



## **MISCELLANEOUS INFORMATION**

### **ID CARDS**

When new employees join the Wesleyan staff, they are issued a Virginia Wesleyan identification card. The ID card is needed for use at the College Library, special events and athletic games, for check cashing, and for dining hall discounts. The card is not transferable and must be turned in to the Director of Human Resources when employment is terminated.

### **NAME AND ADDRESS CHANGES**

Each employee is responsible for giving prompt notice to his or her supervisor, the Payroll Clerk, and the Director of Human Resources any information concerning change of name (e.g. marriage), number of dependents, and change of address. This information is essential for keeping adequate payroll and tax records and for administering accurate employee benefits.

### **TRAFFIC REGULATIONS AND PARKING**

In order to provide a parking space for each student, faculty, and staff member, the College issues decals in two categories. We ask that you park in the areas designated for faculty and staff parking. Signs are in place to assist you in identifying these areas.

Parking regulations are strictly enforced. Any vehicle receiving more than two parking violations may be towed or booted. Towing and boot removal fees will be borne by the violator. Towed vehicles may be claimed through the Security Office.

Parking permits may be obtained from the Security Office at no charge. Parking decals are to be placed on the top center of the outside of the windshield.

## WEATHER CLOSING

It is the policy of the College to close the school in the event of severe weather conditions causing possible hazardous travel. When the College closes because of severe weather conditions, only specified emergency personnel are required to report to work unless announcements contrary to this are made. Emergency closings declared by the College are not charged against paid annual leave. The employee may call 455-5711 and listen to the recorded message or the employee may listen to the following official radio stations in the event of such conditions:

WFOG 92.9	WHRO 90.3	WROX 96
WJQI 95	WKOC 93.7	WNVZ 104
WGH AM 1010	WLTY 95.7	WWDE 101.3
WGH FM 97.3	WTAR AM 790	WOWI 103
WHRV 89.5	WNIS AM 850	WSVY 107.7
WJCD 105.3	WXEZ 94	