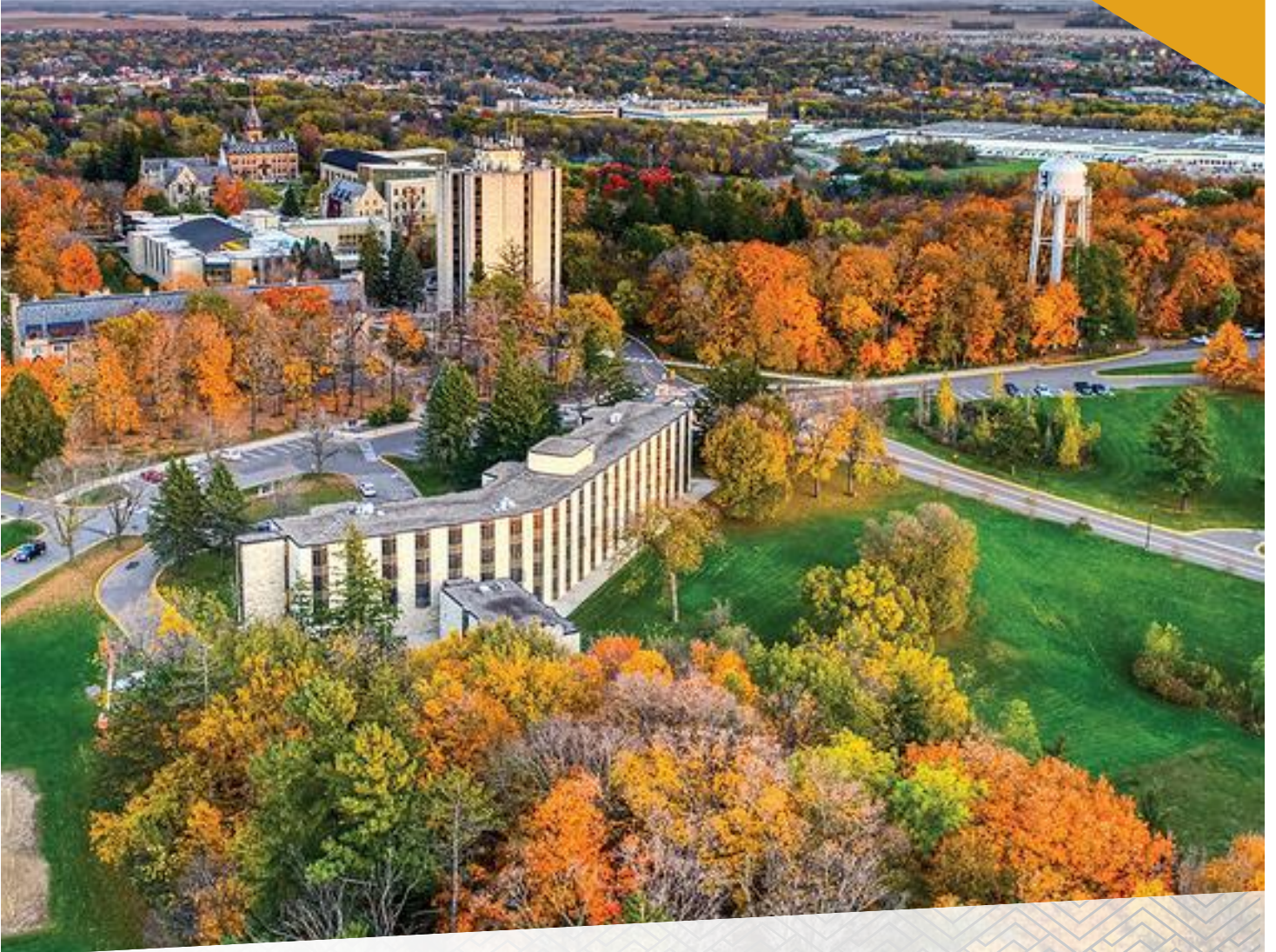


STAFF HANDBOOK



ST. OLAF

HUMAN RESOURCES

EFFECTIVE DATE

09/01/2023

TABLE OF CONTENTS

100 ► INTRODUCTION

- 110 Purpose
- 120 Online access
- 130 The College Mission
- 140 History and Heritage
- 150 Equal Opportunity Employer

200 ► BEHAVIOR AND CONDUCT

- 210 Code of Conduct
- 220 Sexual Misconduct
- 230 Harassment
- 240 Consensual Relations
- 250 Conflict of Financial Interest
- 260 Disciplinary Procedures
- 270 Non-Retaliation
- 280 Campus Conduct Hotline

300 ► BENEFITS

- 310 Insurance Programs
- 320 Group Health Plans Notice of Privacy Practices (HIPAA)
- 330 403(b) Retirement Savings Plan
- 340 Tuition Benefit
 - Tuition Allowance for Employees' Dependent Children
 - Tuition Allowance for Employee, Spouse, or Retiree
- 350 Disability
 - Short-Term Disability
 - Long-Term Disability
- 360 Workers' Compensation
- 370 COBRA Continuation of Benefits
- 380 Unemployment Insurance
- 390 Retiree Health Program

400 ► COMPENSATION AND PAY

- 410 Fair Labor Standards Act (FLSA)
- 420 Payroll Category - Non-exempt/Hourly
 - Payment of Wages
 - Pay Periods / Workweek
 - Timesheets
 - Overtime Pay
 - Travel Pay
- 430 Payroll Category - Exempt/Salaried
 - Payment of Wages
 - Pay Periods
 - Salary Calculation for Partial Months
- 440 Payroll Category - Temporary
- 450 Payroll Forms and Deductions
- 460 Compensation/Classification

500 ► EMPLOYMENT LIFE CYCLE

- 505 Employment At-Will
- 510 Full-Time Equivalency (FTE)
- 515 Job Postings
- 520 Background Checks
- 525 Pre-employment Physicals
- 530 Onboarding and Employment Forms
- 535 Performance Reviews
- 540 Professional Development
- 545 Life Events or Information Changes
- 550 Employment Verification/References
- 555 Access to Personnel File
- 560 Separation from Employment
- 565 Rehires

600 ► TECHNOLOGY AND EQUIPMENT

- 610 Information Technology Computing Expectations
- 620 Privacy of Employee Electronic Files
- 630 Data Privacy
- 640 Personal Telephone/Fax Use

700 ► TIME AWAY FROM WORK

- 705 Holidays, Paid Time Off (PTO), Sick Leave Reserve – Non-Exempt/Hourly
 - Paid Holidays -- **UPDATED**
 - Personal Choice Day
 - Paid Time Off (PTO) Eligibility and Accrual
 - Sick Leave Reserve (SLR)
 - Reporting in the Time Entry System (TES)
- 710 Holidays, Vacation and Salary Continuation – Exempt/Salaried
 - Paid Holidays -- **UPDATED**
 - Personal Choice Day
 - Vacation Eligibility and Accrual
 - Reporting in the Time Entry System (TES)
 - Salary Continuation for Sick Time and Medical Leave
- 715 Leaves of Absence - General Info
- 720 Family and Medical Leave Act (FMLA)
- 725 Parental Leave -- **UPDATED**
- 730 Care of Relatives
- 735 Bone Marrow Donation Leave
- 740 Military Service Leave
- 745 Bereavement Leave
- 750 Personal Leave
- 755 Domestic Abuse
- 760 School Conference and Activities Leave
- 765 Jury Duty
- 770 Voting
- 775 Outside Employment and Activities

800 ► WORKPLACE

- 805 Alcohol-Free and Drug-Free Workplace
- 810 Animals on Campus
- 815 Appearance and Protective Apparel
- 820 Campus Services and Perks
- 825 College Vehicles
- 830 Contract Signatures
- 835 Crime Awareness and Campus Security Act (Clery Act)
- 840 Emergency Procedures
- 841 Flowers, Gifts, Gift Cards/Certificates and Farewell Parties
- 845 Identification Cards
- 850 Inclement Weather
- 855 Keys
- 860 Lactation Accommodation

- 865 Occupational Safety and Health Act (OSHA)
- 870 Parking and Registration Information
- 875 Reasonable Accommodation

800 ► WORKPLACE (CONTINUED)

- 880 Tobacco-Free Campus
- 885 Travel and Business Expense
- 890 Weapon Ban

900 ► WORK SCHEDULES

- 910 Yearly Cycles - Fiscal, Academic, Benefits
- 920 Hours of Operation
 - Summer Hours
- 930 Chapel Attendance
- 940 Break/Rest Periods
- 950 Meal Periods
- 960 Flexible Work Arrangements

100 ► INTRODUCTION

*Questions related to the Staff Handbook can be directed to:
Office of Human Resources
Tomson Hall 180 | 507-786-3068 | hrstaff@stolaf.edu*

110 ► PURPOSE

The purpose of this handbook, which supersedes and replaces all previous handbooks and other oral or written statements of employment policy, is to provide information to you as a staff member at St. Olaf College (referred to as St. Olaf or the College). The handbook outlines the basic guidelines, procedures, and benefits that are now in effect at the College. This handbook is intended to provide general guidance, as no set of policies can address every possible situation that may arise. You are urged to read this handbook carefully. If you have any questions or need further clarification of any material in the handbook, please consult your supervisor or the Human Resources Office.

Nothing in this handbook or any other college policies or practices, is intended to constitute or be construed as a contract or offer of continued employment. Employment with St. Olaf is "at-will" and can be terminated at any time with or without cause at the option of either the College or the employee. Any arrangement altering the "at-will" status of any employee must be in writing and signed by the employee and the President or the President's designate specifying a definite term of appointment.

120 ► ONLINE ACCESS

The College has published the Staff Handbook on the Human Resources website. Electronic distribution of the handbook allows employees to more readily access current information/policies. It also provides an opportunity to save precious resources, in keeping with the College's mission of sustainability. Please contact the Human Resources Office if you are unable to access the web links.

Future revisions and changes will generally first be reflected online and will be communicated to staff when they occur. A "hard copy" of the Staff Handbook will be maintained and available for reference in the Human Resources Office.

130 › THE COLLEGE MISSION

Each staff member is expected to be familiar with and support the mission of the College, as stated:

St. Olaf College challenges students to excel in the liberal arts, examine faith and values, and explore meaningful vocation in an inclusive, globally engaged community nourished by Lutheran tradition.

The Mission in Practice

“To excel in the liberal arts.” We aim to offer the best possible liberal arts education. We cultivate breadth and depth in the skills, knowledge, and capacities that help students flourish in whatever future emerges. Across the sciences, the humanities, and the arts, we pursue inquiry, imagination, and evidence wherever they lead. We celebrate learning and creativity in classrooms and labs, in concert halls and studios, in community settings and internships, in residence halls and on athletic fields.

“To examine faith and values.” The liberal arts involve underlying claims about what is ultimately meaningful and worthwhile. So we undertake explicit examination of faith and values. Our community includes people of many religions and no religion, and we impose no doctrinal filters on our teaching or scholarship. We create opportunities for academic and personal reflection on religious belief, including reasoned consideration of Christian faith and other traditions that engage questions of truth and meaning.

“To explore meaningful vocation.” The liberal arts also call us to direct our skills and knowledge toward the good. So we encourage purpose and hope in the discernment of what is worth doing. We challenge each other to connect the work we do and the many roles we fill to larger frameworks of meaning and value. We help students envision their futures and develop their talents to address the needs of their many communities.

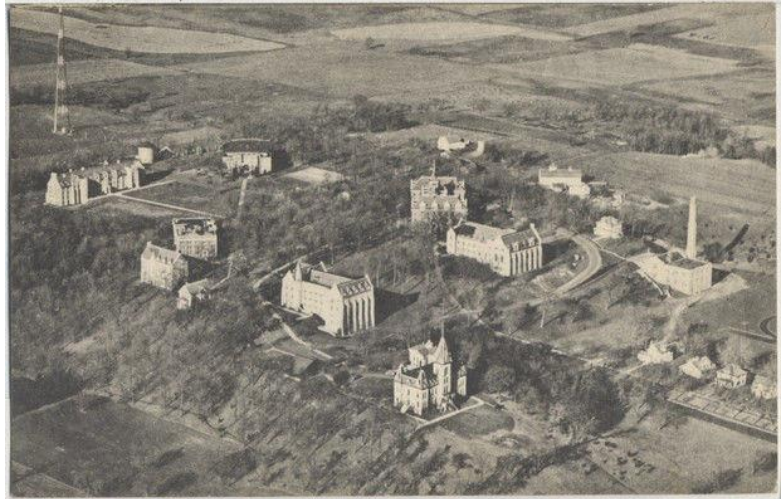
“To be an inclusive community.” Excellence in the liberal arts is possible only when people of diverse backgrounds, experiences, and ideas come together in a spirit of mutual respect and inclusion. So we strive to be a place of welcome to all. This commitment is strengthened by our particular history. The founders of the College were immigrants from Norway who established a co-educational college long before that was commonplace. Their experience impels us to advance the ideal of a community where people of all backgrounds and identities belong.

“To be a globally engaged community.” Learning in the liberal arts is intrinsically global and pluralistic. So we emphasize learning in global contexts, and in direct relationships with people around the world. We seek and welcome students and scholars from many countries. We offer rich opportunities for international and domestic off-campus study connected to a curricular emphasis on language, culture, and place.

“To be nourished by Lutheran tradition.” All these commitments are reinforced by a Lutheran understanding that God’s love calls us to meet the world in generosity and service. We hear in this a summons to use the gifts of reason, creativity, and empathy to their fullest; to live in community with all people; to steward carefully the resources on which we depend; and to respond in good will to the needs of neighbor and planet.

140 › HISTORY AND HERITAGE

A group of pioneer pastors, farmers and businessmen in Rice, Dakota and Goodhue counties, under the leadership of the Rev. Bernt Julius Muus, the Rev. N.A. Quammen and Harald Thorson, laid the groundwork for the College's founding in 1874. The purpose of the school, then as now, was to offer a program of liberal studies to students preparing for careers in business, politics, the clergy and other professions.



In choosing a name for the institution, the founders responded to strong Norwegian national as well as religious symbolism; it grew out of a celebration in the Norwegian immigrant community of the splendor of the Nordic middle ages as a means of defining ethnic merits and identity. They named the school for Olav II Haraldsson (spelled Olaf in the 19th century), King of Norway from 1016 until 1030. His martyrdom on July 29, 1030, at the Battle of Stiklestad, close to Pastor Muus's own place of birth, made him Norway's patron saint and eternal king and secured a national monarchy and the position of the Christian church in that country.

St. Olaf's School was operated as an academy until 1886, when a college department was added. The name was changed to St. Olaf College in 1889. The first College class graduated in 1890. The academy was discontinued in 1917.

Affiliated with the Lutheran Church throughout its history, St. Olaf is a college of the Evangelical Lutheran Church in America. In 1900 the College department of the United Church Seminary was consolidated with St. Olaf, and in 1917 the College department of Red Wing Seminary was merged with St. Olaf.

Many influences have combined to make St. Olaf what it is today. Dedicated faculty members have contributed to its academic reputation. Originating in the Norwegian immigrant desire for higher learning, the College has made a significant contribution to American liberal arts education while maintaining an academic center with a strong program for the study of Scandinavian culture. The rich St. Olaf tradition in music has gained worldwide renown for the College through its choirs and instrumental organizations.

Since 1874, the College has had eleven presidents: the Rev. Thorbjorn N. Mohn, who was first the principal of St. Olaf's School and then the president of St. Olaf College until 1899; John N. Kildahl, 1899-1914; Lauritz A. Vigness, 1914-1918; Lars W. Boe, 1918-1942; Clemens M. Granskou, 1943-1963; Sidney A. Rand, 1963-1980; Harlan F. Foss, 1980-1985; Melvin D. George, 1985-1994; Mark U. Edwards, Jr., 1994-2000; and Christopher M. Thomforde, 2001-2006, David R. Anderson, 2006-present.

Shaw-Olson Center for College History

Established in 1969, the Shaw-Olson Center for College History — also known as the College Archives — is a repository of historical materials relating to the founding and growth of St. Olaf. This repository contains thousands of linear feet of boxes and files filled with letters, documents, photographs, recordings, textiles, and objects. Appointments are required in order to access the collections, as well as to meet with an archivist or instructor.

For more information, or to schedule an appointment, visit <https://wp.stolaf.edu/archives/>.

150 › EQUAL OPPORTUNITY EMPLOYER

St. Olaf is an equal employment opportunity employer. The College is committed to providing an inclusive and welcoming environment for all members of its community. With regard to its hiring and employment practices, the College prohibits all forms of discrimination and harassment based upon an individual's legally protected status including race, color, creed, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, genetic information, disability, marital status, familial status, veteran status, or status with regard to public assistance. The college also prohibits retaliation against any individual who reports a violation of this policy or who participates in an investigation into violations of this policy.

To Report a Complaint

If you believe the College's Equal Opportunity Employer policy has been violated, contact the Vice President for Human Resources or the Campus Conduct Hotline.

200 ► BEHAVIOR AND CONDUCT

St. Olaf has built and maintained its reputation for integrity and honesty by holding its community members accountable for their behavior and conduct. Employees contribute to this reputation by conducting themselves as professionals in the workplace.

210 ► CODE OF CONDUCT

St. Olaf is committed to conducting its business honestly, ethically, and with high moral standards, while complying with all laws, rules, regulations, and lawful customs in all countries in which it operates. The College will constantly strive to achieve its mission and improve the quality of its services, operations, and work environment. The College's success depends upon a multitude of factors, which include its reputation for integrity and trust.

The following bulleted list is intended to provide general guidelines for the professional, ethical, legal, safe and socially responsible behavior St. Olaf expects of its faculty, staff and students. While many of these items are addressed elsewhere within this handbook, inevitably, there will be specific situations that are not addressed. This is not intended to provide an exhaustive list of the College's expectations, and this policy does not alter an employee's at-will employment relationship with the College. For more information, refer to the Employment At-Will policy. In these instances, while the Staff Handbook may serve as a guide, employees are encouraged to consult with their supervisor or Human Resources.

- Show up ready to work. While at work, avoid boisterous or disruptive activities, accurately report all time worked and/or time off used, utilize work time efficiently and effectively, follow all St. Olaf policies and generally accepted practices, and be proactive in finding ways to help bring further value to the College community.
- Do not engage in conduct that is illegal, violent, unsafe, fraudulent, negligent or strictly prohibited by St. Olaf. Such unauthorized conduct includes, but is not limited to: theft, falsification of records, harassment, discrimination, bullying, working while under the influence of drugs or alcohol, swearing, intimidating or threatening behavior, insubordination, damage to college property, or possession of dangerous or unauthorized items and material misrepresentations.
- Cooperate fully with any internal and external investigations, governmental inquiries, legal proceedings, mediation or arbitration, audits or other procedures related to St. Olaf. Prior to taking any action, an employee must immediately notify the College's General Counsel or Human Resources if they are served with legal documents, a subpoena, or court order in any matter relating to the College. Additionally, an employee must notify Marketing and Communications if they are asked to provide commentary to the press prior to making a statement. For more information, visit <https://wp.stolaf.edu/generalcounsel/policies/>.
- Protect and treat with discretion, all confidential, proprietary and sensitive information regarding St. Olaf and its faculty, staff, students, donors, vendors and other constituents including, but not limited to: strategic business plans, business and accounting records, marketing strategies, employee/student/donor lists, personnel and student records, payroll and expense reports, assets/investments, budgets, processes and methods, by limiting its use

for the purpose of conducting company business. Employees must guard against the disclosure and improper use of confidential information, and decline requests to share information with those that are not on a need-to-know basis. Protection of student information must follow the requirements of the Family Education Rights and Privacy Act (FERPA) at <https://wp.stolaf.edu/registrar/ferpa/>. Employees must follow the College Record Retention/Destruction Policy at <https://wp.stolaf.edu/finance/record-retention-policy/>.

- Employees must comply with annual disclosure obligations under the College's Conflict of Interest Policy. Employees must also avoid situations where personal interests or familial relationships could conflict, or appear to conflict, with the interests of the College, its faculty, staff, students, donors, vendors and other constituents. Employees should disclose actual or potential conflicts of interest to their supervisor, the Vice President and Chief Financial Officer, or Human Resources, and employees should not participate in deliberations about potential business relationships where a conflict of interest may arise. For more specific guidelines refer to the Conflicts of Interest policy.
- Comply with accepted accounting rules and controls in regards to all books, financials, records, reimbursements, accounts, budgets, funds, reserves, timekeeping records and documents. St. Olaf requires that all transactions must be lawful, authorized, and recorded with accurate and complete descriptions of the transactions they represent.
- Take the utmost care when using St. Olaf equipment, systems, materials and resources, for valid business purposes only. Ask for permission prior to use and return them in the same or better condition than when the items were obtained. College assets must not be used for personal gain or unlawful purpose, and may not be loaned, borrowed, donated, sold or disposed of unless an employee is specifically authorized to do so.
- Embrace the value of diversity of faculty, staff, students, donors, vendors, and other constituents, by utilizing good manners and acting with respect, courtesy and responsibility. Treat all persons with whom you conduct business honestly, equitably and professionally.
- Openly communicate any issues, concerns or problems encountered while working for St. Olaf and recommend potential solutions for consideration. Additionally, be creative and innovative, as St. Olaf encourages each employee to share, in a professional manner, opinions, ideas, suggestions and constructive feedback that may lead to the betterment of the College and further its mission.
- Admit mistakes, realize why the mistake was made and then focus on avoiding the same type of mistake again.
- Communicate with professionalism and accuracy. Learn the correct answer and the right way of doing things. Then, follow-up promptly on any unresolved items, to avoid creating confusion, passing on or relying upon false information that may be damaging to St. Olaf or its faculty, staff, students, donors, vendors and other constituents.
- Ensure attire, personal hygiene and grooming present a clean and neat appearance, is appropriate for the position and work activity, and reflects well upon St. Olaf.
- The College is committed to maintaining the environment and minimizing the impact of its business operations on the land, air and water. This commitment can be met only through awareness and cooperation in conservation and recycling efforts by its employees operating as good global citizens. In keeping with this spirit, employees must report any conditions perceived to be hazardous to the environment to their supervisor or the Environmental Health and Safety department.

- The College recognizes that participation by citizens in civic and political activities is necessary for the American democracy to properly function. Employees involved in any community and political activities, must make clear that their views and actions are their own and not those of the College. Employees must not use the College's name, either directly or indirectly, to endorse any public issue, political candidate or political party. Donations, charitable or political contributions on behalf of the College are prohibited. Employees should direct questions about what is or is not proper with respect to community or political activities to Human Resources.

To follow this Code of Conduct makes good business sense and is simply the right thing to do. Violations of this policy, failing to report violations and/or retaliation against those who make a good faith report may result in disciplinary action up to and including termination of employment.

Each employee is expected to remain alert regarding situations, behaviors or actions that appear unethical, dishonest, improper, fraudulent, illegal, or a violation of St. Olaf policies and procedures and report them immediately to Human Resources or by using the Campus Conduct Hotline. No employee will be subject to any disciplinary or retaliatory action for reporting in good faith, a suspected violation of this policy, unless the report is fictitious, malicious or misleading in nature. Inappropriate actions or behaviors on the part of outside parties, including but not limited to, donors, vendors, Independent Contractors, or volunteers, should also be immediately reported to Human Resources or refer to Campus Conduct Hotline policy for another method of reporting.

If an employee has any doubt about whether their conduct or that of another fails to meet the standards of the St. Olaf Code of Conduct, or may compromise the College's reputation, they should discuss it with their supervisor, appropriate President's Leadership Team (PLT) member, or Human Resources.

220 › SEXUAL MISCONDUCT

St. Olaf is committed to a respectful, safe, and healthy environment and does not tolerate sex discrimination, sexual harassment, or sexual misconduct in any form. Prohibited behaviors include, but are not limited to, unwelcome sexual conduct or communication, rape and other forms of sexual assault, domestic violence, dating violence, and stalking. These behaviors are not only violations of an individual's rights and dignity, but are also attacks on the College community and violations of College policy. In addition, some forms of these behaviors are crimes.



St. Olaf is also committed to promptly, impartially, and equitably addressing and resolving all reports of sex discrimination, sexual harassment, and sexual misconduct. When the College finds that such behavior has occurred it will take steps to stop the behavior, to prevent its recurrence, and to remedy its effects.

Information including Title IX contacts, definitions, policies, what to do, how to file a report, and additional resources can be found at <http://wp.stolaf.edu/title-ix/policy/>.

Sexual Harassment

Sexual harassment is a form of sex discrimination. It includes unwelcome conduct such as sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal, nonverbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational experience or employment, or the individual's submission or rejection of such conduct is used as the basis of an educational program or activity decision or employment decision affecting such individual; or
- Such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's education or employment or creating an intimidating, hostile, or offensive educational or work environment.

Sexual harassment is distinguished from a voluntary sexual relationship by the introduction of the element of coercion, threat, hostility, or unwanted attention of a sexual nature.

Actions that can constitute sexual harassment include:

- Unwelcome sexual flirtations, advances, or propositions;
- Requests for sexual favors;
- Verbal abuse of a sexual nature, obscene language, off-color jokes, verbal commentary about an individual's body, sexual innuendo, and gossip about sexual relations;
- The display of derogatory or sexually suggestive posters, cartoons, drawings, objects, notes, letters, emails, or text messages;
- Visual conduct such as leering or making gestures;
- Videotaping or taking photographs of a sexual nature without consent;
- Cyber harassment, including but not limited to disseminating information, photos, or video of a sexual nature without consent;
- Engaging in conduct of a sexual nature which creates an intimidating, hostile, or offensive academic or work environment (e.g., sexually-oriented jokes, offensive physical contact, obscene messages and gestures); and
- Punishing or threatening to take adverse action against a subordinate or student for refusing to comply with sexual demands.

Although certain forms of sexual harassment may seem self-evident, recognizing such behavior when it is happening can be difficult. In making such an assessment, one should consider whether the behavior:

- Is offensive, unwanted or both;
- Interferes with one's ability to enjoy their employment or academic environment;
- Interferes with job or academic performance; or
- Causes unnecessary discomfort, humiliation or harm to oneself or others around one.

If at any time you experience any of these behaviors, you should immediately contact the Title IX Coordinator or any other member of the Title IX Team at <https://wp.stolaf.edu/title-ix/title-ix-team/>. For other guidance relating to romantic relationships, refer to the Consensual Relations policy.

230 › HARASSMENT

St. Olaf is committed to creating and maintaining an environment in which all members of the St. Olaf community students, faculty, and staff are treated with respect and dignity, free from harassment, discrimination and bullying. Faculty, staff, and students are together responsible for maintaining an educational and working environment that is harmonious with the College's mission.

Harassment consists of unwelcome conduct based on an individual's protected status (refer to Equal Opportunity Employer policy) or other forms of bullying, when submission to such conduct:

- Is a condition of employment or academic advancement
- Is a basis for an employment or academic decision
- Interferes with an individual's job or academic performance
- Creates an intimidating, hostile, or offensive work or academic environment

Common forms of harassment are demonstrated verbally, physically, through gestures, exclusion and/or use of technological means. Harassment, in any form, of any member of the St. Olaf community by another community member is prohibited.

Harassment Complaint Process

Employee Responsibility: Employees who become aware of, or are subject to, possible discrimination, bullying or harassment are strongly encouraged to notify their supervisor or Human Resources. St. Olaf's ability to take prompt and appropriate depends on the employee providing appropriate notification when inappropriate behavior occurs. Never assume that your report is unnecessary because you believe someone else has reported, or likely will report, behavior that violates the Harassment policy.

Supervisor Responsibility: Supervisors who receive complaints, witness, or become aware of any incidents or alleged incidents of possible harassment or any form of discrimination or bullying must immediately report it to Human Resources. Any supervisor who fails to report allegations of harassment including sexual harassment, discrimination, bullying and other inappropriate and offensive behavior may be subject to discipline, up to and including termination.

College Response: The College will determine what type of investigation is appropriate given the circumstances. If it is determined that the matter can be resolved informally through discussion and education, the College may opt to respond through less formal means. If a violation of the harassment and/or sexual misconduct policies has occurred, the College will take prompt and responsive action (refer to Disciplinary Procedures policy), up to and including termination of employment. Any written disciplinary action will be included in the individual's personnel file.

240 › CONSENSUAL RELATIONS

A Consensual Relationship as that term is used in this policy is one in which two members of the St. Olaf community are engaged by mutual consent in a romantic or sexual relationship. When such a relationship involves people who differ in power within the College community, it is of special concern because of the potential for conflict of interest and/or abuse of power. Decisions that must be made free from bias or favor may come under question when made by a person who may benefit from or be harmed by the decisions. The mere appearance of bias resulting from a Consensual Relationship may seriously disrupt the academic or work environment. Equally important, such relationships have the potential to undermine a sense of community, mutual trust, and support.

The seeds of harassment and sexual harassment can exist in Consensual Relationships of any kind that involve differences of status or power. For these reasons, St. Olaf has adopted the following policy with respect to Consensual Relationships and places all employees on notice that the College views Consensual Relationships by a College community member with a College community member over whom they have authority as unwise and of a high risk, especially when students are involved.

St. Olaf **strongly discourages** Consensual Relationships between:

- A supervisor and an employee who is subordinate to that supervisor
- An administrator and a faculty or staff member in a unit under that administrator's direction

St. Olaf **prohibits** Consensual Relationships between a faculty or staff member and any student enrolled at the College. St. Olaf also strictly prohibits within a Consensual Relationship between employees or students any behavior in violation of the College's harassment policy.

A member of the College community who violates the prohibited Consensual Relationships will be subject to disciplinary action, up to and including termination. In situations involving the strongly discouraged behavior, the College reserves the right to transfer employees, rearrange reporting arrangements, or take other action, including disciplinary action (refer to Disciplinary Procedures policy), to remedy any situation deemed inappropriate.

Education

St. Olaf provides educational opportunities to acquaint members of the College community with the specific provisions of this policy to promote better understanding of the difficult issues which may arise as a result of Consensual Relationships between members of the College community.

Reporting Apparent Violations and Procedures for Action

Any member of the College community who has reason to believe that a violation of the Consensual Relations Policy prohibitions has occurred or that a College community member is engaging in the strongly discouraged behavior that is adversely affecting another College community member or the College, should immediately contact the appropriate PLT member or Human Resources, to express their concern and to explain the basis for their concern to ensure that the matter is investigated and/or acted upon appropriately. Any concern about violations at the Dean/Vice President/Provost level may be taken to any other PLT member, or to the President, who shall take, or cause to be taken, appropriate action. If a student contacts a staff member and believes that they have been subjected to a violation of the Consensual Relations Policy, the student may file a complaint as outlined in the Title IX policy at: <https://wp.stolaf.edu/title-ix/policy/>.

250 › CONFLICT OF FINANCIAL INTEREST

Refer to the policy on the Finance Office website at <https://wp.stolaf.edu/finance/conflict/>.

260 › DISCIPLINARY PROCEDURES

While the College will strive to maintain a progressive disciplinary procedure, it reserves the right to take any disciplinary action it deems appropriate at any time and without prior notice when warranted in the sole discretion of the College.

The College seeks to have a disciplinary system which is fair, firm and consistent. Disciplinary actions may include but are not limited to: counseling, oral warning, written warning, suspension (paid or unpaid), compensation reduction or freeze, demotion, or termination. Written warnings must be forwarded to Human Resources for inclusion in the employee's personnel file.

The immediate supervisor, together with Human Resources, will decide appropriate discipline based upon the circumstances in each case. Disciplinary action involving suspension and termination must be reviewed with Human Resources.

270 › NON-RETALIATION

Individuals involved in a complaint of harassment, discrimination, sexual misconduct, sexual harassment, bullying, or other inappropriate behavior must take care to neither say nor do anything that could be perceived as retaliation toward the complainant or any witnesses. Retaliation against any faculty, staff or student for making a complaint, or for participating in an investigation, is strictly prohibited and will result in disciplinary action.

If an individual believes they have been the subject of such retaliation, they should notify a member of the Title IX Team at <https://wp.stolaf.edu/title-ix/title-ix-team/> or use the Campus Conduct Hotline at 1-866-943-5787.

Both the reporting party and the responding party are encouraged to seek counsel through the College's Life Assistance Program or other support mechanisms available on or off campus. Assistance in locating appropriate support may be requested from the Human Resources Office or a member of the Title IX Team.

280 › CAMPUS CONDUCT HOTLINE©

St. Olaf expects members of its community to act legally and ethically. The College relies upon individuals to report concerns so that it can investigate and respond in a manner consistent with the mission and values.

The College recognizes that there are times when reporting through official on-campus channels may be difficult. To facilitate reporting concerns about unlawful, unethical, or other concerning conduct, the College subscribes to Campus Conduct Hotline. Campus Conduct Hotline is an independent resource that facilitates reports submitted by phone or on-line. The resource is available 24 hours a day / 7 days a week. An individual filing a report can remain anonymous. Individuals who report concerns are given a unique case number which, if they so choose, allows them to remain anonymous while receiving additional information about the College's response.

When should you use Campus Conduct Hotline? Individuals are encouraged to report concerns anytime they have information about harmful, unethical, unlawful or other concerning activities occurring on campus. Examples include theft or misuse of College property, conflicts of interest, harassment, discrimination, bias incidents, health or safety risks, security concerns, or other behaviors that are contrary to the College's policies and values. This service is intended to overlap with other reporting options that are available on campus, including other anonymous reporting resources. If in doubt, use whatever reporting option feels most comfortable to you.



1-866-943-5787

Read more about the Campus Conduct Hotline© on the Human Resources website:

<https://wp.stolaf.edu/hr/files/2012/12/Campus-Conduct-Hotline.pdf>

To report a concern please call 1-866-943-5787 or report online at: www.intouchwebsite.com/CCH2442.

300 ► BENEFITS

St. Olaf offers a comprehensive benefits program to support the health and well-being of its employees. This information contained in this section is provided as a brief overview and is not intended to serve as a Summary Plan Description (SPD). Any discrepancies will be governed by the official plan documents. The benefits offered may change at any time, with or without notice. Additional information, including plan documents, can be found on the Human Resources website at <https://wp.stolaf.edu/hr/benefits>.

310 ► INSURANCE PROGRAMS

A more robust overview of the St. Olaf insurance programs, including premiums and annual limits, can be found in the Benefits Summary at <https://wp.stolaf.edu/hr/files/2015/08/Unified-Benefits-Summary.pdf>.

Eligibility

Employees with a 0.50 FTE and above are eligible to participate in the benefits described below. Benefits are effective on the first of the month concurrent with, or following, the date of hire.

Employer-Provided Benefit Options

- Basic Group Term Life
- Disability – refer to Disability policy
 - Short-Term
 - Long-Term
- Employee Assistance and Wellness Support Program

Group Pre-tax Benefit Options

- Health Insurance
 - High Deductible Health Plan
 - Traditional/Core Plan
 - Coupe High Deductible Health Plan
 - Coupe Core Plan
- Health Savings Account
- Flexible Spending Accounts (FSA)
 - Limited FSA – Medical Reimbursement
 - Full FSA – Medical Reimbursement
 - Dependent Care Reimbursement
- Dental Insurance
- Vision Insurance

Voluntary After-tax Benefit Options

- Life Insurance
 - Supplemental Term Life
 - Dependent Life
 - Spouse Coverage
 - Child(ren) Coverage
 - 24-Hour Accidental Death and Dismemberment
- Legal Services
- Identity Theft Protection Services

Additional Services and Discounts

- Financial Services
- Health Advocacy Services
- Money Coaching
- Case Management
- Hearing Aid Discounts
- Online Physician Services
- Secure Travel Program
- Smoking Cessation
- Will Preparation Services

Pre-tax Cafeteria Plan Offerings

All employees are eligible to participate in a program that allows employees to establish reimbursement accounts for either dependent care or out of pocket health care expenses with pre-tax dollars. Money set aside in these programs is exempt from social security, Medicare, federal income

tax, and state income tax. Contributions to these plans cannot exceed 100% of pay. If the full value of the account is not used during the plan year (September 1 – October 31), the employee will forfeit the remaining amount.

The IRS regulations governing these programs limit the types of changes that participants may make during the plan year. Participants who set aside money are bound to those amounts for the entire plan year. Participants are not allowed to discontinue or change the amount of the contribution, except in very limited circumstances. Changes must be made typically within 30 days of a qualifying event.

Please refer to the Flexible Benefits Summary Plan Description or contact Human Resources for questions regarding status changes, eligible expenses, reimbursement procedures and plan limitations.

Benefits Changes

Employees who need to make a change to their benefit elections are encouraged to refer to the guidelines in the Life Events or Information Changes policy.

320 › GROUP HEALTH PLANS NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

This Notice of Privacy Practices (the “Notice”) describes the legal obligations of the St. Olaf College Medical Benefits Plan, the St. Olaf College Dental Plan, the Medical Reimbursement Benefit component of the St. Olaf College Flexible Benefits Plan, the St. Olaf College Life Assistance Program, and the Emeriti Retiree Health Plan for St. Olaf College (together, the “Plans”) and your legal rights regarding your Protected Health Information held by the Plans under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH Act).

Generally, your Protected Health Information (also called “PHI”) is information meeting these conditions:

- You can be identified from the information,
- The information relates to your past, present, or future health, or to your health care, or to payment for your health care, and
- The information was created, received, transmitted or maintained by the Plans.
- Your PHI includes any genetic information as defined in the Genetic Information Nondiscrimination Act of 2008 (“GINA”).

HIPAA and HITECH require that PHI used or disclosed by the Plans in any form, whether electronically, on paper, or orally, be kept properly confidential. These laws also give you significant rights to understand and control how your PHI is used. HIPAA provides penalties for covered entities that misuse PHI.

As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information. We may use and disclose your health information for treatment, payment and healthcare operations.

- Treatment means providing, coordinating, or managing healthcare and related services by one or more healthcare providers. An example of this would include case management.
- Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be adjudicating a claim and reimbursing a provider for an office visit.
- Healthcare operations include the business aspects of running our health plans, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assessment review. We may disclose your PHI for underwriting, premium rating, or other activities relating to the creation, renewal, or replacement of a contract of health insurance or health benefits. However, we cannot use your medical information that is genetic information for underwriting purposes.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

We may contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you.

We may contract with individuals or entities known as Business Associates to perform various functions on our behalf or to provide certain types of services. In order to perform these functions or to provide these services, Business Associates will receive, create, maintain, transmit, use, and/or disclose your PHI, but only after they agree in writing with us to implement appropriate safeguards regarding your PHI. For example, we may disclose your PHI to a Business Associate to process your claims for benefits under the Plans or to provide support services, such as utilization management, pharmacy benefit management, or subrogation, but only after the Business Associate enters into a Business Associate contract with us.

The uses and disclosures listed above are the most common uses and disclosures the Plans may make of your PHI. However, in special circumstances, there are additional purposes for which we may use or disclose your health information:

- Required by Law. We will disclose your PHI when required to do so by federal, state, or local law. For example, we may disclose your PHI when required by national security laws or public health disclosure laws.
- To Avert a Serious Threat to Health or Safety. We may use and disclose your PHI when necessary to prevent a serious threat to your health and safety, or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat. For example, we may disclose your PHI in a proceeding regarding the licensure of a physician.
- To St. Olaf College. For the purpose of administering the Plans, we may disclose to certain employees of St. Olaf College PHI. However, those employees will only use or disclose that information as necessary to perform plan administration functions or as otherwise required by HIPAA, unless you have authorized further disclosures. Your PHI cannot be used for employment purposes without your specific authorization.

- **Organ and Tissue Donation.** If you are an organ donor, we may release your PHI after your death to organizations that handle organ procurement or organ, eye, or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.
- **Military.** If you are a member of the armed forces, we may release your PHI as required by military command authorities. We may also release PHI about foreign military personnel to the appropriate foreign military authority.
- **Workers' Compensation.** We may release your PHI for Workers' Compensation or similar programs, but only as authorized by, and to the extent necessary to comply with, laws relating to Workers' Compensation and similar programs that provide benefits for work-related injuries or illness.
- **Public Health Risks.** We may disclose your protected health information for public health activities such as prevention or control disease, injury, or disability; reporting of births and deaths; reporting child abuse or neglect; reporting reactions to medications or problems with products; notifying people of recalls of products they may be using; notifying a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; notifying the appropriate government authority if we believe that a patient has been the victim of abuse, neglect, or domestic violence. We will only make this last disclosure if you agree, or when required or authorized by law.
- **Health Oversight Activities.** We may disclose your PHI to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.
- **Lawsuits and Disputes.** If you are involved in a lawsuit or a dispute, we may disclose your PHI in response to a court or administrative order. We may also disclose your PHI in response to a subpoena, discovery request, or other lawful process by someone involved in a legal dispute, but only if efforts have been made to tell you about the request or to obtain a court or administrative order protecting the information requested.
- **Law Enforcement.** We may disclose your PHI if asked to do so by a law-enforcement official in response to a court order, subpoena, warrant, summons, or similar process; to identify or locate a suspect, fugitive, material witness, or missing person; about the victim of a crime if, under certain limited circumstances, we are unable to obtain the victim's agreement; about a death that we believe may be the result of criminal conduct; and about criminal conduct.
- **Coroners, Medical Examiners, and Funeral Directors.** We may release PHI to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release medical information about patients to funeral directors, as necessary to carry out their duties.
- **National Security and Intelligence Activities.** We may release your PHI to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.
- **Inmates.** If you are an inmate of a correctional institution or are in the custody of a law-enforcement official, we may disclose your PHI to the correctional institution or law-enforcement official if necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

- Research. We may disclose your protected health information to researchers when the individual identifiers have been removed; or when an institutional review board or privacy board has reviewed the research proposal and established protocols to ensure the privacy of the requested information, and approves the research.
- Government Audits. We are required to disclose your PHI to the Secretary of the United States Department of Health and Human Services when the Secretary is investigating or determining our compliance with the HIPAA privacy rule.

Any other uses and disclosures will be made only with your written authorization. For example, you can authorize us to disclose your PHI to your personal representative. We cannot sell your protected health information, and we cannot use or disclose your protected health information for marketing purposes, unless we first have your authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your Protected Health Information, which you can exercise by presenting a written request to the Privacy Official, St. Olaf College.

- The right to request restrictions on certain uses and disclosures of Protected Health Information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, our agreement must be in writing, and we must abide by it (except in an emergency) unless you agree in writing to remove it.
- The right to receive confidential communications of Protected Health Information from us by alternative means or at alternative locations.
- The right to inspect and obtain copies, including electronic copies, of your Protected Health Information that may be used to make decisions about your Plan benefits. If the information you request is maintained electronically, and you request an electronic copy, we will provide a copy in the electronic form and format you request, if the information can be readily produced in that form and format; if the information cannot be readily produced in that form and format, we will work with you to come to an agreement on form and format. If we cannot agree on an electronic form and format, we will provide you with a paper copy.
- The right, upon written request, to amend your Protected Health Information, subject to certain conditions.
- The right to receive an accounting of non-routine disclosures of Protected Health Information.
- The right to be notified in the event that we (or a Business Associate) detect a breach of your unsecured PHI.
- If you receive this notice electronically or on a website, we have the obligation to provide and you have the right to obtain a paper copy of the current Notice of Privacy Practices from us every three years.

With only limited exceptions, we will send all mail to the employee. This includes mail relating to the employee's spouse and other family members who are covered under the Plan, and includes mail with information on the use of Plan benefits by the employee's spouse and other family members and information on the denial of any Plan benefits to the employee's spouse and other family members. If a person covered under the Plans has requested restrictions or confidential communications, and if

we have agreed to the request, we will send mail as provided by the request for restrictions or confidential communications.

We are required by law to maintain the privacy of your Protected Health Information and to provide you with notice of our legal duties and privacy practices with respect to Protected Health Information. We are required to provide notice to you if ever there is a breach of your unsecured Protected Health Information.

This notice is effective as of April 14, 2004, and updated July 1, 2018, and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all Protected Health Information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from Human Resources or the Privacy Official.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with us at the address below, or with the appropriate regional Office of the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of the company. We will not retaliate against you for filing a complaint.

Please contact us for more information or to communicate a complaint:

Health Plan Privacy Officer
Human Resources Department
St. Olaf College
1520 St. Olaf Avenue
Northfield, Minnesota 55057-1098
(507) 786-3068

For more information about HIPAA or to file a complaint, the regional office for Minnesota is:

U.S. Department of Health and Human Services
Office for Civil Rights
Region V
233 N. Michigan Ave., Suite 240
Chicago, IL 60601

www.hhs.gov/ocr/privacy/hipaa/complaints/.

330 › 403(B) RETIREMENT SAVINGS PLAN

The St. Olaf 403(b) Retirement Savings Plan is a "Defined Contribution Plan." As the name suggests, there are set or defined levels at which both the employee and the College can contribute to this plan. Upon hire, all employees may contribute to the 403(b) Retirement Savings Plan on a pre-tax or ROTH post-tax basis by half percentages of pay. Annual contributions must be a minimum of \$200.00 and maximum allowable contributions are determined by the IRS. The employee's election of a contribution level may be changed on a monthly basis.

Employees who meet the eligibility requirements may participate in the matched portion of the Plan. Employee contributions starting at 1% are matched by an equal percentage contribution plus an additional 6% from the College. Although employees may contribute more than 3%, the College contribution will not exceed 9%.

Employee Contribution	College Contribution
1%	7%
2%	8%
3%	9%

More information can be found at

<https://wp.stolaf.edu/hr/human-resources-summary-plan-descriptionsplan-documents/>.

340 › TUITION BENEFIT

Tuition Allowances for Employees' Dependent Children

St. Olaf offers a partial tuition waiver for dependent children of faculty and staff to attend and receive a bachelor's degree from St. Olaf or other eligible Evangelical Lutheran Church in America (ELCA) or Associated Colleges of the Midwest (ACM) post-secondary institutions around the country.

Eligibility

All children, having at least one parent who is employed at 0.50 FTE or more by St. Olaf, are eligible for participation in the plan provided all of the following criteria are met prior to the start of the applicable term:

1. The wages of the parent are paid by the College.
2. The parent has been employed by the College for a minimum of three consecutive years of full-time (0.75 - 1.0 FTE) service or a minimum of six consecutive years of part-time (0.50 - 0.749 FTE) service prior to the student's enrollment. If an employee's FTE has varied, St. Olaf will use the average FTE over the appropriate 3- or 6-year time frame.
3. The student has one of the following relationships to the eligible employee:
 - a. Natural born child
 - b. Legally-adopted child
 - c. Step-child
4. Children are under the age of 25.
5. Children are dependent upon eligible employee's household for at least one-half of the household's financial support and/or are claimed as a dependent for tax purposes.
6. The student has not yet earned a bachelor's degree.

Tuition Benefit Amount at St. Olaf

The benefit amount will be reviewed annually by Human Resources after the employee submits the Tuition Benefit Application. The dependent's benefit amount may change from one academic year to the next if an employee's FTE varies. The benefit amount will not change mid-year.

1. For dependent children of full-time (0.75 - 1.0 FTE) employees, the amount of the waiver will be 80% of the cost for tuition.
2. For dependent children of part-time (0.50 – 0.749 FTE) employees, the amount of the waiver will be 40% of the cost for tuition.
3. This benefit will continue for eligible students while they are participating in the St. Olaf Study Abroad programs.
4. While St. Olaf participates in both the ELCA and ACM tuition remission programs, children of St. Olaf employees will follow the ELCA annual process.

Limitations of the Tuition Benefit

1. Each host institution has its own parameters and when a dependent attends a host institution, that institution will determine program limitations regarding enrollment, study abroad usage, maximum time frame, etc.
2. At St. Olaf, this tuition benefit is limited to a maximum of eight semesters. It will terminate earlier if degree is achieved in less than four years:
 - a. Enrollment in three or more course credits in any semester constitutes full-time enrollment (Interim credit counts toward fall enrollment) and will apply to the 8 semester maximum.
 - b. If enrolled below 3 credits during a term, a student can choose to use the tuition benefit, which will count toward the eight semesters benefit maximum, or choose to not use the tuition benefit and thus will not deduct from the 8 semesters of benefit.
3. All rights to the tuition benefit for children shall end upon an employee's resignation or termination from employment at St. Olaf, unless:
 - a. In the event of an eligible employee's death, the following provisions shall apply:
 - i. If length of service is 3 – 10 years, currently enrolled children shall remain eligible for the tuition allowance.
 - ii. If length of service is 10+ years, children will be eligible for the tuition allowance regardless of whether or not they are enrolled in college at the time of the employee's passing.
 - b. In the event of an eligible employee's retirement, the following provisions shall apply:
 - i. An eligible retiree is a minimum of 55 years of age with at least five consecutive years of service at the College.
 - ii. If length of service is 5 – 10 years, currently enrolled children shall remain eligible for the tuition allowance.
 - iii. If length of service is 10+ years, children will be eligible for the tuition allowance regardless of whether or not they are enrolled in college at the time of the employee's retirement.
4. Parents who are on an approved leave of absence with pay and benefits, will continue to be eligible for the tuition benefit, as long as they were eligible prior to the leave.

Tuition Benefit at Other ELCA Institutions

St. Olaf is a participant in a tuition exchange program with other ELCA institutions. This program allows children of employees to receive a tuition benefit at other ELCA schools. The amount of the benefit varies by institution, and the "host" institution has the authority to establish policies

regarding the student's eligibility, amount of the discount, and how many recipients will be awarded the tuition benefit.

ELCA Process:

1. Employee completes St. Olaf Tuition Benefit Application by May 1st each year at: <https://wp.stolaf.edu/hr/tuition-benefit/>.
2. St. Olaf Human Resources will validate eligibility for this benefit and will notify the St. Olaf Financial Aid Office.
3. The St. Olaf Financial Aid Office will notify other participating ELCA institutions of student's eligibility based upon Tuition Benefit Application. The host institution will communicate with the St. Olaf employee's dependent regarding benefit amount.
4. Following the decision of the St. Olaf employee's dependent, the employee must complete the online Enrollment Confirmation Form by May 1st each year.

Tuition Benefit at ACM Institutions

St. Olaf is a participant in a tuition remission exchange program with other ACM institutions. This program allows children of employees to receive a tuition benefit at other ACM schools. The amount of the benefit varies by institution, and the "host" institution has the authority to establish policies regarding the student's eligibility and how many recipients will be awarded the tuition benefit.

ACM Process:

1. Employee completes St. Olaf Tuition Benefit Application at <https://wp.stolaf.edu/hr/tuition-benefit/>. Employee submits the form annually by May 1 for each dependent.
2. The employee submits the required application fee to St. Olaf Human Resources via a \$25 check made payable to ACM. This is a one-time fee required during the initial application for each dependent.
3. St. Olaf Human Resources will validate eligibility for this benefit and will notify the St. Olaf Financial Aid Office and forward the application check and Tuition Benefit Application information to ACM.
4. The host institution will communicate with the St. Olaf employee's dependent regarding benefit amount.
5. Following the St. Olaf employee's dependent decision, the employee must complete the online Enrollment Confirmation Form by May 1st each year.

Participating Institutions

For a current list, go to <https://wp.stolaf.edu/hr/tuition-benefit/>. *Note: ELCA and ACM institutions choose whether or not to participate in the exchange/remission programs and may withdraw their participation at any time.*

Tuition Allowance for Employee, Spouse, or Retiree

Employees (with a minimum 0.50 FTE), their spouse, and retirees of the College, are allowed to take one course credit per term at St. Olaf, up to a maximum of two course credits per year, at no charge. Courses may be audited free of charge if permission is obtained from the instructor of the course.

Limitations

1. Additional courses above the maximum per year will be at a cost of 50% off the full, per-course tuition charge.
2. For courses involving special costs beyond basic local classroom work, calculated cost fees will be charged.
3. This benefit is not available for independent study/independent research, music lessons, summer school courses, off-campus courses, or courses through the St. Olaf Alumni and Family Travel Office.

Process

1. Employees, spouses, and/or retirees complete the form that authorizes eligibility. It is available in the Human Resources Office.
2. Registration must take place through the Registrar's Office, for audit or credit, in-person on the first day of class for each term.
3. The Student Accounts Office will then adjust the tuition to reflect the benefit for the registered individual.

350 › DISABILITY

Short-Term Disability (STD)

Exempt (salaried) employees refer to the Salary Continuation for Sick Time and Medical Leave policy.

Non-Exempt (hourly) employees are eligible, effective 1/1/2020, for the STD benefit after one year of service and when Family Medical Leave Act (FMLA) eligibility requirements are met. Also effective 1/1/2020, the STD benefit pays 100% of pay beginning on the eighth consecutive calendar day of disability. PTO and/or SLR must be utilized for the 40 hours (prorated based on FTE) of the leave or if both are exhausted, unpaid time must be taken. Non-Exempt (hourly) employees are required to supply a doctor's verification of the need for their leave. The benefit may continue up to 180 days, which is the waiting period for long-term disability coverage.

Whenever possible, STD will run concurrently with other leaves provided under the Family and Medical Leave Act policy, or any other leave rights for employees who are eligible.

Note: This benefit does not apply in the event of a family member becoming disabled.

Long-Term Disability

Employees with an FTE of 0.50 or more will be provided with long-term disability insurance effective on the first of the month concurrent with or following the date of hire. To receive coverage, employees must complete the Life/Disability Enrollment Form.

Disability pay through this insurance will begin after a six-month waiting period (assuming the medical criteria are satisfied). Disability benefits include 60% of pay up to the maximum allowed under the summary plan description and reduced contributions to retirement. No benefits will be paid for the first 12 months for a disability due to a pre-existing condition. See summary plan description for details.

360 › WORKERS' COMPENSATION

St Olaf, in accordance with The Minnesota Workers' Compensation Act, carries Workers' Compensation insurance for its employees in the event of an occupational illness or accident incurred in the course of employment. If the claim is accepted, the insurance carrier will typically provide payment of medical expenses, lost wages, vocational rehabilitation and other benefits.

Reporting Injuries

Any employee, including student workers, must immediately notify Human Resources of any work-related injury/illness. Employees have the right to report work-related injuries and illnesses, and are encouraged to do so, free from any retaliation. Employees must cooperate and comply with all reporting procedures. Student workers understand and agree that worker's compensation is their exclusive remedy for any and work-related injuries sustained while performing student work.

Forms to report the injury or illness can be found on the Human Resources website, in the Workplace Injury Forms section, at <https://wp.stolaf.edu/hr/employeeforms/>.

Recording of Lost Time

On the date of injury or illness, a non-exempt (hourly) employee who is unable to complete the remainder of their regularly scheduled shift will receive pay for the remainder of the shift. The employee or supervisor should note "Work Comp" on the employee's timesheet for lost time while the Workers' Compensation provider determines the eligibility of the claim. Whenever possible, employees should schedule doctor or therapy appointments outside of their work schedule.

Lost Time Wages

During an approved Workers' Compensation absence, in accordance with the Minnesota state statute, employees will receive lost time wages at 66.6% of pay from the insurance carrier, which are not subject to Federal or state taxes. Employees may not supplement lost-time wages with any other paid leave benefits from the College.

Workers' Compensation absences longer than one week will typically run concurrently with an FMLA leave. Refer to the Family Medical Leave Act policy for details. During this leave time, the employee is responsible for paying the employee portion of health care premiums and any other payroll deductions during the period of the leave to ensure continuation of coverage. Arrangements for payments must be made through the Payroll Office.

More information can be found at <https://wp.stolaf.edu/hr/files/2013/01/wceeinfo.pdf>.

370 › COBRA CONTINUATION OF BENEFITS

This notice has important information about your right to Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation coverage, which is a temporary extension of coverage under the group health plan (the Plan). **This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it.** When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

You may have other options available to you when you lose group health coverage. For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

What is COBRA continuation coverage?

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than their gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than their gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the Plan as a "dependent child."

When is COBRA continuation coverage available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee; or
- The employee's becoming entitled to Medicare benefits (under Part A, Part B, or both).

For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to Human Resources.

How is COBRA continuation coverage provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

Disability extension of 18-month period of COBRA continuation coverage

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Are there other coverage options besides COBRA Continuation Coverage?

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at <https://www.healthcare.gov/>.

If you have questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit <https://www.dol.gov/agencies/ebsa>. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit <https://www.healthcare.gov/>.

Keep your Plan informed of address changes

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan Sponsor

St. Olaf College Office of Human Resources
1520 St. Olaf Avenue, Northfield, MN 55057
507-786-3068 | hrstaff@stolaf.edu

Plan Administrator

Chard Snyder
P.O. Box 249 Fort Washington, PA 19034-9998
(888) 993-4646 | cobra@chard-snyder.com



380 › UNEMPLOYMENT INSURANCE

The State of Minnesota will determine a departed employee's eligibility for unemployment benefits based upon the application submitted. Employees who leave their jobs voluntarily usually do not qualify to receive unemployment benefits. Unemployment benefits will be extended to individuals who separate employment with the College due to sexual assault, domestic abuse, or stalking of the departed employee or their immediate family member. For more information, visit https://www.uimn.org/assets/109_tcm1068-192562.pdf.

390 › RETIREE HEALTH PROGRAM

Emeriti Retirement Health Account (VEBA)

The Emeriti Retirement Health Account is a "Defined Contribution" plan where College and/or employee contributions are available for payment of health insurance premiums and reimbursement of other qualified medical expenses in retirement.

Contributions to the Plan by the College will begin when an employee with an FTE of 0.50 or greater reaches age 40. The College will determine the amount of the contribution. Employees (age 21 and older with an FTE of 0.50 or greater) can also make after-tax contributions. Disbursements occur on a tax-free basis if used for qualified medical expenses. More information can be found at <https://wp.stolaf.edu/hr/retirement-readiness-and-beyond/>.

Emeriti Retiree Health Plans

St. Olaf offers Retiree Health Plans that serve as a supplement to Medicare. These plans are available to employees who are eligible retirees of the college (age 55 or older with 5 or more years of service) and have set up Medicare Part B. More information can be found at <https://wp.stolaf.edu/hr/retirement-readiness-and-beyond/>.

400 ► COMPENSATION AND PAY

St. Olaf strives to maintain a total compensation package of pay and benefits that provides equitable pay across the College and accommodates the hiring of qualified staff. The College is committed to complying with all wage and hour laws and regulations with respect to exempt and non-exempt employees. All St. Olaf policies, including the policies in this handbook, will be interpreted and administered consistent with the requirements of applicable wage and hour laws and regulations. In the event of any ambiguity or any inconsistency between this handbook and applicable law, applicable law controls. Those who have questions or concerns regarding classification or any aspect of payroll administration should contact Human Resources.

410 ► FAIR LABOR STANDARDS ACT (FLSA)

All employees are subject to the provisions of the FLSA. The FLSA is primarily concerned with the payment of minimum wages and premium pay for overtime. The FLSA establishes two categories of employees for pay and overtime purposes: those that are exempt from provisions of the FLSA and those that are non-exempt. Refer to the appropriate Payroll Category section for more information.

The College will promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the FLSA. If an employee believes that an improper payroll practice has occurred, they may bring forth their concern to Payroll or Human Resources. The matter will be appropriately reviewed and necessary action promptly taken.

420 ► PAYROLL CATEGORY - NON-EXEMPT/HOURLY

Payment of Wages

St. Olaf is required to maintain hourly work records of all non-exempt (hourly) employees and compensate them for all time worked. Non-exempt (hourly) employees may not work additional unpaid or volunteer hours that are directly related to their current position or bank hours for compensatory time (comp time) to be used at a later date. All non-exempt (hourly) employees are paid on a bi-weekly basis.

Employees can view their earnings statement via Employee Self-Service indicating gross taxable earnings, deductions, reductions, and net pay. In addition, non-exempt (hourly) employees' earnings statement show paid time off and sick leave reserve balances.

The College does not advance payment of salaries and wages.

Pay Periods/Workweek

A pay period for non-exempt (hourly) employees consists of two workweeks. Each workweek begins at 12:01 a.m. on Saturday and ends at midnight on the following Friday. Payment is made on the Friday following the end of a pay period unless the pay date falls on a College-observed holiday.

Visit the Payroll Office website for the payment schedule:
<https://wp.stolaf.edu/finance/payroll-office-faculty-and-staff/>

Timesheets

All non-exempt (hourly) employees must accurately record and submit timesheets to their supervisor on a bi-weekly basis. To ensure the accuracy of the hours, employees should record their hours on a daily basis. Deliberate falsification of an employee timesheet is considered misconduct and will be subject to appropriate disciplinary action. Both the employee and the supervisor must approve the timesheet.

The deadline for submitting timesheets to the Payroll Office is the Monday morning following the end of a two-week pay period. This deadline may occasionally be moved up when holidays shorten the payroll processing week.

Overtime Pay

Non-exempt (hourly) employees are entitled to overtime pay at the rate of one and a half times the normal hourly rate of pay for all hours worked in excess of 40 hours in a workweek, as mandated by the Fair Labor Standards Act. Non-exempt (hourly) employees must obtain supervisor approval prior to working overtime hours in order to control the budgetary impact of overtime pay. Failure to comply may result in disciplinary action up to and including termination.

Non-exempt (hourly) employees will receive overtime pay for “actual hours worked” over 40 hours. The only exceptions to this are holiday hours, time while serving on jury duty, and special call-in required time, which will be treated as hours worked when computing overtime. Personal choice day, paid time off, sick leave reserve, short-term disability, bereavement leave, the College-provided 1.5 Summer Hours, and Workers’ Compensation used during a workweek cannot be attributed toward total hours worked for overtime compensation purposes. An exception will be provided if a non-exempt (hourly) employee is called in to work outside of their regularly scheduled shift during the workweek or is required to extend their shift, and if the personal choice day or PTO has already been used or scheduled to be used during a regular work shift. The hours falling under this special exception must be approved in advance by the supervisor.

Part-time, non-exempt (hourly) employees who work over the number of their designated hours do not receive overtime pay unless they work over 40 hours in a week. When Summer Hours are in effect, the usual workweek is 38.5 hours, and employees will only be paid overtime for any hours worked over 40.

Non-exempt (hourly) employees with an assigned FTE who are required to work on official College-observed holidays will be compensated as referenced in the Nonexempt/Hourly Paid Holidays section.

Travel Pay

St. Olaf follows the IRS guidelines for paying non-exempt (hourly) employees who travel for business-related purposes, which can be found at
<https://wp.stolaf.edu/hr/files/2020/01/Non-Exempt-Employee-Travel-Guidelines.pdf>.

430 › PAYROLL CATEGORY - EXEMPT/SALARIED

Payment of Wages

The FLSA classifies executive, professional, and certain administrative employees as exempt. St. Olaf is not required to maintain hourly records for exempt (salaried) employees. All exempt employees are paid on a salaried basis, without regard to the number of hours actually worked and are instead paid on the accomplishments of duties performed. Accordingly, exempt employees are not eligible for overtime pay. Employees can view their earnings statement via Employee Self-Service indicating gross and taxable earnings, deductions, reductions, and net pay.

The College does not advance payment of salaries and wages.

Pay Periods

Exempt (salaried) employees are paid on the last business day of each month. These employees are normally expected to observe general business hours and to work additional hours to meet work requirements when necessary. Exempt (salaried) employees are expected to keep their supervisor informed in advance of any time off.

Visit the Payroll Office website for the payment schedule:

<https://wp.stolaf.edu/finance/payroll-office-faculty-and-staff/>

Salary Calculation for Partial Months

A daily rate for exempt (salaried) employees will be applied when partial months are worked. Partial months worked are often the first month of employment for new hires, the month in which an approved unpaid absence begins, or the month in which separation of employment occurs.

The daily rate is calculated by taking the employees monthly salary divided by the number of workdays in that month.

440 › PAYROLL CATEGORY - TEMPORARY

Typically, the College utilizes a staffing agency to hire additional help for special projects, short periods of time (no greater than six months), or on a fill-in or on-call basis. Retirees of the College are typically employed by the staffing agency as well. In rare circumstances, St. Olaf may hire temporary employees directly when the duration of the position is greater than six months.

450 › PAYROLL FORMS AND DEDUCTIONS

Forms

Before an earnings statement can be issued, employees must complete the following forms:

- Federal W-4 Employee's Withholding Certificate: This is used for federal tax withholding.
- Minnesota W-4 Employee Withholding Allowance Certificate: This is used for state tax withholding.
- Election of Benefits form: This is used by the employee to designate their election of benefits for which they are eligible. Refer to the Employee Benefits for details.
- Employee Authorization for Direct Deposit Form (optional): Employees are encouraged to complete the following form to arrange for direct deposit of their paycheck into a personal bank account.

Deductions/Reductions

St. Olaf is required by law to make certain deductions from an employee's pay. These deductions are itemized on the pay statement attached to checks or direct deposit receipts. Deductions required by law include:

- FICA: Federal law requires that employees contribute part of their income for Social Security and Medicare benefits. This amount is deducted from the employee's paycheck. The College shares the responsibility of paying a portion of these taxes.
- Income Tax: The law requires St. Olaf to withhold a portion of an employee's pay for Federal, State, and/or local income taxes. These deductions are determined from the federal and state withholding certificates completed and filed with the Payroll Office.
- Garnishments, levies, or orders for withholding child support or maintenance: From time to time, The College may receive garnishments or similar orders requiring it to withhold a portion of an employee's income.

Other deductions may be authorized by the employee from time-to-time that may be taken on a pre-tax or after tax basis.

Eligible employees may elect the following optional benefits **before** Social Security, Medicare, federal and state tax deductions:

- Health Insurance
- Flexible Spending/Medical Reimbursement Account
- Health Savings Account
- Dependent Care Reimbursement Account
- Dental Insurance
- Vision Coverage
- 403(b) Retirement Plan Contributions

Eligible employees may elect many other benefits **after** Social Security, Medicare, federal and state tax deductions such as voluntary benefits, ROTH 403(b) retirement plan contributions, etc.

460 › COMPENSATION/CLASSIFICATION

St. Olaf provides a compensation program to support the College's mission, values and vision. The College complies with all applicable state and federal laws governing compensation, including The Equal Pay Act (amended to the Fair Labor Standards Act), The Fair Labor Standards Act (FLSA), as amended, and all other applicable laws and regulations.

The goals of the compensation program is accomplished by:

1. Development and maintenance of a salary structure that is equitable, understandable, and guides compensation decisions
2. Review of the structure on an annual basis to ensure its continued integrity
3. Recommendation of periodic adjustments to maintain equity and reward employees for service
4. Facilitation of a process whereby supervisors can request a review of a position's placement in the salary structure.

Under Minnesota law, St. Olaf will not require any employee to conceal wage information or require waivers that deny the right to disclose their wages. Additionally, if another employee's wages have been disclosed voluntarily, employees will not be prohibited from discussing the information. The college will not retaliate against employees who chose to discuss wage information. For more specific details, visit: https://www.dli.mn.gov/sites/default/files/pdf/wage_disclosure.pdf.

Job Classification

St. Olaf uses a job classification process to evaluate and determine the level and placement of each job in a wage range to ensure employees are paid equitably for work they perform. Wage ranges classify jobs that have comparable pay as determined by market data for similarly situated employers and based upon internal equity factors. A wage range also denotes the pay limits of the job, as each wage range has a minimum and a maximum rate of pay on an annualized (1.0 FTE) basis.

The Human Resources Office independently evaluates and provides for placement of each job in a wage range. St. Olaf conducts a formal review of these wage ranges once per year prior to the annual wage increase process.

Job Reclassification

Job reclassification requests are initiated, in writing, by the immediate supervisor. Job reclassification reviews are limited to jobs that have a significant change in responsibilities for reasons such as:

- Position vacancies
- Organizational or technological changes
- Job expansion
- Restructuring
- Establishment of a new position

The Human Resources Office independently evaluates the requests and provides a recommendation to the supervisor and appropriate President's Leadership Team member.

Annual Wage Increases

Annual wage increases, if awarded, are at the discretion of the President's Leadership Team and are effective September 1 for exempt (salaried) employees and the first pay date on or before September 1 for non-exempt (hourly) employees. All regular staff employees are eligible for an increase to their base pay except employees hired after the beginning of the fiscal year (June 1) in which the annual wage increase is paid.

Employees who are at or exceed the maximum of their pay grade will receive the annual wage increase in the form of a one-time, lump sum payment.

Promotional Adjustment

An employee who is promoted to a position with a higher pay grade may receive a wage adjustment. The amount of the promotional increase will be based on the following:

- The promoted employee's current rate in relation to the new wage range
- The employee's qualifications to perform the new job, and
- The rate of pay of other employees with similar responsibilities

The promoted employee's new wage should be at least at the minimum of the new wage range and typically no greater than the top of the first quartile.

Temporary Adjustment

Additional compensation may be paid to an exempt employee for a defined temporary period in addition to their base wages for additional duties that are clearly beyond the scope of the employee's current position. All temporary compensation must have prior approval from the appropriate PLT member, Vice President/ CFO and Human Resources.

500 ► EMPLOYMENT LIFECYCLE

It is the goal of the College to hire a qualified, diverse, and devoted workforce who will contribute to the mission of the College. St. Olaf also strives to partner with staff from preboarding and onboarding, throughout their full career on the Hill, as well as their departure. The College is committed to supporting employees throughout their entire employment lifecycle journey.

505 ► EMPLOYMENT AT-WILL

Employment with St. Olaf is "at-will" and can be terminated at any time with or without cause at the option of either the College or the employee. Any arrangement altering the "at-will" status of any employee must be in writing and signed by the employee and the President (or the President's designate) specifying a definite term of appointment.

510 ► FULL-TIME EQUIVALENCY (FTE)

Exempt (salaried) employees are paid to perform a set of responsibilities rather than by the hour. However, for general scheduling, pay and benefit eligibility purposes, each exempt (salaried) employee is assigned an FTE.

A non-exempt (hourly) employee's FTE is calculated by dividing the number of hours worked by 2,080 (40 hours per week x 52 weeks in a year), the standard hours of a full-time employee. A full-time employee is considered a 1.0 FTE. An employee who works 1,560 standard hours a year is considered a .75 FTE (1,560/2,080). Because FTE is calculated on an annual basis, changes to employee work schedules for a duration of less than 6 months will not result in a change to FTE.

515 ► JOB POSTINGS

Hiring managers, in conjunction with Human Resources, have the prerogative to accept only internal applicants through a specific date or accept internal and external applications simultaneously.

Typically, internally-posted job opportunities are open for a minimum of one week. Job opportunities that accept internal and external applications simultaneously are typically posted for a minimum of two weeks. If a job opportunity is filled by means of a promotion, temp-to-hire, or restructuring within a department/division, the opening will not be posted. If a position should become open for a search that was recently conducted, an opening may not be reposted as recent, qualified candidates will be contacted first.

Internal applicants who are at 0.50 FTE and above and have been employed in their current role for less than one year will typically not be considered for a different position unless approved by Human Resources. If a part-time employee is applying for another position that combined will result in 1.0 FTE or less, then the application will be allowed for consideration as long as the FLSA exemption classification is the same for all positions.

520 › BACKGROUND CHECKS

St. Olaf is committed to providing a safe and secure campus for its students, staff and faculty, and to protect the material resources of the College. As part of the strategy to achieve this goal, the College conducts background checks on newly hired or rehired staff, those employees who move to a substantially different position on campus, volunteers, and students in certain positions.

Background checks are conducted to confirm the accuracy of the information received and to ensure that the College has taken reasonable care in selecting its new staff and faculty and in placing students and volunteers. All job offers are conditional based upon the successful completion of a background check. If a candidate refuses to authorize a background check or has falsified or withheld information during the application process, St. Olaf reserves the right at its sole discretion to disqualify candidates from further consideration or immediately terminate an employee whose employment has commenced.

View the full Background Check Policy at <https://wp.stolaf.edu/hr/backgroundcheckpolicy/>.

525 › PRE-EMPLOYMENT PHYSICALS

Prospective employees receiving conditional offers of employment for positions that require significant physical activity and lifting activities as part of the essential job functions will be required to undergo a workplace physical to determine if the employee is capable of performing the essential functions of the position with or without reasonable accommodations.

530 › ONBOARDING AND EMPLOYMENT FORMS

Onboarding

St. Olaf is committed to supporting new employees in their successful transition to the campus workplace. For more information about Ole Onboarding, please visit the onboarding website at <https://wp.stolaf.edu/hr/onboarding/>.

Form I-9

St. Olaf is legally required to complete an I-9 Form for every new employee. The college must verify the identity and employment authorization of each individual.

Section 1 of the I-9 form must be completed by the employee on or before their first day of employment.

Section 2 of the I-9 form must be completed by Human Resources or an authorized representative within three business days of the date employment begins. Employees must present original, unexpired documents that show their identity and employment authorization. A list of acceptable documents can be found here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.

Form W-4 (Federal and State)

Employees must complete **both** the Federal Form W-4 Employee's Withholding Certificate and the Minnesota Form W-4 Withholding Allowance Certificate upon hire. This enables the College to withhold the correct federal and state income tax from employees' pay.

Additional Forms

Newly hired employees will also complete additional forms to collect direct deposit information, emergency contacts, diversity data, benefit elections (when applicable), and other information.

535 › PERFORMANCE REVIEWS

The purpose of the performance review process is to promote frequent communication and provide useful feedback about job performance. These discussions between a staff member and their supervisor are based on the current job description and will help to facilitate better working relationships, provide a historical record of performance and contribute to professional development. The College strives to conduct performance reviews annually.

540 › PROFESSIONAL DEVELOPMENT

St. Olaf is committed to professional development and growth in order to facilitate the achievement of the institution's objectives and to help staff members realize their potential.

The performance review and individual development planning are completed to identify an employee's accomplishments, strengths, areas for growth, training needs, and professional development goals as they relate to the needs of the College. The College provides for and supports employee's attendance at on-campus training and development opportunities including:

- On-the-job-training
- Computing seminars sponsored by Information Technology (IT)
- Courses available in the LinkedIn Learning database
- Courses in the College curriculum as part of the Tuition Allowance program

Department Sponsorship

Activities and programs that are necessary for employees to perform their jobs or will enhance job performance may be supported through departmental funds. This includes, but is not limited to, professional membership fees necessary for the performance of the position duties, attendance at appropriate professional workshops and seminars, webinars and conferences as deemed appropriate by the supervisor.

Employees are encouraged to work with their supervisor in advance of the budgeting cycle to determine the needs and associated costs. Participation is subject to supervisory approval and available funds.

545 › LIFE EVENTS OR INFORMATION CHANGES

Changes in marital status, legal name, number of dependents, address, or phone number often will affect payroll deductions, insurance coverage, beneficiary designations, and the status of other employee benefits provided by the College.

These events are called “qualifying life events” and notification to Human Resources needs to occur within 30 days of the event to ensure the necessary paperwork is completed.

Visit the Human Resources website to learn more and take action.

<https://wp.stolaf.edu/hr/life-events/>

550 › EMPLOYMENT VERIFICATION/REFERENCES

Employment Verifications: St. Olaf is not able to disclose employee information to external entities without the employee's written permission, as this is required to release job performance and/or wage history. Credit companies or banks investigating an employee's credit worthiness will only be told the employee's job title and employment dates without a written release. Please note, information required by government agencies or court orders will be provided without a release. All employment verification information will be provided by the Payroll Office.

Reference Requests: Only specific information (e.g. dates of employment, job title, essential job functions, training provided during employment, and eligibility for rehire) should be provided for employment references in order to avoid liability. When additional information is requested, and an active employee is willing to comply, the College recommends writing a reference letter to fulfill the reference request and avoid providing the information verbally.

555 › ACCESS TO PERSONNEL FILE

Minnesota law provides employees with certain rights relating to their personnel records. (See Minnesota Statutes Sections 181.960-181.965). St. Olaf College will comply with all requirements of the law. Employees are put on notice of the following rights and remedies provided under Minnesota law:

1. Current employees, upon making a good faith written request, have the right to review their personnel record, as defined by the statute, up to once every six months. The record will be made available during the College's normal hours of operation, but not necessarily the employee's normal working hours, and at the employee's place of employment or other nearby location. St. Olaf requires that the review be done in the presence of a College representative. If employees so choose, they may make a written request for a copy of the personnel record, which will be provided free of charge.
2. Former employees, upon making a good faith written request, have the right to receive a copy of their personnel record, as defined by the statutes, once each year after separation of employment for as long as the personnel record is maintained. The personnel records will be provided free of charge.
3. St. Olaf College will comply with the written request to review or provide a copy of the personnel records no later than seven (7) working days after receipt of the written request.

4. Employees and former employees have the right to submit a written position statement to the personnel record if the record contains any disputed information which the employee/former employee and St. Olaf College cannot agree to remove or revise. The written position statement may not exceed five written pages. The written position statement will be included along with the disputed information in the record for as long as the disputed information is maintained in the personnel record. A copy of the written position statement will also be provided to any other person who receives a copy of the disputed information from St. Olaf College after the written position statement is submitted.
5. St. Olaf may not retaliate against any employee or former employee requesting to review their personnel file.
6. If St. Olaf College and the employee have fully complied with the requirements related to disputed information, which are described in paragraph 4 above, no communication by the employee or St. Olaf College of information contained in the personnel records may be made the subject of any common law civil action for libel, slander, or defamation, unless St. Olaf College communicates information with knowledge of its falsity or with reckless disregard of its falsity.
7. If St. Olaf College refuses to comply with the personnel record statutes, employees and former employees may bring a civil cause of action seeking to compel compliance and may recover actual damages plus costs for a violation of the statutes. In addition, the Minnesota Department of Labor & Industry can enforce the statutes and seek additional remedies and impose fines.
8. St. Olaf College may not retaliate against an employee for asserting the rights or seeking the remedies described above. Employers that retaliate against employees for exercising the rights or remedies described above may be liable for actual damages, back pay, reinstatement, costs, attorneys' fees and other make whole relief. In addition, the Minnesota Department of Labor & Industry may seek additional remedies and impose fines.
9. Information that properly belongs in the employee's personnel record, as defined in the statute, which is omitted from the personnel record provided by St. Olaf College to the employee, may not be used by the College in certain legal proceedings, including administrative, judicial or quasi-judicial proceedings, unless St. Olaf College did not intentionally omit the information and the employee is given a reasonable opportunity to review the omitted information prior to its use.

560 › SEPARATION FROM EMPLOYMENT

Whenever possible, staff who depart from St. Olaf are asked to provide reasonable notice, in writing or via email. The employee may choose their final day of work, which may be any day other than a Saturday or Sunday. The college encourages departing staff members to consider being paid out their remaining PTO/vacation balance as described below, although PTO/vacation time may be used immediately before, or directly on, the final day of employment. *Note: St. Olaf reserves the right to accept the employee's resignation and determine the departing employee's last day of work, which may not coincide with the full duration as indicated in an employee's written notice.*

Staff will be invited to participate in an exit interview, when feasible, to share what the College does well, what it can do better, and any additional information about the employee's position that could assist Human Resources in finding a replacement.

Departing employees are eligible for payment of time worked as well as for any accrued and unused vacation/paid time off balance. The accrued and unused vacation/paid time off balance is based on the last actual work day as determined by the supervisor in consultation with the employee and Human Resources.

Contributions to the retirement plan by the College shall cease when the employee is no longer on the payroll. Certain benefits are however, eligible for continuation after separation. Please refer to the COBRA policy for details. Upon the death of an employee, remaining payments for time worked will be made to the beneficiary of the group life insurance policy or to the estate of the deceased employee. Any pending wage increase will not take effect once St. Olaf is aware of an employee's decision to depart from the College.

Staff will be sent the Departure Checklist with items to complete before leaving. The list can be found on the Human Resources website here: <https://wp.stolaf.edu/hr/departure-checklist/>.

565 › REHIRES

Former employees who are rehired by St. Olaf will be treated like any other new applicant, unless otherwise required by law. Former employees will be considered for available positions only if they left the organization eligible for rehire and if they provided reasonable notice of any voluntary resignation.

Individuals who are rehired **at or within one year** of their last day of employment with St. Olaf will:

- Not be required to complete a background check, unless a background check has not been completed in the past 4 years
- Be able to resume time off accruals where they were at the time of separation
- Typically have less onboarding paperwork to complete
- Resume participation in the matched portion of the retirement program if they were participating at the time of separation
- Receive credit for prior years of service for the purposes of recognition

Individuals who are rehired **after one year** following their last day of employment with St. Olaf will:

- Be treated as any other typical new employee or as required by law
- Be required to complete a background check and all new hire onboarding paperwork
- Not be entitled to prior benefits reinstatement or time off accrual rate
- Resume participation in the matched portion of the retirement program if they were participating at the time of separation
- Receive credit for prior years of service for the purposes of recognition

600 ► TECHNOLOGY AND EQUIPMENT

Technology is made available to further the needs of the community in support of the mission of the College. Use of St. Olaf computers, networks, equipment and technology resources is a privilege that is granted only to those who demonstrate responsibility in their care and usage.

610 ► INFORMATION TECHNOLOGY COMPUTING EXPECTATIONS

Information Technology (IT) provides the St. Olaf community with both computing and A/V technologies. The St. Olaf computing systems and campus network support the academic mission and business functions of the College. As a result, recreational uses of the campus network and Internet are highly discouraged; in some cases, access may be blocked. Individual supervisors may prohibit all forms of recreational computing (personal email, web surfing, etc.) and all new employees are encouraged to consult with their supervisor regarding individual office policies.

As a member of the St. Olaf community, you are expected to know and abide by the computing expectations set by IT and the Academic Computing Policy Board. In addition, you are also expected to abide by all State and Federal laws that pertain to information technology use. Review the campus policies at: <http://wp.stolaf.edu/it/policies/>.

620 ► PRIVACY OF EMPLOYEE ELECTRONIC FILES

All information on St. Olaf servers, desktop computers or on computer storage medias, including electronic mail, is considered College property. While IT makes every reasonable effort to ensure the security of electronic files, employees should be aware of the additional information found at <https://wp.stolaf.edu/it/privacy-of-electronic-files/>.

630 ► DATA PRIVACY

St. Olaf is committed to protecting the privacy of individuals who entrust their personal data with the College. Staff who during the course of their job may handle and/or become aware of personal and confidential information, must handle it with care and respect during collection, use, sharing, storage and disposal in accordance with applicable College policies, laws and regulations. For more information refer to <https://wp.stolaf.edu/privacy>.

640 ► PERSONAL TELEPHONE/FAX USE

The College recognizes the need for occasional personal phone and fax usage by employees during normal business hours. Such activity should be limited and not interfere with an employee's work. Employees are expected to reimburse the College for personal long-distance telephone or fax usage at the indicated rate on the departmental billing report.

700 ► TIME AWAY FROM WORK

The college recognizes that time away from work is a key component to ensure employees achieve a successful work/life balance. This time may include holidays, personal time off, a leave of absence, meeting required obligations, volunteering in the community, etc. St. Olaf aims to support these endeavors as they are in the best interest of staff and the College.

705 ► HOLIDAYS, PAID TIME OFF AND SICK LEAVE RESERVE (NON-EXEMPT/HOURLY)

The amount of paid time off is pro-rated for all employees working less than full-time based on the employee's assigned FTE. All benefit levels in this section reflect a full-time 1.0 FTE. Employees below 0.50 FTE are not eligible for the benefits in this section. The President of the College may designate changes in days observed as paid holidays as they may differ depending upon when they fall in any given year.

Paid Holidays

The College observes the following holidays each year. Offices are closed and only essential personnel are on duty. Refer to the Holiday Schedule at the link below for the actual days of holiday observance.
<https://wp.stolaf.edu/wp-content/uploads/2023/09/2023-and-2024-Holiday-Schedule.pdf>

New Year's Day	Independence Day	Christmas Eve	1 Personal
Martin Luther King Jr. Day	Labor Day	Christmas Day	Choice Day
Memorial Day	Thanksgiving (2 days)	New Year's Eve	(outlined below)
Juneteenth (June 19)			

For calendar year 2023, the College will observe three additional paid holidays on December 27, 28 and 29.

Employees required to work **on College-observed holidays** will be paid time-and-a half for actual hours worked in addition to the straight holiday pay.

Example for 1.0 FTE employee:

SUNDAY, DECEMBER 25

(Actual Holiday)

No work = No pay

MONDAY, DECEMBER 26

(Observed Holiday)

Work = 1.5x for hours worked + 8 hours of Holiday pay

The College may observe a holiday on another day. If the actual holiday falls on a weekend, and the College holiday observance is designated to be another day, employees **required to work on both such days** will receive overtime pay for the day of the College observance.

Example for 1.0 FTE employee:

SUNDAY, DECEMBER 25

(Actual Holiday)

Work = Regular rate for hours worked

MONDAY, DECEMBER 26

(Observed Holiday)

Work = 1.5x for hours worked + 8 hours of Holiday pay

For employees in Public Safety and Facilities who are **required to work only on the actual holiday and not on the observed holiday**, hours worked will be paid at time-and-a-half. These employees will also receive their regular FTE-based holiday pay at straight time rates on the day of the College-observed holiday.

Example for 1.0 FTE employee:

SUNDAY, DECEMBER 25

(Actual Holiday)

Work = 1.5x for hours worked

MONDAY, DECEMBER 26

(Observed Holiday)

No work = 8 hours of Holiday pay

Any unique circumstances will be handled on a case-by-case basis by the supervisor in conjunction with Payroll and Human Resources. Banking of holiday pay for use at a later time is prohibited.

If a College-observed holiday falls within an employee's approved time off, it is to be entered as a paid holiday and not a PTO day on the timecard. Eligible employees less than 1.0 FTE, will receive holiday pay, without proration, for holidays that are observed during their regular work schedule as follows:

- If you are regularly scheduled to work 40 hours in a workweek during which a College-observed holiday occurs, then you will be paid for 8 hours of Holiday Pay. If you are regularly scheduled to work 20 hours per week, 5 hours each day, in a workweek during which a College-observed holiday occurs, then you will be paid for 5 hours of Holiday Pay.
- If you are regularly scheduled to work Tuesday through Friday, then you would not receive holiday pay for a College-observed holiday that falls on a Monday (e.g. Memorial Day), because you are already scheduled to be away from work.
- If you are not regularly scheduled to work in the week/month of a College-observed holiday, then you would not receive holiday pay (e.g. Independence Day on the 4th of July), because you are already scheduled to be away from work.

Personal Choice Day

Employees are eligible to use the Personal Choice Day, prorated by FTE, with prior approval from their supervisor. The Personal Choice Day must be used by the end of the calendar year or it will be forfeited. Tracking the Personal Choice Day is done within the Time Entry System. Non-exempt employees must enter the amount of hours they utilized based on their FTE in the Personal Choice Day box in the Time Entry System. Contact the Payroll Office at 507-786-3824 or 507-786-3299 for further assistance. Paid holiday hours shall be considered hours worked for the purpose of computing overtime pay.

Paid Time Off (PTO) Eligibility and Accrual

All employees with a 0.50 FTE and greater are entitled to PTO to be used for vacation, sick, or other personal time away from regularly scheduled work. PTO may also be used for Safe Leave related to medical appointments and/or assistance for sexual assault, domestic violence, or stalking for the employee or an eligible family member (refer to Care of Relatives policy). For more information about Safe Leave, visit: https://www.dli.mn.gov/sites/default/files/pdf/sick_leave.pdf

PTO hours accrue from the date of hire and employees may only use hours that are accrued. PTO requires prior approval of the supervisor. Accrued PTO hours should be recorded when necessary to achieve 40 total hours in a workweek. Accrued PTO hours cannot be added to a timecard in excess of

40 hours per workweek to reduce the PTO balance and/or have the time paid out (refer to Overtime Pay policy for exceptions). PTO hours will be paid at the employee's regular hourly rate of pay. The rate of PTO accrual and the maximum accrual are set forth as follows:

Years of Completed Service	Accrual Rate/Pay Period (1.0 FTE)	Maximum Accrual* (1.0 FTE)
0 – 5 years	5.538 hours	144 hours (18 days)
6 – 13 years	7.076 hours	184 hours (23 days)
14+ years	8.615 hours	224 hours (28 days)

** PTO accrual stops once the maximum balance is reached and resumes again when an employee's accrued balance falls below the maximum.*

It is recommended that a balance of 40 hours of PTO be maintained to allow for unexpected circumstances and/or absences due to illness. Employees whose balance is under 40 hours may not receive approval for requested time off. When an employee's PTO balance is depleted, and a situation arises that necessitates unpaid time off, disciplinary action may result.

In the event of illness or emergency preventing an employee from requesting PTO in advance, the employee must notify their supervisor by the start of their scheduled shift.

While an employee is on an approved leave of absence (e.g. FMLA, STD, Personal Leave, etc.), PTO will cease to accrue (be placed on hold) until the employee returns to work. However, for each week in which an employee works at least 80% of their regular work schedule, during a payroll in which an approved leave of absence begins or ends, they will receive their full PTO accrual.

For example: John Doe is 1.00 FTE and regularly scheduled to work 40 hours per week. His leave of absence begins on the Friday of the first week in a pay period. In that first week, John works 32 hours (i.e. 80% of his regular schedule). Therefore, John receives his full PTO accrual for the first week of the pay period. Because John is on a leave of absence for the second week of the pay period, and did not work any hours, he will not receive his PTO accrual for the second week of the pay period.

Minimum Hours per Week Needed to Receive Full PTO Accrual

FTE	Minimum Hours
1.00	32.0
0.92	29.5
0.83	26.5
0.75	24.0
0.50	16.0

Sick Leave Reserve (SLR)

Hourly employees with accrued sick balances on January 5, 2008, retain these balances in a separate sick leave account, called Sick Leave Reserve (SLR). SLR hours are available to the employee to:

- To cover an absence from work during the short-term disability waiting period if PTO is exhausted
- During the first three working days of absence due to work-related injury if PTO is exhausted in accordance with the Workers' Compensation state statute
- Pay for employee sick time, when PTO is exhausted
- Paid time off, if PTO is exhausted, as referenced in the Care of Relatives policy
- Up to four days per year may be used to care for extended family members beyond those referenced in the Care of Relatives policy, if PTO is exhausted. Physician's verification is required prior to the use of SLR.

- Safe Leave related to medical appointments and/or assistance for sexual assault, domestic violence, or stalking for the employee or an eligible family member (refer to Care of Relatives policy).

SLR is not paid out upon separation of employment from St. Olaf.

Reporting in the Time Entry System (TES)

Non-exempt (hourly) employees are required to report all worked time and time away from work in TES. This reporting must be completed according to the pay schedule in TES.

710 › HOLIDAYS, VACATION AND SALARY CONTINUATION (EXEMPT/SALARIED)

All benefit levels in this section reflect a full-time 1.0 FTE. The amount of holiday and vacation is prorated for all employees working less than full-time based on the employee's assigned FTE. Employees below 0.50 FTE are not eligible for the benefits in this section. Employees who hold a dual faculty and staff role at 0.50 FTE or above are eligible for following staff benefits and do not observe faculty scheduled breaks. The President of the College may designate changes in days observed as paid holidays as they may differ depending upon when they fall in any given year.

Paid Holidays

The College observes the following holidays each year. Offices are closed and only essential personnel are on duty. Refer to the Holiday Schedule at the link below for the actual days of holiday observance.
<https://wp.stolaf.edu/wp-content/uploads/2023/09/2023-and-2024-Holiday-Schedule.pdf>

New Year's Day	Independence Day	Christmas Eve	1 Personal
Martin Luther King Jr. Day	Labor Day	Christmas Day	Choice Day
Memorial Day	Thanksgiving (2 days)	New Year's Eve	(outlined below)
Juneteenth (June 19)			

For calendar year 2023, the College will observe three additional paid holidays on December 27, 28 and 29.

If a College-observed holiday falls within an employee's vacation, it is counted as a paid holiday and not a vacation day.

Personal Choice Day

Employees are eligible to use the Personal Choice Day (8 hours, prorated by FTE) with prior approval from their supervisor. The Personal Choice Day must be used by the end of the calendar year or it will be forfeited. Tracking the Personal Choice Day is done within the Time Entry System. Contact the Payroll Office at 507-786-3824 or 507-786-3299 for further assistance.

Vacation Eligibility and Accrual

All employees with a 0.50 FTE and above are entitled to paid vacation. Vacation days accrue from the date of hire. All employees accrue vacation at 1.8333 days per month, for a maximum of 22 days per year, prorated by FTE. Vacation time off requires prior approval of the supervisor. In the event an employee is on an approved leave of absence, vacation will cease to accrue until the employee returns to work.

Accrued vacation must be taken in half or whole day increments and may be rolled over after the year it was earned. Employees are allowed to maintain an ongoing balance of 22 days (prorated by FTE) and are allowed a negative balance up to half of their annual accrual. It is up to the supervisor to determine if the balance is reasonable. In the event of separation from the College, employees will be asked to pay back any remaining negative balance. If an employee becomes sick while utilizing vacation time, the time off will be counted as vacation days and not sick time.

Reporting in the Time Entry System (TES)

Exempt (salaried) employees are required to report time away from work (vacation, sick, jury duty, bereavement, workers' compensation, and their personal choice day) in half or full day increments within the Exempt Leave Reporting section of TES. This reporting is to be completed after an employee returns from time away. Even if none of the above-mentioned time away was used during a month, employees are required to sign off in TES.

Salary Continuation for Sick Time and Medical Leave

It is the policy of the College that exempt (salaried) employees will be paid for a reasonable number of personal absences due to:

- Their own injury or illness, for which the employee would receive Salary Continuation up to 180 days, which is the waiting period for long-term disability coverage
- The injury or illness of the employee's dependent child (refer to Care of Relatives policy)
- The injury or illness of an eligible family member (refer to Care of Relatives policy)
- Medical or human services appointments when it's not possible to schedule during non-work hours
- Safe Leave related to medical appointments and/or assistance for sexual assault, domestic violence, or stalking for the employee or an eligible family member (refer to Care of Relatives policy). For more information about Safe Leave, visit: https://www.dli.mn.gov/sites/default/files/pdf/sick_leave.pdf

Salary Continuation for the purposes of sick time may require a note from a physician to verify the medical reason(s) for the absence(s).

Exempt (salaried) employees will be eligible for Salary Continuation for the purposes of a medical leave, after one year of service and when Family Medical Leave Act (FMLA) eligibility requirements are met. A leave lasting three or more consecutive days will require physician's documentation of the leave. Additionally, before returning to work, employees must provide a physician's authorization. Whenever possible, Salary Continuation will run concurrently with other leaves provided under the Family and Medical Leave Act policy, or any other leave rights for employees who are eligible.

715 > LEAVES OF ABSENCE – GENERAL INFORMATION

Leaves of Absence typically apply to staff who are 0.50 FTE and above and have completed 1 year of service. However, certain leave policies may have specific eligibility requirements. Requests for leaves of absence must be submitted in writing through the supervisor as far in advance as possible. All leaves require notice to Human Resources.

Generally, employees will be required to use any sick leave reserve, paid time off/vacation, holiday, or other paid leave benefits that is appropriate during a leave of absence before unpaid time is taken. When an employee is out on any type of leave, typically longer than one week in duration, PTO and

vacation time will stop accruing during the leave. PTO and vacation accruals will resume when the employee returns to work.

In many cases, particularly where the leave is 6 months or less, employees may be eligible to receive the College contributions to the College-provided benefits in which an employee is enrolled. Employees will be responsible for paying the employee-share of College-provided benefits while on leave. The College will comply with all applicable laws such as FMLA, COBRA, Minnesota Continuation and any applicable state or federal regulations.

Upon returning from leave, an employee may be reinstated to the same position that the employee held when the leave began. There may be situations, however, where the College will need to fill the position. In these instances, the College will attempt to place the employee in a comparable position in hours, duties, and pay. The College requests at least one week notice prior to returning to work from a leave of absence and often additional documentation is required.

Employees not returning to work upon the conclusion of their requested leave of absence will be deemed to have resigned from their employment, unless an extension of the leave has been requested and granted in advance by Human Resources.

720 > FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) provides a means for employees to balance their work and family responsibilities by taking unpaid, job-protected leave for certain reasons. The Act is intended to promote the stability and economic security of families as well as the nation's interest in preserving the integrity of families.

Eligibility

To be eligible to take FMLA leave, employees must have worked at least twelve months for the College, with at least 1,250 hours worked during the twelve months immediately preceding the request for a leave.

Basic Leave Entitlement

An eligible employee may take up to 12 weeks of job-protected, unpaid leave for specified family and medical reasons during a 12 month period. At St. Olaf, the rolling 12 month period is a time frame, measured backward over the 12 months prior to a leave. Any time taken in the previous 12 months will reduce the 12 week maximum FMLA benefit.

Eligible employees may request FMLA leave for any of the follow reasons:

- 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, child, or parent for whom the employee is needed to provide care.

Employees may take FMLA leave intermittently or on a reduced leave schedule when deemed medically necessary and with prior approval by the College. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt departmental operations.

View the FMLA Poster Here:

<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.PDF>

Military Family Leave Entitlements

In addition to the above reasons for leave, eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard, Reserves, and service members of any branch of the Armed Forces deployed to a foreign country in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member would be a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred while in the line of duty while on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Family leave to care for a covered service member is available up to five years after the veteran leaves the service if the veteran develops an injury or illness that was incurred or aggravated while on active duty. FMLA leave may be taken at one time frame altogether or intermittently.

Employee Responsibilities

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 the department's normal call-in procedures.

In order to be eligible for either the basic leave or the military leave entitlement, the employee must provide sufficient information for St. Olaf Human Resources to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. This may require a certification from the employee's health care provider, the employee's family member's health care provider, or an authorized health care provider of the covered service member. Also, employees may be required to provide periodic recertification or reports supporting the need for leave, including the employee's intent to return to work when known. An employee who takes FMLA leave for their own serious health condition is required to submit a "Fitness for Duty" certification from the employee's health care provider **prior to** returning to work.

St. Olaf Responsibilities

Upon an employee's request for leave, the College will inform the employee whether or not they are eligible for leave. If an employee is not eligible for FMLA leave the College will give a reason for the ineligibility. If an employee's leave has already begun, all leave-related notices and materials will be mailed to the employee's home address.

Benefits and Employment Protections

Upon returning from leave, an employee is entitled to be returned to the same position or a comparable position with equivalent pay, benefits, hours, duties, and other terms and conditions of employment that the employee held when the leave began. There may be certain circumstances when an employee will be denied restoration, depending upon layoffs, ability to perform essential job functions, or qualifications.

Health benefits are maintained during the period of FMLA leave under the same conditions as if the employee continues to work. Employees who do not return from the leave will be required to reimburse the College for premiums paid on their behalf during the FMLA leave, except in certain limited circumstances.

Employees who anticipate the need for a FMLA Leave should contact the Human Resources Office.

725 › PARENTAL LEAVE (Revised sections in bold, September 1, 2023)

When employees, regardless of gender, become new parents, whether natural or adoptive, a parental leave may be available under the FMLA, the Minnesota Pregnancy and Parenting Leave Law, or both. Whenever possible, leave under the FMLA and the Minnesota Pregnancy and Parenting Leave will run concurrently with all other rights to leave for employees who are eligible.

Parental leave governed by the FMLA is described in the Family and Medical Leave Act policy. **Under the Minnesota Pregnancy and Parenting Leave Law, employees of the college, regardless of how long they have worked at the college, are entitled to a maximum of 12 weeks of unpaid leave for prenatal medical care, pregnancy, birth or adoption of a child.**

Subject to the requirements of the FMLA and the Minnesota Pregnancy and Parenting Leave Law, the college offers paid leave as follows:

- **Employees of the college who are giving birth, and who have worked one year or more and at least half time (but fewer than 1250 hours, which is the threshold for leave under the Family and Medical Leave Act policy) during the 12 consecutive months preceding a leave, will receive six weeks of paid leave (for a vaginal birth) or eight weeks of paid leave (for a Cesarean section) (a) under the Short-Term Disability Benefit for non-exempt employees (with the use of PTO and/or SLR, or unpaid time, as required under Section 350 waived in the case of pregnancy), or (b) under Salary Continuation for Sick Time and Medical Leave for exempt employees, PLUS an additional six weeks of paid parental leave for a total of 12 weeks of paid leave (for a vaginal birth) or 14 weeks of paid leave (for a Cesarean section).** For employees who are giving birth, parental leave will begin on or before the date the birth occurs. Employees giving birth must provide a doctor's note before taking leave and a Fitness for Duty form signed by their physician before returning to work. Once an employee has used all of their paid parental leave, the employee must exhaust any PTO or vacation before receiving approval for unpaid leave.
- **Employees of the college who have worked one year or more and at least half time (but fewer than 1250 hours, which is the threshold for leave under the Family and Medical Leave Act policy) during the 12 consecutive months preceding a leave, and who are new parents or**

are not the parent giving birth, are eligible for six consecutive weeks of paid parental leave. The parental leave may begin at a time selected by the employee, but by no later than seven weeks after the birth, adoption or placement with adoption pending, with the approval of the supervisor based upon the needs of the department.

- In situations where the child remains hospitalized longer than the parent who gives birth, the leave must begin by no later than the seventh week after the child leaves the hospital. Once the paid parental leave is complete, the employee must exhaust PTO or vacation time before receiving approval for unpaid leave.
- **If both parents are employed by the college, and if both are eligible for paid parental leave, only one parent may take the six-week paid parental leave.**

Benefits elected prior to the leave will continue during the leave, with the employee paying the employee's share of college-provided benefits during the leave.

For more information, visit https://www.dli.mn.gov/sites/default/files/pdf/parental_leave.pdf.

730 › CARE OF RELATIVES

An employee may use personal sick leave or PTO benefits provided by the College for absences to care for relatives for reasonable periods of time. The College limits the use of personal sick leave or PTO benefits for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, stepparent, parent-in-law, stepparent-in-law, grandchild, step-grandchild, grandparent, to a maximum of 160 hours (20 days) in any 12-month period. Absences due to the illness or injury of a child, including stepchild, biological, adopted, and foster child, follow the same benefit terms upon which the employee is able to use sick leave or PTO benefits for the employee's own illness or injury.

For purposes of this policy, "personal sick leave or PTO benefits" means time accrued and available to an employee to be used as a result of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

735 › BONE MARROW DONATION LEAVE

A paid leave of absence up to forty hours will be granted to employees with 0.50 FTE and above who seek to undergo a medical procedure to donate bone marrow. Employees who donate bone marrow must provide a doctor's note prior to donation and a Fitness for Duty form signed by their physician prior to returning to work.

740 › MILITARY SERVICE LEAVE

As required by law, employees will be granted a leave of absence for military duty, including but not limited to, induction, enlistment or Reserve/National Guard duty, or to service members of any branch of the Armed Forces deployed to a foreign country. The College will comply with all applicable laws regarding the employment of such individuals. The supervisor must be notified as far in advance as possible to permit redistribution of work assignments. Upon completion of the tour of duty, employees will make arrangements with the College for re-employment as indicated in The Uniformed Services Employment and Reemployment Rights Act (USERRA).

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed service, and applicants to the uniformed service.

Reemployment Rights

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and;

- You ensure that your employer receives advance written or verbal notice of your service
- You have five years or less of cumulative service in the uniformed service while with that particular employer
- You return to work or apply for reemployment in a timely manner after conclusion of service and
- You have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you have not been absent due to military service or, in some cases, a comparable job.

Rights to be Free from Discrimination and Retaliation

If you:

- Are a past or present member of the uniformed service;
- Have applied for membership in the uniformed service; or
- Are obligated to serve in the uniformed service;

then an employer may not deny you any of the following because of this status:

- Initial employment
- Reemployment
- Retention in employment
- Promotion or
- Any benefit of employment

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Health Insurance Protection

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusion) except for service-connected illnesses or injuries.

View the USERRA poster here:

https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/USERRA_Private.pdf

Family Member Military Leave

In accordance with Minnesota law, employees who are an immediate family member of military personnel that are injured or killed while engaged in active service, will be provided up to 10 days of unpaid leave. For the purposes of this leave, an immediate family member includes a parent, child, grandparent, sibling, or spouse. Employees are expected to provide as much advanced notice as possible. Employees may choose to use paid time off/vacation in lieu of unpaid time.

745 › BEREAVEMENT LEAVE

Leave with pay will be granted to an employee, with 0.50 FTE and above, for making funeral arrangements and/or attending visitation and funeral services as follows:

- Up to 5 days of paid bereavement leave for a member of the immediate family; defined as spouse, child, stepchild, mother, father, sister, brother, step-parent, step-sibling.
- Up to 2 days of paid bereavement 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, aunt, aunt-in-law, uncle, uncle-in-law, niece, and nephew.

Non-exempt employees must enter the amount of Bereavement Leave hours they utilized based on their FTE in the “Funeral” box, along with completing the “Relationship” field in the Time Entry System. Additional time off may be arranged with the supervisor as vacation/PTO time or time off without pay if other paid benefits are exhausted. For employees less than 0.50 FTE, unpaid time off for bereavement needs will be arranged and approved on a case-by-case basis with the supervisor in conjunction with Human Resources.

750 › PERSONAL LEAVE

A personal leave of absence is one that is requested for reasons other than those defined within the College leave policies or is an extension of another leave. Personal leaves will be at the discretion of the College and require approval from the employee’s supervisor, in conjunction with Human Resources. In some cases, such leaves may cause an employee to lose eligibility for benefits, in which case the employee would be offered the opportunity to continue some of their benefits under COBRA. Employees will be required to use any appropriate paid leave time available before unpaid leave is taken.

When an employee anticipates missing work for three or more consecutive days due to a medical condition, physician’s documentation of the leave is required. Before returning to work, employees must provide a physician’s authorization.

755 › DOMESTIC ABUSE

Employees are allowed to take time off from work to obtain or attempt to obtain an Order for Protection (OFP). Except in cases of imminent danger or unless impracticable, the employee must give an employer 48 hours advance notice of taking the leave. The employer may request that the employee provide verification that supports the reason for the absence. All information relating to the employee’s leave must be kept confidential. The College will not retaliate against any employee who utilizes Domestic Abuse leave.

For more information, visit <https://www.house.leg.state.mn.us/hrd/pubs/domabuse.pdf>. Employees can also call Minnesota DayOne, the confidential domestic violence hotline, at (866) 223-1111. The crisis hotline should be able to provide a connection to a nearby domestic violence program and can aid in finding resources like a safe shelter, advocacy, legal assistance and support groups.

760 › SCHOOL CONFERENCE AND ACTIVITIES LEAVE

Employees will be granted leaves of absence to attend school conferences, other school activities, childcare services, and pre-kindergarten programs of the employees' children when such activities cannot be scheduled during non-working hours. The maximum amount of unpaid school leave that employees may take is 16 hours during any calendar year. The employees must provide their supervisor with reasonable prior notice and make reasonable effort to schedule the leave so as not to unduly disrupt the department's operation. Employees will be required to use any appropriate paid leave time available. For more information, visit https://www.dli.mn.gov/sites/default/files/pdf/school_conf_activities_leave.pdf.

765 › JURY DUTY

The College will supplement jury duty pay for employees called to jury duty. Employees will continue to receive their regular pay while on duty and are required to turn in the check they receive for jury duty to the Payroll Office. Employees may keep the portion of the check received for mileage, day care, and parking.

If jury duty does not require the full workday, employees are expected to report for work for the remainder of the day. Jury duty will be considered time worked when calculating overtime pay.

770 › VOTING

During federal and statewide elections or a special election to fill a vacancy for a state representative or senator, employees are allowed the necessary paid time off from work to cast a ballot and return to work. Employees should advise their supervisor in advance of taking a voting leave.

775 › OUTSIDE EMPLOYMENT AND ACTIVITIES

The College recognizes that employees may have outside employment or activities. Such activity should not interfere with the employee's performance of their duties to the College and its students, or place the employee in a position of a conflict of interest. Whether an outside employment or activity interferes with an employee's position with the College will be determined by the College in its sole discretion.

A conflict of interest may be defined as any situation in which the outside employment/activity would or could reasonably be perceived to conflict with the best interests of the College or with the employee's performance of their College duties. Use of College resources to perform outside work (e.g. supplies, facilities, electronic resources, equipment, staff) may not be charged to or supplied by the College. If an employee is on an approved medical-related leave, it is expected that they will be utilizing this time to focus on their well-being while limiting outside employment and activities.

800 ► WORKPLACE

St. Olaf has a number of policies and procedures established to provide a safe, inclusive, and welcoming campus. To that end, it is the responsibility of every employee to adhere to, and hold each other accountable for, these policies and procedures for the betterment of those that live, work, and visit the Hill.

805 ► ALCOHOL-FREE AND DRUG-FREE WORKPLACE

St. Olaf desires to have a campus free from alcohol and drugs and to operate all of its academic and co-curricular programs accordingly. It does so out of the conviction that this freedom will:

- Enhance the atmosphere for productive work, learning, growth, safety, and wellness
- Support members of the community affected by, or concerned with, the abuse of alcohol and/or drugs
- Respect the decisions of those who choose not to use alcohol or drugs
- Promote a caring environment

St. Olaf will provide social activities which do not rely on alcohol or drugs and will maintain a supportive climate for those who choose not to use these substances.

The unlawful possession, distribution, consumption or use of alcoholic beverages, illicit drugs, non-medicinal marijuana, pharmaceuticals without a prescription, and controlled substances is prohibited on the St. Olaf campus, on land owned by the College, in College-owned honor and language houses and any other College property. Additionally, the consumption of alcoholic beverages is prohibited at all College-sponsored functions, programs and activities that include students, in any location.

The College recognizes that members of the community may, within applicable federal, state, and local laws, partake in the use of alcohol, prescribed pharmaceuticals and/or medicinal marijuana. Employees should report to work fit for duty and free of any adverse effects of alcohol, drugs or substances. Employees must consult with their doctors to determine any potential effects on their fitness for duty and ability to work safely due to the use of prescribed pharmaceuticals or substances. Any work restrictions must promptly be disclosed to the employee's supervisor.

Anyone violating this policy will be subject to disciplinary action up to and including termination. Employees who are convicted of a criminal drug-statute violation that occurred in the workplace are required to inform their supervisor or Human Resources.

Seeking Help

St. Olaf realizes that employees may have a problem of substance abuse that they are not able to control, but would like to overcome, and in these instances the College will provide assistance for those voluntarily seeking help and treatment for substance abuse problems. Employees who wish to seek assistance may discuss such plans with their supervisor, contact the Life Assistance Program (LAP) and/or utilize Learn to Live mental health resources. The supervisor and the employee will meet with Human Resources to make arrangements for any necessary leave for treatment.

810 › ANIMALS ON CAMPUS

Definitions

"Animal" for the purposes of this policy, shall mean any animal other than a human.

"Their human" shall mean the owner or keeper of the animal.

Applicable Public Law

Any person bringing an animal(s) onto the property of St. Olaf should be aware that the City Code of Northfield applies to their visit. Please refer to Part II, Chapter 10, Article II, 10-31 through 10-98 of the Northfield City Code. The Americans With Disabilities Act also applies as it pertains to Service Animals.

Service Animals

Service animals are legally defined (Americans With Disabilities Act) and are trained to meet disability-related needs of their handlers. Federal laws protect the rights of individuals with disabilities to be accompanied by their service animals in public places. St. Olaf will comply with all applicable laws pertaining to service animals.

Animals in Buildings

No animals are allowed in St. Olaf's public buildings with the exception of animals required for use in teaching and research or service animals. If the requirement for an animal in teaching or research is questioned, the Dean of the College will make a final determination. The Dean of Students has authority over the policy in the residence halls and College houses.

Animals on the Grounds

Animals must be leashed and under the direct control of their human. Animals running freely will be reported to the City of Northfield Animal Control Officer for pickup as provided for in the City Code. All animal feces must be picked up and properly disposed of by the associated human.

Animals that are tied up and unattended are not under the direct control of their human and are also subject to pickup.

Animals that are left in their human's vehicle will be reported if they appear to be neglected or under duress from heat, inadequate ventilation, or severe cold.

St. Olaf reserves the right to remove from the campus or report to the City of Northfield Animal Control any animal who, because of noise or other factors, is deemed a disturbance on campus. Students and employees who fail to cooperate with requests to remove their animals shall be subject to appropriate discipline.

Reporting Violations

Persons who wish to report violations of this policy may call St. Olaf Public Safety at 507-786-3666.

815 › APPEARANCE AND PROTECTIVE APPAREL

Projecting a favorable image of St. Olaf in all that we do is essential. Appearance is an important aspect of the image St. Olaf presents to its students and their parents, vendors, affiliates and visitors. The College accommodates individuals' sincerely-held religious beliefs and nothing in this policy will be interpreted in a manner that interferes with an employee's religious practices.

Appearance

Proper attire, personal hygiene, and grooming contribute to the morale of all employees and can directly affect the first impressions of St. Olaf. Extremes of any sort can be distracting, disruptive, unsafe and will not be condoned. The typical dress expected for staff is business attire.

During working hours or when representing St. Olaf, each employee is expected to present a clean and neat appearance and dress according to the requirements of the position and generally accepted standards. Staff are expected to be mindful of excessive use of cologne, perfume or other scents as this can affect the health of other individuals. Employees who do not adhere to this policy may be sent home and directed to return to work appropriately dressed and groomed. Under such circumstances, the time away from work will not be compensated.

Employee questions as to what constitutes appropriate appearance should be directed to the supervisor.

Wearing of Protective Apparel

While performing custodial, maintenance, construction, public safety and other potentially dangerous responsibilities, employees are expected to wear safe and appropriate clothes such as uniforms, closed-toe shoes/boots, gloves, safety glasses, hearing protection, hardhat and the like. Other staff members are also expected to follow governmental standards in utilizing personal protective equipment or other safety apparel for the protection of themselves and others (e.g. wearing respirators when handling pool chemicals).

These types of situations may make it necessary for employees to bring with them a change of appropriate clothes if they will be performing differing responsibilities during the same day.

In all cases, employees should exercise good judgment and common sense.

820 › CAMPUS SERVICES AND PERKS

St. Olaf offers many unique services and activities. The College encourages staff to utilize these perks, some of which are highlighted below. For a more complete list, refer to the last page of the Unified Benefits Summary at <https://wp.stolaf.edu/hr/files/2015/08/Unified-Benefits-Summary.pdf>.

ATMs

Located in Buntrock Commons, two ATMs are available for employees' convenience.

Bookstore

Show Ole pride by purchasing Ole apparel! Receive a 10% off discount on select items. Stop by the Bookstore in Buntrock Commons or visit <https://stolaf.bncollege.com/shop/st-olaf/home>.

Dining Options

St. Olaf provides a variety of dining options located in Buntrock Commons:

- The Pause (student-operated): Pizza, quesadillas, cheesy bread, pretzels with cheese, ice cream, shakes, and cookies
- The Cage: Coffee, grab-and go salads, sandwiches, or made-to-order burgers, wraps, soups, and desserts
- Stav Hall: Cafeteria-style with options including salad bar, soup, tortilla, pizza, pasta, grill, bowls, grains, and dessert lines
- Kings' Dining Room: Fine dining three course meal with soup and salad bar, main entrees, and dessert

Employee Discounts

St. Olaf negotiates employee discounts for personal use and encourages staff to utilize these services. Learn more at <https://wp.stolaf.edu/finance/employee-discounts/>.

Library

The College encourages employees to use the collections and resources in Rolvaag Memorial Library and the Halvorson Music Library. The Ole Card serves as a library card, allowing employees to borrow materials and access online resources. The Libraries' collections include current fiction and nonfiction, popular films and documentaries, video games, board games, audiovisual equipment, and millions of streaming videos and audio tracks.

St. Olaf and Carleton Colleges share a library catalog, called Catalyst, which allows you to search for and borrow materials from both colleges. You may request items from Carleton for pick up from Rolvaag Library or Halvorson Music Library; delivery usually takes less than 24 hours. The Ole Card also enables you to borrow materials from Carleton in person. To search Catalyst, or to learn more about the Libraries' collections, resources, services, and hours of operation, visit www.stolaf.edu/library.

Notary Public Services

Notary public services are available to all employees for no charge in the Registrar's Office and Finance Office, both located in the Tomson Hall. Additional notary services may be available through other departments. For a current list, visit <https://wp.stolaf.edu/finance/>.

Post Office

The St. Olaf Post Office is located in Buntrock Commons. It provides the following business and personal services:

- Distribution of U.S. and campus mail, including intercampus mail with Carleton College.
- Mailing letters and packages through the following services: U.S. Postal Service, UPS, Federal Express, and DHL.

Print Center

The St. Olaf Print Center is located in Buntrock Commons. It is a full-service copy center which offers 24-hour turnaround on most orders. Services available include: standard copying/printing, envelope printing, wide format printing, foam core mounting, folding, tabbing, laminating, cutting, comb and coil bindings, padding, and booklet making. It is also the campus resource for department paper supplies and campus stationery supplies.

Recreation / Tostrud Center

The Recreation, Exercise Science and Athletics (RESA) facilities (Tostrud Center, Skoglund Center and Manitou Fieldhouse) are available to employees, as well as members of their immediate family, to provide them with the place and the opportunity to exercise as the College emphasizes the well-being of mind, body and spirit. For more information regarding access to these facilities, fees, schedule of hours, and list of services available visit the Recreation website at: <https://wp.stolaf.edu/recreation/>.

825 › COLLEGE VEHICLES

St. Olaf has a fleet of vehicles that are available to employees for official College business use. Staff driving a College vehicle must have completed the driver safety training program offered each semester, which must be updated every two years in order to promote safe driving. Vehicles will not be reserved/checked out without a College account number. For more information visit <https://wp.stolaf.edu/finance/vehicle-use-policy-2/>.

Hands-Free Operation

Employees must comply with the Minnesota Hands-Free Phone Law. The use cell phones for calls, emailing, texting, etc. – even with a hands-free device – is strictly prohibited. If employees must communicate or read anything on their phone, they must pull over and park. Initiating or participating in a cellular phone call while the employee is driving or a part of traffic is only permissible if done so solely in a voice-activated or hands-free mode.

830 › CONTRACT SIGNATURES

St. Olaf frequently enters into contractual relationships with individuals and entities from around the world. In order to ensure that contractual relationships serve the best interests of the College, and that these agreements comply with the College's legal obligations, employees who have responsibility for negotiating contracts must do so in adherence with this Contract Review and Approval Process found at <https://wp.stolaf.edu/generalcounsel/policies/>.

835 › CRIME AWARENESS AND CAMPUS SECURITY ACT (CLERY ACT)

This legislation requires all colleges and universities to distribute information regarding certain campus regulations, campus safety and security policies and crime statistics to all students and employees on an annual basis. The Clery Act includes crime prevention program descriptions, procedures to follow to report criminal activity, campus facility security, authority of Public Safety

officers, drug and alcohol abuse prevention efforts and crime statistics for the past three calendar years based on geographic location.

The College's annual Clery report is posted on the St. Olaf website at:

<https://wp.stolaf.edu/publicsafety/community-awareness-reports/clery-act-fire-safety/>

A paper copy of the Clery Act may be obtained upon request from the Dean of Students Office, Admissions Office, Human Resources Office, or Public Safety Office.

840 › EMERGENCY PROCEDURES

St. Olaf is committed to the safety and well-being of the campus community. In the event of an emergency, follow the steps outlined on the Emergency Preparedness website

<https://wp.stolaf.edu/emergency/>.

Ole Alert

Staff are encouraged to sign up for Ole Alert, the emergency notification system, on their cell phone.

Read more about Ole Alert at: <https://wp.stolaf.edu/emergency/olealert/>.

Procedures and Protocols for Specific Types of Emergencies

Visit the Public Safety website at the link below to become familiar with information about what to do in the event of these situations: active shooter/hostile intruder; bomb threats; campus closing/late start procedure; criminal activity reporting; fire; gas leaks; fumes, and vapors; hazardous materials; important phone numbers; person of concern; medical emergencies; severe weather; and utility failures. <https://wp.stolaf.edu/publicsafety/emergency-procedures-and-protocols/>

841 › FLOWERS, GIFTS, GIFT CARDS/CERTIFICATES AND FAREWELL PARTIES

St. Olaf College strives to recognize employees in an equitable manner, with respect to use of College funds, while complying with relevant federal and state guidelines. Recognition for work-related contributions are made either through monetary means (e.g. salary increases or other Human Resources programs) or community celebratory activities (e.g. years of service reception).

Flowers to Recognize Life Events

Departments are allowed to request flowers to recognize the following life events in the life of an employee:

- Death of a retiree, employee or employee relative defined as: the spouse of the employee, parents (including step-parents and in-laws), children (including step-children), siblings, and the employee's grandparents.
- Birth or adoption of an employee's child
- Hospitalization of an employee

The employee's department is responsible for notifying the Human Resources Office of the event they would like to acknowledge. Human Resources will place an order for a floral arrangement or

plant with a local florist. The cost is covered by Human Resources. *Note: The college does not allow donations to a charity or organization in honor of the employee.*

Departments are **not allowed** to request flowers or use college funds for other events such as: weddings, showers, birthdays, anniversaries, promotions, etc.

The college understands that certain administrative offices provide flowers or gifts for students, alumni, friends of the college and other stakeholders (e.g. Dean of Students, President's Office, Advancement), and these gifts are handled separately from this policy. Learn more by reading the Business Office policy at: <https://wp.stolaf.edu/business-office/procedures-for-gift-gift-card-certificate-and-flowers/>.

Gifts and Gift Cards/Certificates

College funds are not to be used for the purchase of gift cards or certificates of any amount, as they may create a taxable event for the employee (TAM-108577-04).

Farewell Parties

To recognize an employee who is leaving the College after more than a year of service, a department has the discretion to use departmental funds for a casual food/drink gathering. General spending guidelines are as follows.

- 1-5 years of service: \$125
- 5-10 years of service \$250
- 10+ years of service: \$500
- Division Heads (President, Provost, Vice Presidents) may use their discretion to approve expenditures above these general guidelines.

845 › IDENTIFICATION CARDS

All St. Olaf employees will be issued an identification card called an Ole Card. It is an all-purpose card that can be used to check out books from the libraries, gain admittance to Tostrud athletic facilities, sporting events and other buildings on campus, serve as a debit card at the Bookstore, Print Center, Post Office, Lion's Pause, and all Bon Appétit food service outlets.

Ole Cards can be obtained at the Buntrock Commons Scheduling Office. The first card is free. If the card is lost, it can be replaced but a replacement fee will be imposed. Read more about the Ole Card at <https://wp.stolaf.edu/olecard/>.

850 › INCLEMENT WEATHER

Due to St. Olaf being a residential campus, the College is open for business year-round and does not close as a result of snow or other inclement weather situations. Severe weather-related conditions such as tornados, flooding, snow, sleet, ice and the like can make travel hazardous. In general, employees are advised to use their own discretion regarding their health and safety and are not encouraged to take any unnecessary risks.

Employees will be required to use accrued PTO/vacation, or personal choice day to cover any inclement weather absences. In all cases, employees should check with their supervisor regarding alternative arrangements for work assignments (e.g. arriving late, leaving early, etc.). Supervisors are advised to err on the side of safety when considering employee-requested leave for inclement weather situations. *Note: Essential personnel will be required to work to ensure the continued operations of the campus and/or address emergency situations.*

Employees should monitor their email for updates regarding current campus conditions and safety information.

855 › KEYS

This policy protects Campus Community Members safety, college managed data, and college assets. Control of keys is necessary to ensure keys do not unintentionally fall into unauthorized hands and protect College property. All keys issued to employees will remain the permanent property of St. Olaf and are issued to the employee to perform their work-related duties only.

Employees entrusted with keys accept responsibility to keep keys in a safe place at all times, refuse to lend the keys to anyone but their supervisor, and prevent the keys from being copied. All keys have a unique serial number stamped into the key bow that is registered to the specific employee who was issued the key and this unique serial number is recorded. Employees who have keys are expected to follow the terms of the St. Olaf key policy found here: <https://wp.stolaf.edu/facilities/keys/>.

Employees must immediately report misplaced, lost, stolen, or damaged keys to their supervisor. Upon separation of employment, all keys must be returned to the supervisor or Human Resources. It is the responsibility of the supervisor to arrange for keys to be issued/transferred.

860 › LACTATION ACCOMMODATION

St. Olaf seeks to support and accommodate breastfeeding needs of employees. Any employee who wishes to breastfeed or express milk in the workplace may make arrangements with their supervisor and discuss any relevant workload or scheduling issues. Lactation breaks should, if possible, run concurrently with any break time already provided to the employee.

The College will provide appropriate private space in close proximity to the nursing mother's work area. The location must have a closable and lockable door, good lighting and an electrical outlet. The location must be clean, well ventilated, have a suitable/comfortable chair, available table space, and be near a clean water source. Areas such as restrooms, closets or storage areas are not acceptable spaces for lactation purposes.

The location may be the place where the nursing mother normally works (e.g., the employee's private office or a conference room that can be secured), if the space meets criteria requirements. Human Resources, in collaboration with Facilities staff, are available to assist with accommodation requests including assisting with privacy barriers and refrigeration availability. (Employees may choose to use a personal cooler and the shared refrigerators with freezers to replenish their ice packs during the day.)

Designated lactation rooms are also available for use in Buntrock Commons, Holland Hall, Regents Hall of Natural Sciences, and Tomson Hall. If an employee would like to use a dedicated lactation room, they can check out a key from the Human Resources Office.

Additional information can be found at:

https://www.dli.mn.gov/sites/default/files/pdf/pregnancy_nursing.pdf.

865 › OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)

St. Olaf is committed to providing a safe place to work, which is free from hazards or conditions that could cause injury or serious physical harm. All employees are expected to comply with all safety and health standards, rules, regulations or orders issued by the College as well as those of the federal and state occupational safety and health laws.

Unsafe working conditions should be reported immediately by employees to their supervisor, department head, or the campus Safety Committee at <https://wp.stolaf.edu/safety-committee/report/>.

870 › PARKING AND REGISTRATION INFORMATION

All St. Olaf employee vehicles must display a current parking permit when parked on St. Olaf property. There is no charge for parking permits for faculty and staff. The Parking Permit Application/Registration Form can be found at this link <https://wp.stolaf.edu/parking/forms/>.

In order to register a vehicle and obtain a permit, employees must provide the license plate number, state, make, model and color of vehicle. Employee vehicles must be parked only in areas designated for faculty and staff. Vehicles without a current parking permit or vehicles improperly parked will be ticketed. Employees are expected to abide by the St. Olaf Motor Vehicle Policy, found here <https://wp.stolaf.edu/parking/motorvehiclepolicy/>.

875 › REASONABLE ACCOMMODATION

St. Olaf College is committed to providing reasonable accommodations to employees with disabilities, impairments or functional limitations to enable them to perform the essential functions of their jobs. The College provides accommodations in compliance with the Americans with Disabilities Act (ADA) and other applicable laws.

Request Process

1. The College asks any employee seeking an accommodation to complete a [Request for Workplace Accommodation form](#). Once the employee submits the form, it will be routed to Human Resources.
2. Human Resources will strive to review the request within five business days, asking for additional information if needed, discussing type(s) of accommodations, and/or advising about steps for implementation.
3. Human Resources will engage in an interactive process with the employee to address the proposed accommodation.

- a. Human Resources may work in partnership with the employee's supervisor/department chair, Environmental Health and Safety, Facilities, the College's General Counsel, or other relevant departments to discuss possible resources.
4. Human Resources will let the employee know whether the request has been approved.

Renewal

The College will review approved accommodations periodically. Human Resources will meet with the employee to review the accommodation, evaluate its effectiveness, discuss any proposed modifications, provide recommendations, and document a continuation of the accommodation or any modifications.

880 › TOBACCO-FREE CAMPUS

As of September 1, 2021, St. Olaf College is a tobacco-free college. Tobacco use is prohibited within all College grounds, College-owned or leased properties, and in College-owned, leased, or rented vehicles even when used outside campus grounds.

Tobacco products include but are not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, chewing tobacco, snus, snuff, electronic cigarettes, and any non-FDA approved nicotine delivery device. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration as a tobacco cessation product, as a tobacco dependence product, or as a product supporting other medical purposes, and is being marketed and sold solely for such an approved purpose.

Exceptions to this policy may be allowed by the Environmental Health and Safety department for ceremonial or other special purposes.

- a. Exceptions may include peer-reviewed, approved scientific studies related to the health effects of smoking, sanctioned and formally approved by the College; or
- b. Theatrical productions approved by the College and where actors and actresses are permitted to smoke as part of the theatrical performance. Notice of smoking in a performance must be given to patrons in advance and will be included in the performance programs.

Distribution and advertisements of smoking, smokeless tobacco and electronic cigarette products on campus are prohibited.

Compliance with this policy is a community effort. Repeated violations of this policy will be handled, as applicable, through the Dean of Students Office, Human Resources, or the Office of the Provost and Dean of the College.

Please direct questions and concerns to tobacco-free@stolaf.edu.

885 › TRAVEL AND BUSINESS EXPENSE

Refer to the Travel Policy on the Finance Office website at <https://wp.stolaf.edu/finance/travel-policy/>.

890 › WEAPON BAN

The personal possession of handguns in all campus buildings and on all campus property is strictly prohibited. This prohibition applies to all employees, independent contractors, and visitors, including those who have a valid permit to carry a concealed weapon. Visitors who possess a valid permit to carry a concealed weapon may, however, keep the weapon locked in the trunk or glove compartment of their vehicle in the parking lot. Employees, independent contractors and temporary employees also are prohibited from possessing handguns or other weapons while operating a College vehicle, engaging in College business, or participating in a St. Olaf event. This weapons prohibition does not apply to authorized security or law enforcement personnel.

If you are aware that a student, co-worker, visitor, or other individual possesses a handgun or other weapon in violation of this policy, you should immediately report the conduct at issue to Public Safety at 507-786-3666 or the Northfield Police at 911.

Use of weapons, violence and threats of violence are strictly prohibited on campus and at any St. Olaf-related off-premise event. If you become aware of a threat of violence or other harm to persons or property, you should take the following action, even if you think the threat may be only a joke:

1. Obtain emergency assistance in any situation that you feel is an emergency
2. Take immediate action to protect yourself and others from harm where you can do so safely
3. Advise one of the following people of the situation: Immediate Supervisor, Public Safety or the Northfield Police.

Any violation of this policy by employees, independent contractors, and visitors will result in disciplinary action, up to and including immediate termination of employment or presence on campus.

900 ► WORK SCHEDULES

Various work schedules exist at St. Olaf and staff are expected to be aware of them as they relate to their work. It is important to know that during academic year breaks, the availability of campus services may be limited.

910 ► YEARLY CYCLES – FISCAL, ACADEMIC, BENEFITS

The College follows the following yearly calendars for varying business operations.

Fiscal Year

June 1 – May 31

January 1 – December 31

Academic Year

September 1 – August 31

Benefits Plan Year

September 1 – December 31, 2024

Beginning in 2025, the plan year will run

920 ► HOURS OF OPERATION

The official college hours of operation are 8:00 a.m. – 5:00 p.m. Monday through Friday. Each department is expected to ensure adequate service coverage during hours of operation. Employees are expected to start and end their work, within an hour of the College hours of operation, unless business needs require a different schedule. St. Olaf acknowledges that various positions may have a schedule which warrants a start and end time that differs from the standard hours of operation (e.g. Public Safety, Facilities, etc.).

Summer Hours

The College follows an alternative schedule of hours for the summer, allowing eligible employees to work 38.5 hours per week (rather than 40 hours) and receive pay for a 40 hour work week. Summer Hours are in effect beginning the week after reunion weekend and end the week prior to the arrival of first year students. Generally, office hours are Monday through Thursday, 7:30 a.m. – 4:30 p.m. with a ½ hour lunch period and Friday, 7:30 a.m. – 12:00 p.m. Summer Hours/days may vary by department.

All employees, with an FTE qualify for Summer Hours. In order to earn the 1.5 hours/week paid as Summer Hours, the 38.5 hour work week minimum must include: actual hours worked, College-observed holidays, jury duty, and/or bereavement leave. All non-exempt (hourly) and exempt (salaried) employees with an FTE do not qualify for Summer Hours when taking a full week off (40 hours) and instead, these employees must use a full week (40 hours) of PTO or 5 days of vacation time. The 1.5 hours paid per week as Summer Hours are not treated as hours worked when computing overtime pay for non-exempt (hourly) employees.

There are offices within the College that may need to remain open five days a week. The PLT will determine which offices will remain open and work with each supervisor to implement an equitable distribution of the responsibility. Certain departments with varied work schedules (i.e. Public Safety) may have different arrangements approved by the appropriate PLT member allowing them to receive

pay for Summer Hours in differing ways. The President's Leadership Team along with the President may designate changes in the duration of Summer Hours.

930 › CHAPEL ATTENDANCE

Chapel at St. Olaf is a time of inspiration for body, mind and spirit; a quiet harbor in a busy day; worship. All are welcome! Attending chapel does not count as break time for non-exempt (hourly) employees. To learn more, visit <https://wp.stolaf.edu/ministry/worship/?l=03>.

940 › BREAK/REST PERIODS

A paid rest break of no more than 15 minutes is allowed each four-hour work period (excluding meal breaks) for non-exempt (hourly) employees at a time approved by the supervisor. Typically there is one rest break in the morning and one in the afternoon. Attending a daily chapel service is not considered part of a break period. Unused rest breaks cannot be used to shorten the scheduled workday. Supervisors have the discretion to determine the length and time of break/rest periods within the above parameters based on departmental needs.

950 › MEAL PERIODS

Meal breaks are unpaid time during which the employee has to be completely relieved of duties for at least 30 minutes. Employees can choose to schedule a lunch break of ½, 1, or 1½ hours and then adjust their work hours accordingly, within departmental coverage constraints. Meal periods must not be less than ½ hour for all non-exempt (hourly) employees that work for eight or more consecutive hours and cannot be taken at the beginning or end of a shift to shorten the scheduled work day. Meal periods are also recommended for exempt (salaried) employees, although are not required. Supervisors have the discretion to determine the length and time of meal periods within these parameters based on departmental needs.

960 › FLEXIBLE WORK ARRANGEMENTS

St. Olaf is a residential college that values the presence on campus of its staff. The College also understands that providing flexible working arrangements for staff can reap benefits for both the college and its staff.

This policy provides a framework, options and procedures governing flexible work ("flexwork"). The term "flexwork" refers to where, when and how employees complete their work.

To whom does this policy apply?

- All exempt (salaried) and non-exempt (hourly) staff may submit proposals
- All staff have access to an equitable procedure
- All proposals will be reviewed
- Supervisors have discretion to approve or deny proposals

What principles govern flexwork?

A fundamental principle of flexwork is that it is **job-appropriate**. There may be roles for which flexwork is not suitable. Within a residential community like St. Olaf, some roles may always require employees to be physically present. Indeed, most roles will require employees to be present on campus at certain times.

Flexwork must be **responsive** to the changing needs of the workplace and thus flexwork arrangements are never permanent.

Flexwork must demonstrate a **net-positive or net-neutral effect** on the business needs of the college, division and department and on the overall work environment.

The process for evaluating a proposal for flexwork must be **equitable**, with decisions made without bias or favoritism. “Equitable” refers to the process that supervisors use to evaluate proposals. “Equitable” does not mean that individuals’ arrangements will be identical or even similar.

All flexwork arrangements must be **documented in writing**, agreed upon by the employee and approved by the supervisor. Decisions not to approve a flexwork arrangement must also be documented in writing.

All new flexwork arrangements are subject to a trial period of 30 days. Flexwork arrangements must be reviewed at least annually and, if needed, more frequently to determine the success of the arrangement or the need for adjustments.

If a **personal health issue** emerges during a discussion about flexwork, the supervisor and employee should immediately consult Human Resources.

How does flexwork actually work?

Flexwork arrangements involve the location of work (where), the days and times of day worked (when), and the manner of work (how):

The location of work may be:

- Fully on-site
 - Employees are expected to be on campus for all working hours
- Partially remote (telework)
 - Employees work part of the standard work week at a location other than on campus. This group includes people who must be on campus either regularly or periodically but who can perform some portion of their work remotely.
 - Because St. Olaf is a residential community, the college recommends that employees work either a 4/1 or 3/2 schedule (with the majority of work days occurring on campus).
 - Employees in student-facing roles would typically work on campus full time or, if the needs of the department can be met, in a 4/1 schedule.
- Primarily remote (remote work)
 - Periodic -- Employees work remotely for the majority of their time, but they are expected to be on campus at designated intervals (i.e., once per month, once per quarter)

- Fully -- Employees work all of their time remotely and are not expected to be on campus.
- Arrangements for remote work will typically be limited to work within the state of Minnesota because of the challenges with compliance associated with out-of-state workers.
- St. Olaf College will not incur any additional costs associated with another work location including but not limited to phone, Internet, ergonomic furnishings, or extra technologies, including laptops, monitors, keyboards, power cords, etc.

The days and time(s) of day worked may be:

- Regular work hours
 - The college's standard hours of operation are Monday - Friday, 8 a.m. - 5 p.m. (except during the period of Summer Hours).
 - Employees work regularly scheduled hours in alignment with their department.
- Flextime
 - Employees work a standard full-time or part-time work week with start and end times that differ from the standard hours of operation.
 - Flextime may include a split schedule in which an employee divides the work day into two or more periods of time (e.g. 7 a.m. - 10 a.m. and 2 p.m. - 7 p.m.).
- Employees who work part time
 - If the needs of the department can be met, employees who work part time can submit a proposal to prorate a full time 4/1 or 3/2 schedule and adapt it to their role.
- Summer work and hours
 - Many employees work fewer hours during the summer. Supervisors may wish to implement telework arrangements during the summer even though such arrangements may not be appropriate during the academic year.
- Breaks in the academic schedule
 - Similarly, during breaks in the academic year (i.e., during December/January and Spring Break), supervisors may wish to implement a short-term telework arrangement.
- Employees with more than one supervisor must confirm with all supervisors that they are comfortable with a flexible schedule, and all supervisors need to consult with each other and the employee before approving a flexible schedule.

The manner of work (how) includes the following:

- Employees must confirm their understanding that major activities like full-time dependent care or intensive work on a personal project are not appropriate for flexwork.
- The employee, and not the college, is responsible for securing, maintaining and paying for a reliable Internet connection.
- The employee is responsible for reviewing the college's guidance on ergonomics (which can be found [here](#)), assessing the employee's remote workspace, and implementing any changes at the employee's own cost.

Guidance for Supervisors

Supervisors are encouraged to review these [Best Practices for Implementing Flexwork](#).