



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



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 up, then grid would be retained (and hotline language would be removed). If hotline is set up, then grid would be removed.

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