



COE COLLEGE

STAFF HANDBOOK

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.

Introduction and Handbook Disclaimer.....	2
Employment Status and Classification	2
Attendance	3
Complaint/Investigation Process	4
Employee Injury	4
Flexible Work Arrangement Guidelines	4
New Employee Required Information.....	4
Overtime.....	5
Payroll Information	5
Personnel File Access.....	5
Promotion and Transfer.....	6
Recording Work Time and Breaks	6
Resignation and Separation of Employment	7
Benefit Eligibility	7
Continuation of Benefits (Cobra)	8
Domestic Partner Benefits.....	8
Employee Assistance Program (EAP).....	9
Flexible Spending Account (FSA)	9
Life and AD&D Insurance.....	9
Long Term Disability Insurance (LTD).....	9
Medical, Dental and Vision Insurance	10
Retirement Plan	10
Travel Insurance	11
Tuition Exemption.....	11
Funeral/Bereavement Leave	13
Holidays	Error! Bookmark not defined.
Jury Duty/Court Appearance	13
Military Leave	14
Maternity Leave.....	14
Sick Leave and Family Sick Leave.....	15
Unpaid Leaves of Absence	15
Vacation Time	15

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 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 regulations. These classifications determine how hours are recorded and compensated, as well as overtime eligibility. Employees will be informed of their classification 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. Employees will be notified of their employment status at the time of hire.

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.

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

Part-time: Employees working 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 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. 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 the Attendance and Punctuality Policy available online.

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

In the event of a workplace injury, employees must follow a three-step process to ensure proper care and documentation. First, inform your supervisor and/or the Human Resources Office immediately to report the injury. In emergency situations, call 911 without delay. Second, contact the Travelers Nurse at 855-310-6630, who will guide you through completing the initial report and direct your medical care. Follow the care instructions provided by the nurse, which may include visiting designated healthcare providers such as MercyCare Prairie Creek or UnityPoint Health St. Luke's. Third, update your supervisor and/or Human Resources Office regarding any changes to your condition or restrictions. Employees must report medical restrictions to the HR Office and provide a doctor's release to return to work. For questions or additional assistance, contact HR at 319-399-8643 or email o-humanresources@coe.edu.

Flexible Work Arrangement Guidelines

Coe College supports flexible work arrangements (FWAs), including hybrid schedules, compressed workweeks, 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.

[Individual Agreement Form](#)

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 the College's Background Check 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 the Personnel File Access 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, prorated based on shift length:

- For an eight (8) hour shift, employees are entitled to two (2) paid 15-minute breaks.
- Breaks may not be taken at the beginning or end of a shift, or used to offset other time away from work.
- All break times require prior approval from the employee's supervisor. Supervisors may stagger breaks 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. Modifications to this schedule are determined by the employee's supervisor.

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. If applicable, information about continuing benefits under the Consolidated Omnibus Budget Re

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. The College generally follows a progressive [Corrective Action policy](#) to address performance or conduct concerns prior to considering involuntary separation, giving employees an opportunity to improve whenever possible. In cases of involuntary separation, written notice will be provided, except when separation results from the completion of a predetermined term of employment. Conciliation Act (COBRA) will be mailed to the employee's home address.

Employee Benefit Information

Coe College provides a comprehensive benefits program to eligible employees. Some benefits, such as Social Security, workers' compensation, and unemployment insurance, are required by federal and state law and apply to all employees. Coe College reserves the right to modify, add, or discontinue any benefits at its discretion, except for those required by law.

Benefit eligibility is based on factors such as employment status and job classification. This section provides a general overview; however, final eligibility and coverage are governed by official plan documents, insurance booklets, and applicable laws. Employees with questions or needing detailed information should contact the Office of Human Resources.

Benefit Eligibility

Benefit eligibility at Coe College aligns with the College policy and the Affordable Care Act (ACA). Departments estimate an employee's work schedule or full-time equivalency (FTE) over a 12-month period (excluding academic or organizational breaks) prior to hiring to determine eligibility. Employees expected to work 30 hours or more per week (or 75% FTE) are eligible for full benefits during ongoing, annual, and certain temporary appointments.

Benefit coverage generally begins the first day of the month following hire, or immediately if employment begins on the first day of the month. Employees must submit their benefit elections within 30 days of hire to confirm coverage.

Employee Classifications and Benefit Eligibility

- **Full-time Employees:** Defined as those working an average of 30 hours per week over at least 9 months, or 75% FTE or greater. Some benefits (e.g., vacation, sick leave) may be prorated for less than full-time hours.
- **Part-time Employees:** Defined as working less than 30 hours per week or less than 75% FTE. Those working between 20-29 hours per week or 50-74% FTE are eligible for prorated sick leave, vacation, retirement matching, and mandated benefits. Employees working fewer than 20 hours weekly are eligible for mandated benefits and may contribute to retirement plans without employer match.
- **Temporary, Seasonal, and Student Employees:** Generally, not eligible for organizational benefits unless projected to work over 30 hours weekly. Eligible temporary and seasonal employees may contribute to retirement plans without employer match. Student employees and part time athletic coaches are exempt from retirement plan participation.

Variable Hour and Part-time Employee Eligibility

Coe College uses a 12-month initial measurement period starting the first of the month following hire for variable hour and part-time employees. If average weekly hours during this period exceed 30, the employee will be offered health coverage, effective after any applicable administrative period. Coverage may end if hours fall below eligibility thresholds during subsequent measurement periods.

Affordable Care Act (ACA) Terms

- **Measurement Period:** A 3 to 12-month timeframe used to determine health insurance eligibility based on hours worked. Coe College uses a 12-month period.
- **Stability Period:** A 12-month period following the measurement period during which eligibility for health insurance remains stable, provided hours worked continue to meet thresholds.

Continuation of Benefits (COBRA)

Qualified employees and dependents may continue health, dental, and vision coverage under COBRA following qualifying events such as termination (except for gross misconduct), reduction of hours, or other life changes. Continuation coverage requires payment of full premiums. Employees are responsible for notifying Human Resources of qualifying events. Life insurance, AD&D, and long-term disability continuation may also be available; contact Human Resources for details.

Retiree Continuation of Benefits

Eligible retirees (minimum age 57, 10 years of service, and 7 consecutive years on Coe's health plan) may continue medical, dental, and vision coverage at their expense. Coverage includes spouses meeting similar criteria. Life insurance continuation is available to retirees meeting age and service requirements, with coverage limits and termination conditions outlined in plan documents.

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 the 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 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:

- Coe College contributes a 1% match when an employee contributes a minimum of 3%.
- Contributions, both employee and employer, are 100% vested immediately.
- Benefits remain with the employee upon separation from the College.

Additional plan details are available in the IAICU MEP 403(b) Retirement Plan Summary, located on MyCoe or by contacting 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 of Coe College (working an average of at least 30 hours per week over nine months per year, or 75% FTE) are eligible for tuition exemption. Qualified dependent children are also eligible to participate in the ACM Tuition Exchange and the National Tuition Exchange (NTE) programs.

Tuition exemption applies to tuition charges for regular credit courses offered by Coe College beginning with the first term following the employee's benefit-eligible start date.

Eligible courses include undergraduate courses in the regular college program, as well as evening and summer school courses. Degree-seeking employees must be accepted for admission to the College. Tuition exemption does **not** apply to room and board, activity fees, or other fees, and is limited to the equivalent of eight (8) full-time semesters. If an employee separates from the College, the tuition exemption ends at the conclusion of the term in which separation occurs.

Full-Time Employees

Current full-time employees may receive full tuition exemption, provided that class schedules do not conflict with regular work hours and responsibilities and are approved by their supervisor.

Dependent Children of Employees

Dependent children of full-time employees may receive full tuition exemption if they meet the following criteria:

- Seeking their first bachelor's degree and accepted for admission to the College.
- Began academic work at Coe before reaching age 25.
- Meet at least one of the following dependent definitions:
 - Claimed as a dependent on the employee's or spouse/domestic partner's most recent federal income tax return; or
 - Considered a dependent for federal financial aid purposes (FAFSA).
- Complete and submit a financial aid form by March 1 each year to be eligible for federal and state financial aid; Coe College does not replace funds lost due to late filing.

Dependent children are limited to eight (8) semesters. A semester/term is defined as enrollment in three (3) or more courses. Fewer than three courses in a term are accumulated toward a full semester equivalency.

Spouses and Domestic Partners

Spouses or domestic partners of full-time employees may receive tuition exemption for 50% of tuition charges at Coe College. Degree-seeking spouses or partners must be accepted for admission.

Tuition Exchange Programs

- **ACM Tuition Exchange** – Dependent children of full-time employees may attend another participating ACM college if admitted to the exchange program. Contact the Financial Aid Office and ACM Tuition Remission Coordinator for program guidelines and eligibility.
- **National Tuition Exchange (NTE)** – Dependent children of full-time employees may apply for the NTE scholarship program. Contact the Financial Aid Office for application details.

Special Eligibility

- **Children of Deceased Employees** – Dependent children of full-time employees who died while in service and had worked at least ten (10) consecutive years are

eligible. Children must meet the standard dependent criteria and be at least 12 years old at the employee's date of death.

- **Retired Employees** – Retirees who are at least 57 years old, held ongoing full-time positions, and worked at least 10 years at Coe are eligible. Dependent children must meet the standard dependent criteria.

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

- **Eligibility:** All employees.
- **Immediate Family:** Up to 5 days paid leave for death of spouse/partner, children/stepchildren, parents, or siblings.
- **Other Family Members:** Up to 3 days paid leave for grandparents, parents-in-law, siblings-in-law, and other family as approved.
- **Notes:** Employees may also use vacation or unpaid leave with supervisor approval. Definitions of family may vary; consult HR for guidance.

Holidays

- **Eligibility:** Staff in positions $\geq 50\%$ FTE.
- **Pay:** Full-time employees receive 8 hours per holiday; part-time employees receive prorated hours based on FTE. Hourly employees working on a holiday receive straight-time pay in addition to regular wages. Holidays count as hours worked for overtime.
- **Observed Holidays:**
 - Birthday Floating Holiday (one day during month of birthday).
 - 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)
 - Christmas Eve and Christmas Day*
 - New Year's Eve and New Year's Day*

*College may designate days between Christmas and New Year's as holidays; schedule announced by July 1 and is posted on My Coe/employee

- **Holiday Rules:** Holidays on Saturday observed Friday; holidays on Sunday observed Monday. Holidays during vacation do not count as vacation days. Religious observances not on the College calendar may be accommodated through shift swaps, alternate time off, vacation, or unpaid leave.
- **Veteran's Day Eligibility:** Applies to employees with active military or veteran status (Active Duty, Selected Reserves, Reserve/National Guard >30 days, ROTC). Requests must be submitted to supervisors by November 1.

Jury Duty / Court Appearance

- Employees must notify their supervisor promptly upon receiving a jury summons.
- Employees retain all employment rights and receive 100% of regular wages in addition to any court compensation.
- Employees are expected to work as much of their scheduled hours as possible while serving on jury duty (maximum combined 8 hours per day).
- Personal court appearances require use of vacation time.

Military Leave

- Employees must notify HR and their supervisor prior to service; family members may notify if the employee cannot.
- Full-time employees attending reserve training may receive salary supplement for up to two weeks per fiscal year.
- Employees returning from military leave are reinstated with same seniority, pay, and benefits. Failure to return within the required timeframe may be considered voluntary resignation.
- Employment rights are protected for up to five years of military service under applicable laws.

Maternity and Parental Leave

- Employees must use accrued sick leave and available vacation for pregnancy-related absences, prenatal care, or postpartum recovery.
- Eligible employees may take up to 12 weeks of unpaid leave under the Family and Medical Leave Act (FMLA). Paid sick leave and vacation may supplement this time.
- Typical recovery periods: six weeks for vaginal delivery, eight weeks for Cesarean. Remaining FMLA time may be covered with vacation.
- Employees must communicate with HR early to arrange leave, accommodations, and return-to-work plans, including medical certification.
- If an employee does not return, any excess paid leave used must be reimbursed or deducted from the final paycheck.

Sick Leave

- **Eligibility:** Ongoing staff ≥ 20 hours/week or $\geq 50\%$ FTE.

- **Accrual:** 16 hours/month for full-time staff, prorated for part-time employees. Maximum accrual: 1,040 hours (prorated by FTE). Sick leave does not accrue during unpaid leave and is not paid out at separation.
- **Usage:** For personal illness, injury, or medical appointments during regular work hours. Counts as hours worked for overtime.
- **Sick Leave Exchange:** Employees with >960 hours may exchange excess sick leave for vacation at a rate of 1 vacation day per 5 sick days, up to 2 vacation days per fiscal year (prorated for part-time).

Family Sick Leave

- **Usage:** Up to 10 days per fiscal year for caring for immediate family members (spouse/partner, children, parents, siblings, parents-in-law).
- **Primary Caregivers:** Up to 15 days per fiscal year for foster/adopted children entering the home.
- **FMLA-Related Care:** Up to 20 additional days per fiscal year for serious health conditions under approved FMLA leave.
- **Limits:** Use is limited to accrued and unused sick leave.

Unpaid Leaves of Absence

- Employees must discuss eligibility with HR before requesting unpaid leave for personal, family, medical, FMLA, ADA, or workers' compensation reasons.
- All paid leave must be used before taking unpaid leave.
- Unpaid leave does not accrue vacation or sick leave. Employees may continue benefits by arranging payment of their share.
- Failure to return from approved leave is considered resignation.
- Denied leave may be appealed in writing to HR within 30 days.

Vacation

- **Eligibility:** Ongoing staff ≥ 20 hours/week or $\geq 50\%$ FTE. Seasonal, temporary, and student positions are not eligible. Collective bargaining agreements may specify different accruals.
- **Accrual:** Full-time, twelve-month staff accrue 176 hours (22 days) annually, earned biweekly. Accrual is prorated for part-time or partial-year employees. Vacation may be used in advance, not exceeding total annual accrual.
- **Usage:** Must be used within fiscal year; carryover is not allowed.
- **Separation:** Earned but unused vacation is paid out; excess used vacation is deducted from final paycheck.