



COE COLLEGE

STAFF HANDBOOK

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One Coe

It is the mission of Coe College to prepare students for meaningful lives and fulfilling careers in a diverse, interconnected world. Coe's success will be judged by the success of graduates.

We are committed to delivering upon our promise to provide each student with a singular experience through a dynamic blend of academics, mentoring, community and career integration.

- We are student-centered in purpose, collaborative in spirit and unwavering in integrity.
- We build trust and belonging through proactive communication, transparency, accountability and follow-through.
- We pursue excellence in every interaction, department and detail.
- We face challenge directly, grow continuously and adapt courageously together.
- As One Coe, every role matters and exists to recruit, retain and graduate students of Coe.
- Every interaction champion and protects the reputation of Coe.

Introduction and Handbook Disclaimer

This handbook is designed to provide employees with an overview of the general practices, resources, and benefits available at Coe College. It is intended as a guide to help employees understand the College's work environment and expectations, but it does not replace or supersede official College policies.

The most current and complete College and Employment policies are available online through [myCoe](#), and employees are responsible for reviewing and adhering to them. If any difference exists between this handbook and an official College policy, the official policy will govern.

Nothing in this handbook creates a contract of employment or alters the College's employment-at-will relationship. Employment with Coe College is at-will, meaning either the employee or the College may end the employment relationship at any time, with or without cause or notice, subject to applicable law. No representative of the College, other than the President, has the authority to enter into an agreement contrary to the at-will relationship, and any such agreement must be in writing and signed by both the employee and the President.

Employment Classification and Status

Staff positions at Coe College are divided into two broad classifications in accordance with the Fair Labor Standards Act (FLSA) and other applicable regulations. These classifications determine how hours are recorded and compensated, as well as overtime eligibility. Employees will be informed of their classification and status 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 exempt from the minimum wage and overtime provisions of the FLSA.

Employment status defines the type and expected duration of an employee's appointment with Coe College. Status also determines eligibility for organizational benefits and how the position is structured within the institution.

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 are eligible for benefits based upon full-time or part-time designation.

Full-time: 30 hours a week over at least 9 months or 75% FTE or greater.

Part-time: less than 30 hours a week or less than 75% FTE.

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 are not eligible for organizational benefits. Examples Summer camp employee or part-time coach.

Temporary or Term Employment

Temporary 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. Health insurance eligibility is based upon length of appointment and hours worked or FTE % (full-time equivalent) in accordance with College policy. Examples employee hired in an annual appointment, 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.

Student Employment

Work study student employees are subsidized by Coe College or Federal Financial Aid Program. Terms of this employment are regulated and implemented by the Financial Aid Office. Please refer to the Work Study handbook and Financial Aid Department for additional information.

Attendance

Reliable attendance and punctuality help ensure smooth operations and strong collaboration across teams. Employees are expected to be present and ready to work as scheduled. Planned time off should be requested in advance through Paycor, and unexpected absences—such as illness or emergencies—should be communicated to your supervisor as early as possible, ideally at least two hours before the start of your shift. Clear communication and responsible time management are essential to maintaining a positive work environment. Absences covered under legally protected leave—such as the Family and Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA)—will be managed in accordance with applicable laws. For full details, including leave procedures and expectations, please refer to full College policy.

Complaint/Investigation Process

Employees may report concerns about College policy violations or workplace issues to a supervisor, administrator, or HR (union members follow their contract's grievance process). Complaints may be resolved informally if both parties agree and no policy violation is suspected. Serious concerns may trigger a formal investigation by HR and administrators, including interviews and written statements, with outcomes ranging from no action to written warnings, suspension, or termination.

Confidentiality is maintained whenever possible, and retaliation is prohibited. Any party may appeal decisions within 30 days, with the President or an appointed panel issuing the final decision. Employees should refer to the full Complaint and Investigation Policy online for additional details, as well as the [Harassment and Anti Bullying policy](#) and the [Sexual Misconduct Policy](#).

Employee Work Injury

If you are injured while performing your job duties, promptly report the injury to your supervisor and the Human Resources Office. If the injury is life-threatening or requires immediate emergency assistance, call 911 first. After reporting the injury, contact the Travelers Nurse Line at 855-310-6630 as soon as possible. A registered nurse will assist with completing the initial injury report, assess your condition, and direct you to the appropriate medical care. Depending on the nature of the injury. Employees must keep their supervisor and the Human Resources Office informed of any work restrictions, or changes in their medical status. Medical restrictions and any return-to-work release from the treating healthcare provider must be submitted to Human Resources.

Flexible Work Arrangement Guidelines

Coe College supports flexible work arrangements (FWAs), including hybrid schedules and remote work, when they align with institutional goals and department responsibilities. FWAs must be discussed with the employee's supervisor and approved by Human Resources through a formal agreement process. These arrangements are not guaranteed and may be adjusted or discontinued based on performance, operational needs, or changes in role or location. Fully remote work is rarely approved on a continuing basis. Any proposed work arrangement involving an out-of-state location must be reviewed and approved in advance by Human Resources to ensure proper tax setup, legal compliance, and operational feasibility. Employees approved for FWAs are expected to maintain high performance, be available during agreed hours, and ensure proper work conditions. FWAs are not a substitute for caregiving and are subject to regular review. For full policy details and eligibility criteria, please refer to the Flexible Work Arrangement Guidelines available online.

Lactation Accommodation

Designated lactation spaces are available in Upper Gage Memorial Union (key available at the Box Office) and the Family Room located off the Kohawk Arena Main Concourse in the Athletics and Recreation Complex. Employees are responsible for leaving these spaces clean after use. The College is committed to providing a supportive environment free from harassment, hostility, or interference with an employee's lactation needs. For additional information or assistance with accommodations, please contact Human Resources.

New Employee Required Information

All new staff must return a signed offer letter and successfully complete a background check before starting work. Employees must pass a criminal background check and any other required screenings per College policy. Onboarding is completed through Paycor, which guides employees through required forms and documentation. Within the first three days, new hires must complete: Employee Information Form, Federal and State Tax Withholding forms (W-4 and applicable state form), Form I-9, and Direct Deposit Authorization. HR maintains application materials and job descriptions; see College policy for details on employee records.

Overtime

Non-exempt (hourly) employees may occasionally be required to work overtime. In accordance with the Fair Labor Standards Act (FLSA), overtime is paid at one and one-half times the employee's regular hourly rate for all hours worked over 40 in a workweek. As an added benefit, the College also includes holiday, vacation, and sick leave hours in this calculation when determining overtime eligibility. Time off in lieu of overtime may be allowed with supervisor approval. All overtime must be authorized in advance. Exempt employees are generally not eligible for overtime unless specifically notified.

Payroll Information

Pay Periods: The pay period starts on Monday and runs through Sunday. Employees are paid bi-weekly, every other Friday, for the prior two weeks. If a payday falls on a holiday, payment is issued the prior business day. Payroll adjustments, such as overtime or unpaid leave, are typically processed in the following pay period.

Direct Deposit: Paychecks are directly deposited. Employees must submit or update direct deposit information through Paycor before the payroll cutoff of midnight the Monday proceeding the payday. Pay stubs are accessible via Paycor. Manual or paper checks may be issued in rare or certain circumstances. The College is not responsible for delays caused by financial institutions and will not reissue a check until three business days have passed from issue date of pay.

Payroll Deductions: Legally required deductions are automatic. Additional approved deductions, such as donations or deposits, may be requested in writing through HR or the Advancement Office.

Personnel File Access

The Human Resources department maintains all employee files, which are considered confidential. Supervisors may only access information that is not confidential. Employees have regular access to their personal employment information through Paycor, which serves as the primary system of record. In addition, current and former employees may request to view or make copies of their full personnel file. Access will generally be provided within three (3) business days of the request, unless state law requires a different timeline. All reviews must take place in the Human Resources department, and files may not be removed from the department. Representatives of government or law enforcement agencies, when acting within their official duties, may be granted access to employee file information.

Promotion and Transfer

Coe College is committed to supporting the growth and advancement of its employees. Whenever possible, vacancies will be filled by qualified current employees, based on objective criteria. If more than one staff member within a department meets the qualifications for a promotion, department leaders will inform those employees and provide an opportunity for them to express interest. The College also reserves the right to transfer employees to different positions or departments as needed to meet institutional needs.

Recording Work Time and Breaks

Exempt Employees (Salary)

Exempt employees maintain their timecards in Paycor and are responsible for recording all leave time, including sick, vacation, and other leave. Timecards must be reviewed and approved by 11:00 PM on the Monday preceding payday. Approval serves as the employee's verification that the timecard is accurate.

Non-Exempt Employees (Hourly)

Non-exempt employees must clock in and out for all hours worked and record any leave taken, such as sick, vacation, or other leave, using Paycor. Employees are responsible for ensuring that their timecards accurately reflect hours worked and leave taken. Timecards must be reviewed and approved by 11:00 PM on the Monday preceding payday. Approval serves as the employee's verification of accuracy.

Breaks

Employees scheduled to work four (4) or more consecutive hours are eligible for paid rest breaks. The College provides up to 30 minutes of paid break time during a full workday. Paid breaks may be taken separately throughout the day or with supervisor approval, combined with the employee's lunch period when operational needs allow. Breaks may not be taken at the beginning or end of the workday. Supervisors may adjust break schedules to ensure adequate department coverage.

Work Schedule

The standard work week begins on Monday and ends on Sunday. A full-time schedule is 40 hours per week, with an eight (8) hour workday, typically from 8:00 AM to 4:30 PM, including a 30-minute unpaid lunch period. In some departments, employees may be approved to combine paid break time with their lunch period. Alternative work schedules may be approved by the employee's supervisor based on departmental and operational needs. Union-represented employees should follow the provisions outlined in their collective bargaining agreement, which may differ from the above.

Resignation and Separation of Employment

Employees who choose to voluntarily resign are required to provide their supervisor with written notice at least two (2) weeks prior to their final working day. For leadership roles or other key positions, a four (4) week notice period is preferred to support a smooth transition. Employees who meet the notice requirement will be considered as having resigned in good standing and are generally eligible for rehire.

All College property, including keys, ID badges, electronic devices, and other materials, must be returned to the employee's supervisor no later than their final day of work.

As an at-will employer, the College reserves the right to terminate employment at any time, with or without cause or notice, subject to applicable law. When performance or conduct concerns arise, the College generally follows the Corrective Action policy to provide employees with an opportunity to improve before involuntary separation is considered. However, the College reserves the right to determine the appropriate level of corrective action, including immediate termination when warranted.

Smoke Free Campus

In accordance with Iowa's Smoke Free Air Act, smoking is prohibited in all Coe College buildings and on College property, including outdoor grounds and parking lots. This policy applies to all employees, students, and visitors and includes, but is not limited to, cigarettes, e-cigarettes, vaporizers, hookahs, cigars, and similar products. Smoking is permitted on public sidewalks outside College property.

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.

Workplace Attire and Appearance

Coe College maintains a business casual dress environment. Employees are encouraged to show their Kohawk pride by wearing Coe-branded apparel. Clothing displaying the name or logo of another college or university is not permitted during work hours. Employees should consult their supervisor or department-specific appearance policy for any additional dress or safety requirements.

Employee Benefit Information

Coe College offers a comprehensive benefits program designed to support the health, financial well-being, and work-life balance of eligible employees. Certain benefits, including Social Security, workers' compensation, and unemployment insurance, are provided in accordance with federal and state law.

Benefit eligibility is based on an employee's employment status, scheduled hours, job classification, and the terms of each benefit plan. Employees who are eligible for College-sponsored benefits will receive enrollment information from the Office of Human Resources upon hire.

Benefit coverage generally begins on the first day of the month following the employee's date of hire. Employees whose employment begins on the first day of the month are generally eligible for coverage on their hire date. Benefit elections must be completed within the enrollment period established by Human Resources.

This handbook provides a general overview of employee benefits. Official plan documents, insurance contracts, and applicable laws govern all benefit plans and will control in the event of any inconsistency with this handbook. Coe College reserves the right to amend, modify, or discontinue any benefit plan at any time, except as otherwise required by law.

Continuation of Benefits (COBRA)

Employees and eligible dependents may have the opportunity to continue certain group health benefits following a qualifying event under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Human Resources will provide required notices and information regarding continuation coverage when applicable.

Retiree Continuation of Benefits

Eligible retirees (minimum age 57, 10 years of service, and 10 consecutive years on Coe's health plan) may continue medical, dental, vision and life insurance coverage at their expense.

Domestic Partner Benefits

Qualified domestic partners may enroll in medical, dental, and vision insurance on an after-tax basis unless common-law marriage status applies. Employees and domestic partners must file an affidavit with Human Resources. Domestic partners also have access to the Employee Assistance Program (EAP), campus facilities, and tuition benefits. Family leave may be used to care for a domestic partner or their dependent child.

Employee Assistance Program (EAP)

All employees are eligible to participate in the Coe College Employee Assistance Program (EAP). This confidential resource provides up to six (6) free counseling sessions per fiscal year for concerns related to personal, family, financial, or work-related issues. The program is fully sponsored by Coe College, and no identifying information is shared with the College regarding participation.

Flexible Spending Accounts (FSA)

Full-time employees, as defined by Coe College benefit eligibility, are eligible to participate in flexible spending accounts (FSAs) for health and dependent care expenses. FSAs allow employees to set aside pre-tax dollars to cover qualified expenses as defined by the IRS. Employees should carefully estimate expenses, as unused funds remaining at the end of the plan year are forfeited.

Medical FSA

Employees may contribute up to the IRS annual maximum in pre-tax dollars to cover eligible medical, dental, vision, and prescription expenses not reimbursed by insurance. Contributions are deducted equally from each paycheck and reimbursements for qualifying expenses are tax-free.

Dependent Care FSA

Employees may contribute pre-tax dollars, up to the IRS annual limit, to pay for eligible dependent care expenses. Funds are deducted from each paycheck and can be used to reimburse costs for qualified child or dependent care, in accordance with IRS regulations.

Life and Accidental Death & Dismemberment Insurance

Full-time employees are eligible for group term life and AD&D insurance, both fully funded by Coe College. Coverage begins on the first day of the month following benefit eligibility or immediately if the hire date is the first of the month. The life insurance benefit is equal to the employee's estimated annual salary, rounded to the nearest thousand dollars. AD&D benefits provide additional financial support in the event of accidental death or qualifying injury, up to the same coverage amount.

Supplemental Life and AD&D Insurance

Employees may purchase additional coverage for themselves, their spouse or domestic partner, and dependent children. This voluntary benefit is offered through payroll deduction and is subject to guaranteed issue limits and carrier approval.

Long-Term Disability Insurance (LTD)

Full-time employees are eligible for group long-term disability insurance, fully funded by Coe College. Coverage begins on the first of the month following benefit eligibility and continues through the end of the month in which employment ends. The plan provides 60% of the employee's base monthly earnings, up to a maximum of \$8,000 per month, after a 180-day waiting period.

Key provisions include:

- Pre-existing conditions may be excluded during the first 12 months of coverage.
- "Disability" is defined as the inability to perform essential duties of one's regular occupation.
- Eligible employees who have maintained LTD coverage for at least 12 months may convert their policy upon separation.

Employees approved for LTD benefits will separate from employment upon exhaustion of all available paid leave and FMLA, unless another unpaid leave is approved. Health insurance continuation may be available under COBRA, and Coe College will pay the employer portion of the premium during the COBRA period if:

- The employee has ten or more years of service
- The employee is age 57 or older
- The employee was covered under the College's health plan for the last seven (7) consecutive years

Employer-paid COBRA will end upon the earliest of the following:

- Premium non-payment;
- Attainment of age 65;
- Medicare or Medicaid eligibility;
- Termination of the plan; or
- Expiration of the COBRA period.

Medical, Dental, and Vision Insurance

Full-time employees are eligible for group medical, dental, and vision insurance benefits. Employees must elect coverage upon hire, during a qualifying life event, or during the annual open enrollment period. Details of plan options, coverage levels, and premiums are provided in the annual benefits guide and available through the Office of Human Resources.

Retirement 403b Plan

All employees (excluding student employees) are eligible to participate in Coe College's 403(b) retirement plan by contributing a portion of their salary on a Roth or pre-tax basis. After completing one year of service, employees working or expected to work at least 1,000 hours per calendar year are eligible for the employer matching contributions. Employees may waive this waiting period if they have completed 1,000 hours at another institution of higher education within the past 12 months and provide verification using the waiver form.

Key features include:

- New Employees can begin contributions before they are match eligible
- Coe College contributes a 2% match when an employee elects a 3% contribution or more.

- Contributions, both employee and employer, are 100% vested immediately.
- Benefits remain with the employee upon separation from the College.
- Coe offers free financial advising with HUB

Additional plan details are available in the IAICU MEP 403(b) Retirement Plan Summary, located on MyCoe or by contacting Human Resources. A link to schedule virtual appointments with HUB is also located on My Coe.

Tuition Exemption

Coe College supports the educational goals of eligible employees and their families by offering tuition benefits through the Coe College Tuition Exemption Program and participation in the Associated Colleges of the Midwest (ACM) Tuition Remission Program and the National Tuition Exchange (NTE) Program.

Coe College Tuition Exemption

Employees who are regularly scheduled to work an average of at least 30 hours per week for nine (9) months or more each year (75% FTE or greater) are eligible for tuition exemption for eligible credit-bearing courses offered by Coe College beginning with the first academic term following their benefit-eligible hire date. Employees pursuing a degree program must meet the College's admission requirements, and participation must be approved by the employee's supervisor to ensure classes do not interfere with work responsibilities.

Eligible dependent children of full-time employees may receive full undergraduate tuition exemption at Coe College while pursuing their first bachelor's degree. Eligible spouses or domestic partners may receive a 50% tuition exemption for eligible Coe College courses.

Tuition exemption applies only to tuition charges and does not include room and board, books, course fees, activity fees, or other educational expenses. Tuition benefits are limited to the equivalent of eight (8) full-time semesters. If employment ends, tuition exemption continues only through the academic term in which the employee separates from the College.

Tuition Exchange Programs

College participates in the Associated Colleges of the Midwest (ACM) Tuition Remission Program and the National Tuition Exchange (NTE) Program. These programs provide eligible dependent children with the opportunity to apply for tuition benefits at participating colleges and universities.

Participation in the ACM and NTE programs is governed by the policies, eligibility requirements, application procedures, deadlines, and availability established by the respective programs and participating institutions. Acceptance into either program is not guaranteed. Employees interested in these programs should contact the Office of Financial Aid for current eligibility requirements, application procedures, and deadlines.

Continued Eligibility

Eligible dependent children of employees who retire from ongoing full-time employment may continue to qualify for tuition benefits in accordance with College policy. Eligible dependent children of employees who die while actively employed may also remain eligible for tuition benefits. In both cases, eligibility is subject to the College's tuition benefit requirements and any applicable program guidelines.

General Eligibility

Eligibility for tuition benefits is subject to College policy and the terms of the applicable program. Employees and eligible family members are responsible for meeting admission requirements and completing all required tuition benefit, financial aid, and other applicable forms by published deadlines.

Questions regarding tuition benefits, eligibility requirements, or the ACM and NTE programs should be directed to the Office of Financial Aid or the Office of Human Resources.

Paid Time Off and Leaves of Absence

Coe College provides a range of paid and unpaid leave options to support employees' personal, family, and civic needs. Eligibility, accrual, and usage vary by employee classification and appointment status. Employees are encouraged to review this section and consult Human Resources for guidance on specific situations.

Funeral/Bereavement Leave

All employees are eligible for bereavement leave. Employees may receive up to five (5) paid workdays following the death of an immediate family member, including a spouse or domestic partner, child or stepchild, parent, or sibling. Employees may receive up to three (3) paid workdays following the death of a grandparent, parent-in-law, sibling-in-law, or other family member as approved by the College. Additional time away from work may be approved through the use of available vacation leave or unpaid leave with supervisor approval.

Holidays

Regular staff employees working greater than 50% FTE are eligible for paid holidays. Full-time employees receive eight (8) hours of holiday pay for each observed holiday. Eligible part-time employees receive holiday pay on a prorated basis according to their FTE. Hourly employees who are required to work on an observed holiday will receive their regular wages for hours worked in addition to applicable holiday pay. Paid holidays are considered hours worked when calculating overtime. If a holiday falls on Saturday, it will be observed Friday. If a holiday falls on Sunday, it will be observed Monday.

Observed Holidays:

- New Year's Day
- Easter Floating Holiday (Good Friday or Monday after Easter)
- Memorial Day,
- Juneteenth,
- Independence Day (July 4)
- Labor Day,
- Veteran's Day**
- Thanksgiving Break (Wednesday before, Thanksgiving Day, Friday after)
- Winter Holiday Break-Christmas Eve through New Year's Day
- Birthday Floating Holiday (one day during month of birthday).

Veteran's Day is provided to employees with qualifying active military or veteran status, including Active Duty, Selected Reserve, National Guard members serving more than 30 consecutive days, and eligible ROTC participants. Employees requesting Veteran's Day leave should notify their supervisor by November 1.

Beginning with the Friday before Memorial Day and continuing through the first Friday in August, College offices close at 2:00 p.m. on Fridays as part of the College's Summer Friday schedule. Eligible employees will be paid for their regularly scheduled hours and are not required to use accrued leave for the early office closure.

Jury Duty / Court Appearance

Employees who receive a jury summons must notify their supervisor as soon as possible and provide a copy of the summons upon request. Employees serving on jury duty will retain all employment rights and will receive their regular wages in addition to any compensation provided by the court.

Employees are expected to report to work for any portion of their regularly scheduled workday when they are not required to be present for jury service. The combined hours of jury duty and work are not expected to exceed the employee's regularly scheduled workday.

Time away from work for personal court appearances that are unrelated to jury service is not covered under this policy and must be charged to available vacation leave or, if vacation is unavailable, unpaid leave, unless otherwise required by law

Military Leave

Employees who are called to military service or required to attend military training must notify their supervisor and the Office of Human Resources as soon as practicable. If the employee is unable to provide notice, a family member or other appropriate representative may do so on the employee's behalf.

Eligible full-time employees attending required military reserve or National Guard training may receive a salary supplement for up to two (2) weeks per fiscal year in accordance with College policy.

Employees returning from qualified military leave will be reinstated to employment with the seniority, pay, benefits, and other employment rights provided under applicable federal and state law. Employees are expected to report back to work or apply for reemployment within the timeframes established by law. Failure to do so may be considered a voluntary resignation.

Military leave and reemployment rights are administered in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and other applicable laws.

Maternity and Parental Leave

Employees who are absent from work due to pregnancy, childbirth, prenatal care, or postpartum recovery must use available sick leave and any accrued vacation leave in accordance with College leave policies. Eligible employees may also qualify for up to twelve (12) weeks of unpaid leave under the Family and Medical Leave Act (FMLA). Accrued paid leave may be used concurrently with FMLA leave, as permitted by College policy and applicable law.

The College generally recognizes a typical recovery period of six (6) weeks following a vaginal delivery and eight (8) weeks following a Cesarean delivery, unless a healthcare provider certifies a different period. Eligible employees may use available vacation leave for any remaining approved FMLA leave.

Employees are expected to notify the Office of Human Resources as early as practicable to coordinate leave, discuss any workplace accommodations, complete required FMLA documentation, and establish a return-to-work plan. Medical certification may be required.

If an employee does not return to work following leave, the College may recover paid leave advanced beyond the employee's accrued balance through payroll deduction from the final paycheck or other lawful means, as permitted by applicable law.

Sick Leave

Ongoing staff employees who are regularly scheduled to work 21 hours per week or greater than 50% FTE are eligible to accrue sick leave. Full-time employees accrue sixteen (16) hours of sick leave per month, while eligible part-time employees accrue sick leave on a prorated basis according to their FTE. Sick leave may be accrued to a maximum of 1,040 hours, prorated for part-time employees. Sick leave does not accrue during unpaid leaves of absence and is not paid upon separation from employment.

Sick leave may be used for an employee's personal illness, injury, medical or dental appointments, or other qualifying health-related absences that occur during the employee's regularly scheduled work hours. Paid sick leave is considered hours worked for purposes of calculating overtime, as provided by College policy.

Employees who have accumulated more than 960 hours of sick leave may elect to convert excess sick leave to vacation leave once each fiscal year. Sick leave may be exchanged at the rate of one (1) day of vacation for every five (5) days of sick leave exchanged, up to a maximum of two (2) vacation days per fiscal year. The maximum exchange for eligible part-time employees will be prorated based on FTE.

Family Sick Leave

Eligible employees may use accrued sick leave to care for an immediate family member, including a spouse or domestic partner, child, parent, sibling, or parent-in-law, for up to ten (10) workdays per fiscal year.

Employees who are the primary caregiver for a foster or adopted child entering the home may use up to fifteen (15) workdays of accrued sick leave during the fiscal year.

Employees who are approved for leave under the Family and Medical Leave Act (FMLA) to care for a family member with a serious health condition may use up to an additional twenty (20) workdays of accrued sick leave per fiscal year, as permitted by College policy.

Use of family sick leave is limited to an employee's accrued and available sick leave balance and will run concurrently with FMLA leave when applicable.

Vacation

Ongoing staff employees who are regularly scheduled to work more than 20 hours per week or greater than 50% FTE are eligible to accrue vacation leave. Seasonal, temporary, and student employees are not eligible for vacation benefits. Employees covered by a collective bargaining agreement will receive vacation benefits in accordance with the applicable agreement.

Full-time, twelve-month employees accrue one hundred seventy-six (176) hours (twenty-two [22] days) of vacation each fiscal year through biweekly payrolls. Eligible part-time and partial-year employees accrue vacation on a prorated basis according to their FTE and appointment. With supervisor approval, employees may use vacation before it is fully accrued, provided the amount used does not exceed the employee's **annual** vacation entitlement.

Vacation leave is intended to be used during the fiscal year in which it is earned. Unused vacation may not be carried over from one fiscal year to the next unless otherwise approved by the College. Employees are encouraged to work with their supervisors to schedule vacation in advance to meet both personal and departmental needs.

Upon separation from employment, employees will be paid for earned but unused vacation leave in accordance with College policy. If an employee has used more vacation than was earned at the time of separation, the value of the unearned vacation may be deducted from the employee's final paycheck, as permitted by applicable law.