



COE COLLEGE

STAFF HANDBOOK — revised 2024

Mission Statement of the College

Coe College is a national, residential liberal arts college offering a broad array of programs in the arts, sciences, and professions. Our mission is to prepare students for meaningful lives and fulfilling careers in a diverse, interconnected world. Coe's success will be judged by the success of our graduates.

Staff Handbook

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Staff Policies and Payroll Information

Introduction and At-Will Employment

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

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

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

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

At-Will Employment

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

Employment Status and Classification

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

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

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

Ongoing Employment

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

Seasonal Employment

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 Summer camp employee or part-time coach.

Temporary or Term Employment

Temporary or term employees are hired with an expectation to end employment upon completion of a particular project or date, which will be identified in an employment offer letter. Temporary employees may be paid an hourly wage or salary dependent upon FLSA status. Health insurance eligibility and offer of coverage is based upon length of appointment and hours worked or FTE % (full-time equivalent) in accordance with employee handbook policy. Examples employee hired in an annual contract, temporarily hired to cover a long term leave or interim vacancy of a position, or an employee hired to implement a particular project or program after which employment will end.

Student Employment

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

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

Attendance

Punctuality and regular attendance are important to the effective and efficient operation of the College. If an employee is late or absent, Coe's ability to serve its students and perform other work is affected, and an additional burden is placed on an employee's fellow workers. Unless an absence is otherwise approved under leave policies, employees are responsible for being at work and arriving on time. If an employee is going to be absent or late, it is the employee's responsibility to call their supervisor as soon as possible (but not later than one hour after the start of the workday). An employee must notify their supervisor each day they are absent, and the college reserves the right to request information regarding the necessity of the leave or ability to return to work when appropriate. When possible, planned absence should be submitted to supervisors for approval at least two weeks in advance, and 30 days for absence of 3 days or more.

Complaint/Investigation Process

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

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

However, any conduct by a staff member that meets the definition of Sexual Misconduct in the Coe College Sexual Misconduct Policy is subject to the reporting and Grievance Procedure in the Coe College Sexual Misconduct Policy. If an employee's employment or contract with Coe College is adversely affected by the hearing officer's determination in the Grievance Procedure, Coe College will, if necessary, place the employee on paid leave and conduct any contractually necessary review through the applicable process in this handbook. The written investigative summary report and determination from the hearing officer will form the basis for the Dean of Students, Title IX Coordinator, Human Resources Director, Provost, or their designee to make decisions and recommendations for staff and their employment status in addition to those mandated by the hearing officer through the Grievance Procedure.

Confidentiality

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

Informal Resolution

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

Formal Investigation Process

Upon receipt of a complaint, the Office of Human Resources, a member of administration (in consultation with the Office of Human Resources) may initiate an investigation to understand the facts and the identities of the complainant and any possible witnesses. A written statement will be requested whenever possible. The investigation may include interviews with the complainant, accused staff member, and potential witnesses, depending on the circumstances and at the discretion of the Office of Human Resources. If the information is sufficient to support the possibility that a college policy has been violated, a staff member in Human Resources will assist the senior member of administration in determining the appropriate outcome to ensure consistency across the College. If the investigation may warrant termination of employment, the President and the Director of Human Resources must approve this decision prior to implementation. Whenever possible, the investigation and proceedings will be conducted in a way to protect the confidentiality of the parties involved.

Outcome of Investigation

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

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

Appeal

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

Employee Injury

If an employee is injured at work, they should first seek emergency medical care if the injury is severe or requires immediate attention. After receiving medical treatment, the employee must promptly report the incident to their supervisor. It's also important for the employee to contact

Travelers' nurse service to document the injury and ensure proper follow-up. This process helps in managing the claim effectively and ensures that the incident is officially recorded for future reference. Additional information on work injuries is outlined on MyCoe.

Flexible Work Arrangement Guidelines

A flexible work arrangement (FWA), including telecommuting or alternative work locations or hours, is defined as working at a place other than the employee's assigned on-campus workspace or scheduling outside of regular business hours. Coe College supports both temporary and continuing FWAs that optimize productivity, provide excellent service to campus and retain valued employees. Proposed FWA must be discussed with and approved by the requesting employee's immediate supervisor and documented by Coe College Human Resources. The range of flexibility allowed is dependent upon each position's required duties. This document covers hybrid work, flexible schedules, compressed work week and remote work. Generally, fully remote work will not be approved without extraordinary circumstances and is unlikely to be approved on a continuing basis.

Supervisors and employees should work together to devise flexible work arrangements that serve the institution and support the employee simultaneously. Supervisors reserve the right to ask that employees be physically present in the office on any given day for meetings, special events or other circumstances that require their presence on campus. Supervisors should outline expectations for recurring on-campus commitments such as staff meetings or special events in writing.

Employees who are granted FWA must continue to meet direct, quantifiable goals that further the overall goals of their assigned work unit. If at any time goals are not met, a FWA could be suspended. Having a specific type of work arrangement is not a right of employment. Work arrangements are established at the discretion of the employing unit and may be subject to change at the discretion of the unit.

Certain types of work arrangements are not appropriate for all positions or in all campus settings. Coe College is an organization with diverse work environments, many of which require specific staffing patterns to function effectively. In addition to workplace needs, health and safety considerations may preclude a specific work arrangement.

All FWAs will need to answer the following affirmative statements, in order to be considered for approval. Employees will submit a FWA individual agreement to their supervisor, and the supervisor will send it to HR to approve.

1. The work arrangement is supportive of the residential campus experience.
2. The work arrangement maintains or enhances service delivery to students, visitors, employees and stakeholders.
3. The work arrangement is in alignment with the functions of the position.
4. The employee's past performance indicates that the arrangement will be successful.

Units may list additional criteria established by the organizational unit based on business needs.

Other Expectations:

- FWAs are not a substitute for child or elder care. Employees should arrange for care in the same manner as if they were coming to the office.
- If an employee is sick, they should not use that as a FWA day, but rather a sick day.
- Employees must continue to conduct themselves in alignment with Coe's values and mission at all times.
- Employees must be available during their regular agreed upon business hours as stated in their FWA to conduct college business without distraction.
- Employees working remotely will need a reliable phone and a dependable internet connection, both of which are the financial responsibility of the employee.
- Employees working remotely must maintain a safe and efficient workspace.
- Supervisors must ensure coverage of essential unit functions during normal business hours.
- FWA may be adjusted upon request and approved by a staff member or by a staff supervisor as a business necessity.
- FWA must be reviewed regularly and adjusted, reapproved or terminated as needed.
- Employees working remotely must follow the expectations outlined in the [Employee Work from Off-Campus Technology Policy](#).
- Some positions require employees to be in a position to get to campus quickly if needed, therefore the FWA agreement may include specific details regarding the location of the employee's FWA workspace.

The need for temporary flexibility is NOT a flexible work arrangement. Temporary situations are typically two weeks or less in length, and addressed by employee and supervisor at the time of emerging need and no documentation or further authorization is required.

Neither this guideline nor any formalized work arrangement can supersede or contradict the terms and conditions of any union contracts and/or the appropriate administration and use of vacation and sick leave credits as defined by Coe College policy.

[Individual Agreement Form](#)

New Employee Required Information

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

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

Human Resources will store application materials and a job description for all positions. See Personnel File Access policy, from the Staff Handbook, for additional information.

Overtime

Non-exempt Employees (Hourly)

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

Additional information related to overtime:

- Working overtime must be authorized in advance by an employee's supervisor.
- Holiday hours will be counted as hours worked to compute overtime. Vacation and Sick hours are not counted as hours worked to compute overtime.
- Exempt employees are generally ineligible for overtime pay unless expressly notified.

Payroll Information

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

Pay Periods

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

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

Direct Deposit

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

Any delays in processing by the employee's financial institution are not the responsibility of Coe College. Coe College will not re-issuing a check until three (3) working days have lapsed.

Payroll Deductions

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

Annual Wage Review

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

Personnel File Access

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

Promotion and Transfer

Coe College is committed to promoting current employees to fill vacancies when their qualifications meet the necessary criteria, which will be based on objective standards. If multiple staff members within a department are eligible for a promotion, department leaders will notify those employees to allow them the chance to express their interest. The College reserves the right to transfer its employees to different jobs in different departments.

Recording Work Time and Breaks

Non-Exempt Employees (Hourly)

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

Exempt Employees (Salary)

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

Breaks

Breaks are provided for shifts lasting 4 hours or more and are prorated according to the guidelines below. Break time cannot be used to make up for time away from work, cannot be accumulated, and cannot be taken at the beginning or end of a shift to shorten the workday.

For an 8-hour shift, employees are entitled to two 15-minute rest periods. The timing of these breaks must be approved by the employee's supervisor. To ensure adequate office coverage, break schedules within a department may be staggered.

The 30-minute paid lunch period is not considered as hours worked. However, 15-minute breaks taken during a four-hour work period can be combined to create a paid 30-minute lunch break, which will count as time worked. Supervisors must approve the scheduling of all break times.

Separation from Employment

When an employee voluntarily resigns, they are asked to provide their supervisor with a written notice at least two weeks before their final day of work. Employees who meet this notice requirement will be regarded as resigning in good standing and are generally eligible for rehire. Human Resources will typically arrange an exit meeting on or before the employee's last day to retrieve company property and discuss final pay. If applicable, details regarding benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be mailed to the employee's home address.

The College reserves the right to terminate an at-will employee's employment at any time. In the event of involuntary separation, the employee will receive written notification, except in cases where the termination marks the end of a specified term of employment.

Work Schedule

The work week begins on Sunday, and ends on Saturday. The standard full-time work week is forty (40) hours. The standard workday is eight (8) hours, typically 8:00 am to 4:30 pm, plus a thirty (30) minute unpaid lunch period. Any modifications to this schedule will be determined by an employee's supervisor.

Benefit Information

Overview

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

Eligibility for Coe's employee benefits is dependent upon a variety of factors, including employment status and type. The policies below outline employee benefits in a general manner. Final determination of eligibility and benefits will be made in accordance with actual plan descriptions, insurance booklets, or legal documentation which describes the plans or policy.

Benefit Eligibility

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

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

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

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

Full-time Status

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

Part-time Status

Part-time employment is defined as working less than 30 hours per week or 75% FTE for benefit purposes. Part-time employees who average between 20 and 29 hours per week over 12 months, work 1,000 hours in a calendar year, or 50-74% FTE are eligible for sick leave, vacation, retirement matching contributions, and all federally or state mandated benefits (e.g. Worker's Compensation, unemployment insurance, social security contributions), at pro-rated amounts. Part-time employees working less than 20 hours are eligible for federally or state mandated benefits and are eligible to make retirement contributions without the benefit of the employer match.

Temporary, Seasonal and Student Status

Temporary, seasonal and student employees are not generally eligible for organizational benefits unless otherwise specified in writing. However, if it is estimated upon offer of employment that an employee will work more than 30 hours per week in accordance with the benefit eligibility policy, or if it is determined after an employee is working that average work hours exceed 30 hours, benefits will be offered. Temporary and Seasonal employees eligible to make retirement contributions without the benefit of the employer match. Students are exempt from participating in the retirement plan.

Establishing Benefit Eligibility for Variable Hour and Part-time Employees

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

Relevant ACA Terms

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

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

Continuation of Benefits (Cobra)

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

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

Retiree Continuation of Benefits

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

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

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

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

Domestic Partner Benefits

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

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

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

Employee Assistance Program (EAP)

All employees are eligible for the Employee Assistance Program offered by Coe College. EAP services include six (6) free, confidential counseling sessions each fiscal year for personal, family, financial or employment concerns. Coe College sponsors the benefit but does not receive any information that would identify employees who utilize the benefit.

Flexible Spending Account (FSA)

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

Medical flexible spending account

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

Dependent care flexible spending account

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

Life and AD&D Insurance

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

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

Supplemental life and AD&D insurance

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

Long Term Disability Insurance (LTD)

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

Additional information

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

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

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

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

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

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

Medical, Dental and Vision Insurance

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

Retirement Plan

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

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

- Coe College contributes a set rate of base salary to each employee that contributes a minimum of 3% of base salary. The set rate is made at the discretion of the college and is referred to as the employer match.
- There is a one year waiting period for the employer match contribution, and an employee must have worked 1,000 hours or more in a 12-month period in order to complete this waiting period. The waiting period is waived for a new Coe College employee that has worked 1,000 hours at another higher education institution in the last 12 months. In this case, the employee completes the **WAIVER FOR RETIREMENT PLAN WAITING PERIOD** form, and the Employer matching contributions will begin the month following receipt of the completed form by the employee's former employer.

All contributions to the retirement plan, employee or employer, are 100% vested immediately, and all benefits are available to the employee upon separation from the College. For more information, review the IAICU MEP 403(b) Retirement Plan summary located on MyCoe or contact Human Resources.

Travel Insurance

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

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

Eligibility requirements

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

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

Tuition Exemption

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

Tuition exemption will apply toward tuition charges for regular credit courses offered by Coe College beginning with the first term following an employee's benefit eligible start date. Eligible courses include undergraduate courses in the regular college program and evening and summer school courses. If the employee is degree seeking, they must be accepted for admission to the College.

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

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

Full-time Employees

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

Dependent Children of Employees

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

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

Spouses of Employees and Domestic Partners of Employees

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

Tuition Exchange Among ACM Colleges

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

The National Tuition Exchange (NTE)

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

Benefits for Children of Deceased Employees

The tuition exemption policy applies to dependent children of full-time administrative or support staff employees who died while in service to the College and who had been employed by the College for a minimum of seven (7) consecutive years prior to death. Dependent children must meet the criteria as outlined in the Dependent Children of Employees section above and have been 12 years of age or older at the date of death of the employee.

Retired Employees

Retirees who hold ongoing, full-time positions prior to retirement and worked full-time for Coe at least 7 years qualify for the Coe tuition exemption benefit. Dependent children must meet the criteria as outlined in the Dependent Children of Employees section above.

Paid Time Off and Leaves of Absence

Funeral/Bereavement Leave

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

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

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

Holidays

All staff employees, who work a 50% position or greater, are eligible for paid holidays. Holidays are paid at 8 hours for full-time employee, and prorated based on full-time equivalency for all other employees (i.e., 75% FTE = 6 hours of holiday pay).

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

- New Year's Day
- Easter Floating Holiday (choose one; Good Friday or Monday after Easter)
- Memorial Day
- Juneteenth
- July 4th
- Labor Day
- Veteran's Day (for active military and veteran status employees)**
- Thanksgiving Break (Thanksgiving day, plus Wednesday before & Friday after)
- Christmas Eve and Christmas Day *
- New Year's Eve and New Year's Day*
- Birthday Holiday

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

**** Birthday Holiday is a time to celebrate your special day. Request any day off during your birthday month, and mark it as a holiday on your timecard. This is a use it or lose it paid holiday.

****Veteran's Day Holiday** is a paid holiday dedicated to honoring our veterans for their courageous service. Both salary and hourly employees who are eligible to receive this day off with pay. TO ensure proper staffing levels, we request that all eligible employees submit their leave request to their supervisor by November 1st.

Eligibility includes: Active Duty Armed Forces
 Selected Reserves
 Reserve and National Guard Members on active duty more than 30 days
 ROTC

For further details please refer to Veterans Affairs Definitions: <https://www.legis.iowa.gov/docs/code/35.1.pdf>

Additional information regarding holidays:

- **Holiday Observance:** Holidays may be observed on days different from their actual dates. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If it falls on a Sunday, it will be observed on the following Monday.
- **Holiday Pay for Hourly Employees:** Hourly staff working on a holiday will receive straight-time pay in addition to their regular wages or salary. For overtime calculations, holidays are considered as hours worked.
- **Holidays During Vacation:** If a holiday falls within an employee's vacation period, the day will not be counted as a vacation day.
- **Religious Observances:** Employees needing time off for religious practices or holidays not scheduled by the College should discuss their needs with their supervisor. Depending on business requirements, employees may be able to work on a scheduled holiday and take time off on another day, switch days with a colleague, use vacation time, or take unpaid leave. The College will make reasonable efforts to accommodate religious observances.

Jury Duty/Court Appearance

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

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

Employees are expected to work as much of their regularly scheduled hours as jury duty permits but no more than eight hours per day, when combining jury duty service and performance of work duties.

Employees are responsible for managing their time away from work for personal court appearances. Vacation time should be used for this purpose.

Military Leave

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

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

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

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

Maternity Leave

A mother can use a combination of accrued sick time and available vacation for the birth of a child, for prenatal care and incapacity related to pregnancy, and for her own serious health condition following the birth of a child. If eligible, a mother can use 12 weeks of FMLA for the birth of a child, for prenatal care and incapacity related to pregnancy, and for her own serious health condition following the birth of a child. While FMLA allows for 12 weeks of unpaid leave, an employee can supplement that leave with accrued paid sick leave and available paid vacation time off. A mother can use any accrued sick time for the number weeks medically excused by a physician (typically 6 weeks for a vaginal birth and 8 weeks for a Cesarean birth) and can use any available vacation to receive pay during the 12 weeks. If a choice is made not to return at the conclusion Family Medical Leave, over paid vacation will be paid back to the college or deducted from the employee's final paycheck.

Sick Leave and Family Sick Leave

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

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

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

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

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

Family Sick Leave

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

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

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

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

Unpaid Leaves of Absence

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

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

Prior to requesting a leave of absence, employees must exhaust available and eligible leave accruals (e.g. sick leave, family sick leave, or vacation), in accordance with College policy.

Leaves of absence approved concurrently with the Family Medical Leave Act (FMLA), Americans with Disability Act (ADA) and worker's compensation when appropriate. An approved leave of absence implies that the same or similar position will be held open or made available to the employee upon their return to work. Vacation and sick leave do not accrue during an unpaid leave of absence.

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

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

Vacation Time

Eligibility:

- All ongoing staff members (salaried and hourly) who work 20 hours per week or more, or hold a 50% full-time equivalent (FTE) or greater position, are eligible to earn vacation time.
- Seasonal or temporary positions, as well as roles specifically reserved for students, do not qualify for vacation benefits.
- Staff covered by collective bargaining agreements may have different benefits and should consult their specific agreement for details.

Accrual and Usage:

- Full-time, twelve-month, staff employees accrue 176 hours of vacation each fiscal year starting July 1. (equivalent to 22 days)
- Vacation is earned at a rate of 14.67 hours per month.
- For employees who start after July 1, work less than twelve months per year, or work a reduced schedule, vacation will be pro-rated.
- Eligible employees receive their full vacation balance at the beginning of the fiscal year, though it is accrued monthly based on the policy's accrual schedule.
- Vacation must be used within the fiscal year; it does not carry over annually. Employees are encouraged to use their vacation time within the fiscal year to avoid forfeiture.

Request and Approval:

- Vacation requests are subject to supervisor approval and should be scheduled to avoid forfeiture.
- Vacation cannot be converted to cash compensation in lieu of taking time off.

- Each department or work unit will determine its own vacation approval process and required notice period.
- Coe College holidays do not count against vacation time.

Insufficient Vacation Balance:

- If an employee does not have enough vacation time to cover an absence, the vacation request may be canceled.
- Any leave taken beyond available vacation time will be unpaid unless required by state or federal law. Unauthorized unpaid leave may result in disciplinary action, up to and including termination.
- Vacation does not accrue during unpaid leave exceeding six weeks.

Separation from Employment:

- Upon separation, employees will receive payment for any earned but unused vacation time as a lump sum, based on their hourly rate or equivalent and the earned monthly accrual schedule.
- Any used vacation time taken beyond earned amounts will be deducted from the employee's final paycheck.

Voting

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