

# 1. INTRODUCTION

## 1.1 PURPOSE

**THIS HANDBOOK IS NOT A CONTRACT** but is solely intended to give eligible employees a short description of the guidelines for working at Iowa Lakes Community College. If at any time there should be a conflict between a description in this handbook and a labor contract, the personnel policy, or both, the terms of the actual contract or personnel policy will govern in all cases. Human Resources policies are applied at the discretion of management and may be withdrawn, applied or amended at any time. Except for employees covered executed contract or by Chapter 279, *Code of Iowa*, employees and/or the employer have the right to terminate employment at any time. However, under normal circumstances discipline procedures as outlined in this document will be followed.

**EMPLOYEES ARE RESPONSIBLE FOR BEING KNOWLEDGEABLE OF THE CONTENTS IN THIS HANDBOOK.** Further clarification of specific items may be obtained from supervisors, administrators, or the Human Resources Office. 2/00

## 1.2 HANDBOOK EFFECTIVE DATE(S)

The handbook is expected to be a current document for personnel of the institution to use in meeting their needs. Consequently, the handbook must be kept current. Major revisions will be completed every 2-3 years as needed. Changes, which occur through collective bargaining or through Board action, will be made when such action has been finalized.

Current hard copies of the Employee Handbook will be maintained by administrators and supervisors. Employees may access these copies as needed or they may access the same information on the College's computer network on the shared drive. Hard copies of the Handbook are the property of Iowa Lakes Community College and must be relinquished by the employee upon request or employment termination. 2/00

## 1.3 COLLEGE ORGANIZATIONAL STRUCTURE

Iowa Lakes Community College is governed by an elected seven-person Board of Trustees. Those members are:

Jan Lund, Vice President	Estherville
Pat Kibbie, Vice President	Emmetsburg
Jane Nolan Goeken	Spencer
Todd Johnson	Milford
Bob Jennings	Algona
Arden Kinnander	Ringsted
Chris Fuhrman	Spirit Lake

The Board of Trustees derives its legal status and authority from the Constitution of the State of Iowa and the statutes enacted by the General Assembly. Members of the Board serve as representatives of the public and agents of the state in establishing policy and in reviewing the operation of the College. The governance function of the Board is accomplished through written policy.

The chief executive officer of Iowa Lakes Community College is the President and as such, is directly responsible to the Board. Valerie Newhouse serves as the President and is responsible for guiding and directing all operations and activities of the College. The administration under the guidance and direction of the President is responsible for the preparation of procedures to implement the policy adopted by the Board of Trustees. The President's Cabinet is composed of the following:

President	Valerie Newhouse
Executive Dean of the Emmetsburg Campus	Tom Brotherton
Executive Director of Marketing	Beth Elman
Executive Director of Physical Plant	Delaine Hiney
Vice President	Robert Leifeld
Executive Director of Human Resources	Kathy Muller
Executive Director of Business and Community Relations	Jolene Rogers
Chief Financial Officer	Jeff Soper
Executive Dean of the Estherville Campus	Scott Stokes
Executive Dean of Students	Julie Williams

Other administrative staff includes:

Director of TRIO	Trudy Ahrens
Director of Computer Center	David DeVary
Director of Spencer Campus	Mary Faber
Director of Records and Registration	Barb Grandstaff
Director of High School Partnerships	Kari Hampe
Upward Bound Manager	Nicole Heng
Director of Admissions	Annie Kalous
Director of Auxiliary Services	Bill Lapczenski
Director of Athletics	Troy Larson
Director of Nursing Education	Kendra Lindloff
Director of Governmental Affairs and Information	Dan Lutat
Manager of Foundations	Allison Mason
Manager of Buildings & Grounds, Emmetsburg	Greg McDonald
Director of Libraries	Shannon Motter
Business Manager	Heidi Skattebo
Director of Financial Aid	Steve Pelzer
Director of ICCOC	Theresa Umscheid
Manager of Buildings and Grounds, Estherville	Jack Vedder
Director of Small Business Development Center	Michael Wampler

(Current Organizational Chart on next page)



## **1.4 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

### Non-discrimination/Equal Opportunity Statement

It is the policy of Iowa Lakes Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kathy Muller, Equity & Title IX Coordinator, 19 South 7th Street, Estherville, IA 51334, 712.362.0433, kmuller@iowalakes.edu, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

Employment qualifications for both entry and experience level positions shall be based upon job requirements published by Iowa Lakes Community College and shall be fairly applied. Retaliation against persons filing complaints or for assisting in the investigation following the filing of a complaint is strictly prohibited.

### Equal Employment Opportunity

Iowa Lakes Community College recognizes that the effective application of a procedure of equal employment opportunity and the reconciliation of existing employment practices and procedures will require strong administrative involvement and commitment. Therefore, this institution will implement a program of affirmative action designed to make known and to advance the objectives and goals of this college. In this regard, action elements will be designed in the areas of recruitment, selection, hiring, upgrading and training to ensure that opportunities are equitably applied to individuals from protected classes.

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## **1.5 SEXUAL HARASSMENT**

### Policy

It is the policy of Iowa Lakes Community College, in keeping with efforts to establish an environment in which the dignity and work of all member of the collegewide community are respected, that sexual harassment of students and employees at Iowa Lakes Community College is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either gender against a person of the opposite or same gender, when that behavior falls within the definition outlined below:

### Definition

Sexual harassment of employees and students at Iowa Lakes Community College is defined as any

unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic evaluation or employment.
- b. Submission to or rejection of such conduct is used as the basis for academic decisions or employment affecting that individual.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience or work performance, or creates an intimidating, hostile, or offensive educational or work environment.

### Examples

The following are examples of sexual harassment:

- \* **Verbal:** sexual innuendo, suggestive comments, insults, threats, jokes or derogatory comments based on gender; sexual propositions or advances; pressure for sexual favors.
- \* **Nonverbal:** posting of sexually suggestive or derogatory pictures, cartoons or drawings; making suggestive or insulting noises, leering, whistling, or making obscene gestures.
- \* **Physical:** touching, pinching, squeezing, patting, brushing against the body; impeding or blocking normal work or movement; coercing sexual intercourse; or assault.

### Complaint Procedures

Persons who feel that they have been sexually harassed under the above definition and wish further information, or assistance in filing a complaint, should contact their immediate supervisor, academic advisor, campus counselor, Campus Dean, or Human Resources Office. All complaints will be investigated promptly, impartially and confidentially. Upon completion of the investigation, appropriate parties will be notified of the findings. No student or employee will suffer retaliation for reporting alleged instances of sexual harassment at Iowa Lakes Community College.

All faculty and staff in positions of authority need to be sensitive to the potential for conflicts of interest in personal relationships with students or subordinate employees. When significant disparities in age or authority are present between two individuals, questions about professional responsibility and the mutuality of consent to a personal relationship may well arise. In consensual relationships, the College reserves the right to determine the ethical propriety of such relationships.

*Refer to the College's Affirmative Action Plan for more detailed information.*

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## **1.6 DISCRIMINATION AND SEXUAL HARASSMENT COMPLAINT PROCESS**

All Iowa Lakes Community College employees and students who feel they have been denied equal opportunity on the basis of gender, race, national origin, creed, age, marital status, disability or any other characteristics protected by applicable law, may seek remedy through an internal complaint process. This process also pertains to those who feel they have been the subjects of sexual harassment (see included definition). The College assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant. If the complaint involves alleged discriminatory or harassing behavior by the EEO/AA Officer \* or the respective Dean should be contacted in lieu of the EEO/AA Officer wherever referenced in the following procedures. Confidentiality will be maintained as much as possible in these procedures.

### Informal Inquiry

Individuals are encouraged to make informal inquiry to their immediate supervisor, instructor, advisor or counselor, as soon as possible following the date of occurrence of the event giving rise to the complaint communication. The staff member contacted will report the incident to the EEO/AA Officer for purposes of documentation and advice regarding the necessary steps of the complaint process. Every effort should be made to resolve the conflict at this time. If this is not possible, the individual will be referred to the EEO/AA Officer.

### Formal Complaint Procedures

The EEO/AA Officer should be contacted immediately following the event giving rise to an alleged discrimination or harassment complaint or at the time the complainant becomes aware of such an event or situation. If a resolution has not been reached or is not possible through the informal inquiry process the following steps may be taken.

#### Step One

Iowa Lakes Community College requires that aggrieved persons who believe they have been the subject of sexual harassment or discriminated against because of gender, race, national origin, creed, age, marital status, disability or any other characteristics protected by applicable law, submit a written complaint to the EEO/AA Officer within thirty (30) calendar days of the occurrence of the event or situation. The written complaint should contain the date of the occurrence, location, party or parties involved, names of witnesses, the facts and/or rationale of the complaint, and the category whether it be age, gender, disability, etc.

#### Step Two

The EEO/AA Officer will make a complete inquiry into the complaint and provide a written summary to the complainant within thirty (30) calendar days of receipt of the complaint. The summary will include a thorough and documented review of the circumstances under which the alleged discrimination or harassment occurred.

#### Step Three

The EEO/AA Officer will make recommendations for resolution of the complaint. If a satisfactory resolution can be arrived at, the terms of the resolution will be documented in writing and made part of the complaint file. In the event the complaint is found to be valid and involves an individual's behavior, that person will receive appropriate counseling or disciplinary action. Ultimate dismissal is included in the disciplinary actions which may occur.

#### Step Four

If a satisfactory resolution has not been arrived at, the complainant will have ten (10) calendar days to request, in writing, that the President review and adjudicate the complaint. The President or designee will review the complaint and within ten (10) calendar days take appropriate action to resolve the matter.

## Step Five

All aggrieved persons are encouraged to process complaints of alleged discrimination or harassment through the internal procedures established for this purpose. However, the aggrieved person may seek remedy at any time from the Iowa Civil Rights Commission, the Federal Equal Employment Opportunity Commission or other appropriate agencies. The complaint must be filed within 180

days of the alleged discrimination. The complainant may withdraw the complaint at any time and resolution reached at any step of the process.

More comprehensive information is contained in the Affirmative Action Plan available from the Executive Vice President or the supervisor.

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### **1.6A REPORTING ABUSE**

This reporting requirement applies to all Iowa Lakes employees in regard to all activities and programs on all Iowa Lakes campuses, or at an Iowa Lakes sponsored off-campus activity, or other events that are otherwise in the scope of the employee's employment responsibilities. An Iowa Lakes employee must report any case of suspected, actual or directly witnessed Child or Dependent Adult abuse the campus Executive Deans, Dean of Students or the Executive Director of Human Resources with no exception. Employees, in addition to notifying College Officials, may also report suspected Child or Dependent Adult abuse directly to other law enforcement entities.

A phone call or in-person description of the incident to one of the above named College Officials satisfies the oral requirement. The oral reporting should occur as soon as possible, however, such reporting shall be made within 24 hours of the observation or knowledge of abuse.

The report should contain as much of the following information as possible:

- The names and home address of the child/dependent adult and the child's/dependent adult's parents or other persons believed to be responsible for the child's/dependent adult's care.
- The child's/dependent adult's current whereabouts.
- The child's/dependent adult's age.
- The nature and extent of the child's/dependent adult's injuries, including any evidence of previous injuries.
- The name, age and condition of other children/dependent adults in the same household.
- Any other information that you believe may be helpful in establishing the cause of the abuse or neglect to the child/dependent adult.
- The identity of the person or persons responsible for the abuse or neglect to the child/dependent adult.
- Your name and address.

Some Iowa Lakes employees are also considered mandatory reporters under state law and, therefore, may have additional duties and obligations for reporting and training under certain statutes and regulations. This reporting requirement does not affect any duties or obligations that any mandatory reporter may have in reporting abuse or undertaking required training under any other applicable statute or regulation.

Any uncertainty about whether reporting is required should always be resolved in favor of making a report. Furthermore, if an employee sees a Child or Dependent Adult in imminent danger on campus or at an Iowa Lakes sponsored off-campus activity, the employee shall immediately call 911.

Retaliation by Iowa Lakes against persons filing a report or for assisting in the investigation following the filing of a report is strictly prohibited. Failure to adhere to this reporting requirement will result in disciplinary action up to and including termination of employment.

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## **1.7 AMERICANS WITH DISABILITIES ACT**

It is Iowa Lakes Community College's policy to not discriminate against qualified individuals with disabilities and to provide reasonable accommodation(s), as required by law, to otherwise qualified applicants for admission or to students with disabilities in all educational programs, activities, services and practices, including application procedures, admissions, course selection, the awarding of degrees, discipline and dismissal. Employment or educational opportunities will not be denied to an otherwise qualified applicant or student because of the need to make reasonable accommodation(s) or modification(s) for the physical and mental impairment(s) of any such individual. A full explanation of the College's ADA Policy is available in the Human Resources Office.

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## **1.8 GRIEVANCE PROCEDURE (other than discrimination or sexual harassment)**

A grievance is a complaint involving a work situation. Any employee who has a complaint may use the following procedures:

### Step One

1. To assure prompt attention, grievances should be submitted within thirty (30) days of the event.
2. Grievances are presented orally to the employee's immediate supervisor.
3. The supervisor shall make every effort to resolve the grievance at the initial step. This response shall be made within five (5) days of the presentation by the employee.
4. If the employee is not satisfied he/she may, within three (3) days of the answer, move to step two.

### Step Two

1. The employee submits a written grievance to the Human Resources Office. The written grievance must contain full details of the incident(s) including times and dates, persons involved, locations, and a full explanation of the situation.
2. The employee must list the specific problem and actions taken to solve the situation.
3. The Director of Human Resources will make a written response within five (5) days.
4. If the employee is not satisfied, he/she may, within three (3) days of the answer, move to the final step three.

### Step Three \*

1. If the employee is not satisfied with step two, he/she may make a written request to the President.
2. The employee must detail and specify the problem, solutions recommended, and the reason the complaint still exists.
3. The President shall review the grievances and within ten (10) days respond with his decision. The

decision rendered shall be final.

\* In lieu of Step Three the Executive Director of Human Resources may review the complaint with the President and jointly respond to the individual making the complaint.

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## **1.9 SMOKING/TOBACCO PRODUCTS**

No student, employee or guest of Iowa Lakes Community College shall use or smoke any tobacco or tobacco product at any time within any owned or leased building or vehicle of the institution.

Any student violating this restriction will be subject to the Student Rights and Responsibilities section of the Student Handbook or Iowa Lakes Community College Housing Regulations as appropriate.

Any visitor on the premises of the College who violates this policy shall be advised of the policy and asked to comply. Repeated violations will result in denial of admission to College facilities.

Employees of the College are expected to comply with this provision and violators are subject to Section 7.1 and 7.2 of this manual.

1/06

## **1.10 ALCOHOL USE**

Alcohol use or possession is not allowed at any time on the property of Iowa Lakes Community College except for times and places specifically approved by the Board of Trustees in accordance with the State of Iowa, for cooking instruction in the Hotel/Motel Restaurant Management Program and for food preparation by food service.

Areas where the use of alcohol is restricted include: student housing, student campus activities, classrooms, college parking lots, roadways, leisure activity areas and any other areas not specifically covered.

Anyone not complying with these restrictions will be disciplined according to the Student Handbook, Iowa Lakes Community College Housing Regulations, or the Employee Handbook as appropriate. Visitors who violate this policy will be denied admission to college facilities.

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### **1.10A GUIDELINES ON ALCOHOL CONSUMPTION**

Staff members sponsoring or chaperoning students during activities are expected to orient students on alcohol consumption policies and consequences. The individual staff member may be more restrictive as he/she desires within the framework of these guidelines.

- The Board of Trustees has implemented a policy prohibiting the consumption of alcohol on College property, except as specifically approved by the Board.
- Underage students are subject to the legal consequences of alcohol consumption at all times.
- Both Iowa Law and Federal law allow the College to disclose to a parent or guardian, without students permission, “information regarding a violation of Federal, State, or local law, or institutional rule or policy governing the use of possession of alcohol or a controlled substance

if the student is under the age of 21.”

- The College discourages alcohol consumption by all student or staff members while participating in a student activity such as an outing, field trip, etc. It is expected that students and staff conduct themselves in a professional manner that reflects favorably on the College.

10/01

## **1.11 ALCOHOL AND CONTROLLED SUBSTANCES**

### Iowa Lakes Drug Prevention Policy

#### **I. Standard of Conduct**

Iowa Lakes Community College will comply with the Drug Free Schools and Communities Act of 1989 (Pub. L. 101-226) and will provide a drug free institution that prohibits employees and students from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance and unlawfully possessing, using or distributing alcohol on its property or during any of its college sponsored activities.

Any employee or student of the institution legally charged with any of these actions on college property (including dormitories) or during any of its activities will be immediately suspended. The suspension will remain in effect until a more comprehensive investigation of the charges can be completed. If charges are substantiated and an employee or student is convicted of any of these actions, they will be terminated from the job or expelled or required to participate in an approved drug abuse, assistance or rehabilitation program. Student and employee rights will be protected through due process procedures.

#### **II. Legal Sanctions**

Iowa Code (5204) sets forth the following criminal offense for possession and sale of controlled substances.

- A) Possession of controlled substance - Any person who violates this subsection is guilty of a serious misdemeanor punishable by up to one year in prison and a fine of up to \$1,000.
- B) Manufacture or delivery of a controlled substance - Any person who violates this section with respect to:
  - 1) For a narcotic drug (morphine, opium, heroine, percodan or cocaine): up to ten years in prison and a fine of up to \$10,000.
  - 2) A hallucinogen (LSD, Marijuana), a stimulant (amphetamines), a depressant (qualudes, barbiturates): up to five years in prison and a fine of up to \$7,500.
  - 3) A controlled substance not already listed (Dizepan, Barbital): up to one year in prison and a fine of up to \$1,000.
- C) Gatherings where controlled substances are unlawfully used - Any person who violates this section is guilty of a Class C or D felony.

- D) Common controlled substances - Controlled substances include cocaine, crack, marijuana, amphetamines, barbiturates, qualudes, opium, hallucinogens, and codeine.
- E) Local and federal sanctions will apply.

### III. Health Risks

There are many health risks associated with substance abuse (use of illicit drugs and excessive drugs and excessive use of alcohol). Abusers can lose resistance to disease, develop physical and psycho-logical dependence, become depressed, develop heart problems, contact infections, become malnourished, physically exhausted, and even die.

Reality is often distorted, reactions may be slower and the risk of accidents can increase. Substance abuse can cause a coma, respiratory arrest, and convulsions. Injected drugs increase the risk for infectious diseases such as hepatitis and AIDS. Body systems are affected. The liver, lungs, and heart may be damaged.

For women, there is an increase in birth defects associated with use during pregnancy.

### IV. Drugs and Alcohol Referral Agencies \*

Following is a partial list of providers in the Iowa Lakes area:

Community and Family Resources  
218 ½ N. Main  
Pocahontas, IA 50574  
(712) 335-4585

Seasons Center  
826 N.8<sup>th</sup> Street  
Estherville, IA 51334  
(800) 242-5101

Seasons Center  
201 East 11<sup>th</sup> Street  
Spencer, IA 51301  
(800)-242-51015

Seasons Center  
3201 1<sup>st</sup> Street  
Emmetsburg, IA 50536  
(800)-242-5101

Prairie Ridge Addiction  
Treatment Services  
320 N. Eisenhower Ave  
Mason City, IA 50401  
(614) 424-2391

Synergy Center  
Ginzberg Building  
1267 W. Cedar Loop  
Cherokee, IA 51052  
(712) 225-2441

Seasons Center  
608 Geneseo Street  
Storm Lake, IA 50588  
(800) 242-5101

Community and Family Resources  
726 South 17<sup>th</sup> Street  
Fort Dodge, IA 50501  
(515) 576-7261

Other treatment units, facilities or information can be obtained through Counselors, the Director of Special Needs, or Division of Vocational Rehabilitation Services Counselor.

\* The Employee Assistance Program (EAP) may also be contacted for assistance at 1-800-854-1446.

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## **2. INSTITUTIONAL POLICY EMPLOYEE - COMMUNITY RELATIONS**

### **2.1 EMPLOYEES REPRESENT THE COLLEGE**

#### Courtesy

Iowa Lakes Community College is a service institution. Service is our only product. It is the responsibility of each employee to be courteous to every person who visits the college. Public relations is everyone's responsibility, and the treatment which visitors receive from the College will determine our success or failure in today's highly competitive educational market.

#### Grooming - Dress

It is each employee's responsibility to dress in good taste and project a professional and positive image of the College. If a question arises, the employee should discuss the subject of appropriate dress or grooming with his/her supervisor.

#### Civic/Professional Memberships

Employees of Iowa Lakes Community College may make application to the President for payment of membership dues to civic/professional organizations that will enhance the position of the College and justify public purpose.

As a matter of practice, only institutional memberships will be considered for professional organizations. No individual memberships will be considered unless they are more economical or practical for the institution than an institutional membership.

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### **2.2 PROFESSIONAL DEVELOPMENT**

The College promotes professional development activities for employees. A highly trained employee who is technologically up to date offers the institution a higher level of productivity.

Staff Development opportunities are available as group activities planned by administrators and supervisors or individual activities requested by employees. Faculty and staff members are encouraged to participate in activities which promote their professional growth. Many staff development activities are individualized and paid for by the College.

Requests for staff development support need to be processed through the employee's immediate supervisor and submitted as early as possible to ensure that full consideration is given to each individual.

2/00

## 2.2A TUITION PAID COURSES - Employees

Full-time employees of Iowa Lakes may enroll for credit and non-credit courses and part-time employees may enroll for credit courses of the College at no cost according to the following guidelines. This policy covers all delivery systems including face-to-face, hybrid, and on-line courses originating from Iowa Lakes Community College.

1. Eligibility: Regular part-time employees and all full-time employees regardless of length of employment.
2. No more than 6 credit hours or 60 contact hours for full-time employees and no more than 3 credit hours for part-time employees, may be taken per semester or summer term.
3. Only tuition is paid by Iowa Lakes. **Any books, fees or other charges are the responsibility of the employee or the supervisor may approve payment for work related training.**
4. If credit courses are not satisfactorily completed with a passing grade, the employee will be responsible to reimburse the College for the tuition expenses.
5. Continuing Education classes for Full-time employees only also fall under these guidelines. However, only basic tuition costs will be paid. Any books, materials, or "extraordinary" costs included in tuition are the responsibility of the employee. Part-time employees are not eligible for tuition reimbursement on Continuing Education classes.
6. Classes taken by employees during normal work hours are only allowed at the supervisor's discretion and are not included in paid time, unless the class is taken at the supervisor's request or direction.
7. Employees wishing to register for classes must complete the "Employee Request for Tuition Waiver" form and have it approved prior to the beginning of the class.
8. When registering for the class(es), a complete and signed copy of this form must be attached to the Registration and the balance of charges due must be paid.

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## 2.2B PAID COURSES (TUITION WAIVER) – Spouse/Dependent

Spouses and dependent children of full-time employees of Iowa Lakes Community College shall be eligible to receive up to 75% tuition credit for Iowa Lakes credit courses for which a passing grade is received. Non-credit or Continuing Education courses are not eligible. An eligible dependent child can be a natural child, a legally adopted child, or a stepchild who meet the same requirements of the College's health insurance plan and is under 26 year of age.

- 1) Employee's spouses and dependent children who enroll in Iowa Lakes credit course must make their tuition credit request on a form available in the Human Resources Office. The original request must be submitted before each term starts. The bottom portion of the request must be submitted after grades have been issued (but no later than 30 days after the term end).
- 2) After the request has been submitted to the Human Resources Office and approved, the Financial Aid

Office will be notified to issue a “third party” award equal to 75% of the tuition cost. The “third party” award, however, will not be cashed until the end of the term and is contingent upon satisfactory completion of all classes. Failure to receive a passing grade in any course will negate any award given for that particular course.

- 3) The College will only grant up to 100% tuition reimbursement for multiple “institutional” awards. For example, if a student receives a Presidential Scholarship for 75% of tuition, he/she would only receive the remaining 25% through this policy. No actual cash refund would be made to the student for excess tuition reimbursement.
- 4) Payment of all books, fees and remaining tuition is the responsibility of the employee and is in accordance with other payment policies of the College. No reimbursement will be made for books, fees, supplies, etc.
- 5) Courses taken at Iowa Lakes that are eligible for coverage under the Postsecondary Enrollment Options Act do not qualify for reimbursement.
- 6) In order for a spouse or dependent child to receive reimbursement, the employee must be employed by the College for the duration of the Course(s). The exception being if a full-time employee has worked 20 years or more for the College and passes away while still employed, the employee’s dependents will be eligible for the tuition waiver for five (5) years after the employee’s death as long as other criteria for the waiver is met.
- 7) Spouses and dependent children enrolling under this policy are expected to register and attend classes the same manner as any other student and to comply with the same rules, prerequisites, etc. as other students.
- 8) Interpretation and administration of this procedure shall be at the discretion of the President of the College or his/her designee.

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### **2.3 CONFLICT OF INTEREST**

No employee of Iowa Lakes Community College shall directly or indirectly maintain any outside business or financial interest or engage in any outside business or financial activity which interferes with his/her abilities to discharge college assigned duties and responsibilities.

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### **2.4 EMPLOYEE ATTITUDES**

In order that the mission of the institution be achieved and the residents of the area be served in the best possible manner, it is important that all personnel have positive attitudes toward the institution, their positions, fellow employees, and students.

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### **2.5 POLITICAL ACTIVITY**

The Board of Trustees recognizes and encourages the right of its employees as citizens to engage in

political activity so long as it does not interfere with their professional and ethical commitments as college personnel.

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## **2.6 COLLECTIONS, SOLICITATIONS, CONTRIBUTIONS**

Unrestricted solicitations are apt to become frequent, a financial burden, and in some cases, a nuisance. Some employees have greater financial obligations than others, and to subject everyone to collections can be embarrassing to those unable to contribute or cause antagonism among the individuals soliciting or being solicited. The following guidelines will apply to solicitations:

1. No outside person will be permitted to canvass employees during working hours.
2. The College welcomes the opportunity to cooperate with such national and local appeals as are made by the United Fund, Red Cross, and similarly recognized organizations. On such occasions, employees are given an opportunity to contribute as their consciences dictate to those charities with which the College cooperates. In no case is a contribution required.
3. There may be a time when groups of employees may solicit funds for special occasions such as for employees who are ill, who retire, etc. Such solicitations are permitted, but contributions are definitely voluntary.
4. No employee is allowed to solicit other employees for private/personal profit.

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## **2.7 SAFETY**

The employer and employee will endeavor to maintain safe working conditions. Unsafe working conditions must be reported to the employer. Employees will not be employed under unsafe conditions; however, unsafe shall mean danger to health and not uncomfortable or inconvenient conditions. No employee shall be required to search for a bomb.

1. The responsibility of bringing civil suit as a result of an assault upon an employee rests with the employee.
2. The Board shall reimburse an employee for the reasonable cost of any clothing or other personal property lost, damaged, or destroyed as the result of an assault upon an employee while engaged in performing his/her assigned duties on college property or while engaged in the supervision of official college activities. The employee assaulted shall, with his/her supervisor, report to the President immediately.
3. Employees shall be covered under 670.8 of the Code of Iowa for actions brought against them in the performance of their duties except in willful and unauthorized injury to persons or property or willful neglect of duty.

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## **2.8 SOURCES OF INFORMATION**

There are records available to provide college information to the employees. Questions can and should be directed to the immediate supervisor or the administrative office. The following references provide information for employees:

1. Iowa Lakes Community College Board policy - copies available in the central administrative office
2. Iowa Lakes Community College catalog - copies available in all college offices
3. Board of Trustees official minutes - Board secretary
4. Minutes from Committee meetings or various group organizations - Committee or organizational leader
5. Various program booklets, bulletins, or information guides
6. Collective Bargaining agreement between Iowa Lakes Community College and the Iowa Lakes Community College Education Association - Association members or Human Resources office

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## **2.9 BOARD OF TRUSTEES, COMMITTEES AND COUNCILS**

The Board of Trustees conducts regular monthly meetings with announced schedules. These meetings are normally scheduled for the Administrative Center in Estherville. These are public meetings open for the general public to observe.

The President's Cabinet conducts regular working meetings as determined by the President. Each cabinet member communicates items of information as well as topics he/she wishes to discuss.

An elected Collegewide Council made up of all employee classifications meets regularly to set the College calendar and discuss issues/concerns of the College.

An elected Meet and Confer group of classified and professional support employees meets regularly to discuss issues relating to staff development and employment conditions.

A Supervisory Team of College Administrators and Supervisory Personnel meets regularly to communicate accurate information to all employees.

Regular and ongoing meetings will also be conducted by the Campus Deans with their employees.

There are numerous other committees and councils associated with the Academic Organization of the College. Information of the individual responsibilities of these various committees and councils may be obtained through the Campus Executive Deans.

1/06

## **3. ACCIDENT AND EMERGENCY PROCEDURES**

### **3.1 ACCIDENTS - PROCEDURE FOR REPORTING**

The College encourages employees to exercise safe working practices in the work place. Should an accident occur, however, the following procedure must be followed:

#### **A. Personal Injury:**

1. All work related accidents, however slight, must be reported. The individual in an accident must report it immediately to his/her supervisor. If the immediate supervisor is not available, report it to the nearest employee and then notify the immediate supervisor as soon as possible.
2. If the injury is serious requiring immediate treatment, call 911 for emergency assistance.
3. Submit a Employee's Work Injury Report (forms available in business offices or Human Resources Office) as soon as possible but no later than 24 hours after the accident to the Human Resources Office.

Medical treatment facilities have been designated by the College and are listed in the accident reporting information. If the individual chooses to be treated by any other facility, except in an emergency, they may not qualify for any Worker's Compensation benefits and may be responsible for all costs relating to the incident.

#### **B. Property Damage:**

Any damaged College property needs to be reported. The Chief Academic Officer's office should be contacted for assistance in reporting.

2/18

### **3.2 EMERGENCY – FIRE, TORNADO/THUNDERSTORMS**

#### **FIRE PROCEDURES**

**The following procedures have been simplified. Use common sense in all activities and responses.**

1. Activate the nearest fire alarm.
2. Dial 911 (and 0 to notify individual responsible for building). Stay calm; deliver information for emergency assistance.
3. Leave the building by the nearest exit.
4. If a fire is visible in your designated route, use an alternate route and proceed at least 100 feet from the building.
5. Stay clear of fire hydrants and fire fighting vehicles.

Exit routes should be posted in each classroom.

#### **TORNADO AND THUNDERSTORM PROCEDURES**

**The following procedures have been simplified. Use common sense in all activities and responses.**

**A tornado or thunderstorm WARNING** is issued by your local National Weather Service facility, and means a tornado or severe thunderstorm is imminent. Persons close to the storm should take shelter immediately, and remain there until the danger has passed. **A tornado or thunderstorm WATCH** means you should be prepared to take cover if threatening conditions are sighted. Under a **WARNING** individuals should be instructed to seek shelter in building interiors such as hallways and to avoid windows, doors and large open areas such as gymnasiums and auditoriums.

1. Severe Thunderstorm and Tornado Watch and Warning
  - a. The Emergency Preparedness office will monitor weather conditions and report watches or warnings of any expected severe conditions through the emergency preparedness radio system at each location.

### SEVERE WEATHER PROCEDURES – EVENING HOURS

If severe weather is threatening, the individual responsible for the facility should monitor the Emergency Preparedness response “box”. It may be moved to any room and returned at the end of the day.

### SHELTER AREAS

All of the buildings of Iowa Lakes Community College have been reviewed by a member of the Emergency Management Office and shelter areas are posted throughout the buildings.

### IMMEDIATE STEPS TO BE TAKEN

1. When a tornado warning is received, classes are to be dismissed and all persons instructed to move to the nearest shelter area.
2. Faculty members should take class records with them to the shelter area.
3. Each staff member teaching in a room should close windows and interior doors, if time allows.
4. Instructors in laboratories or shops where there is natural or acetylene gas in the room should turn off the gas at the room’s master valve.
5. Stay in shelter areas until the ALL CLEAR is received.

### GENERAL RULES

1. Safety of students is our first concern.
2. Although Iowa Lakes Community College buildings are not tornado proof, they afford more protection than any other buildings in the vicinity and offer more safety than an automobile.
3. Any protection over the head, such as an open book, might save a person from injury by a flying or falling object.
4. Keep away from open doors or windows.
5. Do not move a non-ambulatory victim until qualified medical or first aid personnel arrive.

## PUBLICATION AND NOTIFICATION

1. A map designating the location of shelter areas should be located in every classroom and on hallway bulletin boards.

2/00

### **3.3 WINTER WEATHER CANCELLATION PROCEDURES**

Weather conditions may vary considerably throughout Area III. Therefore each student and staff member must personally evaluate the weather conditions in their immediate area and decide how serious the situation is. **No student or staff member is expected to jeopardize their personal well being or safety to attend classes or work if weather conditions are marginal.**

When the college officially cancels classes and the facilities are closed because of severe weather, the following procedures will apply:

The decision to cancel or postpone classes will be made as early as possible, no later than 6:00 a.m., and evening classes will be cancelled by 4:00 p.m.

A. PRIOR TO OPENING Students and employees will be notified via radio:

Algona	KLGA AM	KLGA FM	
Emmetsburg		KEMB FM	
Estherville	KILR AM	KILR FM	
Fairmont, MN	KSUM AM	KFMC FM	
Jackson, MN	KKOJ AM	KRAQ FM	
Spencer	KICD AM	KICD FM	KIGL FM
Spirit Lake		KUOO FM	KUQQ FM (Milford)
Storm Lake	KAYL AM	KAYL FM	
Worthington, MN	KWOA AM	KWOA FM	

\*\*Personnel who are responsible for other related events (Continuing Education, Athletics, Talent Search, etc.) are asked to call Jane Campbell at home (712-262-7467) or Angie Rose at home (712-859-3401) to have their event included in the cancellations sent to area media.

B. DURING THE DAY

Once the decision has been made to cancel classes and close the college, employees will be notified by broadcast message on the telephone system. In addition, the secretaries/assistants to the deans, continuing education and administration will post notes on doors and bulletin boards concerning the closing.

At the point that classes are cancelled during the day, personnel who are responsible for other related events are asked to speak personally with either Beth Elman at ext. 7947 or Delaine Hiney at ext. 4428.

1. Employees scheduled to work on the day facilities are closed will be paid their normal salary for scheduled hours that day.

- 2. Designated maintenance, custodial and food service employees are considered “essential” personnel and will report to work on a selected basis. Supervisors are responsible for designating who is “essential” and notifying them.
  - A. “Essential” personnel will be paid 2X salary for the remainder of the day that facilities are closed.
  - B. When facilities are closed, prior to the start of the work day and “essential” personnel have already come to work, they will be paid on a separate schedule available in the Human Resources Office.
- 3. Only upon official notification from Central Administration will any facilities be closed due to inclement weather. It is possible that some Iowa Lakes facilities will close while others stay open. If facilities are not officially closed and an employee chooses not to come to work or to go home early, that employee will be required to take time without pay, personal time or vacation time as determined by the supervisor.

5/19

**3.4 DEATH OF AN IOWA LAKES COMMUNITY COLLEGE STUDENT**

In order to ensure accuracy of information and expedite college follow-up, the office of the Campus Deans are responsible for coordinating matters related to the death of a current student. The following procedures should be followed:

- 1. If a student death is discovered, immediately contact:

Estherville	Emmetsburg	Other Locations
Police 911	Police 911	Local Police
Dean	Dean	Dean
Dean's Admin. Assistant	Dean's Admin. Assistant	
Housing Director	Housing Director	

It is assumed the police will supply an ambulance or other transportation, if necessary.

- 2. The Campus Deans will:
  - a. Coordinate (with police or hospital) immediate notification of next-of-kin.
  - b. Ascertain from the next-of-kin what they wish to have done with any personal property in possession of the College (and possibly local housing), and what their wishes are concerning funeral arrangements and memorial services.
- 3. The Campus Deans will be responsible for notifying appropriate college offices of the death, including the President, other Administrators, admissions, records, business offices, financial aid, accounts receivable, housing, public relations, and advisor. Press relations should be coordinated through the Marketing Director.
- 4. Official correspondence will be sent by the Campus Deans to the next-of-kin and will include any information necessary to conclude official business between the student and the College. Such business may include refunds or accounts receivable. No other office will initiate contact with next-of kin.

5. If the deceased student is a foreign student, the admissions office will also notify immigration and Naturalization Services.
6. If any college office receives a call or letter from the next-of-kin of a deceased current student, the office is to contact the Campus Deans who will coordinate all further information between the College and the next-of-kin.
7. If any college office receives notification of the death of a former student with no current connection to the College, the Director of Student Records shall be notified.

5/19

## **4. EMPLOYEE INDUCTION, ORIENTATION AND EMPLOYMENT**

### **4.1 EMPLOYEE STATUS CATEGORIES**

Employment status will be established at the time of employment as follows:

1. Full-Time
  - A. Contracted Personnel - a minimum of 169 full working days or full-time teaching assignment
  - B. Classified Personnel - twelve months of full working days (2,080 hrs/yr)
2. Regular Part-Time
  - A. Contracted Personnel - a minimum of 169 working days of at least 4 hrs/day but less than full-time (faculty) a minimum of 260 days of at least four hours per day for others.
  - B. Classified Personnel - work at least 20 hrs/wk but less than full-time (Employees must be scheduled for at least 1,040 hrs/yr).
3. Part-Time
  - A. Contracted Personnel - less than regular part-time criteria
  - B. Classified Personnel - work less than 20 hrs/wk and less than 1,040 hrs/yr
4. Temporary
  - A. Any employee either contracted or hired for one year or less. This category would also include seasonal employees, student employees, and employees hired to replace regular employees who are ill or disabled.

2/00

### **4.2 EMPLOYEE CLASSIFICATIONS**

#### Administrative Staff

This category of employees is exempt from minimum wage and overtime requirements of the Fair Labor Standards Act and refers to persons whose primary duty consists of the management of a division or department within the College. They customarily and regularly direct the work of two or more other employees. They have the authority to hire or fire (other employees). Their suggestions and

recommendations as to the hiring and firing or advancement or promotion or any other change of status of other employees is given particular weight. These are contracted employees.

### Professional Support Staff

Professional Support A includes Assistants to Deans/Directors, Account Processors, Operators, Specialists, Lab Assistants and Administrative Assistants. They may have minor administrative duties and coordination of office services such as records control, state reporting and budget preparation. May or may not supervise workstudy or other personnel and possess unique knowledge in a specialized or technical area. These employees are generally, with some exceptions, contracted but non-exempt as defined by the Fair Labor Standards Act.

Professional Support B includes Coordinators, Supervisors, Advisors, Technicians and Programmers. These employees have a primary duty of either work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study, or work that is original and creative in character in a recognized field of artistic endeavor the result of which depends primarily on the employee's invention, imagination, talent, or work as a teacher recognized as such at Iowa Lakes. They have more complex decision making responsibilities and may or may not supervise other employees. These employees generally, with some exceptions, are considered exempt from minimum wage and overtime pay requirements as defined in the Fair Labor Standards Act

Individuals in both professional categories consistently exercise discretion and judgment and perform work that is predominantly intellectual and varied, as distinguished from routine mental, manual, mechanical, or physical duties.

### Classified Staff

Persons working at Iowa Lakes and considered non-exempt from minimum wage and overtime pay requirements of the Fair Labor Standards Act are known as the classified staff. This would include secretarial/ clerical, most custodial/maintenance, some technical positions, and food service workers. These employees are normally paid on an hourly basis.

### Faculty

Employees classified as Faculty are members of the Iowa Lakes Community College Education Association (and are represented by the bargaining unit). These are contracted employees.

1/06

## **4.3 EMPLOYMENT OF RELATIVES**

Immediate family relatives (defined as spouse, children, parents, siblings, step-parents, step-children, grandchildren, in-laws, as well as aunts, uncles, nieces, nephews, cousins related within the second degree) shall not be permitted to work in positions involving a supervisor/subordinate relationship, nor shall they be hired or promoted to work within the same area.

All individuals will be required to go through usual application and interviewing process, and the usual hiring standards that apply.

Exceptions to the above policy may be made at the discretion of the President of the College.

2/00

#### **4.4 HEALTH STATEMENT**

A health statement may be required of any employee upon initial employment at the expense of the employee. The Board may request a physical examination of any employee at any time. A Board requested physical will be reimbursed up to \$75.

5/19

#### **4.5 TRANSCRIPTS**

Professional staff are to have complete copies of all transcripts on file in the Human Resources Office. Transcripts must be provided before employment and kept current annually. This is the responsibility of the employee.

2/00

#### **4.6 CERTIFICATION AND APPROVALS**

Professional employees requiring certification shall meet standards required by statutory enactment and the Board of Education Examiners. This is the responsibility of the employee to attain and maintain appropriate certification. The appropriate certificate including the proper endorsements and approvals must be on file at the Human Resources office. Copies must be forwarded by the employee, because the Board of Education Examiners does not send a copy to the employer.

2/00

#### **4.7 ORIENTATION OF NEW EMPLOYEES**

The first few days of work for a new employee are very important days. First impressions stay with us for a long time. Therefore, the importance of getting an employee off to a good start cannot be overemphasized. Each employee can assist in orienting the new employee to his/her job, the institution, and to the people who make up the institution.

The supervisor is responsible to make certain the new employee is brought to the Human Resources Office for the completion of all necessary forms and introduction to the institution and the central administrative staff. The supervisor is responsible to make certain the employee is briefed on the necessary functions of his/her job, his/her department, and the processes of the institution.

2/00

#### **4.8 CONTRACTS/AGREEMENTS**

Contracts with personnel shall be in writing and shall state the length of time the contract is in force, the compensation for the term, payment per month, and per diem. Such contracts shall be approved by the Board, signed by the Board President, and filed in the Human Resources Office.

The terms of employment for the contracted personnel under the provisions of an individual contract shall be as stated in the individual contract and job description.

Contracts are issued to cover a period specified in the agreement. Since assignments vary and responsibilities are diverse, days within a contract will be unique to each employee and his/her job description.

2/00

#### **4.9 CONTRACT MODIFICATION**

Contracts may or may not be issued prior to the beginning of a new fiscal year depending upon negotiations.

2/18

#### **4.10 EVALUATIONS**

Iowa Lakes considers evaluation of employees to be essential in attaining and maintaining a productive and efficient work force. The following procedures will be followed in completing performance evaluations of Iowa Lakes employees:

1. Everyone will be evaluated annually.
2. New employees need to be acquainted with the evaluation criteria by their supervisor in their initial orientation.
3. Evaluations need to be completed no later than June 1 each year. (Association personnel and other personnel with a continuing contract experiencing an unfavorable evaluation should be completed by March 30.)
4. The Human Resources Office will issue blank evaluation forms by name to the President's Cabinet members, who will be responsible for getting them to respective supervisors.
5. Completed evaluations are returned to the President's Cabinet members or directly to the Human Resources Office no later than June 1.
6. Operating Practices:
  - a. Employees are allowed to respond to the evaluation in "Comments" section.
  - b. Make a copy of the completed evaluation for the employee, if requested.
  - c. A "Professional Growth Plan" must be completed for an employee with an overall "Unsatisfactory" rating or for other employees experiencing significant problems.
  - d. Forms need to be signed and dated. (If not, they will be returned.)
  - e. Evaluations will be retained in the Human Resources Office for three years. After that they may be destroyed, unless there is a continuing pattern of performance deficiencies.

2/00

#### **4.11 EMPLOYEE ACTIVITIES DURING OFF-DUTY HOURS**

Generally, it is not the wish or the objective of the College to interject itself into what employees do during the hours they are not working. This does not mean that the College is not or should not be concerned about what the employee does. Under certain circumstances, it is necessary that the College concern itself and take positive action to protect proper College and employee interests. Broadly, the College must concern itself when any of the following exist or are the result of the employee's action or undertakings

during off-time hours.

1. When the employee's conduct is such as to reflect unfavorably on him/herself, his/her fellow employees and the College.
2. When an employee's off-duty activities are such as to create justifiably critical comments of the institution by the general public.
3. When an employee's off-duty activities are such as to substantially take his/her time, thought and effort, thereby rendering him/her less capable of performing efficiently and alertly at his/her job with the College.

If this situation arises, the supervisor will discuss the circumstances with the employee and attempt to resolve the problem. Barring satisfactory resolution, the employee may utilize the "Grievance Procedure" in section 1.8.

2/18

#### **4.12 PERSONNEL FILES**

The official personnel file for each employee will be kept at all times within the Human Resources Office. All official employment documentation such as contracts, evaluations, educational attainment records, and application materials will be kept in this file. Employees may have access to their file (except for confidential letters of reference) within 48 hours of a written request to the Executive Director of Human Resources. Information in confidential personnel records shall not be available to the public unless ordered by a court or some other duly-authorized person. Individuals with access to your personnel file are the Board of Trustees, the President, Human Resources Office staff, payroll, and your supervisor(s).

The College will verify the following information as directory information and release as requested:

- Fact of past or present employment
- Dates of employment
- Title or position

#### **Changes in Personal Data**

In order for us to maintain accurate records, it is necessary that the Human Resources Office be notified promptly of any changes in name, address, phone number, dependents, and name and number of individual to contact in case of emergency. The "Payroll Change Notice" form may be used to officially make these changes.

Upon completion of additional college course work, employees should forward a copy of the transcript to the Human Resources Office. Licensed employees are also required to furnish a copy of their current license to the Human Resources Office.

2/00

#### **4.13 REDUCTION IN STAFF**

When the administration determines that reduction in force is necessary, the department or area where excess personnel exists shall make the necessary reduction so as to best utilize the work force. Employees reduced shall be given at least a two-week notice.

2/00

#### **4.15 PROBATION**

Personnel are considered to be on probation for 90 days from the beginning of employment. The supervisor shall evaluate the employee continually and assist in helping the employee adjust to the working environment.

2/00

#### **4.16 ALCOHOL AND DRUG TESTING**

Iowa Lakes employees who operate College vehicles are subject to drug and alcohol testing if a commercial driver's license (CDL) is required to operate the particular vehicle and the vehicle transports sixteen (16) or more persons, including the driver, or the vehicle weighs twenty-six thousand one pound (26,001) or more.

These employees are subject to: pre-employment, reasonable suspicion, post accident, return to duty and follow-up alcohol and drug testing. Employees required to operate a College vehicle shall not perform a safety-sensitive function within four hours of using alcohol.

Employees who violate the terms of this policy may be subject to discipline up to and including termination.

2/00

## **5. EMPLOYMENT CONDITIONS**

### **5.1 WORK HOURS AND ABSENCES**

Employees are expected to be at their work site at the time assigned by their supervisor(s). For many employees, that will be 8:00 a.m., although work hours may vary according to shift or work assignment. If it is not possible to be at your work site at the designated time, it is necessary to call your supervisor to inform them of the predicted length of your absence. Unless arrangements have been made prior to a planned leave, a phone call is required each day of a period of absence. Full-time classified personnel have a normal work week of 40 hours. Other personnel will work according to the responsibilities of their contracts.

Prior to taking a leave of absence for vacation, personal leave, military or jury duty or other planned absence, a "Leave" request form must be submitted to and approved by your immediate supervisor. Employees unable to submit a request form in advance must submit the form immediately upon return to work, such as for sick leave, emergencies, etc. For normal leave requests, advance notice of at least seven days is required.

Classified (hourly) staff shall utilize the time clock or a time sheet as instructed/determined by their supervisor. Employees using a time clock shall punch in when he/she arrives. These cards must remain in the racks provided. Employees must never punch, alter, remove or handle the time card of another

employee. Each employee will punch out immediately after he/ she quits working or when he/she leaves for lunch. The employee will be paid up to the time of his/her punching out.

Employees using a time sheet shall record his/her starting time and any time the employee leaves the institution for lunch. These time sheets must be turned in to their supervisor weekly, or according to the pay schedule. All information requested on the time sheet must be completed and signed by the employee.

A supervisor may correct time clock or time sheet errors or omissions. Such corrections must be initialed by the supervisor and an explanation included on the time card or time sheet.

Full-time contracted and regular part-time employees will post on their office door or window a schedule to apprise students and supervisors of their schedule and location.

The College may require a doctor's statement verifying an employee illness. If so, the institution will pay up to \$75 of the cost of the physician visit.

7/17

### **5.1A TRAVEL TIME (NON EXEMPT EMPLOYEES)**

Travel time for non-exempt employees, including hourly employees, must be compensated, if the travel is for the College's benefit. Travel from home to the work place, however, is not compensated at any time.

The following guidelines are to be followed when compensating non-exempt employees for travel for business related purposes:

1. Generally, time spent traveling to and from locations or special assignments is compensated.
2. Time spent in training or work sessions is compensated.

Example: An employee is to travel to Kirkwood Community College leaving Iowa Lakes on a Sunday evening and returning Monday evening after six hours of training. The following hours are compensable:

1. Sunday evening travel time.
2. Monday class or training time (excluding lunch).
3. Monday travel time to return.

Special circumstances are to be referred to the Human Resources Office for resolution.

2/00

### **5.2 ABSENTEEISM**

Employees are expected to attend work as scheduled. The College, however, recognizes justifiable cause for absence and follows a policy granting reasonable requests for time off. Employees must complete an "Employee Leave Request" for time off in accordance with section 6 of this manual.

Employees who are absent without justification will be subject to disciplinary action which may include salary deduction or dismissal for repeated offenses.

2/00

### **5.3 REST AND MEAL PERIODS**

Iowa Lakes Community College does not designate a formal rest period for its employees. Taking a break for coffee depends upon the work area involved and the nature of the work to be completed. When and where possible, the supervisor will designate and schedule two staggered 15-minute breaks per day, one in the morning and one in the afternoon. Each area must be certain that adequate staff is always on duty.

#### **Classified and Hourly Personnel**

Meal and lunch periods are not counted as paid hours. Employees are expected to check or sign out for lunch. Employees identified are allowed one meal period for each eight-hour day. Employees may not forego the lunch period in order to shorten the work day except at the request of the supervisor. A minimum of 30 minutes must be taken for lunch. No office or work area should be left without a responsible person in charge. Employees should be careful to observe this.

2/00

### **5.4 OVERTIME PROVISIONS**

Overtime work for hourly classified personnel or non-exempt contracted employees is avoided whenever possible. When overtime is necessary, employees will be paid one and a half (1 1/2) times their hourly rate for any time worked in excess of 40 hours in one work week, defined as the period from Sunday (12:00 a.m.) through Saturday (11:59 p.m.). Overtime must be approved in advance by the supervisor, who is responsible for maintaining a balanced budget.

When possible, the supervisor should schedule overtime in advance to give the employee an opportunity to make personal arrangements.

An employee may exceed eight hours in a work day, but may make up for the work by working a shorter day some other time within the same work week. This is simply a rescheduling of the 40 hour work week and no overtime is paid.

Overtime will be paid for "hours worked" in excess of 40 hours in the work week. Holidays, vacations, sick leave, etc. are not considered hours worked and are not used in calculating overtime. Normally, if an employee exceeds 40 hours in a work week and some of that time is a sick day, vacation day, etc. the excess hours over 40 will be paid at regular salary, not time and one half.

The College has no provisions for "compensation" time for employees.

2/00

### **5.5 IMMIGRATION ACT COMPLIANCE PROCEDURES**

All employees are required to personally present documents verifying identity and employment eligibility before any payment can be made to them. The employee must complete and sign an "Employment Eligibility Verification Form" (Form I-9) upon employment.

2/00

### **5.6 SALARY CALCULATION PROCEDURE**

Full-time employees will be hired according to the pay grades associated with the Employee Classification

System.  
2/18

## 5.7 SALARY ADJUSTMENTS

The Board of Trustees updates the salaries of employees within budget limits and the allocation of new monies by the legislature and other revenue sources. These adjustments are normally only allowed once a year with July 1 as a deadline. Employees who receive unfavorable evaluations may not receive a salary increase.

2/18

## 5.8 PAYROLL DEDUCTIONS

Deductions from each employee's gross pay period earnings are of two types: mandatory and voluntary. Mandatory deductions are those required to be made by the College by law, court order, or other legally compelling influence on payroll. Iowa Lakes is required by law to make the following deductions from an employee's check:

- Federal Income Tax
- Social Security Tax (FICA)
- State Tax
- Court-ordered Garnishments (when required by law)
- Iowa Public Employees Retirement System (I.P.E.R.S.) or Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF)

The amount of tax deductions depends on the employee's income level, marital status, and the number of allowances the employee claims on their W-4 form.

Voluntary deductions are those required by employees to be made on their behalf, and may include but are not limited:

- Insurance - life, health - applications made at time of employment
- Annuities - changes to election may be made monthly
- Cafeteria Plan - (125 - FLEX Plans)
- Donations to Scholarships funds
- Contributions to a Health Savings Account

Voluntary deductions will not be made without the employee's written request or authorization, and advance approval by the Human Resources Office and/or Business Office.

2/00

## 5.9 PAYROLL PERIOD AND PAY DATES

Paychecks are distributed to employees through the Campus Business Offices on the last working day of each month, or on the preceding Friday if those dates fall on a weekend. Paychecks for off-campus personnel may be sent by U.S. Mail. Special arrangements can be made for anyone who wishes to have their paycheck mailed, or deposited automatically, by contacting the Payroll Clerk in the Business Office, 19 South Seventh Street, Estherville, (712) 362-0423.

Hourly classified employees need to complete a time sheet/time card for each payroll period which must be approved and signed by the supervisor. Time sheets, payroll authorization sheets for part-time faculty (credit and non-credit), and payroll requisitions must be submitted to the Payroll Clerk prior to the 5-day payroll cutoff date.

Contracted - A pay period is one calendar month.

Hourly - A pay period will vary from four to five weeks. The supervisor will be notified of cut-off dates for pay periods of hourly employees by the central business office and must ensure that time cards or time sheets are submitted accordingly.

2/00

**5.10 PAYROLL CHANGES**

It is important that personnel records, especially those pertaining to payroll, be kept up-to-date. To facilitate this process, any change such as marital, residence, births, deductions, or employment status must be communicated through the supervisor to the administrative office. 1/06

**5.11 CELL PHONE ALLOWANCE**

Employees who are required to be available by cell phone for communication or safety purposes will be allowed a cell phone stipend. Employees must be approved by their supervisor and authorized by the Vice President of Administration to be eligible for compensation. The amount of the stipend will be determined by the College Finance office based on expected usage.

7/12

**6. EMPLOYEE BENEFITS**

**6.1 ELIGIBILITY**

Eligibility of benefits for employee categories as defined in Section 4.1 is as follows:

Full-Time Personnel

All full-time contracted personnel and all full-time classified personnel, will receive benefits (Board-approved group insurance and leave benefits) on a full accrual basis.

Regular Part-Time Personnel

No insurance benefits are available. Leave benefits are granted on a pro-rated basis compared to full-time. For example, a 30 hour/week employee would receive 3/4 of the leave allowance for a full-time employee.

Part-Time/Temporary Employees

There are no insurance or leave benefits for these employees other than work related injuries covered under Worker's Compensation.

2/00

**6.1A EMPLOYEE ASSISTANCE PROGRAM**

An Employee Assistance Program (EAP) is available to all full-time employees and members of their immediate families. The EAP provides individual interviews and/or counseling sessions; to assess personal problems (including, without limitation, alcohol or substance abuse, emotional, financial, marital and family problems); to refer to appropriate resources for treatment; to recommend a plan of action and to provide related services, such sessions to be in response to supervisor/ management referrals or self referrals. Counseling sessions are confidential, unless indicated otherwise by the employee. Initial costs, up to three assessment visits per problem incident, will be covered under the EAP. Any follow up services are not the responsibility of the EAP. Further costs for services may be covered under the College's group medical insurance.

The telephone number to gain assistance is 1-800-854-1446. Remember, your call is confidential.  
7/14

## 6.2 GROUP HEALTH AND DENTAL/VISION INSURANCE

Group health, dental, vision and life insurance is provided by the College for full-time employees. Coverage is as follows:

	<u>Start</u>	<u>End</u>
Health	1st day of work	last day of work
Dental/Vision	1st day of work	last day of work
Life	1st day of month following hiring	last day of month following termination

The College will pay the total premium costs for family coverage of the health, dental and vision plans for full time employees hired prior to 7/1/10. Full-time employees hired after 7/1/10 will pay \$200 if they wish to carry family coverage.

### Health and Major Medical - Hospitalizations

A High Deductible Health Plan (HDHP) including a Health Savings Account shall be available for full-time and regular part-time contracted employees and their families. The college will contribute \$1,000 for a single plan and \$2,000 for a family plan to a Health Savings Account (HSA) for each employee enrolled. One twelfth of the contribution will be distributed at the beginning of each month. The deductibles will be \$2,000 for single coverage and \$4,000 for family coverage. The current vendor for the Iowa Lakes Community College plan is Blue Cross/Blue Shield of Iowa. 7/15

### Dental Insurance

A dental program is available for the full-time employee and his/her family. The program will include benefits as stated in the policy with the vendor.

The current vendor for the Iowa Lakes Community College plan is Delta Dental of Iowa. The single and family premiums are fully paid by the College. 7/16

### Vision Insurance

A vision care plan is available for all full-time employees and his/her family. The program will include benefits as stated in the policy with the vendor.

The current vendor for the Iowa Lakes Community College plan is Vision Service Plan. The single and family premium is fully paid by the College.

### Termination of Coverage

Health/dental/vision insurance coverage will terminate on the last day of full-time employment unless the employee exercises their rights under COBRA or Early Retirement procedures.

Employees who become disabled while employed by Iowa Lakes Community College are eligible to remain on the plan at their own expense until the age of 65 provided they were covered by the plan immediately prior to their disability. Subject to any Medicare rule to the contrary, if a disabled employee receives a Social Security Disability Income reward and elects to obtain coverage through Medicare, coverage under the plan will terminate.

The College will continue to pay health/dental/vision and life insurance premiums (if the life insurance premium is not already waived) for an employee who goes from full-time to part-time employment due to partial disability providing:

1. At the time of their disability they have been employed full-time by the College for five or more years and are covered under the health/dental/vision insurance policy.
2. They are working at least half-time (1040 hours) or more per year.
3. They meet the criteria to qualify for disability benefits under our disability policy.
4. These insurance benefits continue to be offered to all full-time employees of the College.

### Health and Wellness Membership Reimbursement

To encourage good health and wellness and to reduce future insurance cost increases each full-time employee will be reimbursed up to \$175 annually for a single membership in a wellness facility that offers comprehensive cardiovascular and weight training equipment. Examples include the Smith Wellness Center, Estherville Regional Wellness Center, Curves and YMCA's.

1/06

## **6.3 PERSONAL LIABILITY**

The College provides all employees with personal liability insurance for activities related directly to the terms of their employment by the College with limits on risk and in such amounts as maintained in the Executive Director of Finance's office.

2/00

## **6.4 WORKER'S COMPENSATION**

Worker's Compensation provides benefits for employees who suffer personal injury from accidents arising out of, and in the course of their employment with the College. An employee who is injured on the job, or whose injuries are directly related to the performance of job duties, regardless of severity of the injury, must report the injury to their immediate supervisor and the Administration Business Office, Iowa Lakes Administration, 19 South Seventh Street, Estherville within 24 hours of the incident. Accident report forms are available in the Campus and Business Offices or the Human Resources Office.

Employees who have questions concerning the payment of worker's compensation benefits are encouraged to contact the Chief Financial Officer's Office, 19 South Seventh Street, Estherville.

7/15

## 6.5 UNEMPLOYMENT COMPENSATION

Iowa Lakes Community College is covered under the state unemployment compensation law. This program provides weekly benefits for persons who become unemployed through no fault of their own and are thereafter unable to secure work for which they are suited.

The amount of payment and number of weeks he/she will receive payment are determined by the amount of wages the employee has received from the College during the 52-week period preceding application for unemployment compensation.

2/00

## 6.6 LIFE INSURANCE AND LONG-TERM DISABILITY

### Long-term Disability Insurance

Full-time employees are covered by a long-term disability insurance program. The policy provides 66 2/3 percent of the employee's monthly income following the first 90 calendar days of total disability through age 65 or older. The Board of Trustees pays for this benefit in full.

### Term Life Insurance

Full time employees shall be provided a term life insurance program at one times the employee's annual salary rounded to the next higher thousand dollars. Administrators are provided life insurance twice the annual salary rounded to the next higher thousand dollars. For those 70 years of age and over, the amount decreases according to terms of the policy. The Board of Trustees pays for the benefits in full.

### Dependent Life Insurance

This is an optional benefit available to all full-time employees with dependents who meet the criteria of the insurance vendor. Coverage will be as specified by the insurance vendor. The employee will pay, if they elect, to have the benefit. The cost is a payroll deduction.

### Optional Term Life Insurance

Additional life insurance may be obtained by the employee and for his/her spouse at the option of the carrier. The employee will pay for the benefit at his/her option through payroll deductions.

Booklets describing the extent of the coverage are provided to all employees by the Human Resources Office, 19 South Seventh Street, Estherville.

2/00

## 6.7 HOLIDAYS

All full-time employees and regular part-time employees shall be eligible for paid holidays. They receive payment for the regular schedule of that day. Regular part-time employees of 20 hours per week or more who work irregular schedules will receive their holiday pay based on their annual daily average hours. If

an individual would normally work more than the average on a holiday, he/she will be paid the average hours, but allowed to make up additional hours that week. If an employee would not normally work on a holiday, he/she will be given the average time off another day in that week. Recognized holidays are as follows:

- |   |                                      |
|---|--------------------------------------|
| 1. Fourth of July                               | 7. Additional days during            |
| 2. Labor Day                                    | holiday break when college is closed |
| 3. Thanksgiving Day                             | 8. New Year's Day                    |
| 4. Friday after Thanksgiving Day                | 9. Memorial Day                      |
| 5. Christmas Day                                | 10. Good Friday                      |
| 6. Martin Luther King Jr.'s Birthday (Observed) |                                      |

If a holiday falls on a Saturday, Friday will be considered the paid holiday. If the holiday falls on a Sunday, Monday will be considered the paid holiday.

Staff who are contracted for a specified number of days (less than 260) are not entitled to paid holidays.  
1/06

## 6.8 VACATION

Contracted personnel receive vacation days as specified in their individual contract. Administrators receive four weeks of vacation annually. Professional support staff and full-time hourly employees receive vacation as follows:

- 1st year through 4th year - 2 weeks vacation
- 5th year through 10th year - 3 weeks vacation
- 11th year to the 15th year - one day per year added to a maximum of 4 weeks vacation

Staff who are contracted for a specified number of days (less than 260) are not entitled to vacation days.

Regular part-time hourly employees earn a pro-rated amount based on their average work week as follows:

- 1<sup>st</sup> year – 1 week vacation
- 2<sup>nd</sup> through 4<sup>th</sup> year – 2 weeks vacation
- 5<sup>th</sup> through 10<sup>th</sup> year – 3 weeks vacation
- 11th year to the 15th year - one day per year added to a maximum of 4 weeks vacation

For example, a 30 hour employee would earn 30 hours of vacation the first year of employment, 60 hours of vacation the second, third, and fourth years, etc.

**VACATION IS AWARDED AT THE BEGINNING OF THE CALENDAR YEAR. HOWEVER, EMPLOYEES HIRED OR TERMINATING MID-YEAR WILL RECEIVE A PRO-RATED AMOUNT OF VACATION FOR THAT YEAR. LEAVE THAT HAS BEEN USED IN EXCESS OF WHAT HAS BEEN EARNED AT THE TIME OF TERMINATION WILL BE DEDUCTED FROM THE EMPLOYEES FINAL PAYCHECK. EMPLOYEES ON EXTENDED LEAVES DO NOT ACCRUE VACATION DURING THEIR PERIOD OF ABSENCE.**

Vacation days are allocated on a calendar year (January 1 – December 31) basis. Vacation days not utilized by December 31 are lost.

Employee vacation requests should be submitted as far in advance as possible; however, for vacation

requests of one week or less, a one week notice is required. For extended vacations of longer than one week, a one month notice is required. "Employee Leave Requests" forms are available in the Campus Business Offices.

Supervisors must approve vacation requests in advance. Efforts will be made to accommodate requested times; however, business needs may require an employee to adjust his/her vacation time.

Employees terminating their employment with the College will be granted pay in lieu of accrued vacation for that year. Non-contracted employees must give at least two weeks notice of termination and contracted employees must give 30 days notice as stated in the Professional/Administrative Employment Agreement or they forfeit accrued vacation pay.

The previous amounts shall apply only to consecutive years of employment at Iowa Lakes Community.  
7/19

### **6.9 LEAVE OF ABSENCE - MILITARY**

A regular employee who is a member of the National Guard or organized Reserves of the Armed Forces of the United States ordered to temporary active duty for the purpose of military training or ordered on active state service is entitled to a leave of absence during the period of the duty or service from Iowa Lakes Community College. Upon completion of the duty or service, Iowa Lakes will restore the person to the position held prior to the leave of absence, or employ the person in a similar position.

Employees requesting military leave shall present a valid military leave order, if requested. The employee must also give evidence of satisfactory completion of military training, if requested.

Iowa Lakes Community College may not arbitrarily reduce the vacation of an employee who fulfills a military obligation. Iowa Lakes Community College, however, is not required to pay for such a leave of absence.

Requests for military leave should be submitted as far in advance as possible.  
2/00

### **6.11 LEAVE OF ABSENCE – MATERNITY**

Female employees requesting maternity leave are expected to keep their supervisor informed of the progress of the pregnancy and needed absence from work. Total absence for maternity leave may not exceed the maximum of 12 weeks allowed under the Family and Medical Leave section (6.21). Employees wishing to utilize Family and Medical Leave for maternity must notify the Human Resources Office prior to leaving for maternity.

Female employees may use paid sick leave for the first six weeks of FMLA if the employee has enough accumulated sick leave. To utilize paid sick leave beyond 6 weeks, a detailed doctor's excuse which specifically states a serious health condition or complication that would qualify as bona fide sickness rather than a bonding period is required.

12/17

### **6.12 LEAVE OF ABSENCE - JURY DUTY**

Employees may be excused for jury duty with the stipulation that the difference between their regular pay and the remuneration for such duty will be paid to them by the College for the period of time served.

If the absence of the employee would create a real hardship; for example, if a satisfactory replacement could not be obtained, the employee and/or the President should request the employee be excused from service. This request must be submitted by the employee on the Employee Leave Request form at least one week before the event or sooner if possible.

2/00

### 6.13 LEAVE OF ABSENCE - SICKNESS

Sick leave for the personal illness or injury of a full-time or regular part-time employee shall be credited annually on the following basis:

	<u>Full-time classified</u>	<u>170 Day Contract</u>	<u>Extended Contract</u>	<u>Regular Part-Time</u>
1st year	14 days	12 days	14 days	10 x avg daily hrs
2nd year	15 days	13 days	15 days	11 x avg daily hrs
3rd year	16 days	14 days	16 days	12 x avg daily hrs
4th year	17 days	15 days	17 days	13 x avg daily hrs
5th year	18 days	16 days	18 days	14 x avg daily hrs
6th year & subsequent years	19 days	17 days	19 days	15 x avg daily hrs

The previous amounts shall apply only to consecutive years of employment at Iowa Lakes Community College and unused portions shall be cumulative to a total of one hundred five (105) days. An employee who is terminating employment shall not be reimbursed for unused sick leave. If the President requests, the employee will submit evidence confirming the reason for absence. When such request is made, the employee will be reimbursed up to, but not exceeding seventy-five dollars (\$75). Employees not completing the Request for Leave form before going on sick leave must complete the form immediately upon returning to work.

Employees returning to duty after an absence of more than five (5) days due to illness or injury will present a signed physician's statement for return to work. The statement must indicate a return to work without limitations on the work assignment of the employee, with the following exception: In situation beneficial to both the employee and the College and with approval of the Vice President of Administration, an employee may return to work less than full-time and/or with other limitations provided that there is a reasonable timeline established for return to work without limitations. It should be noted that Long-Term Disability eligibility is affected any time an employee returns to work from sick leave.

College Administration may grant up to an additional 15 sick leave days to employees who: (1) have accumulated less than sixty days of sick leave, (2) have used all of their paid leave days, (3) have not yet met the elimination period for long term disability insurance, and (4) suffer from a serious health condition as defined in the Family and Medical Leave Act, 29 Code of Federal Regulations §825.114. This leave shall not be available to an employee on a day-to-day basis and is not intended as aid for brief absences (less than 5 days). Additional leave days shall not be available for maternity leave that does not involve a serious health condition that incapacitates the employee.

7/17

#### **6.14 FAMILY SICK LEAVE**

Staff will be allowed to utilize up to seven (7) days of personal sick leave to care for their dependent sick children living in the home, or a spouse. They may also utilize Family Sick Leave to attend to a serious illness or incapacitating injury of a parent, child not living in the home, mother-in-law or father-in-law. Circumstances surrounding the necessity for family sick leave will be clearly stated on the Request for Leave Form. Family sick leave does not carry over year to year. 7/14

#### **6.15 LEAVE OF ABSENCE - BEREAVEMENT**

In the case of death in the immediate family, an employee will be granted up to five (5) days of absence annually with full pay. Such leave will not be charged against sick leave nor shall it be cumulative. Immediate family shall be interpreted as spouse, child, parent, brother, sister, parents-in-law, grandparents, grandchild, brother-in-law, sister-in-law, and any other members of the immediate household. One day of the five (5) days specified above may be granted to attend the funeral of any individual. This request for leave must be made on a timely basis on the Employee Leave Request form either before leaving or immediately upon return.

2/00

#### **6.16 LEAVE OF ABSENCE - PROFESSIONAL (SHORT TERM)**

Attendance at educational meetings, seminars, or other professional growth activities is permitted with full salary if such activity is approved by the President or his designees prior to attending or participating in the activity. Requests for such leave shall be filled out in a timely manner.

Expenses incurred for such professional leave will be reimbursed by the College if the employee completes the necessary travel expense forms and supplies required back-up data such as receipts, bills, etc.

2/00

#### **6.17 LEAVE OF ABSENCE - PROFESSIONAL (LONG TERM)**

An employee with seven (7) or more years of continuous service at the College may apply for a leave of absence without pay for a period of not less than one year to attend an accredited college or to attain job related work experience. Approval for such leave is at the discretion of the President and the Board of Trustees.

To be considered for extended professional leave, an employee of the institution must make a written application to the President by December 1. An employee on leave must notify the President in writing of his/her plan to return to the institution the following year by the first day of February or the position will be declared vacant.

2/00

#### **6.18 OTHER LEAVES OF ABSENCE**

Employees may be granted other leaves of absence, with or without pay, upon approval of the President.

Decisions rendered by the President and concerning such leaves shall not be grievable by the unit or any employee of the College.

2/00

### **6.19 LEAVE INVOLVING AIR TRAVEL**

All airline travel must be approved by the President and the tickets must be ordered through his/her office. To ensure that leave involving airplane travel is properly requisitioned, these steps shall be followed:

1. Submit the Request for Leave form to the supervisor
2. At this time, also submit with the Request for Leave a requisition for the plane ticket with:
  - a. Proper coding
  - b. Back-up for purpose of leave; i.e., meeting agenda, program brochure
3. The Request for Leave form and requisition approved by the supervisor will be forwarded to the President's office
4. After approval by the President, the travel bureau will be contacted by the President's office to obtain the trip schedule and price of the ticket and to okay the issuance of the ticket.
5. Upon completion of the trip, the employee must submit the plane ticket stub to the Business Office along with the Employee Expense Form to verify completion of travel.
6. The President's office will forward the requisition to the Business Office for payment after the bill is received.

2/00

### **6.20 OUT-OF-STATE TRAVEL**

All out-of-state travel must be approved in advance by the President. However, Travel to Minneapolis, MN, Sioux Falls, SD and locations between those two cities do not require prior approval by the President.

2/00

### **6.21 FAMILY & MEDICAL LEAVE**

Notwithstanding any other provisions under Paid or Unpaid Leaves within Board Policy 430-438, an employee who is employed at the College and scheduled to work at least 1,250 hours per year, may be granted unpaid leave for one or more of the following reasons:

1. As a result of the Family and Medical Leave Act of 1993, employees of Iowa Lakes Community College are entitled to unpaid leaves of absence for up to 12 work weeks during any 12 month period for:
  - a. birth of son or daughter and in order to care for such son or daughter
  - b. placement of son or daughter with the employee for adoption or foster care
  - c. to care for the spouse, son or daughter, or parent of the employee if such spouse, son, daughter, or parent has a serious health condition

d. because of a serious health condition, the result of which the employee is unable to perform the functions of the position of such employee

2. In order to qualify, an employee must be scheduled to work for the College at least 1,250 hours per year.
3. The College may request certification by a health care provider that a serious health care condition exists and the employee must bear the entire cost.
4. The leave cannot be on an intermittent basis or a reduced schedule for birth, adoption or placement in foster care. Leave on an intermittent basis or reduced schedule may be allowed for serious health care conditions of the employee, children, spouse or parent subject to certain conditions.
5. The College requires employees to utilize authorized paid time off before using unpaid leave. The total period of absence whether paid or unpaid is included in the 12 weeks of leave authorized under the FMLA. This includes vacation time, personal days, sick leave (if appropriate for personal serious health conditions), time off for injuries on the job covered by workers compensation or disability leave. Paid sick leave will not be allowed for adoptions or foster care.  
**Therefore FMLA authorized leave will run concurrently with vacation, personal days.**
6. The College will maintain the employee's health coverage during the leave of absence. However, if the employee fails to return to work, the College will recover the premium costs unless the serious health condition does not allow the employee to return to work. The College may require the employee to periodically report on his/her status and intention to return to work.
7. Requests for leave should be made as soon as possible to facilitate arrangements for replacement. However, in the case of births, adoption, or foster care arrangements, the employee shall provide Iowa Lakes with not less than 30 days notice. (If the date of birth, adoption or medical treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.)
8. Employees are entitled to an equivalent position of employment upon return to work. (This may not apply to salaried employees in the highest paid 10 percent of employees of the College.)
9. Each request for leave will be treated individually as conditions will vary from situation to situation. Therefore, the sooner the request is submitted, the sooner a decision will be made. Requests for leave will be made on the current Employee Leave Request under "Other" category. A complete and detailed written explanation must be attached with at least the following items included: dates of leave, explanation of reason for leave, supporting documents and other items requested by the supervisor or Executive Vice President.

10/01

## **6.22 CONTINUATION OF INSURANCE (COBRA)**

Federal law gives certain persons the right to continue their health care benefits beyond the date that they might otherwise terminate. The entire cost (plus a reasonable administration fee) must be paid by the continuing person. Coverage will end if the covered individual fails to make timely payment of premiums (within a minimum of 30 days). This law is referred to as "COBRA," which stands for the Consolidated

Omnibus Budget Reconciliation Act of 1985.

### Benefits Affected by COBRA

There are 2 categories of benefits that may be continued under COBRA.

1. "Core benefits" are Medical Benefits. Any COBRA continuance option must include core benefits for which the person was covered just prior to the COBRA "qualifying event" (an event which qualifies a person for continued coverage under COBRA).
2. "Non-core benefits" include Dental Benefits, Vision Care Benefits and Flexible Spending Accounts under Section 125 (Cafeteria-type) plans.

If the "qualified beneficiary" (a person eligible for COBRA continuance) was covered by these non-core benefits prior to termination, the individual may, but is not required to, continue them under COBRA. If any non-core benefits are to be continued, these will be indicated by the qualified beneficiary at the time of COBRA enrollment.

Life insurance, accidental death and dismemberment benefits and weekly income or long term disability benefits (if a part of the Employer's plan) are not considered for continuance under COBRA.

### Eligibility for Continuation

A person who is eligible for continuation is called a "qualified beneficiary." The events making a person eligible for continuation are called "qualifying event."

For a covered employee to become a qualified beneficiary, the employee must become ineligible for group coverage because of a qualified event consisting of termination of the employee's employment (other than because of gross misconduct) or because of one of the following qualifying events:

- |  |           |
|--|-----------|
| 1. Widowed spouse and dependent children   | 36 months |
| 2. Divorced or legally separated spouse & dependent children   | 36 months |
| 3. Spouse and dependent children of Medicare eligible employee (i.e., employee retires at age 65 under Medicare, younger spouse may continue coverage) | 36 months |
| 4. Dependent children reached limiting age   | 36 months |
| 5. Terminated employee (other than because of gross misconduct) and any employee who suffers a reduction in work hours                                 | 18 months |
| 6. Terminated employee who was disabled at time of termination (See "Continuation Coverage for disabled employees")                                    | 29 months |

### Maximum Time Periods

Continuation will be available for a qualified beneficiary up to the maximum time period shown in item (1), (2) or (3) below. Combined qualifying events will not continue a beneficiary's coverage for more than 36 months beyond the date of the original qualifying event, or when the qualifying event is "entitlement to Medicare," the 36-month continuation period is measured from the date of Medicare entitlement.

1. Up to 18 months for an employee and his covered dependent(s) when coverage terminates due to reduction of hours worked, or termination of employment for reasons other than gross misconduct.

Note: An individual who is disabled at the time of termination may have COBRA coverage extended from 18 months to 29 months provided that:

- a. The individual is qualified as being disabled for Social Security purposes.
- b. The individual notifies the Plan Sponsor within 60 days of the Social Security Administration's determination of eligibility.

2. Up to 36 months for:

- a. a covered child who ceases to be an eligible dependent;
- b. a covered dependent of a deceased employee;
- c. a former covered spouse whose coverage ceases due to divorce or legal separation; or
- d. a covered dependent when the employee's coverage ceases due to eligibility for Medicare.

3. There is a special continuation period for retired employees and their dependents when the covered employer declares bankruptcy under Title II of the United States Code and the retired employees and their dependents lose substantial coverage within one year before or after the date that the bankruptcy proceedings commenced. Coverage will be continued for each person until the date of that person's death. However, the surviving spouse or children of a deceased retired employee may continue coverage for up to a maximum of 36 months following the retired employee's death. For this item 3, coverage does not terminate when the person becomes eligible for Medicare.

Continued coverage may also cease before the end of the maximum period on the earliest of:

1. The date that the covered employee ceases to provide a group health plan to any employee; or
2. The date that the qualified beneficiary first becomes, after the date of election, (a) covered under any other group health plan (as an employee or otherwise), or (b) entitled to benefits under Medicare (except as stated in item 3 above). However, a qualified beneficiary who becomes covered under a group health plan which as a pre-existing conditions limitation must be allowed to continue COBRA coverage for the length of a pre-existing condition or to the COBRA maximum time period, if less.

#### Notice Requirements

When coverage terminates due to an employee's death, termination or eligibility for Medicare, the employer has 30 days in which to notify the plan administrator of the qualifying event.

When coverage terminates due to divorce or change of dependent status, the qualified beneficiary has 60 days from the qualifying event in which to notify the plan sponsor that the qualifying event has occurred.

Complete instructions on how to elect continuation will be provided by the Plan Sponsor within 15 days of receiving notice of the qualifying event. Covered persons then have 60 days in which to elect continuation. The 60 day period is measured from the later of the date coverage terminates or the date the person is notified of their right to continue. If continuation is not elected in that 60 day period, then the right to elect continuation ceases.

2/00

### **6.23 FLEXIBLE PRE-TAX BENEFIT PLAN (IRS SECTION 125)**

The College offers its eligible employees the opportunity to reduce their income taxes and increase their spendable income through enrollment in the Flexible Pre-Tax Benefit Plan under Section 125 of the Internal Revenue Code. This plan gives employees the opportunity to pay for child/dependent care expenses with pre-tax earnings.

Employees who participate in this plan estimate their expenses for uninsured health and child/dependent care for the year, then designate the pre-tax earning dollars to be deducted from each pay check for deposit into the Flexible Pre-Tax Benefit Plan account. As qualified expenses are incurred, employees provide evidence of those expenses to receive reimbursement from their benefit account.

Any amount left in the employee's account after reimbursement of benefit expenses incurred during the plan year will be forfeited.

New employees are eligible to participate after six months. Only full-time and regular part-time employees are eligible to participate.

2/00

### **6.23A TAX SHELTERED ANNUITIES (403B)**

All regular part-time and full-time employees of the College may participate in a tax sheltered annuity through the State's Retirement Investment Club (RIC). The employee is responsible for making their own arrangements with the agent or company to complete any particular details of the annuity arrangements. However, before the College will authorize any reductions in salary for annuities, the employee must complete the RIC Salary Reduction Form available from the Human Resources Office.

The employee is responsible for complying with all provisions of Section 403(b) of the Internal Revenue Code of 1954 as amended, and Section 294.16, Code of Iowa, or Chapter 185, Section 1, 1st 63rd GSA with respect to purchase of an annuity contract. Employees are also responsible to ensure that any reduction for said annuity or annuities does not exceed legal limits. Iowa Lakes assumes no responsibility for over contributions to an employee's tax sheltered annuity.

Presently, the College will allow an employee to add an annuity or change an annuity any month of the year. The changes or additions must be completed by the 15th of the month through the Human Resources Office.

7/11

### **6.24 RETIREMENT PROGRAMS**

Employees for whom it is required to belong to a retirement system have the option of belonging to the Iowa Public Employees Retirement System (IPERS) or the Teacher's Insurance Annuity Association/

College Retirement Equities Fund (TIAA/CREF). Employees must elect which plan they wish to participate in at initial employment. Their election is irrevocable.

The employee and employer contributions will be maintained at the same level of benefits in both programs. The employee pays 6.29% of gross salary and the employer pays 9.344% of gross salary into the retirement system.

Further information is available in publications from TIAA/CREF and IPERS available in the Human Resources Office.

7/17

## **6.25 PAYCHECK DIRECT DEPOSIT**

The College will deposit your monthly paycheck directly to the bank/ institution of your choice. Contact the Human Resources Office to initiate the process.

1/06

## **6.26 RECOGNITION OF ILLNESS/DEATH**

When an employee of the College or their immediate family have an extensive hospitalization or a death is experienced within the family, the following procedure shall be followed in demonstrating the institution's concern to that employee and his/her family.

1. The immediate supervisor of the employee shall immediately notify the central administration office of the employee/family situation.
2. If the employee or member of the immediate family will experience an extensive stay in the hospital, the central administrative office shall communicate the concern of the institution with an appropriate card. The employee work group is also encouraged to express their concern appropriately.
3. When an employee or a member of his/her family experiences death, the central administrative office shall demonstrate the institution's concern by forwarding an appropriate card to the family. The employee work group is also encouraged to express their concern appropriately.
4. If other members of an employee's family or friends of the College become ill or deceased, an appropriate card from the central administration will be sent to communicate the concern of the College.

2/00

# **7. DISCIPLINE AND COLLEGE RULES**

## **7.1 DISCIPLINARY ACTION**

At all times Iowa Lakes Community College strives to be fair in the handling of all employees. However, policies and procedures are the cornerstone of any successful operation; and this is essential for the efficient operation of the institution.

Whenever an employee commits an offense warranting disciplinary action, his/her supervisor may begin

disciplinary action in any of the steps below, depending on the seriousness of the offense committed:

1. Verbal warning for minor offenses. If this does not correct the situation within a reasonable time, the supervisor will then use step two.
2. Written warning may be given by the supervisor and placed in that employee's file describing the activity. A copy of the warning will be given to the employee.
3. If a second offense occurs, the employee may be suspended from employment pending investigation of the offense.
4. If a third similar offense occurs, the employee may be discharged.

It should be emphasized that supervisors are not required to go through the entire four steps involved in this disciplinary procedure. Disciplinary action may begin at any step in the procedure depending on the seriousness of the offense committed.

Employees subjected to this disciplinary action may follow the "Grievance Procedure" in section 1.8.  
2/18

## **7.2 EMPLOYEE DISMISSAL**

### Non-continuing Contract, Hourly/Classified Personnel

Employment for these personnel is on an "at-will" basis. This means that either the employee or the College may terminate the employment relationship at any time, and for any reason which is not contrary to law, or for no reason at all. The College may define the amount of notice required to be given in these instances.

Employees may be disciplined, up to and including immediate dismissal, for violating work rules, performance standards, and other terms and conditions of employment, including those requirements set forth in the law, Board policies and this handbook, as revised from time to time. The following procedure shall be applied to these personnel in the event dismissal is necessary:

Certain offenses against the college, administration, supervisor, or fellow employees are reasonable grounds for discharge. The services of an employee whose work or conduct is unsatisfactory will be terminated. Progressive discipline procedures will be followed when possible.

An employee may be dismissed for, but not limited to, the following causes:

- Refusal to follow proper instruction
- Repeated violations of regulations
- Flagrantly improper personal conduct
- Proven dishonesty or theft
- Habitual unexcused absence or tardiness
- Inability to function with supervisor or fellow employees
- Poor personal hygiene
- Failure to adhere to procedures

- Reduction in force and/or organizational changes
- Insubordination

In case of dismissal the supervisor is responsible for informing the employee of his/her dismissal. It is recommended that termination be done orally explaining the reason for the action followed by a written explanation, if appropriate.

7/15

### **7.3 RESIGNATION**

A member of the certified faculty (those subject to the contract provisions of Section 279.13 of the Iowa Code) who has not accepted a contract for the ensuing school year tendered by the College Board may resign effective at the end of the current school year by filing a written resignation with the Board Secretary. Such resignation, to avoid the liquidated damages described below, must be filed not later than the last day of the then current school year or the date specified by the College Board for the return of the contract, whichever date occurs first.

A member of the administration (those subject to Section 279.24 of the Iowa Code) may file his/her resignation with the Board Secretary on or before May 1 of the applicable year or the date specified by the Board for the return of the contract, whichever date occurs first.

If a resignation is filed for action by the Board after the applicable date described in the paragraphs above, and such resignation is granted by the Board, the College will deduct \$500 from the final wage payment due the resigning employee. If the final wage payment has already been made, or the final wage payment will be less than \$500, the employee shall deposit \$500 with the Board Secretary at the time the resignation is filed. If the Board accepts the resignation, the deposit will be retained by the College as liquidated damages. If the Board does not accept the resignation, the deposit will be returned to the employee. The Board determines that \$500 is a reasonable amount to be assessed a late resigning employee as liquidated damages to compensate the College for the cost of finding a replacement employee.

An employee without continuing contract provisions who intends to resign from the College must give at least two weeks written notice. This act of courtesy will be entered in the employment record and will be reflected in future references.

Resignations must be in writing from all personnel who resign, signed by the resigning party, and directed to the Secretary of the Board of Trustees.

2/00

### **7.4 TERMINATION PROCEDURES**

Employees terminating employment with the College have certain rights and responsibilities to exercise as they leave the institution.

1. A letter of resignation is requested. The letter should be addressed to the Board of Trustees stating the intent to resign and the effective date.
2. A forwarding address needs to be given to the Human Resources Office to send future correspondence, paychecks, etc.

3. Turn in all keys, credit cards, I.D. cards, Employee Handbook, or other College property to the Human Resources Office. Any final paycheck will be withheld until this is completed.
  4. Any bills owed to the College must be settled before leaving. Final paychecks will be withheld until this is completed.
  5. Schedule an "Exit Interview" with the Human Resources Office.
  6. You have certain rights to continue your Health/Dental/Vision Insurance after you terminate your employment. Contact the Human Resources Office for your options and costs.
- 2/00

## **8. GENERAL INFORMATION**

### **8.1 EMPLOYEES INFECTED WITH DANGEROUS AND LIFE THREATENING DISEASES**

#### Policy Statement

Most persons infected with dangerous and life threatening diseases including HIV (Human Immunodeficiency Virus), AIDS (Acquired Immune Deficiency Syndrome), and AIDS related illnesses should be allowed to continue their employment at Iowa Lakes Community College in an unrestricted manner with approval of their personal physician. Some employees, however, infected with dangerous and life threatening diseases pose a greater risk than others. In these cases, Iowa Lakes Community College will designate a physician to evaluate the employee on an ongoing basis to determine suitability of continued employment at the College.

Employees may contact the following support groups or organizations for information:

National AIDS Hotline  
1-800-342-AIDS  
1-800-243-7889 (TTY/TDD for  
hearing impaired)

Clay County Public Health Nurse \*  
1200 First Avenue East  
Spencer, IA 51301  
(712) 262-6380

Iowa Public Health Department  
1-515-281-4938

Center for Disease Control  
1-800-485-5231

Dickinson Public Health Nurse \*  
P.O. Box A B  
Spirit Lake, IA 51360  
(712) 336-2682 if no answer  
(712) 336-1230

Emmet County Public Health Nurse \*  
600 First Avenue North  
Estherville, IA 51334  
(712) 362-2490

Kossuth County Public Health Nurse \*  
109 West State Street  
Algona, IA 50511  
(712) 295-5602

\* Free anonymous HIV/AIDS testing and counseling. *Strict* confidentiality to any person who desires to be tested.

Employees with questions about this policy, its interpretation, or the information upon which it is based, should be instructed to contact the Human Resources Office, 19 South Seventh Street, Estherville.

2/00

## **8.2 BLOODBORNE PATHOGENS STANDARD**

In March 1992, the Occupational Health and Safety Administration (OSHA) passed the Bloodborne Pathogens Training and Hepatitis B Standard which requires information and training regarding the potential exposure to blood or body fluids in the workplace. All employees who have a potential exposure risk to blood or body fluids must satisfactorily complete Iowa Lake's Bloodborne Pathogens training when hired and an annual training session for each subsequent year of employment. They will be trained how to protect themselves from bloodborne viruses and given copies of Iowa Lake's Exposure Control Plan. In addition, all employees who have the potential exposure risk to blood and body fluids will be offered the Hepatitis B immunization, at no cost. Employees who choose not to receive the immunization must sign a waiver.

### Clean-Up of Bio-Hazardous Materials

In the event of a spill of bio-hazardous material contact the Head Custodian of the building or the Building and Grounds Manager.

Proper cleaning and disinfection procedures are required when removing and handling blood and other body fluids. All spilled blood and body fluids are to be treated as contaminated and potentially harmful to health. Employees from these areas have been trained to respond and ensure that proper clean-up procedures are taken.

Other details necessary to comply with OSHA standards and ensure the safety of College employees is available in the Human Resources Office.

2/00

## **8.3 "RIGHT-TO-KNOW" HAZARD COMMUNICATION PROGRAM**

On November 25, 1983, the Occupational Safety and Health Administration (OSHA) of the United States Department of Labor published the Hazard Communication Standard (HCS). The purpose of the Hazard Communication Standard is to ensure that hazards of chemicals produced or imported by chemical manufacturers/importers are evaluated and that this hazard information is transmitted to employers and employees.

Employees have an inherent "right-to-know" about the characteristics and risks associated with chemicals in the workplace. All employees who have a potential exposure to hazardous chemicals must satisfactorily complete Iowa Lake's "Right-to-Know" Hazard Communication Program training when hired and annual training session for each subsequent year of employment. This information provides employees with data to make better decisions when working with these substances.

### Chemical Spill Response

In the event of a spill of a hazardous material on campus, contact the Executive Director of Physical Plant in Central Administration, who will be responsible for the notification of authorities and clean-up.

The staff member discovering the spill should clear the area of students and visitors. First-aid should be given to anyone injured or call for emergency assistance (911).

Staff making the call for assistance should make every effort to inform the person they contact as to the degree of hazard associated with the spill. If there is any potential danger to personnel entering the spill area, make sure this is communicated. When applicable, instruction will be given to staff responsible for the spill area on proper clean-up and disposal procedures.

2/00

## **8.4 PARKING**

Operating and parking of vehicles used by employees, students, and visitors are subject to regulations imposed by the College. It is the responsibility of all those that use motor vehicles to acquaint themselves with those regulations and to abide by signage.

Handicapped spaces are reserved for handicapped employees, students, and visitors displaying valid handicap stickers. A full parking lot does not justify illegal or improper parking.

The College suggests that employees lock their vehicle at all times. Iowa Lakes Community College assumes no responsibility or liability for loss or damage to any vehicle or its contents while the vehicle is operated or parked on campus.

2/00

## **8.5 TELEPHONES**

The telephones at the College are for business. Personal calls should be kept at a minimum. No personal long distance calls may be charged to the College.

Employees are responsible to ensure that their telephones are programmed appropriately to facilitate customer needs and to provide needed services.

2/00

## **8.6 KEYS**

No College employee may loan his/her key to any non-employee at any time. Keys will be provided as requested and recommended by supervisors on the basis of a defined need. Requests must be made to the office of the Executive Director of Physical Plant. Keys should be picked up by the individual to whom the keys are assigned. An "Assignment Card" will be signed by the employee and kept on file.

These keys are the property of the College and are not to be transferred to another staff member. At the termination of employment, all keys shall be returned to the Human Resources Office prior to receiving final paychecks.

Students are not authorized access to keys. Any exceptions to this procedure must have approval in writing from the Executive Director of Physical Plant.

If any keys are lost or stolen, the supervisor and Executive Director of Physical Plant shall be notified immediately. If any neglect is found on the part of the employee, a fee of \$50 will be assessed for a "single key lock." For sub-masters/grand-masters, a fee will be assessed which is proportionate to the total cost of replacing all keys/locks affected by that particular "master" lock.

1/06

## **8.7 COLLEGE STORES**

Book orders and other materials must be ordered in accordance with the procedures established by the College stores.

2/00

## **8.8 IOWA LAKES FOUNDATIONS**

Iowa Lakes Community College has established these foundations: Scholarship Foundation, Housing Foundation, and the Iowa Lakes Community College Foundation. Further information may be obtained from the Director of Institutional Advancement.

2/00

## **8.9 ECONOMIC DEVELOPMENT SERVICES**

Iowa Lakes Community College provides customized training for area business and industries through Economic Development Services. The staff works with local agencies to enhance the economic development of the region by identifying training monies and providing training services that will attract business and industry to the area and encourage expansion of existing business. Through these services, business, government and education are brought together in a commitment to productivity, profitability, and quality through a strong work force.

2/00

## **8.10 NOTARY PUBLIC**

On occasion, employees may require the services of a notary public. We are fortunate to have several staff members who provide that service. A quick check with the Human Resources Office, 19 South Seventh Street, Estherville, will give you the name and office location of a notary public on campus.

2/00

## **8.11 PERSONAL PROPERTY**

Employees are encouraged not to keep their personal property on the premises of the institution. The College is not liable for loss or damage to personal property of staff nor does it carry insurance on the same. The immediate supervisor should be notified in writing whenever and as soon as any faculty or staff member believes anything has been taken from offices or classrooms.

2/00

## **8.12 GIFTS OR GRATUITIES**

Employees shall not, either directly or indirectly solicit, accept or receive any gift, series of gifts, or honorarium unless the donor does not meet the definition of "gift" or an "honorarium" stated in the Iowa Code. However, employees may receive non-monetary gifts of negligible value if the donor does not

intend to influence the employee's professional judgment. Employees may receive a gift on behalf of the College. Refer to Code of Iowa, Section 722.1 and 722.2 for further clarification.

2/00

### **8.13 PURCHASING PROCEDURE**

The requisitioning of supplies, equipment, and services are to be made using the following procedure:

1. The employee who needs the material or supplies prepares a requisition which lists:
  - a. Vendor name and address
  - b. Quantity, stock or catalog number, description, unit price, and the total cost of the items to be ordered
  - c. Account number to be charged
2. The requisition is presented to the employee's supervisor through Datatel.
  - a. The supervisor will review the requisition and examine the budget to determine the feasibility of the purchase.
3. If approved, the supervisor will submit the purchase order to the business office for approval and ordering.
4. When the product is received, the receiving person should enter that it is received in Datatel and send the invoice to the Accounts Payable Clerk.
5. The business office, upon receipt of the invoice, will process the invoice for payment.

No purchase shall be made without approval in advance of the purchase. Any purchase made without following the procedure as described above shall become the property of the purchaser and be paid by him/her without reimbursement by Iowa Lakes Community College.

1/06

### **8.14 PROPERTY ACCOUNTING**

A perpetual inventory of furniture and other equipment shall be maintained under the supervision of the Chief Financial Officer. All items that exceed \$500 in value shall be included in the inventory.

Equipment Transfer Forms are only required for equipment that is being considered obsolete, not usable in your respective program or stolen/ missing in your area. All such equipment that is rendered obsolete or not usable shall be returned to storage at the downtown administrative building in Estherville for disposal.

Equipment valued less than \$500 will not be kept on our computer inventory. However, it is still very important to report any equipment missing or stolen by utilizing the Equipment Transfer Form as soon as possible. This form should be sent to the Executive Director of Physical Plant.

Equipment Transfer Forms are available at each of the campus offices as well as at the administrative center.

No staff member has the authority to sell or trade college property. The College has procedures and guidelines in place for selling obsolete equipment which will be strictly enforced.

1/06

### **8.15 GENERAL SUPPLIES**

Personnel can generally receive necessary supplies by contacting the business office at each campus. If the supplies requested are not available, they will be ordered. When the supplies arrive, the employee needing the supplies will be notified.

2/00

### **8.16 USE OF SUPPLIES**

Supplies and equipment purchased by Iowa Lakes Community College are for the use of employees while conducting the responsibilities assigned at the College and are not provided for personal use.

2/00

### **8.17 BUDGET REVISION**

A supervisor who anticipates making a budget revision must complete the Request for Budget Revision. This sheet is used to gather the necessary information for the business office to do the adjustment. This request must be approved by the Supervisor, the President and Executive Director of Finance.

2/00

### **8.18 BUDGET TRANSFER**

A supervisor who needs to make a budget transfer must complete the Request for Budget Transfer. This sheet will demonstrate the budget and line numbers affected by the budget transfer. This request must be approved by the Supervisor and the Executive Director of Finance.

2/00

### **8.19 MAIL**

A mailbox is provided for most regular employee at each campus. Mail shall be delivered to each box at least once daily. Outgoing mail is collected centrally at each campus and sorted for delivery to the post office. Iowa Lakes Community College will not furnish postage for personal mail.

2/00

### **8.20 REIMBURSEMENT FOR TRAVEL EXPENSE**

Employees shall be reimbursed for approved travel expenses upon presentation of an itemized billing on forms provided. These forms shall be presented to the supervisor who will review, approve, and forward to the Business Office. It shall be a procedure of the College to make said reimbursement after the approved travel and/or other approved expenditures have taken place rather than in advance. Mileage will be reimbursed at the rate of \$.46 cents per mile for use of personal vehicle.

An employee away from home on assigned duties who has traveled to a point of 100 miles or more in distance from the institution where he/she performs his principal duties and returns home at 10:00 p.m. or thereafter in the normal course of his/her trip, shall be reimbursed at a reasonable cost of an evening meal.

Such requests shall be accompanied by receipts for such meals. (The 100 mile rule is generally interpreted to include the five counties in Area III.)

7/07

### **8.20A RULES FOR TRAVEL REIMBURSEMENT**

1. An employee is responsible for their own expense from home to their primary work location(s).
2. All Iowa Lakes Community College employees will be assigned primary work location(s)
3. Requests for travel reimbursement between campuses will be calculated from the employee's assigned primary work location, unless the employee drives directly from home and the distance from their home to other point of travel is less.

**Example:**

Employee lives in Armstrong and is assigned a primary work location in Estherville and attends a meeting in Algona, without going to Estherville, reimbursement will be from Armstrong to Algona to Estherville.

4. Request for travel reimbursement for out-of-district travel will be the same as #2.

**Example:**

A. Employee lives in Spencer, has the assigned primary work location of Emmetsburg and travels to Des Moines and back, reimbursement will be for mileage between Emmetsburg and Des Moines and back to Emmetsburg.

B. Employee lives in Algona, has the assigned primary work location of Emmetsburg and travels to Des Moines and back, reimbursement will be for mileage between Algona and Des Moines and back to Algona.

5. All request for reimbursement of expenses must be submitted within 90 days of the event. Requests submitted after 90 days negate the College's obligation to pay.

2/00

### **8.21 HANDLING OF CONFIDENTIAL INFORMATION**

Some employees will work with information which is of a confidential nature. If employees are given such information, they are expected to keep the information confidential and will not share the information with unauthorized persons.

The confidentiality laws of student and personnel records are most specific in this matter. Employees who violate this will be subject to dismissal.

The Family Educational Rights and Privacy Act of 1974 requires institutions to maintain the confidentiality of student education records. No information pertaining to an Iowa Lakes student may be released to any other person, including parents, without the student's written permission.

Iowa Lakes considers some student information to be "directory" information and will release it unless the student specifically requests otherwise. Directory information includes: name, address, telephone numbers, date and place of birth, major field of study, participation in officially recognized activities and

sports, weight and height of members of athletic teams, dates of attendance, student status by credits carried, degrees and awards received, and the most recent previous educational agency or institution attended.

2/00

## **8.22 OFFICE SPACE**

The Board of Trustees and administration shall strive to maintain office facilities for the staff. The office space shall be related to available space and the number of staff in need of an office. Various pieces of office furniture shall be available for the staff to use. The office will be maintained in an orderly fashion. The office area, including doors, windows, and walls, shall be kept in a professional manner. All requests for office facilities, including relocating of all employees, shall be made to the Deans.

2/00

## **8.23 STAFF WORKROOM**

A facility shall be available at each campus for the use of staff in the preparation and planning of their classroom or assigned responsibilities. This facility shall be available to all staff.

2/00

## **8.24 SECURITY OF THE COMPUTER/DATATEL SYSTEM**

Employees who have the responsibility to utilize the Computer or Datatel System, because of job assignment, shall be assigned a security password. Likewise, the Supervisor shall have explained the procedure to properly utilize the system. The supervisor for the work area is responsible to make certain the employee is taught the procedure to operate the system in the most effective and efficient manner. Employees may not allow anyone else access to his/her security password.

1/06

## **8.25 STUDENT UTILIZATION OF COLLEGE FACILITIES**

Students are encouraged to use College facilities during regular work hours. Students shall be supervised during these times by faculty as well as in areas which have equipment hazardous to students. Students shall not be permitted in College facilities after the facility has been secured for the day or the weekend unless the student is supervised by a college employee. College employees are responsible to have their areas supervised and students controlled while working in those areas. Under no circumstances are college facilities to be used by students for personal gain.

No College employee shall loan his/her key to any non-employee.

Employees or students who violate the utilization of College facilities shall be subject to appropriate disciplinary action.

2/00

## **8.26 POSTING OF INFORMATION/DATA WITHIN COLLEGE FACILITIES**

All information/data which is posted on bulletin boards, walls, or windows of the College facilities to communicate with faculty, students, or staff must comply with the procedures set forth by the Deans.

2/00

## **8.27 GAMBLING/RAFFLE PROCEDURES**

The College possesses a state gambling license which allows it to conduct raffles each year. Any organization wishing to conduct a raffle must submit a raffle request to the Dean for approval. A Gambling Report must also be completed when the raffle is completed. Forms and instructions are available through the Dean's Office.

2/00

## **8.28 COPYRIGHT**

The faculty and staff of Iowa Lakes Community College may use copied materials to supplement research and teaching activities. In many cases, copying can facilitate the College's mission: the development and transmission of information. However, the copying of copyrighted materials is a right granted under the copyright law's doctrine of "fair use" and must not be abused.

The College does not sanction illegal duplication of materials in any form. College equipment will not be used to duplicate or run illegal materials. Employees who willfully disregard the College's copyright position are in violation of College policy; they do so at their own risk and assume all liability and responsibility.

A complete procedure on copyright may be obtained from the Human Resources Office.

2/00

## **8.29 STUDENT DRIVERS**

Any student driving a car (College owned/leased/personal) for College related business must have prior approval from the office of the Executive Director of Physical Plant. There are a number of forms which must be completed, and a driving record check with the D.O.T. must be accomplished.

It is best to begin the approval process early because it takes a period of time to complete all the steps.

2/00

## **8.30 USE OF THE INTERNET**

The College has established an "Internet Acceptable Use Policy" for students and staff to promote educational excellence by facilitating resource sharing, innovation and communication.

It is the responsibility of the user to read, understand and follow the guidelines specified in the "Internet Acceptable Use Policy." The use of the College's Internet connection is a privilege and not a right. Inappropriate use will result in a termination of those privileges.

College staff members must sign the "Internet Acceptable Use Policy" statement before using the Internet.

2/00

## **8.31 ELECTRONIC COMMUNICATIONS USE**

Social media and other electronic communications (such as websites) are powerful communication tools with significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Iowa Lakes Community College has adopted the following

procedure to help clarify how best to enhance and protect personal and professional reputations when participating in social media and other electronic communications.

In professional, institutional and personal roles, employees need to follow the same behavioral standards online as face-to-face. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other academia constituents are applicable online as well.

**Employees are liable for anything they post to social media sites.**

Be aware that Iowa Lakes Community College does **not** use social media as a form of official communication in the event of an emergency or public safety situation. In a crisis situation, the primary source for Iowa Lakes Community College is the emergency alert system.

This procedure evolves as social media and electronic communication evolves. Those with questions, trepidations, or suggestions, may contact marketing staff members who work in concert with the Policies and Standards Committee ([socialmedia@iowalakes.edu](mailto:socialmedia@iowalakes.edu)).

**Note:** Individual websites are **not allowed** because the college website is the official communication tool for Iowa Lakes and additional sites claiming to be a part of the college tend to divert searches for specific educational materials. These spurious sites compete with the official College site and need to be reported to an executive dean for review.

## GENERAL GUIDELINES

(When officially communicating on behalf of Iowa Lakes Community College)

*These guidelines are intended to guide and enable faculty, staff, students, programs and clubs who create and administer social networking pages on behalf of Iowa Lakes, or who are posting on personal sites when identified as employed at Iowa Lakes Community College.*

### Approval

For a group to be recognized by the College as an official social media account, first secure the approval of your Cabinet Level Supervisor. This ensures all institutional social media sites coordinate with other Iowa Lakes Community College marketing efforts and their content. **Those sites already operating shall seek approval no later than 60 days following the date these guidelines are adopted.**

Steps:

- 1) Complete the 'Procedures for Electronic Communications' form on the shared drive (path for form...);
- 2) Submit completed forms to the Cabinet Level Supervisor;
- 3) Completed forms are reviewed and signed by the Supervisor before forwarding to marketing and technology for final review and for filing;
- 4) Once fully approved, copies of the approval form are returned to the campus Supervisor and the originator.

Work closely with your supervisor and public relations colleague in your area to determine how this medium will be used in line with your existing job duties. (See Tips & Guidelines section for implementation guidelines.)

Should an employee administrator of an account leave the college for any reason or no longer wishes to be an account administrator, it is that individual's responsibility to designate another Iowa Lakes employee to

be an account administrator prior to removing himself or herself from that role. The marketing and technology departments should be notified when a new administrator takes over.

All approved institutional pages must have an appointed employee identified (in the application form) as being responsible for content.

Note: All accounts shall also give full administrative privileges to marketing and technology as a backup for potential emergencies.

### **Have a Plan**

Departments shall consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date. (See Tips & Guidelines sections on goals/plans.)

### **Protect the Voice of Iowa Lakes Community College**

Posts on social media sites should protect the college's institutional voice by remaining professional in tone and in good taste.

### **Maintain Confidentiality**

Protect confidential and proprietary information: Do not post confidential or proprietary information about Iowa Lakes Community College, students, employees, or alumni. Employees shall follow the applicable federal requirements such as FERPA and HIPAA and adhere to all applicable Iowa Lakes Community College privacy and confidentiality procedures. **Employees who share confidential information do so at the risk of disciplinary action or termination.**

### **Respect Copyright and Fair Use**

When posting, be mindful of the copyright and intellectual property rights of others and of Iowa Lakes Community College.

### **Be Aware of Liability**

Every individual is responsible for what he or she posts on his or her own site and on the sites of others. Social media users have been held liable for commentary deemed to be copyright infringement, defamatory, threatening, proprietary, libelous, or obscene (as defined by the courts).

Be sure that what is posted does not expose the college – or you – to legal liability. Anyone using social media at Iowa Lakes Community College should be aware that material published on these outlets may be subject to policies outlined in Iowa Lakes Community College Human Resources' Affirmative Action Policy or Employee Handbook, as well as any other applicable Iowa Lakes Community College policies/procedures.

Other Iowa Lakes Community College procedures and documents that may govern the use of social media and other electronic communications include, but are not limited to, the following:

Use of Computers Procedure: [http://www.iowalakes.edu/technology\\_center/acceptable-use-procedures/](http://www.iowalakes.edu/technology_center/acceptable-use-procedures/)

Anything that would be deemed a "violation of policies" in a face-to-face or telephone communication would likely be considered a violation of those same policies if it took place within the social media environment.

### **Use of the Iowa Lakes Community College Logo**

If you create a social media site on behalf of the College or a unit thereof, use simple graphics that represent the Iowa Lakes Community College brand. You may use the Iowa Lakes logo – with prior approval from Marketing. The logo is only authorized for use on official Iowa Lakes Community College social media sites.

Contact the marketing department for permission to use the logo and a design for your account. Any questions related to usage of the logo may be directed to college marketing staff.

### **Respect College Time and Property**

Iowa Lakes Community College computers and time on the job are reserved for college related business as approved by supervisors and in accordance with the Iowa Lakes Community College Information Technology Users' Privileges and Responsibilities document. Limit the time spent on attending to the department's social media presence to what is needed to post content, evaluate traffic data, review related sites, and monitor comments.

### **Terms of Service**

Be careful to observe the Terms of Service of any social media platform used.

### **Think Twice Before Posting**

Do not post online if you would not say it at a conference or to a member of the media.

Valuable resources:

Facebook Privacy Policy: <https://www.facebook.com/about/privacy/>

Twitter Privacy Policy: <https://twitter.com/privacy>

### **Promotions**

Adhere to the promotion procedures of the social media platform in question and applicable law.

Valuable Resource:

Facebook Promotions Guidelines: [https://www.facebook.com/page\\_guidelines.php](https://www.facebook.com/page_guidelines.php)

## **Iowa Lakes Community College Tips & Guidelines Getting Started and Setting up Social Media and other Electronic Communications**

*The following tips and guidelines have been compiled in part by the Iowa Lakes Community College Policies and Standards Committee to help any and all social media users on campus — both personal and institutional — create a successful, productive presence in online communities.*

### **1. Secure the approval of department head or manager**

To create a social media page or profile for your area, secure the approval of your Cabinet Level Supervisor. (See procedures for steps to follow.)

**Note:** Individual websites are **not allowed** because the college website is the official communication tool for Iowa Lakes and additional sites claiming to be a part of the college tend to divert searches for specific educational materials. These spurious sites compete with the official College site and need to be reported to an executive dean for review.

### **2. Define goals/plan**

Before jumping into social media for a department, program or office, spend time determining what needs to be accomplished. Understanding this helps choose the appropriate tool or tools, create relevant content, and understand the best ways to reach the target audience.

Review these Tips & Guidelines and, if needed, confer with college marketing staff who can assist and advise you with social media, website and other electronic communications planning. Best practices vary depending on the social media environment in question, but typically a volume of 4-8 posts per week is sufficient to maintain interest, but avoids overwhelming "followers."

Because of the transparency needed to build credibility in social media, Iowa Lakes Community College suggests that posts by outside parties which are critical (but not offensive) should generally not be censored. However, comments that are libelous or offensive by the standards of our community, such as posts that are racist or obscene, or that consist of a "spam" advertisement or otherwise violate the document's guidelines for commercial use of college platforms, should be removed. Avoid creating the impression that the College endorses a particular individual, cause, or organization.

Ideally, posts should be very brief. Whenever possible, link back to the Iowa Lakes Community College website.

The more work done on the front end, the more likely it is for the site to have a successful social media presence.

### **3. Identify a coordinator**

Determine who is the primary person(s) responsible for updating and monitoring the site. Ensure that the coordinator has the time to check the site at least once a day. This does not need to take up a significant amount of time, but successful social media sites are updated frequently.

Assign and train a backup for this coordinator. Don't share social media passwords with those outside the primary communications team.

### **4. Listen**

All social media platforms have their own standards, styles and expectations. By becoming a consumer of social media well before becoming a producer, participants learn how these communities work, what content is of most interest, what other organizations are saying about a specific topic, etc.

### **5. Choose a tool**

Some individuals find the short, 140-character bursts of Twitter are a good fit for their goals. Photos, videos and a well-developed community may be best shared by a Facebook or other social sites. Do not try to do it all at once – choose a tool that best meets goals and focus on building a strong presence before joining another social media community. Match information sharing needs and the communications practices of your target audience.

### **6. "Name" the site**

Create a profile name that clearly and concisely identifies a program of affiliation with Iowa Lakes Community College. Do not identify the site simply as "Iowa Lakes Community College" as that implies the site is speaking for the entire institution. (See Procedures Section.)

## 7. Launch

Use traditional means, such as email lists and notices on a website, to notify potential audiences of a social media presence. Also, notify others with social media presences and similar interests that the site is live. A good way to accomplish this is by linking to these sites and mentioning them in posts. Include easy-to-find links to your social media presence on the website.

## 8. Adjust

Once a site is up and running, identify which content is popular, what is ignored, and what is cumbersome to maintain. Develop creative ways to provide value to an audience through exclusive content, advice, multimedia and more on a social media site. Some social media tools come with easy-to-use tracking tools to identify which posts are viewed and shared most, which generate comments, etc. Be prepared to re-align the strategy in response to who is viewing the site and how they are interacting with it.

## 9. Photography and Multimedia

Before posting images of students or others, particularly if taken in a classroom setting or if they include minors, ensure there is permission to share the photos online. Although the student handbook contains a general waiver, before posting on behalf of an Iowa Lakes Community College department, be certain the individual verbally agrees to have their photo taken. If you intend to use this image for promoting the college in other forms of publication, a signed release is preferred. (Forms are available from marketing staff.)

- a. **If desiring video/YouTube products, involve the marketing staff early in the development.** Videos, microsites, and other online multimedia require the same procedures and guidelines for approval as other communications products. The aim is not to stifle creativity, but to ensure that content representing the college is accurate and in accordance with institutional branding.

## 10. Other Tips

If you use your own name and profile photograph, be sure to identify yourself as a college employee in the biography/information section of the site. For example, enrollment coaches may create Twitter accounts using their own names and photos for the purpose of working with prospective and admitted students. Another example would be accounts created by a group of resident assistants, such as a “Laker 1” account, in which case everyone who has access to post to this account should be named in the profile section for that particular media. Also, please ensure that your profile photo projects a professional image and is not overly informal or inappropriate.

The line between professional and personal business is sometimes blurred. Be thoughtful about posting content to potential audiences. If you are authorized by your supervisor to represent Iowa Lakes Community College in social media, say so. **Please be aware that activity on behalf of the college on social media is subject to the employee code of conduct.**

In addition, “Mark Lakes,” the Iowa Lakes Marketing pseudonym **MUST** be added to the account with full administrative privileges. This is needed in case there is an urgent need to remove or update information on the page and the originator is not available to do so in a timely manner.

## Avoid Commentary about Other Schools

An Iowa Lakes Community College-affiliated social media site is not an appropriate place to share an opinion about a school or other college or university. Keep the focus on the positive aspects of Iowa Lakes Community College.

### **Keep Controversial Topics Out of the Conversation**

In social media, users are apt to post comments and start dialogue that has little to do with the post in question. If the matter in question involves a topic that can easily ignite debate (politics or religion, for example), avoid it.

### **Strive for Accuracy**

Get the facts straight before posting them on social media. Review content for grammatical and spelling errors prior to posting. This is especially important when posting on behalf of Iowa Lakes Community College in any capacity.

### **Remember the Audience**

Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, as well as peers. Consider this before publishing to ensure the post does not alienate, harm, or provoke any of these groups.

When posting links on any social media site, using a link tracking service such as [bit.ly](http://bit.ly) is recommended. The college has an official bit.ly account and access is available to the administrator.

### **General Social Media Guidelines**

**(Including posting as an individual outside of official Iowa Lakes Community College duties)**

These guidelines are designed for Iowa Lakes Community College employees, (faculty, staff, and students) participating in social media personally outside of Iowa Lakes Community College.

### **Use a Disclaimer**

If you publish content to any online platform outside of Iowa Lakes Community College and it has something to do with the work you do or subjects associated with Iowa Lakes Community College, use a disclaimer such as this: “The postings on this site are my own and do not represent Iowa Lakes Community College’s positions, strategies or opinions.”

Remember: Readers may associate you with the college, even with the disclaimer that your views are your own.

### **Protect Your Identity**

While you should be honest about yourself, do not provide personal information that scam artists or identity thieves could use. Do not list your home address or telephone number. It is a good idea to create a separate e-mail address that is used only with social media sites.

### **Privacy**

For personal social media, use privacy settings to restrict personal information on otherwise public accounts, but be aware of the limited protection this provides. Even "private" messages can be accidentally released through errors or changes in practice on the part of the social media platform provider.

**Ask yourself, do I want to see this published in the newspaper or posted on a billboard tomorrow or 10 years from now?**

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### **8.32 WEAPONS ON CAMPUS**

Possession of a weapon or firearm on campus or in a college facility is prohibited, except when required for an approved college course or activity that is supervised by a college employee. Weapons include, but are not limited to: knives with a blade exceeding five inches in length, guns, firearms, BB guns, tasers, and other dangerous weapons that generate a projectile that directs a high-voltage pulse designated to immobilize a person, explosives, fireworks or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.). A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal. Current or retired licensed law enforcement professionals with a current permit may carry concealed weapons while on campus.

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