Welcome to Washburn!

This New Employee Orientation Manual provides a general introduction to employment with Washburn University. We’re glad you’re here!
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Overview

The New Employee Orientation Manual (EOM) provides a general introduction to employment at Washburn University. More detailed information will be made available at meetings and training sessions with your supervisor. Additionally, employees are encouraged to consult the Washburn University Policies, Regulations and Procedures Manual (WUPRPM) for answers to their questions. Each department has a hard copy of the WUPRPM. The WUPRPM is available on-line to all University employees, and it can be found under the “University Services” tab on My Washburn. Click on Faculty/Staff Handbooks and Policies (left side of page).

New Employee Meeting with Human Resources

New Employee Orientation meetings are held monthly or as otherwise needed for all newly-hired employees. These meetings provide an opportunity for new employees to meet other new employees, learn about the University and address questions about employee benefits.
Vision Statement

Washburn University is a premier public Midwest regional teaching institution recognized as a community leader in providing a superior student-centered, teaching-focused learning experience, preparing graduates for success in their chosen profession and stimulating economic vitality.

Mission Statement

Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community.

Core Values

- **Integrity**: acting in an honest, fair, and ethical manner, creating a culture of trust evident in all University activities and decision making.

- **Excellence**: serving our scholarly community by delivering consistently high-quality programs, teaching, service, and scholarship.

- **Inclusion**: cultivating an inclusive learning, living, and working community, committing to the success of all people, and supporting all individuals.

- **Accountability**: ensuring academic, programmatic, and fiscal integrity and value through prudent management of resources entrusted to the University.

- **Respect**: embracing diversity and treating others collegially with civility, openness, and professionalism in all interactions, activities, and decision making.

- **Collaboration**: working toward common goals with others in the University and the community while valuing teamwork, participation, and diversity of ideas and perspectives.

- **Innovation**: encouraging, considering, and supporting development of ideas by fostering individual ingenuity and creativity and creating an environment with opportunities for growth and change.

*Approved by the Washburn Board of Regents, Oct. 31, 2013* *Updated Core Values, December 7, 2018*
History
It all Started February 6, 1865

Washburn was founded as Lincoln College, a private Congregational school, on February 6, 1865. Since few young people had a high school education at that time, the founders decided to offer a three year high school curriculum in addition to the college curriculum. Classes began January 3, 1866 with 38 high school students enrolled, including one African-American student. The stage was set and the first two college students enrolled in Lincoln College in the fall of 1866.

The economy immediately following the Civil War made it difficult to raise money, so the fledgling college struggled to keep its doors open. The Board appointed Rev. Horatio Q. Butterfield, professor, to be its fundraiser in order to solicit money to help with expenses and to create an endowment to put the college on a more secure financial footing.

We recognize our origins annually on Founders Day, a celebration of Washburn University and its long and storied past. From its founding on the heels of the Civil War to the 1966 tornado to the 21st century institution it is today, Washburn University is resilient, determined, well-established and stands the test of time.

Our namesake: Ichabod Washburn

Ichabod Washburn worked his way from indentured apprentice to captain of industry. The businessman was also a fervent Congregationalist, abolitionist and philanthropist who believed in the rights of all people to an education.

Washburn was sent before the age of 9 to learn leather harness-making because his widowed mother could not provide for him. He later became an apprentice blacksmith and learned machinery. By the time he was 33, in 1831, Washburn had developed a machine and technique that made wire stronger and easier to produce, which ultimately led to his fortune.

His innovations in wire led some to call him a father of the industry. His company, Washburn and Moen Wire Works, named for Ichabod and his son-in-law and partner Philip Moen, was the
largest wire producer in the world for a time. It was the primary domestic producer of piano wire and crinoline wire, which became an affordable alternative to whale bone in the popular hoop skirts of the 1850s and ’60s. Washburn and Moen produced tons of telegraph wire and, after Washburn’s death, the company secured a patent for and mass produced barbed wire, which fenced the homesteads of the American West.

When Horatio Q. Butterfield, a professor and lead fundraiser at financially struggling Lincoln College in Kansas, visited Washburn’s home in Worcester, Mass. in October 1868, the businessman apparently liked what he heard. Founded by the Congregational Church in 1865, the school enrolled women and men, including one African-American man, in its first class. The college also offered scholarships to honorably discharged Union soldiers among others. Washburn, a church deacon, pledged $25,000 to the college. The following month, the one-building institution was renamed Washburn College, at Butterfield’s recommendation, in recognition of the pledge. Washburn died Dec. 30, 1868 after complications of a stroke. He never set foot on his namesake campus.

Non Nobis Solum

Washburn’s motto, “non nobis solum,” speaks directly to the university’s founding principles. It means “Not for ourselves alone.” Charlotte Leavitt, professor of English, suggested the motto in the early 1900s.
Getting Started

iCard

Identification cards (iCards) are issued to all Washburn University students and employees. Upon entry of your appointment into the Banner computer system, the system will generate a Washburn Identification Number (WIN) for you. Your WIN number and a valid government-issued photo identification document (e.g., driver’s license, passport, military I.D.) are required before your iCard can be issued to you.

To obtain your iCard, visit the Ichabod Service Center in the Memorial Union, where you will be photographed and your iCard will be issued. There is no fee to receive your initial iCard; however, there is a replacement fee for lost cards. You may use your iCard to access various University events and services, check out materials from University libraries, and for door access to restricted areas on campus for which you are authorized access. Some local merchants also provide discounts and special prices for University employees who show them their iCards.

Computer Access

Information Technology Services (ITS) sends account and access information to new staff and faculty via campus mail. If your appointment was entered into Banner prior to your first day of employment at Washburn, you may already have received this information. If you have not, you may call the ITS Support at ext. 3000 and have the information sent to you via campus mail, or stop by the ITS Department in Bennett Computer Center and ask them to print a copy of the information for you. At any time you need assistance or have questions regarding your computer access, you may call ITS support from any University phone or email support@washburn.edu from any computer.

Keys

If you are authorized to have building and office keys, your supervisor will need to complete a key requisition card. Once it has been signed as required by your Department Head, take the requisition card to the Facilities Services building (see campus map for location) where the appropriate keys will be issued to you. Should you lose the keys issued to you, you will be charged a fee to replace each lost key. If you should leave employment of the University you will be required to return all keys.
Parking

Campus parking in designated, restricted parking lots is available to all Washburn employees. There is no fee for use of restricted parking lots; however, you must use a gate card to enter them and display a hang tag in your vehicle to avoid receiving a parking ticket. You may obtain a gate card and hang tag for your vehicle in the University Police office located at the south end of Morgan Hall. You will need to provide your vehicle’s license plate number, make and model, and your Washburn ID number to receive your hang tag and gate card.

Payroll

Non-exempt (hourly) employees are paid bi-weekly; exempt employees are paid monthly on the last work day of the month. Pay schedules are available under the University Services tab on My Washburn. Click on Finance Office, Payroll and Pay Calendar.

Employees are encouraged to have their paychecks electronically deposited directly to their bank accounts. If you wish to take advantage of this service and have not already done so, visit the Payroll Office located in Morgan Hall room 212 and complete an electronic deposit authorization form. You will need to provide a voided blank check or a direct deposit form from your bank. If you have elected to participate in payroll direct deposit, you will have access to your pay stub electronically via MyWashburn>Employee>Employee Self-Service. Those employees who choose not to participate in payroll direct deposit will need to pick up their paychecks at the cashier’s window, first floor Morgan Hall during regular business hours.

Skype for Business - Phones

The exchange for all main campus phone numbers is 670 and for Washburn Institute of Technology is 228. Callers who are dialing another individual on the same campus can dial the last 4 digits of the phone number to reach the party they are calling. To complete calls from one Washburn campus to the other, callers must dial 9 for an outside line then the entire 7-digit phone number.

Specific, detailed information about the features and use of the University’s phone system is available under the Technology Support tab on My Washburn. If your phone service has not yet been established, you will find a Phone Service Request Form on that site to help you as well.

Campus Map

See next page.
You may also visit www.washburn.edu/about/visit/virtual-tour for maps of the University campus as well as the Washburn Institute of Technology (Washburn Tech) campus.
Organizational Areas

Academic Affairs
Dr. JuliAnn Mazachek, Vice President
Dr. Nancy Tate, Associate Vice President
Bradbury Thompson Center, Suite 200, Extension 1648

The Vice President for Academic Affairs (VPAA) is responsible for all operations of the academic arm of Washburn University, providing administrative oversight, academic leadership, and external representation. The VPAA provides direction for all academic programs and, in conjunction with the faculty, establishes educational priorities for academic budgeting, hiring, and curricular changes enabling Washburn University to serve students by offering an academically challenging, relevant, and coherent curriculum provided by highly qualified faculty.

The Academic Affairs Office administers funds which have been allocated to support faculty and curriculum development as well as research initiatives. In addition, the office provides oversight for several academic support functions including the University libraries, Academic Scheduling and Commencement Services, the KTWU public television station, the Mulvane Art Museum, International Programs, Academic Outreach, and various interdisciplinary academic programs.

Administration and Treasurer
Jim Martin, Vice President
Bradbury Thompson Center, Suite 208, Extension 1634

The Vice President for Administration and Treasurer (VPAT) is responsible for the management and development of Washburn’s operating and capital improvements budgets, supervision and operations of all fiscal areas (Budget, Business Office, Finance, Payroll, Purchasing), property and liability insurance programs, computing and information technology resources, campus physical facilities, University Police, Human Resources, Risk Management and Safety, Memorial Union and auxiliary operations.
Enrollment Management  
Dr. Richard Liedtke, Executive Director  
Morgan Hall 240, Extension 1812

Enrollment Management oversees the operations of Admissions, Financial Aid, New Student Orientation, Student One Stop and University Registrar. The activities of each office are planned, operated and coordinated to meet the University's enrollment goals to attract, retain and graduate the student body.

Student Life  
Dr. Eric Grospitch, Vice President  
Joel Bluml, Associate Vice President  
Morgan Hall 240, Extension 2100

The Vice President for Student Life is responsible for the operations of Residential Living, Student Recreation and Wellness Center, Student Activities and Greek Life, Health Services, Career Services, Student Services, and University Diversity & Inclusion. The Student Life office also addresses issues such as student health insurance, reinstatement, discipline, general University concerns, and standards and approvals for posting flyers and posters in University buildings.
Academic Departments

College of Arts and Sciences
Dr. Laura Stephenson, Dean
*Morgan Hall, Suite 209, Extension 1561*

The College of Arts and Sciences (CAS) provides the liberal education central to the mission of Washburn University. The College strives to motivate and challenge students to develop creative thinking, aesthetic awareness, and discriminating judgment, as well as a sense of purpose and a zeal for continued independent and formal learning.

The five divisions of the college are: humanities; social science; natural sciences, mathematics and computer information sciences; creative and performing arts; and education/health, physical education and exercise science. CAS alumni have gone on to do extraordinary things. Among the 11,000 CAS alums are Nobel Prize winners, presidential candidates, nationally recognized coaches, world-renowned scientists, entrepreneurs, academicians and writers.

School of Applied Studies
Dr. Pat Munzer, Dean
*Benton Hall 306, Extension 2111*

Established in 1983, the School of Applied Studies provides educational programs in disciplines which respond to community and state needs. The school is comprised of four departments: Allied Health, Criminal Justice and Legal Studies, Human Services, and Social Work. Degree offerings range from the associate’s through master’s degrees depending upon the department. Some departments also offer one year certificates in their fields. The School of Applied Studies also offers over 20 associate degree options with Washburn Institute of Technology.

The School offers approximately 1,250 majors, awards 31% of the undergraduate and 45% of all graduate degrees conferred by the University (excluding the School of Law). Applied Studies is accredited by 10 external agencies, which speaks well of program quality. The School also places over 500 students in internship/clinical practicum experiences in more than 400 agencies in Topeka and throughout the state of Kansas each academic year.
School of Business  
**Dr. David Sollars, Dean**  
*Henderson Learning Resources Center 114, Extension 2045*

Established July 1, 1973, the Washburn University School of Business provides quality professional education in business and economics. Major milestones in the development of the School include availability of a Bachelor of Arts (BA) degree with a major in Economics since 1904, creation of the Bachelor of Business Administration (BBA) degree program in 1946, and implementation of the Masters of Business Administration (MBA) degree program in 1982. The School of Business was accredited by the Association to Advance Collegiate Schools of Business International in April 2006.

Undergraduate students may earn the Bachelor of Business Administration (BBA) degree with a major in Accounting, Economics, Finance, Management, Marketing, and General Business or the Bachelor of Arts (BA) with a major in Economics and the minor in International Business. At the graduate level, the School of Business offers the Masters of Business Administration (MBA) degree. Business education at Washburn is accredited by AACSB International.

School of Law  
**Carla Pratt, Dean**  
*Law School 202, Extension 1662*

In existence since 1903, Washburn University School of Law provides professional training for students who utilize that training in the practice of law or closely related employment. The school’s location in the state capital provides access to state courts at every level, the federal district court, state and federal administrative bodies and the state legislature. Over the years, Washburn law graduates have served in state and federal judiciary, state legislatures, the Congress of the United States, and numerous other public positions of trust at local, state and national levels.

The School of Law has a proud heritage and has maintained a strong position by combining adherence to traditional values in legal education with progressive vision.
School of Nursing
Dr. Monica Scheibmeir, Dean
Petro Allied Health Center 203, Extension 1526

The baccalaureate nursing program was established at Washburn University in the fall of 1974 as a department within the College of Arts and Sciences. In 1982, the program was granted School of Nursing status and operates as one of the major academic units of the University. The School of Nursing offers three Undergraduate Programs; Bachelor of Science in Nursing (BSN), LPN to BSN Program, and RN to BSN Online Program.

Graduate Program offerings have grown and there are now three: Masters of Science in Nursing (MSN) Degree, Doctor of Nursing Practice (DNP) Online Program, and Post-Graduate Certificate – Psychiatric Mental Health Nurse Practitioner (PMHNP) Online Program. The School of Nursing is located in Petro and was recently remodeled to reflect the growth and innovation. The US Department of Labor reports that the nursing profession is the number one profession for the next decade.

Washburn Institute of Technology
(Washburn Tech)
Clark Coco, Dean
5724 SW Huntoon, 670-3321

The Washburn Institute of Technology is committed to helping high school, adult students and business/industry students develop the skills and knowledge to pursue many opportunities in today's career fields. Among the programs offered are building and industrial technology, business technology, design technology, electronic technology, computer repair and networking, graphics technology, health occupations, emergency communications, mechanical technology and metal technology. The newest addition is cosmetology.

Washburn Tech is affiliated with Washburn University and is accredited or approved by Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools.
Administrative and Support Services

Academic Scheduling and Commencement Services Office
Janet Schneider, Manager
*Bradbury Thompson, Extension 1310*

Classroom space for regularly scheduled academic courses is scheduled through this office.

Admissions
Joseph Tinsley, Director
*Morgan Hall, Suite 100, Extension 1288*

The Admissions Office serves as the point of entry for all prospective students. Throughout the year, Admissions staff work to create a presence among high school students throughout the State of Kansas. On campus, Admissions staff serve as hosts to prospective students and their parents when they visit the campus. They make arrangements to ensure the success of their visits and demonstrate many of the opportunities and advantages Washburn offers to its students. Contact Admissions if you know someone who would make a great “Ichabod!”

Alumni Association
Susie Hoffmann, Director
*Bradbury Thompson Alumni Center, Extension 1641*

The Washburn Alumni Association was organized in 1885 to advance the mutual interests of the University and its alumni. The Washburn Alumni Association nurtures and supports relationship between alumni and the University, keep alumni informed regarding University activities, and bring alumni together to promote fellowship and serve our alma mater. The Association reaches out to approximately 31,000 alumni living in all 50 states and several foreign countries. Two thirds of Washburn's alumni live in Kansas. Half of those who live in Kansas reside in Shawnee County. More than 3,000 alumni are members of the Alumni Association.

Athletics
Loren Ferré, Director
*Petro Allied Health Center, Extension 1134*

Washburn’s 10 intercollegiate sports programs participate as a member of the MIAA Conference and the NCAA Division II. The University fields teams in seven women’s sports including basketball, soccer, tennis, volleyball and softball; and seven men’s sports which include football, basketball, tennis, golf and baseball. The most recent addition is track and field and cross country teams. Season tickets may be purchased for football and basketball at a discount for faculty and/or staff. For ticket information call extension 1092.
Campus Activities Board  
*Memorial Student Union, Extension 1222*

The Campus Activities Board (CAB) is an organization of undergraduate students who plan entertainment and special events at Washburn. Events are organized with student interests in mind, but staff are often welcome to participate as well.

Career Services  
*Kent McAnally, Director*  
*Morgan Hall, Suite 105, Extension 1450*

Career Services provides opportunities for interaction among students, alumni, employers, and the University community to promote lifelong career development. From the freshman seeking part-time job opportunities, to the junior seeking an internship, to the senior or alumnus seeking a full-time career opportunity, Career Services offers assistance with the employment process. Career Services staff provide workshops, class presentations, and individual counseling on topics such as résumé writing, interviewing skills, mock interviews, networking, and job search strategies. Career Services sponsors career networking and interviewing events such as the fall and spring Career Fairs and Interview Days. The Career Services website, with job-search information, leads, and tips, is located at www.washburn.edu/services/career.

Center for Kansas Studies  
*Dr. Vanessa Steinroetter and Dr. Kelly Erby (co-chairs)*  
*Henderson Learning Resources Center 313*

The Center for Kansas Studies at Washburn University encourages study of the state’s history and culture to gain insight into oneself as a product of these forces. The Fellows of the Center are Washburn faculty who offer courses which focus on the state and who benefit from the interdisciplinary exchange of ideas and resources.

Center for Student Success  
*Jeannie Cornelius, Director, Academic Advising*  
*Mabee Library, Extension 1972*

The Center for Student Success provides support for Washburn University undergraduates to ensure successful curricular and co-curricular experiences culminating in graduation. Academic Advisors in the Center offer assistance and support to students throughout their time at Washburn. The Office of Career Counseling, Testing, and Assessment is an integral part of the Center, providing assistance to students in the exploration of college and career interests and related personality characteristics and abilities. Occupational information, computer-assisted career exploration, and graduate school information are also provided. The Educational Opportunity Program is also a part of the Center, providing academic support and through tutoring, mentoring and other services to promote student success.
Counseling Services  
Crystal Leming, Director  
*Kuehne Hall Suite 200, Extention 3100*  

Counseling services are available to all currently enrolled Washburn students to support their intellectual, personal and social growth. Additionally, University employees may receive limited services to obtain referrals for services in the community or to discuss possible options to their concerns. All information shared is confidential. Services are provided at no cost.

Crane Observatory  
*Stoffer Science Hall, Extension 2264*  

The Crane Observatory offers open house and tour group appointments for viewing the sky through the Warner & Swasey refracting telescope built in the late 1800’s.

Center for Teaching Excellence and Learning (C-TEL)  
Melanie Burdick, Director  
*Morgan Hall, Suite 204, Extension 2835*  

The Center for Teaching Excellence and Learning (C-TEL) at Washburn University. Our goal is to promote excellence and innovation in teaching and enhance student learning.

Curriculum Resource Center  
*Carnegie Hall 101, Extension 1436*  

Demonstrating the integral role a library/media center plays in curriculum development and implementation in the classroom, the Curriculum Resource Center (CRC) provides Washburn students and faculty with materials and equipment to use in demonstrating and developing instructional experiences. The Center also provides a practical collection of materials which area teachers can use with students in the classroom or to develop learning experiences. Any Kansas resident 18 years of age or older may check out materials from the CRC. First priority, however, is given to Washburn faculty, students, and staff. A Washburn iCard or Guest Borrower's Card is required for checkout.

Dining Services  
*Memorial Student Union, Extension 1456*  

Breakfast, lunch and dinner are served in Union Market, the University’s central dining area which is located in Stauffer Commons. Hours of service vary, but generally the Union Market opens at 7:00 a.m. during the week and 11:00 a.m. on weekends. Catering services are also available for meetings and programs, small and large, in the Memorial Union as well as other locations on campus.
Equal Opportunity
Dr. Pam Foster, EEO Director, Title IV Coordinator, ADA Coordinator
Morgan Hall Suite 200, Extension 1509

The administration of Washburn University is committed to its support of the principles of equal opportunity for students, faculty, and staff. Each unit within the University is charged with conducting its practices in conformity with these principles. Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director; however, all personnel share in the specific activities necessary to achieve these goals.

Facilities Services
Rich Connell, Director
Facilities Services Building, Extension 1149

The Facilities Services Department is responsible for the construction, operation, and maintenance of the University's facilities. The facilities consist of the buildings, grounds, and supporting infrastructure. The department also provides the services necessary to enable the facilities to be used by the community.

Finance Department
Chris Kuwitzky, Controller/Director of Accounting
Morgan Hall 21, Extension 1745

The Finance Department provides financial and accounting information and support to all units of the University. It includes the Business Office (Payroll, Grants Accounting, and the Bursar’s Office), Accounts Payable, Fixed Assets, Purchasing, Inventory Control Services, Financial Accounting and Reporting.

Financial Aid
Kandace Mars, Director
Morgan Hall, Suite 103, Extension 1151

Washburn University provides financial assistance through scholarships, grants, college work study, and student loans. In addition, academic departments award scholarships to students who have special talents or skills. Tuition assistance for employees with dependent children who attend Washburn University is also administered by this office.

Health Services
Tiffany McManis, Director
Morgan Hall, Suite 140, Extension 1470

All Washburn University students and employees are eligible to visit Health Services free of charge for treatment of illness or injuries. No appointment is necessary. Treatment is not available to spouses or children of students or employees.
Services provided by Health Services include care for illnesses or injuries, health education, preventive medicine, family planning services, diagnostic consultation of physical and emotional problems, and referrals to other health care facilities when necessary.

Employees who are injured on the job are to be treated at Stormont Vail WorkCare. (Contact HR 1538)

**Honors Program**
Dr. Kerry Wynn  
*Henderson Learning Center 110, Extension 1342*

The University Honors Program provides opportunities for highly motivated students to enrich their education through special honors sections of existing courses, special honors seminars and colloquia that satisfy general education requirements, independent research projects, a close working relationship with distinguished faculty, individual advising, and special intellectual, cultural, and social activities.

**Human Resources**
Teresa Lee, Director  
*Morgan Hall 118, Extension 1538*

Human Resources facilitates the employment, retention and improvement of all University employees through appropriate recruitment, orientation, salary administration, training, employee relations and benefit programs.

**Ichabod Service Center**
Gayla Sarkesian, Office Supervisor  
*Memorial Student Union, Extension 1188*

The Ichabod Service Center provides the Washburn iCard, the official photo ID card for Washburn University. All faculty, staff, and students will need this card whenever asked to present University identification. The iCard includes the cardholder’s photograph and official Washburn Identification Number (WIN). The first card is issued at no cost to an individual or department. Replacement cards are issued for a fee. Washburn University offers a “one-card” campus and the iCard can be used to access various University events and services, library circulation, all campus retail operations, and door access for the Living Learning Center, Washburn Village, the Student Recreation and Wellness Center, and the Art Building.
**Ichabod Shop**  
Karen Peterson, Director  
*Memorial Student Union, Extension 1049*

The Washburn University Bookstore, located in Memorial Union, is an auxiliary operation of Washburn University and offers textbooks, books for general reading, supplies, computer software, clothing items, cards, and gift items for the campus community as well as the public. Although there is no individual employee discount, campus departments receive a 10% discount on purchases.

**Information Technology Services (ITS)**  
Jim Tagliareni, CIO  
*Morgan Hall 237 Extension 2066*  

Information Technology Services (ITS) works to address all campus technology needs. The Technology Support Center, located in Bennett Hall, provides e-mail (support@washburn.edu), telephone (ext. 3000) and walk-in support for voice mail, MyWashburn, e-mail and other services offered by Washburn's technology team. Support is also provided to University administrative and academic units using the Banner integrated system.

**Instructional Media**  
Brenda White, Assistant Director (ITS), Instructional Services  
*Henderson Learning Resources Center 10, Extension 1505*

Instructional Media, a unit of Information Technology Services, provides a variety of services for the Washburn campus and the Topeka community, including the following:

- Educational Television - WU student programs, international programming, sporting events and public service announcements on WUCT-CH 13, an educational access channel.
- Video Conferencing
- Video and Multimedia Production
- Satellite Conferencing
- Video/Audio Streaming

Several production labs in Henderson are also maintained by Instructional Media including a television production studio, editing lab, audio lab, and an interactive distance learning classroom. In addition, classrooms throughout the campus are equipped with technology to project video, audio, and data. Implementation and installation of these mediated classrooms is coordinated through Instructional Media.
International Programs
Baili Zhang, Director
*International House, Extension 1051*

International Programs is located in the International House near the Memorial Union (see campus map for location). Services provided by the director and staff include advising and assistance to international students, assistance with study abroad, assistance to faculty and administrative officials who wish to present papers or do short-term projects abroad, host to international campus guests, development and maintenance of relationships with foreign universities and international programming on campus. The director also serves as University liaison to the International Center of Topeka, Inc., and a community group of about 200 members interested and involved in international issues.

Inventory Control Services
John Bredahl, Manager
*Bradbury Thompson Alumni Center Lower Level, Extension 1224*

Inventory Control Services at Washburn University identifies, tags, and tracks University Capital and Controlled assets. This office should be advised when these items are acquired, transferred within the University, or are going to be disposed of so they may be properly noted for inventory/audit purposes. Information on Capital and Controlled assets can be found under Section M, Washburn University Policies, Regulations and Procedures Manual, or you can contact the office for assistance.

The office is in charge of surplus furniture and office items. Please contact the office for availability of items, and if needing to return items to surplus, or to be disposed of properly.

KTWU
Eugene Williams, General Manager
*KTWU Building, Extension 1111*

KTWU is a non-commercial, public television station authorized by the Federal Communications Commission, Washington, D.C. and licensed to Washburn University. KTWU commenced telecasting on October 21, 1965, as the first public television station in Kansas. KTWU provides a comprehensive broadcast schedule 24 hours each day, 7 days each week, with analog broadcasts on Channel 11 and digital broadcasts on DT Channel 23. The digital broadcasts include 3 streams of programming: Hi-Definition, Multi-cast (simulcast of Channel 11), and Multi-cast Channel “Enhance.” KTWU also serves the southeast portion of the state with translator K30-AL, Channel 30, Iola, Ft. Scott, and Chanute, Kansas.
Law Library  
_School of Law 213A, Extension 1041_

The Law Library enjoys a national reputation for excellence (National Jurist, ABA). The library is home to Washburn Web, one of the nation’s leading internet legal research portals. All Washburn students, faculty and staff who present their Washburn iCards may use the Law Library Services.

Leadership Institute  
Dr. Michael Gleason, Director  
_Henderson Learning Resources Center 408, Extension 2001_

The mission of the Leadership Institute (LI) is to develop and use resources to prepare participants to make an immediate contribution via leadership roles in their professions and communities. The LI administers the Leadership Studies Certificate program, an interdisciplinary program open to baccalaureate students in all majors and degree programs. This certificate program is designed to be completed concurrently while earning a bachelor’s degree. Thus students graduate with a traditional major coupled with practical leadership skills and experience.

Learning In the Community (LINC)  
Dr. Rick Ellis, Faculty Advisor  
_Benton Hall 404, Extension 2117_

LINC is the student-directed community service learning office for the Washburn University campus. LINC's mission is to promote a life-long commitment to service among Washburn students, faculty and staff. LINC has been providing opportunities for service learning to the students of Washburn since the fall of 1993. During this time, the student coordinators have recruited and placed over 900 students into meaningful volunteer projects throughout the community, and worked with over 300 different non-profit agencies. In addition, LINC has expanded to include: University Networking in Tutoring Youth (U.N.I.T.Y.), America Reads/America Counts, Student Coalition for Action in Literacy Education (SCALE), and supports the Alternative Spring Break Program.

Mabee Library  
Dr. Alan Bearman, Dean  
_Mabee Library, Extension 1179_

The Mabee Library provides a full array of library services to the Washburn University community. All Washburn faculty, staff, administrators, and students must present their current Washburn iCards for material check-outs and renewals, and to reserve usage. Any Kansas resident, 18 years of age or older, may apply for a Guest Borrower's Card and use Mabee Library services as well. The Library uses the Library of Congress Classification Scheme for shelving materials. ATLAS allows students, faculty and staff to search Library holdings and access full-text Library resources from any computer terminal on campus or off campus.
Memorial Student Union
Becky Bolte, Union Director/Associate Director of Business & Auxiliary Services
Memorial Student Union, Extension 1726

The Memorial Student Union is home to a variety of support services, including the University Bookstore, Dining Services, the Corner (convenience) Store, and the Ichabod Service Center. There are also a variety of meeting rooms available for use in the Union to accommodate a range of needs.

Mulvane Art Museum
Connie Gibbons, Director
Garvey Fine Arts Center, Extension 1124

With almost 3000 objects in its permanent collection, a schedule of changing exhibitions and numerous public programs, Mulvane Art Museum has something of interest for everyone. Founded in 1922, Mulvane Art Museum is Kansas’ oldest art museum. Its facilities feature over 5,000 square feet of exhibition space on two floors. The museum is also home to the Art Lab, an educational facility for all ages that includes a resource library and four art classrooms. Admission to the Mulvane is free.

New Student Orientation
Carissa Johnson, Director Student Transition & Family Engagement
Morgan Hall 103H, Extension 1834

The college experience at Washburn University begins with New Student Orientation. Attending this event will prepare students with the facts and opportunities to be successful their first year.

Office of Sponsored Projects
Bradbury Thompson Alumni Center Lower Level, Extension 1224

The Office of Sponsored Projects (OSP) promotes and facilitates the acquisition of extramural funding to support Washburn University programs, projects and related activities. OSP provides resources and assistance to faculty, staff and administrators to foster project ideas, locate funding opportunities, strengthen grant writing and research skills, develop grant proposals, and comply with applicable approval and compliance requirements.

Public Relations
Patrick Early, Director
Morgan Hall 119, Extension 1154

University Relations is the central public relations office for Washburn University. Areas of responsibility include external communication with the media and the community and internal communication through postings on MyWashburn and on the Web. This office produces the campus telephone directory. They manage the Washburn University Licensing program and the Ichabod Mascot Program.
**Purchasing**  
Sherry Draper, Director  
*Morgan Hall 214, Extension 2312*

Purchasing provides the service and support necessary for the procurement of goods and services for the University community in the most economical means possible while complying with established policies and regulations. Procurement activities are accomplished through cooperative interaction with University faculty, staff, and students through fair and open competitive bidding.

**Residential Living**  
Mindy Rendon, Director  
*Living Learning Center, Extension 1065*

Residential Living manages on-campus housing for full time-students in four University residence settings: Living Learning Center, Lincoln Hall, West Hall, Kuehne Hall, and Washburn Village. Residential Living also facilitates programs to enhance the personal and academic experience for all residents.

**Risk Management and Safety**  
Dorothy Hedman, Insurance Manager  
*Office of the VPAT, Extension 1634 & Memorial Union RM 202, Extension 1779*

Risk Management and Safety is a resource for training, assistance, concerns, and risk analysis to the campus community on many levels associated with workers’ compensation claims, injuries and compliance issues. This office holds responsibility for the Washburn crisis management plan as serves as a resource for communication, awareness and ongoing training in disaster planning. Hazardous materials, food, fire, health, and insurance inspectors are assisted by this office during campus inspections.

**Small Business Development Center**  
Karl Klein, Director  
*120 SE 6th St., Suite 110, 234-3235*

The Washburn University Small Business Development Center (SBDC) provides confidential one-on-one counseling and training for people either in business or wanting to start a new business. There is no charge for the counseling and a small fee for seminars. The SBDC also provides referrals to a variety of different resources.

**Strategic Analysis and Reporting (SAR)**  
William Finley, Director
Strategic Analysis and Reporting (SAR) serves as a central repository for data about Washburn University and its operations. Its mission is to analyze the data and effectively communicate information to other departments at Washburn and external entities (e.g., state and federal governments and accrediting agencies).

**Student Activities and Greek Life**  
Jessica Neumann Barraclough, Director  
*Memorial Student Union, Extension 1723*

Student Activities and Greek Life at Washburn strives to be a teacher of students as they become involved in student organizations and campus life. Their purpose is to create educationally purposeful activities that will facilitate the development of the whole person.

**Student Recreation and Wellness Center**  
Whitney Slater, Director  
*Student Recreation and Wellness Center, Extension 1314*

The 39,000 square foot Student Recreation and Wellness Center contains a gymnasium, fitness loft, rock climbing wall, wellness suite, and a multi-purpose room. Student use of the Center is free, but faculty and staff may use the facilities for a reasonable fee. Contact the Center for hours and fees.

**Student One Stop**  
Blake Cauble-Johnson, Director  
*Morgan Hall Suite 101, Extension 2162*

The Student One Stop is the place where students can take care of a range of matters related to admissions, financial aid, student records/registration, and student accounts. The "one-stop" concept in Morgan Hall, room 152 incorporates the front office services of the Business Office, Financial Aid and the Registrar in one convenient location. Stop in and visit with a University Service Advisor for assistance or call extension 2162. You can also email at *sos@washburn.edu*.

**Theatre, Andrew J. and Georgia Neese Gray**  
*Garvey Fine Arts Center, Extension 1639*

Public performances are offered throughout the year by the Theatre Department in the Andrew J. and Georgia Neese-Gray Theatre. As one of the University’s “public faces,” the University Theatre is a cultural resource provided for the students, faculty, staff and alumni of Washburn and the Topeka community. Students, faculty and staff may attend Theater Department productions without charge upon presentation of their WU iCards.
University Counsel
Marc Fried, University Counsel and Secretary to the Board of Regents
Morgan Hall, Suite 200, Extension 1712

The University Counsel, as the in-house attorney for the University, its Board of Regents and administration, provides legal services to the University and to those persons acting in their official University capacity and within the scope of their employment.

University Diversity & Inclusion
Danielle Dempsey-Swopes, Director
Morgan Hall Suite 105, Extension 1622

The office of University Diversity & Inclusion assists students in their overall development as they pursue a course of study and serves any individual or group seeking knowledge, understanding, and appreciation for human similarities and differences represented in Washburn University’s diverse community. Services provided include assistance to non-traditional students, veterans and students with permanent or temporary disabilities.

Students who request services for more than one week must present written documentation from a certified professional, which should include a statement identifying the disability as well as recommendations for accommodations. Services, based on individual needs, are note-takers, readers, library assistance, recorders, tapes or other necessary accommodations.

University Police
Safety & Risk Management
Chief Chris Enos, Director
Morgan Hall, south end of center wing, Extension 1153

The University Police Department is a service-oriented campus department that provides a variety of services to ensure a safe campus environment and to assist members of the campus community. The Department is responsible for all law enforcement activities, ranging from preventive patrol, on foot, bicycle, and in clearly marked police vehicles to investigation of criminal offenses, recovery of property, apprehension of offenders, and providing monthly crime reports. The department is also responsible for parking and traffic control. The officers are state-certified police officers. Their duties include enforcement of federal, state and local laws and University policies and regulations.

The Department also provides related services such as a Lost and Found, guest and contractor parking permits, general information and parking information. The Department is open 24 hours each day, every day of the year.
University Mail and Printing Services (UMAPS)
John Velde, Manager
iCard Service Center, Memorial Union, Extension 1858

University Mail and Printing Services provides a wide variety of printing, copying, faxing and mailing solutions for all Washburn University departments and student groups. A wide array of paper types and colors are available and can be printed in black and white, or color. The finished project can be bound or folded and can also be addressed and mailed or distributed across campus.

University Registrar
Steven Grenus, Registrar
Morgan Hall, Suite 101, Extension 1574

The Registrar’s Office provides academic support services for the academic programs of the University, serving faculty, students, administration, staff, and alumni. The office maintains timely and accurate records of the academic progress of Washburn students. A number of services and activities are conducted as a result of maintaining the academic records of students. Typical activities include advance registration, producing official transcripts, auditing degrees, checking graduation requirements to assist advisors, and ordering and providing diplomas for graduates.

University Scheduling Office
Memorial Union 1st Floor
Extensions 1725 and 1707

Washburn University facilities are available for use by University departments, registered student organizations, non-university organizations, and individuals. Contact the Scheduling office for more information or to reserve meeting space.

Washburn Station
Located at the south end of FS#2 (See the Washburn Map), Extension 1858

Washburn Station, operated and staffed by UMAPS, provides mailing services to faculty, staff, students and citizens for USPS first class and package mail. Stamps are available for purchase. Hours of operation are 8:00 am to 1:00 pm, Monday through Friday. The facility is closed on all University holidays.

Washburn Student Government Association
Memorial Student Union Lower Level, Extension 1169

The Washburn Student Government Association serves the students of Washburn University through the allocation of funds to student groups, the funding of other related projects, and maintaining continual awareness of student’s interests on campus.
Washburn University Alumni Association and Foundation
Marshall Meek, President
1729 SW MacVicar, Extension 1020
Alumni Association
Bradbury Thompson Alumni Center, Extension 1641

The Washburn Alumni Association was organized in 1885 to advance the mutual interests of the University and its alumni. The Washburn Alumni Association nurtures and supports relationship between alumni and the University, keep alumni informed regarding University activities, and bring alumni together to promote fellowship and serve our alma mater. The Association reaches out to approximately 31,000 alumni living in all 50 states and several foreign countries. Two thirds of Washburn's alumni live in Kansas. Half of those who live in Kansas reside in Shawnee County. More than 3,000 alumni are members of the Alumni Association.

The Washburn University Foundation is an independent organization that exists to support Washburn University through fundraising and endowment fund management. Since Washburn's establishment in 1865, the Foundation has received privately endowed gift and pledge commitments worth more than $100 million. These funds provide for student scholarships, faculty support, equipment and technology enhancements, and visiting professor and lectureship programs. Unrestricted funds enable the University to provide timely assistance and meet unexpected needs.
Employee Benefits

Please visit the website:
http://www.washburn.edu/faculty-staff/human-resources/employee-benefits/index.html
Employment Policies

Following is an overview of Washburn University’s employment policies. Your supervisor can guide you to the Washburn University Policies Regulations and Procedures Manual (WUPRPM) for complete information, or you may access the manual on-line: MyWashburn, University Services tab, Quick Links, Faculty Handbook and University Policies (WUPRPM).

http://www.washburn.edu/faculty-staff/human-resources/wuprpm/index.html

Acceptable Use Policy

The following outlines acceptable use of Washburn computing resources:

- Use only those computing resources for which you have authorization.
- Protect your account information from access by others.
- Use computing resources for University-related work.
- Comply with all applicable local, state and federal laws, including copyright and licensing laws.
- Comply with Washburn University's World Wide Web Policy and all referenced Washburn University policies.
- Respect the privacy of others.
- Respect the use of computing resources by others.
- Comply with security measures employed by the University.
- Report violations of this policy to the appropriate authorities.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, requiring colleges and universities across the United States to disclose information about crime on and around their campuses. Schools must publish an annual report disclosing campus security policies and three years’ worth of selected crime statistics.

Please refer to http://www.washburn.edu/current-students/right-to-know/index.html for overall crime statistics for Washburn University.
Equal Opportunity Policy Statement

Washburn University is committed to a policy of equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, genetic information, sexual orientation or gender identity. Each unit within the University is charged with conducting its practices in conformity with these principles. Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, counseling and testing, financial aid, health services and employment. Equal employment opportunity includes, but is not limited to recruitment, hiring, assignment of duties, tenure and promotion determinations, compensation, benefits, training and termination. Positive action shall be taken to assure the realization of equal opportunity for all employees of the University. Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director; however, all employees will share in the specific activities necessary to achieve these goals. For more information contact Pam Foster, Director of Equal Opportunity, (785)670-1509.

Emergency Phones

Immediate contact can be made with the University Police by using one of the Help Phones located throughout the campus. These phones may be used anytime there is a need to contact the University Police department. Help Phones are labeled with the words “EMERGENCY.” They are attached to light poles marked with red reflective lettering. To use a Help Phone, callers simply push the red button on the phone and they will immediately be connected to the University Police dispatcher.

Help Phones are located:

- Northeast of Morgan, near the K-zone parking lot
- East of Petro Allied Health Center, near the southeast entrance
- South of Stoffer at the west end of the parking lot
- Behind KTWU
- Southwest of Garvey Fine Arts Center
- North of the Law School
- Northeast of Mabee Library
- South of the Living Learning Center by Benton Hall
- Northeast corner of 19th and Jewell by Henderson Hall
- Southwest of Kuehne Residence Hall by sidewalk near parking lot

Emergency/Severe Weather

In the event of severe weather or an emergency that may lead to campus closure, information will be provided on the University’s main telephone extension, (785)270-1010. Staff and students may also receive notification via telephone by registering for I-Alert. Directions for registering are available on the “Employees” tab of MyWashburn.
**Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Under FERPA students have the right to inspect and review their education records maintained by the school, as well as the right to request that the school correct records which they believe to be inaccurate or misleading. Generally, schools must have written permission from the student in order to release any information from the student's education record. Schools must notify students annually of their rights under FERPA. More information about FERPA and student rights, can be found at [http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

**Relationship Violence and Title IX**

Washburn University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. See the Non-Discrimination policy for definitions of each term, as well as the definition of consent. Relationship Violence refers collectively to domestic violence, dating violence, and stalking in Washburn’s Non-Discrimination policy and procedure. Relationship violence may be a form of sexual harassment prohibited by the Non-Discrimination policy (and the Clery Act). Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Responsibility for maintaining a harassment free campus environment rests with all Employees and Students, and others while on the University campus or involved in University-sponsored activities. Any faculty member, anyone in an Administrative Position, or anyone in a supervisor position who becomes aware of sexual harassment on campus or during University-sponsored activities must take steps to prevent its recurrence and must report the matter to the EOD/Title IX Coordinator. Anyone deemed a “Responsible Employee,” as defined in the policy, who becomes aware of an incident of sexual violence must report the matter to the EOD/Title IX Coordinator. Any employee who becomes aware of any type of harassment should report the matter to the Employee’s supervisor and/or the EOD/Title IX Coordinator.

Contact Dr. Pam Foster, EOD/Title IX Coordinator to file a complaint of harassment or discrimination, Morgan Hall 200K, (785) 670-1509, eodirector@washburn.edu
Contact Washburn University Police Department to file a criminal complaint, Morgan Hall 156, (785) 670-1153, police@washburn.edu
Substance Abuse

Washburn University, as an institution receiving federal financial aid for students in attendance, has adopted policies prohibiting the use of alcohol and other drugs by students and employees in compliance with the federal laws and regulations of the U.S. Department of Education. In addition, the University has adopted and implemented an alcohol and other drug prevention program. As part of this program, the University is required to provide the following information annually to all students and employees.

Washburn University prohibits the unlawful possession, use, consumption or distribution of illicit drugs and alcohol by students and employees on University property or as part of any of its activities. The sale and/or possession of alcoholic beverages is prohibited on campus except as approved by the Washburn University Board of Regents. (On occasion, state law does permit the University to designate "non-classroom instruction" areas where alcohol liquor may be consumed.) Violations of this policy, applicable city ordinances, or state law will result in disciplinary action as well as criminal prosecution. The Washburn University Student Disciplinary Code and Drug-Free Workplace Policy contain these prohibitions and establish appropriate sanctions for violation of University policy.

Workers Compensation Reporting

All employees are provided protection under the Workers’ Compensation Act. Any work related injury occurring during work hours is covered by Worker’s Compensation. Compensation may include medical services and lost time. Compensation for time the employee is unable to work may be paid after a seven consecutive day waiting period. If the employee is unable to return to work for 21 consecutive days or more, s/he will be compensated for the seven day waiting period. Other compensation may be paid as provided in the Act.

The Employee’s Report of Injury form is to be completed within 24 hours of injury and returned to Human Resources. The form is available in Human Resources, Morgan 118.

Any employee injured on the job should be transported to Stormont-Vail for treatment if treatment is needed.
Terms of Employment

Position Descriptions
A position description specifying the duties and responsibilities of each classified and administrative position is maintained on file in Human Resources. An employee may request a copy of his/her position description from his/her supervisor or from Human Resources if none has been provided.

Performance Standards
Supervisors establish standards of performance to serve as a basis for performance review for each employee in her/his unit. Performance standards should be communicated to employees as early as practical in a new review period. Employees should request clarification or additional information for any standards they do not understand.

Performance Reviews
With the exception of Probationary Performance Reviews (see Probationary Period), Performance Reviews are conducted for all non-union hourly and administrative employees on an annual basis. Annual Performance Reviews are typically conducted toward the end of the fiscal year and are used to assist supervisors in determining merit pay recommendations.

Probationary Period
Each newly appointed employee in a classified or administrative position must serve a six-month probationary period to demonstrate his/her ability to adequately perform the duties assigned to the employee’s position. Before the end of the employee’s probationary period, the supervisor will complete and conduct a Performance Review to recommend the employee’s continued employment or dismissal based upon the supervisor’s evaluation of the employee’s work performance. If an employee’s performance is found to be marginal, the supervisor may elect to extend the probationary period beyond six months to allow the employee to become fully productive in the position. The supervisor will again conduct a Performance Review at the end of the extended probationary period and recommend the employee either be retained or dismissed dependent upon his/her work performance at the time of the review.

Required Training
All employees are required to complete on-line training on Sexual Harassment and Employment Discrimination within one month of their start date at the University. There are face-to-face classes offered numerous times throughout the year that can satisfy this requirement.

To learn about the training, go to the “Employees” tab on MyWashburn where you will find a box titled, “Preventing Sexual Harassment and Employment Discrimination.” If you have any questions regarding this training contact Dr. Pam Foster, Director of Equal Opportunity at (785)670-1509.