

FOREWARD

This booklet contains the personnel policies of Coe College for administrative and support staff employees.

This handbook has been updated with changes which have been authorized and distributed to employees since the last publication. The prior edition was issued February 1999. This is a summary and many of the items listed here are supplemented in the Coe College Catalog and other documents. The College reserves the right through the Office of the President to amend, supplement, interpret, rescind, or deviate from any policies or portions of the handbook from time to time as it deems appropriate, at its sole and absolute discretion. Such changes shall take effect whenever the administration makes its decision. In all cases, the most recent official statement of the College establishes the current binding policies; and since this handbook is not reprinted with every change of policy, you may have to check with your supervisor as to the policy in force at the moment.

Coe College Mission Statement

It is the mission of Coe College to provide students an education of superior quality that aims at preparing them for life following graduation. Our reason to exist as an institution is to ready students intellectually, professionally, and socially to lead productive and satisfying lives in the global society of the 21st century. As such, our success as a College will be measured according to the success of our graduates.

We believe that a liberal arts education is the best preparation for life. We believe that such an education allows students to discover what their real talents and interests are, and that it develops in them the skills, abilities, and habits of mind that will make possible a successful career in any field of endeavor, including ones that do not yet exist. Indeed, we believe that what defines a liberal arts education is its focus on cultivating in students certain fundamental abilities: the ability to think logically and analytically; the ability to communicate clearly, both in writing and speaking; the ability to use effectively computer technology; the ability to work productively as a member of a group seeking to achieve a common objective; the ability to make informed judgments, whether in the realm of ethical behavior or in that of aesthetic appreciation; the ability to foster and sustain an attitude of intellectual curiosity and creativity; and the ability to recognize and honor true excellence when found in any form or context. Furthermore, we believe that it is important for a liberal arts education to cultivate in students a desire to understand, a capacity for tolerance, and an ability to appreciate the ethnic and cultural diversity that make up humankind. It is the mission of the College to develop in students these abilities and attitudes, and in so doing to provide them an education that directs them toward a meaningful and successful life.

Coe College admits students without regard to sex, race, creed, color, handicap, sexual orientation, national, or ethnic origin. All students have equal access to the facilities, financial aid, and programs of the College.

Nature of At-Will Employment

Employment at Coe is voluntarily entered into, and as an employee you 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 your 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 President of the college.

The policies set forth in this handbook 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.

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COMPENSATION

Required Forms From New Employees

1. Each employee must have a completed application form in the personnel department of the Business Office before his/her name can be entered on the payroll. The authorization for employment form should be completed by the department head and forwarded to the personnel department of the Business Office.
2. Each employee must obtain from the Business Office and complete within the first three (3) days the "Employee's Withholding Exemption Certificate," United States Treasury Department form W-4, Iowa W-4, and I-9 (Employment Eligibility Verification). These completed forms will be placed on file in the Business Office within the first three (3) days, and it will be the employee's responsibility to provide the Business Office with a new certificate whenever there is a change in marital status or in the number of exemptions.
3. The following information will be made known to each prospective employee:
 - A. Job description for the vacant position to be filled.
 - B. Qualifications required.
 - C. Personnel practices applicable to the position.
 - D. Salary range and benefits.
4. Each employee will be given a copy of his/her current job description. (Job descriptions are reviewed annually.) Even though a certain area of work has been designated as the employee's responsibility, it is expected that he/she will willingly accept such other duties as may from time to time be assigned to him/her when the need arises.
5. Employee personnel records will be kept confidential. However, the employee will have access to his/her own records.

Employee 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.

Appointment Status

Introductory Period

All new employees enter into an introductory period of employment, generally ninety (90) days from the first day worked, unless otherwise outlined in an employment agreement or by policies which supersede the introductory period (e.g. collective bargaining agreements or faculty handbook policies). The introductory period is an opportunity for the employee's supervisor to assess performance, attendance, timeliness, behavioral competencies and other employment-related factors that indicate the potential for long term success in the position.

During the introductory period, new employees shall be provided the necessary training and guidance from their supervisors, in order to offer opportunity to succeed in completion of assigned duties and meeting performance

expectations. For all ongoing positions, a written performance review will normally be conducted after sixty days. During the introductory period, any required areas of improvement must meet supervisory expectations before ongoing status will be granted.

During the introductory period, the supervisor may direct that employment is ended, or may notify the employee that the introductory period is extended, in thirty (30) day increments, if the employee is not successful in meeting performance expectations. For hourly positions, vacation benefits are accumulated, but may not be used with pay during the introductory period.

In addition to exempt and non-exempt classification, each position will be assigned an appointment type, which may impact benefit eligibility. Appointment type is documented in an employment offer letter, and any questions regarding status should be referred to Human Resources.

Ongoing Appointment

Ongoing employee positions are appointed with the expectation of continuous employment following an introductory period. 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.

Successful completion of the introductory period and designation of ongoing status does not alter the employment-at-will status or confer any greater right to employment than the policies outlined in the handbook.

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 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 employee offer letter. Temporary employees may be paid an hourly wage or salary dependent upon FLSA status, and temporary employees are not generally eligible for organizational benefits. 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 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.

Work Study Appointment

Work study student employees are subsidized by a federal financial aid program and terms of employment are regulated and implemented by the Financial Aid office. Work study student appointments are not eligible for organizational benefits.

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. Generally, student employee positions are not eligible for organizational benefits, though hours worked will be monitored in accordance with the employee handbook to ensure health insurance is offered if the employee is eligible.

Examples include but are not limited to: Peer mentor or minister program, mascot, and student research or Coe programs not funded by work study.

Work Schedule

1. The work week is Sunday through Saturday.
2. The normal 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.
3. The normal work week is forty (40) hours.
4. **Overtime**

Some departments may require overtime. Overtime will be worked only when necessary, and employees are expected to work necessary overtime. Overtime work will be distributed as equitably as practical among those qualified to do the work.

Non-exempt Employees (Support Staff)

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. Coe's workweek for payroll record-keeping purposes commences at 12:01 a.m. on Sunday and ends the following Saturday at midnight.

Working overtime will only be permitted if authorized in advance by an employee's supervisor.

Exempt Employees (Administrative Staff)

Exempt employees are ineligible for overtime pay unless expressly notified otherwise.

5. Vacation and holiday hours will be counted as hours worked to compute overtime.
6. Punctuality and regular attendance are important to the smooth operation of departments. If an employee is late or absent, Coe's ability to serve its students and perform other work is affected, and an extra unfair burden is placed on an employee's fellow workers. Unless an absence is permitted under Coe's holiday, vacation, sick, or leave programs, 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 his or her supervisor as soon as possible (but not later than one hour after the start of the workday). An employee must notify his or her supervisor each day that he or she is absent.
7. **Recording Work Time**

Non-Exempt Employees (Support Staff)

Non-exempt employees record their hours of work on a time card provided by the Payroll Office. The lunch period may not be included as hours worked. However, 15-minute breaks are normally taken in the middle of each four-hour work period and are counted as time worked. The supervisor must approve scheduling of break times. Break time will not be used to compensate for time away from work and will not be accumulated.

Time cards must be signed by the employee and by the supervisor, and submitted to the Payroll Office monthly. Timecards must be submitted to the Payroll Office by noon on the second working day following the end of the pay period.

Exempt Employees (Administrative Staff)

On a monthly basis, exempt employees must complete a Monthly Absence Report, indicating any vacation, medical, or other leave taken during the period. This form must be submitted to the Payroll and Benefits Office by the 10th of the following month.

Rest Periods

1. Each support staff employee will be offered two rest periods of fifteen minutes each. These times will be approved by the supervisor or department head. In administering the rest periods, the schedule for employees in any one department will be staggered so that at all times an office will have personnel available to conduct the regular business of that office.
2. The purpose of the rest period is to provide a break during the regular working day and is not to be used as a means to shorten one's working day. Thus, an employee will not be permitted to take the fifteen minute rest period at the first or last fifteen minutes of a morning or afternoon. All employees should cooperate fully in not abusing this privilege.

Payroll Information

1. Pay Periods

- A. Pay checks for administrative and full-time support staff employees are issued the last working day of the month, unless that day occurs on a holiday or weekend and then pay day will be on the last prior working day. Adjustments such as unpaid leave or overtime will be made on the check of the month following the month to which the adjustment applies.
- B. Part-time support staff employees and other employees with varied work schedules are paid on the tenth of the following month for the pay period ending the last working day of the month. If the 10th falls on a Saturday, pay day will be the 9th. If the 10th falls on a Sunday, pay day will be the 11th.

2. Payroll Banking Service

Pay checks are directly deposited to the employee's bank. An electronic deposit form must be sent to the Business Office indicating the name of the bank, the address, and account number. Certain circumstances may warrant a check being issued directly to the employee. In either situation, a pay stub or pay check will be sent to the employee through the campus mail system.

Any delays in processing by your 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.

3. Payroll Deductions

Upon written request and approval from the Business Office, employees can have deducted from their pay: approved credit union deposits and payments, United Way donations, and Coe Annual Fund donations.

4. Salary Increases

All salary adjustments are the result of an annual review of performance. Although your pay will be reviewed regularly, you are not guaranteed a pay increase each time. Pay adjustments are awarded by the College in an effort to recognize truly superior employee performance. They are also dependent, however, upon a number of other factors such as budgetary considerations and prevailing economic conditions. Salary adjustments will be effective as of July 1 of each year for most non-faculty employees. The College operates on a fiscal

year from July 1 to June 30.

Promotion and Transfer

1. It is the policy of the College to promote present employees to more responsible positions to fill vacancies when the employee's qualifications justify such promotion. Employees will be judged on the basis of objective criteria. Department heads will publicize to all employees the vacancies which occur in the department with such notices being printed in the College newsletter or in a general campus distribution of the vacancy notice.
2. The College reserves the right to transfer its employees to different jobs in different departments.

Termination

1. Voluntary Separation

In the event you should decide to resign from the College, please provide two weeks advance notice to your supervisor or department head. If you are an administrative employee, at least thirty days' notice is requested. You must turn in all keys, credit cards and College equipment assigned to you before your last day of work.

An exit interview will be conducted with each employee before his/her final separation date by the supervisor or department head. A written report of the interview will be placed in the employee's file in the Business Office.

2. Involuntary Termination

The College, at all times, reserves the right to terminate employees at any time for any reason without prior warning.

Although it is not possible to list all the forms of behavior that are considered unacceptable in the work place, the following may be sufficient grounds for disciplinary action up to, and including, involuntary termination:

- A. Disregard of established safety rules or practices or action which might endanger the safety of other employees, students or visitors to the College.
- B. Employment discrimination or harassment of other employees, students or visitors to the College.
- C. Excessive absenteeism or tardiness.
- D. Leaving the work area during working hours without authorization from the supervisor.
- E. Use of profane, vulgar or threatening language.
- F. Failure to return to work promptly after lunch or rest period without good cause.
- G. Failure to report to work without notifying supervisor.
- H. Unsatisfactory performance or failure to follow supervisory instructions in performance of assigned duties.
- I. Inability to perform the essential job functions on an ongoing basis.
- J. Other conduct that violates the College's policies or the rules of common sense.

3. **Suspension or Immediate Discharge**

Immediate dismissal of an employee, without advance notice and further pay, may be made for willful, gross violation of rules or misconduct which endangers lives or which damages College property. Examples of this level of misconduct are:

- A. Reporting to work while under the influence of alcoholic beverages or illegal drugs.
- B. Consumption of alcoholic beverages or illegal drugs on the job.
- C. Falsification or altering of personnel or payroll records or time sheets.
- D. Theft or appropriation of College property or property of students, outside individuals or organizations visiting or serving the College.
- E. Destruction or removal from College property any records, documents, books or other material.
- F. Harassing, threatening, intimidating, coercing, fighting, or interfering with fellow employees, students or visitors to the College.
- G. Indecent or immoral conduct on College premises.
- H. Possession of weapons and materials that endanger the campus.
- I. Other conduct that flagrantly violates College policies or the rules of common sense.

BENEFITS

Employee Benefits 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.

Your eligibility for benefits is dependent upon a variety of factors, including your category of employment. Your manager or the Business Office can identify the programs for which you are eligible. If you are a regular part-time employee who works an average of at least 20 hours per week per year, some benefits such as holidays and vacation will be prorated on the number of hours you are normally scheduled to work.

This handbook attempts to outline as clearly as possible your benefits in a general manner. Every effort has been made to report information in a manner which will be easy to understand. 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.

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, or 75% FTE (full-time equivalent) or greater for benefit purposes. Ongoing full-time employees are eligible for all college benefits, though some benefits are pro-rated for positions working less than 40 hours or 100% FTE (e.g. vacation, sick leave).

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

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 health insurance eligibility policy, or it is determined during the stability measurement period (as defined in the Health Insurance eligibility policy) that average work hours have exceeded 30 hours, health insurance will be offered.

Health Insurance Eligibility

Process and term definitions are in accordance with the Affordable Care Act (ACA)

Prior an offer of employment, the hiring manager 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 health insurance eligibility for all ongoing appointments and for temporary appointments that may reach eligibility during the initial measurement period. Seasonal and student appointments will not be offered health insurance upon employment due to hours and appointment length expectations.

Coe College will utilize an administrative period of the fraction of the month between the 1st day of employment or of known health insurance eligibility and the 1st of the following month, for health insurance eligibility determination and coverage begin date. If an employee begins employment on the 1st day of the month and is deemed eligible for health insurance, coverage shall begin immediately.

Following the administrative period, Coe College will utilize an initial measurement period of 12 months, which begins the 1st of the month following an employee's start date. This measurement period will be used to review hours worked and ensure health insurance is offered in accordance with federal and state regulations.

Coe College will review the hours worked or FTE % during the initial measurement period using a 12 month look back period, and if average hours worked exceeds 30 hours per week or 75% FTE 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 within the administrative period. Conversely, if an employee's average work hours or FTE % have not exceeded 30 hours per week during the initial measurement period, health insurance coverage will end on the last day of the month in which the employee is notified.

Coe College will utilize a 12 month ongoing stability measurement period following the administrative period and initial measurement period. If it is determined through a 12 month look back that an employee's average hours worked are greater than 30 hours per week or 75% FTE during the stability period (notwithstanding 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 exceeded 30 hours per week during the stability period, health insurance coverage will end on the last day of the month in which the employee is notified.

Domestic Partner Benefits

Health and dental insurance is available for qualified domestic partners. To be eligible for this coverage, the Coe College employee and the domestic partner must complete and file an Affidavit of Domestic Partnership with Human Resources.

Eligible Domestic Partners qualify for the Coe College Employee Assistance Program (EAP), use of campus facilities, and 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 Affidavits of Domestic Partnership are available in the Human Resources.

Holidays

All regular employees, including those in the probationary period, are eligible for the following paid holidays which occur during their scheduled work term. Holidays are prorated based on the 40-hour work week normally worked (i.e., 30 hours = 75%).

1. The following holidays are recognized:

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

**You may elect either Good Friday or the Wednesday before Thanksgiving Day as a holiday subject to staffing requirements and approval of your department manager/supervisor.*

2. 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.

3. At the discretion of the College, the days between Christmas and New Year's may be paid as a holiday.
4. For all hours worked on a holiday, an hourly support 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.
5. If a holiday occurs during an employee's vacation, he/she will not count the holiday as a vacation day.
6. Veteran's Day (November 11) non-paid holiday. We are pleased to offer this day off to our veterans for their courageous service. Administrative and support staff employees who are veterans have the option of using a vacation day if eligible, a 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 your supervisor by November 1st so the college can arrange appropriate staffing.

Personal Days

1. After six (6) months of employment, each regular support 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.
2. 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.

Vacation Policy

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. Faculty with academic year appointments are not eligible for vacation pay and should refer to the faculty handbook for additional 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 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 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. 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 may not be used during the introductory period, and 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

Policy on Tuition Exemption

Policy for Full-Time Administrative and Support Staff: (An average of at least 30 hours per week per year, constitutes full-time employment to qualify for the Coe College tuition exemption, 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. This includes courses in the regular college program and evening and summer school courses, but not courses under special sponsorship, any graduate programs or any non-credit courses (audit). 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

1. Current full-time employees classified as administrative or support staff may receive full tuition exemption provided:

- A. Their class work does not conflict with their regular working hours and responsibilities.
- B. The classes taken by the administrative and support staff must be approved by that individual's supervisor.

2. Children of Employees

Children of current full-time employees classified as administrative or support staff 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:

- A. The student must be seeking his/her first Bachelor of Arts degree and be accepted for admission to the College.

- B. The student must have begun his/her academic work at Coe before reaching age 25.
- C. The student must be claimed as a dependent on his/her parent's most recent year's Federal income tax return.
- D. 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). The employee requesting this benefit must be providing at least one-half support and/or the student must be residing with the employee.

Please note that the student is required to complete a financial aid form to apply for all Federal and State financial aid which he/she 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 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.

3. Spouses of Employees and Domestic Partners of Employees

A spouse or domestic partner of a current full-time employee classified as administrative or support staff may receive exemption for 1/2 of tuition charges. 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.

4. Tuition Exchange Among ACM Colleges

Dependent children of full-time employees classified as administrative or support staff may register at another participating ACM College of their choice, subject to he/she 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.

5. Cross-Registration

Administrative and support staff and their dependent children who are interested in cross-registration with another college must contact the Financial Aid Office to explore receiving the tuition exemption benefit. This benefit applies only for Fall and Spring terms. All arrangements must be made with the Financial Aid Office and the Registrar's Office in order to receive tuition exemption in a cross-registration program.

6. The Tuition Exchange Scholarship

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 classified as administrative or support staff are eligible to apply for The Tuition Exchange Scholarship. Individuals interested in this program should contact the Financial Aid Office.

7. 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 7 consecutive years. Dependent children must meet the criteria in Section 2 above and have been 12 years of age or older at the date of death of the employee.

8. Retired Employees

Administrative or support staff employees - not currently employed - who worked full-time for Coe at least 25 years qualify for the tuition exemption benefit. Dependent children must meet the criteria in section 2 above.

PART-TIME EMPLOYEES

Tuition exemption applies toward tuition charges for regular credit courses offered by Coe College beginning with the first term following one year of service at Coe. It applies to courses in the regular college program and evening and summer school courses, but not courses under special sponsorship, any graduate programs, or any non-credit courses (audit). 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.

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.

1. Current part-time employees classified as administrative or support staff may receive tuition exemption provided:

- A. Their class work does not conflict with their regular working hours and responsibilities.
- B. The classes taken by administrative and support staff must be approved by that individual's supervisor.
- C. The amount of tuition exemption will be determined by the average number of hours per week the individual works per year:

30 to 40 hours	= (see Full-Time Tuition Exemption Policy)
20 to 29 hours	= 1/2 tuition exemption
Less than 20 hours	= 0 tuition exemption

2. Children of Part-Time Employees

Children of current regular part-time employees may receive tuition exemption provided that the student qualifies as a dependent student. The student must meet the criteria of a dependent student as stated in the policy for full-time administrative and support staff on Page 8 of this handbook. Employees who work an average of 30 to 40 hours may have their children receive full tuition exemption. Employees who work an average of 20 to 29 hours may have their children receive one-half tuition exemption. This exemption begins with the first term following one year of service by the employee at Coe.

Please note that the student is required to complete the Federal Application for Federal Student Aid (FAFSA) to apply for all Federal and State financial aid which he/she may qualify for. It is required that the student file their form by March 1. Coe College will not replace funds lost due to late filing of a financial form. If for example the student qualified for a State or Federal grant, but did not receive it due to late filing, Coe College will not replace those funds with the tuition exemption.

Worker's Compensation Insurance

- 1. Worker's compensation insurance is provided by the College to all employees. It provides coverage for accidental injury while on the job. Worker's compensation insurance pays a percentage of disability benefits after the employee has been unable to attend work for more than three (3) consecutive days. The insurance carrier also may pay related eligible medical expenses.
- 2. If an employee is injured while working, he/she must report the injury immediately to his/her supervisor. A report is needed even if the injury does not appear serious enough to justify consulting a doctor. The

supervisor should contact the Business Office, provide the employee with the worker's compensation report packet, review the employee's information on their report for completeness, and complete the supervisor's portion of the report packet. The report must be submitted to the Business Office within 48 hours of the work related injury as required by the college's insurance and State of Iowa regulations. Additional packets are available from the Business Office.

3. If on duty, the College nurse will treat minor injuries. An employee who is more seriously injured should report immediately to MercyCare North – Urgent Care Center, 5264 Council St. NE or St. Luke's Work Well Solutions, 830 First Avenue, NE, who are Coe's designated workers' compensation treatment centers. For extreme emergencies or for treatment that cannot wait until regular clinic hours, treatment may be obtained from the emergency rooms at St. Luke's Hospital or Mercy Hospital. Employees who choose to be treated for work-related injuries or illnesses by another treatment center or physician may not qualify for any worker's compensation insurance benefits and may be responsible for all medical costs related to the incident.

Health Insurance Eligibility

Process and term definitions are in accordance with the Affordable Care Act (ACA)

Prior an offer of employment, the hiring manager 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 health insurance eligibility for all ongoing appointments and for temporary appointments that may reach eligibility during the initial measurement period. Seasonal and student appointments will not be offered health insurance upon employment due to hours and appointment length expectations.

Coe College will utilize an administrative period of the fraction of the month between the 1st day of employment or of known health insurance eligibility and the 1st of the following month, for health insurance eligibility determination and coverage begin date. If an employee begins employment on the 1st day of the month and is deemed eligible for health insurance, coverage shall begin immediately.

Following the administrative period, Coe College will utilize an initial measurement period of 12 months, which begins the 1st of the month following an employee's start date. This measurement period will be used to review hours worked and ensure health insurance is offered in accordance with federal and state regulations.

Coe College will review the hours worked or FTE % during the initial measurement period using a 12 month look back period, and if average hours worked exceeds 30 hours per week or 75% FTE 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 within the administrative period. Conversely, if an employee's average work hours or FTE % have not exceeded 30 hours per week during the initial measurement period, health insurance coverage will end on the last day of the month in which the employee is notified.

Coe College will utilize a 12 month ongoing stability measurement period following the administrative period and initial measurement period. If it is determined through a 12 month look back 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 exceeded 30 hours per week during the stability period, health insurance coverage will end on the last day of the month in which the employee is notified.

Group Dental Insurance

All full-time employees (an average of at least 30 hours per week per year) are eligible for coverage by a Delta Dental insurance program beginning on the first day of the month following the date of their employment. If an employee is employed on the first of the month, coverage is immediate. Ninety-five percent (95%) of the premium cost for single coverage will be paid by the College. If additional family coverage is desired, the employee will pay the additional premium. If the employee does not choose to join the dental insurance program at the time of hire, they are given an opportunity each May 1 to enroll. The insurance must then be continued until the following May 1.

Eye Med Vision Discount Plan

Available to all employees who participate in the Delta Dental insurance program.

Medical Expense Reimbursement Program - Flex Spending

1. A medical expense reimbursement program is available to all full-time employees who are eligible for the health insurance plan.
2. This program is an account that contains a specific amount of money employees set aside to pay medical expenses during the plan year. The money is withheld from your pay check each pay period from pre-tax dollars and placed in the reimbursement account. Certain medical expenses that are not paid by your medical plan can be submitted for payment through the medical reimbursement account. Money reimbursed to you from your account will not be taxed.
3. For those employees who can accurately estimate your out-of-pocket medical expenses in a plan year, this is the opportunity to receive reimbursement with pre-tax dollars.

Dependent Care Assistance Account - Flex Spending

All full-time employees (an average of at least 30 hours per week per year) who have a dependent eligible for health insurance coverage are eligible for a dependent care assistance account. This account is a specific amount of money you set aside to pay for dependent care with pre-tax dollars during the plan year. The money is withheld from your pay check each pay period from pre-tax dollars and is placed in the reimbursement account.

You must have:

1. A dependent child under the age of 13 who is considered your dependent for Federal income tax purposes, or
2. A dependent or spouse who is physically or mentally incapable of caring for himself or herself.

The dependent must regularly spend at least eight hours a day in your house.

The reimbursable expenses must be expenses incurred by you for your dependent which allows you to be gainfully employed. The provider of care could be a babysitter (for someone other than your dependent below the age of 13), a day care center, or in the case of an older dependent, nursing care.

Health and Dental Insurance Continuation

1. If you are covered under our health and/or dental insurance plan, you may maintain coverage as provided for under the Consolidated Omnibus Reconciliation Act of 1985 (COBRA), or if applicable, with respect to dependents or other persons covered by your insurance, in the case of certain qualifying events. The qualifying events may include termination of employment (other than for gross misconduct), reduction of hours of employment, the change of status of a dependent child of the employee, the 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 giving rise to the continuation rights. In any case, 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.
2. The provisions of this law (COBRA) are detailed and complex. Therefore, you are urged to contact the Business Office if you have specific questions, or in the event you, a dependent or another person covered under the health insurance plan as a result of your employment may be entitled to continuation benefits. It is

your responsibility to notify the Business Office if you or any other currently covered person becomes eligible for health continuation coverage. We cannot fulfill our obligation to notify you or your dependents of their rights if we are not aware of their possible eligibility.

Health and Dental Insurance Plan Continuation for Retirees

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.

Coverage under these plans for a retiree will terminate on the earliest of the following:

1. If you do not pay the required premium on the due date.
2. When you attain age 65.
3. When you qualify for Medicare, Medicaid or any other State or Federal sponsored medical care plan.
4. If the plan itself terminates, or no policy is in effect to provide you the insurance benefits of the plan.

Coverage under these plans for the spouse will terminate on the earliest of the following:

1. If you do not pay the required premium on the due date.
2. When you attain age 65.
3. When you qualify for Medicare, Medicaid or any other State or Federal sponsored medical care plan.
4. If the plan itself terminates, or no policy is in effect to provide you the insurance benefits of 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.

Optional Long Term Care Insurance

Optional long term care insurance is offered to employees and their families at group rates. This coverage is not paid for by Coe College. Information is available in the Business Office. Coverage is subject to approval by the insurance carrier.

Group Life Insurance

The group life insurance benefit per employee is as follows:

1. All full-time employees (average at least 30 hours per week per year) are covered by the life insurance policy beginning on the first day of the month following the date of their employment. If the employee is employed on the first day of the month, coverage is immediate.
2. Administrative personnel and support staff are granted life insurance in the amount of one times their annual salary, rounded to the nearest thousand dollars. Accidental death and dismemberment life insurance is included with this coverage which provides, in the event of an accident, an additional benefit of up to one times the annual salary, rounded to the nearest thousand dollars.
3. This insurance may be continued after retirement or termination of employment with premiums paid by the

employee. The Business Office has information concerning this option.

Optional Group Life Insurance

1. Optional group life insurance is offered on a payroll deduction basis. Insured coverages may be elected for the employee, spouse and dependent family members.
2. The cost of the optional group life insurance is born solely by the employee. Coverage is subject to approval by the carrier.

Life Insurance Plan Continuation for Retirees

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. Enrollment forms are available in the Coe College Business Office. Coverage under this plan for a covered retiree is limited to \$10,000 of life insurance. Coverage will terminate on the earliest of the following:

1. If you do not pay the required premium on the due date.
2. When you attain age 65.
3. If the plan itself terminates, or no policy is in effect to provide you the insurance benefits of the plan.

Optional Accident Insurance

1. Optional group accidental death and dismemberment insurance is offered to all employees between the ages of 18 and 69 and their families. This coverage is not paid for by Coe College.
2. This special plan of group accidental death and dismemberment insurance covers both occupational and non-occupational accidents and protects you 24 hours a day, every day of the year.
3. You must enroll annually by returning the enrollment card which will be sent to you each year by the Business Office along with your premium payment.

Travel Insurance

The Associated Colleges of the Midwest Travel Accident Program 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.

Class Description: The eligibility requirements for participation in the plan and for receiving benefits from the plan are:

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.

Long-Term Disability Insurance

1. All full-time employees (average at least 30 hours per week per year) are covered by long-term disability insurance beginning the first of the month after date of hire. If the employee is employed on the first of the month, coverage is immediate. Pre-existing conditions may be excluded during the first twelve (12) months of employment.
2. The waiting period is 180 days after the disability has occurred before the insurance carrier starts payments.
3. “Disability” and “disabled” mean that because of injury or sickness the claimant cannot perform each of the material duties of his or her regular occupation.
4. The monthly indemnity is 60% of the employee’s basic monthly earnings, subject to a maximum monthly benefit of \$8,000.
5. Employees who have been covered for long-term disability benefits under the group LTD plan sponsored by Coe College for at least 12 consecutive months and whose employment terminates while insured, may be eligible to convert and become insured under the Group Long-Term Disability conversion policy.
6. For further details please refer to the Long-Term Disability Insurance Booklet.

Long-Term Disability and Health Insurance Continuation

Full-time employees that become disabled and qualify for benefits under the Long-Term Disability Insurance will terminate their employment with Coe College upon using all available sick leave, family leave and vacation days.

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 giving rise to 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 has 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 termination, 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:

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

Social Security (F.I.C.A.)

All College employees are covered under the Federal Social Security System as provided by law. The employee

and the College will contribute a tax as established by the Federal government. Information concerning retirement, hospitalization, Medicare, disability, and other benefits under Social Security may be obtained from the local Social Security Office.

Unemployment Compensation Insurance

If you become unemployed, you may be eligible for unemployment compensation under certain conditions, for a limited period of time. To be eligible you must be willing and able to work and have sufficient earnings in the required calendar quarters. If you should become unemployed you should apply for benefits as soon as possible through your local State Unemployment Office. In Cedar Rapids, the Iowa Workforce Development office is located at 4444 First Avenue, NE.

Employee Assistance Program (EAP)

Coe College offers an Employee Assistance Program to provide counseling to all employees, spouses, and dependents. Employees may access the contact information for the Employee Assistance Program through my.coe or by contacting Human Resources. Three (3) counseling sessions are covered at no cost to the employee through this coverage.

Retirement Income Programs

1. TIAA/CREF

Participation in the Teachers Insurance and Annuity Association and the College Retirement Equities Fund is available to Coe College employees as follows:

- A. After one (1) year of full-time employment, unless employed full-time by an institution of higher education during the previous twelve (12) months in which case the one year waiting period is waived.
- B. College contributes 7% of base salary provided that the employee contributes a minimum of 3% of base salary.
- C. For purposes of TIAA/CREF definition, a full-time employee is any individual who works 1,000 hours or more per year. The premium payments will go toward the purchase of an annuity contract which will provide for retirement benefits. This annuity contract is fully vested in the employee and should the employee separate from Coe College, all of the benefits purchased up to that date will be available to that person when he/she retires. Details of these programs are available from the Business Office.

2. Supplemental Retirement Annuity (SRA)

Supplemental retirement annuities (SRAs) with TIAA-CREF are designed for employees who want to set aside tax-deferred funds over and above amounts being accumulated under the College's retirement plan. Details are available from the Business Office.

Credit Union Membership

As an employee of Coe College, you are eligible to participate in the Linn Area Credit Union and Collins Credit Union. Please contact these credit unions directly for further information.

LEAVE OF ABSENCE

Absences

All employees are expected to be at work to perform their duties. Nonetheless, the College recognizes the occasional need for time off work. When absence is absolutely necessary, notification should occur as follows:

1. When absence is anticipated, the immediate supervisor or department head should be notified in advance. At least 30 days notice should be given for leave of 3 days or more. At least 2 weeks notice should be given for leaves of two days or less.
2. In case of emergencies the immediate supervisor should be telephoned as to reason for absence and expected time of arrival.

Sick Leave

1. Sick leave is granted to any employee, regular administrative or support staff, who is suffering from an illness or injury which prevents him/her from performing his/her usual duties, or which requires him or her to be absent for medical, dental or optical consultation or treatment. Sick leave will be paid only if you are unable to attend or to perform your duties or need to be absent for required medical, dental, or optical consultation or treatment.
2. When ill or unable to report to work, employees should notify their supervisor and explain the reason for their absence.
3. Full-time support staff employees will accrue one and one-half days of sick leave for each calendar month of service with a total maximum accumulation of 130 days (1,040 hours – prorated for those working less than 40 hours per week).
4. Administrative employees accrue 2 days of sick leave for each calendar month of service with a total maximum accumulation of 130 days (1,040 hours - pro-rated for those on reduced schedules).
5. Part-time employees who average at least 20 hours per week will accrue sick leave the same as full-time employees except that the number of days/hours will be prorated according to the number of hours worked per week by the part-time employees.
6. Sick leave does not continue to accrue while the employee is on extended leave of absence. An extended period of time is defined as a period longer than six (6) weeks.
7. Up to ten (10) days of the employee's accumulated sick leave per year (college fiscal year) may be used for emergency illness/medical condition in the immediate family (spouse, daughter, son, stepchildren, father, mother, brother, sister, mother-in-law, father-in-law), or to assist the employee's spouse/dependents in obtaining required medical, dental, or optical consultation or treatment. Additional unpaid leave may be available. Please refer to the section on Family Leave. (updated 12/10/2010)

Employees may be eligible to use up to twenty (20) additional days of accumulated sick leave per year (college fiscal year) to care for an immediate family member for a **documented serious illness/medical condition**. The employee will provide a doctor's signed explanation of the reason that he or she needs to care for the family member and will complete the appropriate FMLA forms and filing.

Extended Serious Illness/Medical Condition Leave

After the employee exhausts all other paid leave time (vacation and personal days), he or she may apply for **Extended Serious Illness/Medical Condition Leave**, which allows the employee to use his or her remaining accumulated sick leave, in excess of a 20 day minimum reserve, to care for an immediate family member (defined as spouse, daughter, son, stepchild). The employee must maintain twenty (20) days of accumulated sick leave reserve for his or her own illness/medical condition. The employee must complete an application for extended serious illness/medical leave and must provide a doctor's signed explanation of the reason that he or she needs to care for the family member. The employee must also complete the appropriate FMLA forms and filing. The application is to be submitted to the Payroll and Benefits Office. The decision to approve or disapprove the application will be made by the President in consultation with the employee's department manager. The employee will be required to sign an acknowledgement stating that he or she understands that using employee accumulated sick leave to care for a family member may exhaust all of his or her accumulated sick leave, and that this would create the risk of having no available paid sick leave should he or she (employee) become ill or injured and unable to perform normal duties. Should the employee exhaust all paid and unpaid leave for which he or she is eligible, and should he or she then be absent from work, the employee will be subject to termination for failure to report to work and perform his or her usual duties.

8. Upon adoption of a child, an employee who is determined to be the primary care giver of the child may elect to use up to three weeks (15 regular working days) of their accumulated sick leave, if it is available.
9. If an employee is sick and does not have accrued sick leave, the employee may be eligible for a leave of absence or family leave as defined in this handbook.
10. Sick leave hours will be counted as hours worked to compute overtime.
11. Depending upon the circumstances, the College may request medical evidence of illness.
12. The College reserves the right to request a doctor's recommendation on whether an employee is capable of performing his/her normal job function before returning from sick leave.
13. Abuse of sick leave privileges will be cause for termination. It is expected that the sick leave policy will be used for the purpose for which it is intended.
14. Family illness days are not cumulative.

UNUSED SICK LEAVE

1. Administrative Personnel
 - A. Administrative personnel's accumulated unused sick time exceeding 120 days may be exchanged for vacation at the rate of one vacation day for five sick days up to a maximum of two vacation days per fiscal year.
2. Support Staff
 - A. Support staff personnel's unused sick time exceeding 960 hours may be exchanged for vacation at the rate of 8 hours vacation for 40 hours sick leave up to a maximum of 16 hours of vacation per fiscal year.
3. Part-time maximum accumulated and exchanges will be prorated.

Leave of Absence

1. A leave of absence is defined as an absence without pay, authorized in advance for a period not to exceed 12 weeks. Leaves of absence for family and medical as well as worker's compensation leave run concurrent with this policy and are not in addition to this broader leave of absence policy. A leave of absence implies that the same or similar position will be held open or made available to the employee upon his or her return from leave of absence. Written request for leave of absence must be made through the immediate supervisor and approved by the President. The supervisor should notify the Business Office when an employee takes a leave of absence so that insurance coverage continuation can be arranged.
2. An employee who fails to report for work the first work day after the expiration of his/her leave will be considered to have resigned.
3. Vacation and sick leave do not accrue to an employee if the employee is on layoff or is on leave of absence for an extended period of time. An extended period of time is defined as a period longer than six (6) weeks.
4. An employee on a leave of absence may remain a participant in the College's employee benefit plans subject to eligibility for up to six (6) weeks, as if actively employed. She/he will be required to pay the same cost of coverage as if actively at work.
 - A. An employee on a family leave may remain a participant in the College's employee benefit plans subject to eligibility throughout the duration of the leave, as if actively employed. She/he will be required to pay the same cost of coverage as if actively at work.
 - B. If the employee fails to return to work at the conclusion of the leave, the College may require the employee to reimburse it for the full cost of health care coverage during any period of unpaid leave.

Family Leave Policy

1. Eligible employees may take leaves of absence for the birth, adoption, or placement of a foster child; for the care of a spouse, son, daughter, or parent who has a serious health condition; or because the employee is unable to perform the functions of his/her position due to a serious health condition.
2. All employees are eligible for a family leave of absence if they have been employed by the College for at least 12 months, and have worked 1,250 hours during the 12 months immediately preceding the leave. Employees applying for and granted a family leave of absence are required to meet notification and documentation requirements as outlined further in this policy. Failure to meet these requirements may result in the denial or revocation of a family leave.
3. Eligible employees are entitled to twelve (12) work weeks of family and medical leave during any twelve (12) month period. A rolling year (12-month period measured backward from the date an employee uses FMLA leave) will be used to determine the amount of leave available/taken. No more than twelve (12) work weeks of family leave will be granted in any twelve (12) month period.
4. If both an employee and his/her spouse are employed by the College, their combined time off may not exceed 12 work weeks during any 12-month period for the birth, adoption, or foster care, or to care for a parent with a serious health condition. Each spouse is, however, eligible for a full 12-weeks within a 12-month period for required absence due to his or her own serious health condition or to care for a son, daughter, or spouse with a serious health condition.
5. Leave taken for serious health conditions may be taken on an intermittent basis when medically necessary. The College may require an employee on intermittent leave to transfer temporarily to an available alternative position for which the employee is qualified if the position has equivalent pay and benefits, and better accommodates recurring periods of leave than the employee's regular position.

6. Family leave is without pay, except in the following situations:
 - A. The employee's own serious health condition, in which case the employee may be eligible for sick leave pay.
 - B. The employee may use up to ten (10) days of available sick leave to care for immediate family members. Please see the section on Sick Leave for further details and use of additional sick leave days for a documented serious illness/medical condition and extended serious illness/medical condition (see Page 17).
 - C. Upon adoption of a child, an employee who is determined to be the primary care giver of the child may elect to use up to three weeks (15 regular working days) of their accumulated sick leave, if it is available.
 - D. The employee chooses to use available vacation.

7. Scheduling Requirements

- A. An employee requesting family leave is required to give 30 days' notice before the date the leave is to begin, except for bona fide emergencies which will be accommodated as soon as practicable.
- B. The employee or family member undergoing planned medical treatment should make a reasonable effort to schedule treatment(s) to the extent possible to minimize disruptions to the College's operations.

8. Medical Certification and Reporting Requirements

- A. The College will require that the family leave related to a serious health condition be supported by a certification issued by the health care provider of the employee or the employee's spouse, son, daughter, or parent, as appropriate. A copy of this certification shall be provided to the College in a timely manner.
- B. The certification includes the date on which the serious health condition commenced, the probable duration of the condition, the appropriate medical facts within the knowledge of the health care provider regarding the condition, a statement that the employee is needed to care for the son, daughter, spouse, or parent, as appropriate, and an estimate of the amount of time that the employee is needed to care for the son, daughter, spouse, or parent.
- C. The College will require that the employee obtain subsequent recertification every thirty (30) days.

9. Continuation of Employee Benefits

- A. An employee on a family leave may remain a participant in the College's employee benefit plans subject to eligibility throughout the duration of the leave, as if actively employed. She/he will be required to pay the same cost of coverage as if actively at work.
- B. If the employee fails to return to work at the conclusion of the leave, the College may require the employee to reimburse it for the full cost of health care coverage during any period of unpaid leave. However, the employee may not be asked to reimburse the College if she/he fails to return to work because of legitimate medical reasons or circumstances beyond the employee's control; or the continuation, recurrence, or onset of a serious health condition.

Military Duty

1. An employee who is a member of a reserve military organization of the United States of America, or the National Guard, and who attends a regular military training camp, will be given the necessary time off for such training which will not be considered vacation time.

2. When a full-time employee is attending a regular military training camp, such employee will be paid the difference between their regular salary and military pay for a period not to exceed two weeks. A request for military time off must be made in writing to the payroll department advising the dates and military pay rates.
3. Part-time and temporary employees will not receive regular straight-time wages or salary for attending regular military training camp.

Jury Duty

1. All regular full-time employees called to jury duty will retain all rights and privileges as a College employee while acting as a juror. The College encourages its employees to accept and perform duties as citizens in all ways. Employees called for jury duty should notify their immediate supervisor of the need to be absent. Employees will receive 100% of their regular Coe salary in addition to reimbursement for jury duty.
2. An employee on jury duty will be expected to work as much of the regularly scheduled hours as the jury duty schedule permits, to the extent that combined time on jury duty and at work does not exceed eight hours on a given day.

Funeral Leave

1. In case of death in the immediate family, employees will be allowed a maximum of five days with pay. Members of the immediate family are considered to be spouse, children, stepchildren, father, mother, brothers and sisters.
2. In the event of the death of an employee's grandfather, grandmother, grandchildren, mother-in-law, father-in-law, brother-in-law, or sister-in-law, paid leave will be granted for three days.
3. The death of some other person may warrant time off without pay. This will be considered on an individual basis by the immediate supervisor and/or department head. The amount of time off will be at the discretion of the supervisor and/or department head.

MISCELLANEOUS INFORMATION

Driving Privileges

Coe College assumes a liability risk whenever someone drives as a representative of the College. Only authorized staff, faculty, students, and volunteers will be granted driving privileges for the College. To be authorized, you must meet the requirements and complete an Authorized Driver Application and Agreement form which can be obtained from the Business Office. A state motor vehicle record may be requested. You will be notified by the Coe Business Office if you are an approved driver for the College. The College reserves the right to deny driving privileges to any person at its discretion.

Travel and Expense Reimbursements

All reasonable and necessary expenses incurred in connection with College business and which are in compliance with travel reimbursement policies are reimbursable. Employees should submit an expense report within one week after their travel. Receipts should be attached for all expenses claimed for reimbursement except mileage.

Auto expense will be reimbursed at a rate equal to the maximum allowable rate set by the Internal Revenue Service for the distance between the College and the business destination (contact the Business Office for the current rate). Tolls and parking fees incurred for College business are reimbursable.

Identification Card

All regular full-time and part-time employees will be issued a Coe identification card which will allow the employee and his immediate family use of the library, and free admission to athletic, theater and auditorium events. Occasionally an event may require that a minimum fee be charged to all Coe employees. Contact the Student Affairs department to obtain your identification card.

Keys

Most employees are issued at least one key which is charged to them and for which they are responsible. It is necessary to stress the importance of the control of keys. Do not loan them to students or anyone in an unofficial capacity. Keys must be returned immediately upon the time of your termination.

Building Maintenance

General maintenance problems should be directed to the attention of the Physical Plant. Maintenance of an emergency nature should be directed to the Physical Plant Office.

Security

1. The Security Office is responsible for safety and security matters at Coe. The Security Office is responsible for continuous security and safety patrol of the entire campus, involving examination and patrolling of buildings (including residence halls) for fire hazards, unlocked doors, prowlers and other problems. Other responsibilities include traffic safety, conducting fire drills, and response to calls for emergency assistance. There is a security officer on duty 24 hours a day, seven days a week.

2. The Coe Community, like others, has had thefts, personal attacks, etc. Everyone should take simple but effective precautionary actions. These include locking your door at all times when you are not there during the day, not leaving items of value in areas where they may be stolen (e.g., coat racks, halls, lounges, etc.), recording serial numbers and identifying marks on valuable items (the Coe Security Office provides engravers for this purpose), questioning all persons acting suspiciously, and generally being aware of the fact that Coe is not isolated and immune from security difficulties.
3. Be Alert!
 - A. If you see a crime or a suspicious occurrence report it immediately to the Security Office (8888). You should report all thefts to the security office. Report any lost or found keys immediately to the Security Office. Report anything out of the ordinary, (such as fires, suspicious persons or unlocked doors) immediately.

B. EMERGENCY PHONES

On Buildings: Front door of Kohawk Village, Clark Racquet Center (East end of building), Stadium (West side), Schlarbaum building (North entrance), Brandt building (East entrance), Spivey building (East entrance), Morris building (South entrance), Gage Union (Northwest entrance), Library (South entrance), Douglas (East entrance), Murray (East entrance), Hickok (East entrance), Dows (North entrance), Marquis (North entrance), Stuart (North entrance), Peterson (West entrance), Voorhees (West main lobby entrance), Clark Alumni House (North, side entrance), and Nassif House (North entrance).

Drive up: Back side of Physical Plant, parking lot side of Pool, warehouse parking lot, parking lot by Northeast end of Schlarbaum, parking lot by Nassif, apartment 209 14th Street, NE, and parking lot by apartment 129 14th Street, NE (off alley).

4. Escort Service

For your protection and safety there is an Escort Service. Anyone that needs an escort anywhere on campus or to one of the Coe owned housing units should call the Security Office at extension 8888 to make arrangements. Let us assist you.

Lost and Found

Lost or found articles should be reported to the switchboard, or Gage Memorial Union. Lost or found keys should be reported to the Security Office immediately.

Registration of Vehicles

These regulations are aimed at orderly parking, easy movement of traffic, pedestrian safety, and the maintenance of access for emergency and service vehicles. They also seek to maintain easy access to the campus for commuting students, visitors, and workers by moving cars that are essentially in storage away from areas of heavy traffic. The parking and vehicle regulations will be strictly enforced and penalties will be assessed for violations.

1. All employees are required to register their vehicles, including motorcycles, with the security office. A parking permit is required to park on Coe College property.
2. All vehicles must display a parking permit permanently affixed and always visible. Please refer to the parking regulation booklet for further details regarding the parking regulations.
3. The College assumes no responsibility or liability for loss or damage to any vehicle or its contents operated or parked on campus. It is advised to keep your car locked at all times.

Visitors

The personality of Coe College is made up of students, faculty, staff, buildings, grounds and many intangible things. Courtesy and assistance should be offered to all who visit our campus. Their appreciation for this help will be the same as yours would be if you were a visitor.

Visitors may park in the spaces identified as such without permit or penalty for a 48 hour period while actually a resident or engaged in business on campus. Visitors remaining for longer periods must obtain a temporary parking permit from the security office. This can be arranged by the individual host calling the office for service and delivery of the permit.

Contractors and their employees parking private vehicles on campus while engaged in contracted duties must obtain a temporary permit.

Accident Reports

Any employee sustaining an injury on the job should report this to his/her supervisor as soon as possible. The supervisor, in turn, should report this information to the Business Office. Also see Worker's Compensation, Section 1.

In event of any injury to the public, it is requested that any employee of the college having information, make an immediate verbal report to the Security Office and to the Business Office. This verbal report is to be followed by a signed, written report.

If an accident occurs involving damage to College property or to another person's property, a complete written report of the accident will be filed immediately with the Security Office and with the Business Office.

COLLEGE POLICIES

Employment Policies

COE COLLEGE BACKGROUND CHECK POLICY

1. OVERVIEW

Coe College is committed to ensuring the safety of its faculty, staff, students, and members of the public who have a relationship with the college, and will deny employment or volunteer appointment of any individual with a criminal conviction that may create an unacceptable risk to the institution. Determination of risk includes consideration of the relationship of the conviction and the position for which the person has applied and whether the position has access to students and minors.

As part of the employment process, a background check will be conducted for all applicants hired as regular employees of Coe College, which includes faculty, administrative and support staff. Temporary, seasonal, work study and volunteer appointments will be considered based upon the nature of work duties and interaction with students and minors. Hiring supervisors are responsible for communicating background check requirements to applicants prior to beginning work. In addition to a criminal background check, a credential/licensure, driving, or financial review or verification may be required as part of the background check for employment when appropriate.

Background and credential checks are performed by an external vendor with national search results, and all background checks include sex and violent offender search, multi-state criminal search, and federal/global government watch lists. If driving is an essential function of the position, a motor vehicle report (MVR) will be included in addition to the background check. If financial or senior leadership responsibilities are essential functions of the position, the background check may also include a credit report, civil litigation, bankruptcy and tax lien records.

In determining the appropriate type and extent of a background check, the hiring supervisor and Human Resources will consider the following parameters:

- Direct responsibility for the care, safety and security of people (especially minors and other vulnerable populations) and personal information.
- Direct access to or control over, cash, checks, credit cards, account information, or significant budgetary responsibilities.
- Essential functions of the position include driving or operating a Coe-owned vehicle.
- Essential functions of the position require particular certification, licensure, or education.
- The nature of work duties and interaction with students and minors.
- For questions or concerns regarding the type of background check required for each position, the applicant or hiring manager may contact Human Resources.

Specific information discovered through the background check will not be shared with the hiring department and will not be included as part of the personnel file. If questions arise in determining eligibility for employment, Human Resources may consult with the Executive Vice President or President of the College.

2. BACKGROUND CHECK PROCEDURE FOR HIRING NEW EMPLOYEES

1. Position requirements and advertisements on the Coe website must contain a notification stating "Employment is contingent upon successful completion of a background check."
2. It is recommended that the hiring manager reiterate requirements for successful completion of a background check is required for employment.
3. Following authorization of employment offer by Human Resources, disclosure and notification documents will be issued to the candidate selected for the position prior to beginning work.
4. Once the background authorization is signed and returned by the candidate, Human Resources will

conduct the appropriate background check dependent upon parameters described above and determine whether the candidate is eligible for hire.

5. If the background check is satisfactory, Human Resources will inform the hiring manager/search committee chair and the candidate may begin working.

3. UNSUCCESSFUL BACKGROUND CHECK

When a background check reveals information that renders the candidate ineligible for hire, Human Resources will notify the hiring department and the candidate of such ineligibility. Human Resources will distribute a copy of the report to the candidate with a summary of rights and formal notification of the hiring decision in writing. The candidate will then be provided three (3) business days to contact Human Resources and dispute or provide satisfactory explanation of the event/conviction. Absent notification of dispute, the employment offer will be withdrawn and the hiring manager may proceed with the hiring process and select another candidate.

In review of background check results, Human Resources will consider the nature and gravity of the finding, nexus to the position hired, amount of time passed, rehabilitation efforts since the event, and any other appropriate individual circumstances.

4. PROCEDURE FOR CURRENT EMPLOYEES

If an employee's work duties may include operation of a motor vehicle and the employee is charged with a violation of laws governing operations of motor vehicles, or if any employee is charged with a felony or a serious misdemeanor, the employee must notify Human Resources. This notification requirement includes convictions that occurred prior to dissemination of the policy. Members of management who have credible knowledge of such a conviction are expected to disclose the information to Human Resources. When administration becomes aware of a charge, conviction, or event that may create institutional risk, Human Resources may conduct an administrative investigation and, in consultation with Coe College administration, will determine the appropriate course of action.

Additionally, a background check may be appropriate when an employee is offered a promotion or new position within the organization that warrants a criminal, credential, driving or credit review as described in the policy.

5. VOLUNTEERS, INDEPENDENT CONTRACTORS & COE SPONSORED PROGRAMS/EVENTS

Coe College may contract vendors, host or sponsor events, and utilize volunteers or members of the public to provide staffing. It is the responsibility of the program coordinator or Coe employee contracting the vendor to notify Human Resources if through the nature of the work, it can be reasonably expected he or she will directly interact with minors or other vulnerable populations, particularly in a one-on-one environment. If it is determined that a background check is required and must be conducted by the College, a successful background check must be complete prior to the event to ensure safety and compliance with insurance requirements. Contact Human Resources for specific questions or concerns.

COE COLLEGE EQUAL OPPORTUNITY AND DIVERSITY POLICY

1. OVERVIEW

Coe College has a tradition of being committed to providing equality of opportunity for all persons, and believes that equal employment opportunity and affirmative action to create this opportunity help to create a diverse community of faculty and staff at the College which enriches the campus for students and staff. The Equal Opportunity and diversity policy embodied in this document describes the current practices of the College in recruitment and hiring of academic and non-academic personnel. The College embraces the concept of equal employment opportunity set forth by federal law, which requires employers to base hiring, retention, promotion and salary decisions on the merit of each candidate or employee. The College is committed to actively seeking equal employment opportunities based on merit for all persons, without regard to sex, sexual orientation, race, creed, color, national or ethnic origin, sexual orientation, religion, age,

pregnancy, veteran status or disability, which includes taking action and instituting policies and procedures in conformity with federal, state and local laws to conform to federal, state and local laws regarding equal employment opportunity and to increase the diversity of its faculty and staff.

II. GENERAL RECRUITMENT AND HIRING PROCEDURES

The procedures set forth below shall be followed with regard to the recruitment and hiring of all academic and non-academic personnel. Please refer to Sections III. and IV. of this Policy for additional procedures relating to these two groups.

A. Policy Dissemination. This Equal Opportunity and Diversity Policy will be disseminated to all college employees (via the College's intranet and handbooks), contractors, sub-contractors, and recruitment sources.

B. Recruitment Notices. In recruiting personnel, recruitment notices shall be listed in those print and on-line sources and publications which are appropriate for the position. These listings may include internal posting, local and regional newspapers, higher education journals and national organization publications. There are two approved uses of the equal opportunity notice. "Coe College is an equal opportunity employer" or "Coe is committed to increasing the diversity of its campus community and encourages applications from individuals who will help fulfill that goal. Coe College is an equal opportunity employer." which will be included in each recruitment notice, whether in print or electronic form. Notices may only specify qualification criteria based upon merit.

C. Job Descriptions. A current job description for the position to be filled shall be available prior to the notice being posted. All applicants shall be provided access to the job description via request. Objective and subjective criteria may be listed and shall be based on the functions of the position. Essential functions of the position shall be noted.

D. Recruitment process. The hiring manager will select advertising sources believed to provide a qualified and diverse pool of candidates, and will choose at least one applicant source dedicated to underrepresented populations. Where applicable, internal candidates who qualify and apply for higher level positions within the professional, technical, and physical plant staff will be interviewed.

E. Recruitment Records. Efforts of hiring personnel will be kept electronically, including the number of applications received, self-identified demographic data, and the rationale for selecting a particular candidate for a position.

E. Annual Diversity Report. To the extent known, an annual update identifying the diversity characteristics of College employees will be compiled to permit an analysis of the diversity of the College's academic and non-academic personnel, the development of diversity initiatives and completion of any government reporting requirements.

F. Employment of Family Members. The College will adhere to the principle of merit in its recruiting, hiring, promotion, and salary policies. To this end, family members may be hired based upon merit only, and conflict of interest situations, or the potential or appearance of such situations, shall be avoided when making such decisions.

G. Salary. To achieve appropriate salaries for all employees in every job category or faculty discipline and rank, for both new and existing employees, periodic salary reviews will be conducted of existing personnel. Salaries for personnel in each job, category or faculty discipline and rank will be compared to each other to determine whether employees' salaries are commensurate with their qualifications, experience and work. Salaries shall be determined using these factors with merit as a consideration.

H. Application/ Interview Information. Information obtained from applicants on application forms and during interviews shall conform to federal and state laws.

I. Accommodation. In the event a qualified applicant has a disability which is a qualifying disability under the Americans with Disabilities Act, the College shall determine whether the applicant can perform the essential functions of the position, and what accommodations may be made to permit the applicant to perform these functions.

III. DISSEMINATION OF THIS POLICY

This Equal Opportunity and Diversity Policy will be communicated and disseminated to all College employees in written form, and via the College's intranet website. Statements of the College's commitment to this Policy will be included in each revision of the employment handbook.

The guidelines on notices and recruitment activities contained in this Policy will be communicated and disseminated to all outside agencies used by the College in the recruitment of personnel to permit these agencies to act in accordance with the Policy when engaged in recruitment activities for the College. In addition, the existence of this Policy will be communicated to organizations and entities which may be involved in the recruitment and hiring process, including, but not limited to, professional organizations and those groups representing diverse persons within these organizations, employment agencies, newspapers, and other entities used in recruiting personnel. The existence of this Policy will also be communicated to all college vendors, contractors, and sub-contractors.

IV. POLICY IMPLEMENTATION AND COMPLIANCE

The Director of Human Resources will have the responsibility to oversee the implementation of this Policy and compliance with its terms, and currently serves as the EOD Officer for the college. The EOD Officer shall be a member of the college faculty or professional staff and shall be appointed by the President to serve in that role at the discretion of the President. The duties of the EOD Officer shall be determined by the President from time to time, and shall include annual review of this Policy; retention of records required by applicable federal and state regulations, review of salary equity issues; and oversight of diversity initiatives in hiring, promotion and retention matters.

V. REPORTING OF POSSIBLE POLICY VIOLATIONS

In the event an applicant or employee feels that this Policy has been violated, he or she should contact the Director of Human Resources/EOD Officer. The EOD Officer shall conduct a review of the allegations, involve the necessary College personnel and oversee any corrective action that may be warranted.

Policy Against Harassment

1. Statement of Policy

As a part of Coe College's status as an equal opportunity institution, and its prohibition against unlawful educational and employment discrimination, harassment on the basis of any protected status is expressly prohibited. No member of the Coe community may harass another on the basis of sex, gender identity/sexual orientation, race, color, religion, age, disability or national origin. Unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Any such proposals are made under circumstances implying that one's response might affect such academic or personnel decisions are subject to the influence or the person making such proposals; or

- B. Such speech or conduct is abusive or severely humiliating to others, unwelcome and creates a hostile educational or work environment.

2. Procedures

A. Bringing a Complaint

- (1) Any member of the Coe College community who believes that he or she has been subjected to or has witnessed harassment, as above defined, may bring the matter to the attention of any one of the following administrative officers:
 - a. The Affirmative Action Officer
 - b. The Vice President for Academic Affairs and Dean of the Faculty
 - c. The administrative heads of the following: the Office of Admission, the Business Office, the Advancement Office, and the Office of Student Affairs

All persons authorized to receive complaints will participate in college-sponsored sexual harassment training.

- (2) The complainant should present the complaint as promptly as possible after the alleged harassment occurs.

(3) Bringing a Complaint

If an employee approaches a department manager (anyone who manages other people) with a complaint about a work-related situation involving harassment and/or discrimination, the manager must inform the employee that he or she cannot discuss the complaint without investigating the situation and notifying the President of the College and the Affirmative Action Officer. If the employee does not wish this process to occur, then the manager must inform the employee that he or she cannot discuss the situation with the employee and should refer the employee to the Employee Assistance Program.

- (4) A person wishing to proceed with a sexual harassment complaint has the following options available under the policy:
 - a. Informal resolution of the complaint
 - b. Formal resolution of the complaint
- (5) Cases involving sexual harassment are particularly sensitive and demand special attention to confidentiality. Dissemination of information relating to the case will be limited in order that the privacy of all individuals involved is safeguarded as fully as possible, consistent with the College's duty to investigate and consistent with the fairness to all parties.

B. Informal Resolution of the Complaint

- (1) Informal resolution may be pursued:
 - a. by the complainant directly with the accused party;
 - b. with the assistance of the administrative officer to whom the complaint was initially brought; or,
 - c. with the assistance of any appropriate administrative officer, as identified in 2.A.(1), to whom the complainant wishes the complaint to be referred.
- (2) The following procedures apply to the informal resolution process.
 - a. The complainant should be informed that proceeding informally does not preclude the pursuit of a formal complaint.
 - b. The administrative officer attending to the complaint will notify the Affirmative Action Officer,

in writing, of the existence of the complaint. If the complainant has not consented in writing to informing the accused party of the complaint, the complaint will be reported in a way which would not identify the parties by name (unless to do so would make further processing impossible or unproductive).

- c. In situations in which the complainant has requested his or her name remain confidential or has not consented in writing to informing the accused party of the complaint, the accused party will not be informed of the complainant's action. Absent unusual circumstances, the complainant will be informed that no disciplinary action can be taken against the accused on the basis of an informal complaint of which the accused party has not been made aware. Further, the complainant will be informed that, in these situations, except in the most unusual circumstances, the College will not proceed in any way to investigate or attempt to resolve the complaint and that the College will consider the resolution of the case complete.
- d. If the complainant gives written consent, the accused shall be informed of the allegations, the facts surrounding the allegations, and the identity of the complainant. A timely investigation to establish whether there is a reasonable basis for believing that the alleged violation of the policy has occurred will follow.
- e. The administrative officer attending to the complaint shall attempt to resolve the complaint to the satisfaction of both the complainant and the accused. If a satisfactory resolution cannot be reached, the complainant and the accused shall be informed of their options, including the option of pursuing a formal complaint.

C. Formal Resolution of the Complaint

- (1) If the complainant decides to proceed with a formal complaint, the complainant must submit a written statement detailing the offense to the Affirmative Action Officer.
- (2) The following procedures apply to the formal resolution process:
 - a. After obtaining the complainant's written consent, the Affirmative Action Officer will inform the alleged offender of the allegation, the facts surrounding the allegation, and the identity of the complainant. A written statement of the complaint will be given to the alleged offender and the Affirmative Action Officer will undertake a timely investigation to establish whether there is a reasonable basis for believing that the alleged violation of the policy has occurred.
 - b. Following the investigation, the Affirmative Action Officer will prepare a written summary of the findings of the investigation and provide this summary to the appropriate parties. The Affirmative Action Officer will then inform the complainant of the options, within the College and outside of the College, that may be pursued both in the event that a reasonable basis has been found for believing that the alleged violation of the policy has occurred and in the event that a reasonable basis has not been found for believing that the alleged violation of the policy has occurred.
 - c. If a reasonable basis has not been found for believing that the alleged violation of the policy has occurred, the complainant may consider the case closed or may submit a written appeal to the Affirmative Action Officer. If an appeal is submitted, the Affirmative Action Officer will request that the President call a special meeting of the Committee on Sexual Harassment to hear the complaint.
 - d. If a reasonable basis has been found for believing that the alleged violation of the policy has occurred and the complainant chooses to have the complaint heard within the College, members of the Committee on Sexual Harassment will meet to review the complaint. Parties to the dispute will be invited to appear before the Committee. The Committee may conduct its own informal inquiry and gather whatever information it deems necessary to assist it in reaching a determination about the merits of the allegation. Once such a determination has been reached it will be communicated in writing to both parties and to the Affirmative Action Officer. A written summary of the basis for the determination will be provided to the parties upon request.
 - e. To the extent possible, the investigation and proceedings will be conducted in a way to

protect the confidentiality of all the parties involved. All reasonable steps will be taken to assure that the complainant and those testifying on behalf of the complainant will suffer no retaliation as a result of their actions.

- f. In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if it was damaged in the proceedings.
- g. In the event the allegations are substantiated, the Affirmative Action Officer will forward the Committee's determination promptly to the President of the College.

3. Consensual Relations Policy and Student Relations

- A. Employees should be sensitive to the fact that they have a professional responsibility for students in such matters as counseling, evaluating, supervising, advising, and providing services to students as part of the school program.
- B. Consensual relations are defined as amorous, romantic or sexual relationships into which both parties have voluntarily entered. They become of concern to the College when one person in a relationship is in a position of authority over another. Examples of these situations would include relationships between instructors and students, supervisors and employees, or administrative staff and students.

Consensual relationships of these types are unwise and ought to be avoided. These relationships can violate the trust between instructors and students or supervisors and employees. Most critically, they contain an inherent potential for abuse of power and authority. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of authority must understand that the degree to which such a relationship is truly mutually consensual can and may be questioned. The college precludes an employee in such a relationship from exercising decision-making authority over the other, subservient, employee in the relationship. Even when both parties have apparently consented at the outset, such appearance of consent does not preclude a subsequent charge of sexual harassment against the instructor or supervisor.

- C. An employee who is involved in a romantic or sexual relationship with an individual who subsequently becomes a student is required to refrain from dealing with that individual on a professional basis. Whenever possible, the employee should refer the student to another appropriate professional or support staff member for assistance. The same is true in situations where a student is involved with an individual who subsequently becomes employed by the College.

Grievance Procedure

1. Declaration of Policy

Believing that the common interest of all employees of the College is to provide quality education, and desiring to preserve the close working relationships enjoyed by all employees to that end, this grievance procedure is to afford a method of resolving problems which may arise by presentation to fair-minded persons among us.

2. Application

This grievance procedure is available to any employee of the College except faculty and those covered by the collective bargaining agreement.

3. Grievance Procedure Stages

A. First Stage

An employee may submit a grievance to his or her immediate supervisor and/or department head.

The employee and the supervisor and/or department head to whom the grievance is presented will meet and confer regarding the grievance within three (3) days after it is presented. The department head will give a decision on the grievance to the employee, with a copy to the officer of the College under whose jurisdiction the employee works, within ten (10) days after such meeting.

B. Second Stage

The employee may appeal to the officer of the College under whose jurisdiction the employee works within ten (10) days after the decision of the department head.

The employee, any department heads involved in the grievance and the appropriate officer will meet and confer regarding the grievance within three (3) days of the time of the appeal to the officer. The officer will give a decision on the grievance to the employee, with a copy to the President and the appropriate department heads, within ten (10) days after such meeting.

C. Third Stage

Either the employee or the department head involved may appeal to the grievance committee or to the President within ten (10) days after the decision of the appropriate officer. The President or the grievance committee shall make such inquiry as necessary, including interviews with the employee, department head involved, the appropriate officer, and shall give a decision to the party appealing, with a copy to the other party, and the appropriate officer within fifteen (15) days after the appeal. The grievance committee is elected on an annual basis by administrative and support staff members. If the employee is not satisfied with the decision of the grievance committee, they may request a review of the decision by the President. The decision of the President is final and binding.

D. General

If the employee's department head is an officer, the procedure will begin with the Third Stage.

Any time limit may be extended by agreement of the parties or by written grant of the President.

Prompt action will be taken in all steps to investigate and resolve the matter in a manner which is fair to everyone concerned. Sincere efforts will be made to settle any grievance at an early stage. The employee may terminate the procedure at any step. There will be no discrimination against any employee in the presentation or processing of a grievance. Employees are encouraged to use this procedure whenever they have a grievance.

**STATEMENT OF RESPONSIBILITY FOR THE SECURITY
AND CONFIDENTIALITY OF DATA AND DATA NETWORKS**

General Responsibilities

Security and confidentiality of all data is a matter of concern for all members of the Coe community who have access to records and files, whether paper or computerized, and the data infrastructure and networks owned by Coe College.

Each person working with institutional data holds a position of trust and must recognize the responsibility of preserving the security and confidentiality of the information and the systems and networks it uses. All members of the Coe community with authorized access to institutional information or data networks are expected at all times:

1. To keep personal passwords private; passwords are not to be written down or shared with others.
2. To sign off a workstation when leaving the immediate work area for an extended period of time.

3. To assume responsibility and be held accountable for all data modifications made using their user ID and password.
4. Not to make or permit unauthorized use of any information in the files or databases.
5. Not to permit or provide access to Coe College data infrastructure or networks by any unauthorized individuals.
6. Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them through their work assignment.
7. Not to exhibit or divulge the contents of any record or report to any person except in the conduct of their regular work assignment.
8. Not to use any official record or report (or copy of same) for purposes other than college business.
9. Not to operate or request another to operate any Coe College computer equipment for purely personal business.
10. Not to aid, abet, or act in conspiracy with any person to violate any part of this Statement of Responsibility.
11. To report any violation of this Statement of Responsibility code to one's supervisor immediately.

Violation of the provisions contained in this Statement of Responsibility will lead to corrective action consistent with the general disciplinary policies of the college.

Family Educational Rights and Privacy Act and Policy

FERPA, (the Family Educational Rights and Privacy Act) affords students certain rights with respect to their education records.

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit written request to the Office of the Registrar identifying the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records if the student believes it is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or official of the National Student Loan Clearinghouse); a student serving on an official committee, such as admissions, petitions, retention, honors recognition, disciplinary or grievance committee; or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A student is a person who attends or has attended Coe College, as determined by matriculation and enrollment by the first date of an academic term. Coe College obtains written permission from the student before releasing any information from a student's educational record in most cases. However as the law allows, on a case-by-case basis,

appropriate parts of a student record may be disclosed, without consent of the student, to the following parties:

- College employees who have a legitimate need to know
- Persons who need to know in cases of health and safety emergencies
- Accrediting organizations to carry out accrediting functions
- Appropriate parties in connection with financial aid to a student
- Federal, State and local governmental officials for purposes authorized by law
- Individuals who have lawfully obtained court orders or subpoenas
- Organizations conducting educational studies for the College
- Courts during litigation between the College and the student or parent
- Victim of crime of violence after final results of a disciplinary hearing
- Public after disciplinary proceedings determine student committed crime of violence

Schools also have the right to release information contained in the Coe College Student Directory without the student's consent unless the student requests that this information not to be included in the Coe College Student Directory.

The following is considered directory information at Coe College and will be released unless the student indicates that it should not be. The request to withhold directory information must be submitted in writing to the Office of the Registrar by the end of the first week of Fall Term.

- Name
- Date of admission to Coe
- Hometown
- Dates of attendance at Coe
- Enrollment Status (full time or part time)
- Major(s)
- Minor(s)
- Class level (first-year, sophomore, junior, senior)
- Expected graduation date, or graduation date
- Expected degree, or degree earned
- Honors (e.g. Dean's list, Latin honors, awards)
- Sports participation, including athletic statistics such as height and weight Addresses (both local and permanent)
- Phone numbers
- Photographs and videos
- Email address
- Parents' or guardians' names
- Participation in off-campus study
- Participation in extracurricular activities

In many situations, complaints relative to FERPA can be resolved with the College on an informal basis. Any student who wishes to discuss a FERPA complaint may contact the Registrar, Lower Level Voorhees Hall. More information concerning FERPA may be found in the Coe College Catalog.

If a student wishes to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA, they should be directed to:

Family Policy Compliance Office
U. S. Department of Education^[L]
400 Maryland Avenue, SW^[SEP]
Washington, DC 20202-4605

Notice of HIPAA Privacy Practices

It is the policy of Coe College as the Plan Sponsor of various benefit plans, to take reasonable steps to ensure the privacy of your protected health information (“PHI”) (all individually identifiable health information transmitted or maintained by the Plan, regardless of its form – written, oral, or electronic) in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The entire HIPAA Privacy Practices Policy may be obtained from the Coe College Business Office or viewed online at my.coe.edu.

Whistleblower – Fraudulent or Dishonest Conduct Policy

General

Coe College is committed to maintaining the highest standards of conduct and ethics. Coe College expects all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The College is committed to having policies and procedures that comply with the laws and regulations to which it is subject to. The College’s internal controls and operating procedures are intended to detect and prevent or deter improper activities. However, even the best system of controls cannot provide absolute safeguards against irregularities.

Whistleblower Policy

The College encourages employees to report concerns of possible **financial wrongdoing** to their immediate supervisor or other appropriate administrator or supervisor within the department. However, when there is a potential conflict of interest or when an employee may feel it is necessary to report a concern of financial wrongdoing outside of the traditional reporting mechanism, the College has adopted a **Whistleblower Policy**. The Whistleblower Policy allows allegations to be made outside of the immediate area that the suspected employee is associated with and allows for a degree of confidentiality for the reporting person, if requested.

This Whistleblower Policy governs only the reporting and investigation of suspected violations of law, external regulations or College policy of a financial nature or misuse of College resources. Such violations may include, but are not limited to, theft or inappropriate use of cash or other College property, falsification of hours worked for payroll purposes and inappropriate spending of cash through the accounts payable process. The policy is not intended and may not be used for personal or employment grievances, general compensation and benefit complaints, opinions on policy, etc.

Reporting

To make a report under this policy, an employee may submit concerns confidentially and anonymously in a sealed envelope marked “confidential” to the Chair of the Budget and Audit Subcommittee of the Board of Trustees c/o Coe College Office of the President. Sufficient information should be provided in order that an investigation may be conducted. Written reports will be forwarded, unopened to the Chairman of the Budget and Audit Subcommittee of the Coe College Board of Trustees.

Process of Investigation

The Chair of the Budget and Audit Subcommittee will initiate the investigation if it is determined sufficient corroborating evidence is available to justify the commencement of an investigation. The Budget and Audit Subcommittee may enlist outside legal, accounting or advisors, as appropriate, to conduct any investigation. If the investigation establishes that a violation of law, external regulation or College policy occurred, appropriate action will be based upon law and College policy.

Confidentiality

Whistleblowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed

by the circumstances and the law. Generally this means that whistleblower complaints will only be shared with those who have a need to know so that the College can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel.

Although an employee's report may possess merit, comments made to others regarding another employee could constitute defamation, invasion of privacy or other grounds for civil liability. Employees should not discuss allegations outside of the reporting and investigation process. This is especially the case should the investigation prove that the suspected employee's actions were lawful or within College policy.

Protection from Retaliation

An employee who in good faith reports a suspected violation of law or College policy shall not suffer harassment, retaliation or adverse employment consequence from other employees or the College. An employee who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of employment. Any employee who believes he/she has been retaliated against after making a good faith report may report this alleged retaliation to an administrative officer of the College or to the Chair of the Budget and Audit Subcommittee of the Coe College Board of Trustees.

Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

This policy does not protect individuals who make unsubstantiated, malicious, or false allegations of wrongful conduct nor does it interfere with the standard employment decisions.

An individual who knowingly provides false information regarding either wrongful conduct or retaliation will be subject to disciplinary action, up to and including termination.

Drug and Alcohol Policy

On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendments of 1989 which require that institutions of higher education implement a program to prevent the unlawful possession, use of distribution of illicit drugs and alcohol by its students and employees on school premises or as part of any of its activities.

This law, in addition to the Drug-Free Workplace Act-Pub. L. No. 100-690, 5151-5160 (which requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession and use of controlled substances in the workplace) established the legal requirements of Coe College's policy.

An academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high risk behavior is exemplified by decreased productivity of members of the community, serious health problems, strained social interactions as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon our academic community and are not associated with a singular socioeconomic group or age level. The process of education and learning are especially impaired by alcohol abuse and the use of illicit drugs.

1. Coe College will promote a work environment free of drugs and alcohol, and employees have the right to perform their duties with unimpaired co-workers.
2. In addition to a written policy the College will provide comprehensive counseling and support services to employees in need. Employees are encouraged to seek assistance for alcohol and/or drug dependencies. The College assures that all information and participation in a rehabilitative program will be treated in a confidential manner.

3. The Drug-Free Workplace Program Administrator is the Vice President for Student Affairs.
4. The Drug-Free Workplace Referral Agent is the Director of Health Services.
5. The Contractor for Counseling Services is Mercy Hospital Employee Assistance Program.
6. In compliance with the Drug-Free Workplace Act of 1988, all Coe College employees are notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. The workplace is defined as the site(s) where the performance of work is done in connection with one's specific employment.
7. To assist employees in broadening their knowledge of the harmful effects of controlled substances, and in the treatment of alcoholism or addiction to controlled substance, Coe College will use employee meetings, the campus communications, and other avenues to make employees aware of the following:
 - A. The dangers of drug abuse in the workplace;
 - B. Coe's policy of maintaining a drug-free workplace;
 - C. The services of the Mercy Hospital Employee Assistance Program;
 - D. Employee training in substance abuse;
 - E. The penalties that may be imposed for Drug-Free Workplace policy violations.
8. Discipline for Misconduct of Employees
 - A. In situations where there is reasonable cause to suspect that an employee is in violation of the alcohol and drug policy, an appropriate investigation may be made by the program administrator. If upon completion of the investigation the employee is found to have violated the policy, that employee can be subject to any one or a combination of the following educational and/or disciplinary sanctions:
 - (1) Required participation in the Mercy Hospital Employee Assistance Program.
 - (2) Required participation in an inpatient substance abuse rehabilitation program as determined by the appropriate EAP agent.
 - (3) Required attendance at designated staff development or other substance abuse education program.
 - (4) Disciplinary action, including reprimand, suspension, or termination.
 - B. All employees have the right to appeal the sanctions to the President of the College. Appeals must be made within five (5) working days of notice of sanctions.
9. In situations where the College does not suspect a problem but one exists, the employee may contact the EAP directly and expect confidential treatment (without College involvement or knowledge).
10. If you are convicted of any criminal drug statute violation, you must notify the head of your department within five (5) working days. The appropriate College official will, in turn, notify the applicable Federal agency of the conviction. Appropriate action will be taken within thirty (30) days of the College's notice of a conviction or violation of the College's policy on a drug-free workplace.
11. As a condition of employment, the faculty and staff members agree to abide by the terms outlined in this policy.

Weapons

Possession of weapons and materials that endanger the campus are prohibited in college owned housing, college buildings, college property or vehicles on campus. These items include, but are not limited to firearms, pellet guns, air guns, knives, bow/arrows, ammunition and explosives. Violation of this policy may result in suspension or immediate termination of employment.

Smoking Policy

On July 1, 2008, the “Smoke Free Air Act” came into effect in the state of Iowa. The Act affects the College’s employees, students, volunteers and visitors on campus directly and substantially.

Statement of Policy: “No smoking whatsoever is to occur on College property. This means there is to be no smoking inside our buildings or outside on College grounds, as well as smoking is prohibited in College vehicles.”

It should be noted that the Act applies not only to College employees, but to students, volunteers, and visitors on campus as well.

Any private citizen can report a violation of the Act that he or she has observed to the Department of Public Health. This means that if any Coe employee (or, for that matter, Coe student) is observed smoking on Coe property, a violation could be reported. Such a report can lead to a fine being imposed upon the individual as well as upon the College.

Members of the Coe community who smoke will not be able to do so on college property. However, it will be legal for them to smoke on public sidewalks around Coe. (Note: the law makes it illegal to smoke at or near a bus stop, or other public transit station.)

Recording in the Workplace Policy

Coe believes that recording in the workplace, by either the employer or employees, undermines the relationship necessary to further the mutual interests of both. As a result, such recording is not appropriate and not consistent with relationships expected and necessary in the workplace. Any recording of any communications or conversations in the workplace, either between employees of Coe, employees and students, or employees and the public, is prohibited without the express knowledge and consent of all parties to the communication.

Weather Closing Policy

(Updated yearly; revised 12/9/2010)

1. As a general policy, Coe College will not close because of adverse weather conditions. Our understanding will be that all members of the faculty and staff will make every effort to come to the campus for normal operation of the institution--recognizing that in the event of adverse conditions individual discretion will have to be used and a decision that travel would constitute a serious risk will be recognized. In that event, faculty members should communicate this decision to the College switchboard and to the Office of the Vice President for Academic Affairs and Dean of the Faculty at the earliest possible moment. Staff members should communicate such information to their supervisors. The College will be closed if the mayor of the city has announced to the public a request to stay off the streets.
2. College communication procedures in the event that school is closed: The Vice President for Academic Affairs and Dean of the Faculty, and the President of the institution will make this decision and will communicate it to WMT, KHAK-KDAT-KRNA-KRQN, KWWL, KCRG, Z102.9, and KGAN no later than 7:00 a.m. In the absence of the Vice President for Academic Affairs and Dean of the Faculty and the President, the Vice President for Student Affairs will be the responsible person. Following notification to the radio and television stations, the President (or the Vice President for Student Affairs) will communicate this decision to the switchboard. When the

College is closed for normal business, special staffing arrangements will be made to assure that the Stewart Library and the Eby Fieldhouse are open. Also, staffing arrangements will be made to assure that the switchboard is open from 7:30 a.m. to 7:00 p.m.

Similar arrangements prevail concerning evening classes except that the decision will be made by 4:00 p.m.

3. Personnel Policies: A compensatory day off will be provided for individuals not on contract, who work when the College is closed. Individuals who work when the College is closed will do so only at the specific request of the institution, e.g., the above examples or other specific requests by a member of the administration.
4. Individuals who decide they are unable to get to work when the College is open will be expected to communicate this information promptly and directly to their supervisor. To avoid inequities, it is generally understood that the supervisor and the individual will arrive at a mutually satisfactory provision for subsequent compensatory work as appropriate.

Solicitation Policy

The only solicitation services permitted on campus are those authorized by the Student Services Office. Employees are requested to report the appearance of any unauthorized sales persons or other solicitors to that office or the security office.

Personal Property Loss

The college does not assume liability for any loss of, or damage to, personal property that employees or faculty may bring onto campus. This includes accidental loss including without restriction water damage, fire, smoke, or theft. Personal property is brought onto campus for the convenience of the employee, and at the employee's own risk. Employees are strongly urged to check with their personal insurance agent to secure coverage and determine appropriate limits.

Emergency Alert System

In case of emergency, please check your Coe e-mail account where detailed official information and instructions will be provided from the EMERGENCY@COE.EDU e-mail address. In the case of an extended emergency or evacuation from campus, official information and instructions will be provided via the EMERGENCY@COE.EDU e-mail address and the Coe website at www.coe.edu. If the college's e-mail system and/or website are not operational, please refer to the text messages you will receive from Coe and go to www.coecollege1851.org for official information.

The Coe Emergency Alert System will be tested the first Wednesday of each month at 8:45 a.m. from September through April, in conjunction with the testing of the Linn County Civil Defense sirens. At these times, you will receive test messages stating "Coe Emergency Alert System test" from EMERGENCY@COE.EDU e-mail address and through cell phone text messaging. We encourage you to register your cell phone number with www.getrave.com/login/coe in order to receive Emergency Alert System text messages. Additional information regarding the three alert levels is available at www.coe.edu, click on Consumer Information and then Emergency Alert System.

In case of a campus emergency, call Security at 8888 and, if warranted, call Cedar Rapids Police at 9-911.