



This handbook has been prepared to introduce new employees to the 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.

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Guiding Principles

Mission Statement

Mission defines what Reynolda House does.

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.

Impact Statement

Impact defines the result of what Reynolda House does.

Those who experience Reynolda House Museum of American Art are inspired to learn, imagine, and find meaning in the art collections and historic site.

Vision Statement

Vision defines what Reynolda House aspires to become.

Reynolda House Museum of American Art will be a model museum through its exemplary practices, innovative use of its collections and historic site, and pioneering approach to community and university relationships.

Core Audience

Core audience provides focus for Reynolda House's work.

All are welcome at Reynolda House. The Museum has defined a diverse audience from the Piedmont Triad region and Northwest North Carolina as its core audience.

Diversity Statement

Reynolda House is committed to fostering a diverse and inclusive environment.

Reynolda House Museum of American Art respects, values, and welcomes self-defining differences among all people. We strive to reflect diversity across our Board, staff, and all aspects of our operations. Through these commitments and our proactive efforts, we cultivate an environment and experiences that include and celebrate the perspectives and contributions of all people.

Values

Values define enduring principles that guide Reynolda House.

The staff and Board members of Reynolda House Museum of American Art value the pursuit of excellence, a welcoming environment, and personal learning. Reynolda House will plan, act, evaluate, and reflect to continually ensure that practice is focused and disciplined, aligned with resources and guiding principles.

Annual Plans of Work

Reynolda House maintains a document that outlines the institution's annual priorities and departmental plans of work in support of Museum priorities. This document is updated annually, and is available to all employees on the shared network.

Museum History, Collections, Exhibitions & Programs

The Museum's website, <http://www.reynoldahouse.org/>, features in-depth information and images of more than 500 works from the Museum's collection, a detailed timeline of major Museum milestones, comprehensive summaries of the history of the Reynolds family and the

Reynolda Estate, and information on current and past exhibitions and major programs. Employees are encouraged to use this site, called the Digital Wing, on a regular basis for information on upcoming events and as a resource for Museum institutional knowledge.

Social Media

Reynolda House utilizes social media as an important element of its marketing and communications, and the Museum encourages employees to follow and use social media as appropriate. An employee private group is available on Facebook for information and idea sharing among the staff. Employees are reminded to reference the Museum's and the University's social media guidelines.

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, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability and veteran status. Additionally, the Museum promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities, and veterans through its affirmative action program. 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. For additional information, visit the HR policy on the HR website: [Equal Opportunity](#)

Questions or concerns about equal opportunity should be referred to the Wake Forest University's Human Resources Office at 758-4700 or askhr@wfu.edu.

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 Office at 758-4700 or askhr@wfu.edu. For additional information, visit the HR policy on the HR website: [Nondiscrimination-on-the-Basis-of-Disability](#).

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 Part-time employees are also required to successfully complete a drug-screen and background investigation as a condition of employment. For additional information, visit the HR policy on the HR website: [Pre-Employment-Drug-Screening-and-Background-Check](#) .

Application Information Verification

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 1560 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 with benefits Employment - the employee is regularly scheduled (budgeted) to work at least 1000 hours annually but less than 1560 hours annually. All such employees are referred to as “part-time employees” and they are eligible for “part-time employee benefits”.
- Part-time without benefits 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 twelve (12) 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 Wake Forest University Human Resources Office at 758-4700 or askhr@wfu.edu.

New Employee Orientation

New Full or Part-time with benefits staff members of Reynolda House should schedule a time to attend the New Employee Orientation program conducted by the Wake Forest University Human Resources Department. Each session allows participants to network with other new hires, explore the Reynolda Campus through a virtual tour, and learn about the University's commitment to Total Rewards. 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 contact the Wake Forest University Human Resources Office at 758-4700 or askhr@wfu.edu.

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 and New Employee Performance Management

The introductory period is an extension of the employment selection process. Newly hired employees serve a three-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. Written performance reviews are prepared by supervisors for newly hired non-exempt and exempt employees upon completion of the introductory period. 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.

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. For additional information, visit the HR policy on the HR website: [Personnel-Records](#).

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 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. For information on special safety classes, contact the University's Environmental Health and Safety Department at 758-4224/4329 or Reynolda House Security at 758-5612. Additional information about Worker's Compensation and Incident Reports, visit the HR policy on the HR website: [Workers Compensation](#).

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 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. For additional information, visit the HR policy on the HR Website: [Substance-Abuse-Prevention](#).

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.

Smoke Free

To promote a safer and more healthful working 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. For additional information, visit the HR policy on the HR website: [Smoke Free Policy](#)

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. For additional information, visit the HR policy on the HR website: [Promotions-and-Transfers](#).

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 (Prior 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) if the separation was less than 1 year. A separation of 1 year or longer, no credit will be given and service time will start over.

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

Break in Service

31 days or less

1 year or less

Over 1 year

Service Credit

To original employment date

Adjusted for service previously credited

No credit given

Sexual and Workplace Harassment

The Museum does not practice or permit harassment in employment on the basis of a person's race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability and veteran status. 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.

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.

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.

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

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.

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 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 office at 758-4700. For additional information, visit the HR policy on the HR website: [Sexual-and-Workplace-Harassment-Prevention](#).

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 the Executive Director, Reynolda House Security 758-5143, and, if necessary, to University Police (758-5911 if an emergency or 758-5591 if a non-emergency). For additional information, visit the HR policy on the HR website: [Workplace-Violence](#).

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. For additional information, visit the HR policy on the HR website: [Corrective-Actions-and-Dismissal-of-Staff](#).

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.

Highly 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. Absent allegations of discrimination the employee grievance and appeal process is not available to temporary employees or employees serving their introductory period of employment. For additional information, visit the HR policy on the HR website: [Staff Grievance and Appeal](#)

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 thru the internet by accessing the University webpage and going to <http://webmail.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 regularly 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 a 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 and flexible spending accounts, etc..

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 in NOVATIME. 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.

Exempt Museum employees use NOVATIME only to request Paid Time Off. They are not required to submit a daily time card.

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 as determined within 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 and Determination**

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. New employees are normally hired at the salary with the salary range and appropriate to their education, experience, and other qualifications. For additional information, contact the Human Resources Office at 758-4700 or askhr@wfu.edu.

Range Revision, Reclassification and In-Range Salary Adjustments

Wake Forest University Human Resources 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. Reclassification is the assignment of a position to a different classification based on changes in duties and responsibilities. In-Range adjustments may be made to compensate for temporary or permanent changes in duties and responsibilities, to reduce turnover, and to establish equity. For additional information, contact the Human Resources Office at 758-4700 or askhr@wfu.edu.

Promotions, Lateral Transfers and Demotions

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. A lateral transfer is movement from one position to another at the same salary grade. A demotion is a move to a lower salary grade. For additional information, contact the Human Resources Office at 758-4700 or askhr@wfu.edu.

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 full-time non-exempt employees who are required to work on designated holidays will be paid, in addition to regular holiday 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 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 can view their earnings “advice” indicating gross pay, deductions, and the net pay to be deposited to the employee’s checking or savings account in their WIN account under WF@ Work. Pay Statement 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 University Payroll Office, the Payroll Office website or on WIN under WF@ Work. 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 at 758-4700 or askhr@wfu.edu.

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 Chief Human Resources Officer.

Paid holiday leave is provided to all employees who are regularly scheduled (budgeted) to work 1560 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 1560 but less than 1820 hours annually.

Employees hired to work less than 1560 hours annually or less than 9-months in duration do not receive paid holidays.

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.

For more information, please refer to the Reynolda House Benefits Guidebook on the HR website: <http://hr.wfu.edu/benefits/>.

Leaves

For information on the following types of Leave, visit the HR policy on the HR website:

[Administrative-Leave-and-Release-Time](#)

[Bereavement Leave](#)

[Civil Leave](#)

[Family and Medical Leave](#)

[Leave without Pay](#)

[Military-Leave-and-Reemployment-Rights](#)

[Parental Leave](#)

REYNOLDA HOUSE BENEFITS

Benefits play an important role in the lives of our staff members and their families, including Domestic Partners. The Museum provides a large portfolio of benefit plans to meet the diverse needs of our Museum community. Comprehensive and affordable benefit programs include: medical, dental, and vision plans; flexible spending accounts; educational resources; life insurance coverage; income-protection benefits; retirement plans; a legal plan; group long term care insurance and other notable perks. Eligible staff employee may sign up for benefits as a new hire, due to a qualifying status change or during annual enrollment.

For more information, please refer to the Reynolda House Benefits Guidebook on the HR website: <http://hr.wfu.edu/benefits/>.

OPPORTUNITIES FOR LEARNING

Training and Staff Development

As a collaborative effort between the Human Resources Department and the Provost's Office, the Professional Development Center (PDC) seeks to provide meaningful training and development opportunities that allow individuals to bring the best of who they are to every situation. The PDC serves as the hub for development across campus, providing training resources for University systems, skill development, and personal betterment.

CORE is the main developmental thrust of the PDC. Classes within this program are based around five key University competencies: Communication, Community, Leadership, Organizational Acumen, and Personal Progression. There are three optional certifications

associated with the CORE program: CORE, CORE-Leader, and CORE-Administrative Professional.

In addition to CORE, the PDC offers services including coaching, organizational develop/design, and leadership development.

Regular full-time and part-time Museum staff are encouraged to participate in PDC offerings as approved by their supervisor. Most courses are offered on work time and at no cost to the staff member. For more information concerning registration, class dates and other details, refer to the Professional Development Center website (pdc.wfu.edu) or contact the Professional Development Center office at 758-2732.

Tuition Reduction/Reimbursement for Dependent Children

The Museum provides a tuition reimbursement benefit for undergraduate study by dependent children of eligible employees. Full-time Staff will be eligible for the Tuition Concession Program for eligible dependents after reaching their 5th year of full-time continuous service, if hired on or after January 1, 2014 (3rd year of full-time continuous service, if hired before January 1, 2014).

Tuition Reduction / Reimbursement Request forms are available on WIN WF@Work. For additional information, visit the HR policy on the HR website: [Tuition Reduction for Dependent Children](#).

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 –

Secrest Artist Series - The Secrest Artist Series was endowed by Marion Secrest in memory of her late husband, Willis Secrest, 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 Secrest Series at 758-5757 or visit the Secrest 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 Secrest 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.

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 (8:30am - 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. 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, hours and applicable fees.

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 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

BB&T

Offers Reynolda House employees the “BB&T at work” program. This program offers many free or discounted financial services to its members.

For more information visit any branch office or call 1-800-226-5228, or www.bbt.com

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:

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 the Main Quad 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 the Main Quad in the Taylor House. The bookstore not only sells academic books to WFU students but also sells a variety of gift items, supplies, and Starbucks coffee/tea.

Discounts of 20% on certain items are given to Museum employees who present their Deacon OneCard.

Deacon OneCard

All regular full-time and part-time Museum employees are eligible to obtain a Deacon OneCard. Cards are issued from Room 127, Alumni Hall. 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

For more information please refer to HR website: <http://hr.wfu.edu/benefits/>.

Employee Assistance Program

For more information about the EAP or to make a confidential appointment, call 336.716.5493 or refer to HR website: <http://hr.wfu.edu/benefits/>.

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 Legal Department, the Human Resources Department, and the Center for International Studies 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 Environmental Health and Safety:

Phone: 758-EHAS (3427)

<http://ehs.wfu.edu/>

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

From Campus Extensions	x911
From Off-Campus Phones	758-5591
Non-Emergencies	758-5591

Wells Fargo at Work

Wells Fargo offers Reynolda House employees the "Wells Fargo at Work" program. This program offers many free or discounted financial services to its members.

For more information visit any Wells Fargo Branch office, call 800-TO-WELLS or 336-896-1558.

LEAVING THE MUSEUM

Separation – Release

A "regular" full-time or part-time employee is **released** if the employee is separated during the initial three (3) month period of employment. This initial three month period is referred to as the "introductory period" of employment.

Separation – Dismissal

An employee who has completed the initial three (3) 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

Exiting information

All regular full-time and part-time staff employees separating employment from Reynolda House will be contacted by Human Resources. Important information regarding retirement accounts, continuation of insurance benefits (COBRA), unemployment insurance procedures and final paycheck will be provided to the exiting employee via RedCarpet.

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 Benefits Office. The Benefits Office will assist the next of kin in completing separation forms, filing insurance claims, etc.