) off-duty hours after the opening or before the closing of the polling place. Time off to vote is without loss of pay.

Wage and Salary Policies

Washington University pays salaries that are competitive with those in our community and that recognize individual effort and contribution to the success of the University.

The University's wage and salary plan classifies each position to an appropriate salary range based on:

- Knowledge, skills and experience requirements
- Variety and scope of responsibilities
- Financial and operational impact

Established salary ranges are reviewed once a year and adjusted as necessary. An employee's supervisor can provide the salary range for the position in question.

Job Descriptions

Job descriptions are maintained by the WUSM Office of Human Resources and are available to employees through their supervisors. Job descriptions aid in staffing, wage and salary administration and training. They also help employees and supervisors communicate job responsibilities. Job descriptions, however, are not fixed. They are only guidelines and are expected to change over time.

From time to time, employees are expected to perform duties and handle responsibilities that are not a part of their normal jobs. If, over the months, the new duties and responsibilities remain a significant part of the assignment, the job description may be changed.

Salary Increases

Typically, salary rates will be reviewed once a year; however, frequency of reviews may vary based on circumstances. Your supervisor will explain the timing of performance reviews and salary increases.

Questions regarding paychecks and other compensation data may be directed to one's supervisor, Payroll, or the WUSM Office of Human Resources.

Definitions of Employment Status

The following terms will be used to describe the classification of employees and their employment status:

Exempt – Positions that meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law; incumbents are not legally entitled to overtime pay requirements.

Nonexempt – Positions that do not meet FLSA and state exemption tests. Employees are paid overtime for hours worked in excess of 40 per week.

Regular Full-time – Employees scheduled to work 37.5 hours or more per week.

Regular Part-time – Employees who are scheduled to work less than 37.5 hours per week but at least 20 hours per week.

Part-time – Employees who are scheduled to work less than 20 hours per week.

0-hour – Employees who work as needed and have no regularly scheduled hours.

Temporary – Employees who are hired for a pre-established period of time not to exceed six (6) months, usually during peak workloads or for vacation relief. They may work a full-time or part-time schedule and are ineligible for University benefits.

Overtime Pay

The Fair Labor Standards Act requires that employees in positions classified as nonexempt receive payment equal to one and one half times their hourly wage for all hours worked in excess of 40 hours in a workweek. All employees in positions classified as nonexempt must obtain approval from the appropriate supervisor before working overtime. All overtime worked, and approval of the overtime, must be noted on the individual's time sheet or time card. Paid time off (vacation, sick time, holidays, funeral leave, jury duty, etc.) is not considered time worked when determining eligibility for overtime compensation.

There may be times when employees will be required to work additional hours. When possible, as much notice as possible will be given.

Minimum Wage

All employees receiving pay from the University must receive a minimum wage for their total salary which meets or exceeds state and federally required rates. Departments will be notified of any changes in state or federal minimum wage rates. Effective July 1, 2017, the University entry level institutional minimum wage is \$11.75 per hour. This entry level wage will be reviewed annually and may be adjusted based on the market.

Workweek

The University workweek begins at 12:01 a.m. each Sunday and ends the following Saturday at midnight. The regular hours of work are 8:30 a.m. to 5:00 p.m. Monday through Friday. A daily, non-paid lunch period is also provided. Work breaks are subject to departmental policy.

From time to time, a supervisor may need to change an employee's work schedule to meet certain needs. Notice will be given as far in advance as possible.

Meals and Rest Periods

The University is not required to provide rest periods/breaks to employees, with the exception of break time for nursing mothers. In this case, the University is required to provide reasonable break time for an employee to express milk for the nursing child for up to one year after the child's birth. For all other situations, departments may wish to establish a policy to allow rest periods/breaks to promote the efficiency of work. In all cases, breaks from 5 to 20 minutes must be counted as hours worked.

For breaks related to workplace lactation, nursing mothers are allowed multiple breaks, as needed, for the purpose of expressing milk. There are dedicated lactation rooms on the WUSM campus, and information regarding the rooms and supplies can be found at <http://facilities.med.wustl.edu/lactation-rooms/>

The University normally provides a non-paid one-hour or one-half-hour meal break, typically taken near the middle of an employee's scheduled work day. "Bona fide" meal periods are not considered work time. For a meal to be 'bona fide,' it ordinarily must last at least 30 minutes and the employee must be completely relieved from duty. If meal periods are frequently interrupted by call to duty, the entire meal period must be counted as hours worked and the time counted for purposes of determining any overtime. Meal periods may not be used to shorten the work day, either at the beginning or the end of the work day.

Time Records

The University requires all employees in positions classified as nonexempt to maintain time and attendance records. Employees should report actual hours worked and other paid time off on the time and attendance form. The form should then be signed by the employee and the supervisor.

A time card is a legal record of the hours an employee is at work and paychecks are based on the time recorded on time cards. Any addition, correction or change on a time record must be made and initialed by the supervisor. An employee's failure or refusal to maintain an accurate time record is cause for disciplinary action up to and including termination.

Employees in positions classified as exempt are required to keep a leave record. The leave record should record time paid but not worked such as vacation or sick time.

Employees should periodically review the amount of unused vacation time and sick time they have available.

Paydays

Employees in positions classified as exempt are paid on a monthly basis. Employees in positions classified as nonexempt are paid on a biweekly basis. Those paid monthly are paid on the last working day of the month. Those paid biweekly are paid on the Friday after the end of the pay period.

Payroll Deductions

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and benefits. Deductions will be made for the following:

- Federal and state income tax withholding
- Social Security (FICA)
- Employee benefits
- Other items designated by the employee

At the end of the calendar year, each employee will be supplied with a Wage and Tax Statement (W-2) form. This statement summarizes income and deductions for the year and may be viewed or printed from Employee Self Service in the University's payroll system. If questions arise regarding these deductions, please contact the Payroll Department.

Wage Assignments/Garnishments

In compliance with federal and state legislation, Washington University must accept liens, assignments, garnishments and/or attachments against wages of employees. The WUSM Office of Human Resources will inform an employee that a wage levy has been issued and the Payroll Department will automatically deduct the appropriate funds from the employee's paycheck.

Telecommuting Policy

Purpose

While in general the University believes that patients, students and constituents can best be served when Washington University employees are physically at work, it also recognizes that flexible work arrangements such as telecommuting can be an important part of meeting departmental and university needs. Any such formal arrangement must be defined in writing prior to the start of the assignment and signed by the employee and the department.

Overview

Telecommuting is a work arrangement in which employees routinely perform their regular job responsibilities away from their primary business location. Telecommuting is normally considered an alternate worksite arrangement to an employee's primary work location for a defined period of time. This arrangement may be established for regularly scheduled, sustained periods of time and may represent a portion or all of the employee's work week. By special approval, this may also be the employee's sole work location when appropriate. Formal arrangements are not needed for temporary or intermittent assignments in which work has been approved to be performed away from the primary work place.

The ability to telecommute is a privilege based on the needs of the job, work group and organization, and may be determined by the employee's past and present levels of performance and is not a right. Not all employees and not all jobs are suited to telecommuting. Typically, telecommuting relationships should not be established during an employee's orientation period or when an employee is experiencing performance problems or requires close supervision. Nor are such arrangements intended to create a "second job" with the university or to allow employees to pursue other jobs or business initiatives external to the university.

Department managers are responsible for determining the feasibility of any individual telecommuting arrangement based upon evaluation of the work to be accomplished, benefits to the department, interactions required between the telecommuting employee and other staff members or customers and the demonstrated skills of the employee. Employees being considered for telecommuting must have a demonstrated record of acceptable or higher performance, be capable of independent, self-directed work and be highly self-motivated. The employee should currently be in good standing with the University and possess a current work record that is free of current disciplinary action or documented performance issues.

Telecommuting arrangements must comply with federal, state and city laws and University policies that apply to employees at Washington University. This includes, but is not limited to, the Fair Labor Standards Act (FLSA) and Occupational Safety and Health Act (OSHA). Therefore, telecommuting arrangements do not change salaries, benefits, job responsibilities, leave policies or other basic terms or legal requirements associated with employment. In those rare instances in which a department is hiring a new employee into a Telecommuting status, the Telecommuting requirements must be spelled out as a condition of employment during recruitment for the position.

Telecommuting agreements should add value to the operations of the department /school and must be reviewed and approved within established departmental approval processes before being enacted. In cases where telecommuting requests reflect employment outside of the state of Missouri, create on-going telecommuting arrangements or involve FMLA or other medical accommodation issues, requests must also be reviewed and approved by Human Resources.

When management determines that exigent circumstances exist, such as natural disaster, pandemic, etc., temporary or intermittent assignments may be approved by the department without formal written agreements in place. Departments may approve temporary telecommuting based on the circumstances and needs of the department and employees should not assume they may work from home without first obtaining management's approval. When the exigent circumstances no longer represent a crisis situation, such assignments must either stop or have formal agreements developed and signed by both the department and the employee to continue offsite arrangements.

The full text of the Telecommuting Policy can be found on the WUSM Human Resources website at <http://hr.med.wustl.edu/Policies/Pages/TelecommutingPolicy.aspx>

Independent Contractor Policy

A worker should not be hired as an independent contractor (as opposed to as an employee) unless he/she clearly meets the test for such status. An individual will be considered an employee, not an independent contractor, if the University has the right to direct and control the method and manner in which the work is to be done and the result to be accomplished. For detailed information regarding employee versus independent contractor status, the [questionnaire](#) should be completed and returned to the Human Resource office directly. For more information regarding designation of Independent Contractor status and implications, please see the [HR Webpage](#)

Pay Transparency Policy Statement

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Employee Communications

Suggestions

The University encourages employees to suggest methods to improve quality and efficiency in the school/department. Suggestions should be submitted in writing to the appropriate supervisor. Suggestions should be detailed so that the system or procedure can be adequately evaluated.

Employee Relations

The University's policies and procedures emphasize open-door practices that encourage each employee to deal directly with his or her supervisor, the WUSM Office of Human Resources and other members of management regarding complaints.

Problem Solving and Review Process

I. Overview

It is inevitable that from time to time there will be disagreements between managers and employees within the workplace. Open, considerate and respectful communication is fundamental to finding mutually acceptable solutions to workplace problems. It is important that employees are treated fairly and receive prompt responses to concerns so that issues within the workplace can be resolved. For this reason, the University provides a problem solving and review procedure to promote a collaborative resolution of issues raised by staff. Through this procedure, it is hoped that the University can engender an environment that supports fairness and creativity in addressing concerns about university and departmental practices and policies, or to fix issues which are seen as problems at work. This procedure may be used freely without fear of retaliation, and the Office of Human Resources is available to assist throughout the process. This process is not applicable to complaints of discrimination, harassment or abusive conduct, which are addressed by other policies and procedures.

II. Problem Solving and Review Process

The University emphasizes open-door policies that encourage each employee to deal directly with his or her supervisor, the Office of Human Resources and other members of management regarding concerns. A key component of this process is that all members of the University engage in an open and mutually respectful conversation about their differing views and ideas as one would expect in an institution of higher learning. As such, the University encourages employees to initially discuss their concerns with their immediate supervisor or Department Business Manager. For those employees who are unsure of the best approach to such a conversation, the Office of Human Resources - Employee Relations group is able to informally coach employees on possible approaches to help resolve the issues.

If an employee does not feel comfortable with directly approaching his/her immediate supervisor, then the employee is encouraged to bring his/her concerns to a member of the Human Resources Employee Relations team. The Employee Relations team member may take a number of different approaches, including but not limited to investigating the employee's concerns, educating the employee about possible options, assisting the employee in bringing those concerns to a more senior departmental manager, facilitating a guided conversation between the employee and manager or recommending possible resolutions to departmental management. The goal of this process is to promptly come to a fair and balanced resolution of the employee concern. To respect the privacy of individuals, details of an issue will only be shared with those who are needed to help resolve the problem.

An additional confidential and impartial resource available to an employee is the Staff Ombuds. The Staff Ombuds provides employees a place to voice work-related concerns and explore strategies for moving forward. As an independent resource, the Staff Ombuds is not a part of and does not report to Human Resources. Moreover, while the Staff Ombuds can make recommendations about University policies and practices when appropriate, the Staff Ombuds cannot make, modify or implement decisions or require any person at the University to take action to resolve issues brought to the Office of the Ombuds. Intended as an informal resource, the Staff Ombuds is unable to take part in the formal review process. Contact with the Staff Ombuds does not constitute notice to the university.

While there is a strong belief that workplace problems are best solved locally and as early on as possible, on those occasions that an employee does not feel that their concerns have been adequately addressed then they have the option of bringing their concerns to the attention of the Manager of Employee Relations in Human Resources. The Manager of Employee Relations will ordinarily meet with the employee and review his/her concerns and documentation. The Manager of Employee Relations may also recommend potential avenues of resolution.

III. Formal Review Process

If the informal processes described above does not result in a satisfactory resolution, an employee may seek formal review of a formal disciplinary action (formal written warning \ suspension or termination). To do so, within 30 days of the disciplinary action the employee must submit a written request for review, including any relevant documentation, to the Manager of Employee Relations. Employees must utilize the aforementioned informal procedures prior to submitting a request for formal review.

The Manager of Employee Relations member will transmit the employee's submission to the Dean or his/her designee. An appointment will then be set for the employee to meet with the Dean or his/her designee to discuss the matter. The Dean or his/her designee will then render a final determination of the matter.

Any disciplinary action under review remains in effect until the review is completed. At no time during the process will outside parties be allowed to participate in the review.

IV. Protection of Rights

The University will not tolerate retaliation against persons who utilize or participate in this problem solving and review process. Retaliation means actions that adversely affect a person's terms or conditions of employment and were taken because of the person's utilization of or participation in this process. An employee may still be subject to appropriate disciplinary action during the review process.

The utilization of this process does not preclude a staff member from seeking review from the Vice Chancellor for Human Resources. In such a situation, it is likely that the use of this process will be encouraged prior to any such review.

Revision – 1/26/17

Employee Health and Safety

Washington University seeks to provide a healthy and safe environment for all employees. The employee is a key part of any successful safety and health program. A successful safety and health program involves the active commitment of everyone in every area of the University to help safeguard the health of patients and co-workers by ensuring you are properly vaccinated, and that you help prevent fire, accidents, injury and property damage at the University. An employee should be alert and promptly report frayed electrical cords, trip hazards, broken or defective equipment or elevators, loose handrails and slippery walking surfaces to their supervisor, or department administrator. Environmental Health and Safety provides assistance in all facets of workplace safety and regulation compliance. For more information, visit their website at www.ehs.wustl.edu or e-mail them at esafety@msnotes.wustl.edu, or call at 362-6816.

Employees, especially those who function as healthcare providers or work in clinical care areas, must be sure to complete all health screenings and vaccinations, to include TB, Influenza, Hepatitis B, etc., as required for their position or work location. Occupational Health Services can provide a detailed list of required vaccinations for your position upon request. For more information, please contact Occupational Health at 362-3528.

Employees are obligated to follow all department safety rules, requirements and training, and are expected to perform their job assignments in the safest possible manner. Any job-related injury or illness should be immediately reported to an employee's supervisor.

Fire Safety

In the event of a fire, activate the building fire alarm, evacuate the building, go to your assembly area and do a head count. As police, fire or maintenance personnel arrive at the scene, offer assistance or information as needed. Stay at your assembly area until instructions are given to return to the building.

To report a fire, life-threatening power outage or emergency, call Protective Services from a safe phone at 362-HELP (4357).

Accident, Injury or Medical Emergency

Immediately report all job-related injuries or illnesses to your supervisor. Your department/school and the University Insurance Department will assist you in receiving appropriate treatment. To report a medical emergency, call Protective Services at 362-4357.

Fitness-For-Duty Screening

With Human Resources approval and under the following circumstances, and employee may be required to be screened to determine ability to safely perform essential functions of his/her job.

1. When the employee has been involved in a pattern of accidents or incidents while on the job resulting in potential injury to oneself or others; or
2. Where there is reasonable suspicion that the employee may not be capable of performing the required job without danger to him/herself or others.

Workers' Compensation

Workers' Compensation provides medical treatment and compensation for lost wages to employees who suffer an injury or occupational disease as a result of an accident arising out of and in the course of employment. Benefits under Workers' Compensation are initiated by the employee giving prompt notice to the employer of an injury or occupational disease arising out of and in the course of employment.

Notice must be given to the employee's supervisor or manager. In addition to verbal notice, Washington University policy requires that a Washington University Report of Injury or Illness form be completed by your supervisor as soon as possible.

Under the Missouri Workers' Compensation Law, the employer has the right to designate the doctor, hospital or medical care facility to provide treatment to the employee. At Washington University, authorized medical care providers under Workers' Compensation differ from those available to the employee under his or her health insurance benefit program.

The two facilities authorized to provide initial treatment to Washington University employees are the Barnes-Jewish Hospital Emergency Room for acute or traumatic injuries requiring emergency medical treatment, and for other injuries, BarnesCare Corporate Health Services, 5000 Manchester, located one-quarter mile west of the Manchester/South Kingshighway intersection.

Employees who experience an occupational exposure to blood or potentially infectious body fluids or tissues or who suffer a research animal related injury or disease must notify the supervisor and immediately seek treatment through BarnesCare.

For employee medical treatment at BarnesCare, the supervisor should phone the Insurance Department at 935-5527 or 935-5547, and a medical authorization form will be faxed to BarnesCare prior to the employee's arrival.

Employees who need time off from work to receive treatment approved by Workers' Compensation must use their accrued sick time.

Treatment that an employee would elect to receive through a personal physician or through a health insurance benefit program is not considered authorized under Workers' Compensation and is at the employee's expense unless the Insurance Department provides explicit prior authorization to the employee.

Temporary Total Disability (TTD) Payments

TTD under Workers' Compensation is calculated as two-thirds of the employee's average weekly wage, not to exceed a weekly statutory amount. The insurance carrier compensates each consecutive day lost, after the first three (3) scheduled work days, if the absence is approved by a Washington University authorized Workers' Compensation physician. If the period of absence exceeds 14 consecutive calendar days, the carrier will also pay for the first three (3) days at the compensable daily rate. If the absence is

less than 14 days, accrued sick time must be used for the first three (3) days. If sick leave is not available, vacation time must be used.

When copies of TTD checks are received by the Insurance Department, the check copy will be sent to the department. The department may correct or adjust the payroll to compensate for the difference between what the employee received from his or her TTD check and the balance due for his or her pay. The amount of pay in excess of the TTD check will be treated as paid sick leave to the extent that sick leave is available. When all accumulated sick leave is used, vacation pay will be used to the extent that it is available. After all accrued sick and vacation is used, the employee will no longer receive wages from the University. During the unpaid leave period, sick and vacation time will not accrue.

Protective Services

The security and law enforcement functions of the medical campus are provided on a 24-hour basis. Officers patrol the campus on foot, by bicycle and in marked patrol vehicles. In-house force response officers and supervisors are armed and possess full arrest powers on campus. These officers patrol indoors and out. In addition, a complement of contract security officers provide fixed-post security at locations inside the buildings, make regular walking rounds, enforce parking regulations and operate mobile units.

The Protective Services Department provides an escort service for employees upon request. To request escort service, dial 362-HELP. Jump start and key extrication services are provided by security officers operating in marked mobile units. These services are available for Washington University staff and other persons using campus parking facilities. To request service, dial 362-HELP.

Annual Security Report

Washington University publishes an annual report on campus crime and security. The most recent version of this report is available on-line at <http://wusmproserv.wustl.edu>.

Emergency Information

In the event of an emergency, the University will provide information and updates through its "Where to go" program described at <http://emergency.wustl.edu>.

Standards of Conduct

Professional Standards

Washington University has a tradition of high ethical and professional standards. These standards include competence, courtesy, cooperation, responsiveness, accuracy, effectiveness, efficiency and compassion on the part of all employees. Employees must be aware of their responsibilities to the University and their co-workers.

Employees are responsible for maintaining high standards of conduct, cooperation and performance. Supervisors and managers are responsible for organizing and directing the work of employees so that optimum quality and productivity can be achieved and maintained.

It is the policy of the University that employees normally are given an opportunity to improve whenever behavior, productivity or effectiveness fall below an acceptable level. Violations of standards may result in one of the following forms of corrective action: verbal counseling, written warning, suspension or dismissal. In determining which disciplinary measure is appropriate, the seriousness of the infraction, the past record of the employee and the circumstances surrounding the matter will be taken into

consideration. This progressive procedure does not preclude terminating an employee at any time if circumstances warrant.

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions that will result in corrective action, up to and including termination:

- Falsifying employment application, time card, personnel or other University documents or records;
- Unauthorized possession of University or employee property, gambling, carrying weapons or explosives or violating criminal laws on University premises;
- Possession, storage or use of weapons, ammunition or explosives (concealed or otherwise) on University property or in vehicles located in University parking facilities;
- Possession, storage, distribution or sale of controlled substances or alcohol on University property;
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of others on University premises;
- Disclosure of confidential or proprietary information;
- Engaging in acts of dishonesty, fraud, theft or sabotage;
- Threatening, intimidating, coercing, using abusive or vulgar language or interfering with the performance of other employees;
- Insubordination or refusal to comply with instructions or failure to perform duties that are assigned;
- Unauthorized or inappropriate use of University material, time, equipment or property;
- Damaging or destroying University property;
- Performance that, in the University's opinion, does not meet the requirements of the position;
- Negligence in observing fire prevention and safety rules;
- Other circumstances where the University feels that corrective action is warranted.

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and the University.

Performance Evaluations

Normally, an employee will receive performance feedback on or near the sixth month of employment and a performance evaluation at the completion of 12 months of employment. Thereafter, in most cases, a performance evaluation will be conducted once a year. The performance evaluation allows the supervisor to discuss an employee's overall performance and summarize both formal and informal performance discussions held throughout the review period. It will review strengths and also point out ways to improve job performance. Generally, merit increases are administered with respect to the employee's level of performance and department/program practice.

Sexual Harassment

It is the policy of the University that all employees have the right to enjoy a work environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual harassment.

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor or other unwelcome verbal or physical conduct of a sexual nature, including sexual violence, whether committed on or off campus, when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement;
- submission to or rejection of such conduct by an individual is used as the basis or threatened to be used as the basis for employment or academic decisions or assessments affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating or hostile environment for work or learning. Such conduct will typically be directed against a particular individual or individuals and will either be abusive or severely humiliating or will persist despite the objection of the person targeted by the speech or conduct.

Sexual violence is a prohibited form of sexual harassment and includes physical sexual acts perpetrated against a person's will or where it would be apparent to a reasonable observer that a person is incapable of giving consent due to the victim's use of drugs and/or alcohol or due to an intellectual or other disability.

Sexual harassment can be verbal, visual, physical or communicated in writing or electronically. Whether particular conduct constitutes sexual harassment will often depend upon the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor-subordinate, colleague, etc.) and the specific setting.

Any employee who believes that he or she has been sexually harassed should report the allegations immediately to a supervisor, the Assistant Vice Chancellor for Human Resources, or one of the Advisors identified in the University's Policy on Sexual Harassment. All allegations of sexual harassment will be promptly and appropriately investigated, and appropriate action taken, including disciplinary action up to and including discharge, depending on the facts of the case as developed by the investigation. All information disclosed to the University will be held in confidence to the extent it is practical to do so and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter.

A complete copy of the University's Policy on Sexual Harassment is available on the Washington University Human Resources website (<http://hr.wustl.edu/policies/Pages/SexualHarassment.aspx>) or by calling the Office of Human Resources at 362-7196.

Discrimination and Discriminatory Harassment

The University is committed to having a positive learning and working environment for its students, faculty, and staff. University policy prohibits discrimination on the basis of race, color, age, religion, gender, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. In some circumstances such harassment may also violate federal, state or local law.

Discriminatory harassment is unwelcome and objectively offensive conduct that has the purpose or effect of unreasonably interfering with an individual's work or educational environment; is directed at a particular individual or individuals because of the individual's/individuals' race, color, age, religion, gender, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information; and is abusive or severely humiliating. Whether particular conduct constitutes discriminatory harassment often depends on the specific context of the situation, including the participants' reasonable understanding of the situation, their past dealings with each other, the nature of their professional relationship (e.g., supervisor-subordinate, colleague), and the specific setting.

Any employee who believes that he or she has been harassed should report the allegations immediately to a supervisor, the Assistant Vice Chancellor for Human Resources or one of the Advisors identified in the University's Discrimination and Discriminatory Harassment Policy. All allegations of harassment will be promptly and appropriately investigated, and appropriate action taken, including disciplinary action up

to and including discharge, depending on the facts of the case as developed by the investigation. All information disclosed to the University will be held in confidence to the extent it is practical to do so and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter.

A complete copy of the University's Discrimination and Harassment Policy is available and can be obtained by calling the WUSM Office of Human Resources at 362-7196. The complete policy is also available on the WUSM Human Resources website located at <http://hr.med.wustl.edu>.

Abusive Conduct

Washington University School of Medicine (WUSM) is committed to having a positive learning and working environment for its students, faculty, and staff. All individuals have the right to enjoy an environment free from all forms of conduct that can be considered harassing, threatening, or intimidating. In addition, academic freedom can exist only when every person is free to pursue ideas in a non-threatening atmosphere of mutual respect. WUSM is committed to protecting the academic freedom and freedom of expression of all members of the school community and this Policy against abusive conduct will be applied in a manner that protects those freedoms. Abusive conduct is reprehensible and threatening to the careers, educational experience, and well-being of all members of our community and will not be tolerated. This Policy applies to all students, faculty, and staff and is in addition to the Washington University Sexual Harassment and Discriminatory Harassment policies.

Abusive conduct is behavior that creates an intimidating environment and is likely to interfere with an individual's work or education. This conduct can be verbal, visual, physical, or communicated in writing or electronically. Such conduct is typically directed against a particular individual or individuals. It includes, but is not limited to, situations where one person has authority over another. In such situations, abusive conduct is particularly serious because it may unfairly exploit the power inherent in a faculty member's or supervisor's position.

The School of Medicine can respond to specific instances and allegations of abusive conduct only if it is aware of them and therefore encourages anyone who believes that he or she has experienced abusive conduct to come forward promptly with inquiries, reports, or complaints and to seek assistance. In addition, any faculty member, manager, or employee who becomes aware of instances or allegations of abusive conduct, by or against a person under his or her supervisory authority, is required to report it to the appropriate dean, director, department head, or other similar administrator or to the WUSM Human Resources Office. Once a complaint is received, it is the responsibility of the dean, director, department head, or similar administrator to respond to the allegations and reports of abusive conduct and take corrective action, if appropriate, or to work with WUSM Human Resources to develop such a response and corrective action, if appropriate. All complaints and their resolution must be reported to WUSM Human Resources.

A complete copy of the Abusive Conduct Policy is available and can be obtained by calling the WUSM Office of Human Resources at 362-7196. The complete policy is also available on the WUSM Human Resources website at <http://hr.med.wustl.edu>.

Workplace Violence

All employees are expected to meet the University's standards of professionalism and demonstrate courtesy to co-workers, students, visitors and members of the public. Each employee shares the responsibility for preventing possible workplace violence.

No employee shall threaten or use force or violence to restrain, coerce or intimidate any co-worker, student, visitor or member of the public. An employee engages in such conduct will be subject to disciplinary action up to and including termination.

Employees who feel they are being provoked or harassed by co-workers should discuss the problem with their supervisor, the Director of Human Resources, or WUSM Protective Services.

Any employee who receives a threat of violence by co-workers or another person, and any employee who hears, observes, reads or otherwise becomes aware of a threat by any employee against him/herself or a co-worker, whether such threat is direct or implied, should immediately report the fact of such threat to his or her manager, the Director of Human Resources, or WUSM Protective Services.

Firearms, knives, ammunition, explosive materials and any other dangerous weapons or materials (concealed or otherwise) are prohibited on all University premises (including University parking facilities) and at all functions sponsored by the University. Firearms may not be stowed in vehicles parked on or in University parking facilities. Excluded from this prohibition are the School of Medicine Protective Services response officers who carry equipment as necessary to perform their job responsibilities. Exceptions to the University prohibition on weapons on all campuses may only be made on an individual basis by the Director of WUSM Protective Services.

Attendance Standards

Attendance and punctuality are essential elements of efficient and effective job performance. Unscheduled absences disrupt work schedules, impose added work on others and negatively affect morale of the employees who are available.

An employee whose attendance record shows an unacceptable pattern of absences or tardiness will be notified of the problem. The employee will then be obligated to be available for work based on standards established by the supervisor. Further disciplinary action up to and including termination will result if school/department attendance standards are not met. The fact that the employee may have accumulated paid time off will not serve to diminish the severity of the problem nor the remedial actions taken by management. Unacceptable attendance may negatively affect an employee's salary, requests for transfer or promotion and continued employment.

Absences in General

In case of absence, the employee should personally notify his or her supervisor as soon as possible prior to the regular starting time of the first day of absence and on each subsequent day. Each absence is considered individually with respect to payment or deduction and proper notification is one of the considerations.

It is the employee's responsibility to notify his/her supervisor or designee prior to the scheduled starting time or per departmental policy, if for any reason, he/she cannot report to work or will be late for work. Employees are to maintain contact with their supervisors or managers for any period of absence beyond one day except in the cases where employees have provided medical certification covering a specified period. The frequency of contact between an employee and supervisor or manager during an extended absence should be discussed with and approved by the supervisor.

Each department/division may establish parameters for acceptable/unacceptable availability for work. Department/division rules should address proper reporting of an unscheduled absence or lateness, early departure and similar unavailability.

Absence without Notice

To operate effectively, the University requires employees to keep their department informed of their status when they are off work because of illness or accident from any cause. If an employee fails to notify the department after two (2) days of unscheduled consecutive absence (including a Friday and Monday), it will be assumed that the employee has resigned and the employee will be removed from the payroll.

Likewise, an employee must call his or her supervisor daily while off work due to short-term illness or accident, or it will be presumed that the employee has resigned, and the employee will be removed from the payroll. If an employee must leave work for any reason before the end of the day, he or she must discuss the situation with the supervisor.

Children in the Workplace

It is inappropriate for children and other relatives of employees to remain in the employee's workplace during working hours. In addition, University property whether owned or leased should not be used in lieu of making appropriate child care arrangements elsewhere. This policy is intended to minimize potential liability to Washington University, avoid risk of harm to children and reduce distractions and disruptions affecting employee productivity.

Conflict of Interest

Employees of the University recognize a shared responsibility to ensure that they conduct themselves in an unbiased manner and serve the goals of the University. It is the responsibility of the University and its employees to guard against conflict of interest that might compromise the integrity and objectivity of the University community.

Conflict of interest exists if an employee's position or authority may be used to influence or make decisions that lead to any form of financial or personal gain for that employee or his or her family.

Contact your supervisor or the WUSM Office of Human Resources if questions arise regarding outside work or a possible conflict of interest. A complete copy of the University's Conflict of Interest Policy is available at http://provost.wustl.edu/university_policies.

Conflict of Commitment Policy

External Activities

Employees may not engage in external activities that interfere with the performance of their University duties, that disrupt the operations of their department or school, or that create an actual or apparent conflict of interest with their University responsibilities.

University staff employees, including senior administrators, may from time to time be involved in paid or unpaid activities unrelated to Washington University. Examples of such activities include consulting engagement, external board service (for either for-profit or not-for-profit entities), volunteer and community service activities, or other jobs.

The University realizes that many external activities benefit the community at large. However, employees should, in general, perform external activities outside of their University work hours; i.e., outside of their normal 37.5 or 40 work hours per week, depending on the area of the University in which they work. When that is not possible, employees must obtain prior approval to participate in external activities that occur during their normal University work hours, as follows. In situations where an employee will be paid by the external entity, advance written approval by the employee's Vice Chancellor or Dean for the employee to participate in that activity must be obtained. For external activities that involve no payments to the employee by the external entity, advance written approval by the employee's supervisor must be obtained. Supervisor-approved vacation time may be required to perform the external activities.

Use of Washington University Affiliation in External Consulting Activities

University staff members, including senior administrators, and the organizations for which they consult must not say or imply and connection between Washington University and such consulting activities as

reports, recommendations, analyses, and the like. They must not say or imply that the University endorses the conclusions of those activities. Staff members are responsible for notifying organizations for which they consult of this prohibition and must include the following disclaimer in all reports, recommendations, analyses, and the like prepared in connection with their consulting activities: "The information provided herein is solely the work of (name) in my personal capacity and is not related to Washington University in St. Louis or my employment there."

Solicitation and Distribution

To avoid disruption of operations, the following rules apply to solicitations and the distribution of literature on the property of Washington University and the Washington University Medical Center (WUMC). Persons not employed or otherwise authorized by the University are prohibited from soliciting funds or signatures, distributing literature or gifts, offering to sell merchandise or services of engaging in any other solicitations or similar activity on University or WUMC property. With the exception of University-sanctioned activities, employees may not solicit during work time or in patient-care areas of WUMC, may not distribute literature during work time or in work areas (including patient-care areas of WUMC), and may not use the University's email system for non-job related solicitation or distributions.

Drug and Alcohol Policy

Washington University is committed to maintaining a safe and healthful environment for members of the University community by promoting a drug-free environment as well as one free of the abuse of alcohol. Violations of this policy will be handled according to existing policies and procedures concerning the conduct of faculty, staff and students. This includes pre-employment screenings for certain positions and for cause testing where applicable.

This policy is adopted in accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

Standards of Conduct

Washington University strictly prohibits the unlawful manufacture, sale, distribution, dispensation, possession or use of controlled substances or alcohol on University property or as a part of any University activity. All faculty, staff and students must comply with this policy as a condition of their employment or enrollment. Faculty and staff members are prohibited from reporting to work under the influence of alcohol, chemicals, or drugs, including legally obtained prescription drugs, which impair one's ability to perform normal work activities. All faculty and staff members must notify their immediate supervisor(s) within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace or in the conduct of University business.

Violations

Violations of the standards of conduct will be dealt with on a case-by-case basis following the policies and procedures applicable to, as appropriate, faculty, staff or students. Sanctions may include, among other things, reprimand, warning, suspension, probation, expulsion or termination. Referral to an appropriate assistance or rehabilitation program also may be appropriate. Referral for prosecution will occur for serious violations.

The Drug-Free Workplace Act requires the University: (1) within 10 days after receiving notice that an employee has been convicted of any criminal drug statute violation occurring in the workplace or in the conduct of University business, to notify appropriate government agencies of such conviction; and (2) within 30 days after receiving such notice, to take appropriate personnel action against such employee up to and including termination and/or to require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program.

A copy of the complete Drug and alcohol Policy can be found on the WUSM Human Resources' website at <http://hr.med.wustl.edu>.

Confidentiality

Washington University maintains confidential records for a variety of business needs. Records include detailed information about job applicants, employees, patient health status, research and grant related information, finances and future planning. Many records such as medical records and student records, research data must be kept confidential as a matter of law. Maintaining confidentiality is critical to the University's obligations to comply with law and to the proper conduct of University business. Employees are expected to protect all confidential and proprietary information by safeguarding it when in use, filing it properly when not in use and discussing it only with those who have a legitimate business need to know. Employees uncertain about the use of University records and information should consult with their supervisor. Violations of this policy will lead to disciplinary action up to and including termination.

Personnel Records

Important events in each employee's history with the University will be recorded and kept in the employee's personnel file.

Employees are responsible for notifying the department business office and the Human Resources Benefits Office of changes in address, telephone number and family status (births, marriage, death, divorce, legal separation, etc.) as income tax status and benefits may be affected by these changes.

Access to personnel records is restricted to certain individuals within the University who need information contained in them in the normal course of business. A current employee may access his or her personnel file maintained by the WUSM Human Resources Office during normal business hours by calling 362-7196 to make an appointment.

Policy on Charities

The Washington University School of Medicine does not selectively support or endorse particular charities, philanthropies, nonprofit organizations or causes, except as follows:

The University-endorsed, institution-wide United Way and Art and Education Council annual campaigns; Marketing, promotional, advocacy or educational campaigns that are supported by a department, center or program, partnerships and endorsements such as these will be forwarded by the Office of Medical Public Affairs to the Dean or Practice Plan CEO for approval.

The resources of Washington University School of Medicine and its departments and programs are provided to employees for purposes directly related to University business. The School of Medicine's mailing lists, communications infrastructure, photocopying and other services or funds may not be used in support of external charity organizations unless University-endorsed. Employees should perform any personal, voluntary activities in a manner that does not imply or convey an institutional endorsement.

Dress and Personal Appearance

All employees are expected to maintain good grooming and dress appropriately for the work they are performing. Clothing is to be neat, clean, and in good repair. It should be of sufficient length, weight, and fit to be modest when performing any activity required. Clothing that reveals bare backs, midriffs, or shoulders are generally not acceptable attire because they do not promote a professional image.

Specific issues, questions, and concerns should be addressed according to departmental policy.

Specialized personal protective clothing or equipment is to be worn or used by employees whenever appropriate for protection against hazard.

Computer and Administrative Information Systems Security Policy

Washington University's Computer and Administrative Information Systems (AIS) may be used only by designated University employees for the University's purposes. Information contained in these computers and systems is highly sensitive and must be treated as such, not only to comply with our legal and ethical responsibilities to protect the privacy of the University's students, faculty, employees, and patients, but also to ensure the integrity of University data. Unauthorized use of AIS and unauthorized distribution of any AIS information is strictly prohibited.

This policy supplements the University Computer Use Policy and the Guideline to Legal and Ethical Use of Software. Anyone with access to student information must also review and understand the Students Records Policy. These policies can be found on the Danforth Campus Human Resources web site at <http://wustl.edu/policies> .

Electronic Communication (E-Mail) and Internet Usage

The medical school's electronic mail ("e-mail") and Internet system is intended to be used for business purposes only. Use for informal or personal purposes is permissible only within reasonable limits. As a condition of initial and continued employment, all employees acknowledge the medical school's right to monitor, review and/or disclose e-mail messages and Internet records, when appropriate, without notification to or permission from the employee sending or receiving the messages.

While the medical school does not intend to regularly monitor or review employees' e-mail/Internet records, employees' reasonable expectation of privacy in e-mail or Internet usage is limited by the business needs of the medical school. The medical school owns the computer and software making up the e-mail and Internet systems and permits employees to use them in the performance of their duties. E-mail messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by authorized medical school representatives.

Employees should always ensure that the business information contained in e-mail/Internet messages is accurate, appropriate and lawful. Specifically, usage related to pornography and racially derogatory, discriminating, threatening or abusive communication is prohibited. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or medical school policies, will result in disciplinary action, up to and including termination of employment.

Employees also are reminded that log-on and other passwords may not be shared with any third party, nor may they be shared with another employee, unless such password(s) is requested by an authorized management official of the medical school. Please refer to the website www.wustl.edu/policies for the full policy language.

Telephone Use

University telephones are to be used for business purposes. Employees are expected to answer all calls promptly and courteously. On occasion, personal calls may be necessary but should be limited to emergencies or essential personal business and kept brief. Employees must reimburse the University for personal long distance telephone calls.

Tobacco-Free Policy

It is the policy of the University to provide a healthy, comfortable and productive work and learning environment for all faculty, staff and students. All smoking, other use of tobacco products and electronic

cigarettes are strictly prohibited within the School of Medicine buildings and on our property, including during breaks and meal times. This policy applies to the entire School of Medicine community, including, but not limited to all faculty, staff, students, patients, contractors and visitors.

Individuals within the WUSM community are not permitted to smoke, use tobacco products or electronic cigarettes within WUSM owned, leased, or occupied facilities or on WUSM owned, leased, or occupied property.

This includes:

- the physical campuses;
- parking facilities and lots (including in personal vehicles at these locations);
- WUSM owned, leased or rented vehicles;
- within 25 feet of entryways or exits; near air intakes; or near fire/explosion hazards;
- any worksites in which individuals within the WUSM Community work.

If individuals within the WUSM community smoke, use tobacco products or electronic cigarettes off WUSM properties, they are expected to be respectful of residents, hospitals and businesses neighboring WUSM facilities. They should not loiter in front of homes, hospitals or businesses near WUSM facilities and must discard any remaining products in appropriate receptacles.

Violations of the policy may result in disciplinary action.

Revised February 2014

Code of Conduct

Washington University is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, the University relies on each community member's ethical behavior, honesty, integrity, and good judgment. Each community member should demonstrate respect for the rights of others and be accountable for his/her actions.

The University and each community member must transact University business in compliance with all laws, regulations, and University policies related to their positions and areas of responsibility. Managers and supervisors are responsible for teaching and monitoring compliance in their areas.

An up-to-date version of the Code of Conduct is available at www.codeofconduct.wustl.edu.

Compliance Program

Washington University wants to ensure that none of its staff, faculty, third-party vendors and service providers, or other contractors feel obligated to participate in activities they consider to be illegal or unethical. All staff, faculty, and contractors are required to comply with federal, state, and local laws and regulations, as well as University policies, including the University's Code of Conduct.

As described in the Code of Conduct, the University Compliance Office maintains a hotline for employees and others to call to report any suspected violations of laws, regulations, or University policies. The hotline number is (314) 362-4998. Calls to the hotline are anonymous unless the caller wishes to give his/her name or phone number. The University Compliance Office is responsible for ensuring issues reported in hotline calls are investigated and resolved.

The federal False Claims Act is intended to prevent and detect fraud, waste, and abuse of government funds. It is a violation of the federal False Claims Act for anyone to knowingly submit, or cause another

person to submit, a false claim and receive government funds. Examples of actions that could violate the federal False Claims Act include overcharging the government for services rendered; filing a claim with the government for services that were not rendered; or filing a claim with the government with information known to be false. Anyone who knowingly or intentionally submits a false claim to the federal government is liable for civil penalties of \$5,500 to \$11,000 per claim, plus three times the amount of damage caused by the false claim.

Anyone who suspects a violation of the False Claims Act or any other federal, state, or local law, a University policy, or the University's Code of Conduct is required to promptly report it to University management. Anyone who, in good faith, reports a suspected or actual violation of law, regulation, or University Code of Conduct or policy will be protected from retaliation and retribution as a result of such reporting, regardless of whether or not, after investigation, a violation is found to have occurred. As outlined in the University's Code of Conduct, the following channels are available for informing University management of the suspected violations:

- Report it directly to your supervisor or department head or chair
- Report it to the related area-specific compliance office
- Call the University hotline at (314) 362-4998; reports may be made anonymously

If issues related to misuse of government funds are not addressed and resolved by the above reporting channels, the federal False Claims Act contains provisions that allow citizens with evidence of false claims against the government to sue, on behalf of the government, in order to recover the improperly charged funds. If the suit ultimately ends in a monetary judgment, the citizen may share in the damages recovered. The federal False Claims Act extends protections to employees who report false claims from retaliation or discrimination by an employer.

Inspections

The University retains the right to inspect lockers, desks, offices, files and electronic data under appropriate circumstances. In unusual circumstances, the University may also need to inspect items brought onto campus, such as packages, bags, briefcases or coats. An employee may not remove University property including, but not limited to, discarded or excess items, from the premises without written authorization from management. Individuals refusing inspections may be detained until the matter is clarified.

Illegal or dangerous items are not allowed on campus. The possession, storage or use of firearms, knives ammunition and other dangerous weapons is prohibited on all University property. Employees are strictly prohibited from carrying concealed weapons on University property and may not store weapons or ammunition in vehicles located in University parking facilities. All such items are subject to confiscation.

Weapons Policy

Employees are strictly prohibited from carrying concealed weapons on university property and may not store weapons or ammunition in vehicles located in university parking facilities.

Separation of Employment

Leaving Service

Non-exempt employees are expected to give a minimum of two (2) weeks prior notice and exempt employees are expected to give a minimum of four (4) weeks' notice of their intent to terminate employment. In addition, employees leaving the service of the University must return identification cards, keys, uniforms, parking permits, Metro Universal Pass, and any other University property. A valid U-Pass must be returned to Parking and Transportation Services if an individual is no longer registered,

appointed or employed. The value of a valid U-Pass will be reported as income for an individual who for any reason is no longer employed and does not return his or her U-Pass at the time of separation from the University. Any benefits eligible person who leaves the employ of the University for any reason and who has six (6) months or more of continuous service will receive pay for any accrued, unused vacation up to the maximum accrual allowed (22 days for full-time employees). Employees who terminate should contact the Human Resources Benefits Office for advice on the transfer of insurance coverage and to answer any final questions.

Resignation

Employees who leave the employment of the University by their own choice are considered to have voluntarily resigned. Employees are expected to provide their supervisor with written notice of their resignation and non-exempt employees are expected to give a minimum of ten working days of notice of their intention to resign (20 working days' notice for exempt employees). This notice period normally consists of work time. Vacation time may not be used during this period. Employees who fail to return to work after an approved leave of absence are also considered to have voluntarily resigned their employment. Verbal expression of an intention to discontinue employment should normally be considered a resignation.

Staff Reduction

Staff reductions may occur as a result of a decreased need for certain services, school or department reorganization, loss of grant funding or redefinition or restructuring of jobs. If an employee is involved in a staff reduction, he or she should work with the WUSM Human Resources Office to investigate the possibility of a transfer to another position within the University. An employee affected by a staff reduction will be given advance notice whenever possible. However, it should be recognized that conditions leading to staff reductions may occur without advance notice.

Termination/Discharge

Although discharge ordinarily will not occur until a warning has been given to an employee, termination may occur without prior corrective or disciplinary measures if warranted by the circumstances. Reasons for discharge include, but are not limited to, unsatisfactory job performance or behavior, misconduct, neglect of job duties, frequent or excessive tardiness or absenteeism, or violation of policy.

Retirement

Employees who meet the "Rule of 65" at termination are eligible for retiree benefits. Under the eligibility "Rule of 65," an employee must meet any combination of age and years of current consecutive benefits-eligible service that equals 65 or more, with two minimum requirements: 1) age 55 and 2) 5 years of benefits-eligible service. An employee who anticipates retirement should contact the Human Resources Benefit Office as early as possible prior to the expected retirement date to enable timely completion of necessary forms. Advance notice of at least (3) months is recommended.

Eligibility for Rehire

Prior employment history with the University will be considered in all employment decisions. An employee who has been involuntarily terminated due to misconduct or unsatisfactory job performance is generally not eligible for rehire.