



Policies and Procedures

3.XX / Rehire Eligibility

PURPOSE:

The purpose of this policy is to establish guidelines for rehire eligibility at Wichita State University.

POLICY STATEMENT:

Wichita State University ("University") may consider former Employees for rehire opportunities under the guidelines outlined in this policy. Any Employee who has worked for the University should be approved for rehire before an offer of employment is extended.

DEFINITIONS:

Employee: An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business. This includes temporary and part-time Employees.

Leadership: Leadership includes individuals at the University who have Employees reporting to them, or Department Chairs/Directors.

PROCEDURE:

- 1) Rehire eligibility is determined when an Employee separates employment from the University, and is considered when an Employee later wants to return to employment with the University.
- 2) Leadership is responsible for recommending an Employee's rehire eligibility upon separation from the University.
- 3) Leadership must consult with Human Resources before determining a "Not Recommended for Rehire" decision.
 - a. If such decision is made, the Leader shares the decision with the Employee prior to separation, when possible.
 - b. The documentation of such decision is added to the Employee's personnel file in Human Resources.
 - c. Employees deemed "Not Recommended for Rehire" remain in such status for one (1) year from separation date.
 - d. After one (1) year, the former Employee may request for a review of their rehire eligibility status by Human Resources.
 - e. If a determination is made to change the status to "Recommend for Rehire", the documentation is added to the former Employee's personnel file and the electronic record is updated.
- 4) Employees who are determined to be "Recommended for Rehire" are eligible for consideration for rehire.

RESPONSIBILITIES

Leadership

1. Be knowledgeable of the policy and procedures.
2. Communicate recommendation for rehire eligibility with Employees when they separate employment.
3. Provide necessary documentation to Human Resources regarding Employee rehire eligibility.

Employee

1. Adhere to University policies and procedures.
2. Discuss concerns with Leadership.

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Policies and Procedures

3.XX Reduction in Force

PURPOSE:

The purpose of this policy is to establish a process to ensure consistency, and accountability for position eliminations, while maintaining respect for and the human dignity of those impacted.

POLICY STATEMENT:

Wichita State University ("University") strives to provide a stable and secure environment in which to work. Under certain circumstances, it may be necessary to eliminate position(s) due to business needs.

DEFINITIONS:

Displaced Employee: An Employee whose position has been eliminated by a Reduction in Force ("RIF").

Employee: For purposes of this policy, an Employee is an individual who, when hired, provides services on a regular basis in exchange for compensation in a benefit-eligible position, receives a W-2, and who does not provide these services as a part of an independent business. This does not include Employees in a Contingent status, as defined in the WSU Policies and Procedures.

Leadership: Leadership includes individuals at the University who have Employees reporting directly to them, or Department Chairs/Directors.

Notice Period: The time period beginning on the date the Displaced Employee is officially informed of the Position Elimination through the Separation Date.

Position Consolidation: Combination of two or more positions with substantially similar roles and responsibilities into one position.

Position Elimination: A permanent reduction of position(s) due to organizational Restructuring, Departmental, Program, or Position Consolidation, or discontinuation of a service, program, or function.

Reduction in Force ("RIF") – A separation from employment for situations such as lack of funds, financial exigency as defined by Kansas Board of Regents (KBOR), lack

of work, program discontinuance, redesign or elimination of position(s) or reorganization, with no likelihood or expectation that the Employee will be recalled because the position itself is eliminated. A RIF may be necessary or appropriate when there is a redesign or elimination of work, redundancy in roles, or excess capacity within a work group or across work groups, such that it would be economically feasible and responsible to reduce the number of position(s) in a unit or department.

Separation Date: The last day of the Notice Period, or the last day worked if a Displaced Employee resigns or is involuntarily separated from employment prior to the end of the Notice Period.

Separation Pay: The hourly pay and benefits a Displaced Employee receives. This calculation equals hourly base rate of pay at the time of elimination multiplied by authorized hours per pay period. Additional compensation and/or stipends may be factored into the separation pay.

Transition Pay: Occurs when a Displaced Employee has secured a position at the University, prior to the end of the Notice Period, in which the rate of pay is less than the Separation Pay. Transition Pay is an amount equal to the difference between the rate of pay in the new position and Separation Pay.

PROCEDURE:

1. Assessment and Position Selection

- a. Leadership completes an analysis of the business needs.
- b. Leadership analyzes the job functions that the work unit needs going forward, and the position(s) that will be retained and eliminated. This is based solely on the job functions of positions and the business needs of the work unit. A Reduction in Force Memo must be completed to provide justification for the RIF.
- c. When there are multiple incumbents in a position that has been selected for elimination, an evaluation of the skills and qualifications of each Employee must be completed by the respective Leadership. In this multiple incumbent situation, a Candidate Profile Worksheet (CPW) must be completed for each incumbent.
- d. Before any Employee notification, a Reduction in Force Memo and plan must be approved by divisional Leadership and Human Resources.
- e. Human Resources assists in preparing the written notice for the Displaced Employee and determines any Separation Pay.

2. Employee Notification

- a. Employees are given 60 calendar days' notice that their position is being eliminated.
- b. In some situations, it is in the best interests of the Displaced Employee or the department that the Notice Period be non-working. This decision is made in consultation with Human Resources.
- c. The Displaced Employee is informed, during notification, whether the Notice Period is working or non-working (or some of both). For a non-working Notice Period, the Displaced Employee is placed on a paid leave. Displaced Employees are paid regular hours and applicable additional compensation and/or stipends for the Notice Period, regardless of whether it is working or non-working.
- d. When the Displaced Employee is notified, the Leader meets with the Displaced Employee in-person and provides the Displaced Employee with written notification regarding the Position Elimination and the Separation Date.

3. Non-reappointment Pay, Separation Pay & Separation Agreement

- a. Displaced University Professionals (UP) receive pay based on applicable appointment notice provisions. Displaced University Support Staff (USS) receive a minimum of two weeks of Separation Pay.
- b. A Separation Agreement may be provided to the Displaced Employee at the time of notification. Separation Pay is paid, only if the Displaced Employee signs and returns the Separation Agreement during the allowable time. The signed Separation Agreement is returned to Human Resources.
- c. Separation Pay is not paid if the Displaced Employee separates employment prior to the end of the Notice Period.
- d. If an Employee accepts an offer of employment at the University prior to the end of the Notice Period in which the rate of pay is less than Separation Pay per pay period, the Employee will receive Transition Pay for the remainder of the Notice Period in an amount equal to the difference between the rate of pay in the new position and Separation Pay. Neither the employee nor Leadership may delay the start date in a transfer or rehire event in order to extend the receipt of Separation Pay.
- e. If the Displaced Employee starts employment in a different position during the Notice Period in which the rate of pay is equal to or greater than the current position, the remaining Separation Pay is discontinued on the transfer or rehire date.
- f. Displaced Employees will have the option of being reinstated into their former position if the position is restored within twelve (12) months.

RESPONSIBILITIES

Leadership:

1. Be knowledgeable of the policy and procedures.
2. Partner with Human Resources to complete an analysis of the business need for a RIF.
3. Complete the required documents as needed.
4. Communicate effectively and clearly with Displaced Employees.
5. Provide necessary documentation to Human Resources.

Employee:

1. Adhere to University policies and procedures.
2. Discuss concerns with Leadership.

Attachments:

1. Reduction in Force Memo
2. Candidate Profile Worksheet



Policies and Procedures

3.XX / Promotion, Demotion, Transfer

PURPOSE:

The purpose of this policy is to provide guidance in situations in which Employees are transitioning in the workforce through Promotions, Demotions, or Transfers at Wichita State University.

POLICY STATEMENT:

Wichita State University ("University") is committed to the optimal utilization of Employees' skills and talents by providing opportunities for Promotion, Demotion, and Transfer within the University. This does not include situations in which Employees are moving to or from an affiliated organization.

Leaders are encouraged to consider Employees for Promotion, Demotion, and Transfer, because this provides Employees an opportunity for career growth, advancement, or opportunity for personal fulfillment within the University. Expressing an interest in a Promotion, Demotion, or Transfer will not adversely affect an Employee's current employment. Promotion, Demotion, and/or Transfer is based on job qualifications and department business needs.

DEFINITIONS:

Demotion: Movement to a position classification in a lower pay grade or a pay grade with a lower midpoint.

Employee: An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business. For purposes of this policy, this includes only benefit eligible Employees.

Leader: Includes individuals at the University who have Employees reporting to them, or Department Chairs/Directors.

Promotions: Movement to a position classification in a higher pay grade or a pay grade with a higher midpoint, based on the increased scope of responsibility, which requires more advanced skills, education, or certification.

Transfers: Movement to a position classification in a similar pay grade or a pay grade with a similar midpoint.

PROCEDURE:

1. Vacant position must be posted using the University Applicant Tracking System ("ATS").
2. Employee must be in good standing with no corrective action or sanction(s) during the previous twelve (12) months to be eligible for a Promotion, Demotion, or Transfer. Exceptions may be granted at the discretion of Human Resources and the Hiring Leader.
3. Employee notifies current Leader that they are being considered for a Promotion, Demotion, or Transfer by another Leader.
4. The Hiring Leader consults with Employee's current Leader regarding performance in current position.
5. The Hiring Leader negotiates a start date of the new job with Employee's current Leader.
6. Effective date of all changes related to a Promotion, Demotion or Transfer is the first day of a future pay period.
7. If appropriate, a salary review and/or adjustment may be made. In determining an appropriate rate of pay, criteria such as pay equity with other employees in the new job classification; the qualifications and experience of the Employee being Promoted, Demoted and/or Transferred; and timing of future increases are reviewed. Human Resources determines the amount of any pay rate change in consultation with the Hiring Leader.

RESPONSIBILITIES:

Leadership:

1. Be knowledgeable of policies and procedures.
2. Complete reference checks with Employee's current Leader prior to extending an offer to the Employee for Promotion, Demotion, or Transfer.

Employee:

1. Apply for positions of interest in ATS.
2. Inform current Leader of their consideration for a Promotion, Demotion, or Transfer before accepting a position.



Policies and Procedures

3.XX / Children in the Workplace

PURPOSE:

To create a supportive work environment for Employees to meet family obligations and to provide guidance as to when Children can appropriately be at the workplace.

POLICY STATEMENT:

Wichita State University ("University") values an atmosphere that fosters a healthy balance between workplace obligations and family issues. When work obligations allow, the University encourages Leadership to support Employees who wish to meet family responsibilities by using breaks or lunch hours, flexible work schedules, adjusted hours or vacation leave for this purpose.

The University understands that brief and infrequent visits by Employee's Children occur for a variety of reasons. However, the frequent, regular or extended presence of Children during work hours is not allowed for the following reasons:

- a. the potential for interruption of work
- b. health and safety concerns
- c. liability to the organization

DEFINITION:

1. **Children:** Individuals under the age of eighteen (18), who is not enrolled in classes at the University.
2. **Employee:** An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business. This includes temporary and part-time Employees.
3. **Leadership:** Leadership includes individuals at the University who have Employees reporting directly to them, or Department Charis/Directors.

PROCEDURE:

1. At all times, Children remain the sole responsibility of the parent.
 - a. Parents must accompany their Children at all times.
 - b. The Employee must not ask any other Employee or student to supervise their Child.
2. The presence of the Child cannot disrupt the work environment or negatively affect the productivity of the Employee or anyone in the workplace.
3. Leadership may ask the Employee to remove the Child from the workplace at any time if Leadership determines that there are health or safety concerns, or that the Child's presence is disruptive to the work environment.
4. Employees should not bring Children to the workplace on a recurring basis during their school breaks or before/after school.
5. A Child who has an illness that prevents acceptance by a regular day care provider or from attending school, particularly a Child with an infectious disease, should not be brought to the workplace under any circumstances.

RESPONSIBILITIES

Leadership

1. Be knowledgeable of University policies and procedures.
2. Determine if there are health or safety concerns, or if the Child's presence is disruptive to the work environment.
3. Communicate expectations with Employees.
4. Provide reasonable accommodations for Employees.
5. Address behavior that prevents the Employee from meeting workplace responsibilities or disrupts other employees in the workplace or the education of our students.

Employee

1. Adhere to University policies and procedures.
2. Contact Leadership in advance for work schedule accommodations or permission to bring your Child into the workplace.



Policies and Procedures

3.16 / Nepotism

PURPOSE:

Nepotism, for purposes of this policy, is the practice among those with power or influence of favoring relatives or friends in employment decisions. This policy is intended to provide clear direction to address situations in which Employees at Wichita State University ("University") are involved in a Familial or Consensual Relationship where a conflict of interest and/or a power differential between Employees or between an Employee and a Student exists.

POLICY STATEMENT:

The ability, or perception of the ability, to make objective decisions may be compromised if there is a Familial or Consensual Relationship between two Employees or between an Employee and a Student who have a Reporting Relationship. The University is committed to protecting the integrity of the work and academic environment through appropriate disclosure, and if necessary, management of workplace relationships.

DEFINITIONS:

1. **Consensual Relationship:** A voluntary and mutually understood consensual romantic and/or sexual relationship between individuals.
2. **Employee:** An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business. This includes temporary and part-time Employees.
3. **Familial Relationship:** A family member or a member of such person's household including domestic partner, spouse, parent, grandparent, children, grandchildren, brother, sister, aunt, uncle, niece, nephew; related by blood, marriage or adoption. The term "domestic partner" as used here, means a person with whom another person maintains a household and an intimate relationship, other than a person to whom such person is legally married.
4. **Leadership:** Leadership includes individuals at the University who have Employees reporting to them, or Department Chairs/Directors.
5. **Power Differential:** A situation that exists when individuals possess different degrees of power or influence due to their professional or student standing.

6. **Reporting Relationship:** A relationship, direct or indirect, in which one Employee reports to, has influence or decision-making authority over, or has the perception of influence or decision-making authority over, another Employee and/or Student. This relationship may include, but is not limited to, influence or decision-making authority (perceived or otherwise) of salary decisions, performance management, employment, evaluating, grading or otherwise assessing the other participant's academic or employment performance.
7. **Student:** Any individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; is assigned a space in a University owned or managed housing facility; or has a continuing relationship with the University. This includes, but is not limited to, Orientation, Intensive English, National Student Exchange, and Study Abroad.

PROCEDURE:

1. An Employee may not have a Reporting Relationship with another Employee with whom they have, or have had in the past, a Familial or Consensual Relationship and provide evaluation(s) or make workforce decisions such as appointment, retention, promotion, corrective action, tenure or salary. An Employee shall not participate in any group or body, which is considering any such decision.
2. An Employee shall not participate in or influence (directly or in any group or body): academic evaluations, admission, or corrective action/discipline for an Employee or Student with whom they currently have or have had in the past a Familial or Consensual Relationship.
3. In situations where a conflict of interest and/or a Power Differential between Employees or between Employee and Student exists, the Employee(s) must disclose the relationship to their Leadership and initiate arrangements to resolve the situation.
4. Any Reporting Relationship between Employees or an Employee and a Student involved in a Familial or Consensual Relationship shall be disclosed in writing by the Employees to their respective Leadership within ten (10) days. Efforts are made immediately to make changes to the Reporting Relationship.
5. An Employee may be hired without regard to Familial or Consensual Relationship so long as processes are conducted and decisions are made in compliance with applicable policies and procedures. No Employee shall advocate or cause the employment, appointment, promotion, transfer, or advancements to any office or position of the state, with a person who they share a Familial or Consensual Relationship.

RESPONSIBILITIES:

Leadership

1. Be knowledgeable of and to implement the policy and procedures.
2. Be aware of the potential risk of entering into a Familial or Consensual Relationship with an Employee or Student whom the Employee directs or controls the work.
3. Disclose situations that impact, or potentially impact, a Familial, Reporting, or Consensual Relationship in a timely manner with Leadership.
4. Respond to concerns of policy violation and ensure a resolution is implemented timely.
5. Provide direction and assistance to Employees to comply with policy.
6. Discuss concerns with Employees in an effort to resolve issues.

Employee

1. Adhere to University policies and procedures.
2. Be aware that entering into a Familial, Reporting, or Consensual Relationship with an Employee who may direct or control their work creates the potential risk to both Employees or Employee and Student.
3. Disclose situations that impact, or potentially impact, a Reporting Relationship in a timely manner with Leadership.
4. Seek direction and assistance from Leadership to comply with policy.
5. Discuss concerns with Leadership in an effort to resolve issues.



Policies and Procedures

3.XX / Whistleblower

PURPOSE:

The purpose of this policy is to protect any Wichita State University ("University") Employee or member of the campus community who makes a Good-Faith Disclosure of suspected Wrongful Conduct. This policy establishes the appropriate reporting mechanisms used for notification of known or suspected wrongdoing and protection from Retaliation.

POLICY STATEMENT:

The Kansas Whistleblower Act protects state employees from retaliation for disclosing information about:

- A violation of any state or federal law, rule or regulation, or
- Substantial waste of public funds, or
- A danger to public health and safety.

To qualify for protection under the statute:

Employees must comply with applicable state and federal law, as well as University and Kansas Board of Regents ("KBOR") policies. Furthermore, an Employee cannot be compelled by Leadership or a University official to violate the law, or University or KBOR policy.

Employees who have knowledge of specific acts which they reasonably believe violate the law, University, or KBOR policy must report those acts to the appropriate Leadership.

Employees shall not Retaliate against any individual for reporting, or causing to be reported, suspected wrongdoing, or for assisting in an authorized investigation of alleged wrongdoing.

The University is committed to providing an environment of integrity that encourages the disclosure of violations of law, University or KBOR policy to Leadership, while protecting Employees and members of the campus community from Retaliation.

DEFINITIONS:

Auditing Agency:

- Legislative post auditor

- Any employee of the division of post audit
- Any firm performing audit services pursuant to a contract with the post auditor
- Any state agency or federal agency or authority performing auditing or other oversight activities under authority of any provision of law authorizing such activities, or
- The inspector general created under K.S.A. 2007 Supp. 75-7427 and amendments thereto

Employee: An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business. This includes temporary and part-time Employees.

Good-Faith Disclosure: Information that is reported truthfully by an Employee or member of the campus community with regard to the provisions of this policy. This policy does not protect an employee who files a report or provides information that:

- the employee knows to be false or which the employee discloses with reckless disregard for its truth or falsity;
- the employee knows to be exempt from required disclosure under the open records act; or
- is confidential or privileged under statute or court rule.

Leadership: Individuals at the University who have Employees reporting to them, or are Department Chairs/Directors.

Retaliation: Adverse action or threat of adverse action including, but not limited to:

- Separation
- Demotion
- Corrective action
- Transfer
- Reassignment
- Suspension
- Warning of possible separation
- Withholding of work

Wrongful Conduct: Includes, but not limited to:

- A violation of applicable state or federal laws or regulations;
- A violation of University or KBOR Policy;
- Use of University property, resources, authority for personal gain or other non-University-related purpose, except as authorized under University policy and approved by University President.

PROCEDURE:

1. To make a Good-Faith Disclosure of suspected or known Wrongful Conduct, contact University reporting hotline at 1-844-724-5631 or via the University hotline website.

Commented (RR1): If hotline is not able to be set, then grid would be retained (and hotline language w removed). If hotline is set up, then grid would be rer

To Report:	Contact
Misuse of funds or accounting irregularities	<u>Office of Internal Audit</u>
Export Controls or Research Compliance issues	<u>Research Compliance Office</u>
Scholarly Misconduct	<u>Academic Affairs</u>
NCAA Violations	<u>Athletics Compliance Office</u>
Sexual Harassment, Discrimination, other Equal Opportunity issues	<u>Office of Institutional Equity and Compliance</u>
Breach of data privacy or security	<u>Information Security Team</u>
Environment, Health, Safety issues	<u>Office of Environmental Health and Safety</u>

2. If the Employee believes the Wrongful Conduct which has been reported and continues to remain unresolved, a report should be made to University General Counsel.
 - a. Reports may be made anonymously. Reports and investigations will be kept confidential to the extent possible under law and consistent with the need to conduct an adequate investigation and take action to correct the Wrongful Conduct.
 - b. Reports are promptly and thoroughly reviewed to ensure that appropriate action is taken.
3. Employees of contractors, grantees, subcontractors, and sub-grantees, when working on Federal grants and contracts in connection with the University, have certain "whistleblower" rights and remedies afforded by statute, including but not limited to 41 U.S.C. 4712. Accordingly, all such contractors, grantees, subcontractors, and sub-grantees are required to comply with all applicable laws.

Employees who believe they have been subjected to Retaliation in violation of this policy should notify Human Resources.

RESPONSIBILITIES:

Leadership

1. Be knowledgeable of and to implement the policy and procedures.
2. Understand that they shall not:
 - a. Prohibit any Employee from reporting any violation of University or KBOR policy.
 - b. Prohibit any Employee from reporting any violation of state or federal law or rules and regulations.
 - c. Require any such employee to give notice to Leadership prior to making any such report.
 - d. Prohibit any Employee from discussing the operations of the University or other matters of public concerns, including matters relating to the public health, safety and welfare either specifically or generally with any member of legislature or any auditing agency.

Employee

1. Adhere to University policies and procedures.
2. Report Wrongful Conduct with Good-Faith Disclosure.
3. Understand they are not authorized to represent their own personal opinions as the opinions of the University.

RELATED:

- 3.19 / Prohibition of Retaliation
- K.S.A 75-2973
- 41 U.S.C. 4712



Policies and Procedures

3.27 / Emeritus Status

PURPOSE:

The purpose of this policy is to set forth Wichita State University ("University") guidelines with regards to awarding emeritus status.

POLICY STATEMENT:

Emeritus status is an honorary designation conferred upon retirees in recognition of their contributions and accomplishments over their years of service to the University. To be eligible for emeritus status, the Employee must be at least 55 years of age and have a minimum of ten (10) continuous years of distinguished service.

DEFINITIONS:

Employee: An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business. This includes part-time Employees.

Reporting Relationship: A relationship, direct or indirect, in which one Employee reports to, has influence or decision-making authority over, or has the perception of influence or decision-making authority over, another Employee. This relationship may include, but is not limited to, influence or decision-making authority (perceived or otherwise) of salary decisions, performance management, employment, evaluating, or otherwise assessing employment performance.

Senior Leader: For purposes of this policy, Senior Leader includes individuals at the University who have Employees reporting to them, are in a position at the Director/Department Chair level and above, and are in the chain of command of the Employee.

PROCEDURE:

1. Emeritus status recognizes meritorious service to the University by a retiring Employee. Factors to be considered in the evaluation and determination of meritorious service are contributions in the areas of teaching, scholarly activity, service or leadership. Exceptions to these criteria may be authorized and approved by the President.
2. Written recommendations for the designation of emeritus status can be initiated by the Employee's department or a Senior Leader and provided to the respective Employee's Vice President. Upon review from the Senior Leader(s) within the Employee's Reporting Relationship and concurrence by the appropriate Vice President, recommendations are forwarded to the

President for final review and determination.

3. There is no salary or emolument associated with the designation of emeritus status.

Effective Date:
January 1, 2005

Revision Date:
August 1, 2007
February 2019

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Policies and Procedures

3.37 / Employment Files

PURPOSE:

The purpose of this policy is to provide guidelines for storage, accessibility, and maintenance of personnel files for Employees of Wichita State University ("University").

POLICY STATEMENT:

Employment files for Employees are stored and maintained in a secure manner in Human Resources ("HR").

DEFINITIONS:

Employee – An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business. For purposes of this policy, only active Employees – those who are currently employed at the University – are included.

Leadership – Individuals at the University who have Employees reporting to them, or are Department Chairs/Directors.

Reporting Relationship: A relationship, direct or indirect, in which one Employee reports to, has influence or decision-making authority over, or has the perception of influence or decision-making authority over, another Employee. This relationship may include, but is not limited to, influence or decision-making authority (perceived or otherwise) of salary decisions, performance management, employment, evaluating, or otherwise assessing employment performance.

PROCEDURE:

1. Documentation related to the employment relationship between the University and the Employee is maintained in the Employment file. This includes, but is not limited to, documents related to benefits, compensation, formal coaching and corrective action, and position changes. The respective department provides documentation related to the employment relationship to HR to be maintained in the Employment file.
2. The Employment file that is maintained in HR, is considered the official employment record, and is kept confidential.
3. Employees should be aware of all documentation in their own Employment file.

- a. Employees may review their Employment file during normal work hours in the presence of an HR representative.
- b. The HR representative may make copies of the information in the Employment file at the Employee's request.
- c. Information may not be removed from the Employment file.
4. Leadership may review information contained in the Employment file of an Employee who reports to them.
5. Department files may be maintained in a secure manner in the office of the Employee's Leader.
 - a. The department file may include job performance notes, position descriptions, performance evaluations, and professional development of the Employee.
 - b. Upon separation of an Employee, the department file is sent to HR to be combined with the Employment file.
6. Faculty academic records are maintained in a secure manner in Academic Affairs.
 - a. The faculty academic record may include, but is not limited to, academic transcripts, curriculum vitas, annual faculty activity reports ("FAR"), research works and grant submissions, and tenure/promotion activity.
 - b. Upon separation of an Employee, HR related material in the faculty academic record is copied and sent to be combined with the Employment file located in HR.
7. Access to Employment files by an external party may be provided in response to a valid legal, public records, or law enforcement request.
8. Employees should discuss concern with information or documentation in their Employment file with their respective Leadership and/or HR business partner. After discussion with Leadership and/or HR business partner, the Employee may be provided the opportunity to add documentation to the Employment file explaining the concern. Such requests will be reviewed on a case-by-case basis and decisions will be based on the particular facts and circumstances that exist.

RESPONSIBILITIES:

Leadership

- (1) Be knowledgeable of University policies and procedures.
- (2) Communicate with Employee regarding information added to the Employment file.
- (3) Send department and/or academic files to HR upon Employee separation.

Employee

- (1) Adhere to University policies and procedures.
- (2) Communicate concerns regarding the Employment file to Leadership.

RELATED:

- 4.14 / Faculty Academic Records



Policies and Procedures

3.38 / Lactation Support for Nursing Mothers

PURPOSE

The purpose of this policy is to provide guidance and procedures in creating a supportive environment for Employees who are nursing mothers to express milk at work.

POLICY STATEMENT

Wichita State University ("University") strives to create a workplace that is both productive and supportive of its Employees and supports work life balance.

DEFINITIONS

Employee: An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business. This includes temporary and part-time Employees. For purposes of this policy, the Employee meets these criteria, and is a mother who is nursing a child for up to three (3) years after the birth of a child.

Lactation Station: A clean, private space, shielded from view, and free from intrusion from coworkers and the public. Ideal locations are clean, maintain an appropriate temperature and ventilation, and are located near the work station with a comfortable chair, table or flat surface to hold a breast pump, locks for privacy, and includes at least one electrical outlet. Allowing access to a refrigerator, where available, to securely store expressed breast milk is helpful. Departments may not designate a restroom (bathroom) as a Lactation Station.

Leadership: Leadership includes individuals at the University who have Employees reporting to them, or are Department Chairs/Directors.

PROCEDURE

1. Departments make reasonable efforts to meet lactation needs of Employees. These appropriate resources include:
 - a. Access to a Lactation Station. If a department is not able to provide an Employee with access to a Lactation Station, then the following is allowed:

- b. Adequate time to travel to another building where a Lactation Station is located. Employees are not penalized for extra travel time needed to access the Lactation Station.
 - c. Employees who work in multiple locations should make individual arrangements with those locations to access a Lactation Station or other room.
2. Employees are allowed adequate use of break time, leave time, meal time, and/or a flexible schedule to utilize a Lactation Station, to express milk, and to clean equipment after pumping. If extended or additional rest periods are necessary, the Employee may be required to use vacation or compensatory time, or unpaid leave if no paid leave time is available.
 3. Employees should contact Leadership to request work schedule variations in advance.
 4. Decisions about meeting Employee needs for lactation will be made on a case-by-case basis with consideration of scheduling options available to the Employee that allow University business needs to be accomplished.

RESPONSIBILITIES

Leadership

- (1) Be knowledgeable of University policies and procedures.
- (2) Communicate expectations with Employees.
- (3) Work with Employees for lactation needs.

Employee

- (1) Adhere to University policies and procedures.
- (2) Contact Leadership in advance of the request for work schedule variations.
- (3) Check University website for designated lactation stations.

Effective Date:

March 7, 2011

Revised February 2019