



EMPLOYEE HANDBOOK





This handbook has been prepared to introduce new employees to Reynolda House Museum of American Art and to serve as a reference during their employment. It will acquaint employees with the policies, procedures, and programs that are applicable to members of the Museum staff.

The information contained in this handbook applies to all employees of Reynolda House and is subject to change by the proper authorities. It is presented as a matter of information only. The contents of this handbook should not be interpreted as a contract between the Museum and any of its employees.

Employees should read this handbook carefully upon joining the staff of the Museum and keep it for future reference. Employees should review it with their supervisor in the event of questions.

North Carolina is an "at will" employment state which means the Museum or the employee can terminate employment with or without cause. Therefore, this handbook is not a contract for employment and does not guarantee employment for any length of time.

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INTRODUCTION

The History of Reynolda House

The story of Reynolda House begins in February of 1905. Tobacco tycoon Richard Joshua Reynolds marries Katharine Smith in an early-morning ceremony in her parents' parlor. Twelve years and four children later, the progressive businessman and his energetic young wife move from a spacious home in town to their carefully planned country estate. This new home, however, was unlike anything local residents had ever seen. A quote from the flyleaf of Barbara Mayer's book *Reynolda: A History of an American Country House* explains...

"Saying that Katharine and R.J. Reynolds started a farm and built a bungalow outside Winston-Salem, North Carolina, doesn't quite do them justice. Reynolda, as they called their estate, boasted a post office, two churches, two schools, a complete farm village, miles of roads, a man-made lake, a swimming pool, vineyards, greenhouses, formal gardens, a golf course, two tennis courts, and its own telephone, water, and electric-generating systems. As for the bungalow, it had sixty-four rooms and a custom-built organ that had 2,590 pipes and weighed a ton."

Reynolda—family home, working farm, model of modern agricultural practices, site of schools, churches, and homes for employees—served two generations of the family before being incorporated as a non-profit institution dedicated to the arts and education in 1964. Since that time over a million visitors have toured the restored historic house, and thousands of students have learned about the great American artists that are their heritage.

How was such a transformation made? Charles Babcock, whose wife Mary was one of the four Reynolds children, decided after her death that Winston-Salem could best be served by turning the property into a museum. Mary and Charles had lived in the home for several years and were concerned that the house and property be preserved beyond their lifetimes. To that end, they donated 350 acres to Wake Forest College in 1946. The college then relocated here, and accepted the gift of the gardens in 1958. Reynolda Village was deeded to Wake Forest in 1965, and the home and nineteen acres were incorporated as Reynolda House, Inc., a 501(c)(3) in 1964.

Creating a public institution dedicated to the arts required a strong and capable leader, and Charles and Mary's daughter Barbara was the perfect fit. Scholar, author, patron, and dedicated volunteer, she has guided the Museum with a sure hand and a discerning eye for nearly forty years. Her decision in 1967 to focus solely on American art, and only on the *best* American art, has put the Reynolda House collection on a par with the finest museums in the nation.

Spanning the eighteenth, nineteenth, and twentieth centuries, the Reynolda House collection includes work by such famous artists as John Singleton Copley, Gilbert Stuart, Frederic Church, Mary Cassatt, Thomas Eakins, Andrew Wyeth, Jacob Lawrence, and many others. Additional collections on display are American art pottery and Tiffany glass. The attic has been converted to a gallery to display family furnishings, tableware, linens, toys, and clothing dating from 1905 to the 1940s.

Reynolda House adjoins its original formal gardens and the estate's support buildings, now converted to specialty shops, offices, and restaurants. The entire district is listed on the National Register of Historic Places.

Chronological Development

1912 R.J. Reynolds and his wife Katharine begin construction of Reynolda, a self-sufficient estate with a model farm, village, and gardens on 1,000 acres surrounding their country home. They and their four children move into the house for Christmas of 1917.

Mr. Reynolds dies the following year.

1937 Mary Reynolds Babcock, the older Reynolds daughter, having acquired Reynolda from the trust established after Katharine's death in 1924, renovates the house and adds the guest house, recreation facilities in the basement, and a new front entrance.

1946 The Babcocks give three hundred acres of the estate to Wake Forest College as the site for its relocation to Winston-Salem.

1953 Mary Reynolds Babcock dies.

1964 Charles H. Babcock, Mary's husband, incorporates the house and adjoining nineteen acres as a nonprofit institution dedicated to the arts and education. His daughter, Barbara Babcock Millhouse, granddaughter of R.J. Reynolds, becomes president.

1967 The house opens to the public showing a newly acquired collection of twelve American paintings; 11,111 visitors come the first year; the budget is \$48,000; there is no endowment.

1970 Nicholas B. Bragg becomes the first executive director and begins to develop an arts education program.

1972 Reynolda House receives its first accreditation from the American Association of Museums; subsequent accreditations in 1982, 1996 and 2008. It is one of only fifty-two museums in the country to earn three accreditations.

1973 The costume collection of clothes, accessories, toys, and other items belonging to members of the Reynolds family and their spouses from 1889 to the 1960s opens to the public.

1980 Reynolda House and 177.6 acres of the former estate of Richard Joshua Reynolds is placed on the National Register of Historic Places. The Reynolda Historic District includes Reynolda House, Reynolda Gardens, Reynolda Village and Reynolda Presbyterian Church.

1981 American Foundations, the museum's hallmark education program, is named first in the country by the North American Association of Summer Sessions.

1990 Reynolda House successfully concludes its first capital campaign to install an environmental control system and raises an endowment to maintain and operate it, exceeding the \$5.5 million goal by \$1 million.

1991 Forty-three major paintings from the collection travel to seven venues in a national exhibition organized by the American Federation of Arts. It is accompanied by a catalog entitled *American Originals: Selections from Reynolda House, Museum of American Art*.

1993 An archives and revolving publications fund are established.

1997 *Reynolda: A History of an American Country House* by Barbara Mayer is published; the museum's first curator of American art is hired; the museum begins a series of changing exhibitions funded by the Henry Luce Foundation.

1999 The year's budget is \$1.85 million. Annual visitation is 53,400, a 27 percent increase over ten years. The museum has hosted 1,083,000 visitors. Nicholas Bragg retires after twenty-nine years as executive director.

2000 "Examining Our Prejudices by Looking at American Art," a program developed to improve race relations in the community, wins the Winston-Salem Human Relations Commission Award.

2002 An affiliation agreement is entered into between Reynolda House and Wake Forest University.

2005 Opening of the Mary and Charlie Babcock Wing. The new wing provides 30,000 square feet of additional education and exhibition space for the Museum.

2006 Allison C. Perkins is named third Executive Director

2007 Reynolda House becomes a venue for RiverRun International Film Festival and the National Black Theatre Festival.

Mission Statement

Reynolda House preserves and interprets an American country home and a premier collection of American art. Through innovative public programs and exhibitions, the museum offers a deeper understanding of American culture to diverse audiences.

Vision Statement

Reynolda House Museum of American Art is an exemplary museum, nationally renowned for its collection, exhibitions, educational experiences, and scholarship. The museum is a welcoming place for all to discover and celebrate the arts, culture, and history.

Educational Programs at Reynolda House Museum of American Art Through innovative public programs and exhibitions, the Museum offers a deeper understanding of American culture to diverse audiences. The Museum has three distinct focus areas: American art, historic house and grounds, and community place.

A major goal of the Museum and its accompanying programs is to correlate American art, music, literature, and drama through programs that complement changing exhibitions in the Mary and Charlie Babcock Wing and works in the permanent collection located in the historic home of Katharine and R. J. Reynolds, the founder of R.J. Reynolds Tobacco Company.

Reynolda House introduces new audiences to the Museum through dynamic collaborations with local colleges and universities including Wake Forest University, with which it is affiliated, and numerous arts organizations. Each year thousands of people visit the Museum to participate in educational programs and tour the historic house.

Educational programs include the following:

CHANGING EXHIBITIONS

The main gallery of the Mary and Charlie Babcock Wing hosts two to three major changing exhibitions a year. These exhibitions are designed to complement and expand public understanding of the permanent holdings of the Museum. The Museum's two small galleries in the historic house display four exhibitions a year featuring artwork from the Museum's permanent collection. Informal Gallery Talks along with lectures by visiting art historians help

audiences better understand the featured works and themes of an exhibition.

YOUTH AND FAMILY PROGRAMS

The Museum offers many ways for youth and families to engage in the arts as follows:

- Free Community Day Festivals
- Family First monthly programs
- Summer Enrichment Camp
- Writing Adventures Camp
- Children's Holiday Festival of Giving & Light

ADULT PROGRAMS

The Museum attracts lively audiences to programs designed to complement major exhibitions, including lectures, plays, concerts, gallery talks, workshops, and bus tours. In addition, the Museum offers:

- *Portals of Discovery* - continuing education classes which focus on themes presented in the current changing exhibition.
- Two adult interest groups are designed to attract particular age groups.
 - Reynolda After Hours - promoting interest in Reynolda House by providing social and networking opportunities for people in their 20s to 40s through cultural and educational programming.
 - Keen Associates - geared towards people in their 50s and 60s -- people who are busy, but want to take time out to be with friends in a casual environment and learn more about art
- Multi-day art study trips called *Reynolda on the Road*.
- *American Arts Discovery* - a thirty-hour course which promotes an understanding of American art through interdisciplinary learning for adults interested in becoming volunteers at the Museum. After completing either the fall morning or winter evening session, the graduates join a group of nearly three hundred active docent volunteers who support the Museum's service to the public.

K-12 PROGRAMS

Nearly 2,900 children participate in thematic guided tours of the permanent collection for K-12 classes each year. Classes are divided into small groups of students for tours which may include a related studio art or writing activity. Within each group, every participant is encouraged to express an individual response to the artwork.

ARTS FOR SPECIAL NEEDS

These programs allow each visitor -- child or adult -- the opportunity to discover personal meaning from the Museum collections and to share their experience with others at a pace and level suitable for the individual participant. Multiple visits are scheduled with a special theme and related art activity planned for each visit.

COLLEGE AND UNIVERSITY PROGRAMS

The Museum encourages partnerships with faculty and students from Wake Forest University, Winston-Salem State University, Salem College, and the North Carolina School of the Arts through:

- Internships - where undergraduates earn academic credit or career experience.
- Courses and lectures – University faculty teaches undergraduate and graduate courses in collaboration with the Museum and participate in Museum programs as guest lecturers/performers.

COLLABORATIONS

The Museum collaborates with a broad range of local and regional arts and cultural organizations to present mission-based programs such as lectures, films, concerts, etc. These collaborating partners have included:

- Eastern Music Festival
- The National Black Theatre Festival
- North Carolina School of the Arts
- RiverRun International Film Festival
- SECCA
- Wake Forest University
- Winston-Salem Symphony

The Relationship with Wake Forest University

Under the provisions of the Affiliation Agreement entered into by Reynolda House and Wake Forest University in January 2002, the mission of Reynolda House is to be preserved and enhanced by Wake Forest. Specifically, Wake Forest is to undertake, in its role as the parent organization:

- To maintain Reynolda House as a charitable organization providing a museum of American art for the benefit of the public;
- To cause Reynolda House to preserve (or restore) the residence and grounds of Reynolda House as a historic example of the American Country House movement;
- To cause Reynolda House to manage the house, the grounds, and the Collections in accordance with accepted curatorial standards for such properties, including any determination to acquire, sell, or transfer any property; and
- To determine additional opportunities, and to implement and support programs, financially and otherwise, which permit Wake Forest and Reynolda House to use the facilities of Reynolda House in ways consistent with its overall mission, including ways which serve the academic mission of Wake Forest.

Statement of Commitment to Diversity

Diversity refers to the various ethnic, cultural, and demographic differences that exist among employees in our workforce. Reynolda House is committed to enhancing our diversity and to demonstrating its commitment to diversity to our patrons. Reynolda House believes that promoting diversity helps:

- attract the widest pool of qualified applicants and employees,
- gain new ideas and innovations,
- boost unity and harmony, and
- enhance our communication and relationships with patrons.

Reynolda House pledges to foster diversity by developing policies, programs, and procedures that place a high value on diversity and individual dignity.

GETTING STARTED AT REYNOLDA HOUSE

Equal Opportunity

The Museum recognizes a moral, economic, and legal responsibility to ensure equal employment opportunity for all persons, regardless of race, color, religion, gender (except when gender is a bona fide occupational qualification), sexual orientation, age, national origin, physical or mental disability (except when making reasonable accommodations for physical or mental disabilities that would impose undue hardship on the conduct of Museum business), or veteran status. Nondiscriminatory consideration is to be afforded applicants and employees in all employment actions including recruiting, hiring, training, promotion, placement, transfer, layoff, leave of absence, and termination. All personnel actions to include such matters as compensation, benefits, transfers, layoffs, return from layoffs, Museum-sponsored training, education, and social and recreational programs are to be administered according to the same principles of equal opportunity. Promotion and advancement decisions are to be made in accordance with the principles of equal opportunity, and the Museum, in general, attempts to fill existing position vacancies from qualified persons already employed by the Museum. Outside applicants may be considered concurrently at the discretion of the selecting official.

The Museum is committed to the effective implementation of its equal employment opportunity policy in all areas at all levels of employment.

Questions or concerns about equal opportunity should be referred to the Wake Forest Human Resources Department at 758-4700.

Employment of Persons with Disabilities

The Museum encourages employment of individuals with disabilities who meet all requirements of a position, and who can perform the essential functions of the position with or without reasonable accommodations. The Museum's commitment is strengthened by the Americans with Disabilities Act signed into Federal law July 26, 1990. The Museum will not eliminate an otherwise qualified applicant or employee from consideration on the basis of disability, and will provide reasonable accommodations for disabled persons. For general information about the employment of persons with disabilities and accommodations, contact the Wake Forest University Human Resources Department at 758-4700.

Establishing Identity and Employment Eligibility

Employees must complete the "Employee Information and Verification" section of the U.S. Immigration and Naturalization Service Form I-9 and submit certain original documents for examination in order to verify and certify identification and employment eligibility. The Museum requires this be done prior to or on the first day of work.

As a matter of Museum policy, all newly hired employees are required to verify their social security number by presenting a copy of their Social Security card at the time of employment.

Drug Screening and Background Checks

All applicants selected for employment (including paid interns) must undergo and successfully complete a drug screen as a condition for employment. Successful completion means the applicant tested negative for illegal drugs or substance abuse. Such applicants are also subject to verification of prior employment and a comprehensive background check that may include criminal, driving, and credit history depending on the duties of the position offered to the applicant.

Employees selected for promotion or transfer may be subject to additional background checks depending on the duties of the new position.

Temporary and on-call employees are also required to successfully complete a drug screen and background investigation as a condition of employment.

Application Information Verification

Education and certification credentials are verified shortly after employment begins. If a falsification of the employment application is discovered after employment begins, disciplinary action (including written reprimand, reduction in pay, demotion, or dismissal) may be considered. Factors such as the effect of the false information on the hiring decision, the advantage gained over other applicants, and the effect on starting salary are considered in determining disciplinary action.

Categories of Employment

There are four categories of employment:

- Full-time Regular Employment - the employee is regularly scheduled (budgeted) to work between 1400 and 1820 hours annually. All such employees are referred to as “full-time employees” and they are eligible for “full-time employee benefits.” *Time-off benefits (PTO and Holidays) are pro-rated for full-time employees who are scheduled to work less than 1820 hours annually.*
- Part-time Regular Employment - the employee is regularly scheduled (budgeted) to work at least 1000 hours annually but less than 1400 hours annually. All such employees are referred to as “part-time employees” and they are eligible for “part-time employee benefits.”
- On-Call Employment - the employee is employed to work less than 1000 hours annually with no limitation on the duration of the employment period. The employment may be continuous or intermittent. Employees who are hired on an on-call basis normally receive no significant benefits other than Workers’ Compensation Leave.
- Temporary Employment – the employee is employed to work for a period that normally does not exceed nine (9) months. Such employment must be for a specified term at the conclusion of which the employment is terminated unless a request for continuation is submitted and approved. Employees who are hired on a temporary basis are entitled to receive no significant benefits other than Workers’ Compensation Leave.

First Day of Work

Upon completion of employment-related paperwork, a representative of the Wake Forest University Human Resources Department will arrange for newly hired employees of Reynolda House to attend the next available New Employee Orientation Program presented by the Human Resources Department. Questions about the employment process should be referred to the new employee’s supervisor, the Reynolda House Business Manager, or the Employee Services Manager located in the Wake Forest University Human Resources Department.

New Employee Orientation

New regular employees of Reynolda House are scheduled to attend the New Employee Orientation Program conducted by the Wake Forest University Human Resources Department. Each session includes an overview of University policies and procedures, most of which also apply to employees of Reynolda House. A Benefits Counselor from the Benefits Office also discusses various benefits plans, such as retirement, health, dental, life, disability insurance

programs, and other payroll deduction options. During the orientation, new employees have the opportunity to select and enroll in various benefits plans with the assistance of the Benefits Counselor. It should be noted that there are differences in some of the benefits provided to employees of Reynolda House Museum of American Art. Employees of Reynolda House who have questions regarding their benefits should initially contact the Reynolda House Business Manager. Reynolda House supplements the University's New Employee Orientation with its own employee orientation.

Supervisors

The Museum is made up of small work units managed by a supervisor. Supervisors are responsible for setting work schedules and objectives, assigning work, handling communications to and from employees, conducting employee performance reviews, and other duties. An employee should bring any work-related problem or question to the attention of his or her immediate supervisor as soon as possible.

Introductory Period

The introductory period is an extension of the employment selection process. Newly hired employees serve a six-month introductory period unless otherwise stated in an employment letter. During this time, employees receive information and instructions on the duties of their position. Supervisors review the employee's progress and performance during this period, and at the same time, new employees can review their own level of satisfaction. If either the supervisor or the employee is not satisfied with these reviews, employment may be terminated. Introductory periods may also be extended at the supervisor's discretion, usually not longer than 90 days. Successful completion of the introductory period does not create a contract for a definite duration. Employment with the Museum remains at-will at all times.

New Employee Performance Management

Written performance reviews are prepared by supervisors for newly hired non-exempt employees upon completion of three (3) months of service and again upon completion of six (6) months of service. Newly hired exempt employees receive a written performance review upon completion of six (6) months of service.

OUR WORK ENVIRONMENT

Personnel Records/Confidentiality

The Wake Forest University Human Resources Department maintains employment and benefits records for all employees of Reynolda House. Records include both “hard copy” documents and data entered into the Human Resources Information System (HRIS). Employees are encouraged to advise Human Resources immediately whenever there are changes in home address, telephone number, marital status, number of dependents, or insurance beneficiary. Incorrect information could cause problems concerning pay, benefits, or state and federal taxes. If an employee acquires additional education or training, he/she should notify the Human Resources Department and the information will be entered in the personnel record.

Reynolda House employees or a designee of a Reynolda House employee may review the employee's employment records during regular business hours. Employment records shall be available to all Reynolda House employees who supervise the employee and to any Human Resources representative acting in the normal course of business. Benefits records and medical information are considered confidential.

From time to time, the University may be asked to furnish information regarding a Reynolda House employee's employment status or income information. The University may verify to a prospective employer of a present or former staff member the dates of the individual's employment with Reynolda House and the present or previous position(s) held. Other information, including salary verification, may be released to prospective employers, credit bureaus or financial institutions upon specific authorization by the current or former Reynolda House employee. Information requested by federal or state agencies, including law enforcement agencies, will be released as required by law. Supervisors should refer all reference checks and requests for verification of employment information to the Human Resources Department.

Use of Personal Vehicles

If an employee is required to use his or her personal vehicle to conduct Museum business, the employee is reimbursed on a per mile basis. If out-of-town travel is required, the employee is reimbursed for meals and lodging. If the employee is asked to travel in connection with his or her job, the employee should check with the Business Manager for travel information and assistance.

When a personal vehicle is used to conduct Museum business, the Museum's insurance does not cover physical damage to the vehicle or injury to third parties. Any such damage is a personal responsibility and should be covered under the employee's personal automobile insurance policy.

Health and Safety

Wake Forest University and Reynolda House make significant joint efforts to provide safe, healthful working conditions for all Reynolda House employees. Such efforts are carried out in accordance with local, state and federal requirements. Employees should become aware of possible hazards in their workplace and use prescribed safety equipment to protect themselves and their fellow employees. Employees are to be watchful for unsafe conditions and immediately report any on-the-job accident, no matter how slight, to the appropriate supervisor. Safety awareness training is conducted as part of the New Employee Orientation Program. For information on special safety classes, contact the Museum's Security Coordinator.

Drug-Free Workplace

The Museum maintains a drug-free workplace. Individuals who suspect they may have a drug or alcohol problem are encouraged to seek confidential help through the Employee Assistance Program (716-5493) before the problem affects their work performance or conduct. Anyone reporting to work under the influence of alcohol or illegal drugs, or using alcohol or illegal drugs on duty may be dismissed without warning. In addition to disciplinary action by the Museum, violation of the Museum's drug-free policy may be cause for criminal prosecution by government or law enforcement agencies. Reynolda House employees and their family members are encouraged to access the University's Drug and Alcohol Abuse Prevention website at: <http://www.wfu.edu/hr/drug/index.html>

Weapons

It is a violation of North Carolina State Law (General Statute 14-269.2) and Museum policy to possess or carry – whether openly or concealed – any weapon on Reynolda House property. The only exceptions to this prohibition are for law enforcement officials carrying out their official duties and if a weapon is being brought onto the premises as part of a Museum collection.

The definition of the term “weapon” as used in this policy statement includes not only all firearms, but also powerful explosives and devices such as knives, clubs, and other instruments intended for use in personal combat. Paintball guns are banned by Winston-Salem city ordinance and thus are prohibited on the Museum property.

Smoking

To promote a safer and more healthful workplace and for reasons of safety, public relations, climate control, art work protection, and other concerns, smoking is prohibited inside the Museum buildings. Employees and guests may smoke outside the Museum.

Employment of Relatives (Nepotism)

Members of an employee's immediate family may not accept employment at the Museum. This restriction extends to others living in the same household or so closely identified as to suggest the potential for difficulty in the employment relationship.

Transfer and Promotion Opportunities

Reynolda House employees who have completed one year (12 months) of service are eligible to apply for other position vacancies. If an employee has not completed the one year (12-month) service requirement but has completed the required six-month probationary period, then he or she may apply for other position vacancies **provided** the current supervisor agrees to waive the one year (12-month) service requirement. If an employee is interested in a posted position, he/she should contact the Human Resources Department and submit an on-line application for the position. If the employee meets the requirements of the position, his or her application will be referred to the selecting official for consideration and an interview may be scheduled.

After an offer has been made and accepted, the two supervisors and the employee will negotiate a transfer date. A two-week notice for non-exempt employees and a four-week notice for exempt employees are normally required; however, extenuating circumstances may necessitate a longer or shorter agreed-upon period.

When an employee moves to another position, he/she must remain in that position for one year (12-months) before requesting another opportunity to transfer, as explained above.

Secondary Employment

Secondary employment is defined as “outside” or “non-Museum” employment held by a regular full-time employee. Employees of Reynolda House may accept employment outside the Museum as long as it does not interfere with their normal work schedule, affect their work performance, or represent a conflict of interest. Employees are to give written notice to their supervisor prior to beginning any such outside employment.

Reemployment (Continuous Service Credit)

Regular employees of Reynolda House will receive credit for service previously performed as a regular staff employee of Wake Forest University (Reynolda Campus) or the Wake Forest University School of Medicine (SOM).

Employees who have previously worked for Reynolda House will be eligible for continuous service credit according to the following schedule:

| Break in Service | Service Credit | Waiting Period |
|-------------------------|--|-----------------------|
| 31 days or less | To original employment date | None |
| 1 year or less | Adjusted for service previously credited | None |
| Over 1 year | Adjusted for service previously credited | Introductory Period |

Sexual Harassment

Sexual harassment is a form of discrimination involving unwelcome sexual or sex-based conduct that interferes with the employment of others. Harassing behaviors can be verbal, non-verbal, or physical, and range from subtle innuendo of a sexual nature to coerced sexual activity. Some examples of workplace behavior that are sexually harassing include:

- Unwanted sexual remarks or inferences;
- Offensive comments about sex or gender-specific traits;
- Unwelcome sexual propositions, threats, bribes, written notes, or phone calls;
- Unwelcome gestures or sounds;
- Unwanted physical contact of a sexual nature (e.g. touching, pinching, kissing, holding).

Sexually harassing behavior creates an intimidating, offensive, or hostile work environment and should be reported immediately by the employee to his or her supervisor or administrator (excluding the alleged harasser), or the University Human Resources Department (758-4700).

Sexual harassment violates Museum policy as well as federal law, and employees should be aware that substantiated incidents of such behavior can result in disciplinary action for offenders as severe as dismissal. In addition to Museum sanctions, people who engage in sexual harassment may be subject to civil or criminal action. Either men or women can be sexually harassed by someone of the same or opposite sex, and the law protects both sexes equally from this discrimination.

Employees who have questions about the Museum’s Sexual Harassment Policy and Procedures, about options for responding to sexual harassment, or about the confidentiality and resolution of complaints are encouraged to call the Human Resources Department at 758-4700.

Unlawful Harassment

The Museum does not practice or permit harassment in employment on the basis of a person's age, sex, race, color, creed, religion, national origin, sexual orientation or disability. Further, it is the responsibility of every Museum employee to conduct himself or herself in a manner that contributes to an environment free of unlawful harassment.

Unwelcome advances, requests for favors, and other verbal or physical conduct by one in a position of authority at the Museum or by a peer employee constitute unlawful harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

In determining whether alleged conduct constitutes unlawful harassment, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which it occurred. If unlawful harassment is discovered and substantiated, the offender may be subject to disciplinary action, up to and including dismissal. In addition to Museum sanctions, the offender may be subject to civil or criminal action.

Employees have a number of options for addressing harassment complaints. For more information, please contact the Human Resources Department at 758-4700.

Compliance Office Hotline

The Hotline is an alternative source for reporting suspected violations of laws, regulations, rules policies, procedures, ethics, or any other information employees feel uncomfortable reporting to their supervisor. Employees calling the Hotline may remain anonymous. Calls will not be traced and no effort will be made to identify the caller. The Hotline operator, who is not an employee of the University and is located off-site, will discuss employee concerns with the caller. Information gathered from this call will be reported directly to the University Compliance Office. An appropriate response to each call will be available through a later call to the Hotline. To access the Hotline, callers should dial 877-880-7888 (toll free), Monday – Friday from 9 am – 8 pm.

Violence in the Workplace

Reynolda House is committed to providing a safe and healthy workplace for all employees. To that end, it is the policy of the Museum that workplace violence in any form is unacceptable. Any form of violence by an employee against another employee or visitor to the Museum, including but not limited to physical attack, intimidation, threats, or property damage, will be cause for disciplinary action, up to and including dismissal, as unacceptable personal conduct.

A Museum employee who experiences or observes an act believed to constitute workplace violence is to report such immediately to Reynolda House Security 758-5476, and, if necessary, to University Police (758-5911 if an emergency or 758-5591 if a non-emergency).

Employment-At-Will

Employment with Reynolda House is based on mutual consent; both the employee and Reynolda House have the right to terminate employment-at-will, with or without cause, at any time. The most common circumstances under which employment is terminated include:

- Resignation - employment termination initiated by the employee;
- Discharge - employment termination initiated by the Museum;
- Reduction-in-Force - involuntary employment termination initiated by the Museum for non-disciplinary reasons;
- Retirement - voluntary retirement from active employment initiated by the employee.

Conduct and Work Performance

Employee conduct and work performance should support and promote the mission of the Museum. Employees who exhibit inappropriate conduct or unsatisfactory work performance are subject to appropriate disciplinary action.

Inappropriate conduct is behavior for which no reasonable person would expect to be forewarned that such behavior is wrong and subject to severe penalty. Examples include, but are not limited to, insubordination (willfully refusing to carry out a reasonable work assignment), stealing Museum property, fighting, or involvement with illegal drugs. Inappropriate conduct includes activities both on and off the job that may affect an employee's ability to perform duties according to the expected standards.

Unsatisfactory work performance includes lack of quality, quantity, or timeliness in work assignments, irregular and inconsistent attendance, and failure to observe safety and operational rules and practices.

Disciplinary/Corrective Action Policy

The Museum administers a corrective disciplinary policy designed to help employees and management remedy work performance or conduct that has become unsatisfactory. The emphasis is on resolving problems and restoring harmony and productivity to the work environment. This policy applies to all employees who have completed their introductory period.

Work Performance – If an employee's work performance falls below required standards, a written warning is issued and performance expectations are reviewed. If performance does not improve, another written warning, suspension without pay or demotion will be issued. If problems persist, further disciplinary action, up to and including dismissal, may be taken.

Grossly Inefficient Job Performance – Disciplinary action, up to and including dismissal, may be issued if an employee's job performance results in the creation of the potential for death or serious bodily injury, or the loss of or damage to Museum property or funds that have a serious impact on the Museum and/or the work unit.

Personal Conduct – Disciplinary action for unacceptable personal conduct need not be progressive. Depending on the severity of the misconduct, an employee may be warned, suspended, demoted, or dismissed.

Grievance Procedure

The Museum is committed to fair and equitable treatment for all employees; therefore every regular full- and part-time employee with a work-related complaint has the opportunity to present a grievance in accordance with the grievance procedures, free from reprisal. The following issues are not considered to be work-related complaints for purposes of this procedure: wages and salaries, classification actions, reduction in force (RIF), termination, and reorganization that does not result in loss of pay. The grievance process consists of the following four steps: Step 1 – Informal discussion of the grievance between the employee and the immediate supervisor;

Step 2 – Filing a formal grievance for review by a higher level supervisor;
Step 3 – Appeal to the Executive Director for final review.

Absent allegations of discrimination the employee grievance and appeal process is not available to temporary employees or employees serving their introductory period of employment.

Personal Appearance

Employees of Reynolda House are not required to wear uniforms, but all employees are required to dress in a professional and business-like manner. All employees must present a neat and clean appearance at all times.

Fund Raising and Solicitation

Reynolda House officially supports the annual Arts Council of Winston Salem/Forsyth County campaign in the spring and the annual United Way campaign each October.

Otherwise the Museum strives to establish a work environment that is productive and without undue disruptions to the workday. Therefore, solicitations or collections by one employee from another are prohibited while either individual is working. Solicitation and distribution of literature on Museum property by anyone not employed by the Museum is prohibited.

Telephones

Prompt, courteous answers to telephone calls are important. To the caller, the employee represents the Museum. For this reason, each employee is expected to place special emphasis on telephone courtesy.

Museum telephones, cell phones, and pagers are for Museum business use. All employees are advised to use the telephone with prudence and discretion. Personal local phone calls should be kept to a minimum. Employees may make personal long distance phone calls from work but only by reimbursing the Museum for the long distance charges.

Voice Mail and Electronic Mail

Most Museum employees have access to Wake Forest University's electronic voice messaging system (Meridian Mail). This system provides an easy, fast, and dependable way to communicate. The access number for the Meridian Mail system is 758-4400.

Electronic mail is also available to most Museum employees. Remote access to messages is available through the internet by accessing the University webpage and going to <https://mobileumail.wfu.edu>

Gifts and Gratuities

The acceptance of gifts, favors or entertainment by employees for their personal use from suppliers and vendors that might appear to obligate the Museum is to be avoided. The attendance at business-related functions (including business luncheons) or acceptance of token personal mementos of nominal value such as pens, luggage tags, tote-bags, etc. is allowed.

Dollars and Sense

Getting Paid

Pay Basics

Rates of pay are established at the time of employment based on job-related qualifications and the pay range for the position as determined by the Museum wage and salary plan.

Museum employees are paid through the Wake Forest University Payroll Office. Exempt employees are paid on the last regular banking day of the month. Monthly salary checks are directly deposited in the bank of the employee's choice. Non-exempt employees are paid biweekly. Biweekly salary checks are directly deposited every two weeks on the Friday following the end of the pay period. (For example, if the pay period ends on Friday, the 15th, the check is deposited in the bank of the employee's choice on Friday, the 22nd.)

Wake Forest University is required by law to deduct federal and state income taxes and the Museum employee's portion of the Social Security tax. Each January, the University provides W-2 Forms (federal) and NC-2 Forms (state) to show total earnings for the previous year and the amount withheld for taxes.

Payroll deductions are arranged through the Wake Forest University Human Resources Department for Museum employees participating in the medical/dental plan, the supplemental retirement plan, flexible spending accounts, etc., and for those wishing to purchase U.S. Savings Bonds. Credit Union members may also arrange for payroll deductions.

Employee Timekeeping

Museum employees who are eligible for overtime pay (non-exempt staff) must maintain and complete a biweekly time record.

Non-exempt Museum employees use an on-line timekeeping application that is part of the Wake Forest Information Network (WIN). Upon employment, each employee will have access to an electronic timecard under his or her Personal tab in WIN, labeled "My Timecard." Employees enter and save their hours for pay in this timecard and then submit by midnight of the last day of the biweekly pay period. The supervisor, or named proxy with approval authority, will approve or reject the employee's hours. Pay will be calculated and paid on the Friday following the end of the pay period.

Work Schedule

Reynolda House Museum of American Art serves the public. Thus, there are variations in work schedules within the Museum. Working hours must be scheduled to satisfy the needs of the work unit and to make certain that sufficient staff is available when needed. Work schedules depend upon the job to be performed. Employees will be informed by the supervisor about normal schedule and subsequent changes that are required.

- The 168 consecutive hours from 12:01 a.m. Saturday through midnight Friday constitute the Museum's standard workweek.
- The standard work schedule for staff of the Museum in FLSA-subject staff positions is based on 35 hours of work per week.

- Regular hours for Museum office staff are from 9:00am to 5:00pm, Monday through Friday, with an hour for lunch.

Variable Work Schedule (Flex-Time)

Supervisors are responsible for establishing and adjusting work schedules to meet program and operational needs. The work demands and services of some work units may require predetermined work schedules that do not allow flexibility.

The supervisor may approve an employee's request to work a variable work schedule. Factors to consider in approving variable work schedules include unit operational needs, availability of adequate supervision, and accessibility to business contacts and to the public served.

Supervisors maintain work schedule records, adjust schedules as work needs dictate, and retract variable work schedules when justified.

Lunch and Break Periods

Unless otherwise approved by the appropriate supervisor, schedules for non-exempt employees are to include a meal period of at least 30 uninterrupted minutes. The normal daily schedule includes a lunch period of one hour.

Although the FLSA does not require that employees be given rest periods, supervisors of employees working at the Museum have the discretionary authority to permit a rest period of not more than fifteen minutes during each four-hour period of work. Rest periods are in addition to the regular lunch period of one hour.

When rest periods are authorized, they should be arranged so that disruptions of work and services are held to a minimum.

Rest periods may not be used to extend the lunch hour, nor may they be omitted in order to shorten the workday or cover an employee's late arrival.

Salary Advances

Salary advances will not be granted except in extreme emergency situations and at the sole discretion of the Museum in coordination with the University Payroll Office. An extreme emergency is defined as "an unforeseen circumstance such as death, illness or accident, which requires immediate financial attention". Each request for a salary advance will be considered on the basis of its own merit and should be submitted in writing to the Museum Business Manager.

Final Pay

Employees who resign their employment or who are terminated by the Museum will receive their final paycheck on the next regularly scheduled payday.

Income Assignments and Garnishments

The University Payroll Office processes income assignments or garnishments when served upon the Museum.

Compensation Management –**Salary Structure**

It is the policy of the Museum to compensate employees at a level sufficient to encourage excellent performance and to maintain the labor market competitiveness necessary to recruit and retain a competent workforce. The compensation plan provides a salary rate structure designed

to appropriately compensate all positions based on a system of position classification administered by the University Human Resources Department. Assignment of a position classification is based on the content (duties and responsibilities) of the job and not the job performance or qualifications of the employee.

Each classified position is assigned to a salary grade (non-exempt employees) or a broadband category (exempt employees) that defines the minimum, midpoint, and maximum salaries for that classification.

The salary levels associated with the salary grade or broadband category are determined by the Compensation Manager in consultation with the Director of Human Resources and approved by the Vice President for Finance and Administration. The salary levels, selected grades, or classifications may be increased or decreased based upon factors such as labor market trends and availability of funds.

Salary Determination

New employees are normally hired at a salary within the salary range and appropriate to their education, experience, and other qualifications.

Range Revision

The University Compensation Manager conducts periodic salary studies based on salary survey information. A salary range revision is a change in the salary grade assigned to a specific class or class series. If an employee's position is assigned to a higher salary grade, implementation of the salary increase is determined by the availability of funds. If an employee's position is assigned to a lower salary grade, the employee may remain at the current salary level as long as he or she remains in the position or a position with the same classification.

Reclassification

Reclassification is the assignment of a position to a different classification based on changes in duties and responsibilities. The new classification may be higher, lower, or at the same salary grade.

- If an employee's position is reclassified to a higher salary grade, a salary increase may be given, not to exceed the maximum of the salary range.
- If an employee's position is reclassified to a different title but remains within the same salary grade, the salary normally remains the same.
- If an employee's position is reclassified to a lower salary range and his or her salary falls within the range of the lower class, the salary may remain the same or be reduced to the maximum of the lower range.

In-Range Salary Adjustment

Regular full-time or part-time employees are eligible for salary increases under this policy. In-range adjustments may be made to compensate for temporary or permanent changes in duties and responsibilities, to reduce turnover, and to establish equity. Museum management is responsible for setting the priority for these adjustments.

Promotion

A promotion is a move to a higher salary grade. If a non-exempt staff employee is promoted to a higher salary grade, promotional pay rewards him or her for assuming greater and more difficult duties and responsibilities. The employee's new salary will normally be increased to at least the minimum of the new salary grade, or increased between 6 and 7%, whichever is higher. This type of increase must follow certain guidelines and will be based on the availability of funds.

The pay increase a promoted non-exempt employee may receive is up to a maximum of between 6 and 7% for each salary grade involved in the promotion, provided the increase does not create inequities among other employees of the same grade to which the employee is being promoted.

Alternatively, the increase may be higher than 7% per grade when the employee has the commensurate qualifications for the salary rate. Each year of relevant education and experience above the required minimum education and experience may be recognized, salary wise, as being worth up to an additional 2.5%.

Lateral Transfer

A lateral transfer is movement from one position to another at the same salary grade. If an employee accepts a lateral transfer without a break in service, the salary will normally remain the same.

Demotion

A demotion is a move to a lower salary grade. If an employee moves to a lower salary grade and it is the result of a disciplinary action, the change is considered a demotion.

If the employee's salary falls within the new lower salary range, it may remain the same or be reduced to any salary within the new lower range. If the employee's salary is above the maximum of the new lower salary range, it will normally be reduced to the maximum of the new lower range.

If an employee is demoted within one year after being promoted, his or her salary reverts to the last salary held prior to the promotion plus any increase the employee would have received had the promotion not occurred.

Call-Back Pay

If an employee who is eligible for overtime pay is called in for an emergency before or after his or her scheduled work hours or on non-work days, he or she is guaranteed a minimum of two hours Call-Back Pay. If the call-back assignment does not result in two hours of work, the employee is still guaranteed two hours of compensation.

Overtime Pay

Employees who are subject to the overtime provisions of the Fair Labor Standards Act ("non-exempt" employees) are limited to a forty hour work week at the regular rate of pay. Any hours worked in excess of 40 hours per week are considered overtime, and must be compensated at the rate of time and one-half. Paid time that is not worked (coded hours such as PTO) does not count as work time for the purpose of determining eligibility for overtime pay.

The overtime rate does not apply to 35 hours-per-week employees who work more than 35, but less than 40 hours during the workweek. Pay earned for these "extra hours" is calculated on an hour for hour basis.

Holiday Premium Pay

Regular non-exempt employees who are required to work on designated holidays will be paid, in addition to regular pay, a premium payment equal to one-half times their base hourly rate for such hours worked on these days. Thus non-exempt employees will be paid two and one-half times their base hourly rate when required to work on a holiday.

Temporary, part-time, and on-call employees are not eligible for holiday premium pay.

Equal time off (not to exceed 7 hours), at the mutual convenience of the employee and the supervisor, will be given if regular exempt employees are required to work on a holiday.

Equal time off (not to exceed 7 hours), at the mutual convenience of the employee and the supervisor, may be given if regular non-exempt employees are required to work on a holiday. The alternative holiday is to be taken within the same pay period that the holiday occurs. The alternative holiday is treated as an “offset” for the holiday time reported for the day of the designated holiday and therefore is reported as “Leave Without Pay” (LWOP) on the time and attendance report.

Paychecks**Direct Deposit**

All employees are required to have their paychecks directly deposited to any financial institution (bank, credit union, savings and loan) of their choice.

On payday, employees receive an earnings “advice” indicating gross pay, deductions, and the net pay to be deposited to the employee’s checking or savings account. Deposits are made to employee checking or savings accounts in a manner that ensures the employee has access to these earnings on payday. Direct deposit forms are available from the Reynolda House Business Manager, the University Payroll Office, or the Payroll Office website. Direct deposit will be in effect the second paycheck after making arrangements for direct deposit.

Paydays

Non-exempt employees operate on the biweekly payroll system and are paid every other Friday. Exempt employees are paid on the last regular banking day of each month.

Payroll Deductions

Certain federal and state deductions are mandatory and deducted automatically from employee paychecks. These include: Federal Income Tax, Social Security, and State Income Tax.

Museum employees may choose to have the University Payroll Office deduct certain other expenses. These include: health, dental, life, long-term care, prepaid legal, vision, and accidental death and dismemberment insurance premiums; tax-sheltered annuity contributions; U.S. Savings Bonds; credit union payments; and others.

These optional costs may be deducted only with the employee’s written authorization. All deductions – both mandatory and optional – will appear on the check stub for the employee’s information and reference. For information about how to set up optional deductions, Museum employees should contact the Human Resources Department located in Room 116 of Reynolda Hall on the Reynolda Campus. Questions may be emailed to askHR@wfu.edu, or call 758-4700.

LEAVE AND HOLIDAYS

Holidays

The Museum holiday schedule is established for those employees whose normal work schedule is Monday through Friday. The following holidays are observed:

New Year's Day
Martin Luther King / Human Rights Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Thanksgiving
Winter Holiday

The specific dates for the observance of holidays are announced each year by the Executive Director in consultation with the Director of Human Resources.

Paid holiday leave is provided to all employees who are regularly scheduled (budgeted) to work 1400 or more hours annually. Such leave is not considered as hours worked in the computation of overtime.

The number of paid holiday leave hours is prorated for regular full-time employees who work at least 1400 but less than 1820 hours annually.

Employees hired to work less than 1399 hours annually or less than 9-months in duration do not receive paid holidays.

Holiday Premium Pay

Full-time regular non-exempt staff employees who are required to work on designated holidays will be paid holiday pay plus their base hourly rate and a premium payment equal to one-half of their base hourly rate for such hours as are actually worked. Thus non-exempt staff employees are paid two and one-half times their base hourly rate when required to work on a holiday.

Part-time, temporary and on-call employees are not eligible for holiday premium pay.

Paid Time Off (PTO)

The Museum maintains a Paid Time Off (PTO) Program for the purpose of providing regular full-time employees with the opportunity to take time away from work without loss of compensation. The PTO Program is an inclusive time off program intended for use in connection with vacations, short-term injuries and illnesses (non-work related) of five (5) days or less, personal business, family care, and other needs which may require time off from work. The PTO Program combines vacation, sick, and personal leave, and must serve all these purposes. While a reasonable amount of paid time off should be taken annually by each employee, the timing and duration of successive days of paid time off is subject to satisfactory arrangements having been made for work to be continued in the employee's absence. A significant portion of the employee's allotted days should be viewed and taken as necessary for unexpected circumstances and illnesses, and

while an employee may take the entire allotment for any one of the purposes, the circumstances under which they are taken will be considered with respect to job performance. Eligible employees accrue PTO hours based on their job classification, appointment effort (pro-rated if less than 1820 hours annually for exempt employees) or hours paid each pay period (non-exempt employees), and years of service in accordance with an accrual schedule outlined below. The PTO Program does not include paid time off for holidays.

Exempt Staff Accrual Schedule

| Years of Service | Weeks per Year | Days per Year | Annual Hourly Accrual |
|---|-----------------|---------------|-----------------------|
| Less than 5 years | Five (5) Weeks | 25 Days | 175 Hours |
| 5 years or more, but less than 10 years | Six (6) Weeks | 30 Days | 210 Hours |
| 10 or more years | Seven (7) Weeks | 35 Days | 245 Hours |

Non-Exempt Staff Accrual Schedule

| Years of Service | Hourly Accrual | Annual Accrual if Paid for 1820 Hours | Annual Accrual Converted to Weeks |
|--|----------------|---------------------------------------|-----------------------------------|
| Less than 3 years | .0769 Hours | 140 Hours | Four (4) Weeks |
| 3 years or more, but less than 10 years | .0962Hours | 175 Hours | Five (5) Weeks |
| 10 years or more, but less than 20 years | .1154 Hours | 210 Hours | Six (6) Weeks |
| 20 or more years | .1346 Hours | 245 Hours | Seven (7) Weeks |

At the end of each calendar year, unused account balances up to the employee's carry forward limit will be carried forward to the next calendar year. The carry forward limit is equal to one-half (1/2) of the employee's annual accrual. Upon separation from Museum employment, an employee who has completed six months or more of service will be paid for any PTO earned but not taken, up to the applicable PTO payout limits, provided appropriate notice is given by the employee.

Administrative Leave and Release Time

Administrative leave is an excused absence, administratively authorized, without loss of pay and without charge to paid time off (PTO) leave. Administrative leave is not considered work time; therefore, such time is not counted when computing overtime. Common examples for which administrative leave may be granted are: When the Museum announces a delayed opening or closing do to inclement weather; voting on Presidential Election Days (up to one hour).

Release time is administratively authorized time spent away from the employee's normal job responsibilities to participate in Museum sponsored or sanctioned programs without loss of pay and without charge to paid time off (PTO) leave. Release time is considered work time and reported as such on the employee's time card; therefore, such time **is** counted when computing overtime. Common examples for which release time may be granted are: participation in training and staff development activities, to receive flu shots given on campus, participation in on-campus activities such as The Benefits Fair, Convocation, Graduation, and other special department or Museum activities.

Adoption Leave

Employees who are employed full-time (regularly scheduled [budgeted] to work 1400 or more hours per year), have at least one year of regular full-time service, and newly adopt a child on or after the date upon which the service requirement is satisfied, are eligible for six weeks of leave with pay. If both parents are employed by the Museum, the paid leave may only be used by one or shared by both of the adoptive parents, but in no event shall the combined leave for both parents exceed a period of six weeks. Adoption leave is available only in cases of formal adoption; it is not available in any other case including but not limited to legal guardianship or foster care. Employees anticipating a request for adoption leave should contact the University Human Resources Department at 758-4700.

Bereavement Leave

Following the death of an employee's "immediate family member", the employee can take up to three days off with pay. Immediate family member means an employee's parent, spouse, child or grandchild (including a step or adopted child or grandchild), sibling (including a step or half-sibling), grandparent, father-in-law or mother-in-law. A "qualified domestic partner" as defined in Wake Forest University's Human Resources Policy and Procedures Manual (HRPPM) Section VI-15, *Domestic Partner Benefits*, is considered an "immediate family member" of an employee, as are the children and parents of such domestic partner. Normally, the time off is available only in the week following the death. However, employees with legal responsibility for settling the estate of the deceased immediate family member may use part of the three days for this purpose at a later time.

An employee can take one day off with pay to attend the funeral of a relative outside the immediate family. Employees granted additional time off to attend out-of-town funerals may designate the additional time off as PTO or leave without pay as approved by the appropriate supervisor.

Civil Leave

Leave with pay is provided to employees when serving on a jury or when subpoenaed as a "fact witness". A "fact witness" is a witness whose appearance at the proceeding is sought in order that the testimony of facts in dispute or essential to the proceedings and within the knowledge of the witness may be presented. A "character witness" or an "expert witness" is not a "fact witness". It is the responsibility of the employee to inform the supervisor in a timely manner as to when the duty is scheduled and the expected duration.

Leave with pay is provided when an employee attends court or a job-related proceeding in connection with official job duties.

Family and Medical Leave (FML)

The Family and Medical Leave Act (FMLA) of 1993 was passed by Congress to ensure leave is available for authorized medical reasons (including maternity/paternity leave) and for compelling family reasons. Employees are eligible to take up to 12 weeks of unpaid Family and Medical Leave (paid leave may be substituted for unpaid leave depending on the specific circumstances of the absence) during a rolling twelve month period if the employee has:

- worked for Reynolda House Museum of American Art for at least 12 months;
- worked for Reynolda House Museum of American Art at least 1250 hours in the past 12 months (paid but unworked hours such as holidays and paid time off do not count in computing eligibility under the 1250 hour threshold); and
- if required, submitted a properly completed Medical Certification form.

Family and Medical Leave (FML) can be taken for any of the reasons listed below.

- The employee's own serious health condition prevents him or her from performing one or more of the essential functions of his or her job.
- To care for a parent, spouse, or child with a serious health condition.
- To care for the employee's child after birth, or placement for adoption or foster care in the employee's home, providing the leave is taken within 12 months of the child's introduction to the family.

The duration of FML and whether it is paid or unpaid depends on the employee's individual situation. Employees will be required to use any accrued Paid Time Off (minus ten days of PTO if the employee wishes to retain it) before being placed on unpaid leave. All paid leaves run concurrently with FMLA (including Workers' Compensation Leave, Short-Term Disability, Paid Adoption Leave, and Paid Maternity Leave) and do not extend the time the employee is entitled to under the FMLA. During paid leave, employees will continue to accrue PTO. During any unpaid leave, employees will not accrue PTO.

During periods of FML, an employee's insurance coverage will continue. If the employee is being paid, his or her share of the premiums will continue to be paid through normal payroll deduction. If the employee is on unpaid leave, upon return from FML, the normal premiums will be retroactively deducted from his or her paycheck unless arrangements were made to pay the premiums while on unpaid leave.

Inclement Weather

Reynolda House Museum of American Art may be closed or its opening may be delayed during normal work hours due to inclement weather or other unusual conditions. Closure is expected to be infrequent and consideration will always be given to maintaining appropriate service levels in work units that provide essential services.

All employees required by their supervisors to work during a delay or closure will be paid for all hours worked and shall be granted additional pay, at the straight time rate, for actual hours worked during the delay or closure.

Time off due to the announced delay or closure will be reported as paid "Administrative Leave" and will not be considered as time worked for overtime compensation purposes.

Leave Without Pay (LWOP)

Leave without pay may be granted to an employee for various reasons including family and medical leave, extended educational purposes, vacation, illness, personal reasons, or parental leave. At the end of the approved leave, the employee is reinstated to his/her prior position, or one of like status and pay.

A request for Family and Medical Leave (FML), supported by appropriate medical certification or other documentation (e.g. court adoption papers), must be approved. Similarly, a request for up to 12 weeks of leave without pay from a non-temporary employee who does not meet the eligibility requirements for FML must be approved, if the purpose of the absence is for the birth or adoption of a child or to be at home with the child during the first 12 months of life or adoption.

Except for situations covered by the Family and Medical Leave policy, the decision to grant leave without pay is made by management. Factors in deciding whether to approve a written request include the employee's needs, workload, need to fill the employee's job, chances of the employee returning to work, and the Museum's obligation to reinstate the employee.

Maternity Leave

Women who are employed full-time (regularly scheduled [budgeted] to work 1400 or more hours per year), have at least one year of regular full-time service, become pregnant, and are scheduled to deliver on or after the date upon which the service requirement is satisfied, are eligible for Short Term Disability Benefits (See page 26 of Handbook) plus a supplement of 40% of their full salary for the first six weeks. A doctor's statement verifying the pregnancy may be required.

The birth mother may request Paid Time Off (PTO) or leave without pay prior to and/or after the six-week period of paid maternity leave. The FMLA provides for a total of 12 weeks of paid and/or unpaid leave.

Employees anticipating a request for maternity leave should contact the University Human Resources Department at 758-4700.

Military Leave

It is the policy of the Museum to grant leaves of absence to regular full-time and part-time employees entering active service, either voluntarily or involuntarily, in the uniformed services of the United States.

Employees who are Reservists or National Guard members will be granted time off to participate in summer encampments and/or cruises. Such employees will be reimbursed for the difference between their Museum base pay and any compensation paid by their Reserve or National Guard unit for up to two weeks in any calendar year.

Employees who are Reservists or National Guard members and are involuntarily called to active military service will be reimbursed for the difference between their Museum base pay and any compensation paid by the active military service organization (base pay, housing allowance, subsistence pay, overseas pay, combat pay, etc.) for up to twelve (12) months. The Museum reserves the right to extend this period at its sole discretion.

An employee of the Museum who has completed one day of regular employment and who is drafted for military service or who volunteers for service in any branch of the uniformed services

of the United States, shall, upon completion of such service, be reinstated to employment with the Museum.

REYNOLDA HOUSE BENEFITS

Defined Contribution Retirement Plan

The Museum maintains a defined contribution retirement plan for the purpose of assisting employees in meeting their retirement income needs. The plan is noncontributory and all contributions made by the Museum are fully vested with the employee at the time of the contribution. Participation in the Defined Contribution Retirement Plan is available to staff regularly scheduled to work at least 1000 hours per year upon completion of one year of service. The Museum's contribution level is 10% of total compensation.

Employees may direct their contributions to The Vanguard Group, Fidelity Investments, or Teachers Insurance and Annuity Association (TIAA) – College Retirement Equities Fund (CREF).

Voluntary Tax Deferred Annuities

The Museum makes available tax deferred annuity plans for all employees who wish to provide supplemental income for their retirement years and, at the same time, reduce the amount of their current taxable income through the use of a tax deferred annuity. Under this arrangement, employees pay State and Federal taxes only on the amount of the reduced salary.

All staff may voluntarily contribute to supplemental retirement accounts or tax deferred annuities through a salary reduction agreement effective upon date of hire or anytime thereafter. The Internal Revenue Service establishes contribution limits. Contributions may be made to Vanguard, Fidelity, and TIAA-CREF.

Medical Insurance

The Museum recognizes the importance of a sound health program for employees. As a result, the Museum provides medical insurance coverage through the Wake Forest University Medical Plan. Services are provided through the Blue Cross/Blue Shield of NC network of physicians and hospitals.

Participation in the University Medical Plan is available to Museum employees regularly scheduled to work at least 1,000 hours per year. The plan is a self-insured PPO (Preferred Provider Organization) administered by a third party administrator (BCBSNC). Employees who work less than 1400 hours pay the full cost of premiums. For employees who are regularly scheduled to work at least 1400 hours per year the Museum pays 100% of the cost of Employee Only coverage. For coverage of dependents (spouse and children), the employee pays the full cost less the Employee Only premium. Premiums may be paid on a pre-tax basis. Coverage begins the first day of the month following the hire date unless the date of hire is the first day of the month, in which case coverage begins that day.

Dental Insurance

In order to meet the need for a sound oral health program, the Museum provides coverage through the Wake Forest University two-tier dental plan: a high option plan and a low option plan. The University self-insures the dental plans and uses ACS Benefit Services as the third party administrator to administer the plans.

Employees who work less than 1400 hours pay the full cost of premiums. For employees who are regularly scheduled to work at least 1400 hours per year the Museum pays 100% of the cost

of Employee Only coverage. For coverage of dependents (spouse and children), the employee pays the full cost less the Employee Only premium. Premiums may be paid on a pre-tax basis and the effective date of coverage is the same as for the health care plan.

Basic Group Life Insurance

The Museum provides eligible employees with basic life insurance coverage in order to assist individuals in protecting themselves and their families against their loss of life. Group life insurance is provided at no cost to employees regularly scheduled to work at least 1400 hours per year.

This life insurance plan provides basic coverage based on salary plus an additional amount equal to the principal coverage in the case of accidental death or dismemberment. For employees whose annual base salary is less than \$50,000, the coverage amount will be equal to 1½ times annual base salary, rounded up to the next thousand, with a maximum of \$50,000. For employees whose annual base salary is equal to or greater than \$50,000, coverage will be equal to 1 times annual base salary, rounded up to the next thousand with a maximum of \$100,000. In the event of accidental death, the value of the policy is doubled. Premiums paid by the Museum for life insurance amounts over \$50,000 are taxable as imputed income to employees.

Voluntary Group Life Insurance

Employees have the option of electing one to five times their annual base salary in additional life insurance up to a maximum of \$500,000. Premiums are age-rated, and there will be a guaranteed issue (no medical certification required) up to 3 times the annual salary or \$400,000, whichever is less. Dependent Life Insurance is available for an employee's spouse and children. There are two types of dependent life insurance: Option 1 provides \$25,000 coverage for a spouse and \$10,000 coverage for each child. Option 2 provides \$10,000 coverage for a spouse and \$5,000 coverage for each child. Additional Death and Dismemberment coverage is available for employees and their dependents in increments at very reasonable rates.

Short Term Disability

A program of short term disability coverage is provided by the Museum to protect the incomes of regular employees during periods of prolonged (more than 15 consecutive workdays) illness or injury that is not work related. This fully insured short term disability program provides salary continuation at 60% of base salary up to \$750 per week.

All employees who are regularly scheduled to work at least 1400 hours per year and who have completed at least one month of regular full-time service prior to an absence covered by this program are eligible to receive short term disability payments.

Long Term Disability

In order to protect employees against severe financial hardship, the Museum insures employee income against loss through a Long Term Disability (LTD) Plan. The LTD Plan provides eligible full-time employees with a benefit equivalent to 60% of their pre-disability earnings, not to exceed a benefit of \$10,000 per month, less the sum of benefits from other sources, and a retirement contribution benefit. Employees are eligible on the first day of the month that falls on or next follows hire date or eligibility date. The cost of LTD coverage up to \$200,000 of annual salary is paid by the Museum with no contribution from the employee.

Health Care Spending Account

The Museum recognizes it is in the best interests of the employees to establish a Health Care Spending Account (HCSA) under the Internal Revenue Code guidelines which allow employees

to contribute monies, on a tax-free basis, into an account which will be used to reimburse eligible health related expenses not covered by the medical/dental plans. The administration of faculty/staff HCSA is handled by a third party administrator. Spending accounts should be used for predictable health care expenses. According to Internal Revenue Service rules, if participating employees have not incurred eligible expenses equal to the Flexible Spending Account balances by the end of the plan year (June 30), monies left in the accounts will be forfeited. However, claims may be submitted until August 30 of the following plan year for expenses incurred on or before June 30 of the same calendar year. By law, health care and day care accounts must remain separate. Money in the health care account cannot be used to pay for expenses in the day care account or vice versa.

Subject to Internal Revenue guidelines, employees may be reimbursed from a HCSA for all out-of-pocket expenses (not reimbursed through any other group plan) that normally could be claimed when filing annual federal tax returns (1040).

If a HCSA participant retires or otherwise terminates employment with the Museum, reimbursement will only apply for eligible services and charges that occurred up to the separation date unless the participant elects to continue contributions on an after-tax basis as provided for under COBRA.

Dependent Care Spending Account

Employees can designate pre-tax dollars to go to an individual account to pay for dependent day care expenses, such as baby-sitting and day care fees. This program is similar to the Health Care Spending Account mentioned above.

Long Term Care

The Museum offers Long Term Care benefits to employees on a voluntary, self-pay basis. Regular employees who work at least 1000 hours annually are eligible to purchase Long Term Care benefits.

Long Term Care is the personal and maintenance care an employee may need on an ongoing basis in case of a disabling or chronic medical condition. Long Term Care services can include care in the home, in an assisted living facility, or in a nursing home. Additionally, the following family members of eligible employees are eligible to enroll: spouse, children, parents, parents-in-law, grandparents, grandparents-in-law, daughters-in-law, and sons-in-law. A brochure describing this plan may be obtained from the Wake Forest University Human Resources Department.

Vision Insurance

The Museum offers a Vision Plan to employees on a voluntary self-pay basis. Regular employees who work at least 1000 hours annually are eligible to purchase vision plan benefits from Superior Vision Services. The plan is designed to provide basic eyewear needs. Annual eye exams are covered under the University Medical Plan.

Legal Plan

The Museum offers a legal plan to employees on a voluntary self-pay basis. Regular employees who work at least 1000 hours annually are eligible to purchase legal insurance from the ARAG Group. The plan provides telephone legal services, on-line legal services, in-office legal services (family issues, consumer protection, consumer debt collection, juvenile issues, criminal misdemeanor, loss of driving privileges, will preparation, personal property issues, real estate issues, rental issues, and IRS issues), and financial and tax planning services.

Domestic Partner Benefits

Reynolda House Museum of American Art extends benefits to the same-sex domestic partners of eligible employees in accordance with the established guidelines within specific benefit plans. The Museum will make reasonable efforts to maintain the confidentiality of any employee who seeks these benefits. Domestic partners are two individuals of the same sex who live together in a long-term relationship. Domestic Partner Benefits will not extend beyond the termination of the domestic partnership.

A child of a partner in a domestic partnership qualifies as an eligible dependent for purposes of applicable Museum benefit plans.

Domestic partners and their eligible dependents who meet the qualifying criteria are granted all of the same services and benefits as those provided to employees' spouses and their eligible dependents, except where expressly prohibited by law.

Rules and regulations adopted in the implementation of domestic partner benefits are available for review in the Wake Forest University Human Resources Department.

Workers' Compensation

Accidents can be caused by carelessness and by failing to comply with safe work practices. Injuries can be costly in terms of financial loss and human suffering. For this reason, employees are urged to work in a safe manner and to report unsafe conditions to their supervisor, or Museum Security (758-5476), the University Human Resources Department (758-4700), or the University Director of Environmental Health and Safety (758-4329).

The provisions of the North Carolina Workers' Compensation Act cover Museum employees. The Museum pays the entire cost of this program. Should an employee be accidentally injured (as defined by the Act) or become ill while working, he/she may be entitled to receive benefits as provided by the Act.

Social Security

Employees at Reynolda House participate in the federal Social Security program, which is designed to protect workers against the loss of income due to retirement, disability, or death. The program also provides health insurance through Medicare. Both the Museum and employees contribute equal amounts as specified by law. Additional information may be obtained at the local Social Security Office or from the University Human Resources Department.

OPPORTUNITIES FOR LEARNING

Training and Staff Development

In recognition of the changing professional and personal development needs of employees, the University Human Resources Department offers a wide variety of courses to help develop new skills and enhance personal and career growth.

Courses are offered in the areas of supervision, management, organizational development, skill development, literacy, special interest, wellness, work/family, diversity and many more. The Human Resources Department regularly publishes a Training Catalog listing available courses.

Regular full-time and part-time Museum employees can participate in Training and Staff Development programs as approved by their supervisor. Most courses are offered on work time at no cost to the employee. Certificates of completion are offered for certain courses. For more information concerning registration, class dates, and other program details, contact a member of the University Training and Development Team at 758-4322 (Training and Development) or visit the Professional Development Center website at <http://pdc.wfu.edu/>. Email may be directed to: pdc@wfu.edu

Educational Assistance for Employees

The Museum encourages and supports the interests and efforts of employees who wish to advance their personal and professional development. A financial assistance benefit is provided to employees for their educational development.

Regular employees who work full-time (at least 1400 hours annually) and have completed at least two continuous years of regular full-time service are eligible for educational assistance. Education assistance is available for a maximum of two courses per semester upon the approval of the employee's supervisor and the Director of Human Resources. Ordinarily, only one course per semester will be approved

At Wake Forest University – Employees who are academically qualified may pursue undergraduate work in the College of Arts & Sciences, the Calloway School of Business & Accountancy, or part-time study in the Graduate School of Arts & Sciences on a tuition free basis with a limit of two courses per semester. Employees may exclude up to \$5,250 per year of the Museum-provided education benefit, whether job-related or not, from their taxable income. If the undergraduate or graduate educational expenses are job-related, the museum-provided benefit may be considered a tax-exempt working condition fringe. The cost of tuition covered by the Museum for non-job-related courses that exceeds \$5,250 per year is considered taxable income to the employee.

At Other Institutions – Employees attending other universities, technical schools, or community colleges may be granted educational assistance for undergraduate study if the course or degree program is directly related to the essential functions of the employee's job or work unit. The cost of the tuition covered by Museum may be considered a tax-exempt working condition fringe if the education is required by the Museum or is job-related. [Note: Maximum payments for educational assistance are indexed annually to the highest tuition and required fees for two (2) semester courses charged by an institution of the University of North Carolina System.]

Educational Assistance forms are available from the Business Manager or the University Human Resources Department. Tuition refunds for cancellation or withdrawal are to be returned to Reynolda House Museum of American Art.

Tuition Reduction/Reimbursement for Dependent Children

The Museum provides a tuition reimbursement benefit for undergraduate study by dependent children of eligible employees. Regular employees who work full-time (at least 1400 hours annually) and have completed at least three continuous years of regular full-time service are eligible for benefits.

To be eligible, children (including legally adopted children, step-children, and dependent children of an employee's qualified same-sex domestic partner) must be less than 26 years of age and substantially dependent upon the employee.

At Wake Forest University – Dependent children of regular full-time employees pay 6% of tuition per year in lieu of normal tuition in the undergraduate schools effective with the first academic term following eligibility. Dependent children must be academically qualified to attend Wake Forest University. This benefit is included as taxable income to employees and is subject to employment taxes in the year the benefit is received.

Other Institutions – Dependent children actively enrolled in Associate or Baccalaureate degree programs at other accredited institutions may receive assistance with the tuition and academic fees the student is required to pay. This benefit is included as taxable income to employees and is subject to employment taxes in the year the benefit is received. The specific dollar amount of the tuition benefit is indexed to the highest undergraduate tuition charged annually by an institution of the University of North Carolina System.

Tuition Reduction / Reimbursement Request forms are available from the Business Manager or the University Human Resources Department. Tuition refunds for cancellation or withdrawal are to be returned to Reynolda House Museum of American Art.

WAKE FOREST UNIVERSITY RECREATION AND LEISURE ACTIVITIES AVAILABLE TO REYNOLDA HOUSE EMPLOYEES

Many artistic, cultural, and recreational events and facilities at Wake Forest University are available to Museum employees. These include activities and performances delivered by various campus organizations. Notices of activities are published in *The Old Gold and Black*, *Windows on Wake Forest*, and local newspapers. Some of the services and facilities available to Museum employees are described below.

Artistic and Cultural Events –

Secret Artist Series - The Secret Artist Series was endowed by Marion Secret in memory of her late husband, Willis Secret, in 1987. The series allows the best of established performing artists to appear at Wake Forest University and for students and employees (including Reynolda House employees) to attend performances at no charge as part of the cultural education of the WFU community.

Season schedule: Contact the Secret Series at 758-5757 or visit the Secret Artist Series website at <http://www.wfu.edu/organizations/secrestartists/about.html>

Tickets: Reynolda House employees may receive two free tickets seasonally by writing or calling the Secret Series Office at 758-5757

Department of Music - The Department of Music sponsors a variety of competitions and performances throughout the year. Some of the ensembles who perform include the University Orchestra, University Wind Ensemble, and the Jazz Ensemble.

To see a complete list of the musical groups and the schedule of performances refer to School of Music Concert Calendar at: <http://www.wfu.edu/academics/music/>

University Theater - The University Theatre offers a variety of performances including plays and musicals. These performances offer an opportunity for students to enhance their classroom studies with practical exposure by placing them in close contact with faculty in order to explore all the aspects of the production process. The University Theatre welcomes not only students but also other members of the Wake Forest University community to join them in the process by having auditions open to all, including design and backstage opportunities.

Performance Schedule: Contact the Box Office at 758-5295 or view on line at <http://www.wfu.edu/academics/theatre/>.

Tickets: Available in advance from the box office or at the door.

Department of Dance - Yearly the University Dance Company stages a series of productions including two in the Mainstage Theatre of the Scales Fine Arts Center; the Fall Faculty/Guest Artist Concert and the Spring Student Choreographic Concert. The company performs a variety of works by nationally renowned choreographers, faculty, and students in the styles that include classical ballet, modern dance and jazz works.

For more information visit the Department of Dance website at:
<http://www.wfu.edu/academics/theatre/>

Athletic Events

For all Wake Forest University athletic event information, check out the official website of the Wake Forest Demon Deacons. At this site, you can find schedules for all the Wake Forest University teams and a month-by-month calendar of upcoming events.

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|-----------------------|-----------------------|
| Baseball | Women's Golf |
| Men's Basketball | Men's Soccer |
| Women's Basketball | Women's Soccer |
| Men's Cross Country | Men's Tennis |
| Women's Cross Country | Women's Tennis |
| Field Hockey | Men's Track & Field |
| Football | Women's Track & Field |
| Men's Golf | Volleyball |

Also, you will find up-to-date news, interviews, Deacon team ratings, headlines and the on-line store at <http://wakeforestsports.ocsn.com/>

Discounted Demon Deacon tickets are available from the ticket office located in the Bridger Field House at Groves Stadium (8:30 am - 5:00 pm Monday – Friday) and on game day at Groves Stadium or the LJVM Coliseum ticket office. Visa and MasterCard accepted. Single game, packages and group rates are available. For more information call the ticket office at 758-DEAC for availability and prices.

Campus Recreation Facilities

Museum employees may have access to the various recreational facilities on campus. The facilities are available when not reserved for classes, intramural sports, club sports or special events. The Reynolds Gymnasium, Reynolds Pool, Miller Center, tennis courts, and jogging trails are just a few of the campus facilities available for use daily. These facilities offer open, less structured recreational and group fitness opportunities for employees as well as students. In order to participate in most indoor facilities, an Identification Card issued by Wake Forest University (Reynolds Campus) must be presented. For a complete list of facilities, hours of operation and class schedules visit the Recreation Services website at:

<http://www.wfu.edu/athletic/intramural/>.

Information regarding family passes for Reynolds Gymnasium, Fitness Center membership information, Reynolds Gym guest user policy, and all other facility usage policies are available on-line at: <http://www.wfu.edu/athletic/intramural/>.

Or contact: Campus Recreation Office
214 Reynolds Gymnasium
Office Phone: (336) 758-5838

Discount Tickets, Coupons, and Passes

The Benson University Center ticket office offers a variety of discounts and services to include:

- Concert Tickets as available
- Sporting events:
 - Winston-Salem Warthogs (Minor League Baseball)
 - Carolina Hurricanes
 - Carolina Panthers
- Films on Fourth – Stevens Center
- Student Union - event tickets as available

- Wet 'n Wild Emerald Pointe Water Park (seasonally)
- Airport Shuttle Service-discount shuttle service available to Greensboro PTI Airport

The Benson University Center ticket office is located on the third floor of the Benson Center. The Ticket Office telephone number is 758-4265. Additional information may be found on the Benson Center website at:

<http://www.wfu.edu/campuslife/benson/tickets.htm>.

Graylyn Pool

The Graylyn outdoor pool is located on the grounds of the Graylyn International Conference Center. Professional (Exempt) staff of the Museum and members of their immediate families are eligible for membership. Accommodations include changing/bath house with showers, soda machines, picnic areas, and tennis court privileges. Swimming lessons and pool parties are available. Contact the Pool Manager for schedule and applicable fees.

Pool hours of operations: (Memorial Day Weekend through Labor Day Weekend)

Monday - Saturday: 10am-8pm

Sunday: 11am-8pm

1900 Reynolda Road

336-727-9378

Museum of Anthropology

The Museum of Anthropology (MOA) was established in 1963 by the faculty of the University's Department of Anthropology and moved to the present location in 1986. Its original purpose was to provide an educational opportunity for students but its educational role has grown to also include the Winston-Salem and Triad communities.

The MOA includes both permanent and temporary exhibits. Students of Anthropology and other disciplines work to assist the staff with the development, research, and installation of these exhibits. Objects in the University's permanent collections include artifacts from places such as the Americas, Africa, and Oceania. Temporary exhibits feature artifacts from various parts of the global community. The MOA has a gift shop with jewelry, textiles, pottery, handcrafted toys and musical instruments on sale. The revenue from the sales helps support the Museum's educational programs. Museum employees receive a discount when presenting a Wake Forest ID Card.

The Museum is located on the Reynolda Campus behind the Kentner Stadium. Hours of operation are Tuesday-Saturday 10am - 4:30pm. For additional information call the Museum at 336-758-5282 or visit the Museum website at <http://www.wfu.edu/MOA/>

WAKE FOREST UNIVERSITY SERVICES AVAILABLE TO REYNOLDA HOUSE EMPLOYEES

Athletics Department Summer Camps

Athletic Camps are offered each summer at Wake Forest University for the youth of the greater Winston-Salem metropolitan area. The camps available to boys and girls include: All Sports, Baseball, Boys Basketball, Girls Basketball, Field Hockey, Football, Golf, Boys Soccer, Girls Soccer, Tennis, Cheerleading, and Volleyball.

For information regarding schedules, fees and contact information visit the Athletic Camps website at: <http://www.wfu.edu/academics/summer/athletic.html>

Allegacy Federal Credit Union

Allegacy Federal Credit Union is one of the hundred largest credit unions in the nation and Wake Forest University is affiliated with them as a "sponsor company". They offer a complete range of financial services and have several convenient local financial centers and drive-up ATMs. As employees of a "sponsor company," all faculty, staff, student workers, and retirees of Wake Forest University are eligible to join Allegacy. Eligibility to join is also extended to Museum employees. Membership applications are available from the University Human Resources Department or from any one of the many Allegacy financial centers located throughout the community. Applicants must purchase one share (equal to \$5.00) and establish a savings account.

www.allegacyfcu.org

Child Care Resources and Referral Services

Reynolda House employees who are in need of child care may contact the Work/Family Child Care Resource and Referral Center. The Work/Family Center offers their basic service free of charge and provides referrals only to legally operating child care providers. The types of care include:

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|----------------------------------|----------------------|
| Day Care Centers | Mother's morning out |
| Church and Family-run child care | Shift & Weekend care |
| Before/after school care | In-home/Nanny care |
| Preschools | Summer programs |

Employees may contact the Center by calling (336) 761-5100 or (800)-937-7610 or by e-mail at Mail@ccrr.org

Deacon Shop and College Bookstore

The Deacon Shop, located on Hearn Plaza and at the Bridger Field House, sells a variety of Wake Forest University gifts, clothes, and spirit items. Catalog orders can also be made by visiting the website at: www.deaconshop.com, or by calling 758-3597.

The Wake Forest College Bookstore is located on Hearn Plaza in the Taylor House. The bookstore sells not only academic books to WFU students but also a variety of gift items, supplies, and Starbucks coffee/tea.

The Law and Professional Store (Annex) is located in the Information Systems Building. Books for the Law and Professional Schools; discounted clothes, gifts, and spirit items may be purchased at this store.

Discounts of 15% on certain items are given to Museum employees who present their Deacon OneCard.

Hours of operation are:

Monday-Friday 8:30am-5:00pm

Saturday 9:30am-5:00 pm

Deacon OneCard

All regular full-time and part-time Museum employees are eligible to obtain a Deacon OneCard. Cards are issued from Room 139 of the Benson University Center. Employees use the OneCard as their Wake Forest University ID card, library card, access card to the fitness centers, and to purchase items on campus. "Deacon Dollars" can be easily added to the card at the Aramark cashier's window in Reynolda Hall and are readily accepted on campus for food or other purchases.

Elder Care Resources and Referral Service

Museum employees are eligible for the services provided by Elder Care Choices. This benefit is offered at no charge and assists the employees in locating resources needed to care for an elderly adult. Counselors can provide confidential assistance enabling the employee to balance work and family responsibilities. Some of the services include information on Alzheimer's, stress management, housing options, long distance care giving, legal issues, and retirement planning.

For more information, call 336-748-2171 in Winston-Salem or toll free 1-800-648-2171, Monday-Friday, 8am - 5pm.

Employee Assistance Program

The Personal Assistance Network is a confidential employee assistance program (EAP) where trained counselors provide a variety of services to employees of Reynolda House and their immediate family members. Employees or immediate family members can make a self-referral by contacting the EAP directly at (336) 716-5493 for an appointment. Participation is completely voluntary and there is no charge to use the services of the Personal Assistance Network. Any costs incurred due to a referral will be the responsibility of the employee or family member. However, part of the referral process is to review insurance coverage and any other financial considerations.

The counselors are able to provide assistance or referrals regarding the following:

- Professional assessment, referral and follow-up services for personal/emotional concerns;
- Workplace problems;
- Access to Carolinas Behavioral Health and other behavioral health systems;
- Family and marital problems;
- Emotional, mental distress such as anxiety, grief, depression, and stress;
- Alcohol and other drug abuse;
- Financial concerns; and
- Other personal concerns.

Library Privileges

Z. Smith Reynolds Library's main stack collection, periodicals, on-line catalog, and special collections are open to the general public for viewing and photocopying.

Borrowing privileges are available to Reynolda House employees with the Museum picture ID functioning as a library card. Other members of the community, including spouses, domestic partners, and children of Museum employees are able to obtain borrowing privileges with certain restrictions.

Privileges for the library patrons depend on their status with the library. For a complete list of restrictions and privileges refer to the Z. Smith Reynolds Library website at:

<http://www.wfu.edu/Library/circ/cards.html>

Notary Public Services

The Cashiers Office, Purchasing Department, and Human Resources Department provide notary services to Museum employees at no cost.

Environmental Health and Safety

The major responsibility of the University's Environmental Health and Safety Department staff is to provide an environmentally safe environment for the entire campus community including Reynolda House. Some of the programs, procedures and policies include:

- Crisis Management
- Hazardous Materials (Chemical/Biological/Radiological)
- Severe Weather and Other Natural Disasters
- Fire and Explosion

All employees have an individual responsibility to familiarize themselves with and follow all health and safety rules, know the hazards and proper operating procedures of the materials and equipment they come in contact with, participate in appropriate training programs, and report all unsafe conditions.

For information concerning any policies, emergency systems or evacuation drills, contact the Reynolda House Security Coordinator.

Security Coordinator 758-5612

For more information on Environmental Health and Safety issues:

<http://www.wfu.edu/administration/facilities/safety/>

University Police

The Wake Forest University Police Department's primary objective is to protect and assist the entire University campus community including Reynolda House. Professionally trained police, traffic control, security, and communications officers along with the support staff provide the following educational and personal safety programs to the University community:

- Campus Crime Stoppers
- C.A.R.E. (Women's Safety)
- RAD (Rape Aggression Defense)
- Victim Assistance
- Automobile and Bike Registration/Rules/Regulations
- Physical Security Surveys
- Emergency Call Boxes

To learn more about these programs and services refer to the University Police website at:

<http://www.wfu.edu/police/>

EMERGENCIES ONLY

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|-------------------------|----------|
| Reynolda House Security | 758-5476 |
| From Campus Extensions | x911 |
| From Off-Campus Phones | 758-5591 |
| Non-Emergencies | 758-5591 |

Wachovia at Work

Wachovia Bank offers Reynolda House employees the “Wachovia at Work” program. This program offers many free or discounted financial services to its members. Members may conduct their banking at the Reynolda Campus Branch Office located on Hearn Plaza or any other of its many financial centers.

For more information visit the Wachovia Branch Office, call 800-555-7905 or visit their website at: www.wachovia.com.

LEAVING THE MUSEUM**Separation – Release**

A “regular” full-time or part-time employee is **released** if the employee is separated during the initial six (6) month period of employment. This initial six month period is referred to as the “introductory period” of employment.

Separation – Dismissal

An employee who has completed the initial six (6) month introductory period is **dismissed** for unsatisfactory performance, misconduct, or for other reasons deemed proper by the Museum. The employment relationship between the Museum and its employees is by mutual consent (employment-at-will) and may be terminated by either the employee or the Museum at any time and for any non-discriminatory reason.

Separation – Reduction in Force

Although the Museum realizes that job security is important to all employees, it is sometimes necessary to reduce the size of the workforce due to loss of funds, lack of work, reorganization, or other similar circumstances. Employees who are involved in a reduction in force action are entitled to priority consideration for other staff openings if minimum qualifications are met. Extended health insurance benefits (COBRA) are also available for reduction in force employees.

Separation – Resignation

Exempt employees are expected to provide four weeks (20 working days) notice of resignation and non-exempt staff employees are expected to provide two weeks (10 working days) notice. Notice of resignation is to be provided in writing to the employee’s immediate supervisor and the Executive Director. Employees may not use PTO time in lieu of notice of resignation. The last day actually worked will be considered the date of separation from the Museum. Upon separation from Museum employment, an employee who has successfully completed six months (180 days) or more of continuous service shall be paid for any PTO earned but not taken, up to the PTO payout limits, except in cases where the separating employee has failed to give proper notice of resignation.

Retirement

Museum employees are encouraged to plan ahead in order to transition successfully from actively working to retirement. A major component of this planning process is knowledge of

retirement-related issues, including the choices available and the decisions that employees need to make.

The University Human Resources Department provides retirement counseling on a day-to-day basis and retirement planning seminars are offered during the year. Topics covered in these seminars include information on the Defined Contribution Retirement Plan, Social Security, Medicare, Estate Planning, Wellness, etc. Employees planning to retire should contact the Human Resources Department at 758-4700 at least three months prior to the date of planned retirement.

Exit Interview Program

All regular full-time and part-time staff employees separating from employment at Reynolda House are expected to attend an exit interview with the Executive Director (or the Business Manager in the absence of the Executive Director) and a member of the University Benefits Office staff. The exit interview program is designed to provide feedback to the Museum from separating employees, as well as to give separating employees an opportunity to voice concerns and make suggestions.

Important benefits and policy information is provided during the exit interview with the Human Resources Department staff including information about retirement accounts, continuation of insurance benefits (COBRA), unemployment insurance procedures, and the employee's final paycheck. Contact Human Resources at 758-4700 to arrange an exit interview.

Unemployment Insurance

Museum employees who are placed on layoff status (reduction in force) due to manpower, season or contractual adjustment or who terminate their employment for just cause as defined by law are covered by the Employment Security Law of North Carolina.

Eligibility, waiting periods, rate of compensation and the duration of compensation payments are fixed by law. Compensation varies according to the time worked, the number of weeks employed, the eligibility period, the cause of termination, availability for re-employment and many other conditions.

Death

Upon the death of an employee or covered dependent, the supervisor is to immediately notify the Executive Director and the Business Manager who will in turn notify the Wake Forest University Human Resources Department. Human Resources will assist the next of kin in completing separation forms, filing insurance claims, etc.