



COE COLLEGE

STAFF HANDBOOK

Staff Handbook

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Staff Policies and Payroll Information

Introduction and At-Will Employment

The policies below are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Coe College and any of its employees.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Coe College employees have the right to engage in or refrain from such activities.

The staff handbook is updated periodically, and it is the responsibility of the staff member to check with a supervisor or staff member in Human Resources to confirm the most recent policy or handbook. The College reserves the right to amend, supplement, rescind, or deviate from any policies as it deems appropriate, and such changes shall take effect when the policy is approved by administration and distributed by official notice.

At-Will Employment

Employment at Coe is voluntarily entered into, and employees are free to resign at will at any time, with or without cause, and with or without notice. Similarly, the college may terminate the employment relationship at will at any time, with or without cause, and with or without notice. None of the policies in this handbook are intended to alter the at-will nature of employment, nor does anyone at the college have authority to alter the at-will nature of the employment relationship, except through a written agreement signed by the Director of Human Resources or a senior leader of Coe College administration.

Appointment Status and Position Classification

Staff positions at Coe College are divided into two broad classifications in accordance with the Fair Labor Standards Act (FLSA), and other applicable laws and regulations. These classifications determine how hours of work are recorded and compensated, and organizational benefits may vary according to classification and appointment status. This policy defines employee classifications and status, and employees will be notified of this information upon hire.

Non-Exempt Employees (hourly) – are eligible for minimum wage and overtime pay for hours worked in excess of 40 hours per week.

Exempt Employees (salary) – are paid on a salary basis and are exempt from the minimum wage and overtime provisions of the FLSA.

Ongoing Appointment

Ongoing employee positions are appointed with the expectation of continuous employment, though this does not alter the at-will nature of employment. Ongoing employees may be paid a salary or hourly wage, which is dependent upon assigned job duties. Ongoing employees are eligible for benefits based upon full-time or part-time designation.

Seasonal Appointment

Seasonal employees are hired with an expectation to end employment upon completion of a particular program or annual project that would customarily begin and end at a specific time, and does not exceed six (6) months. Seasonal employees may be paid an hourly wage or salary dependent upon FLSA status, and seasonal employees are not eligible for organizational benefits.

Examples include but are not limited to: Summer camp employees or some part-time coaching appointments.

Temporary or Specified Term Appointment

Temporary or term employees are hired with an expectation to end employment upon completion of a particular project or date, which will be identified in an employment offer letter. Temporary employees may be paid an hourly wage or salary dependent upon FLSA status. Health insurance eligibility and offer of coverage is based upon length of appointment and hours worked or FTE % (full-time equivalent) in accordance with employee handbook policy. Examples include but are not limited to: An employee hired in an annual contract, temporarily hired to cover a long term leave or interim vacancy of a position, or an employee hired to implement a particular project or program after which employment will end.

Student Appointment (Work Study)

Work study student employees are subsidized by a Coe or federal financial aid program and terms of employment are regulated and implemented by the Financial Aid office.

Student Appointment (Non-work study)

Non-work study student employee positions are not subsidized by a Coe or federal financial aid program, and are paid an hourly wage or stipend. Generally, student employee positions are not eligible for organizational benefits, though hours worked will be monitored in accordance with payroll policy to ensure health insurance is offered to eligible employees. Examples include but are not limited to: resident assistant, mascot, and student research or other Coe programs not funded by work study.

Full-time and Part-time definitions are provided in the benefit eligibility policy.

Attendance

Punctuality and regular attendance are important to the effective and efficient operation of the College. If an employee is late or absent, Coe's ability to serve its students and perform other work is affected, and an additional burden is placed on an employee's fellow workers. Unless an absence is otherwise approved under leave policies, employees are responsible for being at work and arriving on time. If an employee is going to be absent or late, it is the employee's responsibility to call their supervisor as soon as possible (but not later than one hour after the start of the workday). An employee must notify their supervisor each day they are absent, and the college reserves the right to request information regarding the necessity of the leave or ability to return to work when appropriate.

When possible, requests for absence should be submitted to supervisors at least two weeks in advance, and 30 days for absence of 3 days or more.

Complaint/Investigation Process

Any member of the Coe College community may raise a complaint regarding possible College policy or Staff Handbook violation (please see 'College and Employment Policies' document), or any other concern regarding the preservation of a comfortable and productive work environment. The complainant should report concerns to a supervisor, member of administration or the Office of Human Resources as promptly as possible, and members of a collective bargaining agreement should utilize the grievance process outlined in the union contract.

If an investigation is warranted upon receipt of a concern or formal complaint, Human Resources and any other supervisor or member of administration who is aware of the incident has a responsibility to ensure timely investigation of the situation.

Confidentiality

When possible, the complainant may request to remain anonymous. However, if the potential violation is egregious or may be harmful to a member of the College community and sufficient evidence to conduct an investigation exists, it may not be possible to investigate the concern without disclosing the identity of the complainant or evidence submitted.

Informal Resolution

In certain situations, when both parties willingly and fully agree and there is no policy violation, it may be possible to informally resolve a complaint, grievance or situation through mediation or other amenable agreement. This does not preclude the possibility of a formal complaint or investigation.

Formal Investigation Process

Upon receipt of a complaint, the Office of Human Resources, a member of administration (in consultation with the Office of Human Resources) may initiate an investigation to understand the facts and the identities of the complainant and any possible witnesses. A written statement will be requested whenever possible. The investigation may include interviews with the

complainant, accused staff member, and potential witnesses, depending on the circumstances and at the discretion of the Office of Human Resources. If the information is sufficient to support the possibility that a college policy has been violated, a staff member in Human Resources will assist the senior member of administration in determining the appropriate outcome to ensure consistency across the College. If the investigation may warrant termination of employment, the President and the Director of Human Resources must approve this decision prior to implementation. Whenever possible, the investigation and proceedings will be conducted in a way to protect the confidentiality of the parties involved.

Outcome of Investigation

In the event that an allegation does not result in determination of a policy violation, no action shall be taken by the College and no record will be stored in the employee's personnel file. All reasonable steps will be taken to ensure no retaliation is taken against a complainant who raised a concern in good faith.

In the event that a policy violation is found, a written warning, suspension, or termination may be implemented and will be stored in the employee's personnel file. These outcomes are not necessarily progressive and will be dependent upon the circumstances of the situation and employee history. Records of the investigation and any associated documentation will be maintained in the HR Office in accordance with record retention requirements.

Appeal

If action is taken based upon the outcome of an investigation, any party directly involved may appeal with a written statement within 30 days of notification of the decision. A written appeal will first be reviewed by the Office of Human Resources and the appealing party will receive a written outcome within 30 days of receipt of the appeal. This outcome may be appealed to the President of the College, who may review the decision or appoint a panel of three administrators or staff members to review the decision. The decision of the President or the presidentially appointed panel will be final.

New Employee Required Information

Each new staff member hired at Coe College is required to return a signed offer letter and background check authorization prior to working. All new employees must successfully complete a criminal background check in addition to any other requirements in accordance with the background check policy. Additionally, within the first three (3) days of employment, the following documentation must be completed in accordance with the requirements of the appropriate state and federal regulations:

- Employee Information Form
- Form W-4 (federal tax withholding certificate)
- Form W-4 (state tax withholding certificate)
- I-9 (Employment Eligibility Verification)
- Direct Deposit Form

Additionally, Human Resources will store application materials and a job description for all positions which require it (e.g. ongoing positions). See Personnel File Access policy for additional information.

Overtime

Non-exempt Employees (Hourly)

Occasionally, overtime may be required. Non-exempt employees are entitled to overtime pay at the rate of one-and-a-half times the normal hourly rate of pay for all hours worked, including holiday hours, in excess of 40 hours in a workweek. Time off can be taken in lieu of overtime during the same workweek at an hour per hour exchange, when approved by a supervisor. Coe's workweek for payroll record-keeping purposes commences at 12:01 a.m. on Sunday and ends the following Saturday at midnight.

Additional information related to overtime:

- Working overtime will only be permitted if authorized in advance by an employee's supervisor.
- Vacation and holiday hours will be counted as hours worked to compute overtime.
- Exempt employees are generally ineligible for overtime pay unless expressly notified otherwise.

Payroll Information

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Pay Periods

Pay checks for all full-time employees are issued monthly on the last working day of the month with the exception of a collective bargaining agreement. If the last working day of the month occurs on a holiday or weekend, the pay day will be on the last prior working day of the month. Adjustments such as unpaid leave or overtime will be made one month in arrears (the month following the necessary adjustment), unless the adjustment can be made prior to the payroll cut off date.

Part-time and variable hour staff are paid on the tenth of the month following the end of the monthly pay period. If the 10th falls on a Saturday, pay day will be the 9th or closest business day. If the 10th falls on a Sunday, pay day will be the 11th or closest business day.

Direct Deposit

Pay checks are directly deposited to the employee's bank. An electronic deposit form must be submitted to the Human Resources Office indicating the name of the bank, the address, and account and routing numbers. Pay stubs are available on my.coe. Certain circumstances may warrant a check being issued directly to the employee with the attached pay stub.

Any delays in processing by the employee's financial institution are not the responsibility of Coe College. We will not incur the cost of stopping payment and re-issuing checks until three (3) working days have lapsed.

Payroll Deductions

In addition to all permitted and legally required deductions, upon written request and approval from the Human Resources Office, employees may have deducted from their pay: approved credit union deposits and payments, United Way donations, and Coe College donations.

Annual Wage Review

Annually, the College reviews staff wages and positive performance may result in an increase. Wage increases are also dependent upon a number of factors, such as budgetary considerations and prevailing economic conditions. Salary adjustments will generally be effective as of July 1 of each year outside a change in position that warrants an adjustment mid-year.

Personnel File Access

Employee files are maintained by the Human Resources department and are considered confidential. Supervisors may only have access to non-confidential information. Personnel file access by current employees and former employees upon request will generally be permitted within three (3) days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Promotion and Transfer

The College will promote present employees to fill vacancies when the employee's qualifications justify such promotion and qualifications will be based on objective criteria. When more than one staff member in a department may be qualified for a promotion opportunity, department leaders will inform employees who may be qualified to provide an opportunity to express interest.

The College reserves the right to transfer its employees to different jobs in different departments.

Recording Work Time and Breaks

Non-Exempt Employees (Hourly)

Non-exempt employees must provide a record of hours worked on a monthly basis unless otherwise directed by a collective bargaining agreement. Hours worked and recorded leave (e.g. sick, vacation, holiday) must be completed by the employee and approved by the supervisor, and submitted to Human Resources. Time records must be submitted to the Human

Resources Payroll Office by noon on the second working day following the end of the pay period.

Exempt Employees (Salary)

On a monthly basis, exempt employees must complete a monthly record indicating any vacation, sick, or other leave taken during the period. This information must be submitted to the Human Resources Payroll Office by 12:00 PM on the second working day following the end of the pay period.

Breaks

Break time is provided for shifts 4 hours or longer, and is pro-rated based upon the break time outlined below. Break time will not be used to compensate for time away from work, will not be accumulated, and may not be utilized at the beginning or end of a shift to shorten the work day.

For each 8-hour shift, employees will be eligible for two rest periods of fifteen minutes each. The schedule for taking breaks will be approved by an employee's supervisor. In administering breaks, the schedule for employees in any one department may be staggered for office coverage.

The 30 minute paid lunch period may not be included as hours worked. However, 15-minute breaks can be taken in the middle of each four-hour work period and used as a paid 30-minute lunch, which will then be counted as time worked. The supervisor must approve scheduling of break times.

Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least two weeks in advance of the last day of work. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire. In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

The College reserves the right to separate an at-will employee from employment at any time. In the case of involuntary separation from employment, an employee will be notified in writing, with the exception of completion of a specified term of employment.

Work Schedule

The work week is Sunday through Saturday. The standard workday is eight (8) hours, 8:00 am to 4:30 pm, plus a thirty (30) minute unpaid lunch period which will be scheduled as close as practical to the middle of the work hours at times determined in advance by the respective supervisors. Any modifications to this schedule will be determined by an employee's supervisor. The standard full-time work week is forty (40) hours.

Benefit Information

Overview

Eligible employees at Coe College are provided a wide range of benefits. There are some programs (Social Security, worker's compensation and unemployment insurance) which cover **all** employees as prescribed by Federal and State law. Coe College reserves the right to modify, add or terminate any benefits at any time, except those mandated by Federal and State law.

Eligibility for benefits is dependent upon a variety of factors, including employment status and type. Employment agreements, supervisors, and the Human Resources Office can answer questions regarding benefit eligibility. For example, part-time employees averaging at least 20 hours per week per year are eligible for some benefits, such retirement, and pro-rated holidays, sick leave and vacation, as well as federally and state regulated benefits (e.g. Worker's Compensation, unemployment insurance, social security contributions). Employees who are defined as full-time in accordance with the benefit eligibility policy are eligible for all organizational benefits offered to staff.

The policies below outline employee benefits in a general manner. Final determination of eligibility and benefits will be made in accordance with actual plan descriptions, insurance booklets, or legal documentation which describes the plans or policy.

Benefit Eligibility

Benefit eligibility is outlined in accordance with the Coe College policy and the Affordable Care Act (ACA), and many terms in this policy are associated with ACA. For additional information or questions, please consult the Office of Human Resources.

Prior an offer of employment, the hiring office shall estimate an employee's work schedule or FTE % over a 12-month period (less any period not worked due to academic or organizational breaks) and a determination will be made regarding benefit eligibility. If it is determined that an employee will meet or exceed the definition of full-time employment, all staff benefits will be offered to employees in ongoing and annual appointments, as well as temporary appointments that may reach eligibility during the initial measurement period.

When it is determined that an employee is eligible for full-time organizational benefits (either new or due to a change in status), coverage will begin on the first day of the month following hire date, and if an employee starts work on the first day of the month, benefit coverage will begin immediately. Employees must return benefit selections within 30 days to maintain offer of coverage.

If an employee's position changes and it includes a change in status from full-time to part-time, once the change in status occurs, health insurance coverage will end on the first of the month following a 90-day administrative period.

When an employee separates from the college, benefit coverage will end on the last day of employment with the College.

Below are definitions for benefit eligibility which correspond with employee classification and status, as well as relevant ACA terms and definitions.

Full-time Status

For the purposes of determining organizational benefit eligibility, full-time employment is defined as working an average of 30 hours per week over at least 9 months (not withstanding academic breaks for those whose positions would otherwise be 12 month appointments), or 75% FTE (full-time equivalent) or greater for benefit purposes. Some benefits are pro-rated for positions working less than 40 hours or 100% FTE (e.g. vacation, sick leave).

Part-time Status

Part-time employment is defined as working less than 30 hours per week or 75% FTE for benefit purposes. Part-time employees who average between 20 and 29 hours per week over 12 months, work 1,000 hours in a calendar year, or 50-74% FTE are eligible for personal days (hourly employees), sick leave, vacation, retirement contributions, and all federally or state mandated benefits (e.g. Worker's Compensation, unemployment insurance, social security contributions), at pro-rated amounts. Part-time employees working less than 20 hours are eligible for federally or state mandated benefits.

Temporary, Seasonal and Student Status

Temporary, seasonal and student employees are not generally eligible for organizational benefits unless otherwise specified in writing. However, if it is estimated upon offer of employment that an employee will work more than 30 hours per week in accordance with the benefit eligibility policy, or if it is determined after an employee is working that average work hours exceed 30 hours, benefits will be offered.

Establishing Benefit Eligibility for Variable Hour and Part-time Employees

Following the administrative period, Coe College will utilize an initial measurement period of 12 months, which begins the first of the month following an employee's start date for all variable hour employees, as well as part-time employees. The College will review hours worked during the initial measurement period using a 12 month look back period. If at the end of 12 months' average hours worked exceeds 30 hours per week during that time period (notwithstanding academic or organizational break periods) and health insurance has not previously been offered, the employee will be notified and offered coverage immediately, less the administrative period. Conversely, if an employee has been offered health insurance and average work hours have not exceeded 30 hours per week during the initial measurement period, health insurance coverage will end immediately, less the administrative period.

Relevant ACA Terms

Administrative Period – A period of time, no longer than 90 days, during which an employee becomes eligible for health insurance and insurance begins, or when an employee drops below eligibility for health insurance and when it ends. Coe College utilizes an administrative period of the fraction of the month between the first day of employment or of known health insurance eligibility and the first of the following month.

Measurement Period – A period of time, no less than 3 and no more than 12 months, used by an employer to evaluate eligibility for health insurance based upon hours worked. Coe College utilizes a 12-month measurement period. This 12-month measurement period applies to the initial measurement period for new employees (the first 12 months of employment) as well as the stability measurement period (an ongoing measurement period to evaluate continuing eligibility for health insurance).

Stability Period – Once initial health insurance eligibility is determined at the start of employment, or following the initial measurement period for variable hour and part-time employees, Coe College will utilize a 12-month ongoing stability measurement period that aligns with open enrollment in health insurance. If it is determined through a 12 month look back at that time, that an employee's average hours worked are greater than 30 hours per week or 75% FTE during the stability period (not withstanding academic or organizational break periods), health insurance will be offered immediately, less the administrative period. Conversely, if an employee's average work hours have not met or exceeded 30 hours per week during the stability period health insurance coverage will end on the first of the month following a 90-day administrative period.

Continuation of Benefits

The Consolidated Omnibus Reconciliation Act of 1985 (COBRA) outlines qualifying events in which employees or covered dependents are eligible to continue coverage under the health, dental and vision group plans offered by Coe College. These qualifying events may include separation of employment (other than for gross misconduct), reduction of hours of employment below eligibility for coverage, the change of status of a dependent child of the employee, death, Medicare entitlement, divorce or legal separation of the employee, or the bankruptcy of the Employer. The length of time during which coverage under the insurance plan may be continued varies depending upon the circumstances enacting the continuation rights, and it is the responsibility of the employee to notify Human Resources when a qualifying event occurs for a covered dependent. Any eligible person electing continuation coverage will pay the full group rate premium for the coverage.

Separated employees may also be eligible to continue life insurance, AD&D and long term disability insurance. For additional information, contact a staff member in Human Resources.

Retiree Continuation of Benefits

Health, Dental and Vision - Retirees are eligible to remain on the Coe College group health insurance plan at their own expense provided they are at least 57 years of age, have completed ten (10) years of service, and have been continuously covered for at least seven (7) consecutive years under the Coe College group health insurance plan immediately prior to retirement. Spouses of retirees may also be covered at their own expense, provided they were covered by the family plan for seven (7) consecutive years immediately prior to their spouse's retirement.

Life Insurance - Retirees are eligible to remain on the Coe College group life insurance plan at their own expense provided they are at least 57 years of age, have completed seven (7) years of service, and have been continuously covered for at least seven (7) consecutive years under the Coe College group life insurance plan immediately prior to retirement. The retiree must make the election within 15 days of their last day of employment. Coverage under this plan for a covered retiree is limited to \$10,000 of life insurance.

Coverage under these plans will terminate on the earliest of the following: 1) If premiums are not paid on the due date, 2) when the retiree or spouse turns 65, 3) when the retiree or spouse qualifies for Medicare, Medicaid, or any other State or Federal sponsored medical care, 4) the College plan itself terminates or no policy is in effect to provide insurance benefits on the plan. Dependent coverage will terminate upon termination of the retiree and/or spouse plan coverage, whichever occurs later. Dependent coverage may terminate earlier if the dependent no longer qualifies under the family medical plan. This health and dental insurance plan continuation for retirees replaces COBRA benefits for eligible retirees and/or spouse and dependents.

Additional information regarding continuation of benefits is provided under the Long Term Disability policy for employees who qualify.

Domestic Partner Benefits

Health and dental insurance is available for qualified domestic partners. Benefits will be available on an after-tax basis unless common-law marriage as defined by the State of Iowa exists, in which case benefits are offered on a pre-tax basis. To be eligible for domestic partner coverage, the Coe College employee and the domestic partner must complete and file an Affidavit with Human Resources.

Eligible Domestic Partners qualify for the Coe College Employee Assistance Program (EAP), use of campus facilities, tuition remission and tuition exchange (a taxable benefit). The employee may use family leave to care for the domestic partner, or dependent child of the domestic partner, who has a serious health condition.

Additional information on these benefits and the appropriate affidavits are available in the Human Resources Office.

Employee Assistance Program (EAP)

All employees are eligible for the Employee Assistance Program offered by Coe College. EAP services include three free, confidential counseling sessions each fiscal year for personal, family, financial or employment concerns. Coe College sponsors the benefit but does not receive any information that would identify employees who utilize the benefit.

Flexible Spending Account (FSA)

All full-time employees, as defined in the benefit eligibility policy, are eligible for flexible spending accounts. It is important to accurately estimate out-of-pocket medical or dependent care expenses, as dollars not used within the defined plan year are forfeited.

Medical flexible spending account

A medical FSA allows employees to set aside pre-tax dollars for eligible health expenses during the plan year, up to the IRS defined maximum contribution. The money employees contribute will be divided by the number of pay periods in the year and deducted from an employee's paycheck on a pre-tax basis and deposited into the flexible spending account. IRS defined eligible expenses that are not covered by health, dental or vision insurance can be submitted for reimbursement to the employee. IRS eligible expenses can be submitted for reimbursement and returned to employees without being taxed.

Dependent care flexible spending account

A dependent care FSA allows employees to set aside pre-tax dollars for eligible health expenses during the plan year, up to the IRS defined maximum contribution. The money employees contribute will be divided by the number of pay periods in the year and deducted from an employee's paycheck on a pre-tax basis and deposited into the flexible spending account. The IRS defines eligible dependents and dependent care. IRS eligible expenses can be submitted for reimbursement and returned to employee without being taxed.

Life and AD&D Insurance

All full-time employees, as defined in the benefit eligibility policy, are eligible for group term life insurance. This benefit is fully funded by Coe College, and coverage begins upon eligibility for benefits (either the first of the month or the first of the month following eligibility) and continues through the end of the month in which an employee separates from employment with the College. The life insurance benefit is equal to an employee's estimated annual wage, rounded to the nearest thousand dollars. Additionally, Coe College fully funds accidental death and dismemberment (AD&D) insurance, and in the event of an accident, is payable up to an employees estimated annual wages, rounded to the nearest thousand dollars.

Employees must elect these plans upon notice of eligibility, within 30 days of a qualifying life event, or during the open enrollment period communicated by the Office of Human Resources. Additionally, group life and AD&D insurance may be purchased by the employee and continued upon retirement or separation from employment.

Supplemental life insurance

Supplemental life insurance is also offered as an optional payroll deduction, and may be purchased by the employee for themselves, spouse and dependent family members. Coverage is subject to approval by the carrier.

Supplemental AD&D insurance

Supplemental accidental death and dismemberment (AD&D) insurance is also offered as an optional payroll deduction.

Long Term Disability Insurance (LTD)

All full-time employees, as defined in the benefit eligibility policy, are eligible for group long term disability insurance (LTD). This benefit is fully funded by Coe College, and coverage begins upon eligibility for benefits (either the first of the month or the first of the month following eligibility) and continues through the end of the month in which an employee separates from employment with the College.

Additional information

- Pre-existing conditions may be excluded during the first twelve (12) months of employment.
- The waiting period for payment eligibility is 180 days after the disability has occurred.
- “Disability” and “disabled” definitions mean the claimant is unable to perform the essential functions of their regular occupation.
- The monthly indemnity is 60% of the employee’s basic monthly earnings, subject to a maximum monthly benefit of \$8,000.
- Employees who have been covered by the employer sponsored LTD plan for at least 12 months may be eligible to convert the coverage upon separation of employment from the college.

Employees who have become disabled and qualify for benefits under the long term disability insurance policy will separate from employment from the College upon exhaustion of all available paid leave and FMLA absent any other approved unpaid leave.

If the employee was covered under Coe’s health insurance plan, the employee and dependents or other persons covered by their insurance may maintain coverage as provided for under the provisions of COBRA. The length of time during which coverage under the health insurance plan may be continued varies depending upon circumstances enacting the continuation rights.

An employee or dependent electing continuation coverage will be required to pay for the coverage by paying the then applicable group rate premium for the coverage. If the employee who is qualified or is on long term disability at the time of termination of employment has completed seven (7) years of service and has been continuously covered for at least seven (7) consecutive years under the Coe College group health insurance plan immediately prior to

separation from the College, the College will continue to pay the employer's portion of the health insurance premium during the COBRA period. The College will discontinue paying the employer's portion of the health insurance premium during COBRA upon the earliest of the following:

- If the covered employee does not pay the required premium on the due date;
- When the covered employee attains age 65;
- When the covered employee qualifies for Medicare, Medicaid, or any other State or Federal sponsored medical care plan;
- If the plan itself terminates, or no policy is in effect to provide the covered employee the insurance benefits of the plan; or
- When the COBRA period expires.

Medical, Dental and Vision Insurance

All full-time employees, as defined in the benefit eligibility policy, are eligible for group medical, dental and vision benefits. Employees must elect these plans upon notice of eligibility, within 30 days of a qualifying life event, or during the open enrollment period communicated by the Office of Human Resources.

If medical insurance is elected, employees are automatically eligible for programs offered by the carrier (e.g. identity theft, telemedicine, discount programs, etc.).

If dental insurance is elected, employees are automatically enrolled in the Eye Med Vision Discount Program. This is not vision insurance.

Retirement Plan

The information in this policy is a short summary of the eligibility requirements outlined in the Coe College retirement plan document, which contains more complete information regarding enrollment and administration of the retirement plan.

All employees (other than student employees) are eligible to make contributions, from eligible compensation, to the 403(b) retirement plan at Coe College via salary deferral. Eligible employees may enroll on the first of any month on or immediately following their start date.

Employees who work or are anticipated to work 1,000 hours or more per calendar year are also eligible to receive employer matching contributions once the waiting period or waiver is complete. Eligible employees may enroll on the first of the month following notice of eligibility or in any month after that date.

- Coe currently contributes 7% of base salary provided the employee contributes a minimum of 3% of base salary.
- There is a one year waiting period for the employer match contribution, and an employee must have worked 1,000 hours or more in a 12-month period in order to complete this waiting

period. The waiting period is waived if an employee has worked 1,000 hours at another higher education institution in the last 12 months before coming to Coe.

All contributions to the retirement plan, employee or employer, are 100% vested immediately, and all benefits are available to the employee upon separation from the College. For more information, review the retirement plan document or contact Human Resources.

Travel Insurance

The Associated Colleges of the Midwest (ACM) provides accidental death and dismemberment benefits with permanent total disability while traveling on College business.

The policy provides benefits for covered employees for injuries sustained (and resulting in loss of life, limb, sight or permanent total disability) while on the business of a participating college or the consortia office of the Associated Colleges of the Midwest.

Eligibility requirements

Class A -- All employees working in excess of 17 ½ hours per week. Two times base annual salary subject to a minimum benefit of \$50,000 and a maximum benefit of \$300,000 Principal Sum. Specific limits may apply depending upon the loss.

Class B -- All Trustees of the policyholder. \$100,000 Principal Sum.

Tuition Exemption

Full-time employees (working an average of at least 30 hours per week over nine months per year or 75% FTE (full-time equivalent), are eligible for Coe College tuition exemption, and qualified children are also eligible for the ACM Tuition Exchange and The National Tuition Exchange programs.

Tuition exemption will apply toward tuition charges for regular credit courses offered by Coe College beginning with the first term following one year of service at Coe. Eligible courses include undergraduate courses in the regular college program and evening and summer school courses. If the employee is degree seeking, they must be accepted for admission to the College.

Note that the tuition exemption does not apply toward room and board, activity fees or any other fees. The tuition exemption is limited to the equivalency of eight (8) full-time semesters.

If for any reason the employee is separated from the College, the tuition exemption ceases at the end of the term at which the separation takes place.

Full-time Employees

Current full-time employees may receive full tuition exemption provided the class work and time offered does not conflict with their regular working hours and responsibilities, and is approved by the individual's supervisor.

Dependent Children of Employees

Dependent children of current full-time employees may receive full tuition exemption, provided that they meet the definition of a dependent student, which consists of meeting all of the criteria listed below:

- The student must be seeking their first Bachelor's degree and be accepted for admission to the College.
- The student must have begun their academic work at Coe before reaching age 25.
- The student of the employee must meet one of the following criteria:
 - The student must be claimed as a dependent on their parent's or spouse/domestic partner's most recent year's Federal income tax return; or
 - The student must meet the definition of dependent of the employee who is requesting this benefit as stated by the Federal Application for Federal Student Aid (FAFSA).
- Additional information: The student is required to complete a financial aid form to apply for all Federal and State financial aid which they may qualify for. It is required that the student file their form by March 1. Coe College will not replace State or Federal funds lost due to late filing of a financial aid form. Dependents receiving tuition exemption are limited to eight (8) semesters. A semester/term is defined as three (3) or more courses. If less than 3 courses are taken in any one semester/term, then the courses are accumulated with 3 courses equaling a semester/term.

Spouses of Employees and Domestic Partners of Employees

A spouse or domestic partner of a current full-time employee may receive exemption for 1/2 of tuition charges at Coe College. Again, this exemption applies only to tuition. If the spouse or domestic partner is degree seeking, they must be accepted for admission to the College.

Tuition Exchange Among ACM Colleges

Dependent children of full-time employees may register at another participating ACM College of their choice, subject to the student being admitted to the exchange program at the receiving ACM school. Individuals interested in this program should contact the Financial Aid Office and the ACM Tuition Remission Coordinator on campus for complete guidelines and eligibility of this program.

The National Tuition Exchange (NTE)

Effective April 1996, Coe College was accepted as a member of The Tuition Exchange, Inc. National Tuition Exchange Program. Dependent children of full-time employees are eligible to apply for The Tuition Exchange Scholarship. Individuals interested in this program should contact the Financial Aid Office.

Benefits for Children of Deceased Employees

The tuition exemption policy applies to dependent children of full-time administrative or support staff employees who died while in service to the College and who had been employed by the College for a minimum of seven (7) consecutive years prior to death. Dependent

children must meet the criteria as outlined in the Dependent Children of Employees section above and have been 12 years of age or older at the date of death of the employee.

Retired Employees

Ongoing, full-time employees - not currently employed - who worked full-time for Coe at least 25 years qualify for the Coe tuition exemption benefit. Dependent children must meet the criteria as outlined in the Dependent Children of Employees section above.

Paid Time Off and Leaves of Absence

Funeral/Bereavement Leave

In the event of an immediate family member's death, employees will be granted up to five (5) days paid leave. Examples of immediate family members are spouse/partner, children/stepchildren, parent, or sibling.

In the event of the death of family members, employees will be granted up to three (3) days of paid leave. Examples of family members are grandparents, parents of spouses/partners, siblings of spouses/partners).

Families may be defined in other ways, and employees should discuss the need for funeral or bereavement leave with their supervisor or Human Resources. In some cases, employees may also be authorized to take vacation or unpaid leave.

Holidays

All staff who work 50% positions or greater are eligible for the following paid holidays which occur during their work schedule. Holidays are paid at 8 hours for full-time, 40 hour per week employees, and will be prorated based on full-time equivalency (i.e., 75% FTE = 6 hours of holiday pay).

The following holidays are observed by the College and allow time off with pay:

New Year's Day	Wednesday before Thanksgiving Day
Easter Floating Holiday*	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
July 4th	Day before Christmas
Labor Day	Christmas Day

*Staff may choose between Good Friday or the Monday after Easter as a floating holiday, with approval from a supervisor to ensure offices remain open.

At the discretion of the College, the days between Christmas and New Year's may be paid as a holiday. The holiday schedule will be released no later than July 1 for planning purposes.

Veteran's Day (November 11) is non-paid holiday offered to our veterans for their courageous service. Salary and hourly staff employees who are veterans have the option of using a vacation day or personal day (if eligible), or taking the day off with no pay. We ask that all employees entitled to this day of leave make the request to their supervisor by November 1st so the college can arrange appropriate staffing.

Additional information regarding holidays:

- Holidays sometimes are observed on days other than which they technically fall. If a holiday falls on a Saturday, the preceding Friday will be observed as a holiday. If a holiday falls on a Sunday, the following Monday will be observed as a holiday.
- For all hours worked on a holiday, an hourly staff employee will be paid straight-time over and above their regular wages or salary. Holidays are considered as hours worked for the purposes of calculating overtime.
- If a holiday occurs during an employee's vacation, they will not count the holiday as a vacation day.
- Employees who need time off to observe religious practices or holidays not already scheduled by the College should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The College will seek to reasonably accommodate individuals' religious observances.

Jury Duty/Court Appearance

Coe College supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will retain all rights and privileges as a College employee while serving on jury duty, and will receive 100% of their regular Coe wages in addition to any compensation received from the court for the period of service.

Employees are expected to work as much of their regularly scheduled hours as jury duty permits, up to eight hours per day, when combining jury duty service and performance of work duties.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

Military Leave

Coe College supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and their supervisor, who will provide details regarding the leave. If an employee is unable to provide

notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Additionally, when a full-time employee is attending military reserve training that requires a leave of absence from the College, they will be paid the difference between their regular salary and military pay for up to two weeks each fiscal year.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of five (5) years and still retain employment rights.

Personal Days

After six (6) months of employment, each ongoing hourly staff employee will be entitled to two personal days with pay during each fiscal year for use as needed for personal business. It is not intended that these days be used to extend vacation or holiday periods. These days are prorated for eligible part-time employees.

These personal days will accrue on a July 1 to June 30 fiscal year and cannot be carried over to subsequent years. Unused personal days will not be paid at the termination of employment.

Sick Leave and Family Sick Leave

Sick leave is granted to all ongoing staff who are expected to work twenty (20) hours per week or more, or are hired in a 50% or more FTE (full-time equivalent) position. Sick leave is used for illness or injury which prevents an employee from performing their assigned work duties, or for an appointment with a treating health provider that must occur during the regular work schedule.

Full-time hourly staff members accrue 12 hours of sick leave per calendar month of service and sick leave is counted toward hours worked when computing overtime. Salaried staff members earn 16 hours of sick leave per calendar month of service. Sick leave accrual will be prorated for employees working less than 40 hours per week.

Sick leave is earned each month an employee is in paid status, whether the employee is working or on paid leave, and does not accrue during an unpaid leave of absence. The maximum amount of accrued sick leave is 130 days, or 1,040 hours, which is the equivalent of the waiting period for the long term disability benefit for full-time employment. Sick leave accrual maximums are pro-rated based upon FTE (ie.e 75% FTE employee can earn up to 780 hours of sick leave). Sick leave is not a paid benefit upon separation of employment from the college.

A staff member's accumulated and unused sick time exceeding 120 days, or 960 hours, may be exchanged for vacation at the rate of 1 day of vacation for five days of sick leave, up to a maximum of two vacation days per fiscal year. Part-time maximum accumulated and exchanges will be prorated.

See attendance and leave policies in the college policies and staff handbook for additional information regarding sick leave reporting, use and exhaustion.

Family Sick Leave

Up to ten (10) days of accumulated sick leave per college fiscal year may be used to care for ill or injured immediate family members, or when dependent care or transportation is necessary for immediate family members to attend appointments with treating health providers.

Examples of family members are spouse/partner, children, parents, siblings, or parents of spouse/partners.

Up to fifteen (15) days of accumulated sick leave per college fiscal year may be used for a foster or adopted child entering the home when the employee is designated as a primary caregiver.

Up to twenty (20) additional days of accumulated sick leave per college fiscal year may be used to care for family members with an approved FMLA illness or injury.

Only accrued and unused sick leave is eligible for family sick leave use. See leave policies for additional information.

Unpaid Leaves of Absence

(See FMLA policy in College and Employment Policies for additional information.)

A leave of absence is defined as an absence without pay. To request a leave of absence, employees should contact the Office of Human Resources to discuss eligibility for family or personal leaves of absence, as well as FMLA, worker's compensation, or an accommodation under the ADA. Any medical or diagnosis information provided will remain confidential, and Human Resources staff will communicate necessary details regarding leave or accommodation requests that may impact an employee's ability to perform work duties with supervisors.

Prior to requesting a leave of absence, employees must exhaust available and eligible leave accruals (e.g. sick leave, family sick leave, vacation or personal days), in accordance with College policy. Leaves of absence approved concurrently with the Family Medical Leave Act (FMLA), Americans with Disability Act (ADA) and worker's compensation when appropriate. An approved leave of absence implies that the same or similar position will be held open or made available to the employee upon their return to work. Vacation and sick leave do not accrue during an unpaid leave of absence.

Employees on approved unpaid leave may continue eligibility for organizational benefits, though arrangements must be made for any employee contributions in order to remain on the College benefit plans. The College reserves the right to require reimbursement of the full cost of College benefits if the employee elects not to return at the end of an approved unpaid leave.

Failure to return to work at the end of an approved leave will be considered resignation from the College.

If an unpaid leave is denied, employees may appeal through written request within thirty (30) days to the Office of the President.

Vacation

All ongoing staff (salary and hourly) who are expected to work twenty (20) hours per week or more, or are hired in a 50% FTE (full-time equivalent) or greater position will earn vacation time. Seasonal or temporary appointments, or positions reserved specifically for students are not eligible to earn vacation. Staff members covered by collective bargaining agreements may have benefits different than those described here and should refer to the appropriate agreement for specific information.

The full balance of eligible vacation time is granted at the beginning of the fiscal year, though it is earned monthly according to the schedule outlined in the policy for separation pay purposes. Vacation does not carry over each year, and reasonable efforts should be made to use it by the end of each fiscal year.

Vacation requests are granted at the discretion of the employee's supervisor, though reasonable efforts should be made to schedule vacation and prevent forfeiture. Vacation may not be exchanged for compensation in lieu of approved absence. Vacation approval processes and required advance notice will be determined by departmental or work unit procedures. Holidays observed by Coe College do not require use of vacation.

If a staff member does not have sufficient vacation balances to remain in paid status during an absence, vacation authorization may be rescinded. Any leave taken beyond available vacation time will be unpaid unless otherwise required under state or federal law, and unauthorized unpaid leave may be subject to disciplinary action, up to and including termination. Vacation will not accrue during an unpaid leave exceeding six (6) weeks.

When an employee separates employment, any earned and unused vacation will be paid as a lump sum according to the hourly rate of pay or equivalent, and in accordance with earned monthly accrual schedule outlined within the policy. Any unearned vacation that has been used shall be deducted from the employee's last paycheck.

Exempt Staff Vacation

Full-time, twelve (12) month, exempt (salary) staff members are granted 22 working days (176 hours) of vacation each fiscal year beginning July 1, which includes exempt staff who earn overtime. The full balance is available for use at the beginning of each fiscal year with authorization, though vacation is earned at 14.67 hours per month. Vacation will be pro-rated for employees who begin employment after July 1, work less than twelve (12) months per year, or work a reduced schedule.

Non-exempt Staff Vacation

Non-exempt (hourly) staff members are granted vacation according to the schedule outlined below, and increased accrual rates will become effective July 1, following the requisite years of completed service. Vacation is granted at the beginning of each fiscal year beginning July 1 for employees hired in 2015 or after, and the full balance is available for use at the beginning of each fiscal year with authorization, though it is earned according to the monthly accrual schedule. Vacation will be pro-rated for employees who begin employment after July 1, work less than twelve (12) months per year, or work a reduced schedule.

Years of Completed Service	Annual Accrual	Monthly Accrual
0-4	10 days or 80 hours	6.67 hours
5-9	15 days or 120 hours	10 hours
10+	20 days or 160 hours	13.33 hours

Voting

Coe College recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, employees will have sufficient time outside working hours to vote. If for any reason an employee believes this won't be the case, they are encouraged to contact their supervisor to discuss scheduling accommodations.