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1. Mission Statement.

Washburn University strives to continue to be an outstanding public metropolitan educational resource for the people of Kansas and the region, emphasizing excellence in teaching. This emphasis on quality instruction in the learning/teaching process has been maintained since Washburn's founding in 1865 and its evolution from a small church college to a comprehensive public metropolitan university. The University takes pride in its faculty and staff and the talent and diversity they bring to the educational process.

The University's educational objectives are to prepare individuals for careers and further study in a variety of disciplines and for a lifetime of continuous learning. The open admissions policy on the undergraduate level allows Washburn to offer higher education to a diverse population, but also requires the University to make a special effort to help individuals reach their full academic potential. An extensive advising system complements the educational program.

Washburn provides educational opportunities principally for the residents of Topeka, Shawnee County and Northeast Kansas. It also attracts students from the entire state, nation and the world. Degrees are awarded at the associate, bachelor, master and professional levels. The general education foundation is the common base for all the University's undergraduate degrees. The College of Arts and Sciences and the School of Law historically have been and continue to be areas of strength for Washburn. As a metropolitan institution, programs in the Schools of Business, Nursing and Applied Studies, and the Division of Continuing Education are special emphases of the University. Washburn is responsive to the needs of the recent high school and community college graduate, but it also has an additional commitment to provide educational opportunities for the adult learner.

As a metropolitan university, it is not only a university located in the city, it is an integral part of the community, the state and the region. It must focus on the total educational needs of the area and must adapt and change with the ever varying demands placed on it. Through musical and theater performances, library services, public forums, lecture series and art exhibitions, the University enriches the community's cultural and intellectual life. Working with business and industry, health care providers, government, social agencies, public schools and regional educational institutions, Washburn assists others in establishing and reaching their goals and objectives. University faculty and staff engage in research and creative activities and participate on commissions and boards to improve teaching effectiveness, meet community needs, and contribute to the extension of knowledge. The University also joins with other post-secondary institutions and organizations in offering educational opportunities for the people of Kansas and is committed to participation in appropriate cooperative ventures.

Washburn University is accountable to itself, its students, the citizens of Topeka and the taxpayers of Kansas. It is committed to accreditation of appropriate academic programs, to vigorous regular self-assessment of both academic and non-academic programs, and to continuous improvement.

2. Work Week. The established University-wide work week begins at 12:01 a.m. Sunday and ends at 12:00 midnight the following Saturday.

3. Hours of Operation.

3.1 Administrative Office Hours. The basic University operating days shall be Monday through Friday. The operating hours shall be 8:00 A.M. to Noon and 1:00 P.M. to 5:00 P.M. each business day. The President may approve exceptions to these hours; however, offices may remain open from Noon to 1:00 without approval of the President.

3.2 Telephone Operator Service. The University's main telephone number shall be answered 24 hours per day, 365 days per year.

3.3 Cashier Window. The Business Office Cashier's window shall be open from 8:00 A.M. to 5:00 P.M. each business day, except Wednesday. Wednesday hours shall be 8:30 A.M to 5:00 P.M.

4. About this Manual. This manual is available in an electronic format on the Washburn website. A hard copy version has been provided to each Department. In the event of a discrepancy between the information found on-line and the hard copy, the on-line information shall be considered the latest and accurate version.

4.1 Policies. Policies which have been adopted by the Board of Regents are printed on blue paper.

4.2 Regulations and Procedures. The regulations and procedures (regulations) are printed on white paper. The regulations include a reiteration of the policies that have been Board approved, and they appear in the appropriate context of the regulations.

4.3 Manual Organization.

4.3.1 The Manual is divided into broad subjects. A. General Topics, B. Recruitment and Employment, and C. Student Employment are examples of subjects.

4.3.2 Within a subject there are topics. In subject B. Recruitment and Employment, examples of topics are: 1. Purpose, 2. Vacant Positions, 3. Recruitment Offices.

4.3.3 In the Regulations, numbering of pages begins anew with the Table of Contents page of each subject. Thus, reference to a page number would, for example, appear as B. 3. "B" refers to the subject and "3" the page number within the subject.

4.4 Definitions. The definitions appearing below apply to the entire manual--Board Policies, Administrative Regulations, and Introduction and Definitions. A word defined below appears throughout the manual with the first letter capitalized. Words defined in a subject are specific to that subject and are not capitalized.

5. Definitions. For purposes of these policies and related regulations and procedures, the following definitions apply:

5.1 “Adjunct Faculty” means an individual appointed on an academic term basis to teach not more than one-half of the normal faculty load for regular faculty in the particular academic program and for the term.

5.2 “Administration” means the University President and Vice Presidents.

5.3 “Administrative Position” means a Position requiring specific knowledge and a level of authority and responsibility for decisions having significant impact upon the University.

5.4 “Area Head” means those Employees holding either the title of President or Vice-President.

5.5 “Banner” means an integrated database comprised of the University’s academic and administrative records.

5.6 “Board” means the Washburn University Board of Regents.

5.7 “Budgeted Position” means a Position listed in the University budget for the then current fiscal year.

5.8 “Classified Position” means a Position having a preponderance of duties and responsibilities similar to other Positions grouped to form a classification.

5.9 “Demotion” means a change in assignment of an Employee from one Position to another requiring different qualifications, skill, and experience, involving a lower level of responsibility, and having a lower rate of compensation.

5.10 “Department” means a unit, having one person with ultimate responsibility and authority for it, charged with carrying out specific function(s) related to the conduct of University business. The word Department does not necessarily need to be included in the title of the unit. Examples of Departments include, but are not limited to, the office of the Dean of the College of Arts and Sciences, the School of Nursing, Office of Institutional Research, Financial Aid Office, Office of Residential Living, the Division of Continuing Education, and the Psychology Department. Within a Department there may be sub-units which are not regarded as a Department, because the sub-unit does not have a person with ultimate responsibility/authority.

5.11 “Department Head” means the person having ultimate responsibility/authority for a Department and the performance of its specific function(s) in compliance with applicable laws, policies, regulations and procedures.

5.12 “Employee” means any individual who is receiving a wage or a salary from the University.

5.13 “Exempt Position” means a Position compensated on a salary basis and deemed exempt from the Fair Labor Standards Act minimum wage and overtime requirements.

5.14 “Fiscal Year” means July 1 through June 30.

5.15 “FOAPAL” is a number used for classification, budgeting, recording and/or reporting of financial information in Banner. FOAPAL is an acronym made up of the Fund (F), Organization (O), Account (A), Program (P), Activity (A), and Location (L) codes.

5.16 “Full Time Equivalent (FTE)” means an employment contract of 40 hours per week, 52 weeks per year, or a full teaching load of 24 credit hours over the Fall and Spring semesters or its equivalent. A 40 hours, 52 weeks, or full teaching load contract is expressed as a 1.0 FTE contract.

5.17 “Major Academic Unit Dean” means the individual who has principal administrative responsibility for a specific Major Academic Unit and who reports directly to the Vice President for Academic Affairs.

5.18 “Major Academic Unit” means the College of Arts and Sciences, the School of Applied Studies, the School of Business, the School of Law, and the School of Nursing.

5.19 “Non-exempt Position” means a Position subject to the minimum wage and overtime requirements of the Fair Labor Standards Act.

5.20 “Non-University Group” means an organization or group, or individual not meeting the definition of a University Group.

5.21 “Part-time Employee” means an Employee who is employed to work less than 40 hours per week, 52 weeks per year or who is scheduled to carry less than a full teaching load or its equivalent.

5.22 “Position” means a collection of job duties and responsibilities which:

- Appears in an approved budget line or is otherwise Board approved;
- Is reasonably anticipated to continue; and,
- Must be filled, when vacant, through recruitment.

5.23 “Promotion” means a change in assignment of an Employee from one Position to another requiring different qualifications, skill, and experience, involving a higher level of responsibility, and having a higher rate of compensation.

5.24 “Retail Sales” means the offering for sale or the sale of goods or services to a person or persons for consumption or use. Goods and services includes but is not limited to, books, merchandise, soft goods, food, pre-packaged food, printing, and copying. Sales of tickets to athletic events, musical and theater performances, exhibitions, showings, or other similar type events are not considered retail sales. Tickets sold to be used as exchange for goods or services are included as retail sales.

5.25 “Student” means an individual currently enrolled, in one or more of the University’s credit courses or was enrolled in the preceding academic term and has registered for the following semester.

5.26 “Student Organization” means a Student group currently approved as a registered Student Organization or whose application is in the approval process.

5.27 “Temporary Employment” means the Employee has been hired to meet University needs which are temporary in nature, and the employment contract or appointment will not exceed 999 hours per calendar year.

5.28 “Transfer” means a change in assignment of an Employee from one Position to another requiring comparable qualifications, skill, and experience, involving a comparable level of responsibility, and having the same rate of compensation.

5.29 “University” means both Washburn University and Washburn Institute of Technology, unless specifically stated otherwise.

5.30 “University Group” means a Student Organization, a University Department or program, a University committee, or an Employee group or organization..

5.31 “VPAA” means the Employee who holds the Position of Vice President for Academic Affairs.

5.32 “VPAT” means the Employee who holds the Position of Vice President for Administration and Treasurer.

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6. Management Rights. It is sometimes necessary for management and administration of large organizations to make decisions without consulting other employees. Prior consultation with affected Employees is encouraged. However, the University maintains the exclusive responsibility to exercise the customary functions of management. These include, but are not limited to:

- The discretion to select, hire, promote, suspend, dismiss, assign, supervise, and discipline Employees;
- Determination of work schedule;
- Determination of size of work force;
- Establishment, change, or abolishment of policies, regulations, and procedures;
- Determination and modification of job descriptions and job classifications;
- Assignment of duties to Employees; and,
- Establishment and change of salary and wage rates.

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