

10 COMMONLY ASKED QUESTIONS DURING THE FIRST YEAR OF EMPLOYMENT

HOW DO I GET MY FACULTY/STAFF ID CARD?

At St. Olaf, your identification card is called an Ole Card. It is an all-purpose card that can be used to access meal plans, make photocopies, check out books from the Libraries, and gain admittance to certain St. Olaf buildings. It also is a debit card that can be used at the St. Olaf Bookstore, Print Center, Post Office, all Bon Appétit food service outlets, and the Lion's Pause.

All Ole Cards are issued by the Scheduling Coordinator in Buntrock Commons. For more information about the Ole Card, please visit <http://stolaf.edu/olecard/>.

WHAT ARE THE DATES OF THE BENEFITS PLAN YEARS?

All of the benefit plans begin September 1 and remain effective through August 31.

WHAT ARE THE COLLEGE HOLIDAYS?

View the staff handbook to read more. <http://wp.stolaf.edu/hr/handbooks/>

AM I ABLE TO USE THE ATHLETIC FACILITIES ON CAMPUS?

Employees can use the athletic facilities on campus at no cost. Employees are asked to complete a waiver form and are issued a locker and a wristband. Family members can use the facilities for a nominal cost. In every case, employees and their family must work around the schedule of the students and athletic teams.

WHEN DO EMPLOYEES GET PAID?

Biweekly, non-exempt employees are paid every other Friday. Salaried, exempt employees are paid on the last business day of the month.

WHEN DO RAISES HAPPEN?

If raises are granted, they are effective on September 1 each year.

WHAT IS THE POLICY ON FUNERAL LEAVE?

Leave with pay will be allowed for an employee for funeral arrangements or attending a funeral as follows:

- Up to 5 days of paid funeral leave for a member of the immediate family; defined as spouse, child, stepchild, mother, father, sister, brother.
- Up to 2 days of paid funeral leave for a member of the extended family; defined as grandparent, grandparent-in-law, grandchild, step-grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.

Additional time off may be arranged with the supervisor as vacation/PTO time or time off without pay if other paid benefits are exhausted.

View the staff handbook and read about other types of leaves of absence here:
<http://wp.stolaf.edu/hr/handbooks/>

WHAT IF I WILL BE UNABLE TO WORK DUE TO AN INJURY OR ILLNESS?

Under the Family and Medical Leave Act, an eligible employee is entitled to a total of 12 weeks of leave during a 12-month period*, for:

- Incapacity due to pregnancy, prenatal medical care or child birth
- The birth of an employee's child, or the placement of a child with employee for adoption or foster care.
- A serious health condition that makes an employee unable to work or unable to perform the essential functions of their job.
- A serious health condition affecting an employee's spouse, same sex domestic partner, child, or parent for whom the employee is needed to provide care.

When the leave is foreseeable, employees are expected to give 30 days notice before seeking a FMLA leave. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees who anticipate requesting a Family and Medical Leave should contact the Human Resources Office for specific information regarding application.

WHAT ARE SUMMER HOURS AT ST. OLAF?

Summer hours is a benefit provided to employees of St. Olaf which starts the week of Memorial Day and ends the week before Labor Day. Employees work Monday through Thursday from 7:30 a.m. – 4:30 p.m. with a half hour lunch and Fridays from 7:30 a.m. – Noon. Some departments, however, remain open longer on Fridays. Check with your supervisor to see if your office is one of them.

The extra 1.5 hours is paid for by the College. Biweekly employees need to reflect this extra 1.5 hours on their timesheet on the Summer Hours line.

HOW DO I TAKE COURSES AT ST. OLAF?

Employees with a .50 FTE or above, and their spouse, are allowed to take one course credit per term or interim, up to a maximum of two course credits per year, at no tuition charge. Additional courses above the maximum per year will be at 50% of the full, per-course tuition. Courses may be audited free of charge if permission is obtained from the instructor of the course.

For courses involving special costs beyond basic local classroom work, calculated course fees will be charged.