



Washington University in St. Louis



WASHINGTON UNIVERSITY IN ST

Table of Contents

<u>Welcome to Washington University in St. Louis</u>	1
<u>Employee Handbook - Introduction</u>	2
The History of Washington University.....	2
Washington University Facilities	2
Applicability of this Employee Handbook	2
Employment Relationship.....	3
Changes in Policy	3
<u>Employment Policies</u>	4
Equal Opportunity.....	4
Individuals with Disabilities.....	4
Recruitment and Selection	4
Job Posting	5
Application Materials.....	5
Conviction Records	5
Pre-Placement Screenings	5
Mandatory Screening	5
Licenses, Registration, and Certification.....	6
Legal Name	6
Preferred Name	6
Training Prior to Start Date.....	6
Orientation Period	6
Transfer Policy and Procedure	7
Orientation Period for Transferred Employees.....	7
Employment of Relatives - Nepotism	8
Employment of Minors.....	8
Employment of Retirees	8
Rehire to Service.....	8
<u>Employee Benefits and Well-Being</u>	9
<u>Employee Services</u>	10
Identification Cards.....	10
Employee Recognition Programs	10
Employer Assisted Housing.....	11
University Policy for Photography/Video	11
Other Employee Services	11
<u>Time Off and Leaves</u>	12
Vacation	12
Holidays	12
Sick Time	12
Leaves of Absence.....	12
Family and Medical Leave	12
Caregiver and Parental Leave Policy for Staff.....	12
Domestic and Sexual Violence Leave	13
Military Leave of Absence	13
Funeral Time	13
Jury Duty	13
Voting Time	14
<u>Compensation and Work Hours Policies</u>	15

Pay Transparency Policy Statement	15
Job Descriptions.....	15
Salary Increases	15
Definitions of Employment Status.....	15
Overtime Pay	16
Workweek	16
Time and Attendance Records Policy.....	16
Paydays	16
Direct Deposit	16
Payroll Deductions	17
Wage Assignments/Garnishments.....	17
Emergency Conditions Policy	17
Flexible Work Arrangement Policy	18
International Remote Work Policy.....	18
<u>Employee Relations</u>	<u>19</u>
Communications	19
Problem Solving and Review Process	19
<u>Employee Health and Safety</u>	<u>20</u>
Service and Assistance Animals.....	20
Domestic Companion Animals	20
Fire Safety.....	20
Accident, Injury or Medical Emergency.....	21
Workers' Compensation	21
Campus Police	21
Escort Service	22
Annual Security Report	22
Communicable Diseases.....	22
<u>Standards of Conduct</u>	<u>23</u>
Performance Evaluations	23
Consensual Relationships.....	23
Discrimination and Harassment.....	23
Abusive Conduct	24
Youth Protection Policy.....	24
Workplace Violence.....	25
Attendance Standards.....	25
Absence without Notice.....	25
Children in the Workplace	25
Conflict of Interest	26
Conflict of Commitment	26
Solicitation and Distribution	26
Drug and Alcohol Policy	27
Confidentiality.....	27
Personnel Records.....	27
Dress and Personal Appearance.....	27
Electronic Communication (E-Mail) and Internet Usage	27
Personal Telephone Calls, Email and Social Media.....	28
Tobacco-Free Policy	28
Code of Conduct	28
Compliance Program.....	28
Inspections.....	29
<u>Weapons Policy</u>	<u>29</u>
Combating Trafficking in Persons	29
<u>Separation of Employment</u>	<u>31</u>
Leaving Service.....	31

Exit Interviews	31
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Welcome to Washington University in St. Louis

Greetings, and welcome to Washington University in St. Louis! Here at WashU, we are committed to the relentless pursuit of excellence in education, research, and patient care, and I am thrilled you have joined alongside that endeavor — whether this is your first month or your 50th year of service.

In this Employee Handbook, you will find the employee policies and practices currently in place at the university. I hope you will find this resource helpful as you navigate your time working with us.

One of the things I love most about WashU is the people who make this institution so special. Employees like you work diligently, and often behind the scenes, so that we can fulfill our mission to improve lives in service of the greater good. From research to admissions, marketing, IT, fundraising, grounds and facilities, finance, and more — you play an integral role in helping the university move forward and helping our students prepare to become the world's next leaders.

Thank you again for taking part in this exciting journey and our long history of commitment to our students, the St. Louis region, and the world. With your support and dedication, I look forward to seeing where that momentum will take us next.

Sincerely,

Andrew D. Martin Chancellor

Employee Handbook - Introduction

The History of Washington University in St. Louis

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. WashU 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-six Nobel laureates, including the first woman to win the Nobel Prize in a scientific field, have been associated with WashU. 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. WashU Medicine consistently ranks among the best in the nation for research, primary care and other specialties. The university values this reputation for excellence and feels it is of paramount importance that it be continued. To support this goal, all employees are expected to meet a standard of excellence.

WashU Facilities

The university is comprised of nearly 2,500 acres and more than 150 major buildings on several campuses.

The Danforth campus is located along the western edge of Forest Park between Forsyth Boulevard and Forest Park Parkway. It features predominately Collegiate Gothic architecture, including over 20 buildings on the National Register of Historic Places.

The WashU Medicine campus is spread over 17 city blocks on the eastern edge of Forest Park in St. Louis between Highway 64/40 and Forest Park Parkway. It includes WashU Medicine, Barnes-Jewish Hospital, St. Louis Children's Hospital, Barnard Hospital, Central Institute for the Deaf, the Center for Advanced Medicine, the Alvin J. Siteman Cancer Center and the McDonnell Science Pediatric Research Center.

Other campuses include West Campus and South Campus, located in Clayton; North Campus, located in St. Louis; the 560 Music Center and Lewis Center in University City; and the Tyson Research Center located 20 miles southwest of St. Louis in Eureka, Missouri.

Maps of all these locations can be found at washu.edu/about/campuses/.

Applicability of this Employee Handbook

This handbook has been prepared to introduce employees to WashU. It summarizes certain policies relating to responsibilities, privileges and benefits that apply to all nonunion staff at WashU. This handbook does not supersede the formal policies themselves and should not be interpreted as a contract between the university and any of its employees or as a guarantee of employment.

While some of the policies and practices described in this handbook apply to the larger university body, including faculty, this handbook does not outline the procedure for addressing policy interpretation or application concerns of faculty members, postdoctoral fellows or clinical fellows.

Please read this handbook carefully, as one of an employee's first responsibilities is to be familiar with its contents. This handbook is only a summary of policies. Employees should review complete policies with their supervisor or the Office of Human Resources if any questions arise.

When the university identifies certain situations that are emergencies, policies may be temporarily suspended or modified by the Chancellor, the Vice Chancellor of Human Resources and Institutional Equity or the Executive Vice Chancellor for Medical Affairs as needed to ensure the safety and continuing business operations of the university and its members.

Due to the nature of the university's business, some schools and departments have special needs and requirements for employees. Therefore, it is important for employees to also be familiar with the policies and procedures in the school and/or department in which they work.

Employees who are uncertain about any policy or procedure should check with their supervisor or the Office of Human Resources for clarification.

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.

Changes in Policy

No employee handbook can anticipate every circumstance or question about policy. As the university continues to grow, the need may arise to change policies and benefits, including those covered here and those pertaining to individual schools and departments. The university reserves the right to alter policies and benefits at any time. Subsequent changes will be effective on dates determined by the university and employees may not rely on policies that have been superseded.

The University is committed to ensuring that our operations are conducted in a manner that is in compliance with all applicable regulations and laws. Employees are strongly encouraged to review information about those requirements and direct any questions to Human Resources: <https://hr.wustl.edu/policies/regulatory-postings/>.

For employment locations outside of Missouri, additional State requirements may apply.

Employees who are uncertain about any policy or procedure should check with their supervisor or the Office of Human Resources for clarification.

Employment Policies

Equal Opportunity

Washington University is committed to the principles of equal employment. The university encourages and gives full consideration to all applicants for admission, financial aid and employment and does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, status as a protected veteran, disability or genetic information.

It is the policy of the university to: (1) provide equal employment opportunity to all job applicants and employees; (2) administer recruiting, hiring, placement, compensation and benefit practices, training, upgrading and promotion procedures, layoffs, recalls, leaves of absence, transfers and terminations of employment without discrimination based on any characteristic protected by law; (3) provide a workplace free from harassment based on any of the foregoing factors; and (4) encourage the hiring of individuals with disabilities and protected veterans.

Washington University is committed to the principles of affirmative action pursuant to Section 503 of the Rehabilitation Act and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA). As a government contractor, Washington University is required to establish affirmative action programs for the employment and advancement of protected veterans and individuals with disabilities. Disclosure of this information is voluntary.

Inquiries about compliance should be addressed to the University's Vice Chancellor for Human Resources and Institutional Equity.

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 individuals with disabilities. It is the university's policy to fully comply with the requirements of these Acts. The [ADA Accommodation Process](#) can be found on the Human Resources website at hr.washu.edu.

Recruitment and Selection

The university is committed to a policy of equal employment opportunity for all applicants and employees. It is the university's policy to employ, retain, promote, terminate and otherwise treat all employees and job applicants on the basis of merit, qualification and competence.

The Office of Human Resources will assist hiring managers in the recruitment of qualified applicants for schools and departments. Once a candidate has applied, their application is immediately accessible to the hiring team for that position to begin screening and evaluation. It is the responsibility of the school/department to determine if the applicant is qualified, to ensure work references are completed and to make the final selection of the individual to be hired based on all information gathered in the search process. Prior employment history with the university will be considered in all transfer/re-hire decisions.

Unless otherwise stated in the job posting, individuals should not contact the hiring manager outside of the application process.

Refer to the Human Resources website at hr.washu.edu for additional information, as well as our [Internal Candidate FAQ](#) for more information on exploring new opportunities, the transfer process, how to refer an individual to WashU and other job application-related questions.

Job Posting

Current job openings, for external candidates, can be accessed in the Careers section of the Human Resources' website at jobs.washu.edu. Internal employees should apply through the internal portal within Workday. These steps can be found [here](#).

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, revocation of a job offer or termination of employment. It is important to apply for all positions of interest for which an individual meets the required qualifications and is interested in pursuing. In addition to Human Resources, only the hiring manager and those individuals associated with the job requisition that an employee has applied for can see that they have applied to that specific role. If an employee has applied to multiple positions within a department, those involved in the recruitment activities will be able to see that they have applied to multiple positions within their department. An employee may check their transfer eligibility status at any time by navigating to RPT0919 My Transfer Eligibility Report in Workday. An individual may withdraw their application for any open job requisition for which they have applied and no longer wish to be considered by selecting "Withdraw Application."

Conviction Records

It is not required that applicants who have been convicted of a crime (including guilty plea, no contest/nolo contendere plea, and suspended imposition of sentence) disclose this on their employment applications; however, they should be prepared to discuss these issues in the event they are selected for a position that requires a background check. Similarly, employees who apply for internal positions do not need to disclose conviction information on their transfer application but should be aware that the completion of a background check may be required for specific positions and/or duties. The university reserves the right to take disciplinary action, up to and including termination or revocation of a job offer, due to the results of a background check.

Pre-Placement Screenings

Washington University performs background screenings to promote the safety of its community and operations, as well as to minimize the potential risk of loss to the university. These screenings will be conducted only after an offer of employment has been made and include verification of a candidate's criminal record and review of applicable federal and state registries or other job-related information. Drug testing will be performed where required by law, or a strong business case exists to protect the safety and welfare of the university and its faculty, staff, students, patients, and other members of the WashU Medicine community, and on final candidates for certain positions. For more information, please see our [Background Check Policy](#) and [Drug & Alcohol Policy](#) on the Human Resources website at hr.washu.edu.

Mandatory Screening

Applicants wishing to work in certain areas of the university may be required to undergo pre-employment and/or periodic physical examinations for evaluation of their ability to safely perform position duties.

As part of a new employee's onboarding, their immunization records and history will also be reviewed in relation to their job duties.

Washington University employees may be required to receive vaccinations depending on the specifics of their role and its location. For more on vaccination requirements and other information, please see:

- [Occupational Health's Website](#)
- [Influenza Vaccination Policy](#)

Licenses, Registration, and Certification

Certain positions require an employee to achieve and maintain professional certification, licensure and/or registration. Where required, these will be verified and evidence of such will be collected and retained with the prospective employee's application materials. 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 face corrective action up to and including termination of their employment.

Legal Name

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), Workday, Employee Self-Service, paychecks, timesheets/leave records and all payroll records.

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. In limited circumstances where employees wish to also alter their last name, they may do so with the approval of HR Employee Relations.

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 the use of preferred names.

Training Prior to Start Date

Staff members must not be required to complete training or otherwise work prior to their start date with the University. In the event that a staff member needs to complete training in advance of their scheduled start date to enable them to be effective on their first day, then the start date should be moved forward as appropriate.

Faculty members may be required to initiate and/or complete compliance training as required by funding and/or regulatory bodies prior to their arrival with the University.

Orientation Period

The first six (6) months in a new position is a period of orientation. Individuals in a registered university apprenticeship program are subject to a three (3) month 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 their 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.

Staff members who are new to the university will accrue vacation time during their orientation period and may use it as accrued with supervisor approval. A new staff member who leaves the university at any time during their orientation period is not eligible the payout of their accrued vacation pay except as may be required under

state law.

Staff members who are new to the university may access their accrued sick time during their orientation period.

Transferred employees who are in their orientation period may access their vacation and sick accruals.

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 their current position for at least nine (9) months and be in good standing before they are 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 workforce or job elimination, or if there is a 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.

If an employee feels that they have the necessary qualifications for a posted position, they may apply. Procedures for internal employee transfers can be found in the [Internal Applicants](#) section of the Human Resources website at hr.washu.edu. Transfer applications will be considered along with other candidates from within and outside the University. Internal candidates who are interviewed are encouraged to inform their supervisors of the interview.

If chosen for an open position, the employee should notify their current supervisor of the transfer. A date of transfer will be agreed upon by the managers of the affected areas and the employee. In all instances, adequate notice of transfer must be given to avoid the risk of disrupting the workflow in the employee's current school or department. Accrued sick time and vacation transfer to the new department.

Orientation Period for Transferred Employees

The first six (6) months in the new position is an orientation period except for those individuals in a registered university apprenticeship program who are subject to a three (3) month period of orientation. 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, they may be separated from employment.

Employees who transfer from a Danforth Campus department to WashU Medicine should note that WashU Medicine limits the accrual of vacation to days to a maximum of 33 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 WashU Medicine with more than 33 days of accrued vacation will only be allowed to transfer a maximum of 33 days. No payment will be made for vacation that is forfeited due to transferring.

Employment of Relatives - Nepotism

The employment of near relatives in the same department is strongly discouraged as it leads to perceptions of favoritism, difficulties in managing objectively and lower employee morale. At the same time, Washington University is a large employer and often will find highly qualified candidates among the family members of its current employees. Therefore, it is important to create a balance between these sometimes-competing issues. 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. This policy also applies to relationships that may develop after employment begins.

Prior to extending a job offer, a letter signed by the appropriate Dean (or Vice Chancellor in the case of the CFU) or WUSM Department Chair authorizing the employment of a near relative in the same department is required and should be placed in the employee's personnel file. A copy should also be forwarded to the Assistant Vice Chancellor for Human Resources – Employee Relations. The university retains the right to reconsider the propriety of the reporting relationship at any time.

For more information please see the [Employment of Relatives – Nepotism Policy](#) on the Human Resources website at hr.washu.edu.

Employment of Minors

Minors may be employed by the University within the state of Missouri in very limited circumstances. Please see the [Employment of Minors](#) policy on the Human Resources website at hr.washu.edu for more information.

Employment of Retirees

Retirees may be re-employed as an alternative to using temporary help from agencies or other sources. If an employee who is otherwise eligible to retire thinks they may continue working for the university or will immediately return to the university, instead of retiring, they should transition to a part-time status (typically 0-19.9 scheduled hours). Retirees who retire and subsequently return to the university are encouraged to research the effects of reemployment on their individual retiree benefits and taxes.

Rehire to Service

Employees who separate and are then reemployed by the university are considered rehires. The employee's past work record and performance history, along with the reason for separation, will be considered when determining eligibility for rehire. Employees cannot rehire as a Temporary employee.

Employee Benefits and Well-Being

WashU's commitment to its employees and their families is paramount. The university provides a comprehensive and competitive benefits package for full-time and part-time staff employees who work 20 hours or more per week on a regularly scheduled basis. Employees scheduled less than 20 hours per week (i.e., 0-19.9) are eligible for limited benefits including the 403(b) retirement savings plan and, depending on hours worked, health care coverage as required by the Affordable Care Act. The university provides some benefits at no cost to employees. Other benefit offerings provide important protection to employees at a reasonable cost or assistance with financial security during retirement. Benefit offerings include health, dental, vision, employee and dependent life insurance, short and long-term disability, flexible spending and health savings accounts and a 403(b) retirement savings plan that provides a university contribution to eligible participants. The university also offers a variety of other benefits to support the diverse needs of employees. A few highlights include:

- Exceptional health care with priority initial appointments and lower office visit copays/coinsurance through the WashU *Direct* network of our world-class WashU Medicine specialists.
- Exclusive access to adult primary care physicians and mental health professionals dedicated solely to WashU health plan participants and dependents.
- An Employee Assistance Program (EAP) for employees and their immediate family members. This prepaid benefit is offered as a way to help our employees resolve issues that may impact their personal lives and their job performance.
- A variety of well-being resources designed to support employees through their careers, including wellness challenges, annual health screenings, mental health resources, mindfulness programs and courses, access to wellness consultants, an intensive weight loss program, financial well-being resources, work/life support, engagement opportunities, career development resources and more! All are offered to help employees thrive in and outside of work.
- Family care resources include the Family Learning Center, childcare and elder care referral services, a backup care program and a dedicated family and childcare facilitator. Fertility benefits and adoption assistance are also offered.

Complete and official details of all benefit plans are contained in materials that are located in the [Benefits](#) section of the Human Resources website (hr.washu.edu/). Contact HR at 314-935-2332 or 866-232-1482 and select Option 1 for Benefits or email HR-benefitsmail@wustl.edu for more details.

Employee Services

Identification Cards

All employees are issued a Washington University personal identification card. This card is to be used for identification purposes, to access work areas before or after normal business hours and to obtain special services and privileges available to employees. Employees should safeguard this card and report loss or theft immediately to Campus Card Services on the Danforth Campus or Protective Services at WashU Medicine.

Identification cards are the property of the university and will be retained by the university when an individual terminates employment, ceases to be enrolled or otherwise ends their association with the university. As with all university property, the identification card should not be shared among employees or used to gain unauthorized access to certain areas or privileged information.

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

- Access to the WashU Medicine and Danforth Campus libraries
- Access to the Athletic Complex at the Danforth Campus
- Access to Bear Bucks

For more information, visit the Campus Card Services website at card.washu.edu/washu-id-card/.

WashU Medicine: All members of the WashU Medicine community are required to display their identification card in a place that is visible and above the waistline (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/WashU Medicine official.

Individuals will only be issued one active identification card at a time.

Employee Recognition Programs

The university values the contributions of its staff and is committed to recognizing those contributions. The following programs are examples of this commitment to recognition. More information can be found online at hr.washu.edu/staffrecognition/.

The university has four annual awards that recognize staff for exceptional performance, outstanding leadership and superior service. Nominations open in late winter and awardees are announced each spring.

WashU's Length of Service programming recognizes full-time, eligible staff members without a break in service for more than one year, and those staff are celebrated in five-year increments (5, 10, 15, 20, and 30+ years). Yearly Length of Service awards are celebrated each fiscal year (July 1 to June 30).

Each 5-year staff member receives a certificate marking their anniversary, signed by Chancellor Martin. Milestone recipients with 10 or more years of continuous service at WashU receive a personalized service award book (both print and digital versions) that includes a service award certificate, a message from the Chancellor and award portal information, where recipients can order a gift of choice to commemorate the milestone. Staff recipients with 10, 15, or 20 years of service are celebrated in person after commencement celebrations at the Danforth Campus and on the WashU Medicine Campus.

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

Additionally, many schools/departments have created recognition programs especially for their staff members.

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.

Full- and part-time (20 hours or more per week) employees of Washington University in good standing are eligible to participate in the loan program. Other eligibility requirements apply.

For official maps, eligibility requirements and information please go to lnyw.washu.edu/.

University Policy for Photography/Video and Employee Participation

To view the university policy for employee participation in photography/video, please visit washu.edu/policies/university-policy-for-photography-video/.

Other Employee Services

For more information on Employee Services and Programs please see the [Welcome to WashU](#) section of the Human Resources website (hr.washu.edu/).

Time Off and Leaves

Eligible staff employees are covered under several university time off policies. This section provides an overview of the various policies. Complete policy details are available on the Policies pages of the Human Resources website at hr.washu.edu/policies/. The university reserves the right to amend or terminate any of its policies at any time.

Vacation

WashU provides eligible staff employees with paid vacation time. Vacation accrues each fiscal year (July 1 – June 30) based on hours paid and years of service. The complete [Vacation policy](#) is available on the Human Resources website at hr.washu.edu.

Holidays

The university provides eligible employees with 10 paid holidays per year. The complete [Holiday policy](#) and current year schedule can be found on the Human Resources website at hr.washu.edu.

Sick Time

The university provides eligible employees with up to 12 days per fiscal year (July 1 – June 30) of paid sick time off if they are unable to work for any of the following reasons:

- For your own physical or mental illness, injury or medical condition (inclusive of FMLA qualifying conditions);
- To obtain diagnosis, care or preventative care, including dental care; or
- 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.

Eligible employees begin accruing sick time immediately and may use it once accrued. The complete [Sick Time policy](#) can be found on the Human Resources website at hr.washu.edu.

Leaves of Absence

The university offers several leave policies. Following is an overview of some of the leave policies. Complete policy details and information on other leaves are available on the Policies pages of the Human Resources website at hr.washu.edu/policies/.

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 specific reasons.

For complete details of the university's FMLA policy, access the [Family and Medical Leave policy](#) on the Policies pages of the Human Resources website (hr.washu.edu/policies/).

Caregiver and Parental Leave Policy for Staff

The Caregiver and Parental Leave policy provides full-time staff with up to four weeks of leave paid at 100% of regular base salary to care for sick family members and/or to care for or bond with children within the 12 months following birth or placement via adoption, surrogacy or foster care. Leave under this policy may not be used for an employee's own medical condition.

Complete details of the [Caregiver and Parental Leave Policy for Staff](#) can be found on the Human Resources website at hr.washu.edu.

Domestic and Sexual Violence Leave

Employees who are victims of domestic or sexual violence as defined by Missouri law, or have a family or household member who is a victim of such violence, may take unpaid leave from work to: (1) seek medical attention for, or recover from, physical or psychological injuries caused by the violence; (2) obtain services from a victim services organization; (3) obtain psychological or other counseling; (4) participate in safety planning, relocating, or taking other actions to enhance safety or economic security; or (5) seek legal assistance or remedies in response to the violence.

Qualifying employees may take up to two workweeks of domestic or sexual violence leave in a 12-month period, provided that the amount of leave does not exceed that available to the employee under the Family and Medical Leave Act. Leave may be taken intermittently or on a reduced work schedule.

Employees on leave may be required to report periodically on their status and intention to return to work.

Employees must provide at least 48 hours advance notice of the need for leave unless such notice is not practicable. Employees may be required to provide certification that they or their family or household member is a victim of domestic or sexual violence and that the leave is for a purpose specified in this policy. This certification requirement may be satisfied by providing a sworn statement from the employee and (1) documentation from a victim services organization, attorney, clergy member, or medical or other professional from whom the employee or their family or household member has sought assistance in addressing the violence, (2) a police or court record, or (3) other corroborating evidence. Such information and the fact that the employee requested leave will be kept confidential.

A qualifying employee may also request reasonable safety accommodations to the known limitations resulting from them or their family or household member being a victim of domestic or sexual violence. Employees may be required to provide certification that the requested accommodation is for a purpose specified in this policy. More information on the [Domestic and Sexual Violence Policy](#) can be found on the Human Resources website at hr.washu.edu.

Military Leave of Absence

Faculty and staff members of Washington University who are also members of the United States military will receive a leave of absence to fulfill their military obligations. Employees can view the full text of the [Military Leave](#) policy in the Policies section of the Human Resources website (hr.washu.edu/policies/).

Funeral Time

Full-time and part-time employees working 20 hours or more per week on a regularly scheduled basis are eligible for paid time off due to the death of an immediate family member.

Employees can view the full text of the [Funeral Time](#) policy on the Human Resources website at hr.washu.edu.

Jury Duty

Full-time and part-time employees working 20 hours or more per week on a regularly scheduled basis 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 their 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.

Compensation and Work Hours 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 classify each position 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. Salary ranges are visible on job postings and employees may view their own salary range in Workday.

Pay Transparency Policy Statement

Washington University 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 Washington University's legal duty to furnish information.

Job Descriptions

Job descriptions are maintained within the Workday system 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 the core job responsibilities. The job descriptions are not intended to be an exhaustive list of all job duties and tasks performed.

From time to time, employees are expected to perform duties and handle responsibilities that are not a part of their normal jobs (for example, covering for another employee while they are on a leave of absence or training peers/co-workers). If, over the months, the new duties and responsibilities remain a significant part of the assignment, the changes to the job description may be submitted for updates.

Salary Increases

Typically, base pay will be reviewed annually. Your supervisor may explain the timing of performance reviews and salary increases.

Questions regarding paychecks may be directed to your supervisor or the Payroll Department.

Definitions of Employment Status

The following terms will be used to describe the FLSA classification of employees:

- **Exempt** - Positions that meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state laws exempting incumbents from overtime pay requirements.
- **Non-exempt** - Positions that do not meet FLSA and state exemption tests. Employees are paid overtime for hours worked (does not include vacation, sick or other paid time off) in excess of 40 per workweek.

Overtime Pay

The Fair Labor Standards Act requires that employees in positions classified as non-exempt receive payment equal to one and one-half times their hourly wage for all hours worked in excess of 40 hours in a workweek. Non-exempt employees are expected to receive management approval prior to working overtime however, overtime must be reported and paid even when it is worked without the supervisor's prior permission. All hours worked, including overtime, must be accurately recorded in Time and Labor.

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 overtime hours. There may also be times when your manager will limit your hours to your standard schedule (37.5 or 40 hours) in order to avoid overtime. When possible, as much notice as possible will be given.

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 of at least 30 minutes is also provided.

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

Time and Attendance Records Policy

The university requires all employees in positions classified as non-exempt (bi-weekly) to maintain time and attendance records. Employees should report actual hours worked and other paid time off via the assigned timekeeping system. The hours worked should be submitted by the employee and the supervisor or a designated timekeeper should approve the information. Employees are expected to be at their assigned work location and ready to begin work at the start of their workday. Employees who check in or out to track time worked should do so at the location assigned for such purposes. Employees who have the ability to submit their time via mobile technology should be aware that the same expectations of accuracy continue to apply.

A time record is a legal record of the hours an employee is at work and paychecks are based on the time recorded on time records. By submitting and approving the time worked, the employee and supervisor are attesting that this is an accurate representation of the time worked by the employee. Any addition, correction or change on a time record must be approved by the supervisor or a designated timekeeper. An employee, supervisor or designated timekeeper's failure or refusal to maintain an accurate time record is cause for disciplinary action up to and including termination.

For more on the Time and Attendance policy, please see the [Time and Attendance Records Policy](#) on the Human Resources website at hr.washu.edu.

Paydays

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

Direct Deposit

Direct deposit is strongly encouraged for all employees. Checks may be deposited in three different banks and/or accounts. Forms are available in the [Forms](#) section of the Human Resources website at hr.washu.edu.

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. 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 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.

Emergency Conditions Policy

This policy applies during emergency conditions that may include severe winter weather, flooding, civil disturbances, pandemic events, or other notable events or incidents that have the potential to compromise life safety or significantly disrupt university operations.

Washington University is a large and complex workplace with many areas and types of operations. At all times, the university must be able to meet the needs of students, provide care for patients, maintain the integrity of its research, and carry out all other related essential functions.

As a result of these needs, the university will be considered "always open." However, during emergency situations, the university may designate a period of "Alternate Operations," which may result in the cancellation or suspension of classes, functions or campus activities; enable employees to take appropriate time off if necessary for life safety; and empower departments with the flexibility to appropriately alter staffing and/or operations in order to meet critical operational needs.

Alternate Operations

During a significant emergency event, university leadership may declare a period of "Alternate Operations." During this time, non-essential personnel may elect to take time off and departments may alter their normal schedules or activities to accommodate the life safety needs of faculty, staff, students, patients and visitors. The decision to declare "Alternate Operations" will be made by senior university leadership and communicated to the university community. This decision will be made in consultation with:

- Chancellor
- Provost and Executive Vice Chancellor for Academic Affairs
- Executive Vice Chancellor and Chief Administrative Officer
- Vice Chancellor for Student Affairs
- Vice Chancellor for Human Resources and Institutional Equity
- Executive Vice Chancellor for Medical Affairs and Dean, School of Medicine
- Washington University Physicians Faculty Practice Plan Chief Executive Officer

Employees can view the full-text [Emergency Conditions](#) Policy on the Human Resources website at hr.washu.edu.

Flexible Work Arrangement Policy

Washington University recognizes that it offers a wide range of jobs in many different work settings that have differing operational needs. The university believes that the utilization of flexible work arrangements offers advantages for both the university and our employees where these arrangements are operationally possible. Similarly, our employees have different personal and family circumstances and need options for balancing personal and work commitments. The variety of flexible work arrangements offers options to employees and managers for addressing both personal and operational needs. For more on the flexible work arrangement policy, please see the [Flexible Work Arrangement Policy](#) on the Human Resources website at hr.washu.edu.

Additionally, there are a variety of tools available on the Human Resources website to ensure that all employees, irrelevant of where and how they work for the university, are successful. For more information about these resources please go to hr.washu.edu/workplace.

International Remote Work Policy

The university recognizes that the success of many of our programs may require remote work, including work that may occur outside of the United States. In addition to meeting business needs in support of the university's missions and goals, the university takes seriously its obligations to be an employer that meets legal and ethical requirements, as well as appropriate social responsibilities, in the locales where its work is being done.

These situations require an analysis of employment laws and requirements in that country, payroll and tax implications, funding source restrictions, information security, etc. In many cases, these situations will require review from an outside consultant at the department's expense. Employees can view the full text of the [International Remote Work Policy](#) on the Human Resources website at hr.washu.edu. Details about staffing in a foreign location can be found at global.washu.edu/staffing-in-a-foreign-location/.

Employee Relations

Communications

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.

In the event that an employee wishes to raise a workplace concern, they are encouraged to contact Human Resources utilizing the [Wash U Confidential Concern portal](#) – *this is a confidential reporting portal managed by a third-party partner.*

Problem Solving and Review Process

It is inevitable that from time to time there will be disagreements between managers and employees in the workplace. Open, considerate and respectful communication is fundamental to finding appropriate solutions for workplace problems. It is important that employees are treated fairly and receive prompt responses so that issues within the workplace can be resolved.

For this reason, the university supports an open-door policy through which employees may approach any member of management to discuss matters affecting their work. When situations cannot be resolved informally, employees may request a formal review of certain disciplinary actions as described below.

This policy and procedure are not applicable to complaints of discrimination, harassment or abusive conduct, which are addressed by other university policies and procedures.

For more information on the [Problem Solving and Review Process](#), please see the Policies section of the Human Resources website at hr.washu.edu.

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 prevent fire, accidents, injury and property damage. 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 his/her 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 ehs.washu.edu, e-mail them at ehs@wustl.edu, or call 314-362-6816.

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.

Service and Assistance Animals

Washington University welcomes the presence of trained service animals assisting individuals with disabilities on its campus in areas open to the public, consistent with the provisions of this policy and applicable law. A service animal is generally permitted to be on university property in any place where the animal's handler is permitted to be, although there are specific locations and activities on university property where all animals are prohibited for health and safety reasons.

A service animal shall have a harness, leash or other tether, unless the handler's disability precludes the use of such tether, in which case the animal must otherwise be under the control of the handler (i.e., voice controls or other effective means). Members of the university community and visitors are prohibited from interfering in any way with a service animal or the duties it performs.

Employees can view the full text of the [Service & Assistance Animals](#) policy on the Human Resources website at hr.washu.edu.

Any individual who feels that they have been unfairly denied the ability to bring a service animal onto university property, or who feels that they have been unfairly denied the ability to have an assistance animal in university housing may file a grievance under the university's [Discrimination and Harassment](#) policy.

Domestic Companion Animals

Domestic & Companion animals include those animals that have been tamed and made fit for a human environment as described by the Centers for Disease Control and Prevention (CDC) and as required by federal, state and/or local law. Employees can view the full text of the [Domestic Animal Policy](#) on the Human Resources website at hr.washu.edu.

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 the Campus Police from a safe phone at 314-935-5555. At WashU Medicine, call Protective Services from a safe phone at 314-362-HELP (4357). At the North Campus, West Campus, Lewis Center, or Tyson Research, call 9-911.

Accident, Injury or Medical Emergency

Immediately report all job-related injuries or illnesses to your supervisor. Your department/school and the university's Insurance Department will assist you in receiving appropriate treatment. To report a medical emergency, call the Campus Police at 314-935-5555. At WashU Medicine, call Protective Services at 314-362-4357. At the North Campus, West Campus, Lewis Center, or Tyson Research, call 9-911.

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 as soon as possible. A report can be completed online in Workday by searching for 'Report Safety Incident' or a paper form can be completed and faxed to the Insurance Department at 314-935-9795 or mailed immediately to MSC1084-414-355. The form is available on the [Financial Services website](#).

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 their 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 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 Occupational Health Services or BarnesCare.

For employee medical treatment at BarnesCare, the supervisor should phone the Insurance Department at 314-935-5627, and the Insurance Department will contact BarnesCare to give medical authorization prior to the employee's arrival.

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

Campus Police

Washington University Police Department and WashU Medicine Protective Services:

Washington University promotes a safe learning and working environment across all campuses. Washington University Police Department (WUPD) patrols and provides resources to the Danforth Campus. Protective Services patrols and provides resources to the WashU Medicine Campus.

WUPD is an accredited law enforcement agency dedicated to providing services to the Danforth Campus such as emergency telephones, crime prevention and safety programs, transportation services and resources to students, faculty and staff. WUPD Officers are deputized St. Louis County Police Officers and are authorized to make arrests when probable cause exists under the laws of the State of Missouri and St. Louis County. For all police, fire or medical emergencies on the Danforth campus contact WUPD at 314-935-5555.

WashU Medicine Protective Services provides security coverage for the WashU Medicine campus. Protective Services has both armed and unarmed officers and contracts additional security personnel for certain fixed posts on campus. Protective Services, like WUPD on the Danforth Campus, provides emergency telephones, crime prevention and safety programs, transportation services and resources to the WashU Medicine community. Protective Services oversees the issuance and delivery of keys and maintains a lost and found. Officers in marked mobile units can provide free jump starts and key extraction services for vehicles with manual locks. Contact Protective Services at 314-362-4357 for all services, including emergencies.

Escort Service

WUPD provides free walking escort services for students, faculty, staff and visitors.

- **Danforth Campus:** Walking escorts provide service to or from any location on campus, from 8 p.m. to 2 a.m., during the academic year. To request this service, call 314-935-5555.
- **West Campus, North Campus and Lewis Center:** Escorts at the West Campus, North Campus and the Lewis Center are provided by contract security personnel and may be obtained by calling the Washington University Police Dept. at 314-935-5555.

WashU Medicine Protective Services provides escorts by vehicle or on foot for employees and students to campus parking garages or between campus buildings to ensure safety. Campus personnel should use campus shuttles for routine rides to campus destinations. Security escorts will be conducted at the discretion of the on-duty Protective Services Supervisor and response times may vary based on personnel on duty and demand for services. To request a personal safety escort, call 314-362-4357.

Annual Security Report

Washington University publishes an annual report on campus crime and security. The most recent version of this report is available on the WUPD website at police.washu.edu.

Communicable Diseases

The Communicable Diseases Policy sets forth the principles Washington University in St. Louis will follow to protect its patients, faculty, staff, and appointed students and trainees, whenever possible, from exposure to certain communicable illnesses.

It is the policy of Washington University to review, evaluate, and respond to any suspected or confirmed instances of certain communicable illnesses among members of the university community which may be transmitted in normal business, academic or patient care settings. Such individual review, evaluation, and response will take into consideration applicable federal and state laws; recommendations of the U.S. Public Health Service, the Centers for Disease Control and Prevention, the Association of American Medical Colleges, the American College Health Association, and various other professional associations and relevant medical, scientific, and legal literature. The expressed desires and opinions of the individual with such illness and the individual's personal physician will also be taken into consideration. The university is committed to the protection of both public health and individual rights to the extent possible in each case.

Employees can view the full text of the [Communicable Diseases Policy](#) on the Human Resources website at hr.washu.edu.

Standards of Conduct

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.

To read more about the University's Standards of Conduct policy please see the [Standards of Conduct Policy](#) on the Human Resources website at hr.washu.edu.

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.

Consensual Relationships

When one partner in a consensual romantic, dating or sexual relationship holds a position of academic or professional authority with respect to the other partner in connection with their university roles, the potential may exist for favoritism, breach of trust, abuse of power, or conflicts of interest. Such situations may also raise questions concerning the consensual nature of the relationship.

To avoid those potential concerns, the university requires that when a consensual relationship exists or has existed in which one partner currently holds a position of academic or professional authority with respect to the other partner in connection with their university roles, the partners must promptly report the situation to their supervisor, department chair or dean and arrangements must be made to eliminate the position of authority or otherwise ameliorate the inherent risks posed by the relationship.

Furthermore, the university prohibits consensual relationships between undergraduate students and faculty members, and between undergraduate students and employees in administrative or staff roles having broad authority over undergraduate students.

Employees can view the full text of the [Consensual Relationship](#) policy on the Human Resources website at hr.washu.edu.

Discrimination and Harassment

Washington University is committed to having a positive learning and working environment for its students, faculty and staff. This policy prohibits discrimination and harassment on the basis of race, color, national origin, shared ancestry or ethnic characteristics, citizenship (where prohibited by federal law), age, religion, sex (including sexual harassment and sexual assault), sexual orientation, gender identity or expression, veteran status, disability or genetic information. Such conduct may also violate federal, state or local law.

Employees can view the full [Discrimination and Harassment](#) policy on the Human Resources website at hr.washu.edu.

Reporting concerns regarding harassment and discrimination is an important component to establishing a workplace that is free from such behavior. To report any concerns that you may have, you can contact Human Resources via the [HR Confidential Concern portal](#) – this is a confidential reporting portal managed by a third-party partner.

Abusive Conduct

Washington University 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. Washington University 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. It does not cover conduct prohibited by the university's Discrimination and Harassment Policy.

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.

Washington University 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 their supervisory authority, is required to report it to the appropriate dean, director, department head, or other similar administrator or the 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 Human Resources to develop such a response and corrective action, if appropriate. All complaints and their resolution must be reported to Human Resources.

A complete copy of the [University's Abusive Conduct Policy](#) is available on the Human Resources website at hr.washu.edu.

Youth Protection Policy

The purpose of this policy is to provide for appropriate supervision of children under the age of 18 (referred to herein as "minors" or "youths") participating in activities and programs taking place on Washington University property, in university-owned or managed facilities, or under the exclusive authority and direction of the university in other locations.

This policy applies to programs and activities offered by all schools and departments of the university, student groups, and non-university groups on university-owned property or using university facilities. Programs covered under this policy include but are not limited to, academic programs, athletic camps, mentorship or internship opportunities, and other programs and activities intended for minors, regardless of the frequency or duration of program activities, and regardless of whether the program involves the housing of minors in university housing.

The full copy of the university's [Youth Protection Policy](#) and the necessary tools and processes to assist in the management of these programs can be found on the Human Resources website at hr.washu.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 engaged in such conduct will be subject to disciplinary action up to and including termination.

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 of violence by any employee against them or a co-worker, whether such threat is direct or implied, should immediately report the fact of such threat to WUPD/School of Medicine Protective Services.

For more information about the university's [Workplace Violence policy](#), please the Human Resources website at hr.washu.edu.

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 the 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.

Each school/department may establish parameters for acceptable/unacceptable availability for work. School/department 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 contact his or her supervisor daily while off work due to short-term illness or accident and not otherwise on an approved leave of absence, 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 childcare arrangements elsewhere. This policy is intended to minimize potential liability to Washington University, avoid the 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 conflicts 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 Office of Human Resources if questions arise regarding outside work or a possible conflict of interest. The complete text of the university's [Conflict of Interest Policy](#) is available on the university's website at washu.edu/policies.

Conflict of Commitment

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 engagements, 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 an 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 state or imply any 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."

A complete copy of the university's [Conflict of Commitment Policy](#) is available on the Human Resources website at hr.washu.edu.

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. 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 or engaging in any other solicitations or similar activity on university property. With the exception of university-sanctioned activities, employees may not solicit during work time, may not distribute literature during work time or in work areas and may not use the university's e-mail system for non-job-related solicitations 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 policy is adopted in accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

A copy of the complete [Drug and Alcohol Policy](#) can be found on the Office of Human Resources website at hr.washu.edu.

Confidentiality

Washington University maintains confidential records for a variety of business needs. Records include detailed information about job applicants, employees, finances and future planning. Many records such as medical records and student records must be kept confidential as a matter of law. Maintaining confidentiality is critical to the university's obligations to comply with the 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 school/department business office and Human Resources 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 view their personnel file maintained by the Office of Human Resources during normal business hours by making an appointment with Employee Relations via email at employeerelations@wustl.edu. Generally, the university does not provide copies of documents that an employee would not normally have access to as part of their personnel file.

Dress and Personal Appearance

Employees are expected to maintain an appropriate appearance that is neat and clean and appropriate to the requirements of the work area.

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

Electronic Communication (E-Mail) and Internet Usage

The university provides staff members with electronic mail (e-mail) and Internet access for business purposes. Certain university systems forbid even incidental personal use. Other systems permit limited informal or personal use. Administrators should notify computer users if incidental personal use is not permitted or if electronic communications are routinely monitored. No employee should enter university computer resources unless authorized to do so; information contained within the university's computer resources may be used only for authorized purposes.

The university generally does not monitor online communications. However, the university must reserve the right to examine computer records or monitor activities of individual computer users (a) to protect the integrity or security of the computing resources or to protect the university from liability, (b) to investigate unusual or excessive activity, (c) to investigate apparent violations of law or university policy, and (d) as otherwise required by law or exigent circumstances. In limited circumstances, the university may be legally compelled to disclose information relating to business or personal use of the computer network to governmental authorities or, in the context of litigation, to other third parties. Employees should be careful to ensure that their use of the university's e-mail and other computer services is accurate, appropriate and lawful.

Passwords should never be shared with third parties, including fellow employees, unless an authorized university supervisor or manager requires the password.

Misuse of the university's electronic resources, through excessive personal use or use violating law or university policy, will result in disciplinary action, up to and including termination of employment. See the university's computer use policy informationsecurity.washu.edu/policies for additional information.

Personal Telephone Calls, Email and Social Media

Personal calls and access to personal email and social media may be handled during breaks and lunchtime. The university acknowledges that circumstances do exist where employees need to be contacted on personal matters at times other than breaks and lunch. These times should be kept to a minimum and short in duration. Employees must reimburse the university for personal long-distance telephone calls.

Tobacco-Free and Smoke-Free Policy

The university strictly prohibits all smoking and other uses of tobacco products (including e-cigarettes, e-smoking devices, as well as cannabis) within all university buildings and on university property, at all times. This policy applies to all, including students, faculty, staff, patients, contractors and visitors. Employees can view the full text of the Tobacco and Smoke-Free Policy on the Human Resources website at hr.washu.edu.

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 universitycompliance.washu.edu/code-of-conduct/.

Compliance Program

Washington University strives 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 844-484-5957. 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 888-484-5957. 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.

Under the [Washington University Policy on Weapons, Explosives or Fireworks](#), illegal and other dangerous weapons, explosives, and fireworks are not allowed on campus except as specified in the policy. All faculty, staff, students and visitors to the university are strictly prohibited from carrying or storing any weapon or ammunition on university property or in a vehicle located on university property, regardless of the existence of a concealed carry permit, except as specified in the policy. Violations of this policy may be referred for disciplinary action and, in some circumstances, for criminal prosecution. All such items are subject to confiscation.

Weapons Policy

Possession, storage or use of weapons, ammunition or explosives (concealed or otherwise) on university property or in vehicles located in university parking facilities is strictly prohibited, except as specified in the university's [Policy on Weapons, Explosives or Fireworks](#).

Combating Trafficking in Persons

Washington University in St. Louis has a zero-tolerance policy on trafficking in persons. This policy applies to all university employees, students, trainees, agents, consultants, contractors, subcontractors, and subawardees and their employees. The policy is intended to be in compliance with 48 C.F.R. §52.222-50.

Any suspected violation of the policy must be reported immediately to the Office of University Compliance [online](#). Reports may also be made to the HR Confidential Concern Portal at 844-484-5957 or [online](#). Any violation of university policies will be addressed in accordance with applicable policies and procedures, which may include disciplinary actions up to and including termination of employment from the university. In the case of a contractor, subawardee, or agent, violations of this policy may result in the termination of the contract.

Suspected violations of law will be referred to law enforcement and appropriate state, federal and funding agencies and may result in criminal penalties.

The full text of the [Combating Trafficking in Persons](#) policy is available on the Human Resources website at [hr.washu.edu](#).

Separation of Employment

Leaving Service

Employees are expected to give notice of their intention to terminate employment. Non-exempt employees should give two (2) weeks of notice. Exempt employees should give four (4) weeks of notice. Any eligible staff employee 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 (33 days for full-time employees). Employees who terminate should contact the Benefits Office for advice on the transfer of insurance coverages 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. Non-exempt employees are expected to provide their supervisor with written notice of their resignation and to give a minimum of two (2) weeks' notice of their intention to resign. Exempt employees are expected to provide four (4) weeks of notice. 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 from 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, they should work with the 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 after a warning has been given to an employee, terminations 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 eligible service that equals 65 or more, with two minimum requirements: 1) age 55 and 2) five (5) consecutive years of eligible service with scheduled weekly hours of at least 20 hours per week. Employees who are rehired by the university on or after January 1, 2025, after a break in service of one year or less will have their previous service recognized in determining whether they meet the "Rule of 65." An employee who anticipates retirement should notify their manager in writing of their intent. The manager is responsible for ensuring the retirement event is entered into Workday. No formal paperwork is required by HR. Prior to retiring, an employee should review the Planning for Your Retirement Guide available in the Benefits section of the Human Resources website (hr.washu.edu).

Eligibility for Rehire -- To ensure an appropriate environment for the WashU community, the university reserves the right to consider some separating or former employees to be ineligible for rehire. In general, an individual may be considered ineligible for rehire under the following circumstances:

- Termination resulting from significant misconduct or policy violations, or such conduct occurring or discovered after separation. Examples include but are not limited to theft, violence or threat of violence, weapons on campus, HIPAA violation, discrimination/harassment, abusive conduct, property damage, and conduct leading to issuance of no-trespass warning.
- Resignation in lieu of termination for the above-referenced reasons, or during the pendency of action to terminate for such reasons.

The designation of an individual as ineligible for rehire is a decision within the purview of the Office of Human Resources.

Return of University Property – Employees leaving the service of the university must return identification cards, keys, uniforms, parking permits, Metro Universal Pass and any other university property. This includes but is not limited to computers and/or other work-related equipment that may be used by hybrid or remote

employees.

Exit Interviews

The Office of Human Resources may conduct exit interviews with terminating employees. If a school/department wishes to have exit interviews conducted with employees who are leaving the university, the immediate supervisor or other department representative should contact the Office of Human Resources to arrange for the exit interview on or prior to the last workday. Exit interviews may also be done at the employee's request. Any information obtained from an exit interview is confidential and shared with members of management in only summary form. Exit interview feedback does not become a part of the individual's personnel file.