



### CODE OF PERSONNEL RELATIONS

Virginia Wesleyan College recognizes that its employees are the principle means by which the College succeeds in bringing excellent educational opportunities to its students. To ensure the best possible educational opportunities for its students, Virginia Wesleyan maintains the following principles of personnel relations:

**The goals of the College for its employees are:**

1. To recruit, select, employ and evaluate all employees on an objective level on the basis of their qualifications and performance as workers in order to insure equal treatment regardless of race, sex, creed, age, handicap, national origin, veteran status, sexual preference, or disability;
2. To provide a safe and healthy workplace;
3. To provide fair and reasonable wages, benefits, and working conditions according to the normal standards for the local community and the education industry, and to provide equal pay for equal work;
4. To maintain, in writing, the policies and procedures establishing the benefits, stipulations, privileges, and rules applicable to employees of Virginia Wesleyan College, and to communicate these policies and procedures to the employees;
5. To provide ample and proper supervision and management on all levels and to assure that all policies and procedures are administered properly and fairly by supervision and management;
6. To assist the individual employee in personal growth, by following the practice of promotion from within, when possible, and by encouraging educational, recreational, and other personal development activities;
7. To permit and encourage employees to voice any complaints, problems, or grievances which they feel exist in their relation with Virginia Wesleyan College to their supervisors without fear of reprisal; to provide an established procedure by which such complaints can be heard at successively higher levels of management until a final disposition is made;
8. To monitor and comply with applicable federal, state, and local laws and regulations concerning employee relations;

9. To be receptive to constructive suggestions which relate to the job, working conditions, or College Policies and Procedures;

**Each employee is expected to:**

1. Familiarize self to and support the philosophy, goals, and objectives of the College;
2. Comply with VWC and department policies and procedures;
3. Contribute to the well being of students by serving as a positive role model and by demonstrating a professional and caring attitude and behavior;
4. Treat staff, students, and visitors courteously;
5. Maintain an overall good work attitude promoting cooperation and professionalism in interactions with other staff members;
6. Complete assigned tasks in an accurate and timely fashion;
7. Maintain assigned schedule by allowing adequate time to arrive and assume work responsibilities at designated time;
8. Maintain assigned work area in a clean, safe condition, reporting any potential hazards immediately to the appropriate supervisor;
9. Comply with the Employee Code of Personnel Relations & Rules of Conduct.

The College retains the right to exercise all managerial functions including, but not limited to, the right to:

1. Dismiss, assign, supervise, and discipline employees;
2. Determine and change work schedules;
3. Transfer employees within and/or between departments;
4. Determine/change the size and qualifications of the work force;
5. Assign duties to employees in accordance with the needs

and requirements of the College and to carry out all ordinary administrative and management functions.