



# STAFF HANDBOOK

  
ST. OLAF  
HUMAN RESOURCES

Effective  
01/01/2026



# Table of Contents

---

## Introduction

The College Mission	1
History and Heritage	2

---

## Employment

101 About the Handbook	4
102 Non Discrimination Statement	4
103 Employee Relations	4
104 At Will Employment	5
105 Equal Employment Opportunity	6
106 Accommodations in the Workplace	6
107 Diversity and Inclusion	8
108 Personal Relationships in the Workplace	9
109 Employee Medical Examinations	9
110 Immigration Law Compliance	10
111 Conflicts of Interest	10
112 Whistleblower Protections	11
113 Campus Ethics and Conduct Hotline	12
114 Outside Employment	13
115 Confidentiality and Non-Disclosure	13
116 Job Posting	14
117 Academic Freedom for St. Olaf Staff	15
118 Flowers, Gifts, Gift Cards/Certificates and Farewell Parties	15

---

## Employment Status and Records

201 Employment Categories	17
202 Access to Personnel Files	18
203 Background and Employment Reference Checks	18
204 Personnel Data Changes	19
205 Introductory Period	19
206 Performance Evaluation	20



# Table of Contents

---

## Employee Benefits and Leave of Absence Programs

301 Employee Benefits & Total Compensation	21
302 Campus Services and Perks	21
303 Holidays	23
304 Earned Sick and Safe Time for Student Employees and Employees < 0.5	24
305 Paid Time Off (PTO) for Staff	27
306 Paid Family and Medical Leave (PFML)	29
307 Impact of Leaves of Absence on Employee Benefits	33
308 Family and Medical Leave	34
309 Pregnancy and Parental Leave	38
310 Personal Leave	42
311 Bereavement Leave	43
312 Jury Duty	44
313 Witness Duty	44
314 Military Leave	45
315 Time Off to Vote	45
316 Election Judge Leave	45
317 School Conference and Activities Leave	46
318 Donor Leave	46
319 Military Personnel Injured/Killed in Service Leave	46
320 Military Ceremony Leave	47
321 Benefits Continuation (COBRA)	47
322 Tuition Benefit	47
323 Staff Tuition Benefit	52
324 Chapel Attendance	55
325 Workers' Compensation	55

---

## Timekeeping/Payroll

401 Timekeeping	57
402 Paydays	57
403 Pay Corrections	58
404 Deductions from Pay	58
405 Travel and Business Expenses	59



# Table of Contents

---

## Work Conditions and Hours

501 Safety	60
502 Work Schedules	61
503 Flexible Work Arrangements	61
504 Working Remotely	62
505 Smoking, THC and Tobacco Products	64
506 Breaks and Meal Periods	64
507 Breaks for Nursing Mothers	64
508 Overtime	65
509 Use of Vehicles and Equipment	65
510 Inclement Weather	66
511 Phones and Electronic Devices	67
512 Computer, Internet and E-Mail Usage	67
513 Cyber Security	69
514 Clean Desk	71
515 Identification Cards and Keys	72
516 Workplace Monitoring	72
517 Recording Devices in the Workplace	73
518 Transmissible Illness	73

---

## Employee Conduct and Disciplinary Action

601 Employee Conduct and Work Rules	75
602 Drugs and Alcohol	77
603 Harassment, Bullying & Offensive Behavior	78
604 Consensual Relationship Policy	81
605 Attendance and Punctuality	82
606 Personal Appearance	83
607 Return of Property	83
608 Personal Property in the Workplace	84
609 Workplace Violence and Weapons Ban	84
610 Crime Awareness and Campus Security Act	85
611 Emergency Procedures	86
612 Security Inspections	86
613 Progressive Discipline	87
614 Employment Resignation and Termination	88
615 Employee Concerns and Suggestions	88

# The College Mission

---

All employees are 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.

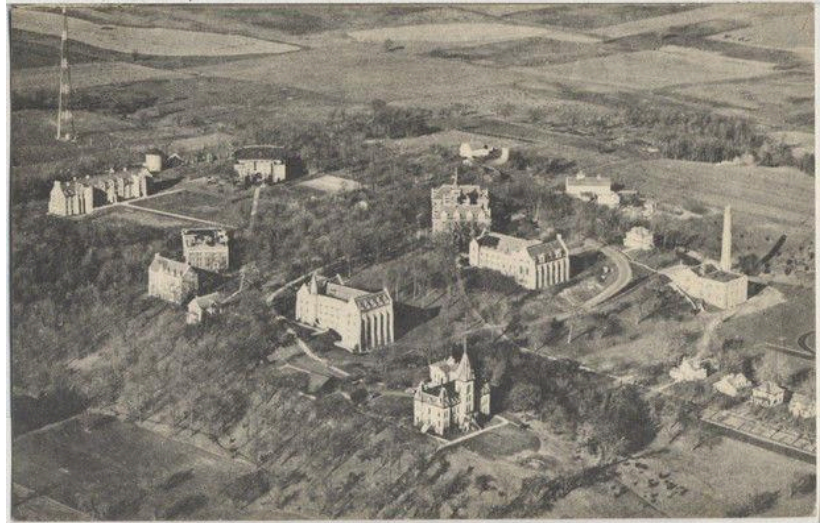
*“To be a globally engaged community.”* Learning in the liberal arts is intrinsically global and pluralistic. So we emphasize learning in global contexts, and in direct relationships with people around the world. We seek and welcome students and scholars from many countries. We offer rich opportunities 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.

## 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, 2006-2023, and Susan Rundell Singer, 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/>.

## EMPLOYMENT

---

### 101 About the Handbook

*Effective Date: 01/01/2024*

From time to time, we may change, revise, or eliminate any of the policies and/or benefits described in this handbook. Any such change, or any deviation from the stated policies, must be authorized and signed by the Human Resources Office.

This handbook replaces any previous handbooks, and also replaces any prior oral or written policies, practices, or promises made by us concerning you or another employee's terms and condition of employment, except for any written individual employment agreements in place signed by the President or her designee.

The policies in this handbook are important to the successful functioning of the College. Violations of policies in this handbook may be grounds for disciplinary action up to and including termination from employment, regardless of whether the policy provides for specific disciplinary actions that we may take.

### 102 Non Discrimination Statement

*Effective Date: 01/01/2024*

St. Olaf College prohibits all forms of unlawful discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Director of Equal Opportunity. The notice of nondiscrimination is located at <https://wp.stolaf.edu/nondiscrimination/>

### 103 Employee Relations

*Effective Date: 01/01/2024*

Our success and achievements are built on the spirit and cooperation of everyone who contributes. We are successful because of you, which is why we work hard to foster a work environment that encourages both teamwork and individual initiative.

We strive to:

- Provide a safe working environment;
- Select and promote people on the basis of skill, training, ability, merit, attitude, and character without prejudice or discrimination;
- Maintain competitive wages and benefits, appropriate with our philosophies;
- Welcome employee input, ideas and constructive criticisms at all times;

- Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions, and constructive criticisms of fellow employees;
- Dedicate ourselves to being the best and getting better;
- Respect individual rights, and treat all employees with courtesy and consideration;
- Maintain mutual respect in our working relationship; and
- Do all these things in a spirit of friendliness and cooperation.

Each of us, as an employee, is responsible for:

- Good stewardship of our College's resources;
- Regular and punctual attendance;
- Reporting to work, ready to work with proper attire;
- Good housekeeping skills (keeping self, work station, and surrounding areas as clean as possible);
- Safe working practices and good work performance;
- Cooperating with fellow employees to achieve the best results;
- Mutual respect for those with whom we work;
- Constructive participation in the operation of the College by contributing your individual ideas and by becoming personally involved in opportunities as they may arise; and
- Portraying a positive organizational image, both at work and in the community.

We believe that the work conditions, wages, and benefits we offer to our employees are competitive with those offered by other similar employers. If you have concerns about work conditions or compensation, you are encouraged to raise any concerns with your supervisor.

## **104 At Will Employment**

*Effective Date: 01/01/2024*

Your employment with us is voluntary and is subject to termination by you or us at will, with or without cause, and with or without prior notice, at any time, unless doing so would be contrary to the law or an employment agreement. Nothing in this handbook should be interpreted to be in conflict with or modify your status as an at-will employee. This handbook is not an employment contract, and no one outside of our President has the ability to offer you any sort of contract of employment.

## **105 Equal Employment Opportunity**

*Effective Date: 01/01/2024*

We provide employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including sexual orientation and gender identity), pregnancy, citizenship, national origin, age, disability, military service, veteran status, genetic information, creed, marital status, familial status, status with regards to public assistance, membership in a local human rights commission, or any other status protected by law.

Unless doing so would result in an undue hardship, we will provide reasonable accommodations that:

1. enable qualified individuals with disabilities to perform the essential functions of their jobs, or
2. enable employees with sincerely held religious beliefs to observe the requirements and restrictions of their beliefs.

See our Accommodations in the Workplace policy for more information.

We will not request or require a genetic test or collect or use any protected genetic information from any employee or applicant in connection with employment-related decisions.

This policy applies to all terms and conditions of employment, including recruiting, hiring, compensation, selection, job assignment, promotion, discipline, termination, layoff, recall, transfer, access to benefits, leaves of absences, and training. If you have questions or concerns about this policy, you are encouraged to bring issues to the attention of your immediate supervisor or the Human Resources Office. You can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

## **106 Accommodations in the Workplace**

*Effective Date: 01/01/2024*

We will not discriminate against any qualified employee or applicant because of such individual's disability (physical, mental, cognitive, or sensory) or sincerely held religious beliefs. Our commitment extends to all aspects of employment, including, but not limited to, hiring, promotion, discharge, compensation, benefits, and training.

In addition to not discriminating, and as set forth in this policy, we will provide reasonable accommodations that:

1. enable qualified individuals with disabilities to perform the essential functions of their jobs, or
2. enable employees with sincerely held religious beliefs to observe the requirements and restrictions of their beliefs.

### **Requesting an accommodation**

If you have a medical condition that impairs your ability to perform one or more of your job functions, or if a job function is interfering with your expression of a sincerely held religious belief, you are encouraged to contact the Human Resources Office to request an accommodation. Accommodation decisions are made through an interactive process to determine such things as whether an accommodation is reasonable, and what accommodations are appropriate in light of the circumstances. As we go through the interactive process to determine whether an accommodation is possible, you will be expected to perform the full functions of your job and comply with any applicable safety and other workplace rules at all times. However, if your disability or religious needs will make you incapable of meeting these expectations, we may take intermediate steps to address the matter while we complete the interactive process.

Any information we receive as part of the interactive process will be kept confidential and will only be disclosed to those individuals who have a work-related need to know about them.

### **Determination of reasonableness**

Depending upon the circumstances, some requests for accommodation may be granted without review, and other requests may require further review. In cases where further review of a request for accommodation is deemed necessary, a member of the Human Resources Office will contact you to start the interactive process. This starts with identifying the limitations or needs that you have related to your medical condition or religious beliefs. You may be asked to provide a description of the accommodation you are requesting. You may also be required to complete a form that asks a number of questions about how your job is impacted by your medical condition or religious beliefs, and that asks you to confirm the type of accommodation you are seeking.

If you are requesting an accommodation in connection with a mental or physical impairment, you may also be provided with a form for your healthcare provider to complete that verifies the limitations that you have that are necessitating an accommodation. Your provider may also weigh in on what accommodations they believe might be sufficient.

Where multiple accommodations are possible, we have the right to determine which accommodation best meets the needs of the College.

## **Freedom from retaliation**

You will not be subject to any form of discipline, reprisal, intimidation, or retaliation for requesting an accommodation under this policy. If you feel that you or a coworker has been subjected to conduct that violates this policy, please report it immediately to the Human Resources Office.

## **107 Diversity and Inclusion**

*Effective Date: 01/01/2024*

We believe that we cannot be successful without a work environment that is diverse, inclusive, and equitable, since it is each of our individual perspectives and contributions that make us uniquely capable of overcoming challenges, driving innovation, and ultimately strengthening our organization.

Therefore, we strive to:

- Develop programs and initiatives that foster and promote a diverse workforce.
- Find ways for employees with different backgrounds and experiences to collaborate, regardless of status, position or location.
- Provide training, developmental, and promotional opportunities to all qualified employees equally and with the goal of having the diversity of our employees reflected at all levels of the organization.
- Be responsive to employee needs and ideas regarding inclusivity and maintaining a welcoming environment for everyone.
- Structure and manage our recruiting and hiring efforts so that our workforce reflects the diversity in our community.

In turn, we ask that you make it your pledge to:

- Listen in ways that allow others to be heard.
- Show curiosity about others.
- Ensure that your words and actions are welcoming and respectful.
- Avoid making or acting on assumptions about others.
- Seek to include others on projects and when resolving problems and challenges.
- Participate in any diversity, inclusion and equity program or training we may offer.
- Speak up when you see or experience behavior that excludes or comes at the expense of others.

Remember, the ways you choose to behave around others will drive their behaviors towards you. If you have suggestions for ways we can improve our diversity and inclusion efforts, please contact a supervisor, the Human Resources Office, or the Vice President for Equity and Inclusion.

## **108 Personal Relationships in the Workplace**

*Effective Date: 01/01/2024*

The employment of relatives or persons involved in dating relationships in the same area of the College may cause serious conflicts and problems with favoritism and employee morale. In addition, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Generally, relatives and persons involved in dating relationships will not be allowed to report to one another or otherwise work in a position that has control or influence over the other person's hiring, advancement, performance evaluation, discipline, or termination. In case of actual or potential problems, we will take prompt action, which may include reassignment or, if necessary, termination of employment for one or both individuals involved.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

## **109 Employee Medical Examinations**

*Effective Date: 01/01/2024*

If you are working in a position that requires significant physical exertion or need some sort of accommodations in the workplace (including leave), we may require you to undergo a medical examination to determine whether you are able to perform your duties safely and without risk of harm to yourself or others.

The times during which such testing may be conducted include:

- Preemployment
- To determine or update your ability to perform in your current position
- To confirm your need for medical leave or assess your ability to return to the workplace after a medical leave
- To determine your need for accommodations
- To comply with applicable laws (if any)

Any medical exams we may request will focus only on your ability to perform job-specific tasks and functions and you will not be tested on your general health. We keep your medical information confidential and separate from the other parts of your personnel file, and we limit access to such information to those individuals whose need to know is legitimate and necessary.

## **110 Immigration Law Compliance**

*Effective Date: 01/01/2024*

We employ only individuals who are authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

When hired, as a condition of employment, you must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If you were previously employed with us, you must complete a new form if you have not completed an I-9 for us within the past three years, or if your previous I-9 is no longer retained or valid.

We must terminate employees who are unable to provide appropriate documentation in support of their right to work in the United States within three (3) days of their start date.

If you have questions or want more information on immigration law issues, contact the Human Resources Office. You may raise questions or complaints about immigration law compliance without fear of reprisal.

## **111 Conflicts of Interest**

*Effective Date: 01/01/2024*

Activities or relationships that conflict with our interests or adversely affect the College's reputation should be avoided. We cannot describe every situation that may constitute a conflict of interest; rather, the purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest. Contact the Chief Financial Officer if you have any questions about conflicts of interest.

A conflict of interest occurs when your loyalty is, or appears to be, divided between your self-interest or the interests of a third-party and our interests. The types of conflicts of interest you must avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for favorable decisions or actions in the performance of your job or that might appear to influence your decision-making or professional conduct;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets;
- Directly or indirectly engaging in activities that compete with our organizational interests, including engaging in, owning, managing, operating, joining, controlling, consulting with,

participating in the ownership, operation or control of, being employed by, or being connected in any manner with any person or entity which solicits, offers, offers to provide, or provides any services or products similar to those which we offer;

- Accepting employment or compensation that could reasonably be expected to impair your independent judgment in the performance of your duties;
- Accepting a kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving us;
- Giving preferential treatment in business dealings to any person or company in which you, a relative or friend has a significant ownership interest or relationship.

In addition to the examples listed above, you will also be expected to comply with our Conflict of Financial Interest policy, which is located on the Finance Office website at <https://wp.stolaf.edu/finance/conflict/>.

You must disclose actual or potential conflicts or any relationships that may create the appearance of a conflict of interest to your supervisor as soon as you become aware of them so that safeguards can be established to protect all parties.

## **112 Whistleblower Protections**

*Effective Date: 01/01/2024*

We strive to create an ethical and open work environment, to ensure we have a governance and accountability structure that supports our mission, and to encourage and enable you to raise legitimate concerns about the occurrence of illegal or unethical actions within our organization instead of turning to outside parties for resolution.

We expect you to report internal activities that you consider to be illegal, unethical, or dishonest. You are not responsible for formally investigating the activity or determining fault or corrective measures. Instead, as discussed below, Human Resources and the college's leadership handles these responsibilities.

Examples of illegal, unethical, or dishonest activities include, but are not limited to:

- Violations of federal, state or local laws
- Theft or inappropriate removal or possession of property
- Unethical, immoral, or criminal conduct in or outside of the workplace
- Falsification of timekeeping records
- Violation of OSHA or other regulatory standards

- Sexual or other unlawful or unwelcome harassment
- Unauthorized disclosure of business “secrets” or confidential information

If you have knowledge of or a concern about actual or potential illegal, dishonest, or fraudulent activity, you should contact your immediate supervisor or the Human Resources Office.

Insofar as possible, we will try to maintain your confidentiality during an investigation into concerns of unlawful or unethical conduct; however, your identity may have to be disclosed to conduct a fair, impartial and thorough investigation. We will not retaliate nor permit retaliation against anyone who brings forward a legitimate concern under this policy, or anyone who participates in an investigation. If you believe you are being retaliated against, contact the Human Resources Office immediately.

## 113 Campus Ethics and Conduct Hotline

*Effective Date: 01/01/2024*

We expect everyone within our community to act legally and ethically. Part of doing so includes being aware of what others are doing and reporting concerns so that they can be investigated and responded to in a manner consistent with our mission and values.

While we would hope that every employee would feel comfortable about bringing issues and concerns directly to College leadership, we recognize that there may be situations where it is difficult or uncomfortable to do so, especially where the concern involves a supervisor or leader. As a result, we have partnered with a neutral third party that offers a Campus Conduct Hotline for reporting concerns about unlawful, unethical, or other concerning conduct. Campus Conduct Hotline is an independent resource that facilitates reports submitted by phone or online. The resource is available 24 hours a day / 7 days a week. An individual filing a report can choose to remain anonymous, and if so, the individual will be assigned a unique case number that can enable them to receive follow-up information about the College’s response.

When should you use the Campus Conduct Hotline? Anytime you 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 General Counsel’s website:

<https://wp.stolaf.edu/generalcounsel/reporting-concerns/> To report a concern please call 1-866-943-5787 or report online at: [www.intouchwebsite.com/CCH2442](http://www.intouchwebsite.com/CCH2442).

## 114 Outside Employment

*Effective Date: 01/01/2024*

You may hold outside jobs as long as you meet the performance standards of your job with the College. We judge all employees by the same performance standards and hold everyone to our scheduling demands, regardless of any existing outside work requirements. At all times, our interests shall take priority over those of any outside employer.

You may not receive any income or material gain from individuals outside of the College for materials produced or services rendered while performing your job for us. Similarly, outside employment that constitutes a conflict of interest is prohibited.

If you are taking an approved leave of absence from our workplace, you will be expected not to perform work for any other jobs you may hold, unless you receive advance authorization from us to do so, or unless required by law.

Questions as to whether employment with a particular outside employer might constitute a conflict of interest should be directed to the Human Resources Office.

## 115 Confidentiality and Non-Disclosure

*Effective Date: 01/01/2024*

The protection of confidential business information and trade secrets is vital to our interests and success. Such confidential information includes, but is not limited to, the following examples:

- Assets / investments
- Financial information
- Benchmarks
- Budgets
- Business and accounting records
- Computer codes, passwords, and processes
- Computer programs
- Copyrighted material
- Donor data and information
- Employee data and information
- Employee / student / donor lists
- Market information and marketing strategies
- Pending projects and proposals
- Payroll and expense reports
- Pricing data
- Processes, protocols, and methods
- Protected health information
- Strategic business plans
- Student education records and information
- Trade secrets

This information has actual and/or potential independent economic value. We intend that any such information provided or disclosed to you is to remain confidential and protected from further disclosure until such time as we specifically declare such information to be no longer confidential.

Unless we specifically direct otherwise, you shall not disclose any confidential materials or information, except as required or provided by law. Similarly, you shall not duplicate or otherwise copy any confidential materials or information. You must return all confidential materials or information in your possession immediately upon separation of employment or upon request.

If you improperly use or disclose trade secrets, confidential organization information, or other information protected by law, you will be subject to disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

Nothing in this policy is intended to restrict you from exercising legal rights under any applicable law nor will you be subject to discipline for engaging in legally protected activity. Minnesota's Wage Disclosure Protection law enables you to share the amount of your own wages with others without being punished for doing so.

## **116 Job Posting**

*Effective Date: 01/01/2024*

We believe strongly in employee promotion and development. We encourage you to express your interest in open positions and advancement opportunities within the organization according to your skills and experience. In general, we post notices for all regular, full-time job openings, although we may not do so for every position. In the interest of finding the most qualified candidate, we often post positions both internally and externally at the same time.

To apply for an open position, submit a job posting application to the Human Resources Office listing job-related skills and accomplishments. Describe how your current experience with us and prior work experience and/or education qualify you for the position.

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 full-time or alternative position unless approved by Human Resources. If a part-time employee is applying for another position that combined with their current position will result in 1.0 FTE or less, then the application will be permitted. If you have recently been disciplined, or received a negative performance review, you are generally not eligible to apply for posted jobs.

Once you apply, your supervisor will usually be contacted to verify performance, skills, and attendance.

Any staffing limitations or other circumstances that might affect a prospective transfer will also be discussed at that time.

Although we usually prefer to fill open positions with current employees who express interest in the positions, we may choose to hire an external candidate over a current employee if we determine that the external candidate best meets the needs of the position.

## **117 Academic Freedom for St. Olaf Staff**

*Effective 01/01/2024*

The purpose of this policy is to express St. Olaf College's commitment to the principles of academic freedom of staff engaged in any teaching-related activities. Academic freedom means the freedom to perform teaching-related activities, including in-class instruction and one-on-one or small group research consultations, in direct support of a course or other academic project in a manner and with content that is recognized by the relevant disciplines as good practice. The College and the academic community strive to foster in its members an awareness of these responsibilities, and also an understanding of the ways that academic freedom serves the mission of the College. The principles of academic freedom extend to any teaching-related activities of staff at St. Olaf College. This includes, for example, staff engaged in activities relating to the acquisition and curation of artistic, research, archival and other academic works. Academic freedom and its related responsibilities exist within disciplinary/professional standards, the context of the programmatic needs and supervisorial direction of the employee's area, and the pedagogical purposes of the faculty member whose course is supported in this way. Nothing in this policy alters a staff member's at-will employment status.

## **118 Flowers, Gifts, Gift Cards/Certificates and Farewell Parties**

*Effective 01/01/2026*

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 relative defined as: the spouse of an 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 *Procedures for Gift and Gift Cards* at <https://wp.stolaf.edu/business-office/procedures-for-gift-gift-cards/>.

### **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: \$125.00
- 5-10 years of service: \$250.00
- 10+ years of service: \$500.00

Division Heads (President, Provost, Vice Presidents) may use their discretion to approve expenditures above these general guidelines.

## EMPLOYMENT STATUS AND RECORDS

---

### 201 Employment Categories

*Effective 01/01/2024*

Your employment status and eligibility depend upon your employment classification. All employees in all classifications described below are subject to our employment-at-will policy described earlier in this handbook.

Your position is classified as either nonexempt or exempt from state and federal wage and hour laws. Nonexempt employees are entitled to overtime pay and other benefits under the wage and hour laws, whereas exempt employees are excluded from specific provisions of the wage and hour laws, and do not receive overtime pay. Nonexempt employees are usually paid on an hourly basis, while exempt employees are usually paid on a salaried basis. We determine whether your position is nonexempt or exempt based on the requirements of state and federal law.

In addition to being exempt or nonexempt, you are assigned a Full-Time Equivalency (FTE). Depending on your FTE status, you will belong to one or more of the following employment categories:

**Regular Full-time** employees are those who are not in a temporary category and who are regularly scheduled to work a 1.0 FTE schedule of at least 40 hours per week. Generally, regular full-time employees are eligible for our entire benefit package, subject to the terms, conditions, and limitations of each benefit program.

**Regular Part-time** employees are those who are not assigned to a temporary category and who are regularly scheduled to work at least a .50 FTE, but less than a 1.0 FTE. Regular part-time employees are eligible for most of the benefits sponsored by us, subject to the terms, conditions, and limitations of each benefit program.

**Part-time** employees are those who are not assigned to a temporary category and who are regularly scheduled to work less than a .50 FTE. While part-time employees do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of our other benefit programs.

**Temporary** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. They may be hired directly by us or may be hired through a temporary staffing agency. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees hired directly by us receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they typically are ineligible for all of our other benefit programs.

## **202 Access to Personnel Files**

*Effective Date: 01/01/2024*

We maintain a personnel file on each employee. The personnel file includes information such as your job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

If you wish to review your personnel file, contact the Human Resources Office. With written advance notice, you may review your personnel file in the presence of a Human Resources representative. Alternatively, upon written request, we will provide you with a copy of your personnel record.

## **203 Background and Employment Reference Checks**

*Effective Date: 01/01/2024*

### **Background Checks**

We may conduct background and reference checks to ensure that individuals who work for us continue to meet our expectations. We may conduct these checks at certain critical times during the employment process, including but not limited to:

- The application and hiring process;
- Times when an employee is given access to restricted or confidential items, information, or data;
- Assignment to a particular project or area;
- Other significant employment events (such as promotions); and
- Periodically throughout the course of employment (as required by our insurance carrier and/or applicable law).

The types of checks we conduct will depend on the circumstances, and may include inquiries such as criminal history, degree confirmation, employment references, driving history, and licensure confirmation. The information we obtain via such inquiries will be considered in light of the relevant circumstances.

We retain the sole discretion to determine what impact the acquired information may have on the applicant or employee in question, including discontinuation of the application process, removal from an assignment, denial of access to restricted items/information/and data, or termination of employment. Decisions are made on a case-by-case basis.

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

### **Employment Reference Checks from Third Parties**

The Payroll Office will respond to all employment reference check inquiries from other employers. If you receive any such employment reference check requests, do not respond to them, and direct the inquirer to the Payroll Office. Responses to such inquiries will generally confirm only dates of employment, wage rates, and position(s) held.

## **204 Personnel Data Changes**

*Effective Date: 01/01/2024*

We expect you to notify us promptly of any changes in personnel data. Be sure to provide us with your accurate and current personal mailing address, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other similar information. If your personnel data has changed, notify the Human Resources Office.

## **205 Introductory Period**

*Effective Date: 01/01/2024*

All new and rehired employees work on an introductory basis. During your introductory period, you will be given the opportunity to demonstrate your ability to achieve a satisfactory level of performance and assess whether the new position meets your expectations. We use this period to evaluate your capabilities, work habits, and overall performance. Completing an Introductory Period does not affect the at-will nature of employment, and either you or we may end the employment relationship at any time during or after the Introductory Period, with or without cause or advance notice.

During your initial Introductory Period, you will be eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. You may also be eligible for other benefits we provide, subject to the terms and conditions of each benefits program. You should read the information for each specific benefits program for the details on eligibility requirements. If you are promoted or transferred within the College, you may be required to complete a subsequent introductory period of the same length with each reassignment to a new position. If we determine that you will not be successful in your new position we reserve the right to take whatever steps we deem appropriate

under the circumstances. This could include removal, return to your former position, or whatever other response we determine to be in the best interests of the College.

At our discretion, the College may opt to extend an introductory period. If, for example, an employee is absent from work for an extended period of time, or if we determine that the designated introductory period does not allow sufficient time to thoroughly evaluate an employee's performance we decide to put a new Introductory Period in place.

## **206 Performance Evaluation**

*Effective Date: 01/01/2024*

We strongly encourage our supervisors, managers and employees to regularly discuss job tasks, encourage and recognize strengths, identify areas for improvement, and discuss positive, purposeful approaches for meeting goals. These ongoing conversations are particularly important for new employees or employees who have transitioned to new positions. More formalized written performance evaluations are also used as part of this process.

We strive to provide feedback on performance after approximately 90 days of employment in a new position. We also strive to provide performance evaluations on an annual basis.

Where possible, we try to recognize and encourage superior employee performance by awarding pay raises or bonuses. Our decision to award such raises is discretionary and depends on goal accomplishment (both personal and professional), our financial strength, market-driven factors, as well as the information documented during annual performance evaluations.

# EMPLOYEE BENEFITS AND LEAVE OF ABSENCE PROGRAMS

---

## 301 Employee Benefits & Total Compensation

*Effective Date: 01/01/2024*

Your total compensation from the college is more than just the wages you earn. Instead, the true value of your compensation includes a wide range of employee benefits such as health insurance, disability benefits, leaves of absence, PTO, etc. This handbook contains general descriptions of some of these benefits.

For insurance-related benefits, you can find detailed descriptions of these benefits in our benefit enrollment materials and the summary plan descriptions and/or insurance certificates for the plans, where applicable. Where there may be conflicting information in this handbook and the plan documents, the terms of the plan documents will control.

Your eligibility for benefits depends on a variety of factors, including your employee classification.

Some benefit programs require you to make contributions, some are unpaid (such as some of our leave programs), and others may be fully paid by us. See the Human Resources Office for additional information about benefits.

## 302 Campus Services and Perks

*Effective Date: 01/01/2026*

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/2026/01/Unified-Benefits-Summary-2026-Plan-Year.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](http://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/>.

These facilities are primarily available for use in the College's educational programs and activities. The College reserves the right to limit or preclude employee use of these facilities at any time.

## 303 Holidays

*Effective Date: 01/01/2026*

### Observed Holidays

We observe the following holidays each year, during which offices are closed and only essential personnel are on duty:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Eve (December 31)

### Eligibility for Paid Holidays

Regular full-time and regular part-time employees are eligible to receive holiday pay at their regular rates of pay times the number of hours they would otherwise have worked on that day. Regular part-time employees who would not have been scheduled to work on an observed holiday will not be eligible for holiday pay (e.g., an employee scheduled to work Tuesday through Friday would not receive holiday pay for holidays observed on Mondays).

A recognized holiday that falls on a Saturday will typically be observed on the preceding Friday, and a recognized holiday that falls on a Sunday will typically be observed on the following Monday. Because this rescheduling may not always be the case, please refer to the Holiday Schedule for the actual days of holiday observance: <https://wp.stolaf.edu/hr/flexible-work-policy-2/>

With the exception of pre-approved paid time off and paid time off for a qualified ESST reason, you are expected to work both your normally scheduled days before and after the holiday in order to be eligible for holiday pay.

If a recognized holiday falls during your approved paid time off, you will receive holiday pay instead of the paid time off benefit you otherwise would have received (e.g., a 1.0 FTE who takes time off for the full week of Memorial Day would use 4 days of PTO, and receive one day of holiday pay). However, you will not be paid for holidays if you are on an unpaid leave of absence. Absences for which you are receiving wage replacement benefits through a third-party, such as disability or workers' compensation insurance, are considered unpaid since we are not paying you directly.

Holiday pay will **not** be counted as hours worked for the purposes of determining whether nonexempt employees are entitled to overtime for the week in which the holiday falls.

### **Employees Required to Work on Recognized Holidays**

Nonexempt employees required to work on an observed holiday will receive both holiday pay for the day, plus be paid time-and-a-half for the hours actually worked on the holiday.

Exempt employees required to work on a recognized holiday will normally be given an alternate paid day off.

Nonexempt employees in Public Safety and Facilities who are **required to work only on the actual holiday and not on the observed holiday**, will be paid time-and-a-half for the actual hours worked on that day and will also receive normal holiday pay at their straight time rate on the day of the observed holiday.

## **304 Earned Sick and Safe Time for Student Employees and Employees under 0.5 FTE**

*Effective Date: 01/01/2026*

Eligible student workers and employees under 0.5 FTE accrue job-protected, paid Earned Sick and Safe Time (ESST) under this policy to use for 1) their own medical needs and the medical needs of their family members, 2) their own safety needs and those of their family members in connection with being victims of stalking, or domestic assault/violence, and 3) other reasons outlined below. Student workers and employees under 0.5 FTE are not eligible for Staff or Faculty PTO benefits.

Contact the Human Resources Department with any questions you have about ESST that aren't addressed in this policy.

### **Eligibility and benefit year**

All student workers and employees under 0.5 FTE performing or anticipated to perform at least 80 hours of work in Minnesota during the benefit year are eligible to accrue and use ESST under this policy. Our benefit year is the 12-month period starting on January 1st and running through December 31st.

## **Leave accrual and year-end**

Student workers and employees under 0.5 FTE accrue one (1) hour of ESST time for every 30 hours they work, up to a total of 48 hours in our benefit year. Once employees have accrued 48 hours in our benefit year, further ESST accruals will stop until the start of the next benefit year.

80 hours is the maximum ESST balance that student employees may carry, which means that when employee ESST balances reach a cap of 80 hours, further accruals will stop until ESST time is used and the employee's balance drops below 80 hours.

At year-end, student workers and employees under 0.5 FTE may carry up to 80 hours of unused ESST time into the next benefit year.

## **Reasons for which leave can be used**

ESST may be used for the following reasons:

- Your own illness, injury, health condition, and preventive care
- A “family member’s” illness, injury, health condition, and preventive care
- Leave related to your needs or family member’s needs in connection with domestic violence, sexual assault, or stalking
- Time off needed to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member
- Closure of your work location or a family member’s school/place of care due to weather or public emergency
- Your inability to work/telework as a result of employer-imposed quarantine due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or while awaiting diagnostic test results
- When a health authority or health care professional determines that you or family member’s presence in the community would jeopardize the health of others
- Family members for whom ESST can be used include your:
  - Child, foster child, adult child, legal ward, child for whom you are a legal guardian, or child to whom you stand or stood in loco parentis
  - Spouse or registered domestic partner
  - Sibling, stepsibling, or foster sibling
  - Biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis to you when you were a minor child
  - Grandchild, foster grandchild, or step-grandchild

- Grandparent or step-grandparent
- Child of your sibling (nieces/nephews)
- Sibling of your parents (aunts/uncles)
- Child-in-law or sibling-in-law
- Any of the family members listed above of your spouse or registered domestic partner
- Any other individual related by blood or whose close association with you is the equivalent of a family relationship
- Up to one individual per year not listed above whom you formally designate

### **Using ESST**

There is no waiting period for ESST and it can be used as it accrues. However, you will not be allowed to use ESST prior to accruing it, which means that any time off taken in excess of your accrual balance will be considered unpaid time off.

Accrued time under this policy will be automatically applied to any ESST-covered time off from work that you may take. If you are absent from work for a reason that is covered by ESST and you do not want time under this policy to be used for the absence, you must promptly submit a written request stating that ESST time should not be applied. Absences for which ESST time is not used may be subject to discipline, even though the absence may be for an ESST-covered reason.

For foreseeable absences, you are generally required to provide at least seven (7) days of notice of your need for leave or as soon as practicable. For unforeseeable absences, you should notify your direct supervisors before the scheduled start of your workday if possible and follow the absence reporting procedures set forth in our Attendance and Punctuality policy. Your direct supervisor must also be contacted on each additional day of absence. Delayed notification to supervisors, or failure to follow proper reporting procedures, may result in disciplinary action.

ESST time can be used in minimum increments of 15 minutes. No employee will be required to find a replacement for the time you miss as a condition of using ESST; however, employees may voluntarily trade shifts if they choose to do so.

ESST is paid at your base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, premium pay, commissions, or bonuses.

If your need for leave is greater than two (2) consecutive days for which you are scheduled to work, you may be required to provide documentation confirming the need for absence.

ESST time used under this policy and any of our other leave policies (e.g., FMLA, Parental Leave, etc.) will run concurrently under, and count against, both policies.

### **Termination/resignation of employment**

Unused ESST will not be paid out upon the termination, resignation, or cessation of employment. However, student workers and employees under 0.5 FTE rehired within 180 days from their last date of employment will have their unused ESST balances reinstated, unless those balances were previously paid out at the time of separation.

## **305 Paid Time Off (PTO) for Staff**

*Effective Date: 01/01/2026*

Paid Time Off (PTO) is an all-purpose time off policy for eligible staff employees (0.5 FTE and over) to use for vacation, illness or injury, and any personal reasons you may have to want or need to be absent from work. It combines traditional vacation and sick leave plans into one flexible, paid time off policy. It is meant to function as wage replacement for times that you choose to be away from work for personal reasons and is not considered to be compensation for work you have performed.

This policy is intended to fulfill our obligations under the Minnesota Earned Sick and Safe Time (ESST) laws; you will not receive a separate allotment of paid leave under those laws, and you should plan when and how you use your PTO accordingly.

Staff will accrue PTO at a rate of 28 days per year (prorated based on FTE) and can request use of PTO as soon as it has accrued.

Accruals for staff working 0.5 or more but less than full-time will be pro-rated according to your FTE, although you will never accrue PTO at a rate less than at least one (1) hour for every 30 hours worked.

### **PTO Usage and PTO Cap**

You must manage your own PTO hours to allow adequate reserves to cover unforeseen needs for leave, such as personal illness, family member illness, family activities, school/daycare closures, appointments, emergencies or other unplanned time off from work.

You can use PTO in minimum increments of 15 minutes. All time away from work, including PTO use, must be reported in Oracle.

Generally, we will not “advance” your PTO, which means that at no time may you use PTO before it has accrued. Any time off taken in excess of your accrual balance will be considered unpaid time off and is generally discouraged.

PTO is paid at your regular rate of pay at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

If your need for leave is greater than two (2) consecutive days for which you are scheduled to work, you may be required to provide documentation confirming the need for absence.

At year end, unused PTO will carry over into the following year. You will continue to accrue PTO until your balance hits an accrual cap equal to the annual accrual total (prorated on FTE) that corresponds to your years of service, as shown in the above schedule, at which point further PTO accruals stop until you use PTO time and drop your balance below the cap amount.

PTO time used under this policy and any of our other leave policies (e.g., FMLA, MPLA, etc.) will run concurrently under, and count against, both policies.

### **Reasons for Which PTO May be Used**

PTO may be used for any reason for which you may need time off, including any reason covered by Minnesota's ESST law.

### **Planned PTO Use**

To schedule planned PTO, you must request approval from your supervisor through Oracle as far in advance as possible, which in most cases should be at least seven (7) days prior to the time requested. All departments must be appropriately staffed to meet the needs of our students and coworkers. This means that, unless the reason for which PTO is requested is covered by Minnesota's ESST law, PTO may not be granted in all circumstances, and such requests will be approved or denied solely at the discretion of your supervisor, based upon current workloads, staffing levels, and your disciplinary status.

When one or more employees in the same area request PTO for the same time periods (for example, around popular vacation times such as summer or holidays), priority may be given to the employee whose request was submitted first (exceptions may be made when the reason for leave is covered by Minnesota's ESST law).

In general, PTO can be used for missed time because you are late for work, unless the absence is due to an ESST covered reason. In situations involving illnesses or emergencies, you must notify your direct supervisor and follow the absence reporting procedures set forth in our Attendance and Punctuality policy, or as required by department policies. Such notice generally should occur before the scheduled start of your workday, if possible. Delayed notification to supervisors, or failure to follow proper reporting procedures, may result in disciplinary action and/or the denial of PTO. Proper notice will generally also be required on each additional day of unexpected absence.

## **PTO and End of Employment**

When your employment with us terminates, you typically will be paid for up to 15 days unused PTO that has been accrued through your last day of work. However, you will not be paid for unused PTO if you are terminated for cause, as determined solely by us, abandon your job, or if you fail to provide proper written notice of resignation as set forth in our Employment Resignation and Termination policy, subject to any applicable laws. You generally will not be allowed to use PTO during your resignation notice period, unless it is for a reason covered by Minnesota's ESST law. Additionally, PTO cannot be used to extend an employee's final date of employment. If your accrued unused PTO balance is not paid out when you terminate and you are rehired within 180 days from your last date of employment, your accrued unused balance will be reinstated.

## **306 Paid Family and Medical Leave (PFML)**

*Effective Date: 01/01/2026*

Minnesota's Paid Family and Medical Leave (PFML) program provides eligible employees with job-protected, paid time off in connection with:

1. Medical leave, which is leave taken in connection with an employee's serious health condition.
2. Family leave, which is leave taken for any of the other reasons described in this policy.

### **Eligibility, amount of leave, and benefit year**

Employees are eligible to receive wage replacement benefits through the PFML program starting on their date of hire. However, the job protections and right to reinstatement provided under the law do not begin until an employee has successfully completed 90 calendar days of employment.

PFML provides employees with up to 12 weeks of medical leave and up to 12 weeks of family leave per benefit year. However, no more than 20 total weeks of PFML time may be taken in any single benefit year, regardless of the number of reasons for leave that an employee might have. So, for example, an employee taking 12 weeks of medical leave will only have 8 weeks of family leave that can be taken during the benefit year.

The benefit year in which up to 20 weeks of PFML time can be taken is the 52-calendar week period that begins on the effective date of a PFML claim formally filed with and approved. For instance, an employee who files a PFML claim that is approved effective August 1 would be able to take no more than 20 total weeks of PFML time between August 1st and July 31st of the following year. However, if the effective date of an employee's approved claim is January 1, April 1, July 1, or October 1, the benefit year will be a period of 53 calendar weeks, rather than 52.

## Reasons for which leave can be used

PFML may be used for the following reasons:

- An employee's serious health condition
- Medical care related to an employee's pregnancy (including prenatal care, and recovery from childbirth, stillbirth, and miscarriage)
- Bonding with a new child (including time off in connection with adoption and foster care placement of a child)
  - Bonding time must be taken within 12 months from the date of birth or placement, unless the newborn remains in the hospital longer than mother
- Family care for a family member's or military family member's serious health condition
- Qualifying exigencies arising from a family member's military active duty
- Safety leave for employees or family members who are the victims of domestic assault, sexual assault, or stalking

"Family members" for whom leave can be taken include:

- Spouse
- Child (includes foster child, in loco parentis, legal guardian, and "de facto" custodians)
- Parent/legal guardian (includes foster parent, in loco parentis, legal guardian, and "de facto" custodians)
- Domestic partner
- Sibling
- Grandparent (including spouse's grandparent)
- Grandchild
- Son / daughter-in-law
- Any individual who has a relationship with the employee that creates an expectation and reliance that the employee provide care for the individual, whether or not the employee and the individual reside together

## **Employee notice of need for leave and leave approval**

As a condition of taking leave and receiving benefits under this policy, employees must provide at least 30 days of advance notice of foreseeable needs for leave. Where a leave need isn't foreseeable, or where it is impossible to provide at least 30 days' notice, employees must provide notice as soon as practicable of their need for leave and follow the absence reporting procedures set forth in our Attendance and Punctuality policy. Delayed notification to supervisors, or failure to follow proper reporting procedures, may result in disciplinary action.

At least 14 days' advance notice will also need to be provided for changes to leave needs, such as an increase in the expected duration of a leave need, or the frequency with which intermittent absences may be necessary. Where 14 days' advance notice isn't possible, notice of changes must be provided as soon as practicable, and employees may be required to show good cause for the inability to provide sufficient notice. Employees seeking to end an approved leave earlier than planned must provide at least two (2) days' advance notice of their intent.

Employees who are undergoing planned medical treatments are required to make a reasonable effort to schedule the treatments to minimize disruptions to our operations.

In addition to providing us with notice of the need for leave, employees will have to file a claim with The College's leave administrator, which is responsible for making the ultimate determination as to whether a leave request is approved, and benefits will be payable.

## **Wage replacement benefits and coordination with other policies and laws**

A statutory formula is used to determine the percentage of an employee's wages payable through the PFML program. Employees may be eligible to receive up to 90% of their regular weekly wages, capped at an amount equal to the State of Minnesota's average weekly wage (which is reset on October 1st of each year). With the exception of leave taken for purposes of bonding with a new child, eligibility for wage replacement benefits requires a seven-calendar day qualifying event or waiting period, after which, benefits will be paid retroactive to the first day of leave (benefits paid for bonding purposes do not require a waiting period).

Leave taken under this policy that is also covered by other leave laws or policies in this handbook will run concurrently. For instance, a non-birth parent's time off in connection with the birth of their child may be covered by PFML, the MPLA, and the federal FMLA, in which case any leave taken under this policy will run concurrently with, and count against, leave under those laws/policies (see our MPLA and FMLA policies for more details about leave rights under those laws).

## **Use and accrual of paid leave**

Because wage replacement benefits through the PFML program will always be less than 100% of an employee's regular weekly wages, employees can supplement PFML with short-term disability benefits, when taking leave for their own serious health condition, and PTO (or ESST for student employees). While any short-term disability benefit will be automatically applied to supplement PFML, employees should request use of available PTO to cover any remaining missing portion of wages. As a result, employees may receive two payments for any pay period: one from the PFML program and one from us. Payments from us will be subject to the standard withholdings, including insurance premium payments.

## **Continuation of insurance programs**

Employee benefit programs, such as health and dental insurance, will continue in place for the duration of an employee's leave under the same conditions as if the employee had continued to work.

Employees using PTO to supplement the payments they receive through the PFML program will have insurance premiums deducted from those payments as usual. Employees who do not use PTO to supplement PFML payments, who choose to supplement but who run out of PTO, or whose supplemental PTO payments are not enough to cover their insurance premiums will be subject to our normal employee insurance payment practices as described in our Impact of Leaves of Absence on Employee Benefits policy.

## **Returning from leave**

Employees taking leave under this policy will be returned to the same jobs they held when their leaves began. If that is not feasible, employees will be returned to a position that entails substantially equivalent skill, effort, responsibility and authority as the position they previously held. Limited exceptions to this rule may occur, such as in the circumstances of layoffs or reorganizations, where an employee's position would have been eliminated even if they had not been on leave.

## **Retaliation, right to file complaint**

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting PFML leave or otherwise exercising their PFML rights under the law. Employees who believe that they have been retaliated against or improperly denied PFML benefits can file a complaint with the Labor Standards Division at the Minnesota Department of Labor and Industry.

## 307 Impact of Leaves of Absence on Employee Benefits

*Effective Date: 01/01/2026*

In addition to paid absences, such as holidays and PTO, we offer a number of leaves of absence which either become unpaid at some point or are unpaid in their entirety. Unless otherwise noted in a specific leave policy, your employee benefits will be handled as described below.

### **Insurance and Related Benefits**

During your leave, we will continue to provide you with the benefits in which you have enrolled for as long as any law might require us to do so, or until such time as you cease to be eligible under the terms, conditions, and limitations of the applicable plans. Along with other leave of absence paperwork, employees may be asked to sign a benefit deduction agreement and authorization.

While you are on leave, you will continue to be responsible for your share of the insurance premiums and will be required to make regular payments in order to continue your coverage. During any parts of your leave for which you may also be using PTO we will continue to make payroll deductions as normal to collect your share of the premiums.

However, at the point that your leave becomes unpaid (e.g., you use up your available PTO), you will be required to submit monthly payments to Payroll by the 1st day of each month of your leave. If the payment is more than 30 days late, your health and other coverage may be terminated for the remainder of your leave unless alternate payment arrangements are made.

Employees should communicate with payroll regarding any missed payments and can request we take over responsibility for the payment of your portion of the premiums for as long as you remain an active (i.e., non-COBRA) participant on our insurance plan(s). However, the premium amounts are still your obligation to pay, which means that when you return to work and start receiving paychecks again, we will recoup the amounts we paid on your behalf. Should you not return from leave or leave employment before paying back the amount we covered, you will be considered to be legally indebted to us and will be expected to set up a repayment plan.

In some cases, you may be offered COBRA or USERRA continuation coverage if you are gone from work long enough, or if we are not required by law to continue your benefits. If so, you will have to formally elect continuation in order to stay on the applicable insurance plans. See our COBRA Continuation Coverage or Military Leave policy for more information.

If you lose coverage or have elected COBRA during your leave, we will reinstate you as an active participant upon your return from leave, according to the terms of each plan. If we have chosen to pay your portion of the premiums on your behalf during your leave, you will be required to repay us any such amounts at the end of your leave.

## **Other Benefits**

PTO and other accrual-based benefits will cease accruing during any leave periods not being paid directly by us. So, for instance, unpaid leave time, periods during which you're receiving short-term disability benefits, or leave periods that are being paid by third-parties (such as workers' compensation) will result in the cessation of accruals. However, absences during which PTO is being used, or that are paid by us (such as jury duty or Sick and Safe leave), will not result in accrual discontinuation. Similarly, holiday pay will not be provided by the College during any leave periods not being paid by us.

## **308 Family and Medical Leave**

*Effective Date: 01/01/2026*

We grant up to 12 weeks (or 26 weeks, if leave is taken to provide care for a qualifying family member injured during active military service) of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA).

### **Eligibility**

In order to qualify for family and medical leave under this policy, you must meet all of the following conditions:

- You must have worked for us at least 12 months (these 12 months need not have been consecutive);
- You must have worked at least 1,250 hours during the 12 month-period immediately before the date when the leave would begin; and
- You must work in an office or worksite where 50 or more employees are employed within 75 miles of that office or worksite. (If you have no fixed office or work out of your home, you will be treated as though you work in the office to which you report.)

### **Reasons for Leave**

In order for leave to qualify as FMLA leave under this policy, you must be taking leave for one of the reasons listed below:

- The birth of a child;
- The adoption of a child, or the placement of a child with you for foster care;
- Your own serious health condition
- Care for a spouse, child or parent with a serious health condition;
- A qualifying exigency for the spouse, children, or parents of individuals who are on, or are about to be on, covered active duty; or

- Care for a covered servicemember with a serious injury or illness incurred or aggravated in the line of duty while on active duty.

If you have questions about whether your leave may be covered under this FMLA policy, you are encouraged to consult with the Human Resources Office.

## **Duration of Leave**

### *12 Weeks*

For all FMLA-covered leaves other than leave taken to provide care for a covered servicemember, if eligible you can take up to 12 weeks of leave under this policy during any 12-month period. We use a rolling 12-month period measured backward from the date that you use any leave under this policy to determine whether you have exhausted your 12 weeks of leave. Each time you take leave, we will compute the amount of leave that you have taken under this policy for any form of FMLA leave in the last 12 months and subtract that amount from your 12 weeks of available leave. The balance remaining is the amount that you are entitled to take at that time.

### *26 Weeks*

For all FMLA-covered leaves taken to provide care for a covered servicemember, if eligible you can take up to 26 weeks of leave under this policy during any single 12-month period. This single 12-month period begins on the first day you take FMLA leave to provide care for the covered servicemember. Any FMLA time taken for any other reason during this single 12-month period shall count against the 26 weeks of leave available to care for the covered servicemember. Similarly, any FMLA leave taken to care for a covered servicemember shall count against the 12 weeks of leave available to you for any other reason.

### *Spouses*

Due to workload, staffing, and other considerations, if you and your spouse both work for us, you and your spouse may be limited to a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, to care for a parent with a serious health condition. Similarly, if you and your spouse both work for us, you may be limited to a combined total of 26 weeks of leave to care for a covered servicemember.

## **Employee Benefits During Leave**

While you are on leave, we will continue your medical, dental, and other benefits during the leave period at the same level and under the same conditions as if you had continued to work. For information about premium payments during your leave, see our Impact of Leaves of Absence on Employee Benefits policy.

## **Use of Paid and Unpaid Leave**

FMLA leave is unpaid. However, we require that you use all available paid time off during any FMLA leave, except where you are receiving worker's compensation. Notwithstanding any other policy to the contrary, during periods of intermittent FMLA leave, paid time off can be used in the same increments as the amount of FMLA leave taken.

For information about what happens to your insurance benefits, PTO accruals, and eligibility for holiday pay during leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

## **Intermittent Leave or a Reduced Work Schedule**

In addition to taking leave in consecutive blocks of time, you may be allowed to take time off intermittently (i.e., reduced workweeks or reduced workdays) if you need leave for one of the following reasons:

- Your serious health condition;
- The serious health condition of your spouse, parent, or child;
- Care for a covered servicemember with a serious injury or illness incurred or aggravated in the line of duty while on active duty; or
- A qualifying exigency if you are the spouse, child, or parent of an individual who is on, or is about to be on, covered active duty.

To qualify for intermittent leave, you must show that the intermittent leave is medically necessary or related to a "qualifying exigency." If leave is taken on an intermittent or reduced leave schedule because of a foreseeable need for leave (other than qualifying exigencies), we may temporarily transfer you to an alternative position with equivalent pay and benefits.

## **Certification of the Need for Leave**

We may ask for certification to verify the need for leave for the reason requested by you. You must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave. We may also require recertification during the leave to verify the status of the need for leave.

We may directly contact the healthcare provider or other third-party to verify and clarify information contained in the certification. You are responsible for signing or obtaining any authorization necessary to permit the healthcare provider or other third party to provide us with the required information.

We have the right to ask for a second opinion of a certification of a serious health condition. Should we choose to do so, we will pay for you to get a certification from a second healthcare provider, which we will select. If it is necessary to resolve a conflict between the original certification and the second opinion, we will require the opinion of a third healthcare provider. We (you and us) will jointly select the third doctor, and we will pay for the opinion. This third opinion will be considered final.

### **Returning from Leave**

If you take leave under this policy, you will be returned to the same job that you held when your leave began. If this is not feasible, you will be returned to a position that entails substantially equivalent skill, effort, responsibility and authority as the position you previously held. The only exceptions to this rule will be in circumstances of layoffs or reorganizations, where your position would have been eliminated even if you had not been on leave. You may be required to provide a fitness for duty assessment when returning from a leave of absence for your own serious health condition.

### **Procedure for Requesting Leave**

When you plan to take leave under this policy, you must give us 30 days' notice. If it is not possible to give 30 days' notice, you must give as much notice as is practicable. If you are undergoing planned medical treatment, you are required to make a reasonable effort to schedule the treatment to minimize disruptions to our operations. If you fail to provide 30 days' notice of foreseeable leave, the leave request may be denied until at least 30 days from the date we received notice.

When you request leave under this policy, you must submit the request in writing to your immediate supervisor, with a copy to the Human Resources Office. Where the need for leave is not foreseeable, you must orally / verbally notify your supervisor of the need for leave as soon as possible and follow our normal call-in procedures for unexpected absences. Failure to follow our normal call-in procedures under such circumstances will be treated like any other violation of our call-in procedures, and may result in discipline or termination, even though the leave itself may be covered by the FMLA. You may be required to confirm your need for FMLA leave in writing after giving oral / verbal notice.

While on leave, you may be required to periodically report to us regarding the status of your intent to return to work.

### **Rights, Remedies, and Additional Information**

Words that appear in italics or quotes in this policy are terms defined by the FMLA, and we will rely upon those definitions in the law and regulations.

We fully comply with the provisions of the FMLA. Accordingly, if you have questions regarding this policy, contact the Human Resources Office. Further information on your rights and remedies under the FMLA can be located on our FMLA poster (which can be found in break areas), or online on the Department of Labor's website at: <https://www.dol.gov/general/topic/benefits-leave/fmla>.

## 309 Pregnancy and Parental Leave

*Effective Date: 01/01/2026*

We grant paid pregnancy and parental leave over a rolling 12-month period to eligible employees in accordance with state and federal law. In most cases, absences under this policy will be covered by Minnesota Paid Family Medical Leave (PFML), the Family and Medical Leave Act (FMLA), and the Minnesota Parental Leave Act (MPLA) at the same time. As a result, PFML, FMLA, and MPLA leave will run concurrently, and the leave will be counted against your leave allowances under all three policies.

### Reasons for Leave

Leave under this policy can be taken for the reasons listed below:

- **All parents:** in conjunction with the birth or adoption of a child
- **Birth parents:** in conjunction with prenatal care, incapacity due to pregnancy, childbirth, or related health conditions (time taken for prenatal medical care appointments will be provided as a pregnancy accommodation and will not be counted against your 12-week pregnancy and parental leave entitlement)

### Eligibility

All employees are eligible for leave under this policy starting on their date of hire.

### Benefits During Leave

While you are on leave, we will continue your medical, dental, and other benefits during the leave period at the same level and under the same conditions as if you had continued to work. For information about premium payments during your leave, see our Impact of Leaves of Absence on Employee Benefits policy.

## **Unpaid Leave**

Leave under this policy is unpaid. However, we require that you use all available paid time off during any parental leave, except when you are receiving short-term disability or similar wage replacement benefits. If you do not want paid time off to be applied towards your covered absences, you must promptly submit a written request stating that paid time off should not be applied. Note that paid time off is taken as part of the 12 weeks of parental leave, not in addition to it.

## **Notice of Leave**

You must provide us with 30 days' notice of a planned leave of absence under this policy. If it is not possible to give 30 days' notice, you must give as much notice as is practicable. If you plan to take leave for your own medical treatments, you must make a reasonable effort to schedule the treatments so that they do not unduly disrupt our operations.

In cases of leave related to medical incapacity, we may ask for certification to verify the need for leave. You must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave.

## **Returning From Leave**

You will be returned to the same job you held when your leave began. If this is not feasible, you will be returned to a position that entails substantially equivalent skill, effort, responsibility, and authority as the position you previously held. The only exceptions to this rule will be in circumstances of layoffs or reorganizations where your position would have been eliminated even if you had not been on leave.

If you have questions regarding this policy, contact the Human Resources Office.

## **Paid Parental Leave**

*Effective Date: 09/01/2023*

The College will provide up to six (6) weeks of paid parental leave to eligible full-time and part-time employees following the birth of an employee's child, or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with leave under the FMLA, MPLA, or other leave policies we may have, as applicable.

## **Eligibility**

Employees must meet one of the following criteria:

- Have given birth to a child

- Be the non-birthing parent of a child
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). Formally adopting a spouse's child from a previous marriage/relationship does not qualify for leave under this policy
- Become a parent through gestational surrogacy (surrogate mothers and sperm donors are excluded from coverage under this policy)

#### **Amount, Time Frame and Duration of Paid Parental Leave**

- Eligible employees will receive a maximum of six (6) weeks of paid parental leave for the birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the six-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the six-month period immediately following the birth, adoption or placement of a child with the employee. However, once leave begins in connection with birth, adoption, or placement, paid parental leave must start being used. Paid parental leave may not be used or extended beyond this six-month time frame. Paid leave under this policy is taken in connection with (not in addition to) leave taken under other policies we may have that cover birth, adoption, and/or foster care placements.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the six-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the six-month time frame.

### **Coordination with Short-Term Disability (STD) and Paid Family Medical Leave (PFML)**

- When an employee's parental leave qualifies for PFML wage replacement benefits, paid leave under this policy can be used during any waiting period before PFML payments begin. Once PFML payments begin, paid parental leave will not be paid out in whole-day increments, but,
- instead, will be used to supplement the PFML payments, so that employees will receive the equivalent of 100% of their regular wages. For instance, if the PFML program only pays 60% of the employee's regular wages, paid parental leave will be used to make up the additional 40%. In no case will employees receive both PFML payments and a full day's worth of paid parental leave.
- Paid parental leave under this policy will commence after an employee has exhausted any short-term disability benefits (usually after the first six (6) to eight (8) weeks of the leave). The benefit is intended to supplement PFML payments. Paid parental leave and PFML payments cannot exceed the employee's pre-leave pay, and is limited to six (6) weeks.

### **Coordination with Other Benefits and Leave Policies**

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA, as well as any related state parental leave laws. Therefore, any leave taken under this policy that qualifies for FMLA or state law protections will be counted as both leave under this policy, and leave under our FMLA policy and any applicable state leave policy at the same time. Please refer to our FMLA and/or state parental leave policies for further information.
- We will maintain all benefits for employees during the paid parental leave period just as if they were any other paid leave benefit that we offer, such as PTO.

### **Requests for Paid Parental Leave**

To use paid leave under this policy, employees must provide their supervisors and the Human Resources Department with at least 30 days' advance notice of the need for leave (or, if the leave was not foreseeable, as soon as possible), complete any necessary forms, and provide any additional documentation as may be requested by the Human Resources Department.

## 310 Personal Leave

*Effective Date 01/01/2026*

Regular full-time and regular part-time employees may be eligible to take up to six (6) weeks of unpaid personal leave to address unforeseen circumstances or fulfill personal obligations that are not covered by the other types of leave that we offer (in most cases, personal leave may not be used to extend leaves of absence taken under other policies in this handbook).

If you have a need to take personal leave, you should request as much advance approval through Oracle from your manager as possible. Leave under this policy is provided at our discretion and is not an entitlement. As a result, we may not be able to grant every leave requested, and will evaluate each request on a case-by-case basis. In doing so, we will consider a variety of factors, including input from your manager, current workloads, staffing levels, and your disciplinary status.

For information about what happens to your insurance benefits, PTO accruals, and eligibility for holiday pay during leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

When a personal leave ends, every reasonable effort will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, we cannot guarantee reinstatement in all cases. If you fail to report to work promptly at the expiration of the approved leave period or fail to communicate with us about your possible need for additional leave, we will consider you to have voluntarily resigned your employment.

## 311 Bereavement Leave

*Effective Date: 01/01/2024*

If you wish to take time off because of the death of an immediate family member, notify your supervisor immediately through Oracle.

If you are a regular full-time or a regular part-time employee, you may be eligible for the following amounts of paid bereavement leave:

- **Five (5) days** for your spouse, domestic partner, parent, child, sibling; your spouse or domestic partner's parent, child, or sibling; your child's spouse or domestic partner; or you or your spouse or domestic partner's grandparents or grandchildren.
- **Two (2) days** for any other person with whom you had a relationship with that is similar to any of the previously listed individuals (i.e., aunts, uncles, etc.).

You may, with your supervisor's approval, use any available paid time off for additional time off as necessary, or to attend the funerals of individuals not listed above.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Bereavement pay is calculated based on the regular rate of pay (including shift differential, if applicable) times the number of hours you would have otherwise worked on the day of the absence and will not include overtime or any special forms of compensation, such as incentives, commissions, or bonuses. If eligible, you will only be paid for hours for which you would normally have been scheduled.

## **312 Jury Duty**

*Effective Date: 01/01/2024*

We encourage you to fulfill your civic responsibility by serving jury duty when summoned and will provide you with whatever time may be necessary to do so. Although jury duty leave is normally unpaid, if you are a regular full-time or a regular part-time employee, you will be eligible to receive up to two (2) weeks of paid jury duty leave each year. If eligible, your jury duty pay will be calculated by multiplying your regular rate of pay (including shift differential, if applicable) times the number of hours you would otherwise have worked on the day of absence and will not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. We may also deduct jury duty fees from any jury duty pay we may provide.

As required by law, exempt employees will be paid their full weekly salary during any week in which they perform any work while serving on jury duty. Exempt employees may be placed on unpaid leave for an entire work week while serving on jury duty at the discretion of their supervisor.

If you are required to serve jury duty beyond the period of paid jury duty leave, you may use any available paid time off or may request an unpaid jury duty leave of absence.

You must show the jury duty summons to your supervisor as soon as possible so that your supervisor may make arrangements to accommodate your absence. Of course, you are expected to report for work whenever the court schedule permits. Where court rules permit jurors to call in the night before to find out whether they have to come into the courthouse the next day, you may have to provide written confirmation from the court that you actually were called in on the day in question in order to be eligible for jury duty pay under this policy.

You or your supervisor may request an excuse from jury duty if, in our judgment, your absence would create serious operational difficulties.

For information about what happens to your insurance benefits, PTO accruals, and eligibility for holiday pay during an extended leave taken under this policy, see our *Impact of Leaves of Absence on Employee Benefits* policy.

## **313 Witness Duty**

*Effective Date: 01/01/2024*

We encourage you to appear in court for witness duty when subpoenaed.

If you are ordered to appear in court as a witness, we will provide you with sufficient unpaid leave to satisfy your witness duty. You are free to use any available paid leave benefit to receive compensation for the period of this absence.

Show the subpoena to your supervisor immediately after you receive it so that operating requirements can be adjusted, where necessary, to accommodate your absence. You are expected to report for work whenever the court schedule permits.

## **314 Military Leave**

*Effective Date: 01/01/2024*

You are entitled to take military leave for any absences related to military service in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). For the purposes of this policy, military service includes time off taken in connection with National Guard duty. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

While all employees are eligible to take military leave, regular full-time and regular part-time employees may request up to two weeks of paid military leave over any one-year period. Military leave pay will be calculated on your regular rate of pay (including shift differential, if applicable) times the number of hours you would otherwise have worked on the day of absence. We may also deduct the amount you receive from the military from any military leave pay we may provide.

As required by law, exempt employees will be paid their full weekly salary during any week in which they perform any work while serving on military leave. Exempt employees may be placed on unpaid leave for an entire work week while serving on military leave at the discretion of their supervisor.

The portion of any military leaves of absence in excess of two weeks will be unpaid. However, you may use any available paid time off for the absence.

For information about what happens to your insurance benefits, PTO accruals, and eligibility for holiday pay during an extended leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

If you are on military leave for up to 30 days, you are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. If you are on longer military leave, you must notify us of your intent to return, in accordance with USERRA and all applicable laws. When you return from military leave, you will be placed in the position you would have attained had you remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. You will be treated as though you were continuously employed for purposes of determining benefits based on length of service.

Contact the Human Resources Office for more information or questions about military leave.

## **315 Time Off to Vote**

*Effective Date: 01/01/2024*

We encourage you to vote. Generally, you can vote before or after your regular work schedule and should make every reasonable effort to do so. However, you are eligible to take the time off from work that is necessary to appear at your polling place, vote, and return to work. Time off taken under this policy will be paid.

We encourage you to request time off to vote from your supervisor at least two working days prior to the election, so that proper staffing levels can be maintained, and so that voting time can be scheduled at a time that is least disruptive to the normal work schedule.

## **316 Election Judge Leave**

*Effective Date: 01/01/2024*

You may take time off to serve as an appointed election judge. Time off under this policy will be paid, although we may reduce your wages by the amount paid to you by the appointing authority during the time spent serving as an election judge.

In order to take time off under this policy, you should make a written request at least 20 days in advance of the need for leave. You may be required to provide a certification from the appointing authority stating the hours during which you will serve, along with the hourly compensation you will be paid for service. You must be at work during scheduled hours that you are not serving as an election judge.

## **317 School Conference and Activities Leave**

*Effective Date: 01/01/2024*

You may take up to 16 hours of unpaid leave within a rolling 12-month period to attend school conferences or school-related activities related to each of your children (including foster children), provided the conferences or school-related activities cannot be scheduled during non-work hours. If your child receives childcare services or attends a prekindergarten regular or special education program, you may use the leave time to attend a conference or activity related to your child or to observe and monitor the services or program, provided the conference, activity or observation cannot be scheduled during non-work hours.

When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, you must provide your supervisor with reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly our operations. This leave is not paid; however, you may substitute any accrued paid time off or other appropriate paid leave for any part of the leave.

## **318 Donor Leave**

*Effective Date: 01/01/2024*

We will provide you with up to 40 hours of paid leave for the purposes of undergoing medical procedures related to the donation of bone marrow, an organ or a partial organ. If your leave need extends beyond 40 hours, you can use any available PTO, or take unpaid leave. A doctor's statement verifying the purpose and length of the leave is required. In order to take leave under this policy, you must be regularly scheduled to work at least 20 hours per week.

## **319 Military Personnel Injured/Killed in Service Leave**

*Effective Date: 01/01/2024*

You are entitled to up to 10 working days of leave of absence without pay whenever an immediate family member is injured or killed while engaged in active service. For the purposes of this policy, "immediate family member" means your parent, child, grandparents, siblings, or spouse. You will be expected to give as much notice as practicable of your need for leave.

This leave is not paid; however, you may use any accrued paid time off during the leave.

## **320 Military Ceremony Leave**

*Effective Date: 01/01/2024*

Unless doing so would unduly interrupt our operations, you are entitled to up to one working day of leave of absence without pay for the send-off or homecoming ceremonies of family members (i.e., parents, legal guardians, siblings, children, grandchildren, spouses, fiancés, or fiancées) who have been ordered into active service in support of a war or other national emergency.

This leave is not paid; however, you may use any accrued paid time off during the leave.

## **321 Benefits Continuation (COBRA)**

*Effective Date: 01/01/2024*

A federal law called COBRA allows you, your spouse and/or dependent children to continue health insurance coverage under our health plan when a “qualifying event” occurs. Some common qualifying events are resignation, termination of employment, a reduction of hours or a leave of absence, death, divorce, and a dependent child’s loss of eligibility. Ordinarily, you may continue your health coverage for up to 18 months if you lose coverage as a result of a qualifying event.

If you, your spouse and/or dependents continue coverage under COBRA you must pay the full cost of coverage at our group rates plus any applicable administration fee.

We will provide you with an important written notice describing your rights and obligations under COBRA. Please read the notice.

## **322 Tuition Benefit**

*Effective Date: 01/01/2023*

### **Tuition Allowances for Employees’ Dependent Children**

We offer 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), Associated Colleges of the Midwest (ACM), and Great Lakes College Association (GLCA) 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 each 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 0.75 -
3. 1.0 FTE service or a minimum of six consecutive years of 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.
4. The student has one of the following relationships to the eligible employee:
  - a. Natural born child
  - b. Legally-adopted child
  - c. Step-child
5. Children are under the age of 25.
6. 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.
7. The student has not yet earned a bachelor's degree.

#### **Tuition Benefit Amount at St. Olaf**

The tuition benefit amount will be reviewed annually by the Human Resources Office. The dependent's benefit amount may change from one academic year to the next if an employee's FTE varies, or if the Human Resources Office changes the overall benefit rates. The benefit amount will not change mid-year.

1. For 0.75 - 1.0 FTE employees, the amount of benefit will be 90% of the cost for tuition.
2. For 0.50 – 0.749 FTE employees, the amount of benefit will be 40% of the cost for tuition.

Tuition benefits will continue to be available for eligible students while they are participating in the St. Olaf Study Abroad programs. While St. Olaf participates in ELCA, ACM, and GLCA 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, 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. Employees complete St. Olaf tuition benefit form application by May 1st each year at: <https://wp.stolaf.edu/hr/tuition-benefit/forms-and-process-flow/>.
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 eligibility based upon Tuition Benefit Application. The host institution will communicate with the St. Olaf employee's dependent regarding the 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. Employees complete St. Olaf tuition benefit form application by May 1st each year at: <https://wp.stolaf.edu/hr/tuition-benefit/forms-and-process-flow/>.
2. Employees complete the [ACM Tuition Remission Exchange Program application](#) by May 1st before their dependent's first year. Please note a \$25 application fee is required.
3. St. Olaf Human Resources will validate eligibility for this benefit.
4. For the coming years, there is no further action required as their participation in all eight consecutive semesters is assumed. However, if there is a change in the dependent's enrollment (leave of absence, transfer), the employee must notify the ACM.

**Tuition Benefit at GLCA Institutions**

St. Olaf is a participant in a tuition remission exchange program with other GLCA institutions. This program allows children of employees to receive a tuition benefit at other GLCA 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.

### **GLCA Process:**

1. Employees complete St. Olaf tuition benefit application by May 1st each year at: <https://wp.stolaf.edu/hr/tuition-benefit/forms-and-process-flow/>.
2. Employees complete the [GLCA Tuition Remission Exchange Program](#) application by May 1st annually.
3. St. Olaf Human Resources and Financial Aid will validate eligibility for this benefit.

### **Participating Institutions**

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

Please visit <https://wp.stolaf.edu/hr/tuition-benefit/> for more information on The Tuition Allowances for Employees' Dependent Children.

### **Tuition Allowance for Employee, Spouse, or Retiree**

Employees (with a minimum 0.50 FTE), their spouses, 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
3. charged.
4. 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 this form at <https://wp.stolaf.edu/hr/tuition-allowance-application-for-employees-spouses-and-retirees/>

to be approved by Human Resources.

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.

Please visit <https://wp.stolaf.edu/hr/tuition-allowance-for-employees-spouses-or-retirees/> for more information on The Tuition Allowance for Employees, Spouses, or Retirees.

## **323 Staff Tuition Reimbursement**

*Effective Date: 09/01/2025*

### **Purpose**

St. Olaf College is committed to supporting the professional development of its staff employees when such development aligns with the College's mission and institutional needs. This policy outlines the eligibility criteria and terms under which staff employees may apply for and receive tuition reimbursement for degree-seeking academic programs that directly relate to their current or anticipated prospective roles within the College.

### **Scope**

This policy applies to staff employees of St. Olaf College. It does not apply to faculty, student employees, or temporary employees.

### **Eligibility**

To be eligible to apply for tuition reimbursement under this policy, a staff employee must meet all of the following criteria:

1. **Length of Service:** At the time of application, the employee must have completed three (3) years of continuous employment with the College within a .75 FTE or greater position.
2. **Good Standing:** The employee must be in good performance standing as reflected in current performance reviews and not subject to any active performance improvement plans or disciplinary actions.
3. **Position Relevance:** The proposed academic program must be reasonably related to the employee's current role or an anticipated future role within the College.

4. Institutional Benefit: The College must, in its sole discretion, determine that the employee's participation in the program is beneficial to the College.
5. Intent to Remain: This benefit is available to employees with a good faith intent to remain employed with the College for a period of at least two years upon completion of the academic program.

### **Benefit Terms**

1. Tuition Reimbursement Amount: At the discretion of the College, eligible employees approved under this policy may receive tuition reimbursement up to four years and up to the maximum amount of \$3,000 per year.
2. Program Approval: Applications for tuition benefits must be pre-approved by the Office of Human Resources and the employee's supervisor. Future reimbursements beyond the initial reimbursement are contingent upon successful completion of previous coursework with a grade of "B" or better or a "pass" in a pass/fail course.
3. Repayment Obligation: Employees approved for and receiving reimbursement under this policy must sign a Promissory Note Agreement obligating them to repay the College if they separate from employment for any reason within two (2) years of receipt of tuition benefits. Under the Promissory Note Agreement employees receiving the benefit will be required to repay 100% of the tuition benefit received that year if the employee's employment with the College ends for any reason within one year of the employee's receipt of the tuition benefit. The employee will be obligated to repay 50% of the tuition benefit received if the employee's employment with the College ends for any reason after the first year, but prior to the second year after receipt of the tuition benefit. After two years of employment the employee will not be obligated to repay any of the benefit received.

By way of example, Employee X applies for and is approved to receive tuition benefits for a four-year graduate program.

- A. During the first year of the program Employee X receives \$3,000 and signs a Promissory Note Agreement.
- B. During the second year of the program Employee X receives another \$3,000 and signs a second Promissory Note Agreement.
- C. During the third year of the program Employee X receives another \$3,000 and signs a third Promissory Note Agreement.
- D. During the final year of the program Employee X receives another \$3,000 and signs a fourth Promissory Note Agreement.

Fourteen months after the date Employee X signed the fourth Promissory Note Agreement, Employee X resigned employment with the College. Because Employee X remained employed for more than two years after signing the first, second, and third Promissory Note Agreements, Employee X has no repayment obligations under these agreements. Because Employee X is leaving within two years of receiving the payment under the fourth Promissory Note Agreement, but after a year of signing the fourth Promissory Note Agreement, Employee X is obligated to repay the College \$1,500.

- 4. Payment Method: Tuition benefits will be provided as reimbursements upon submission of satisfactory evidence of tuition payment. No advance payments will be made.

### **Application Process**

- 1. Submission: Employees must submit a written application to Human Resources including:
  - a. A description of the degree-seeking academic program and its relevance to the employee's role;
  - b. A copy of the program curriculum or course outline;
  - c. A current performance evaluation;
  - d. Supervisor's written endorsement;
  - e. Acknowledgement of intent to remain employed post-completion.
- 2. Review and Approval: The Human Resources Office, in consultation with relevant department and division leadership, will review applications for alignment with policy criteria.
- 3. Annual Renewal: Approval is granted on an annual basis. Employees must reapply each year, even if enrolled in a multi-year program.

### **General Conditions**

- 1. This policy does not constitute a contract of employment or guarantee of continued employment.

2. The College reserves the right to amend, modify, or terminate this policy at any time.
3. Participation in this program does not affect eligibility for other College tuition benefits unless expressly stated.
4. The College reserves its discretion to interpret all terms of this policy.

Questions regarding this policy should be directed to the Office of Human Resources.

## **324 Chapel Attendance**

*Effective Date: 01/01/2024*

Chapel at St. Olaf is a time of inspiration for body, mind and spirit, a quiet harbor on a busy day, or 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>.

## **325 Workers' Compensation**

*Effective Date: 01/01/2024*

We provide a comprehensive workers' compensation insurance program at no cost to our employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance may also provide wage replacement benefits after a short waiting period.

If you experience or witness a work-related injury or illness, you must tell your supervisor immediately even if the injury or illness seems minor.

You have a right to report all work-related injuries and illnesses. Reporting the injury or illness timely will enable an eligible employee to qualify for coverage under our workers' compensation insurance program as quickly as possible. You cannot use paid time off, vacation, sick time for this leave. We will not discriminate or retaliate against you for reporting work-related injuries or illnesses. However, failure to promptly report workplace injuries or illnesses may result in discipline, up to and including termination of employment.

In general, we will make reasonable efforts to make accommodations and find light duty work if you suffer a work injury. Where such work is possible, we will make sure the work provided stays within the restrictions established by your doctor. Similarly, if you return to a light duty position, you must agree to work within those restrictions, and are forbidden from working beyond them. If you turn down a light-duty or alternative work position, you may lose your ability to receive wage replacement from our workers' compensation insurance company.

You will not be eligible for workers' compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity that we sponsor.

## TIMEKEEPING/PAYROLL

---

### 401 Timekeeping

*Effective Date: 01/01/2024*

In order to properly calculate your pay and benefits of nonexempt employees, federal and state laws require us to keep an accurate record of all time you work, no matter how small the increment. As a result, it is your responsibility to record all of the time you spend working. In certain circumstances the College may require certain exempt employees to also track time they work.

Time worked is all of the time actually spent performing assigned duties, including work performed away from our campus, such as at job sites, or from your home. You should accurately record the time you begin and end your work, as well as the beginning and ending time of each meal period. You should also record the beginning and ending time of any split shift or departure from work for personal reasons. You must obtain your supervisor's approval before performing any overtime work.

You may be subject to disciplinary action, up to and including termination of employment, if you alter, falsify, or tamper with time records, or record time on another employee's time record.

You are responsible for verifying the accuracy of the timesheets you submit. Your supervisor will review and then certify your time record before submitting it for payroll processing. If corrections or modifications are made to the time record, both you and your supervisor must verify the accuracy of the changes to the time record.

### 402 Paydays

*Effective Date: 01/01/2024*

Non-exempt employees are paid biweekly on every other Friday with the exception of holidays which will be the business day before. Exempt employees are paid monthly on the last business day of the last business day. In the event a pay day falls on a holiday, you will be paid on the business day prior. Visit the Payroll Office website for the payment schedule:

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

Each paycheck will include earnings for all work performed through the end of the previous payroll period, and paystubs reflecting your wages, deductions, etc., are available through Oracle.

In general, we expect all employees to utilize direct deposit for their paychecks. Doing so is not only more efficient. It ensures that there won't be delays in receiving paychecks and eliminates the risk that a paycheck could be lost or misdelivered.

## **403 Pay Corrections**

*Effective Date: 01/01/2024*

We take all reasonable steps to ensure that you are correctly and promptly paid. However, mistakes sometimes happen, and so we encourage you to carefully review your pay statements.

If you notice an error in the amount of your pay, bring the discrepancy immediately to the attention of the Payroll Office so that corrections can be made as quickly as possible.

If we discover an error in the amount of your pay, we will correct it using appropriate means. For example, we may recoup overpayments from future pay.

## **404 Deductions from Pay**

*Effective Date: 01/01/2024*

The law requires us to make certain deductions from your pay. We must deduct applicable federal, state, and local income taxes. We also must deduct Social Security taxes on your earnings up to a specified limit that is called the Social Security “wage base.”

From time to time, we may be required to make deductions to pay off a debt, loss, or other obligation you may owe to us or to a third party (such as garnishments, liens, or child support orders). In such cases, you may be required to sign a payroll deduction authorization form and/or enter into some other sort of pay back or reimbursement agreement during the course of employment or at the time you separate employment from the College, regardless of the reason for separation.

We offer various programs and employee benefits beyond those required by law. If eligible for such programs and/or benefits, you may voluntarily authorize deductions from your paychecks to cover the costs of participation.

Additionally, if you are a salaried, exempt employee, deductions from your regular salary may be made under the following circumstances:

- Absences from work for one or more full days for personal reasons other than sickness or disability;
- Absences of one or more full days due to sickness or disability if the deduction is made in accordance with our PTO plans;
- Offsets of amounts from jury duty pay, witness fees, or military pay;
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules;

- Days not worked during your initial or terminal week of employment;
- Penalties imposed in good faith for infractions of safety rules of major significance; or
- Increments of time taken as unpaid leave under the FMLA.

We will make sure that any such deductions will be in full compliance with the wage and hour regulations under the Fair Labor Standards Act (FLSA).

You should carefully review every paystub you receive. If you think a deduction has been improperly taken from your salary, you should notify Payroll as soon as possible. We will review the deduction promptly, and if a deduction was made improperly we will immediately correct the error.

If you have other questions concerning why deductions were made from your paycheck or how they were calculated, ask Payroll for assistance.

## **405 Travel and Business Expenses**

*Effective Date: 01/01/2024*

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

## WORK CONDITIONS AND HOURS

---

### 501 Safety

*Effective Date: 01/01/2024*

To assist in providing a safe and healthful work environment for our employees, students, and visitors, we have established a workplace safety program. This program is a top priority. Supervisors and the Safety Committee have responsibility for implementing, administering, monitoring, and evaluating the safety program. Everyone at the College must be involved and committed to safety. This must be a team effort so that, together, we can prevent accidents and injuries.

We provide information to you about workplace safety and health issues through new hire orientation and regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. We also provide more formalized periodic workplace safety training, where necessary. The training covers potential safety and health hazards, as well as specific workplace practices and procedures to eliminate or minimize hazards.

#### **Safety Suggestions and Concerns**

Some of the best safety improvement ideas come from our employees. If you have an idea, concern about unsafe working conditions, or suggestion for improved safety in the workplace, you are encouraged to raise it with your supervisor or bring it to the attention of the Safety Committee (<https://wp.stolaf.edu/safety-committee/report/>). All reports and concerns can be made without fear of reprisal.

#### **Employee Conduct and Responsibilities**

You are expected to perform the functions of your position in a safe manner. We are only truly efficient when we combine productivity with safe work habits. No job is so important, nor any service so urgent, that we cannot take time to perform the work safely. The use of proper safety devices, tools and equipment, and the wearing of appropriate clothing and footwear, is essential.

You are expected to take ownership of your surroundings, to obey safety rules, and to exercise caution in all work activities. This expectation includes being familiar with and observing all rules and policies for health and safety, and preventing injuries while at work. You must immediately report any unsafe condition to your supervisor. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, immediately notify the Human Resources Office or a supervisor. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefits procedures.

## **502 Work Schedules**

*Effective Date: 01/01/2024*

The college's official hours of operation are usually 8:00 a.m. - 5:00 p.m., Monday through Friday. However, work schedules vary throughout our organization, and your supervisor will normally determine your work schedule, as well as any variations from week to week.

We expect you to be on time and ready to work during your scheduled hours. This expectation applies where you are exempt or nonexempt, salaried or hourly. We have determined that our scheduled hours are those that are most critical to properly serving our students and staff, which is why we need our employees to be present during these hours.

Staffing needs, operational demands, and individual workloads may necessitate variations in starting and ending times, as well as variations in the total hours that may need to be worked each day and week. Variations in your schedule may occur particularly true if you are an exempt employee, since although you are normally expected to be available during our core business hours and work at least 40 hours per week, you may find that your job requires additional time over and above the regular work week.

### **Summer Hours**

Summer Hours are implemented at the discretion of the College. Generally they go into effect beginning the week after Reunion Weekend and ending two weeks before the Labor Day weekend, which is when first-year students arrive. Although summer hours/days may vary by department, the college's official summer hours are Monday through Thursday, 7:30 a.m. – 4:30 p.m., and Friday, 7:30 a.m. – 12:00 p.m. During summer hours, if you are a nonexempt 1.0 FTE, you may be eligible to work for only 38.5 hours in the week but still be paid for a full 40 hours. Regardless of summer hours, all necessary work must be performed, and so even if you have an approved summer hour schedule, that may change at our discretion. The additional 1.5 hours paid by the College is not factored into the overtime calculation.

## **503 Flexible Work Arrangements**

*Effective Date: 01/01/2024*

We are committed to helping you face the demands of juggling work, family and other personal obligations by offering a number of flexible work arrangements. These arrangements are intended to provide you with the opportunity to adjust your work schedule depending upon your personal demands, while allowing us to maintain a progressive and productive work environment.

Consideration for flexible work arrangements is made on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, provide coverage for individual department operations and serve the College as a whole without additional cost.

Examples of flexible work arrangements that may be available include:

- Flextime, in which you work eight hours per workday, but there is flexibility in your set scheduled starting and ending times.
- Job-sharing, in which two part-time employees are assigned to the same job equivalent to one full-time employee. The position is shared between the two employees. Job-sharing, as an alternative work schedule, must ensure the continuity of the work being done at the same workstation, with two individuals working as a team to accomplish the duties of one full-time position.

Work arrangements will be denied or approved at our discretion based on your position and business need. Types of flexible work arrangements and potential schedules must be approved with consent of the Human Resources Office prior to announcement and implementation.

We may utilize a three-month trial period to assess the impact of the flexible work arrangement. After successful completion of the trial period, the work arrangement may be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled at any time for any reason by your supervisor in consultation with the Human Resources Office. If you wish to change an alternative work arrangement, you must obtain written approval from your supervisor.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. There are a number of conditions that must be met for a flexible work schedule to be approved. You must have a satisfactory attendance record, meet all performance expectations in your current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of your work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

Contact the Human Resources Office if you have questions regarding available work arrangements.

## **504 Working Remotely**

*Effective Date: 01/01/2024*

Certain positions in our organization may be capable of, and eligible for, being performed remotely from an employee's home, while other positions are not (such as those that involve work that can only be done on campus, or face-to-face interactions with students or coworkers), which means that working from home is not an option for all employees. For those positions that can be performed remotely from home, some will be eligible to do so on a regular and recurring basis, while others may be limited to occasional or emergency circumstances (e.g., logging in over the weekend to finish up a project or working from home during inclement weather, rather than driving into work).

This policy covers regular and recurring scenarios for working from home. If you seek to work from home on a situational or emergency basis, you should work directly with your supervisor to obtain approval, along with any other restrictions or requirements that go along with doing so.

Regardless of the circumstances for which working from home is being sought, no employee is entitled to work from home. The approval to work from home is at our sole discretion, and we can revoke our approval to work from home at any time and for any reason. If you have an approved arrangement to work from home, you must be prepared to come into work when requested, even if the request is with short notice or is on a day previously approved for working from home.

Arrangements for working from home must be formally approved by both your supervisor, the responsible Vice President, and the Human Resources Office. The decision to approve an arrangement to work from home will be based on factors such as position and job duties, performance history, related work skills, the impact on the organization, and technological suitability.

In general, if you have been approved to work from home, you will be expected to carry out the same duties, assignments, and other obligations as you would if you were working on our premises. Similarly, the scheduled hours and amount of time you are expected to work per day or per pay period will not change while you are working from home, unless an alternative arrangement is formally agreed upon between you, your supervisor, the College Vice President who oversees the division of the College to which you are assigned, and the Human Resources Office. The performance of employees who are working from home will be evaluated on the same terms as those who are working from the office, with the focus being on work output, completion of objectives, etc.

If you are non-exempt hourly (eligible for overtime) and are approved to work from home, you will be required to carefully track all hours worked and, unless otherwise directed, will continue to use our electronic timekeeping system in the same fashion as if you had physically been at work. Non-exempt hourly employees working from home should not exceed the approved scheduled hours or work overtime without obtaining advance approval from your supervisor. Working from home should not make you less efficient, and so unexpected overtime should not be necessary.

During working hours, your at-home workspace will be considered an extension of our workspace. You are expected to have appropriate electronic and physical security measures in place to maintain the confidentiality of any sensitive work-related information and other College resources. Because public Wi-Fi presents security and hacking risks that we can't control, when working remotely you must avoid using public Wi-Fi where possible. Protect yourself and the college by disabling any automatic Wi-Fi search, connection, and sharing functions on the electronic devices that you are using for work purposes. If you must use public Wi-Fi, you are required to choose a secured network option if one is available, and you should minimize the amount of time you use the public Wi-Fi. If you are using an electronic device in a space where others are present, position your screen so as to minimize the risk that it can be viewed by others, do not leave your device unattended, and lock the screen any time the device is not in use.

Workers' compensation benefits may be available for job-related accidents that occur in your at-home workspace while you are working during working hours. In the case of an injury while working from home, you should immediately report the injury to the Human Resources Office. We assume no responsibility for injuries occurring in your at-home workspace outside the agreed-upon work hours or while you are engaging in activities unrelated to the performance of work. You agree to maintain safe conditions in your at-home workspace and to practice the same safety habits as those followed on our premises.

## **505 Smoking, THC and Tobacco Products**

*Effective Date: 01/01/2024*

We prohibit smoking and the use of tobacco and THC products (such as chewing tobacco), and vaping in all of our facilities, as well as across all College grounds. This policy also applies to e-cigarettes, vaporizers, and similar products, whether they are used for tobacco, nicotine, oils, chemicals, flavorings, or other substances.

## **506 Breaks and Meal Periods**

*Effective Date: 01/01/2024*

Nonexempt employees will usually be provided with a paid break for every four consecutive hours worked. To the extent possible, breaks will be provided in the middle of work periods. Additionally, full-time nonexempt employees will usually be provided with one unpaid meal period of at least 30 minutes in length, although with supervisory approval the meal period may be extended to 60 or 90 minutes in length. Nonexempt employees are generally prohibited from performing any work during their meal periods, unless such work is specifically authorized in advance by a supervisor.

In general, supervisors will be responsible for determining the timing, frequency, and length of meal periods and breaks. Similarly, if you are a part-time employee, your breaks and meal periods will be determined by your supervisor.

Typically, you are not allowed to combine your breaks, take them with your meal periods, or use them to leave early with pay. Since break time is counted and paid as time worked, you must not be absent from your work areas beyond the allotted break time.

## **507 Breaks for Nursing Mothers**

*Effective Date: 01/01/2024*

We provide reasonable paid break time each day to employees who need to express breast milk for their infant children for up to one year after the child's birth.

We provide a private area where employees may express milk. Please contact the Human Resources Office for information about this area.

To ensure that you are accommodated under this policy if you have a need to express milk, contact the Human Resources Office to make the necessary arrangements.

## **508 Overtime**

*Effective Date: 01/01/2024*

Overtime hours are sometimes necessary when our operating requirements or other needs cannot be met during regular working hours. Sometimes overtime may be necessary for a group of employees because of workload and project needs, while at other times individual employees may have a specific need to work extra hours. Whatever the circumstance, you must receive prior approval from your supervisor before working any overtime.

We pay overtime compensation to all nonexempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked and will be paid for time worked over 40 hours in the workweek. Paid time off, holidays, and leaves of absence will not be considered hours worked for purposes of performing overtime calculations. We define the workweek as the seven-day period starting at 12:01 on Saturday morning, and continuing through midnight the following Friday.

## **509 Use of Vehicles and Equipment**

*Effective Date: 01/01/2024*

As part of your job, you may be expected to use certain types of equipment or drive for work purposes. Additionally, St. Olaf has a fleet of vehicles that are available to employees for use on official college business. In order to drive a college vehicle, you must complete all required initial and ongoing driver safety training programs. 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/>.

In order to reduce the risk of damaging vehicles and equipment, or causing harm to yourself or others, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines, when using our property or equipment or while driving for work purposes.

You must keep clean any work vehicle that you may drive. Please notify a supervisor if any vehicles, equipment, machines, tools, or vehicles need repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to others. Supervisors can answer any questions about your responsibility for maintenance and care of equipment or vehicles used on the job.

You must obey all traffic laws and all safety rules concerning the safe operation of motor vehicles while driving college-owned vehicles or driving your own vehicles or rented vehicles for work purposes. In particular, you must refrain from reading or sending e-mails, text messages, and/or instant messages, searching or scrolling for audio, and accessing the Internet from your cell phones or other wireless devices while operating a motor vehicle at any time the vehicle is in motion, part of traffic (e.g., while sitting at a stop sign or stop light), or is other than parked. In addition, if you must make or receive a call while driving for work purposes, and you do not have hands-free technology, you must pull off the roadway and park your vehicle for the duration of the call. Initiating or participating in a cellular phone call while you are driving or a part of traffic is permissible only if you can do so solely in a voice-activated or hands-free mode. You may use your wireless device for navigation or audio-based content so long as you do not type or scroll while the vehicle is in motion or a part of traffic, and so long as you do not hold the device with one or both hands.

We will not pay the costs of any parking tickets or traffic violations that you incur. If you drive your own vehicle for work purposes, you must adequately insure the vehicle and provide us with proof of insurance upon request. For insurance purposes, we may occasionally check your driving record, and if you fail to meet our standards, the privilege to drive college vehicles or rental cars for work will be revoked. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be subject to disciplinary action, including termination of employment.

In the event of an accident, you are required to report the accident immediately to your supervisor and, if directed, obtain a police report. You may not use any vehicles owned, leased, or rented on our behalf for your personal use without prior approval.

## **510 Inclement Weather**

*Effective Date: 01/01/2024*

Since we are a residential campus, we are open for business year-round and do not close as a result of snow or other inclement weather situations. Because severe weather-related conditions like tornados, flooding, snow, sleet, and ice can make travel hazardous, you should use discretion regarding your own health and safety and should avoid taking any unnecessary risks. If you believe you cannot safely report to work, you will be expected to follow the call-in and notice procedures set forth in our Attendance and Punctuality policy.

You will be required to use accrued PTO or vacation to cover any non-ESST inclement weather absences. You must obtain approval from your supervisor in order to leave early, arrive late, or arrange to work from home in connection with inclement weather. Supervisors are advised to err on the side of safety when considering employee-requested accommodations for inclement weather situations.

*Note: Essential personnel will be required to work to ensure the continued operations of the campus and/or to address emergency situations.*

You should monitor your email for updates about current campus conditions and safety information.

## **511 Phones and Electronic Devices**

*Effective Date: 01/01/2024*

Whether you are using our phones or your own electronic devices, we know that you may occasionally want to text, make/take phone calls, and otherwise use a phone or electronic device for personal purposes. Where possible, any such use should be confined to nonworking times such as breaks or meal periods and should not distract your coworkers or interfere with your ability to perform your work effectively.

With this in mind, cell phones and other electronic devices should generally be silenced and put away during work time, unless carrying such a device is necessary for work purposes or prior approval has been obtained. Excessive use of phones and electronic devices distracts from your job duties and will be addressed as necessary.

## **512 Computer, Internet and E-Mail Usage**

*Effective Date: 01/01/2024*

We provide computers, e-mail and Internet access to assist you in completing your work, improving your efficiency and obtaining work-related data and technology. In addition to the expectations set forth in this policy, you are expected to abide by the computing expectations set by IT and the Academic Computing Policy Board, all state and federal laws that pertain to information technology use, and the requirements of our IT policies, which can be found at: <http://wp.stolaf.edu/it/policies/>.

Computers (which, for the purposes of this policy, include not only computer hardware, such as PCs, phones, tablets, and laptops, but our systems, networks, software, remote access abilities, e-mail and other communication tools, internet access, etc.) are our property and are intended for business use. As a result, you have no right to privacy for any uses to which you may put the computers we have provided. We reserve the right to monitor any and all use to which our computers may be put, regardless of whether the use is personal in nature or occurs during non-working time. Do not use a password to protect access to files or other stored information unless authorized by a supervisor to do so.

You should take all anti-virus precautions available and prescribed by us. You should not attempt to bypass or disable any anti-virus precautions installed on our computers. When required, you should only send confidential, sensitive and/or proprietary information using college-approved encryption or secure email methods.

You must comply with any and all potentially applicable laws (e.g., industry regulations, harassment laws, copyright restrictions, contractual obligations or restrictions, etc.) each and every time you use our computers for any purpose, as well as during any time you may be using your own personal computer networks, systems, or equipment in ways that may directly or indirectly be associated with the college. All data that is composed, transmitted, or received via our computer system is considered to be part of our official records and, as such, is subject to disclosure to law enforcement or other third parties, and may be used by us in any ways we feel may be necessary.

### **Appropriate Personal Use Permitted**

While computers are intended for job-related activities, incidental and occasional personal use may be permitted within reasonable limits. However, where possible, such use should be confined to nonworking times such as lunch, or before or after work, and should not interfere with your performance of your job. Personal computer usage is subject to all of the terms and conditions of this policy.

### **Prohibited Usage**

We purchase and license the use of various computer software for business purposes and do not own the copyright to this software or its related documentation. Unless authorized by the software developer, we do not have the right to reproduce such software for use on more than one computer. You may use software on local area networks or on multiple machines only according to the software license agreement. We prohibit the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if you did not create material, do not own the rights to it, or have not gotten authorization for its use, you should not put it on the Internet or transmit it through the e-mail system.

The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action up to and including termination of employment:

- Sending or posting messages or images that are disruptive, offensive, discriminatory, obscene, threatening, harassing, intimidating, or harmful to morale
- Using College email to solicit for outside commercial ventures, religious or political causes, outside organizations, or other non-business matters
- Downloading large files, streaming audio/video, and visiting social networking sites or chat rooms for personal use
- Using our computers for personal gain

- Using or disclosing someone else’s code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization (such information includes, but is not limited to, information outlined in our Confidentiality and Non-Disclosure policy)
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the college or initiate unwanted Internet services and transmissions
- Viewing or exchanging pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation or destroying, concealing, or disclosing information protected by attorney-client privilege, a legal hold or a spoliation order
- Sending or posting chain letters or advertisements not related to business purposes or activities
- Using the computer for gambling of any sort
- Using a college-provided email address or website addresses to register for any social networking website or online blog without prior written approval
- Jeopardizing the security of the college’s electronic communications systems
- Sending or posting messages that disparage other organizations
- Passing off personal views as representing those of the college
- Loading personal software without permission
- Engaging in any other illegal activities
- Engaging in any other computer-related activity determined by us to be inappropriate or unacceptable

If you have questions about acceptable usage, please contact the Human Resources Office.

## **513 Cyber Security**

*Effective Date: 01/01/2024*

The more we rely on technology to collect, store and manage information, the more vulnerable we become to security breaches. Human error, hacker attacks and system malfunctions can cause great financial damage and may jeopardize our operations. Therefore, it is essential that we be vigilant and do everything we can to protect our devices, networks, systems and equipment from being compromised.

This policy applies to anyone who has permanent or temporary access to our devices, networks, systems and equipment.

### **Protect personal and college devices**

You must ensure that any devices that you use to access our networks or systems are kept secure by taking steps such as the following:

- Keep all devices password protected.
- Regularly upgrade antivirus software.
- Do not leave devices exposed or unattended.
- Regularly install security and operating updates of browsers and systems.
- Log into college accounts and systems through secure and private networks only.

You should avoid accessing internal systems and accounts from other people's devices or lending your devices to others.

### **Keep emails safe**

Emails are often the vehicles for scams and malicious software. To avoid virus infection or data theft:

- Avoid opening attachments and clicking on links when the content is not adequately explained.
- Be suspicious of clickbait titles (e.g., offering prizes, advice).
- Check email and the names of people from whom you've received a message to ensure that they are legitimate.
- Look for inconsistencies or giveaways (e.g., grammar mistakes, capital letters, excessive number of exclamation marks).

If you are unsure about the safety or origin of an email, contact our IT Security team.

### **Transfer data securely**

Transferring data introduces security risks. You must:

- Consider using encrypted email.
- Avoid transferring confidential or sensitive data (e.g., student information, employee records) to other devices or accounts unless absolutely necessary. When a large transfer of such data is necessary, you must contact the IT Security team for help.

- Share confidential data over the College network/ system and not over public Wi-Fi or private connection.
- Ensure that the recipients of the data are properly authorized people or organizations and have adequate security policies.
- Report scams, privacy breaches and hacking attempts

The IT Security team needs to know about scams, breaches and malware so they can better protect the college's infrastructure. For this reason, you must report perceived attacks, suspicious emails or phishing attempts as soon as possible to our specialists.

### **Additional measures**

To reduce the likelihood of security breaches, you should:

- Turn off your screens and lock your devices when leaving your desk.
- Report stolen or damaged equipment as soon as possible to the IT Security team.
- Change all account passwords at once when a device is stolen.
- Report a perceived threat or possible security weakness in our systems.
- Refrain from downloading suspicious, unauthorized or illegal software on college equipment.
- Avoid accessing suspicious websites.

We also expect you to comply with our social media and computer/Internet usage policies. The IT Security team will be responsible for:

- Installing firewalls, anti-malware software and access authentication systems.
- Arranging for security training for all employees.
- Informing employees regularly about new scam emails or viruses and ways to combat them.
- Investigating security breaches thoroughly.

### **Consequences of noncompliance**

If you fail to take necessary security precautions, you may be subject to discipline, up to and including termination of employment.

## 514 Clean Desk

*Effective Date: 01/01/2024*

To assist in providing a culture of security and trust for employees, students, and vendors, we have established a clean desk policy. Protecting private and confidential data requires the help and participation of all employees.

If you need to step away from your desk or office, your computer should be locked, and all private and confidential information should be out of plain sight.

At the end of each day, you should tidy your desk and secure any documents and portable devices that may contain private or confidential information, such as by using locked drawers or filing cabinets, and placing any unwanted documents into a secure shredding bin. Do not place documents with private or confidential information into a recycling bin or garbage can.

## 515 Identification Cards and Keys

*Effective Date: 01/01/2024*

You will be issued an identification card called an Ole Card, which is an all-purpose card that can be used to enter buildings to which you have been given access, to check out books from the libraries, to gain admittance to Tostrud athletic facilities and sporting events, and to 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 you lose your card, you can replace it, but you will be charged a replacement fee. Read more about the Ole Card at <https://wp.stolaf.edu/olecard/>.

In addition to an Ole Card, you may be issued keys that give you access to certain protected areas on our campus. All keys issued to employees will remain the permanent property of St. Olaf and are issued to you solely for the purposes of performing work-related duties.

You must keep any keys that you are issued in a safe place at all times; you may not lend the keys to anyone but your supervisor; and you may not copy your keys. 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 the Locksmith records this unique serial number. Employees who have keys are expected to sign a Key Agreement and to follow the terms of the St. Olaf key policy found here: <https://wp.stolaf.edu/facilities/keys/>.

You must immediately report misplaced, lost, stolen, or damaged keys to your supervisor. Upon separation of employment, you must return all keys to the Human Resources Office.

## **516 Workplace Monitoring**

*Effective Date: 01/01/2024*

From time to time, we conduct workplace monitoring to ensure quality control, employee safety, security, and student satisfaction.

We reserve the right to monitor your computer, Internet, and e-mail usage, including any personal usage to which you may put our systems, networks, or equipment. Similarly, we may monitor and record your telephone conversations, especially if you regularly communicate with students or members of the public, to identify and correct performance problems through targeted training.

We may conduct video surveillance of non-private workplace areas to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence. Any such video surveillance may include audio recording, as well.

We perform workplace monitoring in an ethical and respectful manner, and we are sensitive to the privacy concerns of employees. Your acknowledgement of receiving access to this handbook indicates your understanding that we may conduct the monitoring described in this policy and constitutes your authorization for us to do so, particularly with respect to recording telephone conversations, making audio recordings, or reviewing your computer and email usage.

## **517 Recording Devices in the Workplace**

*Effective Date: 01/01/2024*

Employees are prohibited from using cameras or other audio or visual recording devices in areas and/or meetings where student privacy, or other confidential information may be compromised. In addition, employees may not record or take photographs of people without the prior agreement of those people being recorded or photographed. Moreover, even in those situations where recording conversations or interactions may not be prohibited by this policy, many states prohibit the recording of conversations or meetings unless the consent of all participating parties is obtained prior to the recording.

Please see our Confidentiality and Non-Disclosure policy for more information about the protection of our confidential information and trade secrets.

## **518 Transmissible Illness**

*Effective Date: 01/01/2024*

We want to make sure all employees have a safe and healthy place to work, including protections from transmissible or infectious illnesses.

We expect all employees to engage in good hygiene practices while at work, especially frequent hand washing with soap and water or, if water is not available, using alcohol-based disposable hand wipes or gel sanitizers. You are also strongly encouraged to get a flu shot and, when available, an updated COVID vaccination.

We also ask that you respect your coworkers and not come to work if you are feeling sick, since not only will you be less productive, but you may put your coworkers at risk of getting sick.

In addition to the steps we ask you to take to help maintain a healthy work environment, there are steps that we may need to take as well. For instance, if we have reason to suspect that you have been exposed to a transmissible and dangerous illness or disease (such as measles, hepatitis, tuberculosis, or a pandemic-type virus), we may require you to provide us with a medical assessment of your fitness for duty, how contagious you might be, and whether you will need leave.

If your illness or disease is particularly contagious or dangerous, we may require you to stay away from work for the purpose of quarantine until your risk of infecting your coworkers subsides, even if you feel well enough to work.

# EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

---

## 601 Employee Conduct and Work Rules

*Effective Date: 01/01/2024*

In order to maintain our excellent reputation in the community and to provide the best possible work environment for you and your coworkers, we expect you to follow the rules of conduct set forth in this policy.

### **Integrity, Honesty, and Respect**

Any time you are interacting with someone connected to our workplace, their perception of your words, actions, and behavior is more important than your intent, since a bad experience can taint a relationship and spread into the community. As a result, we expect you to perform with the highest level of integrity and to be honest and fair when interacting with others in connection with work.

Similarly, consideration, respect and courtesy play critical roles in maintaining positive and productive working relationships with your supervisors, coworkers, and anyone with whom you may come into contact when performing your job. As a result, you are expected to be considerate, respectful, and courteous in every work-related interaction.

If you are ever in doubt about whether a particular course of action is appropriate, seek guidance from the Human Resources Office.

### **Unacceptable Conduct**

While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of actions and behaviors that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Unethical, immoral, or criminal conduct in or outside of the workplace
- Dishonesty or misrepresentation including, but not limited to, falsification of timekeeping records, misrepresentation on employment applications, or dishonesty in an investigation
- Using, possessing or distributing alcohol or drugs in the workplace, while on duty, or while operating College tools or equipment
- working under the influence of alcohol or legal or illegal drugs
- Fighting or threatening violence in the workplace

- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or student-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking or using tobacco in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Unless otherwise provided by law, possession of firearms, explosives, weapons, weapon paraphernalia, or any other dangerous or unauthorized materials, in the workplace or while performing work on behalf of the College. (This prohibition applies even if you have a legal permit to carry a weapon)
- Excessive absenteeism or any absences without notice
- Unauthorized absence from work station during the workday
- Performing work outside of your scheduled workday without prior authorization from your supervisor
- Unauthorized use of computers, telephones, mail system, or other employer-owned equipment or networks
- Unauthorized disclosure of business “secrets” or confidential information
- Inappropriate words, actions, or conduct, inside or outside of the workplace that may reflect poorly upon, or cause harm to, the college. This prohibition applies to words, actions, or conduct that occurs completely on your personal time, including on Internet social networking sites. However, this prohibition is not intended to stop you from exercising legal rights, and you will not be disciplined for engaging in protected activity.
- Unsatisfactory performance or conduct, including inefficiency, inattentiveness, and failure to manage and complete necessary workloads within scheduled hours, or failure to complete training as assigned by the College
- Violation of personnel policies.

## **Duty to Report Violations**

Report any matter that you believe violates this policy and/or may result in any of the following: harm to an individual or individuals, monetary loss, or damage to reputation. Reporting such matters is essential so that we can respond appropriately. We do not retaliate against any employee who, in good faith, reports suspected violations of our policies.

## **602 Drugs and Alcohol**

*Effective Date: 01/01/2024*

We want to maintain a healthful and safe workplace that is free from improper drug or alcohol use. Our policies described below help us promote this goal.

### **Prohibited Uses of Alcohol, Illegal Drugs, and Legal Drugs**

While on our premises and while conducting business-related activities off our premises, you may not use, possess, distribute, sell, or be under the influence of alcohol, illegal drugs, or any legal drugs (including prescribed drugs) that might cause you impairment or impact your ability to fully or safely perform the functions of your position.

### **Life Assistance Program**

Our Life Assistance Program (LAP) provides confidential counseling and referral services if you need assistance with problems like drug and/or alcohol abuse or addiction. We encourage you to address any questions or concerns you may have about substance dependency or abuse with the LAP, and to review the treatment programs that may be covered under our health insurance program or any other health insurance program that provides coverage to you. You can discuss these matters with your supervisor or the Human Resources Office to receive assistance or referrals to appropriate resources in the community.

### **Alcohol in Approved Situations**

From time to time, the consumption of moderate amounts of alcohol may be permitted at college-sponsored events or with the express approval of the college's leadership. If students are present at the function, employees are prohibited from consuming alcohol. When students are not present at an event and alcohol is being served, you must drink responsibly, must not become intoxicated, and must not return to work after drinking. Similarly, if you bring guests to functions where the consumption of alcohol has been approved, you are responsible for the conduct of any such guests and must prevent your guests from becoming intoxicated or getting out of control.

If you have any questions about this policy or issues relating to drug or alcohol use in the workplace, please raise your concerns with your supervisor or the Human Resources Office.

## **603 Harassment, Bullying and Offensive Behavior**

*Effective Date: 01/01/2024*

We are committed to providing a work environment where you and all other employees are treated with dignity, decency, and respect. In keeping with this policy, we will not tolerate harassment based on an employee's race, color, religion, sex (including sexual orientation and gender identity), pregnancy, citizenship, national origin, age, disability, military service, veteran status, genetic information, union membership, creed, marital status, familial status, status with regards to public assistance, membership in a local human rights commission, or any other legally protected status. We also prohibit any retaliation against an individual who reports harassment or who participates in an investigation into an allegation of harassment. This policy extends to workplace harassment involving non-employees, such as harassment committed by or against outside vendors, suppliers, consultants, or students. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside of the workplace, such as during business trips, business meetings and social events, or where there is an impact in the workplace.

### **What is Harassment?**

Harassment is hostile or offensive physical conduct, verbal comments, or written comments including, but not limited to, electronic communications, such as online posts or text messaging if that conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- Unreasonably interferes with an individual's work performance or opportunities; or
- Otherwise affects the terms and conditions of employment.

### **Definition of Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, comments (oral / verbal or written), or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly as a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or

- The conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Sexual harassment may involve individuals of the same or different gender.

### **Examples of Harassment**

Examples of harassment include, but are not limited to:

- Making unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Leering or making sexual gestures.
- Displaying or circulating sexually suggestive objects, pictures, cartoons, e-mails or posters.
- Displaying or circulating offensive objects, pictures, cartoons, e-mails or posters based on a legally-protected characteristic such as race, religion or sexual orientation.
- Making or using derogatory comments, epithets, slurs, or jokes.
- Sending electronic communications, such as online posts or text messaging, that are offensive or derogatory in nature about an individual because of their membership in a protected class.
- Making graphic verbal comments about an individual's body, using sexually degrading words to describe an individual, or sending suggestive or obscene letters, notes, or invitations.
- Engaging in unwelcome physical conduct, including touching, assaulting, impeding or blocking movements, or engaging in threatening or intimidating behavior.

### **Reporting Procedure**

You are responsible for, and have an obligation to, report harassing or inappropriate behavior, whether it is directed at you or is something you saw or heard that was directed at someone else. Any supervisor who learns of or observes harassing or inappropriate behavior, or receives a complaint about this kind of behavior, must immediately report the behavior or complaint to the Title IX Coordinator.

If you *experience* harassment in the workplace, whether by employees or non-employees, take the following steps:

- Take immediate action rather than ignoring the problem and waiting for it to go away;
- Tell the offending person, if you feel comfortable doing so, that their actions or comments are unwelcome, that the behavior is offensive, and that it must stop immediately;

- Report the incident as soon as possible to a supervisor, Human Resources, or the Title IX Coordinator; and
- Remember that the college will *not* tolerate any retaliation against you for reporting concerns about harassing behavior or conduct.

If you *witness* harassment, take the following steps:

- Take the incident(s) seriously;
- Refuse to condone or participate in the behavior;
- Encourage the victim to speak with the Title IX Coordinator; and
- Express suspicions or concerns to the appropriate supervisor or the Title IX Coordinator so that the college can be alerted to any possibly harassing situations.

If you *engage* in harassing behavior or have been accused of engaging in harassing or inappropriate behavior, take the following steps:

- Stop the behavior immediately;
- Listen to the person complaining about the behavior; and
- Learn from the experience and do not repeat it.

### **Supervisors**

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 or the Title IX Coordinator. 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.

Similarly, supervisors who engage in inappropriate behavior, permit others under their supervision to engage in inappropriate behavior, or retaliate or permit retaliation against an employee who reports inappropriate behavior, shall be subject to immediate disciplinary action up to and including termination of employment.

### **Investigations**

We will promptly investigate any report of harassment in the workplace, and will take appropriate action to end harassment, address its effects and prevent its recurrence. Although complaints will be handled as discreetly as possible, we cannot guarantee absolute confidentiality.

Employees are expected to cooperate fully during any investigation, and must provide honest and complete information.

### **Retaliation**

We do not tolerate retaliation against any employee who reports an incident of alleged harassment or inappropriate workplace behavior, or provides information during an investigation, and we will take measures to protect all such employees from retaliation. Engaging in retaliatory behavior is a violation of this policy, and is grounds for corrective action, up to and including termination of employment.

### **Liability for Harassment**

If you violate this policy, you will be subject to disciplinary action, up to and including termination from employment. Employees who violated this policy may also be subject to personal legal liability.

## **604 Consensual Relationship Policy**

*Effective Date: 01/01/2024*

A Consensual Relationship as that term is used in this policy is one in which two members of The St. Olaf College 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 our 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 College has adopted the following policy with respect to Consensual Relationships and places all employees on notice that the College views Consensual Relationships between College community members, especially when a power relationship exists, as unwise and of a high risk, particularly when students are involved. Furthermore, should any legal claims arise out of a consensual relationship between community members, the defense of such claims will generally be the responsibility of the parties involved.

- A. St. Olaf College strongly discourages Consensual Relationships between staff and faculty members where a power or reporting relationship exists.
- B. St. Olaf College prohibits Consensual Relationships between a faculty or staff member and any student enrolled at the College.

In situations involving the discouraged behavior in part A, the College reserves the right to transfer employees, rearrange reporting arrangements, or take other action, including disciplinary action, to remedy any situation deemed inappropriate. A member of the College community who violates part B will be subject to discipline up to and including dismissal.

Any member of the College community who has reason to believe that a violation of the Consensual Relations Policy has occurred should contact the Title IX Coordinator who will ensure the matter is investigated and/or acted upon appropriately. Any concern about violations at the Dean/Vice President/Provost level may be taken to the Title IX Coordinator, or to the President, who shall take, or cause to be taken, appropriate action.

## **605 Attendance and Punctuality**

*Effective Date: 01/01/2024*

To help us maintain a safe and productive work environment, we expect you to be reliable and punctual in reporting for scheduled work. Unapproved absenteeism and tardiness place a burden on us and the rest of your team. As a result, we do not consider, or pass judgment on, the reasons why you may need to be absent from work. Instead, we focus only on the fact and frequency of absences. Similarly, although you may have paid leave available does not mean that an absence will be “excused” or will not count against your attendance. Absences protected by law, however, will not be counted against your attendance record, although we may require medical or other documentation to substantiate these absences.

In the rare instances when you cannot avoid being late to work or are unable to work as scheduled, notify your supervisor as soon as possible before the anticipated tardiness or absence.

Manageable absences (such as doctor’s appointments) should be scheduled outside of normal working hours whenever possible, or at least at times that are as minimally disruptive as possible to the workplace.

Poor attendance and excessive tardiness have a negative effect on the workplace. Failure to follow proper reporting procedures can be similarly disruptive. As a result, the college will take attendance into consideration during performance appraisals. Moreover, any of these problems may lead to disciplinary action, up to and including termination of employment.

## **606 Personal Appearance**

*Effective Date: 01/01/2024*

Dress, grooming, and standards of personal cleanliness contribute to the morale of all employees and affect the business image we project to students and visitors.

During business hours or when representing us, you are expected to present a neat, clean and professional appearance and to limit natural or artificial scents that could distract or annoy others. You should dress and groom yourself according to the requirements of your position and accepted social standards, especially if you are dealing with students or visitors in person. Where necessary, reasonable accommodation may be made for employees with disabilities or with legitimate religious needs.

Your supervisor or the Human Resources Office is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels that your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you may not be compensated for the time away from work.

At the discretion of your supervisor, in special circumstances you may be permitted to dress in a more casual fashion than is normally required. On these occasions, you are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Consult your supervisor or Human Resources if you have questions about what constitutes appropriate appearance.

## **607 Return of Property**

*Effective Date: 01/01/2024*

You are responsible for the safety and security of items that we issue to you or college property that is in your possession or control, including, but not limited to, the following:

- Cell phones
- Computers/laptops
- Equipment
- Identification badges and keys
- Manuals
- Purchase Cards
- Vehicles
- Written materials

You may be required to sign a loan receipt and payroll deduction authorization as a condition of receiving college property or equipment. You must return all of our property immediately upon request or upon termination of employment. Failure to return our property could result in legal action.

## **608 Personal Property in the Workplace**

*Effective Date: 01/01/2024*

If you bring personal property into the workplace—whether in a parking area, a building or a workspace—you are solely responsible for such property. We are not responsible for any damage to, theft, or loss of personal property, and we do not have insurance to cover any such loss, damage, or theft. As a result, if you are concerned about the safety of your personal items, you should leave them at home and not bring them to work.

## **609 Workplace Violence and Weapons Ban**

*Effective Date: 01/01/2024*

Threatening and violent behavior is prohibited throughout the workplace, and we have adopted this policy to ensure that all employees can work in an environment that is safe from, and free of, such behavior.

Employees, students, and other members of the public should be treated with courtesy and respect at all times. You are expected to comply with our Safety and Employee Conduct and Work Rules policies, and refrain from fighting and other conduct that may be dangerous to others. You may not bring firearms, weapons, weapon paraphernalia, or other dangerous or hazardous devices or substances into the workplace, unless the device or substance was provided and approved by us and is necessary to perform your job.

At no time may you commit an act of violence against anyone with whom you come into contact while working. Similarly, you may not threaten or otherwise intimidate an employee, student, or other member of the public.

If you receive or observe a threat of violence or actual violence, report it immediately to your supervisor, Public Safety, or to the college's leadership. This includes threats or conduct by employees, students, vendors, and other members of the public. Be as specific and detailed as possible when reporting a threat or act of violence.

You must also immediately report any suspicious activities or unaccompanied non-employees in the workplace to your supervisor, Public Safety, or the college's leadership. Do not place yourself in peril. If you see or hear commotion or a disturbance, do not try to intercede.

In the event of an active shooter or other situation posing imminent danger, you should:

- Run if there is an accessible escape path;
- Hide if evacuation is not possible; and
- Fight if your life is in imminent danger and you have no option other than to attempt to disrupt and/or incapacitate the active shooter.

For more information, visit our Public Safety website:

<https://wp.stolaf.edu/publicsafety/emergency-procedures-and-protocols/>.

We will promptly and thoroughly address all reports of threatened or actual violence, as well as suspicious individuals or activities. Employees found to have engaged in threatening or violent behavior will be subject to prompt disciplinary action, up to and including termination of employment.

We encourage you to bring concerns and disputes to the attention of your supervisor, Public Safety, Human Resources, or the college's leadership team without fear of retaliation.

### **Weapons Ban**

With the exception of authorized security or law enforcement personnel, unless otherwise authorized under applicable state or federal laws, the possession of handguns and other deadly weapons is strictly prohibited in all college buildings and vehicles and on all campus property, and while engaging in college business or participating in any college event, whether on or off campus. This prohibition applies to all employees, independent contractors, students, and visitors, including those who have a valid permit to carry a concealed weapon.

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

## **610 Crime Awareness and Campus Security Act**

*Effective Date: 01/01/2024*

The Clery Act 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.

## **611 Emergency Procedures**

*Effective Date: 01/01/2024*

The college 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**

Employees 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/>

## **612 Security Inspections**

*Effective Date: 01/01/2024*

In an effort to maintain a safe work environment, including one that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials, and to discourage theft or unauthorized possession of our property or yours, we reserve the right to inspect all work areas, including vehicles, desks, storage containers, lockers, and areas where personal belongings may be kept. We require the cooperation of everyone in administering this policy.

Because of the urgency underlying such searches, we may conduct inspections at any time and without advance notice to you.

In addition, we may also conduct inspections of persons entering and/or leaving the premises as well as personal items such as purses, coats, etc. Anyone who wishes to avoid inspection of any articles or materials should not bring such items to the workplace.

## 613 Progressive Discipline

*Effective Date: 01/01/2024*

This policy describes how we generally administer equitable and consistent discipline for unsatisfactory conduct and performance in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all levels.

We strive to treat employees fairly and make sure that disciplinary actions are prompt, uniform, and impartial. Our goal for any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although your employment with us is based on mutual consent, and either of us has the right to terminate employment at will, with or without cause or advance notice, we may use progressive discipline at our discretion.

Disciplinary action may call for any of four steps – oral warning, performance expectation reset, written warning / final written warning, or termination of employment -- depending on the severity of the problem and the number of occurrences.

Progressive discipline means that, with respect to most disciplinary problems, the following steps may be followed in the College's discretion:

- **Oral warning:** A first offense may require a supervisor to counsel an employee in an oral /verbal conversation about an issue of concern, and a written record of the discussion may be placed in the employee's personnel file.
- **Performance expectation reset:** A reset is an opportunity for the supervisor and employee to more formally review performance concerns in an effort to reset expectations for areas of work that need improvement in an attempt to provide the employee a clear understanding of the expected performance. This document will be placed in the employee's personnel file.
- **A written warning / final written warning:** initial or subsequent offenses may require either a written warning or a final written warning, which will be placed in the employee's personnel file. More severe consequences may be implemented by the College regardless of whether a written warning or final written warning was first given to the employee.
- **Suspension:** if an employee fails to resolve performance issues despite prior discussion, coaching or discipline, the employee may be suspended for a period of time.
- Termination of employment.

The severity of the issue, or other circumstances may warrant bypassing any of these steps, leading straight to termination.

## 615 Employment Resignation and Termination

*Effective Date: 01/01/2024*

Termination of employment is an inevitable part of the life of any organization, and many reasons for ending employment are routine. Below are examples of some of the most common circumstances under which employees end their employment with the college.

**Resignation / Retirement** occurs any time you notify us of your intent to end your employment with us. If you wish to resign from your employment with us, please notify your supervisor or the Human Resources Office in writing at least 2 weeks before your last day of employment with us. Failure to give at least 2 weeks' notice can result in forfeiture of unused PTO. Generally, you are not permitted to use PTO during your notice period.

If you resign, we may schedule a departure interview with you during your notice period to discuss the reasons for your resignation and the effect of the resignation on your benefits.

In some circumstances, we may need to adjust your last day of employment to a date sooner than the date you requested in your resignation.

**Discharge / Termination** occurs when we make the decision to terminate your employment for performance or conduct reasons. You are employed on an at-will basis (unless otherwise specifically agreed upon), which means that neither of us is obligated to continue the employment relationship, and either of us can choose to end it at any point.

**Layoff** occurs when we make the decision to end your employment for non-disciplinary reasons, such as business slow-downs, reorganizations, etc.

Your employment with us is voluntary and is subject to termination by you or us at will, with or without cause, and with or without notice, at any time. You will receive your final pay in accordance with applicable state laws.

## 616 Employee Concerns and Suggestions

*Effective Date: 01/01/2023*

Effective communication between employees and management is essential to maintain a productive working relationship. If you have questions or concerns about your job or our policies, we ask that you talk it over with your supervisor or the Human Resources Office. If you do not raise your concerns, nothing will change.

In addition, recognizing that on-the-job work experience is the best source of suggestions for improvement in the workplace, we welcome and solicit ideas from all employees. We consider those suggestions that identify specific problems and propose suitable solutions to enhance our efficiency and effectiveness through increased productivity, reduced costs, improved and safer working conditions, conservation of resources and improved public services.

Please submit your concerns or suggestions to your supervisor, or the Human Resources Office.

## Employee Acknowledgement Form

The employee handbook describes important information about my employment, and I understand that I should consult the Human Resources Office regarding any questions not answered in the handbook. I have entered into my employment relationship voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the College can terminate the relationship at will, with or without cause, at any time, so long as doing so does not violate any law or applicable collective bargaining agreement.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the policy of employment at-will. Only the President or the Human Resources Office has the ability to adopt any revisions to the policies in this handbook. All such changes may be communicated through official notices, and I recognize that revised information may supersede, modify, or eliminate existing policies.

I understand a new Employee Acknowledgement Form may not be obtained for any subsequent changes. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received access to the handbook, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

---

*Employee's Signature*

---

*Date*

---

*Employee's Name (typed or printed)*