

# AUGSBURG COLLEGE

Augsburg College educates students to be informed citizens, thoughtful stewards, critical thinkers, and responsible leaders. The Augsburg experience is supported by an engaged community that is committed to intentional diversity in its life and work. An Augsburg education is defined by excellence in the liberal arts and professional studies, guided by the faith and values of the Lutheran Church, and shaped by its urban and global settings.

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## **Augsburg College's Employment Philosophy**

Augsburg College is committed to helping its members – students and employees alike – explore their vocation. As a college with a calling, we welcome the unique gifts that each of our employees brings to our collective work, and we are committed to supporting our employees as they seek to match those gifts with the needs of the College and our larger community. It is through this ongoing discernment of vocation – of helping our community members seek meaning in their lives and work – that we believe we will be best equipped to serve our neighbor and to educate our students at the intersection of faith, learning, and service.

The College recognizes that in order to serve our students and live out our mission we need to be committed to ensuring that the work environment allows employees to have clear expectations of their job responsibilities and career opportunities matched with the needs of the College, as well as competitive compensation. We strive to have a collective commitment to the success of our colleagues. We are dedicated to creating an atmosphere of work that epitomizes co-creation and effective partnerships as a hallmark of our work together.

# 1.0 WELCOME AND INTRODUCTION

## WELCOME TO AUGSBURG COLLEGE

Augsburg College is an academic community of students, faculty, staff, volunteers, and alumni who are inspired by an important mission as a college of the church in the city. We are a community that is committed to working together to educate students to become “informed citizens, thoughtful stewards, critical thinkers, and responsible leaders,” as stated in our mission.

In 2010, Augsburg College was recognized by President Obama as one of six colleges to receive the Presidential Award for Community Service, given for commitment to and achievement in community service. This recognition of our work on campus and in the diverse community in which we are located demonstrates our commitment to Augsburg’s institutional calling: “We believe we are called to serve our neighbor.” Service learning is a key part of our academic purpose.

Augsburg is a community that emphasizes respect, trust, engagement, cooperation, and collaboration. In this handbook, you’ll read about the benefits, services, policies, and procedures that have been designed to foster those values. Augsburg College understands that our reputation – with students and within the community – is determined by the work we do and by those who represent us. As such, we ask each employee to recognize the important position of trust they hold as member of the Augsburg community and maintain the highest degree of integrity in our work together.

## WHAT YOU CAN EXPECT FROM AUGSBURG

Augsburg College believes in creating a productive and respectful working relationship among all employees. We strive to provide a fun, challenging, and rewarding workplace experience. In pursuit of this goal, Augsburg College has created the following employee relations objectives:

- Select people on the basis of skill, training, ability, attitude, and integrity without discrimination on the basis of race, color, religious belief, national or ethnic origin, age, disability, gender, sexual orientation, gender identity or expression, marital status, genetic information, or any other legally protected category.

- Review compensation, employee benefits, and working conditions as needed with the objective of being competitive in these areas consistent with sound business practices.
- Respond promptly to employee concerns that may arise in the everyday conduct of our business.

## INTRODUCTION TO THE EMPLOYEE HANDBOOK

The Augsburg College Employee Handbook is designed to provide a clear and concise resource that details the College's employment practices, policies, and benefits. The handbook also serves as a resource for employees with supervisory responsibilities.

Please familiarize yourself with this handbook and use it as a reference to help answer the questions you may have. It is, however, only one source of information about your job with Augsburg College. The College also disseminates additional policies, work rules, etc., and it is your responsibility to read those when issued or revised. It is also important to remember that each situation is unique and that judgment must be used in applying policies fairly and equitably.

The language used in this handbook is intended to recognize and support our efforts in diversity and inclusion. As such, we will use "the employee" or "they" to refer to an employee rather than the gender specific "he/she" or "his/her" throughout this handbook. In addition, the term "employee" may refer to faculty, staff, or student employees, so we have tried to clarify which policies or sections of policies apply to faculty, which apply to staff, which apply to students, and policies that apply to all employees. Policies that use the word employee throughout without clarifying faculty, staff, or student, apply to all College employees.

Nothing in these policies should be construed as an employment contract or as a guarantee of continued employment. The purpose of the Augsburg College Employee Handbook is to provide employees and managers with clear and concise guidelines regarding key policies.

### Other Policies and Handbooks

This Employee Handbook supersedes any and all previous oral or written statements of College policy, including all previous employee or staff handbooks, with the exception of the current Faculty Handbook. Regarding faculty-specific policies, benefits or issues specifically under faculty authority or governance, the Faculty Handbook prevails.

Where the Faculty Handbook is silent on a subject, and regarding College-wide benefits or legal compliance, this Employee Handbook and other established College policies will be followed.

## Review and Approval Process

This Employee Handbook has been prepared by the Human Resources Leadership Committee to inform employees of Augsburg College's mission, employment practices, and policies, as well as the benefits provided to employees.

The Employee Handbook will be on a two-year cycle for review. Any changes other than those required by law will be made during the review cycle. The review of the Employee Handbook will be by committee with Human Resources leading the work. Human Resources will notify and consult with the Personnel Policies Committee regarding revisions that have a significant effect on faculty members as part of the review process. Policies affecting the authority of the faculty will follow the Faculty Handbook.

The Employee Handbook must be approved by the Cabinet and then sent to the Board of Regents for final approval. Revisions will be effective immediately upon board approval.

Augsburg College may, with Board of Regents approval, change, delete, suspend, or discontinue any part or parts of the policies in this Employee Handbook at any time without prior notice as business, employment legislation, and economic conditions dictate. Any changes to the Employee Handbook will be communicated broadly to all employees.

A promise made by a manager or division vice president, past or present, does not constitute an agreement with an employee nor will it constitute a change in College policy.

## Collective Bargaining Unit Employees

There are some members of the community who are in a collective bargaining unit subject to a collective bargaining agreement (CBA). Both the Employee Handbook and the collective bargaining agreement generally apply to "bargaining unit" employees; however, if a provision of the CBA differs from or is contrary to any provision in this Employee Handbook, the specific provision in the collective bargaining agreement controls. There may also be some benefits differences for the "bargaining unit" employees. The Employee Handbook supersedes the CBA where the CBA is silent or makes a direct reference to the Employee Handbook. Bargaining unit employees who

are not sure what policy applies have the responsibility to check with the union representative or Human Resources.

### **Additional Policies and Procedures**

In addition to using the Augsburg College Employee Handbook, department heads/chairs may adopt further policies and procedures to meet the unique needs of the departments they administer as long as they are not in conflict with the policies in this handbook and/or state and federal laws. Department policies that affect employment must be approved by the division vice president and Human Resources prior to being implemented.

## **AUGSBURG COLLEGE NON-DISCRIMINATION STATEMENT**

Augsburg College, as affirmed in its mission, prohibits discrimination on the basis of race, color, religious belief, national or ethnic origin, age, disability, gender, sexual orientation, gender identity or expression, marital status, genetic information, status with regard to public assistance, or citizenship in its educational policies, admissions policies, employment, scholarship and loan programs, athletic and/or school administered program, except in those instances where there is a bona fide occupational qualification or to comply with state or federal law. Augsburg College is committed to providing reasonable accommodations to its employees and students with disabilities.

## **CREATING AN INCLUSIVE COLLEGE COMMUNITY**

Augsburg College values the diversity of persons, perspectives, and convictions. Critical thinking, rigorous analysis, and open discussion across a full range of ideas lie at the heart of the College's mission as an institution of higher learning. Essential to the College in living out its mission of educating students to be "informed citizens, thoughtful stewards, critical thinkers, and responsible leaders" is that the foundation be one of diversity, inclusion, equity, and intercultural competency.

It is also important to share a common language as we work through the creation of an inclusive community and our work to integrate diversity, equity, and excellence. This work affects our teaching, student development and success, institutional functioning,

and our ability to effectively engage with one another, our college community, as well as in local and global communities.

## **Definitions**

**Diversity:** Is about the mix of people and their individual differences (e.g., learning styles, personality, and life experience) and group/social differences (e.g., gender, race/ethnicity, class, sexual orientation, country of origin, political, religious, or other affiliations).

**Inclusion:** Is how we make the mix work. This requires active, intentional, and continual engagement with diversity in the curriculum, the classroom, co-curricular activities and in our communities (including social, cultural, geographical, and intellectual), and anywhere people might connect. Our goal is to increase awareness, content knowledge, empathic understanding of the ways individuals interact with each other, with systems, and with institutions.

**Equity:** The quality of being fair and impartial; equity of treatment. Higher education is a great place to create opportunities, as well as to provide equal access in and out of the classroom aimed at the goal of reducing achievement gaps in student success and graduation.

**Equity-mindedness:** Is a demonstrated awareness and willingness to address equity issues within the organization by the faculty, staff, and administration.

**Intercultural Competency:** Is the overall capability of an individual or organization to manage key challenging features of intercultural communication: namely, cultural differences and unfamiliarity, intergroup dynamics, and the tensions and conflicts that can accompany this process. It is a two-way interactive process that requires both the ability to stress the common aspects of human life and the will to solve conflicts that emerge from the differences among people of different backgrounds.

***[The above statement and definitions are from the Association of American Colleges and Universities ( AAC&U).]***

The College uses the Intercultural Development Inventory (IDI) Guided Development as our guiding framework in this work and requires all new faculty and staff to take the IDI Assessment Survey at the beginning of their employment. The IDI Guided Development Framework is used because it allows people to come to the work of diversity and

inclusion wherever they are and move at their own pace. It is built on Milton Bennett's Development Model of Intercultural Sensitivity and is seen as the premier metric in the field of intercultural competency. A broad overview of the IDI is provided along with a private individual assessment. As various opportunities are offered during the year, employees may participate in events that interest and challenge them.

## **EMPLOYEE RESPONSIBILITY**

Augsburg College needs each employee's help in making every working day productive and rewarding. An employee's first responsibility is to know their own duties and how to perform them promptly, correctly, and effectively. Second, every employee is expected to interact in a respectful manner with students, parents, administration, faculty, fellow employees, and the public.

How an employee interacts with fellow employees and those whom Augsburg College serves, and how the employee accepts direction can affect the department's success. In turn, the performance of one department can impact the entire service offered by the College. Consequently, whatever the position, each employee has an important assignment, and we ask that employees perform every task to the best of their ability.

Each employee's professional development is important to us and is a joint responsibility with the manager to discuss development opportunities. This handbook offers some insight on how employees can perform to the best of their ability to meet and exceed Augsburg College's expectations. All employees are expected to read and understand the Employee Handbook. If an employee has a question about any section of the handbook, they should raise the question with Human Resources.

We are dedicated to making Augsburg College an organization where any employee can approach their manager, or any member of the administration, to discuss problems or questions. There are processes in place to voice opinions and to contribute to the ongoing improvement of the quality of Augsburg College.

## **MANAGER RESPONSIBILITY**

For purposes of the handbook, all employees who have supervisory responsibilities will be referred to as "managers" regardless of their specific job title. Managers at all levels of the organization, including supervisors, managers, faculty, directors, and vice presidents, are expected to have knowledge and understanding of the Employee Handbook.

Managers are critical in ensuring a respectful and inclusive workplace and setting performance standards and accountability for their employees. Managers have an integral role at the College and are expected to ensure compliance with employment laws, regulations, and College and department policies.

Faculty and Managers with supervisory responsibilities over staff and/or students are responsible for setting work schedules, setting individual and team goals, assigning work, conducting performance reviews, coaching staff and students, mentoring staff in career development, and other duties. Required training for managers will help provide the skills needed to perform these critical functions. In addition, a “Manager’s Toolkit” will be provided by Human Resources that includes additional resources and supplemental information for situations that may arise.

## **OPEN DOOR POLICY**

We value open communication and the opportunity to resolve employee concerns quickly and effectively. As such, Augsburg College has adopted an open door policy for all employees. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with their manager, or those in their chain of command, at any time. By listening to employees, Augsburg College is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

### **Responsibilities under an Open Door Policy**

If any area of work is causing an employee concern, the employee has the responsibility to address that concern. Most concerns should be solved in discussion with the immediate manager. But an open door policy means that the employee may also discuss the concern with the next level of management and/or Human Resources.

Most issues that arise between an employee and their manager could be addressed under this policy. Although not an exhaustive list, the following issues are examples of items that fall under this policy: 1) job descriptions, assignment of job duties and responsibilities, 2) evaluation of positions, 3) establishment of salaries commensurate with salary review process, 4) reduction in force, 5) termination during probation and/or extension of the probationary period, and 6) reorganization.

By helping to solve problems, managers benefit by gaining valuable insight into possible problems with existing methods, procedures, and approaches. While there may not be an easy answer or solution to every concern, College employees have the opportunity through the open door policy, to be heard.

## CHAPEL

Each weekday during the academic year, an all-campus chapel service is held in Hoversten Chapel. This non-denominational service includes songs, scripture readings, prayers, and homily, many of which stem from the Lutheran church. All members of the College community are welcome to attend. Chapel is held from 10:20 to 10:40 a.m. on Monday, Wednesday, and Friday, and from 11:20 to 11:40 a.m. on Tuesday and Thursday.

Staff members are welcome to use their paid break time to attend chapel. While not required to attend chapel, all employees must remain respectful of that daily time set aside for chapel and reflection. Campus offices are closed and business meetings are not scheduled during chapel time.

## FACULTY SENATE

The responsibilities and duties of Faculty Senate are detailed in the Faculty Handbook.

## STAFF SENATE

Staff Senate shall serve Augsburg College and its staff by providing a forum to foster and promote a positive and meaningful dialogue among staff, faculty, students, and administration by advising in decision making processes, by serving as an advocate for Augsburg College staff, by promoting professional development opportunities, and by recognition of Augsburg College staff's contributions to furthering and upholding the mission and values of Augsburg College.

The Staff Senate is a resource for all staff, whether full-time or part-time. Senators are elected to Staff Senate by a vote of the staff and meet regularly. The Staff Senate is influential in the governance of the College through its members' work serving on committees, commissions, and Leadership Council. Members of the Staff Senate meet with the President and Chief of Staff on a monthly basis to share the staff perspective. The Staff Senate provides an avenue for Augsburg staff who seek support and counsel

in work–related issues. Staff Senate can be contacted through email at [staffsenate@augsborg.edu](mailto:staffsenate@augsborg.edu) or during their open forum meetings.

## **2.0 MEETING OUR OBLIGATIONS**

### **CONFIDENTIALITY**

The College is committed to protecting the privacy of individuals (employees, students and alumni) and the confidentiality of records. As a College community member, each employee has the responsibility for making sure that this commitment to protect individual's privacy is upheld. Respecting the rights to confidentiality and privacy of information of the members of our community is critical.

Employees must safeguard confidential information. This includes ensuring that confidential documents, in either paper or electronic form, are not left unattended in cubicles, office copiers, and/or printers; refraining from discussing confidential information in places where the information may be overheard; refraining from discussing confidential information with individuals who should not have access to the information; and protecting the privacy of past and present students, faculty, staff, and alumni by maintaining the confidentiality of all College records.

Failure to maintain this confidentiality may compromise the integrity of the College. Individuals who have violated the College's commitment to confidentiality may be subject to discipline under the progressive discipline policy up to and including termination.

### **EMPLOYMENT RECORDS**

The Human Resources department maintains employment and benefits records for all faculty, staff and student employees. Records include both “hard copy” documents and data entered into the Human Resource Information System (HRIS). Employees should promptly notify Human Resources whenever there are changes in home address, telephone number, marital status, number of dependents, or insurance beneficiaries. Incorrect information could cause problems concerning pay, benefits, or state and federal taxes. Employees should also notify Human Resources when they acquire additional education or training so the information may be entered in their personnel

record.

Faculty benefits and basic employment information are kept as both “hard copy” documents in Human Resources and as data entered into the HRIS. Detailed employment and tenure information for faculty is kept in Academic Affairs.

### **Review of Personnel Files**

Current and former employees may schedule an appointment during regular business hours every six (6) months to review their employment records. Requests to review records should be made in writing in advance. An appointment to review the records will be scheduled within seven (7) working days. As an alternative to review, an employee may submit a written request for a copy of their personnel file to be provided to them within seven (7) working days.

Records for review include the employment offer letter, resume, application, job description, performance appraisals, disciplinary actions, pay increases, and other job-related or performance-related documents. Employment records will be made available to the employee, the employee’s immediate manager, other College managers, and to any Human Resources representative acting in the normal course of business.

## **DISCLOSURE OF EMPLOYEE INFORMATION**

### **Employment Verification**

Prospective employers, financial institutions, and residential property managers routinely contact employers requesting verification of information on a former or current employee’s work history and salary. All requests for information on current or former employees must be referred to Human Resources.

Information given by telephone will be limited to public information which includes dates of employment, position title, and current employment status. No information beyond the public information listed above will be released without a signed release from the employee.

Representatives of government or law enforcement agencies may be allowed access to file information in response to a legal subpoena or court order. Such cases will be handled on an individual basis.

### **Providing Employment References**

Current or former employees may ask their manager or work colleagues to serve as a reference for future jobs. Any requests of this nature should be submitted in writing by email, fax, or letter to provide a written release for that manager or colleague to answer questions. Any limitations on the information to be released should be identified in the request.

Typical questions asked of a reference include job title, dates of employment, attendance, performance, teamwork, communication, dependability, motivation, strengths, weaknesses, and eligibility for re-hire. Even with a written release to provide a reference, no Augsburg employee should share information about the employee that would be covered under the Family Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA).

## COMPLIANCE WITH EMPLOYMENT LAWS

It is Augsburg College's policy to comply with all applicable federal, state, and local laws. Compliance with applicable laws is the responsibility of all faculty, staff, and students. Applicable laws include but are not limited to:

- Americans with Disabilities Act (ADA),
- Age Discrimination in Employment Act (ADEA),
- Consolidated Omnibus Budget Reconciliation Act (COBRA),
- Equal Pay Act (EPA),
- Fair Credit Reporting Act (FCRA),
- Fair Labor Standards Act (FLSA),
- Family Educational Rights and Privacy Act (FERPA),
- Family and Medical Leave Act (FMLA),
- Immigration Reform and Control Act (IRCA),
- Health Insurance Portability and Accountability Act (HIPAA),
- National Labor Relations Act (NLRA),
- Occupational Safety and Health Act (OSHA),
- Pregnancy Discrimination Act (PDA),
- Title VII and Title IX of the Civil Rights Act,
- Uniformed Services Employment and Reemployment Rights Act (USERRA), and
- Minnesota Workers' Compensation Law.

In the event of conflict between College policies and the requirements of applicable law, the requirements of the law will apply.

**Americans with Disabilities Act (ADA)**

All faculty, staff and students are expected to comply with the Americans with Disabilities Act (ADA) which prohibits discrimination against qualified individuals with a disability. The ADA covers employment of individuals who meet the qualification requirements for the position (education, experience, etc.) who can perform the essential functions of the position with or without a reasonable accommodation, and who have a disability under the ADA.

Employees who wish to request an accommodation under the ADA may submit a request to their manager or to Human Resources. Human Resources will work with the applicant or employee and the manager to see if the individual qualifies under the ADA, and if a reasonable accommodation is available to enable the individual to safely and successfully perform the essential functions of the position. Augsburg College may request information from the employee and their health care provider to verify the disability and recommend possible ways to accommodate the disability. If an employee fails to provide the necessary information for the request to be reviewed, the request for an accommodation may be delayed or denied pending more information.

**Fair Credit Reporting Act (FCRA)**

Augsburg College will comply with the Fair Credit Reporting Act (FCRA) which restricts access of consumer credit information to those who have a legitimate need for the information and have the written consent of the individual whose records are being reviewed. The College may review consumer credit reports of applicants and employees in certain finance, accounting, payroll, and cash-handling positions. Prior to seeking the consumer credit report, the College will notify the individual of their rights under FCRA and obtain written consent.

**Fair Labor Standards Act (FLSA)**

In keeping with the Fair Labor Standards Act (FLSA), Augsburg College will compensate non-exempt (hourly) staff and student employees one and one-half times their regular rate of pay for all hours worked in excess of forty (40) in a work week. Non-exempt staff and students should obtain approval in advance from their manager should the need to work overtime arise. Paid time off such as vacation, holiday, sick, or other leave does not count toward the legal forty (40) work-hour threshold for overtime. It is a violation of the FLSA to record work hours in a different week to avoid overtime. All non-exempt hourly staff and students must record their work hours accurately on their time record on the day they actually worked. No manager has authority to require or request a non-exempt employee to not accurately record time worked.

### **Family and Medical Leave Act (FMLA)**

If a faculty or staff member is absent due to illness or injury for three (3) or more days, the manager will notify Human Resources immediately so the appropriate FMLA notification can be sent to the employee. If a faculty or staff member anticipates the need for leave for their own serious health condition or that of an immediate family member, the employee should contact Human Resources to discuss leave under the Family and Medical Leave Act. Please see the complete FMLA policy in the Benefits section of this handbook.

### **Immigration Reform and Control Act (IRCA)**

All new employees, including faculty, staff and student workers, must complete the employee section of the I-9 Employment Eligibility form no later than close of business on the **first** day of work. The employee's signature holds them responsible for the accuracy of the information provided. The new employee is expected to provide appropriate identification documentation to Human Resources from the list of acceptable verification documents within the first three (3) days of employment.

An employee who fails to provide the necessary documentation to complete the I-9 form in the first three (3) days of employment **must** stop working immediately and cannot resume work until the identification documents have been supplied.

Hiring managers will work with Human Resources to ensure that employees complete the legally required paperwork within the specified timeframes. Managers may not allow employees to work in any capacity without proper authorization. This policy applies to all employees including faculty, staff, and student workers.

### **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

The Uniformed Services Employment and Reemployment Rights Act (USERRA) applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services," which include the Army, Navy, Marine Corps, Air Force, Coast Guard, and the reserve components of each of these services. Service in the Army National Guard and Air National Guard also provides rights under USERRA. USERRA prohibits employment discrimination against a person on the basis of past military service, current military obligations, or intent to serve. This policy applies to regular faculty and staff in non-temporary positions with the College.

USERRA guarantees pension plan benefits that accrued during military service, and allows service members activated for duty to elect to extend their employer-sponsored

health coverage for up to twenty-four (24) months. The College requires these individuals to pay up to 102% of total premiums for that elective coverage.

### Basic Requirements

Augsburg College will rehire service members returning from a period of service in the uniformed services if those members meet the following five criteria:

1. The individual must have held a non-temporary job with the College prior to their entry into the uniformed service for active duty or training.
2. The individual must have given notice to the College that they were leaving the job for service in the uniformed services, unless giving notice is impossible, unreasonable, or precluded by military necessity.
3. The cumulative period of service must not have exceeded five (5) years, subject to exceptions for certain circumstances.
4. The individual must not have been released from service under dishonorable or other punitive conditions.
5. The individual must have reported back to the job with Augsburg College in a timely manner or have submitted a timely application for reemployment.

### Time Limits

Under USERRA, restoration rights are based on the duration of military service. For questions, contact Human Resources directly.

## COPYRIGHT LAW

Copyright is one type of intellectual property protected by federal law in the U.S. Others include patent, trademark and trade secret. Copyright is important for students and educators to understand. This policy applies to all faculty, staff and students.

The Copyright Law gives copyright owners the exclusive right to duplication (reproduction), distribution, derivation, display, and public performance (directly, digitally or by telecommunications). The attempt to balance the rights of copyright owners and the needs of researchers is provided for in the exemptions found in copyright law. Of particular importance to students and educators are the Fair Use Exemption and the Face-to-face Teaching Exemption. These portions of the copyright law provide educators and researchers (students) with **reasonable** use of copyrighted materials without permission from the copyright owner.

## **Works that could be copyrighted include but are not limited to:**

- literary works (not limited to literature)
- musical and dramatic works
- pictorial and visual works
- sound recordings

The classifications are interpreted very broadly. For instance computer programs fall under the category of “literary works” and can be registered with the copyright office.

### **Fair Use**

Fair use provisions of the copyright law allow for limited copying or distribution of published works, in some cases without the author’s permission. Examples of fair use of copyrighted materials include quotation of excerpts in a review or critique, or copying a small part of a work by a teacher or student to illustrate a lesson. In the event there is a question as to whether the fair use provisions apply to a specific situation, the College will seek out appropriate expertise to make a determination on a case-by-case basis. Employees with questions about fair use should contact their manager or Human Resources for further guidance or referrals.

More detailed information regarding copyright law may be obtained from the U.S. Copyright Office at <http://www.lcweb.loc.gov/copyright>.

### **Violation of the Copyright Provision**

If an employee willfully, intentionally, negligently, or without good faith violates the copyright provision, the employee shall be solely liable for all losses, damages, judgments, and costs of any kind that may be incurred as a result.

## **FRAUD PREVENTION**

Augsburg College’s fraud prevention policy is established to provide controls that aid in the detection and prevention of fraud against the College. The College seeks to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conducting investigations.

This policy applies to any fraud, or suspected fraud, involving employees as well as students, consultants, volunteers, vendors, contractors, outside agencies doing business with the College, employees of such agencies, and/or any other parties with a business relationship with Augsburg College. The College’s Chief Financial Officer/Vice

President of Finance and Administration has primary responsibility for all matters relating to fraud or suspected fraud.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's position/title, length of service, or relationship to the College.

### **Policy**

All levels of management are responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to their injury. Each member of the Cabinet will be familiar with the types of improprieties that might occur within their area of responsibility, and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported immediately to the Chief Financial Officer/Vice President of Finance and Administration, who coordinates all investigations with legal counsel and other affected areas, both internal and external.

### **Examples of Actions Constituting Fraud**

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to the College
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of college activities
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the College. Exception: Gifts less than \$25 in value
- Destruction, removal, or inappropriate use of purchase cards, records, furniture, fixtures, and equipment; and/or
- Any similar related inappropriate conduct.

### **Other Inappropriate Conduct**

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct should be resolved with the appropriate Vice President and Human Resources , rather

than the Chief Financial Officer/Vice President of Finance and Administration. Faculty must also be aware of related policies in the Code of Ethics, of the Faculty Handbook. However, any improprieties involving money or fraudulent acts must be reported to the Chief Financial Officer immediately.

### **Investigation Responsibilities**

The Chief Financial Officer/Vice President of Finance and Administration has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. An employee who suspects dishonest or fraudulent activity will notify the Chief Financial Officer/Vice President of Finance and Administration immediately, and should not attempt to personally conduct investigations or interview others related to any suspected fraudulent act (See Reporting Procedures section below).

### **Confidentiality**

The Chief Financial Officer/Vice President of Finance and Administration treats all information received regarding suspected fraudulent conduct confidentially when possible, but may need to disclose such information on a need-to-know basis in connection with investigation of such activity.

### **Authorization for Investigating Suspected Fraud**

The Chief Financial Officer/Vice President of Finance and Administration will have:

- Free and unrestricted access to all College records and premises, whether owned or rented; and
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of the investigation.

### **Reporting Procedures**

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will contact the Chief Financial Officer/Vice President of Finance and Administration immediately. All inquiries concerning the activity under investigation from the suspected individuals, their attorney or representative, or any other inquiry should be directed to the Chief Financial Officer/Vice President of Finance and Administration. The Chief Financial Officer/Vice

President of Finance and Administration is responsible for the administration, revision, interpretation and application of this policy.

## **HARASSMENT AND DISCRIMINATION PREVENTION**

The College attempts to create and maintain a positive living, working, and learning environment in which community members are aware of and respect the rights of others and where individuals take responsibility for their actions. Augsburg College is committed to providing a workplace that is free of harassment, discrimination and bullying. This policy applies to applicants for employment, faculty, staff, student employees, contractors, and visitors.

All faculty, staff and student employees are expected to support this commitment by treating everyone with whom they interact through work in a way that is consistent with both the intent and spirit of this policy. In line with this commitment, the College prohibits harassment and discrimination of its employees by a manager, a coworker, student, volunteer, or third party for any reason, including but not limited to a person's race, color, religious belief, national or ethnic origin, age, disability, gender, sexual orientation, gender identity or expression, marital status, veteran status, genetic information, or any other legally-protected status.

Harassment violates the rights and dignity of individuals, and the standards of the College community. Harassment will not be tolerated at Augsburg College. The policy extends to all work-related interactions, whether in person, via telephone, in writing, or through electronic communications such as email, text messages, instant messages, blogs, electronic conferencing, and social media posts.

Harassment includes any unwelcome behavior that is offensive, abusive, threatening, intimidating, humiliating, or degrading to another individual. The behavior can be verbal, written, visual, or physical and can arise out of in-person or electronic communications. While harassment may be based on protected class status, other offensive behavior that impairs morale and interferes with work effectiveness, including jokes and teasing, are also prohibited by this policy.

Individuals who witness or experienced incidents of harassment or discrimination are encouraged to report the harassment or discrimination promptly to an investigating

officer identified below, or through the Discrimination and Bias Incident Online Reporting form available online at <http://www.augsburg.edu/discrimination/>.

## **Reporting Process**

Following are the options for an employee to address an incident of harassment or discrimination, including sexual harassment.

### **1. Address the Offender Directly (Optional)**

If the employee believes that they have been the victim of discrimination or harassment, including sexual harassment, the employee is encouraged to discuss the concern with the offender, if comfortable doing so.

- Say “no”. Make it clear to the offender that the behavior is unacceptable. Ignoring the situation will not make it go away.
- Write an email or letter to the offender identifying the behavior, explaining your feelings and requesting the behavior to stop. Keep a copy of the email or letter.
- If the behavior does not immediately cease, use the complaint process below.

### **2. Complaint Processes (Mandatory)**

If the employee is not comfortable speaking with the perceived offender, or they have done so and have received no adequate response, the employee should immediately report all incidents or situations of harassment or discrimination to an investigating officer of the College identified below.

#### **Investigating Officers**

- Assistant Vice President, Human Resources
- Vice President for Academic Affairs and Dean of the College
- Vice President for Student Affairs

All reports of harassment or discrimination, including sexual harassment, will be taken seriously and appropriate investigative action will take place.

In an investigation process the complainant and the accused will both be interviewed, along with other witnesses who may be able to give information on the situation. It is expected, as a condition of employment, that all staff and faculty will cooperate with College investigations.

All documentation regarding the investigation will be kept in a confidential file in Human Resources. This documentation is not part of the personnel file, however any disciplinary action rising out of a complaint will become part of an employee's

personnel records. The employee who made the complaint will be kept informed of the status of the investigation.

If the College concludes that a violation of this policy has occurred, the College will take prompt and responsive action that may include counseling, a warning, censure, probation, suspension, termination of employment or expulsion of a student. If either party is not satisfied with the outcome of the investigation, they may request review of the decision by the President's Cabinet.

### **Academic Freedom**

The College is committed to protecting and supporting academic freedom. For specific details and the definition of academic freedom refer to the Faculty Handbook.

Academic freedom shall be considered in investigating and reviewing complaints and reports of discrimination and/or harassment. However, raising issues of academic freedom will not automatically excuse behavior that constitutes a violation of the law or the College's Harassment and Discrimination Prevention policy.

### **Non-Retaliation Policy**

Employees may use the complaint process without fear of retaliation from managers or others against whom a complaint may be lodged. Retaliation against any member of the community for good faith participation in the complaint and investigation process is a violation of College policy. Retaliation will not be tolerated and will be subject to College disciplinary procedures up to and including dismissal. Any violation of this policy should be reported to Human Resources.

## **SEXUAL HARASSMENT**

Augsburg College prohibits sexual harassment, intimidation and exploitation. Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's education or employment; or
- 2) submission to or rejection of such conduct by an individual is used as the basis for academic and/or employment decisions affecting such individuals; or

- 3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive environment.

## **Recognizing Sexual Harassment**

A person commits sexual harassment when they:

- subject a subordinate or student to unwanted sexual attention, or
- attempt to coerce a coworker or student into a sexual relationship, or
- threaten to punish a subordinate or student for refusal to comply with sexual demands, or
- make sexual favors conditions for participation in a class or work environment, or
- indicate that sexual favors are a basis for a grade or performance evaluation, or
- engage in conduct of a sexual nature that creates an intimidating, hostile, or offensive working or learning environment.

## **Examples of Behavior that may be Prohibited by This Policy**

(Within the context of academic freedom around teaching and research)

### **Verbal or Written**

- Use of offensive terms with sexual meanings, including mean-spirited jokes and unwelcome repeated teasing
- Referring to a person with sexual connotations (e.g. hunk, sexy, babe, doll, etc.)
- Making sexual comments about a person's body or clothing
- Sexual jokes, stories, or history told in person or through an electronic device
- Sexual innuendos, language, or images made verbally or sent through texts, instant messages, email, social media posts, or by letter

### **Non-verbal**

- Stalking the person or blocking a person's path
- Giving unwanted personal gifts
- Leering, staring, or looking a person up and down in a suggestive fashion
- Displaying sexually suggestive visual materials
- Making expressions such as blowing kisses or licking lips or making hand gestures

### **Physical**

- Giving an unwanted massage to the person or brushing up against them
- Unwanted touching of a person's clothing, hair, or body
- Touching and/or rubbing oneself sexually against another person

## **Reporting Process**

If the employee is not comfortable speaking with the perceived offender, or they have done so and have received no adequate response, the employee should immediately report all incidents or situations of harassment or discrimination to an Investigating Officer of the College. All reports of harassment or discrimination, including sexual harassment, will be taken seriously and appropriate investigative action will take place.

## **Investigating Officers**

Every complaint of sexual harassment will be investigated by one of the following individuals, their designee, or an independent investigator hired by the College:

- Assistant Vice President, Human Resources
- Vice President for Academic Affairs and Dean of the College
- Vice President for Student Affairs

If you contact one of the above individuals they can:

- Assist and advise students, staff, and faculty who feel they are experiencing sexual harassment
- Investigate the complaint
- Take appropriate action to stop the unwelcome behavior

Faculty should also refer to related policies in the Faculty Handbook.

## **Academic Freedom and Freedom of Expression**

The College is committed to protecting and supporting academic freedom. For specific details and the definition of academic freedom refer to the Faculty Handbook.

Academic freedom shall be considered in investigating and reviewing complaints and reports of sexual harassment. However, raising issues of academic freedom will not automatically excuse behavior that constitutes a violation of the law or the College's Sexual Harassment policy.

## **Employee Counseling**

Students may use confidential counseling services provided by the Campus Pastor and/or the Center for Counseling and Health Promotion. Faculty and staff may use

confidential counseling services provided by the Employee Assistance Program (EAP). However these confidential counseling sessions will not be reported to the College, and are not part of the complaint and investigation process. Individuals are still expected to report incidents of harassment or discrimination through the proper channels above.

### **Confidentiality**

The College is sensitive to the desire of complainants for privacy and confidentiality. However, the College's responsibility to investigate complaints of harassment and take appropriate action means that the College cannot guarantee anonymity to complainants. The College will discuss the incident only with persons who have a legitimate need to know in the course of investigating and responding to the incident.

## **LACTATION ROOM**

Mothers who wish to express breast milk, and who do not have a private office in their department to use for this purpose, may utilize the Women's Resource Center. Individuals with questions should contact Human Resources.

## **WHISTLEBLOWER AND NON-RETALIATION POLICY**

This policy applies to all employees including faculty, staff, student employees, temporary employees, and volunteers of Augsburg College.

The general purpose of this policy is to protect any Augsburg College employee or other member of the Augsburg College community (hereinafter "individuals") who make a good faith disclosure of suspected wrongful conduct. Specifically the policy:

- a. encourages an atmosphere that allows Individuals to meet their obligations to disclose violations of law and serious breaches of conduct covered by College policies,
- b. informs individuals how allegations of wrongful conduct may be disclosed,

- c. protects individuals from reprisal by adverse academic or employment action taken within Augsburg College as a result of having disclosed wrongful conduct, and
- d. provides individuals who believe they have been subject to reprisal a process to seek relief from alleged retaliatory acts.

## Definitions

“Good Faith Disclosure” means disclosure of College-related misconduct made with a belief in the truth of the disclosure that a reasonable person in the whistleblower’s situation could have believed based on the facts. A disclosure is not in good faith if made with reckless disregard or willful ignorance of facts that would disprove the disclosure. A report does not have to be proven to be made in good faith.

“Retaliation” means any adverse action or creditable threat of an adverse action taken by the College, or any individual doing work for or on behalf of the College, in response to a whistleblower’s good faith disclosure of College-related misconduct.

“College-related misconduct” includes any activity by an individual doing work for or on behalf of the College that is undertaken in the performance of the individual’s work-related duties, whether or not such action is taken within the scope of the individual’s employment, that is a violation of any state or federal law or regulation or the College’s regulation of policy, including but not limited to academic or research misconduct, misappropriation of College or other agency funds, coercion, conversion of assets of the College, discrimination, sexual harassment, violations of civil rights and other illegal or improper practices.

“Whistleblowing” means good faith reporting of real or perceived College-related misconduct.

“Whistleblower” means any individual doing work for or on behalf of the College who, in good faith, reports real or perceived College-related misconduct. Whistleblowers do not include complainants who raise issues or concerns through the normal course and scope of the individual’s work related duties.

## Statement of policy

1. Individuals are expected to abide by state and federal laws and regulations as well as College policies. Furthermore, an Augsburg College employee cannot be compelled by a manager or College official to violate a law or College policy. In the interest of the College, individuals who have knowledge of specific acts which

they reasonably believe violate the law or College policy must disclose those acts to an appropriate College official.

2. This policy supplements the existing Minnesota State Statute §181.932 and protects reporting individuals who make a good faith report (as defined below) from retaliatory academic or employment action, including discharge, reassignment, demotion, suspension, harassment, or other discrimination.

3. The College shall devise procedures for handling a Good Faith Report of Wrongful Conduct and for responding to complaints of reprisal or retaliation against individuals making such reports. Such procedures shall conform to the guidelines detailed below. These procedures should be published in College and campus handbooks, as well as applicable websites.

## Procedure

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as circumstances allow. The whistleblower should make a report of College-related misconduct or retaliation to their immediate manager, to their respective vice president or Human Resources. Reports of retaliation under this policy must be made in writing to include sufficient detail of the facts and circumstances, including dates/names of relevant persons and the alleged retaliatory acts. The whistleblower may use letter, e-mail, or fax. Managers or vice president's receiving reports under this policy must forward the report to Human Resources.

An investigation into reports of misconduct will be conducted by Human Resources or an individual designated by the President. Findings of College-related misconduct will be dealt with pursuant to College policies and procedures.

The College will use its best efforts to protect whistleblowers against any form of retaliation. It cannot guarantee confidentiality, however, and there is no such thing as "unofficial" or "off the record" reporting. The College will keep the whistleblower's identity confidential, unless 1) the whistleblower agrees to be identified; 2) identification of the whistleblower is necessary to allow the College or law enforcement officials to investigate or respond effectively to the report; 3) identification of the whistleblower is required by law; or 4) the person accused of improper activities is entitled to the information as a matter of procedural right in disciplinary proceedings.

Anonymous reports may be made. However, because a thorough investigation often

depends upon an ability to gather additional information, the College encourages complainants to identify themselves. The College will explore anonymous allegations to the extent possible, but will weigh the prudence of continuing such investigations against the likelihood of confirming the alleged facts or circumstances from attributable sources.

Individuals bringing forth allegations that are not made in good faith may be subject to disciplinary action independent of this policy.

Any questions regarding the College whistleblower and non-retaliation policy should be directed to Human Resources.

## **3.0 EMPLOYMENT**

### **AT-WILL EMPLOYMENT**

At-will employment is an employment status that means a position has no defined duration or length and can be ended by the employee or the employer at any time, with or without notice. The employment could end through resignation, retirement, layoff, or termination. Any employee not covered under a collective bargaining agreement or who does not have a specific employment contract for a defined period of time is employed at-will. Faculty employees with an employment contract are not considered at-will.

This handbook maintains the at-will employment status of employees, but also spells out the expectation for managers to manage performance and reduce turnover if possible. It is in the College's best interest to keep talented employees and work with those whose behavior or performance can be corrected. Employment-at-will does not reduce the importance of sound practices with regard to the orientation, training, development, evaluation, and counseling of employees.

### **CATEGORIES OF EMPLOYMENT**

Regular faculty and staff employees at 0.75 full-time equivalent (FTE) or above are eligible for benefits at the full-time rate. Regular faculty and staff employees at 0.50 FTE or above are eligible for prorated benefits. Part-time faculty who are paid on a per-

course basis are not eligible for benefits. Specific categories of faculty appointments are outlined in the Faculty Handbook.

### **Temporary and Stipend Staff**

Temporary staff members work for a specified period of time, or for a specific project, and are limited to 900 work hours in any 12-month period. Temporary staff are generally paid hourly and must track their work hours through the timekeeping system.

Stipend staff are paid lump sums rather than per hour. This category of employment should be used only when the staff member's work is so sporadic as to make recording work hours impossible. Using a stipend employment category requires prior approval from Human Resources.

Temporary and stipend staff are not eligible to participate in the benefits programs of the College.

## **FULL-TIME EQUIVALENT (FTE)**

A full-time staff member is calculated at 1.0 FTE and works 2080 hours annually, which is 40 hours per week for 52 weeks. Full-time equivalent (FTE) is calculated by dividing the number of hours the staff member works during the calendar year by 2080. The following FTE amounts are those approved by the College. Requests for different FTE amounts other than those listed below will be denied.

### Standard FTEs and the typical corresponding schedule

1.0 FTE (2080 annual hours, 40 hours per week, year-round)

0.80 FTE (1664 annual hours, 32 hours per week, year-round)

0.75 FTE (1560 annual hours, 30 hours per week, year-round)

0.50 FTE (1040 annual hours, 20 hours per week, year-round)

0.25 FTE (520 annual hours, 10 hours per week, year-round)

### Partial Year FTEs and the typical corresponding schedule

0.916 FTE (40 hours per week, 11 months per year)

0.833 FTE (40 hours per week, 10 months per year)

0.75 FTE (40 hours per week, 9 months per year)

Work schedules are set by the employee's manager and are based on the needs of the position and the department.

## EMPLOYMENT CLASSIFICATIONS

For recordkeeping and payroll purposes, all faculty, staff and student employees are classified as exempt or non-exempt under applicable wage and hour laws.

**Exempt** – These positions are generally paid on a salary basis. A salaried, exempt staff member is paid a consistent salary, and actual hours worked each week may vary. The staff member is paid the same salary regardless if they work 38 hours or 45 hours in a week. Deductions that are prohibited by applicable wage and hour laws will not be made.

**Non-exempt** – These positions are generally paid on an hourly basis and are eligible for overtime. These positions must be paid overtime for any hours actually worked over forty (40) in a single work week. Work hours cannot be recorded in another week to avoid overtime due to employees. Deductions that are prohibited by applicable wage and hour laws will not be made.

Documenting hours worked is a requirement for all non-exempt staff and student positions. Human Resources makes the final determination of exempt or non-exempt status for each position. Positions are reviewed periodically to ensure legal compliance.

## CHANGE OF ADDRESS OR PERSONAL INFORMATION

All employees, including faculty, staff and students, are responsible for promptly notifying Human Resources of personal information or status changes that may affect paychecks, benefits, and communications. Examples of this information include name, address, phone, marital status, number of dependents, citizenship/residency, beneficiaries, and emergency contacts.

Additionally, faculty and staff who have a qualifying life event which would allow them to make midyear benefit changes, must communicate these to Human Resources, complete related paperwork, and submit supporting documentation within thirty (30) days of the qualifying event in order for the mid-year benefit change to be allowed. These qualifying events include:

- Marriage
- Divorce, legal separation, or annulment
- Birth or adoption of a child
- Death of a spouse or child
- Child meets (or fails to meet) the plan's eligibility rules (student status changes)
- Employee or one of their covered dependents gains or loses other benefit coverage due to a change in employment status

Some events such as Medicare enrollment allow for a greater change period. For more information, contact Human Resources

## EMPLOYMENT OF RELATIVES (NEPOTISM)

We encourage employee referrals, and recognize the value those referrals can bring. There are times, however, when employing relatives is inappropriate and has the potential to affect the morale of other employees and to create conflicts of interest for the relatives involved. As such, no College employee will make the decision to hire or supervise any member of their immediate family. This policy applies to faculty positions, staff positions, student-worker positions, temporary or stipend work, and work as an independent contractor or vendor.

When hiring faculty positions, including offering stipends or assigning work to a family member, it is critical that these actions must first be identified, reviewed and approved by the Dean's Office. When hiring staff or student positions, including offering stipends or assigning work to a family member, these actions must first be reviewed and approved by Human Resources. Each situation will be reviewed by Human Resources or the appropriate Vice President, who will determine appropriate safeguards and protocols. For nepotism purposes, the term "member of immediate family" includes spouse or partner, child, parent, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, or the same relationship by marriage.

## BACKGROUND CHECKS

Augsburg takes pride in the caliber of faculty and staff at the College and works to maintain that standard when hiring new employees. In an effort to provide a safe environment for employees and students, the College conducts background checks on prospective employees. As such, all job offers extended to candidates for both instructional and non-instructional vacancies are contingent upon the results of a background check.

The purpose of this policy is to ensure that appropriate information about a candidate's education, employment history, and history of criminal convictions is considered prior to confirming an offer of employment. This policy also seeks to ensure that the best qualified applicants are selected for College appointments and to avoid hiring individuals who may pose a threat to students, coworkers, or visitors.

All notices for vacant positions will contain the following statement: "As a condition of hire, the selected candidate will be required to submit to a background check which could include employment verification, educational and other credential verification and criminal background check." Applicants for employment complete an Information Release Authorization as part of the application process. When an offer is extended, the candidate will be advised that a background check satisfactory to the College must be completed prior to the offer being confirmed by the College.

When the hiring manager selects a top candidate for a staff position, Human Resources will provide the candidate with a conditional offer of employment and instructions on completing the background check. When filling a vacant faculty position, the Dean's Office works with Human Resources to provide the selected candidate with instructions on completing the background check.

A criminal history background check will be conducted by the contracted provider on the selected candidate. Criminal conviction does not necessarily preclude employment with the College. For certain positions, additional checks such as credit checks or fingerprinting may be required. Human Resources will discuss the relevant findings with the hiring manager, and may disqualify candidates for hire based on the results of the background check. Reasonable caution will be exercised when interpreting evaluative information.

All individuals who receive background and criminal history information will keep such information confidential. Information will be provided on a strict need-to-know basis and

any discussions will be pertinent to the hiring process. This policy is consistent with the Fair Credit Reporting Act, Title VII, and other relevant federal and Minnesota statutes.

### **Existing Augsburg Employees**

Existing Augsburg College employees may be subject to a background check for study abroad responsibilities, overnight travel with students, and in the case of a transfer or promotion to a new position requiring position-specific background checks. Costs for these background checks will be charged to the respective department.

## **RECRUITMENT AND HIRING STAFF POSITIONS**

In order to build and maintain a strong organization, Augsburg College fills vacant staff positions with a mix of external hires and promotions from within. Refusal to hire new staff from outside the organization limits diversity of thought and experiences, and can stifle the College's ability to incorporate best practices from other organizations. Refusal to promote from within limits staff career development and forces talented staff to leave the organization in order to find career advancement. Therefore Augsburg seeks to fill vacant positions with a mixture of both promotional opportunities and new employees from outside the College.

### **Purpose**

This policy seeks to improve the quality and diversity of applicant pools, align hiring practices with the College's mission, and inform hiring departments of the procedures required. Employment decisions must be based on qualifications for the position, including educational background and relevant work experience. All positions will be filled (whether internally or through external sources) by the most qualified individuals without regard to race, color, religious belief, national or ethnic origin, age, disability, gender, sexual orientation, gender expression or identity, marital status, veteran status, or other protected status.

When filling a vacant staff position, hiring managers must review the duties and responsibilities of the position and consider necessary changes. Hiring managers will work with Human Resources to determine what duties are essential for the position and what abilities are required. Unnecessary criteria or nonessential duties will be eliminated as they might narrow the pool of candidates.

Hiring managers must then complete and submit a position requisition documenting the need for recruitment for the vacant staff position to the division vice president for review

and approval. The vice president will submit approved requisitions to Human Resources and the Cabinet Hiring Committee for review and approval.

## **Recruiting Process**

1. Employment advertising will be developed by Human Resources in collaboration with the hiring department. Advertising will be placed with the goal to achieve a diverse potential applicant pool. All positions must be posted for a minimum of seven (7) days.
2. All applicants must complete an electronic application for employment through the College's website. Any materials received directly by hiring departments must be forwarded to Human Resources.
3. The standard interview process includes telephone screens, a first-round interview with an interview panel, and a second-round interview for final candidates with either another interview panel or the hiring manager and department head or division vice president. Additional interviews may be added based on the needs of the position and the level of interaction of the vacant position with other departments on campus.
4. Stipend or temporary positions may have an abbreviated interview process of a telephone screen and one round of in-person interviews. Interviews for stipend and temporary positions should include a panel of two (2) or more people.
5. Search committee members and those on an interview panel must maintain confidentiality and safekeeping of application materials including resumes, portfolios, names of references, etc. In addition, search committee members and those on interview panels must maintain the confidentiality of the interviews conducted and any discussion about candidates. Names of applicants are not to be shared with individuals outside of the search committee or interview panel.

## **Offer Process**

When a top candidate is identified, professional references will be obtained by Human Resources. Due diligence will be exercised in following up on references and any questionable areas they may indicate. Human Resources will determine the appropriate salary to be offered, based on the applicant's qualifications and relevant experience, and after conducting a review of similar positions in the department, across the College, and in the external labor market. A verbal offer of employment will be extended on behalf of the College by Human Resources.

## **Following the Offer of Employment**

Human Resources will send an offer letter, contingent upon background check, to the prospective new staff member. Human Resources will work with the hiring manager to complete new hire forms. The approved form must be submitted by the hiring manager and vice president prior to the start date.

### **Internal Staff Candidates**

A staff member is eligible to apply for a posted position after 12 months of continuous employment with the College. A staff member whose most recent performance evaluation was poor, or who has a written warning or other disciplinary action on file in the prior six months, is not eligible to apply for a different position.

Interested staff who meet the eligibility requirements may apply for posted positions. Internal candidates who possess the minimum qualifications, skills, and abilities for the position as stated in the job description will be considered; however, selection is not guaranteed.

**Staff who apply for internal positions are considered “applicants” rather than employees and are entitled to the same rights of privacy and confidentiality as other applicants.** Human Resources and the search committee will hold application information in confidence. An internal candidate is not required to advise the current manager of their application for a position unless they reach the final interview stage, at which point the candidate will be required to notify their current manager.

If an internal candidate is hired, the current and new managers will work out a transfer schedule that accommodates both departments’ needs. The current manager may request additional transition time from the hiring manager beyond the standard two (2) weeks in cases of urgent need. The staff member will be paid at the new pay rate from the effective date of the new position for time spent assisting their previous department.

### **RE-EMPLOYMENT OF STAFF**

Former staff may be considered for rehire at Augsburg College. The procedure is the same as that for any other hire. However, any staff member who is reemployed and had satisfied the service requirement for the retirement plan before termination may begin participation in the plan immediately after reemployment, provided the individual meets plan eligibility requirements.

### **INTERNAL ONLY STAFF POSTINGS**

When in the best interest of the College, certain vacancies may be posted for existing Augsburg College staff only and will not be open to external applicants. If a department wishes to promote from within its department without opening the vacant position to

other staff, the division vice president must seek approval from Human Resources and the President's Cabinet. For vacancies not filled from within the department in which they occur, a vacant position notice will be posted for a minimum of seven (7) days on the Human Resources website and bulletin boards.

Staff members desiring consideration for a vacant position should submit an application that provides all pertinent information to support their candidacy, since candidates chosen to be interviewed will have educational backgrounds and experience that closely match the job requirements. A copy of a current résumé should be included as part of the application.

The hiring manager will work with Human Resources to determine the most qualified internal candidate(s). Simply meeting minimum requirements does not guarantee an interview. Staff are encouraged to advise their current manager of their interest in a posted position, but are not required to unless they are selected as a final candidate. Once identified as a final candidate, the hiring manager may conduct a reference check with the staff member's current manager.

The hiring manager negotiates a transfer date for the staff member, insuring a minimal negative impact on business while remaining cognizant of the employee's needs. The hiring manager may agree to another transfer date beyond the standard two (2) weeks, but the length of the transition cannot be extended past an additional thirty (30) days without consultation with Human Resources. During the extended transition, the staff member will be paid at the new salary rate, if an increase was part of the job change.

## **OUTSIDE EMPLOYMENT AND ACTIVITIES FOR STAFF**

Staff members may wish to accept part-time employment outside of Augsburg or engage in volunteer or other activities. However, the outside employment or activities must not compromise the College's interests, adversely affect the staff member's job performance, violate any College policy, create a conflict of interest, or be conducted on College premises. Outside employment or volunteer work is not an acceptable reason for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, refusal to work overtime or different hours, or any other failure to meet the requirements of the job responsibilities. Staff members working full-time for Augsburg should refrain from taking full-time employment elsewhere in addition to their regular job, due to the possibility for conflict in work hours and negative impact on job performance. This policy

applies to all staff of Augsburg College. Faculty with questions on outside employment should refer to sections 2.4 and 3.4 of the Faculty Handbook.

## **STAFF TEACHING OR OTHER ACADEMIC RELATED WORK**

We have a number of staff who serve in a part-time teaching capacity. This policy applies to staff members who teach or perform other academic related work for the College. In an effort to embrace the additional talent we have at the College, we encourage and welcome staff who are willing to augment their contribution to the College and our students through teaching or performing other academic related work.

Academic departments are responsible for the hiring of employees to teach their courses, subject to the approval of the Vice President of Academic Affairs and Dean of the College.

### **Minimum Requirements for Teaching**

In order to teach at the College, staff must have at minimum a master's degree. The academic department under which any course is taught determines the specific requisite skills and abilities to teach courses offered in their program. **Non-exempt, hourly staff may not teach at the College.**

### **Minimum Requirements for Performing Other Academic-Related Work**

Opportunities for additional academic-related work must be posted within the College to provide equal access to those opportunities. Individuals are selected from the review process. Any work that pays a stipend must comply with all applicable wage and hour laws regarding exempt and non-exempt status.

### **Process and Stipulations**

Staff who apply for and are invited to teach or do additional academic-related work must notify and secure prior written approval from their manager and division vice president prior to accepting an assignment teaching or performing other academic work. Full-time staff may teach no more than two (2) full courses in any calendar year (January–December) or one (1) course in any given term, unless special permission is given by both the staff member's manager and the Vice President of Academic Affairs and Dean of the College.

Staff members who are given permission to teach or perform other academic-related work are not granted release time from their regular staff duties for the class time,

course preparation, student advising, or AugSem duties. Staff must demonstrate that they are fully meeting the requirements of their position during the period they are teaching or performing other academic related work. Staff teaching at the College will be compensated at the appropriate part-time rate as determined by the faculty salary schedule.

Note: This policy does not alter the fact that some staff have teaching responsibilities as part of their regular position with the College.

## **FACULTY AND STAFF SEPARATIONS**

### **AUTOMATIC TERMINATION FOR STAFF**

If a staff employee has not returned to full-duty status from an authorized leave of absence(s) and the College determines that the employee has not provided documentation sufficient to demonstrate an ability to return to employment by the end of one (1) year, employment will be terminated. This period will be extended up to a total of two (2) years for those covered by the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). An employee will be considered unable to return to work if they cannot perform the essential functions of the job in full capacity, with or without reasonable accommodation. Under no circumstances may an employee be absent from the workplace for more than one (1) consecutive year, unless on approved Military Leave or with approval of the AVP of Human Resources.

Termination of faculty appointments due to a faculty member's inability to return to work will be processed by the Dean's Office in keeping with the Faculty Handbook.

### **DECEASED FACULTY AND STAFF**

A termination due to the death of a faculty or staff member will be effective as of the date of death. Upon learning of the death of an employee, the manager will notify Human Resources to process the employee separation. Dependents on a deceased employee's benefit plan may be eligible to continue benefits through COBRA.

### **EXIT INTERVIEW FOR FACULTY AND STAFF**

All full-time and part-time regular faculty and staff separating from employment through resignation, retirement, or involuntary termination are encouraged to complete an exit interview with Human Resources. The exit interview program is designed to provide

feedback to the College as well as give separating employees important benefits and policy information including continuation of insurance benefits (COBRA), unemployment insurance procedures, and the employee's final paycheck. The exit interview provides employees the opportunity to freely express views about working at the College and make suggestions. The information shared in the exit interview will be held in confidence by Human Resource staff. The exit interview is available through a paper form as well as an online survey tool.

Human Resources compiles data from exit interviews to determine trends and opportunities for training. Exit interviews are maintained in separate files, and are not maintained in employee personnel files. Data is shared in aggregate form to maintain confidentiality of feedback provided.

#### FINAL PAY FOR FACULTY AND STAFF

Faculty members leaving Augsburg College employment will be paid in accordance with instructions from the Dean's office and contractual obligations.

All staff members leaving Augsburg College employment will be paid through the last day of work. Staff members who have accrued vacation leave will be paid out accrued, unused vacation with the regular payroll cycle. Any remaining leave of all other types will be forfeited at the time of separation. Exiting staff members must submit any time sheets or absence reports prior to their last day of work to ensure timely pay out of accrued vacation.

#### HEALTH INSURANCE CONTINUATION FOR FACULTY AND STAFF

All faculty and staff employees who are actively enrolled in the College's health, dental, life insurance, or other benefit plans may be eligible to continue those benefits at their own cost after separation of employment through COBRA. For information regarding the termination of health benefits upon separation from the College, contact Human Resources.

#### REHIRE OF FACULTY AND STAFF

Former faculty and staff who left Augsburg College in good standing may be considered for reemployment. An application must be submitted for a posted vacancy, and the applicant must meet all minimum qualifications of the position. Rehired employees may be eligible for benefits just as any other new employee. Previous service will not be considered in calculating longevity, or leave accruals, except as required under the Uniformed Services Employment and Reemployment Rights Act (USERRA). However,

previous service may be counted towards the years of service for retirement benefits or tuition benefits with the College.

#### UNEMPLOYMENT FOR FACULTY AND STAFF

Unemployment insurance claims are charged to the former employee's department. Managers should forward any unemployment insurance claims or requests for information directly to Human Resources. Human Resources will research each claim as necessary and advise the department on documentation needed and hearing attendance requirements.

#### VOLUNTARY TERMINATION

Voluntary termination of employment occurs when a faculty, staff or student employee informs their manager of their retirement or resignation.

#### RETIREMENT OF STAFF

Staff members who wish to retire are asked to notify their manager and Human Resources in writing at least one (1) month before planned retirement date. All individuals should review their retirement options with their financial advisor or a retirement planner prior to giving notice to the College. On occasion, the College may offer an early retirement option for eligible staff or faculty.

#### RESIGNATION OF STAFF AND STUDENTS

As a courtesy, staff and students are asked to provide the College at least two (2) weeks' notice of their intention to separate in order to allow a reasonable amount of time to transfer ongoing workloads. Staff and students are asked to provide a letter of resignation to their manager and to provide a copy of the resignation to Human Resources. Resignation is deemed to have occurred when a staff or student employee is absent from work for three (3) consecutive workdays and fails to contact their manager (job abandonment).

#### INVOLUNTARY TERMINATION FOR STAFF AND STUDENTS

Augsburg College reserves the right under employment-at-will to terminate a staff or student worker when it considers the termination to be in the best interests of the College. Involuntary terminations may occur for a number of reasons including but not limited to a lack of work, lack of funding, end of seasonal or limited term position, organizational restructuring, or for unacceptable performance, personal conduct, and reasons specifically listed under the progressive discipline policy.

In some cases, where staff are being terminated for performance reasons, the staff member may be offered the option to resign in lieu of termination. Progressive disciplinary steps may be used, prior to termination, to correct a performance deficiency or behavioral problem. However, certain types of misconduct are such that one incident of misconduct will result in immediate dismissal without prior disciplinary steps. It is College policy to ensure that employee terminations are handled in a professional manner with minimal disruption to ongoing work functions.

#### **INVOLUNTARY TERMINATION FOR FACULTY**

Involuntary terminations of faculty members must follow the guidelines in the Faculty Handbook.

#### **LAYOFF OF STAFF**

Staff may be laid off for any reason, including but not limited to changes in duties, organizational changes, lack of funding, or lack of work. Staff will be selected for layoff based on objective criteria, which will be established by Human Resources prior to implementing layoffs. If meeting the objective criteria, staff on leave, whether with or without pay, will be included in the layoff. Staff selected for layoff will be given as much notice as is required by law or as much as is reasonable under the circumstances.

#### **LAYOFF OF FACULTY**

Layoff of faculty members is subject to provisions in the Faculty Handbook.

## **4.0 CONDUCT**

### **ACCURACY OF RECORDS AND REPORTING**

The College is committed to ensuring that the records, data, and information owned, used, and managed by the College are accurate and complete. The accuracy and reliability of financial reports is of the utmost importance to the business operation of the College. Employees must record, allocate and charge costs accurately and maintain documentation as required by established policies and procedures. All reports, including travel reimbursements, bills, invoices, payroll information, personnel records and other essential business records must be prepared with care and honesty. All employees responsible for accounting and recordkeeping must fully disclose and record all assets and liabilities, and must exercise due diligence in enforcing these requirements.

### **ATTENDANCE FOR STAFF**

Punctual and regular attendance is an essential responsibility of each staff member at Augsburg College, whether hourly or salaried. Any tardiness or unplanned absence causes difficulties for fellow staff and managers.

All staff are expected to report to work as scheduled, on time and prepared to start work. Staff members are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive. Staff who are unable to be at work on time or who are unable to work as scheduled must notify their manager as soon as possible in advance of the tardiness or absence using the notification procedures outlined by their department (by telephone, email, text, or other means). Tardiness and/or poor attendance may lead to disciplinary action up to and including termination of employment.

### **Absences and Tardiness**

An absence occurs when a staff member misses any part of a normal workday. An individual is considered late if they report to work after the scheduled starting time; an early departure is one in which the staff member leaves before the scheduled end of their shift. If staff are scheduled to work overtime and fails to report, it is an absence.

Prescheduled times away from work using accrued vacation, holiday, or sick leave approved in advance are not considered absences under this attendance policy.

### **Discipline**

Staff with attendance problems, unscheduled absences, or a pattern of tardiness may be subject to disciplinary action, up to and including termination. Staff with a pattern of absences, such as routinely calling off sick on the first work day of the week and/or the last work day of the week may also be subject to disciplinary action, up to and including termination.

### **No Call/No Show**

Not reporting to work and not calling to report the absence before the staff member's scheduled start time is a no call/no show and is a serious matter, which may subject the staff member to disciplinary action, up to and including termination.

### **Job Abandonment**

Any staff member who fails to report to work without notification to their manager for a period of three (3) work days will be considered to have abandoned their job and voluntarily resigned from their employment.

### **Excused Absences**

Leave granted for a staff member to serve on a jury will not be counted against the staff member's attendance record. Leave granted under the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), Workers' Compensation, or the Uniformed Services Employment and Reemployment Rights Act (USERRA) will not be counted against a staff member's attendance record if the individual has met the requirements of taking such leave.

## **CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT**

It is the College's intent to avoid conflicts between the personal interests of employees and the interests of the College. This policy applies to all faculty, staff, and student employees of the College.

### **Conflict of Interest**

A conflict of interest exists when an employee or a member of their family is in the position to influence a decision that may result in a personal or financial gain for that employee or a relative as a result of conducting business with the College.

All decisions and actions by employees in the course of their professional responsibilities are to be made in a manner that promotes the best interest of the College. This includes but is not limited to decisions on hiring employees, selecting independent contractors, and selecting vendors for services or products for the College.

In the event an employee, or their family members, may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving the College, the employee must do the following:

1. Disclose clearly and fully in writing to the appropriate division vice president the nature of the decision or transaction and the potential conflict of interest, and
2. Refrain from participating (acting individually or as a member of a group) in the College's consideration of the transaction or the processing of the transaction.

### **Conflict of Commitment**

A conflict of commitment occurs when an employee's involvement in outside activities substantially interferes with their primary commitments to the College. It is the employee's responsibility to report any actual or potential conflict of commitment to the Assistant Vice President of Human Resources or the Dean of the College. The College reserves the right to ask an employee to discontinue any outside activity that substantially interferes with their commitment to the College as a condition of continued employment.

Situations involving faculty will be reviewed and resolved by the Dean's office in keeping with the Faculty Handbook and subject to the intent of this policy.

## **GIFTS**

Employees should never ask for a gift or favor from any individual or organization that does business with or seeks to do business with Augsburg College. This policy applies to all faculty, staff and student employees of the College.

Employees may accept ordinary business meals, entertainment, and novelty items with a value of less than \$25 from suppliers, vendors, contractors, and others. Any gifts or services from vendors with values exceeding \$25 must be approved by the division vice president in writing prior to acceptance.

## **ETHICS AND BUSINESS CONDUCT**

Augsburg College expects all employees to engage in ethical behavior in their professional role representing the College. This includes refraining from taking actions that may create a conflict of interest or be perceived as creating a conflict of interest. As such, faculty and staff may not have influence over an immediate family member or significant other in any supervisory, advising, or teaching capacity. The following are examples of prohibited actions that would require immediate notification to the

appropriate Vice President and Human Resources: supervising an immediate family member, teaching a class with an immediate family member as a student, serving as the faculty or staff advisor to a student who is an immediate family member, and accessing the employee records or student records of an immediate family member. This policy applies to all faculty and staff employees of the College. The purpose of notification is to identify the issue and work with the Vice President and and/or Human Resources to resolve or reduce the impact of the potential conflict.

The Faculty Handbook has related policies regarding Professional Standards and the Code of Ethics.

## **DRESS CODE AND PROFESSIONAL APPEARANCE**

The professional appearance and proper hygiene of all employees presents a positive public image. As such, employees should practice good hygiene and report for work in professional apparel, in keeping with the work environment. In addition, the College is committed to providing a work environment free of safety hazards and harassment of any kind.

Some examples of appropriate attire include dress pants, khakis or Dockers, sport coat or jacket, sweaters, button-down shirts or blouses, polo shirts, skirts, dresses. All clothing should be clean and free of stains, wrinkles, and rips.

Examples of items that are typically not considered appropriate attire under this policy: bare feet; pajama pants; halter tops with spaghetti straps; clothing with profanity, offensive pictures, or sexually suggestive slogans or drawings; clothing that shows the midriff or cleavage; and the observable lack of undergarments or exposed undergarments. In addition, clothing that would be considered suggestive or revealing is not appropriate for the workplace. All employees should remember that they represent Augsburg College and that they are dressing for work and dress accordingly.

Management reserves the right to send any staff or student employee home to change clothes who violates any part of the dress code policy. The time spent away from work for this reason will not count toward hours worked. Individual departments may set more specific and detailed attire expectations in keeping with the type of work performed.

## **CONSENSUAL RELATIONSHIPS**

**The College does not approve of and strongly discourages consensual relationships between individuals where a professional power differential exists.**

Faculty should refer to the Faculty Handbook for additional guidance on this topic.

Consensual relationships between staff/faculty and students.

Staff and faculty exercise power over students in different ways. It could be in the classroom setting, as a supervisor for student employment or in other ways in the course of the student's admission, registration, financial assistance process, involvement with activities, or residence on campus. The College does not approve of and strongly discourages all consensual relationships between students and staff or faculty.

a. Consensual relationships in the instructional context

Faculty members are discouraged from having a romantic or sexual relationship (consensual or otherwise) with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised by the faculty member.

b. Avoiding the appearance of a conflict of interest

A faculty or staff member involved in a consensual relationship outside the instructional context may face serious conflicts of interest and should be careful to distance themselves from any decision regarding the student with whom the staff or faculty member now has or has had a relationship.

Consensual relationships between employees

Consensual relationships between individuals in unequal positions of employment carry special risks and should be avoided. Even when an employee doesn't have direct supervision over an employee, if they are in a position to influence the career of that person it can be considered a power relationship. Such relationships may undermine the real or perceived integrity of the employment decisions which are made. The consensual nature of the relationship may be perceived differently by each party, and by others who have knowledge of the relationship.

Romantic and sexual relationships between faculty or staff and students or between managers and their employees do not necessarily involve sexual harassment. However, when a faculty or staff member enters into a sexual or romantic relationship with a student (or a manager with an employee where a power differential exists) it will be

difficult to prove that the relationship is truly consensual and is not influenced by a power relationship. Such relationships can lead to legal claims and potential individual liability for the faculty member or staff member involved. The College will not defend or provide legal representation to a faculty or staff member who is subject to a legal claim arising out of a sexual relationship with a student, faculty, or staff member.

## **USE OF COLLEGE FUNDS AND RESOURCES**

Augsburg College staff and faculty must ensure that College resources are not used for other than their intended purposes. Augsburg College resources, including time, material, equipment, and information, are provided for College business use. This includes computer equipment, copiers, printers, paper, office supplies, and other materials. All employees have an obligation to manage the institution's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni, foundations, donors, and government agencies.

College employees are responsible for safeguarding the tangible and intangible assets of the College that are under their control. Employees are trusted to behave responsibly and use good judgment to conserve College resources. College resources may not be converted to personal use, either for oneself or another person.

College resources may not be used to make contributions to candidates for public office, to political parties, or to other political organizations that are organized primarily to accept contributions for the purpose of influencing the selection, nomination, election, or appointment of any individual to federal, state, or local public office.

Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use. Questions about the proper use of College resources should be directed to the appropriate division vice president.

### **Computer and Network Use**

The College's communications systems, including but not limited to computers and telephones, are for the furthering of College business. Use of email, instant messaging, and the internet on College computers and networks is to promote College communications and/or facilitation of College work. The computers belong to the College and are provided to employees for the purpose of the work of the College.

Employees have no right to privacy with regard to their use of the College computer system and computers, including the use of email, instant messaging, the College network and the internet. While email and internet use are not routinely monitored, the College retains the right to monitor or review employees' use of the College's computer system and network.

Prohibited email usage includes, but is not limited to, distribution of chain letters, inappropriate humor, demeaning comments, offensive graphics and offensive images or language. Prohibited internet sites include, but are not limited to those containing offensive graphics, images, and language. Downloading of copyrighted, protected materials or software without prior authorization is strictly prohibited.

### **Personal Telephone Calls**

Augsburg College recognizes that employees will occasionally need to place and receive personal phone calls during the work day. In all cases, personal calls should be minimal, whether the calls are placed or received using College phones or personal cell phones. Receiving and placing excessive personal calls is disruptive to others. If at all possible, calls should be limited to allotted breaks. Excessive work time spent on personal calls is considered a misuse of work time and College resources; therefore, abuse is subject to disciplinary action. All personal cell phones and other communication devices are to be kept in quiet mode or turned off while employees are on duty, or in public areas, unless used for College business.

## **COMPUTING RESOURCES**

Augsburg College provides computing resources geared to the realization of its vision as a distinctive college community. It is the policy of Augsburg College that computing resources be used in a legal, ethical, and responsible manner. Any use of computing resources that would impede teaching, learning, research or administration; or that would violate an applicable license or contract is a violation of this policy. Any questions regarding interpretation or application of this policy should be directed to the Chief Information Officer.

Violation of this policy may result in immediate suspension of computing privileges, with referral to appropriate College or criminal authorities. This policy is intended to work in conjunction with existing policies within the Augsburg College Student Guide, the

Student Handbook, the Augsburg College Faculty Handbook, and the departmental technical policies and standards as administered by Information Technology.

### **Usage Guidelines**

Although most people use computing resources in a legal, ethical and responsible manner, it is possible that willful or even accidental misuse can seriously disrupt the work of others. These guidelines are provided to increase your awareness of the issues involved.

#### **1. College Use**

Augsburg College computing resources are for use only by those persons with valid accounts or with the permission of the College to use computing resources.

#### **2. Account Use**

All accounts have a password to prevent unauthorized access of the account. Employees should not share their password with anyone or write it down in a publicly viewable location, as each employee is responsible for activity associated with their account. Passwords should be changed periodically to keep the account secure.

#### **3. Unauthorized Access and Impersonation**

Users may not attempt to gain access to computer systems, files, messages, communications, or documents of others unless they have a legitimate reason to do so. Accessing systems, files, messages, communications, or documents of others without a legitimate reason is inappropriate and is prohibited. Users may not impersonate other users or forge communications such as electronic mail messages.

#### **4. Harassment**

The College's policies prohibiting all forms of discrimination and harassment, including sexual harassment, cover all forms and means, including those activities using computing resources. Computing usage that is perceived by another as discriminatory or harassing as defined by the College policy may be considered a violation.

The display of offensive material in an area that could be viewed by others is likely to violate the College harassment policy. There are materials available on the internet and elsewhere that some members of the College community will find offensive. Sexually explicit graphics is one example of such material. While the College cannot restrict the availability of such material on the internet, it considers their display to be a violation of this policy. This includes, but is not limited to, output of such material to accessible computer screens and printers.

## 5. Maliciousness

Computing resource users may not deliberately disrupt the performance of computer systems or networks, or attempt to circumvent system security. This includes reconfiguring a computer system to make it unusable for others, attempting to destroy or alter data or programs belonging to other users.

## 6. Commercial Activity or Personal Gain

The use of College computing resources for commercial purposes or for personal gain is prohibited.

## 7. Sensitive Information

Users who have access to or store sensitive information belonging to the College on their computers must take extra precautions to keep this information secure. The use of file sharing software can inadvertently expose all of the data on a computer to public view. Employees who deal with sensitive data belonging to the College should store it in the appropriate network storage space where access rights are controlled.

While the College does not routinely monitor email or internet use by employees, the College reserves the right to monitor or review the use of its computers without prior warning and notice.

# SOCIAL MEDIA AND ELECTRONIC COMMUNICATION

Social media are powerful communication tools that have significant impact on organizational and professional reputations. Social media primarily are internet and mobile-based tools for sharing and discussing information. Social media users can post photos and video; they can comment and post links to other information to create content on any imaginable topic. Sometimes this is referred to as “user-generated content” or “consumer-generated media.” The lines between personal and institutional voice are often blurred. Augsburg College has established the following guidelines to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Electronic communication is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. The following are examples of electronic communication (social media tools), but this list is not exclusive because there are ever-emerging technological tools:

- Social networking sites, such as Facebook, LinkedIn, and MySpace;

- Blogs and microblogs, such as Twitter
- Video-sharing sites, such as YouTube and iReport
- Photo-sharing sites, such as TwitPic and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- RSS feeds
- Mobile phone content uploaded to the internet

In both professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, confidentiality expectations, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other College constituents apply online as in the real world. Employees may be held personally responsible for anything they post to social media sites. Employees who participate in social media are expected to adhere to all applicable College policies at all times. This policy is in addition to and not in place of those other policies.

### **Guidelines for Social Media Sites, Including Personal Sites**

The keys to success in social media are being honest about who you are, being thoughtful before posting, and respecting the purpose of the community where posting. The following guidelines apply to all social media use, whether personal or professional:

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about Augsburg College, students, employees, or alumni. Employees need to use good ethical judgment and follow applicable federal requirements such as FERPA and HIPAA, as well as NCAA regulations. Adhere to all applicable College privacy and confidentiality policies. Employees who share confidential or proprietary information do so at the risk of disciplinary action including termination.
- **Respect copyrights and fair use:** When posting, employees need to be mindful to provide links to materials when possible and demonstrate proper respect for copyright and fair use laws. Employees may not use or reproduce trademarks, branding, or logos of Augsburg College without authorization.
- **Respect College time and property:** College computers and employee work time are to be used for College-related business. It is appropriate to post at work **if** the comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem.

Employees should maintain their personal sites on their own time using non-Augsburg College computers.

- **Speak for yourself:** Only authorized employees may post on behalf of the College. If an employee is not authorized to speak on behalf of the College, then they must make it clear they are expressing their own personal views if they post anything that discloses their relationship with the College. Employees must disclose their employment relationship with the College if they post anything that promotes or endorses the College.

### **Institutional Social Media**

If an employee posts on behalf of an official College department or division, the following policies must be adhered to in addition to policies and best practices listed above.

- **Be transparent:** If an employee participates in or maintains a social media site on behalf of the College, the employee should clearly state their role and goals. Employees should discuss with their manager when they are empowered to respond directly to users and when they need approval.
- **Notify the College:** Departments or divisions that have a social media page or would like to start one should contact the Marketing and Communications department to ensure that all institutional social media sites coordinate with other Augsburg College sites and their content. All institutional pages must have a full-time employee who is identified as being responsible for content. Departments should consider their message, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.
- **Strive for accuracy:** Employees must get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the College in any capacity.
- **Be respectful:** Augsburg College employees understand the College's commitment to the dignity of others and to the civil and thoughtful discussion of opposing ideas. Some online communities can be volatile, tempting users to behave in ways they otherwise would avoid. The employee's reputation and Augsburg's are best served when they remain above the fray.
- **Be thoughtful:** If an employee has questions about whether it is appropriate to write about certain kinds of material in their role as an Augsburg employee, they should ask their manager before posting.

- **Think twice before posting:** There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if the post has been deleted. If an employee wouldn’t say it at a conference or to a member of the media, they should consider whether they should post it online.
- **Link back to the College:** Whenever possible, link back to the College website. Ideally posts should be very brief; redirecting a visitor to content that resides within the Augsburg College web environment.
- **Protect the institutional voice:** Posts on social media sites on behalf of the College should protect the College’s institutional voice by remaining professional in tone and in good taste. No individual College department should construe its media site as representing the College as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post. Names, profile images, and posts should all be clearly linked to the particular department or division rather than to the institution as a whole.

## SOLICITATION AND DISTRIBUTION

A-mail is a daily electronic digest, intended for communication within the Augsburg community. The A-mail may be used to communicate items for sale or to give away, consistent with the IT usage policy. All submissions to the A-mail are edited and published at the discretion of the College.

The posting of written notices or solicitation on College bulletin boards is governed by the Event Services posting policy. College-endorsed campaigns such as the Augsburg annual fund or other approved campaigns are exempt from this policy.

Individuals or organizations who wish to sell products or services, provide information, or solicit volunteers on campus must follow the Event Services policies regarding vendors and tabling. Private solicitation on the premises of Augsburg College is allowed only through A-mail and event services policies as noted above.

## **5.0 PERFORMANCE AND DEVELOPMENT**

### **POSITION DESCRIPTIONS/JOB DUTIES FOR STAFF**

There are many practical uses for position descriptions, including job evaluation, pay structure, performance evaluations, legal compliance, staff planning, employment, orientation, training and development, and career planning.

A position description is essential for every position. A position description is a written statement of the main objectives of the position. It describes essential and nonessential functions, job qualifications, duties, skills, responsibilities, physical conditions, as well as required education and experience. It also includes information on tools and equipment used and relationships with other positions.

Every regular staff member is to review and sign the appropriate position description. The signed position description indicates understanding of the elements of the job and becomes a part of the staff member's personnel file. As a part of a staff member's annual performance evaluation, the manager and employee will review the position description and make necessary updates to be forwarded to Human Resources for final approval.

A manager may require a staff member to perform work assignments outside of the duties and responsibilities outlined in the job description. In addition, managers may request that a staff member accept additional responsibilities, work, or training outside regular business hours. And, a manager may temporarily or indefinitely alter work hours to best meet the needs of the College.

### **NEW EMPLOYEE ENGAGEMENT PERIOD FOR STAFF**

Every new or rehired staff member must complete a 90-calendar day engagement period. It is a period of adjustment and adaptation on both the personal level and the job requirement level. The staff member is expected to meet or exceed the initial expectations of the position during this time period. The new staff member is also adjusting to the College's overall policies and work rules.

If during this new employee engagement period the job performance or conduct is unsatisfactory, a manager may give the staff member written notice of the deficiency and explain how the performance or conduct needs to improve in order to continue employment. If during this time period the staff member fails to adapt successfully to the requirements of the position, department, or the College, employment will end. Terminations will be reviewed with the division vice president and Human Resources prior to meeting with the staff member.

If a staff member's performance or conduct does not meet the expectations set by the manager, or there has not been enough opportunity to evaluate the staff member's performance, or there is a strong probability the staff member will achieve satisfactory goals during the extension of time, the manager may extend the new hire engagement period up to an additional ninety (90) days. Notice of extension should be given to the employee in writing from the manager, indicating why the period is being extended. At the end of the extension, the manager will discuss with the staff member their performance and notify them whether or not they successfully completed the engagement period.

Successful completion of the engagement period does not alter the at-will nature of the employment relationship.

## **PERFORMANCE REVIEW POLICY FOR STAFF**

The annual performance review is intended to provide a formal review system for the performance management of staff. The annual performance review document is intended to provide a general format, with consistent categories across all College departments.

The performance review system is intended to provide a clear means:

1. For the manager to define the major functions of the position;
2. For the manager and employee to develop a shared understanding of the work and goals to be accomplished; and
3. To identify the performance and behavioral factors that will be evaluated.

The manager and staff member should jointly establish performance objectives, goals, and professional development that will improve, sustain, or increase the individual's effectiveness. Communication and feedback should be ongoing throughout the year

between the manager and the staff member. Staff should be recognized for good performance and receive appropriate suggestions for improvement. If the staff member has deficiencies in performance or behavioral expectations, the staff member may be placed on a Performance Improvement Plan designed to provide tools for improvement in order to achieve success within an established timeline.

### **Frequency of Review**

The annual review cycle typically coincides with the calendar year beginning January 1.

### **Timeline**

1. The annual review cycle begins in January each year and ends February 15
2. The review is conducted for work performed during the previous calendar year
3. To begin the review process, the individual submits a self-review by completing the Performance Appraisal Form. The self-rating provides a basis for discussion between the manager and the staff member, and is not counted in the final performance rating.
4. After receiving the self-assessment from the staff member, the manager will complete the Annual Performance Review form.
5. The manager will conduct a meeting with the staff member to discuss the review.
6. The staff member and manager will sign the performance review which will be provided to Human Resources by the manager no later than February 15. The manager and staff member each receive a copy of the form.

### **Planning**

After completing the review, the manager will print a new performance review form to conduct a planning session for the upcoming year. The manager will complete a planning session for the upcoming year no later than March 15 with current staff and no later than 30 days from the date of hire with newly hired staff.

### **Right of Review**

The staff member may write a response to the review or comments on a separate sheet of paper. The written response must be submitted to Human Resources and will be attached to the performance review. The staff member may request a review of the rating within fifteen (15) calendar days of the date of the performance review. The request must be in writing and should be directed to the appropriate vice president. The vice president will review the rating and notify the individual of the results of the review, in writing, within thirty (30) calendar days of the receipt of the request for review.

### **Alternate Timeline**

College departments that cannot complete performance reviews during the calendar time frame listed above may request an alternate annual time frame to be approved in advance by Human Resources.

## **RECLASSIFICATION FOR STAFF**

Departments may work with Human Resources to identify career development opportunities in existing staff positions and establish a career ladder in the department. When an existing position is “promoted” to a higher level position in the established career ladder, it is considered a “reclassification.” To qualify, the incumbent must currently be performing at least 50% of the work in the new role and meet the educational and experience qualifications for the new role. These are not open or vacant FTEs, but rather recognition of career development by a staff employee in an existing position.

## **PROMOTION FOR STAFF**

Promotion to a new vacant role or position at a higher salary or pay grade or to a position where the incumbent is not already performing at least 50% of the duties would be considered a “promotion” which requires a competitive application process. Augsburg College offers staff promotions to higher-level positions when appropriate, when the candidates meet the requirements of the position, and when it is determined to be in the best interest of the College. Staff are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their managers, department heads, and Human Resources.

## **PROFESSIONAL ASSOCIATION MEMBERSHIP FOR STAFF**

The College supports employee involvement in professional associations relevant to the work performed in their role at the College. Requests for reimbursement for staff membership in professional associations may be approved by the individual’s manager based on several factors, including relationship to the staff member’s job duties and budgetary considerations.

The College has several institutional memberships; staff should contact their managers prior to joining a professional association to see if the College already is an institutional member.

## PROFESSIONAL DEVELOPMENT FOR STAFF

The College supports both career-related and job-related professional development activities. It is expected that staff and managers will discuss professional development issues. Department heads may, at their discretion and subject to the business needs of the College, support a staff member's request to participate in a development program by approving flexible or alternate work schedules, approving vacation or leave without pay, full or partial payment of fees and expenses, and temporary or part-time reassignment in another department, provided that:

1. the staff member has completed the employee engagement period, and
2. the staff member's performance is satisfactory or better.

**Required Program Attendance:** When a manager or department head requires staff to attend a training or development program, the time spent in attendance will be counted as time worked, and the full fees and related costs, e.g., materials, travel, and reimbursement for meals, will be paid by the department.

Continuing education courses for the maintenance of state licenses that are a requirement for employment in the staff member's current position are not automatically considered professional development programs and do not necessarily qualify for fee reimbursement.

### PROFESSIONAL DEVELOPMENT LEAVE (STAFF SABBATICALS)

A staff member who wishes to request professional development leave will develop a proposal for review by the manager. Upon approval of the manager, a regular status staff employee whose performance is satisfactory or better and has been employed with the College for seven (7) or more years is eligible to submit the proposal to Human Resources. The proposal should include no more than 120 hours (non-exempt) or fifteen (15) workdays (exempt) paid release time per calendar year for professional development. The proposals must be approved by the division vice president, and if funds are available will be sent to Cabinet for approval.

### ACTIVITIES AND ELIGIBILITY

Professional development activities may include but are not limited to: opportunities for on-the-job training, cross training, coaching, and internships; attendance at courses,

workshops, seminars, conferences, institutes, lectures, and meetings; and participation in professional and technical associations. In approving professional development activities, the department head considers scheduling, staffing, budget, and other related considerations.

### **REQUEST FOR PROFESSIONAL DEVELOPMENT LEAVE**

To propose a professional development leave, staff and their manager develop a mutually agreed-upon, written plan describing the proposed activity. The staff member submits the plan to the manager for approval. The written development plan may address the following issues, as applicable:

- A description of the activity or activities to be undertaken by the staff member during the leave period
- The requested period of time for the activity (provide dates or the range of time)
- The relation of the activity to the individual's current job responsibilities
- How the activity may assist the transition into future College positions
- The quality of the particular training activity, as compared to similar activities available to staff, and/or an assessment of the reputation and reliability of the institution, organization, or other sponsor who will provide this activity
- The relation of the activity to the department's mission and goals
- A statement on the relative importance of this activity to the overall needs of the department and available resources
- The impact, if any, on employee workload and others in the department

In approving a professional development leave, the manager considers the proposed duration of the leave and scheduling, staffing, and budget considerations.

### **GUIDELINES FOR GRANTING LEAVE FOR STAFF**

The amount of leave to be granted depends upon the specific requirements within the individual professional development plan, up to the maximum above. Professional development leave for an eligible part-time staff member is pro-rated based on appointment percentage. Staff may request professional development leave five (5) or more years after the granting of the last leave. A copy of the approved development plan is placed in the staff member's personnel file. Upon return from the leave, staff will be expected to submit a presentation based on the professional development activity.

## **TRAINING FOR STAFF**

Augsburg College's training and development opportunities seek to support faculty and staff development, and organizational effectiveness, through high-quality educational training programs designed to meet individual, department, and institutional needs and objectives. The College's goal is to enhance individual learning and development as a means for creating a better workplace environment and for building a stronger College community. All employees are expected to grow and develop their professional skills as a condition of employment, to ensure that their contributions remain aligned with the needs of their department and the College.

Managers are expected to develop accurate job descriptions and professional development goals for each staff member and to provide the appropriate support and opportunities to ensure that staff develop their skills in line with the College's mission and goals. While educational assistance is expected to enhance a staff member's performance and professional abilities, Augsburg College cannot guarantee that participation in formal education will entitle the staff member to automatic advancement to a different job assignment, or result in pay increases.

Training sessions and development opportunities are offered from a number of sources:

- Classes offered through the course catalogue (Tuition Benefit)
- Training sessions offered through Human Resources
- Training sessions offered through the Center for Teaching and Learning
- Training sessions offered by the Associated Colleges of the Twin Cities (ACTC) or other ACTC schools

## INFORMAL COUNSELING FOR STAFF

It is often the case that a manager can assist the staff member in improving their performance or conduct through informal discussions without initiating a formal disciplinary process. At the informal stage, the manager may counsel the staff member. The purpose is to establish an understanding of the issues, exchange information, and establish job expectations. At this early stage of identifying and discussing an issue, it is preferable that this be an in-person conversation between the manager and the staff member. The discussion(s) should follow these guidelines:

1. Counsel the individual in private about the matter. The objective of the discussion is to communicate the issues and to establish clear job expectations, performance standards, and/or standards of conduct.

2. Create the kind of meeting that allows the staff member to explain what they believe is happening whether it involves work performance or behavior.
3. Allow this time to discuss possible solutions and make room in the discussion for the staff member to assist in the identification of solutions and clearly identify a timeframe for achieving the goals or milestones identified.
4. When discussing issues of performance or behavior, it is just as important to provide the needed guidance as it is to preserve self-esteem. Keep in mind that most people want to be successful in their work.

The manager should keep general notes of all meetings with the staff member and be specific about the performance and/or conduct issues. A copy of this documentation is kept only in the manager's file. This documentation will be presented in the event that the progressive disciplinary process becomes necessary. If informal counseling does not resolve the issue(s), or if the conduct or performance issues are too serious to warrant informal counseling, the progressive discipline process should be initiated.

Employment of individuals outside the context of a collective bargaining agreement is at-will, and the College may choose to discharge an employee without first utilizing informal counseling or progressive discipline, if determined by the College to be in the best interest of the College.

## **PROGRESSIVE DISCIPLINE POLICY FOR STAFF**

The progressive discipline policy is a tool for clear and predictable communications between management and staff employees when disciplinary action is pursued. Occasionally, situations occur in the work environment that challenge the spirit of cooperation or result in an unacceptable level of job performance. To assist staff in meeting the expectations of the College, managers provide instruction to staff in proper procedure and remind them of appropriate behavior. It is expected that in the normal course of manager and staff interaction adequate and timely information about job expectations and regular feedback on job performance is provided.

It is the policy of Augsburg College to use a progressive discipline process tailored to the facts and circumstances of each situation to address concerns regarding staff work performance or conduct whenever appropriate. Progressive discipline is intended to be a tool to help staff understand both the expectations for their position as well as a path for improvement. Progressive discipline is appropriate when the College believes that concerns related to performance or conduct can be corrected. The level of discipline will

vary depending on various factors, including the severity of the problem and the staff member's work record. Some offenses will warrant immediate termination of employment.

Prior to initiating the progressive discipline process managers should have addressed performance issues through informal counseling or by utilizing a Performance Improvement Plan (PIP) which outlines the areas of concern, sets clear expectations for improvement, and establishes a timeline. If improvement does not occur within that timeline, the manager may initiate formal corrective action. Before imposing discipline, managers are expected to consult with the division vice president and Human Resources.

When disciplinary action is taken, the staff member will be informed of the specific work performance deficiency and/or behavior and be provided constructive feedback, expectations for improvement, and additional training when warranted. A staff member receiving disciplinary action is expected to correct the deficiency, ask their manager for feedback when needed, and sustain improvement over time.

There are instances where the College determines that its business needs or the specific circumstances of any individual situation require immediate action by the College without any form of progressive discipline.

The language used in this policy does not create a binding contract. The College reserves the right to vary from the policy at any time based on the specific circumstances and may revise the contents of the policy at any time in whole or in part.

### **Applicability**

The progressive discipline policy applies to all exempt and non-exempt staff full or part-time who have completed at least six (6) months of employment with the College. Excluded from the policy are faculty employees and staff covered by a collective bargaining agreement.

### **Levels of Progressive Discipline**

There are four levels of disciplinary actions: verbal warning, written warning, suspension and involuntary termination. In determining the proper course of disciplinary action, the College may repeat, modify, or omit a level of discipline based upon the circumstances of the situation.

#### **Step 1: Verbal Warning**

A verbal warning is the typical first step of the disciplinary process. Verbal warning refers to a meeting between the manager and the staff member in which the staff member is told about a performance or conduct concern and warned that they will receive additional discipline if the concern is not corrected. The manager should confirm the content of a verbal warning in writing. A verbal warning is not subject to grievance under the grievance policy.

## Step 2: Written Warning

The written warning is the step of discipline that often follows a verbal warning if the concern regarding performance or conduct has not been corrected. A written warning is provided in a meeting between the manager and the staff member in which the staff member is told about a performance or conduct concern and warned that they will receive additional discipline if the concern is not corrected. The warning is recorded in writing, the staff member is given a copy, and the original is placed in the individual's personnel file. If the staff member's opinion differs from their manager, they can write a response to the written warning and it will be attached to the warning. A written warning is not subject to grievance under the College's grievance policy.

Staff who have an active written warning are ineligible to be considered for internal transfers, promotions, pay increases, or awards until at least thirty (30) days after fulfilling the conditions and terms of the warning. When the staff member has met the requirements of the written warning, the manager will write a letter acknowledging the improvements and stating that the staff member has satisfied the conditions of the warning. If a performance review is due during this time, the manager can address the completion of the conditions in the review in lieu of a separate letter.

## Step 3: Suspension

If the written warning has not resulted in the behavioral or performance change, the manager may consider suspension to attempt to correct the issue. Suspensions are sometimes used to address persistent or serious performance or conduct issues. A disciplinary suspension is normally a period of one (1) to three (3) days and is without pay. Longer suspensions may be given depending on the nature of the issue(s) and at the discretion of the College. This step must be reviewed by the division vice president and

Human Resources prior to taking action. This level of discipline may be subject to grievance under the College's grievance policy.

When the staff member returns from the suspension and the behavior or performance has been corrected for a period of six (6) months, a letter should be placed in their personnel file, stating that the improvement(s) needed have been corrected.

#### Step 4: Involuntary Termination

If the concern regarding performance or conduct continues despite earlier discipline and/or counseling, or if the concern is so serious that the manager believes that termination is warranted, employment may be terminated. This step will be reviewed by the division vice president and Human Resources prior to taking action. This level of discipline may be subject to grievance under the grievance policy.

#### Examples of Offenses for Which Progressive Discipline Steps May Not be Followed

Progressive discipline is not appropriate in every case. Examples of offenses for which progressive discipline may not be appropriate include but are not limited to:

- illegal activity, theft, mishandling or unauthorized removal or destruction of confidential or sensitive information;
- inappropriate use of power to influence;
- intimate or sexual contact with a student;
- dishonesty, or other unethical behavior, such as falsification of records or knowingly and willfully misrepresenting data requested by the College;
- possession or consumption of alcohol on College premises or while performing College duties unless during a College-sponsored event where alcohol is served; use or possession of illegal drugs on College premises;
- impairment of faculties from the consumption or use of alcohol or illegal drugs on College premises or while performing College duties;
- blatant disregard for safety regulations;
- abuse, neglect, mishandling, destruction, or unauthorized removal or use of College property;
- possession or use of a weapon on College premises; verbal abuse, including bullying; threats or acts of physical abuse;
- sexual or racial harassment or violence; and

- arrest or conviction of an illegal act, on or off the job, which adversely affects the job performance or the College's reputation.

## **GRIEVANCE POLICY FOR STAFF**

Augsburg College affirms its commitment to providing an environment for all employees that is respectful, that rewards employees on the basis of work standards and performance, and that is free from discriminatory, inappropriate, and disrespectful conduct or communication. The College is committed to fostering and upholding values of human dignity and respect for the individual; Augsburg College expects standards of professional behavior that exceed those minimally prescribed by law.

The grievance procedure provides a just and equitable method for the resolution of staff grievances without discrimination, coercion, restraint or reprisal against an individual who may submit a grievance or is involved in a grievance. If a grievant fails to cooperate in good faith with the timeframes outlined in the procedure, their grievance will be considered withdrawn. If a grievant voluntarily terminates their employment during the grievance process, their grievance will be considered withdrawn.

### **Good Faith Participation**

The grievance process is dependent upon the willingness of all involved to participate in good faith, whether as a grievant, respondent, or witness. Accordingly, it is expected that faculty and staff will participate in the grievance procedure in an open, civil, and respectful manner that is aimed at productive resolution. Should an employee be found to have knowingly and intentionally brought forward a false charge, provided false witness, or in any other way knowingly acted to misuse the grievance process or disparage the College, they may be subject to disciplinary action up to and including termination.

### **Non-Retaliation Policy**

All employees may use the procedures described below without fear of retaliation from managers or others against whom a complaint may be lodged. Retaliation against any member of the community for good faith participation in the procedures described below is a violation of College policy. Retaliation will not be tolerated and will be subject to

College disciplinary procedures up to and including termination. Any violation of this policy should be reported to Human Resources.

### **Role of Human Resources**

At all stages of the grievance process a representative from Human Resources will be present. The Human Resources representative will provide information to the parties and facilitate the process. The role of Human Resources is not to speak on behalf of either the grievant or the respondent.

### **Confidentiality**

Confidentiality and privacy of those involved will be respected to the degree possible during all complaint procedures, and information will be disclosed on a need-to-know basis. It is important to recognize that understanding the nature of the complaint and facilitating resolution typically requires speaking with others. Human Resources will take this step when necessary with those persons who are relevant to the resolution of the complaint.

Maintaining confidentiality is a requirement of all participants in the process (e.g., grievant, respondent, interviewees, witnesses, managers, peer allies, Human Resources.) As such, no information about the grievant, the respondent, the witnesses, or the grievance will be shared with other faculty, staff, students, alumni, or anyone else not actively involved in resolving the grievance. It is expected that all participants of a grievance will maintain the confidentiality of the proceedings to ensure that those involved feel they can speak openly and honestly and participate in the process without fear of retaliation. Confidentiality of the process helps ensure an unencumbered resolution process.

### **Definitions**

**Grievant:** the staff member who initiates a complaint or grievance.

**Respondent:** the individual against who the complaint or grievance is made.

**Peer Ally:** a trained Augsburg College faculty or staff member who attends each step of the grievance process with the grievant, if the grievant so chooses. The role of the peer ally is to serve as a witness, to counsel the grievant about how best to present their concern, to discuss resolution options with the grievant, and to ensure that the process is consistently applied. The peer ally can advise the grievant but cannot speak for the grievant or act as a spokesperson. The goal of the grievance process is to resolve

issues internally; a grievant may bring their peer ally to grievance meetings, but no attorneys may attend grievance meetings.

### **Grievance Process**

This grievance process is for staff members to dispute disciplinary actions which are step 3 and step 4 under the progressive discipline policy; specifically suspensions and/or terminations of employment. This grievance process is normally available for a staff member who has a grievance with the disciplinary action imposed by their manager.

### **Timeframes**

The timeframes referred to should be followed under normal circumstances, but may be changed at the discretion of the College. These days do not include days when the Human Resources department is not open for normal operations or days when either the grievant or the respondent is unavailable due to previously scheduled and approved time away.

|                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Standard Grievance</b>                                                                                                                                                                                                                                                     |
| <b>Applicable to</b><br><br>This grievance process may be open to a staff member who has a dispute with the serious disciplinary action imposed by their manager.                                                                                                             |
| <b>Step 1: Filing a Grievance</b><br><br>A staff employee who believes progressive disciplinary steps were not followed and they were subjected to suspension or termination of employment will submit a standard grievance form to HR within 7 days of the alleged incident. |
| <b>Step 2: Review and recommendation from Human Resources</b>                                                                                                                                                                                                                 |
| <b>Step 3: Review and decision by division vice president</b>                                                                                                                                                                                                                 |
| <b>Step 4: Appeal to Grievance Review Committee</b>                                                                                                                                                                                                                           |
| <b>Step 5: Decision by President</b>                                                                                                                                                                                                                                          |

### **Informal Discussion with Manager**

It is the goal of the College to resolve concerns informally whenever possible. If problems arise in a work situation, the people closest to the situation should have the first opportunity to try and work through the issues or disagreements. In many cases,

concerns can be resolved through effective dialogue between staff members and their managers. The College strives for a workplace in which communication helps to avoid problems and quickly resolves concerns when they arise. If the staff member believes the manager has inappropriately issued a suspension or termination of employment, they should discuss the concern with the manager within three (3) days of the action.

### **Step 1: Submit Grievance form to Human Resources**

If the staff member is uncomfortable approaching the manager directly, or has done so and is not satisfied with the response, the staff member may submit a grievance form to Human Resources within seven (7) business days. Human Resources may be able to help answer questions or help facilitate an informal resolution of the concern.

### **Step 2: Human Resources Review and Recommendation**

If it accepts review of the decision, Human Resources will give the grievant and the manager written notice once informal attempts to resolve the concern have concluded. Human Resources may then meet with the manager, the grievant, and the peer ally, if the grievant so chooses, to discuss the disciplinary action and the history of performance and conduct prior to the disciplinary action or undertake any further investigation it chooses.

Human Resources may recommend additional meetings, a performance improvement plan, mediation, training, the same or other disciplinary action, or other action. The review by Human Resources will be completed within ten (10) business days.

### **Step 3: Review and Decision by the Division Vice President**

Upon appeal by either party of the decision by Human Resources, the vice president will determine the method and depth of the review. A written decision will be provided to the grievant within ten (10) business days of the filing of the appeal. A copy will be provided to the respondent, the respondent's manager and Human Resources. If the disciplinary action is upheld by the division vice president, the action will be effective immediately, if it has not yet taken effect.

### **Step 4: Appeal to the Grievance Review Committee – Staff Discharge Only**

Only issues of staff discharge are subject to review by the Grievance Review Committee, and only in cases where the College has discharged the grievant without prior progressive disciplinary steps. If the Grievance Review Committee accepts review, a written decision will be provided to the grievant within ten (10) business days of the filing of the appeal. A copy will be provided to the respondent, the respondent's manager, the division vice president and Human Resources.

### **Step 5: Final Decision by the President**

Review by the President will occur if an appeal was reviewed by the Grievance Review Committee and its recommendation differed from that of the division vice president. The President will determine the method and depth of the review. A written decision will be provided to the grievant within ten (10) business days of the filing of the appeal. A copy will be provided to the respondent, the respondent's manager, the division vice president and Human Resources. Decisions of the President are final.

### **Peer Ally Selection Process**

All full time faculty and staff are eligible to express an interest in serving as a peer ally. To express interest, the faculty or staff member will complete an interest form and submit it to Human Resources. To serve as a peer ally, the faculty or staff member must complete mediation training, intercultural competency training, and Employee Handbook training. Each peer ally will serve a three-year term. Individuals with current disciplinary actions on file, or who have a conflict of interest, may be ineligible to serve as a peer ally.

Upon receipt of a grievance, Human Resources will provide the grievant with a list of peer allies who have completed the required training. Peer allies who are connected to the grievant or respondent either as a family member or close friend will be recused and excluded from the list. Peer allies in the chain of command of either the grievant or respondent will be recused and excluded from the list. From the list of trained peer allies, the grievant will have three (3) business days to choose their peer ally.

The peer ally will provide advice to the grievant on College policies, practices, and procedures and be present for all meetings with the grievant during the process. The role of the peer ally is not to speak for the grievant but rather to counsel and support the grievant and ensure that the grievance process is followed. Use of a peer ally is optional; individuals are not required to select and utilize a peer ally to pursue the grievance process.

### **Grievance Review Committee Selection Process**

The members of the Grievance Review Committee will be selected by the Faculty Senate and the Staff Senate. The Faculty Senate will appoint two full-time faculty members to the committee and the Staff Senate will appoint two full-time staff members to the committee. Each member will serve a three (3) year term. The individuals selected do not have to be senators to serve on this committee. Individuals with current disciplinary actions on file, or who have a conflict of interest, may be ineligible to serve on this committee.

## **Other Resources**

### **Staff Senate**

Staff who do not wish to file a grievance may bring their individual concerns to a member of Staff Senate to talk through their options. Staff senators will keep their concern confidential to the extent possible, unless an issue of safety, workplace violence, harassment, discrimination, or illegal conduct is alleged. In those circumstances, the senator may not keep the issue confidential but must report the concern to Human Resources and to the Department of Public Safety if it is an urgent issue of safety or workplace violence.

### **Employee Assistance Program (EAP)**

The Employee Assistance Program (EAP) is a confidential resource available to all Augsburg College faculty and staff. Individuals may utilize online resources and/or may utilize the free confidential in-person counseling sessions available with licensed counselors regarding work issues, financial issues, personal issues, and family concerns. Contact information for the Employee Assistance Program is available in the Benefits section of this handbook and on the Human Resources Moodle site.

## 6.0 COMPENSATION AND WORK HOURS

### COMPENSATION FRAMEWORK

Augsburg College believes that employees are its most valuable resource and are partners in achieving the College's mission, vision, and goals. Compensation is a key factor in recruiting, retaining, motivating, and rewarding a talented and committed workforce. Pay policies emphasize continued development of knowledge, expansion of skills, performance, and the ability to be flexible and adaptive to change. The College's goals are:

- to compete for qualified employees in an evolving higher education environment
- to pay employees equitably; and
- to be fiscally responsible.

For pay plans to be equitable and effective it is important to consider both internal and external equity. Internally, it is important to consider the compensation of like jobs, as well as the individual's skills, knowledge, performance and job-related experience. The external market consists of other organizations with whom we compete for employees with relative skills and experience.

#### **Staff Compensation Review**

Human Resources reviews staff compensation across the campus periodically, typically in the fall each year. This review process is connected to the market as we continue to move toward the goal of having staff members paid at market rate on the pay scale. Human Resources participates in annual salary surveys and obtains salary information on "industry standard" positions, referred to as benchmark jobs; i.e., those jobs that are typical in higher education and other industries and easily matched to jobs at Augsburg College. Salary data from these surveys indicate a salary range for jobs found in the market similar to ours. The market value for certain jobs will vary and pay levels may increase at different rates depending on whether certain skill sets are in increasing demand or whether there is a shortage of individuals with specific expertise.

Human Resources will monitor the relevant labor market to determine market movement and its effect on staff members' pay. Reviewing an individual's compensation does not necessarily mean that the staff member will be given an increase due to

individual and/or College performance. Any changes to salary due to market reviews must be supported by Human Resources and approved by the division vice president and Cabinet prior to being implemented. Division vice presidents will be expected to fund necessary salary increases as part of their division budget. Approved requests for salary increases will be made effective with the next biweekly pay period. Salary adjustments may not be made retroactively.

These guidelines help ensure that the same decision factors and priorities are consistently applied with respect to adjusting salaries and approving salary actions within the context of the compensation pay plan. All actions described in the following guidelines must be reviewed and approved through the applicable approval process before they are communicated to the affected or prospective staff member.

### **Pay Determination Policies for New Staff Members**

Starting salaries for new staff members are determined by Human Resources after reviewing the pay grade for the position, the individual's job-related experience, knowledge and skills, current pay, and the salaries of other staff performing the same or similar job functions. In order to compare pay for those in similar jobs, Human Resources must also analyze job-related characteristics, including:

- Job content (are individuals doing similar work)
- Years of experience
- Qualifications, education
- Job-related knowledge
- Skills (required and "premium" skills)
- Technical expertise
- Performance
- Value of job in the labor market

Staff will not be hired below the minimum salary of the pay grade. All salaries must be approved by the division vice president or their designee.

#### **Guide for Starting Salaries**

- a. The pay range minimum is the rate that is typically offered to staff members who meet the minimum qualifications and who are expected to perform the basic duties and responsibilities of the position after normal training. These individuals often have limited relative experience and will require learning certain aspects of the job.

- b. The midpoint or the market reference point is considered appropriate for experienced and fully qualified staff whose performance and experience fulfill the major requirements of the position and enable them to perform most aspects of the job effectively with little or no training.
- c. The maximum of the pay range is considered the upper limit of the salary for a broadly and highly experienced staff member. The individual should be knowledgeable in the job and related areas, have many years of experience at a similar level, and may have specialized skill or knowledge and serve as an expert resource.

## **TIME REPORTING / HOURS OF WORK FOR STAFF AND STUDENTS**

### **HOURLY (NON-EXEMPT) STAFF AND STUDENTS**

Hourly staff and student employees are required to accurately report all of their work hours for each pay period. Hourly employees may take leave in increments of a quarter of an hour or more and must reflect any leave taken on their time sheet. Hourly employees are not allowed to work “off the clock” or “volunteer” time. Hourly staff and student workers must receive approval from their manager or department head prior to working any overtime. All hours worked must be paid, including unauthorized overtime.

Staff and students who fail to timely report all of their work hours (including any overtime) on their timesheet, who falsify a timesheet, or who work unauthorized overtime may be subject to disciplinary action, up to and including termination. No one at the College is authorized to direct or require an employee to “work off the clock,” to inaccurately record time worked, or to substitute “comp time” for overtime hours. Leave time used (sick, vacation, holiday, etc.) does not count towards hours worked for purposes of overtime.

### **SALARIED (EXEMPT) STAFF**

Staff who work in exempt positions are generally paid on a salary basis and are ineligible for overtime pay. Salaried staff members are expected to manage their work schedule to accomplish the duties of the position, and may be required to work more than forty (40) hours in a week, including nights and weekends.

Salaried staff do not record individual work hours but rather must document all time off taken on their time record. Salaried staff absent from work for less than a half-day are

not required to record that time off. Salaried staff should record on their timesheet time off taken in half-day increments of no less than four (4) hours, except for leave taken under the Family and Medical Leave Act (FMLA). FMLA leave can be recorded in increments of a quarter hour or more. Salaried staff with questions about recording time off on their timesheet should contact Human Resources.

#### MANAGER RESPONSIBILITY FOR TIME RECORDS

Time reports must be completed accurately each pay period for all staff and student employees. At the end of each pay period, staff and students must submit their time reports to their managers for verification and approval. Managers are expected to review the time report for each of their employees and work with individuals to correct errors. The manager verifies the accuracy of the time report by approving the record in the timekeeping system. If a question arises concerning hours worked or absences, the question should be resolved **before** the time is approved.

#### EMPLOYEE CONCERNS

Augsburg College complies with the Fair Labor Standards Act (FLSA) and all applicable federal, state, and local laws regarding employee compensation. Staff and student employees, whether hourly or salaried, who perceive an issue regarding their hours of work or overtime compensation are encouraged to report the problem to their manager or division vice president as soon as possible. If a staff member feels their position has been improperly designated as either non-exempt or exempt, they should contact Human Resources.

### MEAL AND REST BREAKS

Augsburg College provides rest breaks for all employees. The appropriate use of breaks may increase employee efficiency and result in better customer service. Therefore, a manager may grant staff and student employees one break during each four-hour work period. The manager may determine the appropriate duration of a break, up to a maximum of twenty (20) minutes. These breaks will be considered paid work time. Managers may rearrange scheduled breaks as needed to ensure proper staffing to meet customer demand. Unauthorized extensions of authorized work breaks will not be considered work time. Staff and students may not combine or forego breaks in order to leave earlier in the day.

In addition, all staff and student employees who work at least six (6) hours in a day are expected to take a meal break. Meal breaks are unpaid and are generally thirty (30)

minutes in length. Employees who are called back to work during the meal break will be paid for the time they work. Staff and students who work at least eight (8) consecutive hours are **required** to take a meal break. Staff and students may not forego a meal break in order to leave earlier in the day.

### **OTHER BREAKS**

All faculty, staff and student employees are also allowed to take short restroom breaks and reasonable unpaid breaks to breastfeed an infant or express milk.

## **TRAVEL TIME FOR STAFF AND STUDENTS**

Time spent commuting to and from work is considered “home-to-work travel” and is not considered work time. However, the time a staff or student employee spends traveling from one work site to another for work purposes is considered work time. Time spent in travel away from home outside of a staff or student’s regular work hours as a passenger on an airplane, train, automobile or public transportation is not considered work time. Work assignments that require a staff or student employee to stay out overnight will qualify for expenses, but no time will be compensated beyond appropriate travel time and actual hours worked.

## **TRAINING TIME FOR STAFF AND STUDENTS**

A staff or student employee’s attendance at training sessions is **not** considered work time if the following four criteria are met:

- Attendance at the training session is outside of regular work hours
- Attendance at the training session is voluntary
- The training session is not directly related to the employee’s current job
- The employee performs no productive work during the training session

## **FLEXIBLE WORK ARRANGEMENTS AND TELECOMMUTING FOR STAFF**

Augsburg College recognizes the value of flexible work arrangements to attract and retain talented staff. The College supports work schedules that allow for flexibility for a staff member as long as the workload and productivity of the staff member and the department are maintained.

Flexible schedules may include:

- Non-traditional schedules (e.g. 7:00 AM – 3:30 PM or 9:00 AM – 5:30 PM)
- Compressed work schedule (e.g. 4-10 hour work days or a 9-80 schedule)
- Reduced work hours/reduction in FTE (subject to VP approval)

Departments may allow flexible work arrangements if the following conditions are met:

- Adhering to “core” office hours, generally 9:00 AM – 3:00 PM, during which staff are expected to work, whether on a flexible schedule or not. Flexible schedules must include “core” hours in order to provide customer service, accessibility, and team work. Offices that serve Weekend College may set different “core” hours to ensure appropriate service to students.
- The manager determines whether workflow, productivity, and staffing levels are sufficient to meet its operating requirements.
- The manager may implement, continue, discontinue, or modify flexible work schedules as necessary. The manager has the right to return the staff member to a standard work schedule.
- The flexible schedule must include the full number of regularly scheduled work hours for the staff member’s FTE. Requests for a reduction in work hours/FTE requires the approval of the division vice president prior to implementation. Requests of this nature may be denied due to the workload of the department.
- For hourly (non-exempt) staff, actual hours worked must be recorded accurately on the correct day on the employee’s time report.
- Actual work hours per week may not exceed 40, unless overtime has been approved in advance by the manager. Work hours cannot be recorded on a different day or on a different week to avoid overtime.
- Any staff member working a flexible schedule agrees to maintain core work hours and organize work time to meet the job requirements established by the manager.

Accrual of vacation time, sick time, and paid holidays is based on the staff member’s FTE and is the same for staff working flexible arrangements as for those working a standard schedule.

Departments wishing to implement flexible work arrangements will work with Human Resources and begin the arrangement with a trial period, typically 60-90 days in length.

During the trial period, the manager should gather data to evaluate any effects resulting from the flexible schedule. Information regarding absenteeism, turnover, punctuality, overtime, and production should be considered when deciding whether to continue, modify, or end the flexible work arrangement.

## **Telecommuting for Staff**

Augsburg College considers telecommuting an alternative work arrangement which in certain circumstances could benefit the staff member and the College. Telecommuting is a work arrangement in which part of a staff member's regularly scheduled work is performed at an off-campus location, which could include the home, an off-campus office, or an alternative location.

Telecommuting may be appropriate for some staff members and some jobs. It is neither an entitlement nor a college-wide benefit. Telecommuting does not change the basic terms and conditions of employment at Augsburg College. Staff on a telecommuting arrangement are expected to maintain their regularly scheduled work hours and availability during those hours. All college employees, including telecommuters, are subject to college policies and adherence to the Augsburg College Employee Handbook.

Telecommuting is not appropriate for all staff. Generally, requests to telecommute should NOT be allowed when:

- The nature of the job requires the staff member's physical presence (e.g. they regularly greet visitors on-site, or must supervise others), or efficiency is compromised when the staff is not present.
- The staff member's performance evaluations or observed productivity do not indicate sustained high performance.
- The staff member requires close supervision or direction from others on-site.
- The staff member has received disciplinary actions or has an attendance problem.

The following guidelines define allowable telecommuting arrangements.

1. The telecommuting request will be evaluated according to specific criteria. The manager will work with Human Resources to evaluate suitability of a telecommuting arrangement. The request will be evaluated, paying particular attention to the following areas:

- The staff member has demonstrated sustained high performance, and the manager believes that the employee can maintain the quantity and quality of work while telecommuting.
  - Quality of service can be maintained for students, staff, faculty, and other members of the College community.
  - Telecommuting is appropriate considering the nature of the staff member's job and the needs of the department.
2. Approved telecommuting arrangements will start on a trial basis with ongoing evaluation of effectiveness, performance, and productivity. The manager will complete an evaluation and make recommendation for continuance, modification or termination of telecommuting. Telecommuting agreements should be reviewed by the manager at least annually.
  3. Telecommuting is not to permit staff to work at other jobs or to run their own businesses. Failure to fulfill normal work requirements for the College may be cause for disciplinary action including termination.
  4. Staff must establish an appropriate work environment within their home for work purposes. Augsburg College is not responsible for costs associated with the setup of the employee's home office nor will it be responsible for repairs or modifications to the home office space.
  5. Telecommuting is not a replacement for appropriate child or dependent care. Staff are expected to work in a location free of distractions from other family members. Telecommuters should discuss these expectations with their family before starting their trial period.
  6. The College and the staff member will agree on the number of days of telecommuting allowed each week and the work schedule the employee is expected to maintain. The staff member must be accessible by either phone or e-mail within a reasonable time period during the work schedule.
  7. Equipment supplied by the College will be maintained by IT. Equipment supplied by the staff member will be maintained by the staff member. Augsburg College accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the College should be used for College business purposes only, and should not be used by anyone other than the employee. The employee should take precautions to protect equipment from damage or theft.

Upon termination of the telecommuting arrangement or termination of employment all property must be returned to the College.

8. The staff member is responsible for transporting College-owned equipment to the College for maintenance. The College will not reimburse the employee for travel expenses to and from campus nor for any home related expenses (internet service, utilities, etc.)
9. Telecommuting staff are expected to ensure the protection of proprietary college information accessible from their home or remote office. This includes, but is not limited to, locked file cabinets, regular password changes, and any other steps appropriate for the job and environment.
10. Injuries sustained by the staff member while at the alternate work location and in conjunction with the regular work duties may be covered by the College's workers' compensation policy. The staff member is responsible for notifying the College of such injuries within 24 hours. The individual employee is responsible for injuries sustained by visitors to their site.
11. Telecommuting staff who are non-exempt and paid hourly will be required to record and submit all hours worked. Hours worked in excess of 40 hours per week are overtime and require the advance approval of the manager. Failure to comply with this requirement can result in disciplinary action and the immediate termination of the telecommuting agreement.
12. The telecommuting arrangement may be discontinued at any time by the staff member or the College. Effort will be made to give notice of such a change to accommodate issues that may arise from such a change. There may be instances, however, where an immediate change is required and no notice is possible.

## **PAY PERIODS**

All faculty, staff, and student employees are paid on a biweekly cycle. The biweekly pay periods are two-week periods, beginning at 12:01 a.m. on Sunday and ending at 12 midnight Saturday two weeks later. All staff and student work hours and/or absences must be entered into the time reporting system no later than the deadline on the Monday after the pay period. Managers must approve staff and student employees' work hours by the deadline on the Tuesday after the pay period ends.

## PAY DATES AND DIRECT DEPOSIT

Faculty, staff, and student employees are paid on the Friday following the end of the pay period. If a payday falls on a holiday, paychecks will be issued on the last work day immediately before that holiday. The list of biweekly pay periods and pay dates for the current year is available through Payroll.

All faculty, staff and student employees have the option to utilize direct deposit. Direct deposit is a service where an employee has their paychecks automatically deposited into the checking or savings account(s) of their choice. Employees should contact Payroll for information on enrolling in direct deposit.

## PAYROLL DEDUCTIONS

A difference exists between gross earnings and take-home, or net earnings. The reason for that difference is the deductions required by federal and state government and the voluntary reductions/deductions authorized by the employee. The check or deposit stub supplied to each employee each pay period shows the specific deduction and reduction amounts for that pay period and for the year-to-date.

An employee's check stub will reflect these ***required deductions***:

- **Federal and state withholding taxes.** The amounts withheld for taxes will be based on earnings, marital status, and the number of exemptions claimed. Each year, employees receive a W-2 form indicating total taxes withheld for the previous year.
- **Social Security.** Both the College and the employee contribute equally to Social Security, which is designed to provide retirement, disability, and death benefits. The withholding rate is established by law and is subject to change.
- **Medicare.** Both the College and the employee contribute equally to Medicare, which is designed to provide medical benefits at retirement age. The withholding rate is established by law and is subject to change.

In some cases, additional required deductions may include wage garnishments, wage assignments, third party levies, and income withholding orders such as child or spousal

support. The College will comply with all legal requirements regarding garnishment orders.

In addition, an employee's check stub will show any **voluntary deductions or reductions**. The employee authorizes those deductions/reductions by filling out the appropriate forms. Deductions may include deposits or payments to a credit union or bank, contributions to United Way, or gifts to the College. Reductions may include health and/or dental insurance premium contributions, retirement plan contributions, voluntary life insurance premiums, and flexible spending plan contributions. Voluntary deductions or reductions will continue until the employee notifies Payroll in writing of a change by filling out the appropriate form.

## **CASH ADVANCES AND LOANS**

The College does not allow employees to receive pay advances or loans from the College or any office or department of the College.

## 7.0 BENEFITS

### BENEFIT ELIGIBILITY FOR FACULTY AND STAFF

#### Participation in Benefit, Tuition, and Leave Programs

Employees and eligible dependents may participate in the benefits of the College according to the terms and conditions of each plan. Each benefit plan has eligibility requirements that take precedence over this policy. **Temporary staff, stipend staff, and part-time faculty paid on a per-course basis are not eligible for benefits.**

**Eligible Employee** includes:

- All regular faculty and staff working .50 (3/6) full-time equivalency (FTE) or greater are eligible for medical, dental, retirement, short-term disability pay continuation, and life insurance plans.
- All regular faculty and staff working .75 FTE (4.5/6) or greater are also eligible to participate in the long-term disability plan.
- All regular faculty and staff working .375 FTE (2.25/6) or greater may be eligible for tuition benefits at a level prescribed in the plan.

***Note: If any discrepancy is found, the summary plan descriptions and plan documents take precedence over this handbook. Benefit plans and eligibility are subject to change or revocation at any time, at the discretion of the College. Please refer to the current summary plan description for detailed information about each plan.***

#### Employee Responsibilities

- Provide complete and accurate enrollment information for each enrollee included under the policy.
- Agree to pay all employee portions of the health premiums, and authorize the employer to deduct the required contributions as payroll deductions.
- Understand that a domestic partner and their children will not be recognized as qualified dependents for tax purposes. Agree to have the employer calculate, and include in paychecks, the imputed income on the value of the insurance

coverage being provided by the College to the domestic partner and the children of the partnership, unless the children otherwise qualify as dependents of the employee.

- Notify Human Resources of termination of marriage, or written declaration of termination of domestic partnership, if there is any change in the marital or domestic partnership status. Notice must be received within thirty (30) days of the change in relationship.
- Notify Human Resources when a dependent no longer meets the definition of eligible dependent as described above. Notice must be received within sixty (60) days of the change in dependent status.

### **Employer's Responsibilities**

- Administer the benefit plan in a fair and consistent manner
- Provide employees with the information necessary to evaluate the options
- Issue notification of continuation rights as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA), upon timely notice from the employee of a termination of a marriage, domestic partner relationship, or a change in dependent status.

### **Fraudulent Practices**

Coverage for the employee will be terminated for knowingly committing fraudulent practices, including but not limited to falsification of any information including medical history on the application of coverage; submission of fraudulent, altered, or duplicate billings for personal gain; and/or allowing another party not eligible under the plan to use dependent coverage. Civil or disciplinary action may result from any losses incurred by the College as a result of claiming benefits for a spouse, domestic partner, or child where such a relationship does not exist.

## **DENTAL INSURANCE COVERAGE**

Benefit-eligible employees may participate in Augsburg's group dental coverage offered through Delta Dental. Employees pay the full cost of the plan. Premiums may be withheld on a pre-tax basis. Refer to the summary plan description for detailed information about the plan and coverage.

## HEALTH / MEDICAL COVERAGE

Benefit-eligible employees may participate in Augsburg's group health and medical insurance coverage. Employees share in the cost of the plan. The premiums are prorated for part-time employees. Premiums may be withheld on a pre-tax basis. Refer to the summary plan description for detailed information about the current plans and coverage.

## DISABILITY LEAVE/ PAY CONTINUATION

The College will continue to provide group health, life, long-term disability, and dental coverage under the same terms and conditions to employees on disability leave as other similarly-situated employees. The College will pay the same amount for insurance for the employee on leave as is paid for similarly-situated employees actively at work. During any paid disability leave, the employee's insurance premiums will be automatically deducted through payroll. During unpaid leave, the employee must submit the premium payments to Human Resources by the first of each month.

The following provisions apply to both faculty and staff employees:

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- Pay continuation is only available for the employee's disability. It may not be used to care for ill or injured family members (refer to the FMLA policy for information on ill or injured family members).
  - Employees must submit a healthcare provider's statement at the beginning of the leave, indicating the necessity of the leave before payment begins. Augsburg may request it be updated upon expiration or require a second opinion at our expense.
  - Absences necessitated by medical conditions related to pregnancy are covered by this policy to the same extent as absences caused by any other medical condition.
  - No pay continuation benefits will be paid if the employee's disability is due to a work-related injury or illness as they are covered through Workers' Compensation.
  - No pay continuation benefits will be paid under this policy if the illness or injury was sustained in the commission of or in the attempt to commit a felony.
  - Eligibility for pay continuation ends when return to work is approved by a health care provider. Before an employee returns to work, they must present a health care provider's release to work stating any restrictions, such as lifting restrictions or limits on the hours that may be worked per day, and the duration of the restrictions.
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- Disability leaves may qualify under the Family Medical Leave Act, please see Family Medical Leave policy). After an employee has exhausted their twelve (12) weeks of FMLA leave, the College may fill the employee's position, based on the needs of the College. If an employee does not return after twelve (12) weeks of FMLA leave, and the employee's position has been filled, the employee may apply for vacant positions as they are posted when the employee is able to return to work. Reinstatement is not guaranteed in this situation.
- Eligible employees at .750 FTE or higher may apply for long-term disability (LTD) benefits after 6 months (26 weeks) of disability through the College's LTD insurance carrier. Human Resources will work with the employee to initiate an LTD application. The employee will be responsible for completing the application and for obtaining the health care provider documentation. The LTD insurance carrier will determine whether the claim is accepted or denied.

### **Faculty**

Benefits-eligible faculty who are unable to work may qualify for short-term pay continuation of their existing contract through the Dean's Office, in keeping with the Faculty Handbook. Disabled employees should work with their program director and the dean of the College to discuss their options. Documentation of the need for leave from a healthcare provider must be submitted to Human Resources. Disability leave for faculty members is counted against the employee's 12-week FMLA entitlement, in keeping with the Faculty Handbook.

### **Staff**

Staff employees who are employed at .50 FTE or greater and who have successfully completed the 90-day orientation period are eligible for the short-term disability plan. Documentation of the need for leave from a health care provider must be submitted to Human Resources. Disability leave for staff members is counted against the employee's 12-week FMLA entitlement.

A staff member may also use this plan if they are able to return to work part-time. In that case, the staff member receives pay according to the pay continuation pay schedule for the hours of time away from work due to disability. Staff who return to work part-time under the short-term disability plan may use leave time to supplement their pay beyond week 12 of the plan.

Pay continuation benefits begin after a seven (7) calendar-day waiting period, commencing on the day of the illness or injury, with benefits beginning the first working day on or following the 8<sup>th</sup> calendar day. If no accrued sick leave is available during this waiting period, staff members must substitute other accrued leave. When accrued paid

leave is insufficient to cover the waiting period, the remainder of the waiting period is unpaid.

The waiting period and pay continuation benefits combined extend for a maximum of twenty –six (26) weeks in any 12-month period. Pay continuation benefits will be paid on the regular payroll cycle. If all requirements are met, pay continuation under the plan will occur according to the following schedule:

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| <b>Weeks</b> | <b>Augsburg pays</b>                         | <b>Staff will . . .</b>                              |
|--------------|----------------------------------------------|------------------------------------------------------|
| 1            | 0 (waiting period)                           | Use sick time or other accrued leave to fund         |
| 2-12         | 66% of base pay<br>(rounded to quarter-hour) | Use accrued sick or vacation leave to supplement     |
| 13-26        | 66% of base pay<br>(rounded to quarter-hour) | No use of accrued leave to supplement pay is allowed |
| 27 +         | 0                                            | Apply for long-term disability, if eligible          |

Other provisions that apply:

- Vacation and sick leave for staff members will not accrue for any pay period during which the employee has more than 5 days (half-time) unpaid or more than 5 days paid through pay continuation. However, upon return to work, the time on leave will be counted toward service years for calculation of benefits.
- College holidays which occur during a period of disability will be counted as short-term disability and will be paid at the percentage indicated on the schedule.
- A reoccurrence of the same medical condition within 30 days of return to work will be considered the same event for purposes of pay continuation. Pay continuation will start at the point in the schedule as it was when the employee returned to work.
- A reoccurrence of a medical condition after the employee has been back to work for 30 days will constitute a new event and the waiting period and schedule will start over. Combined waiting period and pay continuation benefits will be paid for a maximum of 26 weeks in any 12-month period.

- A new medical condition diagnosed while a staff member is already on short-term disability will not constitute a new event and will not trigger a new waiting period or restart the benefit schedule. After an employee returns to work, a new medical condition will restart the waiting period and benefit schedule, regardless of how much time has passed. Combined waiting period and pay continuation benefits will be paid for a maximum of 26 weeks in any 12-month period.

### **Expiration of Disability Leave**

After twelve (12) months of continuous absence, the employee is separated from employment and loses eligibility for benefits. The employee will have the option to continue certain insurance plans for a minimum of up to eighteen (18) months at their own expense, subject to the insurance policy restrictions and COBRA requirements. Continuation of coverage may extend beyond 18 months if the employee continues to be disabled.

## **FAMILY AND MEDICAL LEAVE FOR STAFF AND FACULTY**

The federal Family and Medical Leave Act (FMLA) attempts to balance an employee's need for time off for family and medical reasons and the employer's need for a stable work force. The FMLA provides eligible employees up to twelve (12) work weeks of **unpaid**, job-protected leave during a twelve (12) month period for qualifying reasons. The twelve (12) month period is measured forward from the date an employee uses FMLA leave.

Augsburg College recognizes that an employee may need to be absent from work for an extended period of time due to the birth, adoption, or foster care placement of a child; or due to the serious illness of one's self, child, spouse, partner, or parent. In compliance with the federal Family and Medical Leave Act (FMLA) and the Minnesota Parental Leave Act, the College has implemented this policy. **This policy applies to both staff and faculty employees of the College.**

### **Eligible Employees**

This policy applies to employees who have worked a minimum of twelve (12) months for the College and have worked a minimum of 1,040 hours in the preceding twelve (12) months.

### **Use of Paid Time**

Augsburg College requires the use of accrued paid leave (sick leave, vacation leave, and floating holiday) for staff members before unpaid leave is taken. Faculty members do not accrue paid leave.

### **Reasons for Taking Leave**

Leave will be granted/designated as FMLA leave when taken for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, child, or parent, who has a serious health condition; or
- For an employee's own serious health condition that makes the employee unable to perform their job.

### **Employee's Responsibilities**

1. Notify the College of a FMLA leave request. Staff members should notify their manager and Human Resources. Faculty members should notify their department chair and the dean of the College. Employees must provide the College with a 30-day notice when requesting a leave. In the case of an unforeseen circumstance, the College expects as much notice as is practicable.
2. Submit health certifications documenting the need for FMLA-qualifying leave to Human Resources within fifteen (15) calendar days. Human Resources will maintain the health certifications in confidential files, separate from the employee personnel files.
3. Staff members must record the hours absent for reasons covered by this policy on their time records. If using accrued leave, indicate that these hours count towards FMLA.
4. Eligibility will cease if:
  - the employee fails to return to work when the return is approved by a health care provider,
  - the employee fails to notify their manager of continued status, according to a pre-arranged schedule, or
  - the employee does not submit a health care provider's statement to the College.

## **GENERAL PROVISIONS OF FMLA**

### **Birth, Adoption, or Foster Care Placement of a Child**

1. Options for Paid Leave:
  - **For adoptive or foster parent:** if available, vacation time, personal time, and floating holidays must be used to reduce unpaid leave taken.

- **For birth mother:** short-term disability and sick leave, if available, must be used while the mother is disabled due to the delivery of the child. Accrued vacation time, personal time, and/or floating holidays, if available, must be used to reduce unpaid leave after the mother is no longer eligible for sick leave or short-term disability.
  - **For non-birth parent:** sick time may be used, in accordance with the sick leave policy, while the non-birth parent is needed to care for a member of the immediate family in the event of the family member's illness or injury. For example, an uncomplicated birth would allow two weeks of sick time. When eligibility for sick leave ceases, or when no sick time is available, then vacation time, personal time, and/or floating holidays, if available, must be used to reduce unpaid leave.
2. The employee's entitlement to exhaust leave expires at the end of the 12-month period beginning on the date of birth, or date of adoption or placement of the child.

### **Serious Health Condition of Employee, Spouse, Parent, or Child**

1. Options for paid leave:
  - **For employee's illness or injury:** short-term disability and sick leave, if available, must be used to reduce unpaid leave. Accrued vacation time, personal time, and/or floating holidays, if available, must be substituted to reduce unpaid leave after the staff member is no longer eligible for sick leave or short-term disability.
  - **For a family member's illness:** sick leave (in keeping with the sick leave policy), vacation time, and/or floating holidays, if available, must be used to reduce the unpaid leave.
2. The time may be taken in twelve (12) consecutive weeks, or if medically necessary, it may be taken intermittently or as a reduced schedule.
  - The employee and manager need to agree on a work schedule prior to an intermittent leave.
  - If the time is taken intermittently or as a reduced schedule, the College has the right to reassign the employee to another position on a temporary basis. If reassignment occurs, the employee will retain the same salary and benefits.
  - Part time employees will receive 12 weeks of intermittent leave based on their "standard work week", which is computed by averaging the hours of the 12 weeks preceding their leave.

3. The College reserves the right to require a medical certification from the health care provider. If the certification is for the employee's illness, the certification must state "the employee is unable to perform their job duties". If the certification is for the serious illness of a spouse, parent, or child, the certification must contain a statement that the employee is needed to provide the care, along with an estimated time frame for which care will be given.

The employee must provide the certification within fifteen (15) calendar days, and, in addition to the above, it must contain:

- the date on which the serious illness began;
  - its probable duration; and
  - appropriate medical facts regarding the condition.
4. The College will require a periodic status report from the patient's provider. These status reports must be submitted to Human Resources before or upon the expiration of the previous notice.
  5. When necessary, the College reserves the right to require a second opinion. In this case, the employee must be seen by a health care provider designated by the College. The cost of securing the second opinion is the responsibility of the College. In the event the second opinion results in conflicting information from the first, the employee will be seen by a mutually agreed upon health care provider at the College's expense. The third opinion is final.

### **Employee Benefits While on Leave**

1. The College will continue to provide health and dental coverage under the same terms and conditions in place prior to the leave. During any **paid** time of the leave, the employee's insurance premium amount will be deducted through payroll. During any **unpaid** period of leave, the employee must submit their insurance premium payments to Human Resources by the first of each month.
2. The employee may waive health and dental coverage during leave, provided the waiver is made in writing within 14 days of the commencement of the leave.
3. The College will continue the employee's life insurance and long-term disability coverage at its expense during the period of this leave.
4. The employee will retain their seniority status with the College for determining eligibility for other benefits, such as the College retirement plan and vacation accrual.

5. Vacation and sick leave will not accrue for any pay period during which the staff member has more than five (5) days (half-time) unpaid leave or is paid through short-term disability.
6. All short-term or long-term disability time, or accrued vacation, sick, personal, floating holiday used for purposes that qualify for a leave under FMLA is counted as leave under FMLA. **Use of paid benefit time will not extend an employee's eligibility for FMLA; paid benefit time will run concurrently with FMLA leave.**

### **Pregnancy**

Pre-natal appointments qualify as a serious health condition under the Family Medical Leave Act (FMLA). Eligible employees may use FMLA leave for pre-natal appointments.

### **Return to Work**

1. The employee is required to provide a minimum of two (2) days notice of their intent to return to work after a leave of more than one month.
2. If the employee has missed more than one (1) full workweek for their own serious health condition, the employee must provide a release from the healthcare provider prior to returning to work. If the medical certification forms provided indicated a return to work date and the employee is returning on that date, no additional certifications are required.
3. The employee will be restored to their regular position if the employee returns before or at the end of a leave that is equal in time to twelve (12) weeks. If the employee is unable to return to work after the exhaustion of FMLA leave, the College may or may not fill the position, based on the needs of the College.
4. If, for any reason the employee's regular position is no longer available, the employee will be assigned to an equivalent position. An equivalent position is defined as a position with the same salary, hours, and benefits as the employee's regular position.
5. The College reserves the right to deny a key employee restoration to their position, when the restoration causes a "substantial and grievous economic injury to the College's business". The College will provide advance notice to a key employee if restoration cannot be granted.
6. If the employee fails to return to work, or returns to work for less than thirty (30) days before resigning, the employee will be responsible for reimbursing the College for its portion of the premiums paid for health care during the employee's leave.

### **Definitions**

1. **Child** is a dependent under age 18 unless incapable of self-care because of a physical or mental disability.

2. **Twelve month period** is the next following twelve (12) consecutive months commencing on the first day of the employee's first occasion of FMLA leave.
3. **Key employee** is an employee whose restoration to work following leave would cause substantial and grievous economic injury to the College.
4. **Non-birth parent** is an employee who is either the natural parent or the same-sex domestic partner of the birth parent.

### **Spouse Employees**

Eligible College employees who are also husband and wife may take only a combined total of twelve (12) weeks' leave during the twelve (12) month period **IF** the leave is taken for the birth of a child, for the placement of a child for adoption or foster care, or to care for a parent with a serious health condition. This limitation does not apply to family and medical leave taken by either spouse to care for the other, to care for a child with a serious health condition, or for the employee's own serious health condition.

### **Workers' Compensation**

At Augsburg College, FMLA leave and Workers' Compensation leave run concurrently. As such, an employee who is off work on Workers' Compensation leave will also have that time designated as FMLA leave, which will count against FMLA entitlement.

### **Military Family Leave**

This policy applies to employees who have worked a minimum of twelve (12) months for the College and have worked a minimum of 1,040 hours in the preceding twelve (12) months. The College provides qualifying employees certain leave rights related to military service:

1. **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of a qualifying exigency due to the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
2. **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty-six (26) weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of twenty-six (26) weeks of all types of FMLA leave. However, an employee may

not take more than 12 work weeks of leave for any other FMLA-qualifying reason during this period.

## EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is available to employees and their families 24 hours a day, 365 days per year. This program allows employees access to confidential counseling sessions with licensed counselors for personal one-on-one or family counseling. This is a no-cost, company-sponsored benefit available to all employees and dependents to provide telephone consultation, referrals, and educational materials on a wide range of topics including addiction issues, personal legal issues, financial issues, and emotional well-being. Employees who need help with work, home, personal, or family issues, may contact: Guidance Resources at 877-327-4753 or online at: [www.guidanceresources.com](http://www.guidanceresources.com).

## FLEXIBLE SPENDING ACCOUNT (FSA)

An eligible employee may establish Flexible Spending Accounts to pay, on a pre-tax basis, for:

1. Individual or family health and dental care expenses not covered by insurance or other sources, and
2. Dependent Care expenses for qualifying family members.

To participate, the employee elects an amount to be withheld during the benefit plan year. The College makes the withholding from each payroll check on a pre-tax basis. If an employee establishes an FSA, information and procedures regarding claims will be provided by the College's third-party administrator. A claim reimbursement comes directly to an employee from the third-party administrator. **Money remaining in the account at the end of the calendar year, for which the employee has no eligible expenses, is forfeited.**

### Enrollment and Changes

An employee may enroll, cancel, or change the election during the first 30 days of benefits-eligibility, and during the open enrollment period for the next plan year. An employee may make midyear election changes only if the employee has a qualifying

change in life or family status.

### **Examples of Reimbursable Expenses for Health/Dental FSA**

Some examples of reimbursable expenses for the health/dental account include but are not limited to: ambulance service; hospital services; insurance co-pays/deductibles; laboratory fees; prescription drugs prescribed by a licensed health care provider; prosthetics; psychiatric care; transplants; and x-rays. See the summary plan description for detailed information.

## **HEALTH SAVINGS ACCOUNT (HSA)**

Eligible employees may enroll in the Health Savings Account (HSA) if they are also enrolled in the high-deductible health insurance plan. An eligible employee may establish a Health Savings Account to pay, on a pre-tax basis, for family health and dental care expenses not covered by insurance or other sources. To participate, the employee elects an amount to be withheld to pay for medical or dental expenses during the plan year. The College makes the withholding from each payroll check on a pre-tax basis. If an employee establishes an HSA, information and procedures regarding claims will be provided by the College's third-party administrator. A claim reimbursement comes directly to an employee from the third-party administrator.

An employee may enroll, cancel, or change the election during the first 30 days of benefits-eligibility, and during open enrollment. An employee may make mid-year election changes. **Money remaining in the account for which the employee has no eligible expenses, is carried over into the next plan year.**

Some examples of reimbursable expenses include: ambulance service; hospital services; insurance co-pays/deductibles; laboratory fees; prescription drugs prescribed by a licensed health care provider; prosthetics; psychiatric care; transplants; and x-rays. See the summary plan description for detailed information.

## **LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE**

Eligible employees are enrolled in Augsburg's group term life insurance plan. The premium is paid by the College. The amount of coverage is equal to one times the employee's base salary, rounded up to the next \$1,000 increment. The Accidental

Death and Dismemberment (AD&D) policy doubles the amount of life insurance received if the death is accidental. It also pays partial benefits for the loss of limbs.

When an employer provides more than \$50,000 life insurance to an employee, the IRS regulations require that employers add to their W-2, as taxable income, an amount calculated through an IRS schedule.

### **Voluntary Life and Accidental Death and Dismemberment Insurance**

Eligible employees may apply for supplemental group term life and accidental death and dismemberment coverage. Life insurance may also be purchased for the employee's spouse and/or dependents.

## **RETIREMENT PLAN**

Eligible employees may enroll in Augsburg's sponsored retirement plan. Voluntary participation may begin on the first day of the month following their start date and upon attaining the age of 21. Participation is **mandatory** after three (3) years of continuous service and attaining the age of 30.

After one (1) year of service, the employee may begin participation in the matching portion of the retirement plan. Upon enrollment in the matching retirement plan, employees contribute 5% of base salary on a pre-tax basis and the College matches with a 5% contribution. After four (4) years of matching participation in the plan, the College contributes 10%, and no contribution is required by the employee. Employees are welcome to make additional voluntary contributions.

The plan has immediate vesting. Contributions are made pre-tax. This plan is subject to applicable IRS provisions and limitations. For more information, see the summary plan description.

## **TUITION ASSISTANCE BENEFIT**

Nothing in this policy is to be interpreted as a guarantee for the provision of the benefit, or terms of the benefit, now or in the future. Augsburg College reserves the right to eliminate or change the terms and provisions of the Tuition Benefit (TB), including who

is eligible for the benefit and the amount or value of the benefit, in its sole discretion at any time. This is the College's current policy for employees hired on or after January 1, 2006. For employees hired prior to January 1, 2006, contact Human Resources for the applicable policy.

### **Policies for All Tuition Benefit Participants (employee, spouse, and dependent)**

Application for the tuition benefit must be made by the employee through Human Resources. Separate applications are required for each academic year. Application deadlines are as follows: For Fall Day, Weekend, and Graduate, the deadline is August 1. For Winter Weekend and Graduate, and Spring Day, the deadline is December 1. For Spring Weekend and Graduate, the deadline is February 1.

- A complete application for financial aid is required for dependents, employees in the undergraduate program, and spouses pursuing their first bachelor's degree. The financial aid priority deadline is April 15. The Federal Pell Grant and MN State Grant are added to the TB up to an aggregate of tuition and fees. The TB is offset by institutional grants and/or scholarships.
- The employee, spouse, or dependent must submit an application and be accepted for admission to the College and pay the usual application fees. Eligibility for the TB does not guarantee admission.
- Register for classes during normal registration periods.
- Fees such as student teaching, parking, IT, and any other fees the student is required to pay are not covered and will not be waived under the TB policy.
- If the employee under whom the benefit is provided terminates employment or is discharged during the term, the benefit will continue through the end of the term or semester in which employment was terminated.
- Employees on approved College sabbatical leaves will remain eligible for the employee, dependent, and spouse tuition benefit.
- If the student chooses to withdraw, any refunds will be in accordance with the established College refund schedule.
- The class must start after completion of the one-year waiting period from the employee's date of hire in a regular benefits-eligible position.
- The "academic year" – for which the TB is determined – begins with Summer School and ends with Spring Term.
- For purposes of the TB policy, the general term "employees" includes faculty and staff.

The tuition benefit at Augsburg College also applies to the **dependent children and spouses of employees who die, retire, or become disabled while employed by the College**. If an employee dies while employed at Augsburg College, the surviving spouse and dependents are eligible for tuition benefits regardless if the surviving spouse remarries. Assuming the student meets all eligibility requirements of the exchange program to which they apply, this provision includes those tuition exchange programs in which the College participates at the time the eligible student enters College. Refer to the Tuition Exchange section of this policy for details.

**These definitions are used for purposes of the tuition benefit:**

**Retired:**

The employee retires from Augsburg College after ten years or more of service at a cumulative employment level of 75% or higher (.750 FTE or 4.5/6 course load), and was eligible for the tuition benefit at retirement. To be eligible for the benefit, the employee must have retired with twenty or more years of service to the College OR be age 59 ½ years of age or older and have at least ten years of service to the College.

**Disabled:**

The employee was eligible for tuition benefits at the time they became disabled, and is eligible for long-term disability coverage.

**Full-time:**

Staff: .750 FTE or greater; Faculty: 4.5/6 full course load or greater

**Part-time:**

Staff: .500 - .749 FTE; Faculty: 2.25/6 – 4.49/6 full course load

**Course load** for faculty is defined as:

The number of courses on which the faculty contract is determined, according to the faculty salary scale. Summer courses and overload courses are not included in course load for purposes of benefits.

**Employee Tuition Benefit**

Regular full-time and part-time employees may take courses offered in Day, Weekend, and Graduate programs. Part-time employees receive this benefit on a proportionate basis, based on the employee's FTE.

**Eligible Employees:**

- Regular employees who work at least .50 FTE or teach 3/6 full course load.
- The TB is 100% for full-time employees in undergraduate courses up to two (2) credits per term, pro-rated according to FTE for part-time employees.
- The class must start after completion of the one-year waiting period from the employee's date of hire in a regular, benefits-eligible position.
- Temporary employees are not eligible.
- Part-time faculty paid on a per-course basis are not eligible.

**The employee tuition benefit must be in accordance with the following:**

- The employee may not be enrolled and receive the tuition benefit for more than a total of 2.0 credits at a given time, in the day, weekend, or graduate programs, or combination thereof.
- No more than one course per term may take place during an employee's normal work schedule.
- The employee must make arrangements with their manager to make up time lost while attending classes, and class attendance may not interfere with the business needs of the College as determined at the College's discretion.
- A tuition discount for summer sessions is awarded subject to the provisions of the current Summer School policy.

**Employee Participation In the Graduate Programs**

- The employee graduate TB is limited to the annual non-taxable limit allowed by the IRS (currently \$5,250 per calendar year.) Once the non-taxable limit has been reached for the calendar year, no tuition benefit discount will be applied to the employee's tuition until the new calendar year.
- The TB is 75% for full-time employees, up to two credits per term; pro-rated according to FTE for part-time employees, and is limited to the IRS limits.
- The President's Cabinet will review graduate programs at least every two years to determine space availability for employees.
- There will be no TB for any new graduate program until that program is at least two years old, has achieved financial viability, and has been approved by the President's Cabinet to be included in the TB program.

### **Spouse Participation in the Employee Tuition Benefit**

Spouses of full-time and part-time employees are eligible for the same level of benefits in the undergraduate College as the employee. There is no tuition benefit for spouses or dependents in graduate programs.

### **Dependent Children Participation in the Employee Dependent Tuition Benefit**

- The tuition benefit is available to dependent children seeking their first bachelor's degree.
- The tuition benefit terminates when one of the following occurs: 1) the student has received the credit for a total of 32 credits (including transfer credits), or 2) the student is not making academic progress toward the attainment of a degree, or 3) the student obtains a first bachelor's degree. (See the College Catalog's Academic Policy section for the definition of academic progress.)
- A dependent over age 24 is not eligible for TB, even if that person lives with the employee and relies on the employee for support. A TB recipient who reaches age 24 during the academic year will receive TB for that entire academic year.

**Dependent children of full-time employees** will receive a tuition benefit according to the following schedule:

- The TB is 90%.
- The class must start after completion of the one-year waiting period from the employee's date of hire in a regular benefits-eligible position.
- The total credit limit is set at 32 credits (including transfer credits).

**Dependent children of part-time employees** (.500 FTE or 3/6 course load) will receive a prorated amount of the full-time tuition benefit based on the employee's FTE.

- The class must start after the employee completes a one-year waiting period from date of hire in a regular, benefits-eligible position.
- The total credit limit is set at 32 credits (including transfer credits).

### **Summer School Tuition Discount**

Full-time employees and their spouses and dependents may take Summer School courses at an annually determined discounted rate of tuition. Part-time employees and

their spouses will receive a proportionate tuition discount based on their FTE. A separate application for Summer School tuition discount is required for each summer session.

**Tuition Remissions Disclaimer:** Taxation of scholarships and fellowships: The Tax Reform Act of 1986 had a significant impact on education and particularly the financing of students in higher education. Scholarships, grants, and fellowship funds are excludable only to the extent that they pay for tuition, fees, books, and directly related expenses. The portion of awards used for other expenses would count as ordinary income. Since legislation is subject to change, consult with your tax advisor.

### **TUITION EXCHANGE PROGRAMS**

Please be advised that like other benefits, there is paperwork to complete and deadlines to observe when using the tuition exchange programs. The following guidelines apply to all Tuition Exchange programs.

- The receiving institution is the institution that your dependent plans to attend; the sending institution is always Augsburg College.
- The receiving institutions require financial aid and admissions applications.
- The benefit is for undergraduate, full-time students only.
- The student must maintain satisfactory academic progress as determined by the receiving institution.
- The student must reapply annually through the sending institution.
- Generally, participants may utilize the program for a maximum of four years.
- Applicants may apply to receive the benefit at as many institutions as they wish; however, a separate Dependent Tuition Benefit Application is required for each.
- Applying early will increase your chances of receiving the benefit.

### **ACTC TUITION WAIVER**

In 1974, Augsburg College, in cooperation with Hamline University, Macalester College, St. Catherine University, and The University of St. Thomas adopted a Five-College Tuition Waiver policy for **dependent children and spouses of full-time faculty and staff**. (Augsburg College employees are not eligible.)

The rights of collective bargaining employees under this policy shall be determined by their respective institution's collective bargaining agreements. No institution, in its

collective bargaining agreements, may offer tuition remission at another institution, unless participating institutions enter into separate agreements to offer tuition remission to one another's employees under collective bargaining agreements.

- The waiver is set at **75%** of full tuition for dependent children and spouses of Augsburg faculty and staff attending St. Catherine University or The University of St. Thomas.
- The waiver is set at **90%** of full tuition for dependent children and spouses of Augsburg faculty and staff attending Hamline University or Macalester College.

This ACTC Tuition Waiver policy does not apply to Summer Sessions, Weekend College, graduate level coursework, or certificate programs that do not lead to a degree. The TE liaison officer is the information officer regarding ACTC tuition benefits. Please consult the TE liaison officer for details of the ACTC Tuition Waiver.

### **OTHER TUITION EXCHANGE (TE) PROGRAMS**

Augsburg College participates in several tuition exchange programs. Dependent children, and in some cases spouses of regular full-time employees, may receive up to full tuition at a participating College according to the provisions of the program. The stipulations regarding the termination of benefits and application for state or federal tuition aid grants which apply to dependent children and spouses attending Augsburg will also apply to dependent children attending other participating Colleges. Details of each plan and current lists of participating Colleges in each program may be obtained in the Enrollment Center.

Availability of each tuition exchange program may change from year to year. Availability one year does not guarantee availability in subsequent year(s).

Contact the school's Tuition Exchange office for deadlines. Employees are encouraged to review program requirements and/or contact the TE office as early as possible for best opportunities for inclusion in this program.

### **ELCA College Tuition Exchange/Reciprocity Program**

Tuition Benefit: The benefit is full tuition up to the limit at Augsburg College, or the receiving ELCA school, whichever is less. If an ELCA school is not in the Exchange Program, the student may be eligible for tuition remission.

Maximum Allowable Benefit: A maximum allowable benefit is calculated each academic year. The level of benefit is a percentage of tuition equal to the lower percentage of TB at the sending or receiving institution. Detailed information and eligibility requirements are available from the TE liaison officer.

**Council of Independent Colleges Tuition Exchange Program (CIC-TEP)**

A network of more than 130 CIC member Colleges in 32 states participate in this program. The list is available from the Enrollment Center. Contact the TE liaison officer for more information and application forms.

**Tuition Exchange, Inc. (TE Inc.)**

A network of nearly 300 Tuition Exchange member Colleges in 43 states participate in this program.

Tuition Benefit: Up to full tuition is available to dependent children, and in some cases spouses, of employees. Each school is limited as to the number of tuition exchange students it may accept, therefore, early application is necessary. Contact the TE liaison officer for current policy, procedures, and eligible schools.

**TUITION BENEFIT FOR EMPLOYEES HIRED BEFORE 2006**

For detailed information on the tuition benefit policy for employees who were hired prior to January 1, 2006, please see the detailed policy available through Human Resources and available online on the HR Moodle site.

## 8.0 TIME OFF WORK

### ADMINISTRATIVE LEAVE

#### **Leave with Pay**

A division vice president may grant, with concurrence of Human Resources, a leave of absence with pay and benefits to a faculty or staff member when such leave is in the best interest of or will benefit the College. Paid leave of absences may not exceed two (2) months (60 calendar days). During an approved leave of absence with pay, an employee will accrue time toward years of service, receive appropriate salary increases, and will continue to accrue vacation and sick leave if applicable. The employee is expected to maintain ongoing regular communication with and availability to the College during any such paid leaves, including attending meetings at the request of the College.

If the employee is compensated by another entity for working during the leave of absence with pay, the College will not pay more than the difference between the employee's gross biweekly salary and the biweekly salary paid by the other entity. Employees who do not return to work for the College at the end of the approved leave of absence will be separated from employment as a resignation.

Faculty should also refer to the Faculty Handbook regarding Leaves.

#### **Leave without Pay**

A division vice president may grant, with concurrence of Human Resources, a faculty or staff member a leave of absence without pay for a period of time not to exceed six (6) months. Upon return from leave without pay, the division vice president may restore the employee to their former position and status or one of equivalent pay and status. Upon return from leave without pay, the employee will be restored to the same leave accrual rates. Time on leave without pay will not apply toward vacation or sick leave accruals, if applicable.

## **BEREAVEMENT LEAVE FOR STAFF**

Staff who work .50 FTE or greater are eligible for bereavement leave in the case of the death of an immediate family member. For the purposes of this policy, immediate family includes:

- Spouse or domestic partner, as defined for benefit eligibility
- Legal guardian
- Parent or parent-in-law
- Child or child-in-law
- Sibling or sibling-in-law
- Grandchild or grandparent
- Aunt/Uncle
- Niece/Nephew

Upon the death of a member of the immediate family, a staff member may take up to three (3) work days with pay from the day of death through the day of the funeral. In the case of the death of a child, partner, or spouse, a staff member may take up to five (5) work days with pay. Additional time off may be taken using accrued vacation time or leave without pay with manager approval.

The College recognizes that employees may wish to attend the funeral of someone other than those covered by the relationships listed above. Managers may allow employees to take unpaid leave or use accrued vacation to attend those funerals. All staff must record their time off in the KRONOS timekeeping system.

## **BONE MARROW DONOR LEAVE**

Employees who work .50 FTE or greater are eligible for up to forty (40) hours of paid leave to undergo a medical procedure to donate bone marrow. This leave may be taken on an intermittent basis if necessary. Employees are required to provide verification by a health care provider of the purpose and length of the leave. This leave will not be charged against any other type of paid leave time. Before an employee returns to work, they must present a health care provider's release to work. This release should state any restrictions such as lifting restrictions or limits on the number of hours that may be worked per day and a date at which restrictions, if any, will be reviewed or lifted.

## COMMUNITY SERVICE LEAVE FOR STAFF

Regular full-time and regular part-time staff employees are eligible for up to two (2) days paid leave each calendar year to volunteer with their chosen community or religious organization. Examples of community service projects might include working with Habitat for Humanity, working at a homeless shelter or food shelf, working with the Girl Scouts or Boy Scouts, working with a church-sponsored volunteer project, or serving on the board of a community group. To qualify for paid community service leave, the time spent must be with an organized charity or community group. Community service time should be utilized in increments of two hours or more.

Time off for community service must be approved in advance by the employee's manager and recorded in KRONOS.

## COURT LEAVE AND JURY DUTY

Whenever an employee is required to report for jury duty or is subpoenaed to testify in court by the U.S. government, State of Minnesota, or other governmental body, the employee is entitled to a leave of absence to serve on the jury or testify in court. Employees called to attend court hearings in connection with their official duties for the College shall consider those hours as work time.

Human Resources or Payroll may require satisfactory written proof that the employee's presence is required for such purpose and pursuant to subpoena or court order. Employees must provide 48 hours advance notice of the leave. If jury duty or witness service does not require a full workday, the employee is expected to return to work for the remainder of the workday. Employees chosen to sit on a jury must inform their manager how long the trial is expected to last. Employees must check in with their manager periodically during jury service, so the College knows when to expect the employee back at work.

Employees who are not benefits-eligible will be granted reasonable time off from work to report for jury duty or to testify in court, but the time off will be unpaid leave.

If the employee is benefits-eligible, they will be paid their regular pay, provided the employee pays the amount of their per diem received from the court, minus mileage and

parking expenses, to the College Payroll Department. Leave with pay for this purpose is not to exceed ten (10) work days per year. Leave required beyond 10 work days will be unpaid leave, or the employee may use accrued vacation or floating holiday time.

**To calculate the amount to be turned over to the Payroll Department:**

(Total payment from the court) – (mileage & parking expenses) = Amount employee pays to the College

**Procedure for Payment of Court Duty to Augsburg College:**

- Employee makes a copy of the court duty check once they receive it.
- The employee cashes the check from the court.
- The employee reimburses the College in cash or by personal check made out to “Augsburg College”. (The employee keeps mileage and parking reimbursement.)
- The College will pay the employee for the time missed.

Additional questions regarding jury duty leave should be directed to: Payroll 612-330-1030 or Human Resources 612-330-1058.

**Victim/Witness Leave**

Employees who need time off from work for personal court business as a witness, victim or spouse of a victim will be allowed reasonable time off to attend criminal proceedings related to the victim’s case. The employee will be expected to use unpaid leave or accrued vacation or floating holidays for the time away from work for personal court proceedings. Information related to this absence will be confidential and not shared with others.

**Other Court Attendance**

Any reason for court attendance other than as provided above will be considered leave without pay. However, staff may substitute accrued vacation time or floating holiday time in lieu of leave without pay. Information related to this absence will be confidential and not shared with others. Employees or managers with questions should contact Human Resources.

## **HOLIDAYS AND FLOATING HOLIDAYS FOR STAFF**

Faculty are granted time off in keeping with the class academic calendar. Regular staff employees working .50 full-time equivalency (FTE) or greater are eligible for paid leave accrual and holiday pay on a basis proportionate to their full-time equivalency. Staff

members at less than 0.50 FTE or who are classified as stipend, temporary, or on-call are not eligible for paid leave accrual or holiday pay.

### **Holiday Pay for Staff**

The schedule of paid holidays the College observes is as follows:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

A list of the current calendar dates for the observance of these holidays is available on the HR website at [www.augsburg.edu/hr](http://www.augsburg.edu/hr) and on the HR Moodle site. Staff represented by a union should refer to the bargaining agreement for holiday pay and the list of holidays. Staff members working at international sites should refer to the list of holidays as designated by the applicable international site.

The following conditions apply to holiday pay:

- Holiday pay is computed at an individual employee's base rate of pay.
- Holidays will not be paid to employees on any type of unpaid leave.
- Holidays within an approved scheduled vacation will be paid as holiday pay.
- Holiday pay **will not** be considered time worked for overtime calculations.
- An eligible staff member must be in pay status on the work day before and the work day after a holiday in order to receive holiday pay. Pay status includes previously scheduled leaves.

When it is necessary for College offices to remain open on a scheduled holiday, non-exempt (hourly) staff members who are **required** to work will be paid time and one-half pay for hours actually worked on the holiday OR given equal time off within the pay period in which the holiday occurs. In addition, the staff member will receive the regular holiday pay. **Advance approval by the manager is required when a staff member works on a regularly scheduled holiday.**

If a holiday falls on a day not normally scheduled as a work day for an eligible staff member, the staff member will be granted another day within the same week with pay

as their holiday.

### **Floating Holidays for Staff**

In addition to the above holidays, eligible staff employees earn two (2) floating holidays per calendar year.

Floating Holidays will be awarded as follows:

- Current staff members are awarded two paid floating holidays as of January 1.
- New staff who begin work by August 31 will be eligible for two (2) paid floating holidays.
- New staff who begin work between September 1 and November 30 will be eligible for one (1) paid floating holiday.
- New staff who begin work on or after December 1 will not receive paid floating holidays until the following January 1.

Under normal circumstances, floating holidays will be paid when they are:

- approved in advance at the discretion of the employee's manager
- taken as a full work day
- reported in KRONOS timekeeping system

Floating holidays cannot be held over from one year to the next; floating holidays not taken by December 31 will be forfeited. Floating holidays may not be taken after an employee has submitted a verbal or written resignation notice.

### **President's Holidays for Staff**

On occasion, the College President may grant additional paid days off to eligible staff members. President's holidays are not an entitlement, may be determined each year, and may not be granted every year. If granted, the President's holiday must be used on the date identified, unless the employee is required to work on that date. In such cases, the staff member will be granted another day off to use as the President's holiday during the same pay period. The employee is expected to work with their manager to schedule that day off. President's holidays are a privilege and are not guaranteed. Time granted off in this manner is to be used in full-day increments.

### **Religious Holidays for Faculty and Staff**

Time off without pay may be granted to employees who desire to observe a religious holiday which is not recognized by the College, provided it does not create an undue hardship for the College. Eligible staff may substitute accrued vacation time or floating

holiday time in lieu of leave without pay. Staff or managers with questions should contact Human Resources. Faculty members with questions should contact the Dean's Office.

## **INVESTIGATIVE LEAVE**

A faculty, staff, or student employee may be placed on an administrative leave to permit the College to review or investigate actions, including but not limited to dishonesty, theft or misappropriation of College funds and/or property, workplace violence or harassment, safety negligence or acts endangering others, insubordination or any other conduct that warrants, at the College's discretion, removing the employee from the worksite. The leave will be confirmed in writing, stating the reason and the expected duration of the leave. Following the conclusion of the investigation, the employee will be informed in writing of the actual dates and pay status of the leave.

### **Procedures**

A department head typically will place an employee on investigative leave for a period of up to fifteen (15) business days in order to review or investigate actions in breach of the above-stated guidelines. Investigative leaves in excess of 15 days must be approved by Human Resources.

The leave must be confirmed in writing to the employee by the next business day. A copy of the letter should be placed in the employee's personnel file. At the conclusion of the investigation a decision will be made whether to retain this letter in the personnel file or to remove it. The notice must 1) explain the reasons for the investigative leave; 2) state the expected dates of the leave (the leave may be extended, if necessary.); and 3) direct the employee to remain available to participate in investigative interviews.

The division vice president or Dean, in consultation with Human Resources, will conduct or will appoint a person to conduct a prompt and thorough investigation of the allegations or charges, with the exception of harassment and discrimination complaints, which are investigated in accord with the College's policy prohibiting harassment and discrimination.

Upon conclusion of the investigation, the division vice president or Dean will determine if the period of the investigatory leave is to be converted to a suspension without pay or dismissal. The division vice president or Dean will inform the employee in writing of the decision, with a copy sent to Human Resources.

## SICK LEAVE AND PERSONAL TIME FOR STAFF

Beginning with the first of the month following the 90-day orientation period, eligible full-time staff members earn sick leave at the rate of one day (8 hours) per month for every month worked or in pay status. Eligible part-time staff members earn sick leave on a basis proportionate to their FTE. For example, if a part-time staff member works 20 hours per week (.50 FTE), the part-time staff member accrues 4 hours of sick leave per month. Unused sick leave will be accumulated to a maximum of 120 days. When an employee reaches the maximum accrual, no further days will be credited to the balance until the balance is reduced.

### Sick leave may be used for the following reasons:

- Illness or injury of the staff member or a member of the immediate family.
- Illness or injury of a physical or mental nature, including disability resulting from pregnancy or childbirth, which prevents the employee from performing their normal work duties.
- In the case of a member of the immediate family not living in the same household, sick leave may be used, but such cases will be carefully investigated.
- Medical, dental, or optical examination or treatment of staff member or a member of the immediate family.
- If a member of the immediate family is afflicted with a contagious disease that requires the care and attendance of the staff member, or when through exposure to a contagious disease, the presence of the staff member on the job would jeopardize the health of others.

### Plan Specifics:

- Any time a staff member is absent from work, they must inform their manager within thirty minutes of their scheduled start time **each day** of their absence, unless they have agreed on alternative arrangements with the manager.
- Accrued sick leave may be used in increments of a quarter hour or more.
- Human Resources maintains the official sick leave accrual and use records. Absences must be recorded in KRONOS.
- Sick leave **will not** be considered time worked for overtime calculations.
- If an employee is absent due to illness for three (3) or more work days, or if there is reason to believe that sick leave is being abused, the manager should notify

Human Resources. Human Resources may require the employee to provide a certificate from the health care provider or provide other proof of such illness.

- When sick leave is requested to care for members of the immediate family, Human Resources may require a health care provider's certificate that the presence of the staff member is necessary to care for the ill family member.
- To ensure that ill or injured employees do not return to work before they are able, any employee absent for three (3) or more consecutive days because of an extended illness, injury, or surgery may be required to present a medical release from the health care provider before returning to work.
- Employees will not be paid for unused sick leave upon separation of employment.

### **Personal Time for Staff**

The College recognizes the need for staff to have paid time away to conduct personal business not covered under any of the other paid absence policies. This could include banking appointments, school conferences or activities, absences due to car or home repair, and other personal business. Personal time should not be used in lieu of vacation.

A maximum of three (3) personal days per calendar year, on a basis proportionate to employee's FTE, may be used by the staff member for such purposes. Personal time is subject to advance approval at the discretion of the manager.

**Any personal time used will be subtracted from the staff member's accrued sick leave.** Personal time is not available to individuals with no accrued sick leave. Personal time may not be taken after a staff member has given verbal or written notice of resignation.

## **VACATION FOR STAFF**

Under normal circumstances, vacation time will be paid when it is:

- approved in advance by the staff member's immediate manager
- reported in KRONOS

Eligible staff members will earn vacation time according to the following schedules, on a basis proportionate to their FTE. Vacation for exempt and non-exempt staff must be

recorded in KRONOS.

### **Non-exempt (Hourly) Staff Vacation Accrual Schedule**

**During:**

1<sup>st</sup> and 2<sup>nd</sup> years of employment

3<sup>rd</sup> and 4<sup>th</sup> years of employment

5<sup>th</sup> year and greater

**Accrual rate:**

15 days/year (accrued at 10 hours/month)

18 days/year (accrued at 12 hours/month)

22 days/year (accrued at 14.67 hours/month)

### **Exempt (Salaried) Staff Vacation Accrual Schedule**

**Upon hire:**

**Accrual rate:**

22 days/year (accrued at 14.67 hours/month)

### **Provisions Applying to Staff Vacation**

- The maximum amount of vacation an employee may accrue is twelve (12) times their monthly accrual. Once the maximum is reached, no further accrual will be earned until vacation is used and the balance drops below the maximum accrual.
- Vacation pay may be used to supplement pay continuation during a short-term disability after accrued sick leave has been exhausted.
- If an illness occurs during a staff member's vacation, the time off may be changed to accrued sick leave if available, and not be taken from vacation.
- If a holiday falls within an approved vacation period, the holiday will be counted as a holiday rather than as a vacation day.
- Vacation leave **will not** be considered time worked for overtime calculations.
- Vacation may not be taken after an employee has given verbal or written notice of resignation of employment.
- Upon separation of employment, staff members are paid for their unused accrued vacation time.

## **VOTING LEAVE**

Employees who are eligible to vote in an election are permitted paid leave on Election Day for the time it takes them to appear at their polling place, cast a ballot, and return to work, usually not to exceed two hours.

## 9.0 SAFETY AND SECURITY

### EMERGENCIES

#### **Reporting an Emergency: Call Extension 1717**

In the event of an on-campus emergency (police, fire, medical, etc.), the first step is to call Augsburg's Department of Public Safety (DPS) at x1717 from campus phones. When calling from a non-campus phone, call 612-330-1717.

DPS is staffed 24 hours a day, 7 days a week, 365 days a year. By calling 1717, DPS will dispatch emergency responders, including an Augsburg security officer and outside emergency response agencies, to the exact incident location. The security officer will provide first response and assist responding emergency services.

If possible, do NOT call 911 directly for an on-campus emergency as the 911 emergency dispatchers will only see the main campus address. This can lead to confusion and delays in getting emergency help as quickly as possible.

#### **Campus Emergency Procedures**

DPS maintains the booklet, *Campus Emergency Procedures*, which all employees must read and understand in order to know what to do in case of an emergency. This booklet is provided to protect lives and property, and to ensure the continuity of essential campus services. *Campus Emergency Procedures* discusses what to do in the event of various emergencies that could arise at Augsburg College including

- injury or illness
- fire and evacuation
- severe weather
- bomb threat
- hostage situation
- natural disaster
- criminal activity

Additional information on emergency response can be found in the *Emergency Response Plan*, available through DPS (x1717)

## NON-EMERGENCY SERVICES AND INFORMATION

In addition to emergency response, the Department of Public Safety (DPS) provides non-emergency services and information. Students, staff, and faculty may reach DPS for non-emergency issues 24 hours a day at x1717 from a campus phone, or 612-330-1717 from a non-campus phone.

Non-emergency situations are ones where there is not an immediate risk to life or property and include:

- Augsburg Escort Services: on-campus and up to two blocks off-campus, with further information at [www.augsburg.edu/dps](http://www.augsburg.edu/dps).
- Motorist assistance with jump starts and lockouts
- Publications on crime prevention
- Scheduling crime prevention seminars
- Key/lock services

## EMERGENCY CLOSING OF THE COLLEGE

Under extreme weather conditions, hazardous travel conditions, or other emergencies, the President or Dean of the College may decide to suspend normal Minneapolis campus operations. However, as Augsburg College is a residential school, some services must be provided at all times. Emergency closure at locations outside of the Minneapolis area will be determined in consultation with appropriate location managers.

When normal campus operations are suspended and the campus is closed due to weather, certain “essential services” will be maintained. Essential services are defined for this policy as those required to meet the needs of Augsburg’s residential community on that day and include public safety, residence life, the library, food service, grounds, and some maintenance and custodial services. When campus operations are suspended for the day, a staff member in an essential service position is still required to report to work and will receive time and one-half pay for the hours worked on that day.

When normal campus operations are suspended, employees who are in “nonessential” positions are not to report to work. Due to suspended operations, not all scheduled employees in essential services departments may be needed that day. Employees with questions should contact their manager to verify if they should report to work.

Employees in nonessential positions or who are told not to report to work, will be paid the number of hours they would normally be scheduled to work that day. Employees who were already scheduled to be on leave or who were not scheduled to work that day will not receive pay.

Unless the normal campus operations are suspended by the President or Dean, employees are expected to be at work during their regularly scheduled hours. Employees who come in late or are absent must notify their manager prior to their scheduled work time.

If an employee cannot make it to work due to inclement weather, poor roads, or other conditions, and normal campus operations have NOT been suspended, the employee must make up the lost work time during the same work week or use accrued vacation or floating holiday time. Employees who wish to leave early because of weather must obtain the prior permission of their manager. Employees who leave early due to weather must make up any work hours missed during that work week or use accrued vacation or floating holiday time.

Notification to employees will be announced as follows:

- WCCO (830 AM) radio will announce campus operations have been suspended.
- The College website ([www.augsburg.edu](http://www.augsburg.edu)) will include an announcement.
- The College's social media sites will post updates through Facebook and Twitter.
- The main campus line (612-330-1000) will have a message of the status of campus operations.

**Note: Do not call Public Safety, as their lines must remain open for emergencies.**

## ERGONOMICS

Augsburg College's ergonomics policy seeks to proactively create a good ergonomic working arrangement which protects employee health. This policy applies to all faculty, staff, and student employees. Managers should communicate these guidelines to volunteers as well.

The effects of poor work practices and improper use of tools can include musculoskeletal disorders (MSDs) such as tendinitis, low back pain, and carpal tunnel syndrome. As a result of MSDs, individuals may experience loss of range of motion, loss of muscle function, and inability to do everyday tasks.

Employees must use proper work practices to avoid or minimize conditions that lead to MSDs. These conditions include:

- Repetition, such as long or concentrated hours of typing or using a mouse.
- Awkward positions, including repeated or prolonged reaching, twisting, bending, kneeling, squatting, working overhead with your arms, or holding fixed positions.
- Forceful exertions, such as heavy lifting or maintaining control of equipment.
- Contact stress, placing too much pressure on nerves, tendons, or blood vessels by pressing the body against a hard or sharp edge.
- Vibration, which can lead to nerve damage, by operating vibrating tools including sanders, grinders, chippers, routers, drills, or saws.

Some basic guidelines to avoid or minimize ergonomic stress are included below. If the guidelines below do not address a specific ergonomic stress, employees should access further preventive resources including an ergonomic assessment by contacting Facilities Management.

#### **A. Lifting/Moving Material**

- Minimize material handling. Do not attempt to lift loads that exceed your ability. For heavy loads, get help from a coworker and use proper equipment.
- When lifting, use leg muscles, bend the knees, and keep the back as straight as possible.
- Create a balanced base of support by using one foot ahead and one foot behind while bringing the weight close in to the body. Pivot feet with the load.
- Hold the item being lifted or carried close to the body. Never twist or bend.
- Keep material at a comfortable height. It should be possible to see over the item being carried. Avoid standing in one position too long.

#### **B. Computer Workstation**

- Sit back in the chair, feet flat on the floor or on a footrest. The chair or an added backrest should provide good support for the lower back.
- When using the keyboard, wrists should be flat and straight, not bent up or down and not bent left or right.
- When using the mouse, the upper arm and elbow are close to the body and relaxed. There is no overreaching. The wrist is straight.
- The user's inside elbow angle is 90 degrees or greater to avoid nerve compression at the elbow.
- The top of the monitor should be at or below eye level and free from glare.

### **C. Repetitive Motions**

- Be aware of the repetitive motions included in your work.
- Avoid repeating the same motion for a long period of time. Stop the activity regularly to stretch and relax your muscles.
- Work in a comfortable position.
- Change work habits to change the repetitive motion.
- Stretch the part you will be using. Exercise regularly to strengthen, stretch, and tone your joints and muscles.

## **CHILDREN IN THE WORKPLACE**

While Augsburg College is sensitive to the needs of working parents, the campus facilities are not designed to accommodate the safety or unique needs of children. Additionally, this policy is designed to avoid possible disruptions to the employee's or coworkers' work, and to help maintain the professional work environment. This policy applies to all faculty, staff, temporary, and student employees.

Employees who are responsible for care of minor children must arrange childcare away from the worksite. Exceptions may include:

### **A. Specific Campus Events**

There may be special occasions to which employees' children may be invited to campus, such as Bring Your Child to Work Day or an event on campus where families are welcome. Employees will be notified of such events as they occur.

### **B. Specific Individual Instances**

Exceptions for bringing children to the workplace are rare and not the normal practice. If an employee brings a child to the workplace on a particular occasion, they should consult in advance with their manager as soon as the need is known. Approval may be granted for each single instance if the following conditions are met:

- The employee's need to bring the child to campus is urgent, not recurring, and of short duration.
- The only alternative to bringing the child to work is the employee's absence from the workplace.
- The College derives an immediate, identifiable benefit from the employee being at work.

- Arrangements for the safety and supervision of the child are satisfactory to the immediate manager.
- It is clear to the immediate manager that distractions for the parent/guardian and for other employees are minimal.
- The child does not have a communicable illness.

Due to some work environments and the duties of the parents, children cannot be permitted in the work area at any time. The College accepts no liability for actions of children on campus; the parents/guardians assume all such liability.

## **PETS ON CAMPUS**

While the College appreciates the special nature of the owner-pet relationship, the College is a workplace and residence for many, and, as such, the welfare of the entire community must be considered paramount. This policy recognizes that animals have the potential to impose on the safety, health, personal well-being, and comfort of College employees and residents, as well as the sanitation, housekeeping, and physical condition of the campus.

Animals (dogs, cats, birds, other pets, etc.) are not permitted inside any College-controlled building except for those animals that are exempted by this policy. Specifically, animals are prohibited from being in offices, classrooms, hallways, and all other areas in any academic or administrative building.

Domesticated pets are permitted outside on campus grounds when leashed and properly attended at all times. The College reserves the right to require the individual with a leashed domesticated pet to present documentation from a veterinarian that the pet is in good health, has appropriate shots, and is in compliance with all applicable state and local health laws, especially in the case of a medical emergency related to the animal such as an animal bite. The individual may be asked to present updated documentation annually.

**Exemptions may be granted for specific events involving animals, such as Campus Ministry's annual pet blessing.**

### **Exempted Animals**

The following animals are permitted on College-controlled property:

### **Service Animals While Performing Duties**

Service animals are permitted on College-controlled property and in College buildings while they are performing tasks for the individual they accompany. A service animal is an animal specially trained to perform one or more specific functions or activities of daily living for an individual with a documented disability. Service animals include guide dogs for those with visual or hearing impairments, or service dogs to perform tasks for the mobility-impaired (e.g. pulling a wheelchair or fetching dropped items).

Any animal being used as a service animal inside any College-controlled building should wear a harness or other identifying device to identify it as a service animal. Service animals may enter any building or classroom with the person they accompany. The individual with the service animal takes full responsibility for the needs and behavior of the animal. Animal waste must be picked up and disposed of properly.

### **Research and Teaching Animals**

Animals that are officially part of the College's teaching, research, or clinical programs are exempt from this policy.

### **Reporting**

To report a problem with an animal on campus, such as an unattended animal, contact the Public Safety at x1717 from a campus phone or 612-330-1717 from a non-campus phone.

### **Failure to Comply**

Failure to comply with this policy will result in removal of the animal from campus and may result in disciplinary action against the owner or keeper of the pet.

## **FITNESS FOR DUTY**

Augsburg College is committed to providing a safe and productive work environment for the benefit of all members of the College community. Employees are expected to safely and effectively perform their essential job functions and discuss with their manager any circumstances that may impact their ability to do so. This policy covers those situations in which an employee is having observable difficulty performing work duties in a safe manner, or is posing an imminent and serious safety threat to self, others, and/or property.

When an individual may pose a threat to the safety of self, others, and/or of property, the College may require an evaluation of the employee's physical or mental capabilities

to determine their ability to perform essential job functions, with or without reasonable accommodations. Such evaluations are conducted by an independent, licensed health care professional and are undertaken only after careful review by Human Resources. The fitness-for-duty evaluation will not be conducted for purposes of diagnosis or treatment, but rather for purposes of determining an employee's ability to perform the essential functions of the job. To the extent possible, the College will protect the confidentiality of the evaluation and results.

Human Resources will:

- review the circumstances that led to the referral for an evaluation,
- determine whether or not a fitness-for-duty evaluation is necessary,
- select the health care professional who will perform the evaluation,
- notify the employee in writing if an evaluation is deemed necessary,
- provide the healthcare provider with the essential functions of the position, and
- review the results and determine what, if any, action is required.

**Procedure:**

If, by observation of an employee's behavior or by receipt of reliable information, the College has reason to believe that an employee may lack the ability to perform the essential functions of their position due to a physical or mental condition, the following steps will be taken:

1. The manager or designee will provide Human Resources with detailed information regarding the reason for and circumstances leading up to the fitness-for-duty referral, the basis for concern regarding the employee's inability to perform essential functions effectively, and any attempts at resolving the matter.
2. The Assistant Vice President (AVP) of Human Resources (or designee) will review the information provided in the referral, along with a current job description of the employee's position. If it is determined that a fitness-for-duty evaluation is necessary, the AVP or designee will notify the employee in writing.
3. Human Resources will determine the independent, licensed health care professional who will perform the evaluation, and will schedule the evaluation at the earliest opportunity. All costs of the services performed by the health care professional as part of the evaluation will be paid for by the College.
4. Failure on the employee's part to comply with the scheduled fitness-for-duty evaluation may constitute insubordination and be cause for disciplinary action, including termination.
5. If Human Resources deems it necessary, the employee may be placed on temporary, paid administrative leave until the evaluation is complete.

6. The College may obtain from the health care provider a description of the functional limitations of the employee that may limit the employee's ability perform the essential functions of their job.
7. The results of the evaluation will be treated as confidential, kept in a separate file within Human Resources, and the minimum necessary information will be shared only with those who need to know for legitimate business purposes.
8. If it is determined that the employee is not able to perform the essential functions of their position, Human Resources will engage in an interactive process to determine if there is a reasonable accommodation that will allow the employee to continue working. If an appropriate accommodation cannot be made other options will be identified and communicated to the employee.
9. If it appears that any functional limitations on the employee's ability to perform the essential functions of the position are the result of a work-related injury, the matter will be referred to workers' compensation.
10. All actions taken in carrying out this policy will comply with state and federal laws, as well as College policies and procedures.

### **Evaluation and Results**

The evaluator will be asked to complete a written report containing only the following information:

- A conclusion regarding the determination of fitness for duty;
- A description of the nature and extent of any functional limitations on the employee's ability to perform the job;
- A description of the expected duration of each such functional limitation;
- An opinion as to whether or not the functional limitation may be the result of a work-related injury as related by the employee; further medical examination or investigation may be necessary to determine if the functional limitation arises out of, or has been caused by, the employee's occupation.

The College will make a decision regarding the employee's status, including but not limited to the employee's return to duty or the removal of the employee from any duties pending treatment and reevaluation, depending upon the results of the evaluation and recommendation of the evaluator.

## **KEY AND ACCESS CONTROL**

The proper use of keys and access to campus facilities is critical to promote the security of campus members and appropriate access to College property. The Department of

Public Safety (DPS) manages all campus keys issued to employees. This policy applies to all faculty, staff, and student employees.

- To request a key, the Key Request Agreement must be completed and submitted to DPS. Forms are available at the DPS office in the Urness/Mortensen lobby.
- An authorized key holder has responsibility for all property and/or records secured by the keys issued to them.
- The key holder may not duplicate the key nor transfer it to another user.
- Lost keys must be immediately reported to DPS.
- The key holder will return the key to DPS when they move to another campus location or end employment:
  - Human Resources will notify DPS of an employee's termination and will obtain a list of keys issued to the employee.
  - The manager collects the keys listed from the employee and returns the keys to DPS.
- The cost for lost or unreturned keys and/or re-keying will be assessed to the employee's department.

## OPEN FLAME POLICY

The purpose of this policy is to provide guidelines and procedures by which open flame devices may be used at Augsburg College. The intent is to reduce potential hazards which may contribute to loss of property or life. This policy applies to all staff and faculty employees as well as students and visitors.

The use of candles and open flames is not allowed on the premises of Augsburg College except as described below. Candles that are never lighted may be used as decoration only, and these candles must show no evidence of having been burned.

For purposes of this policy, the premises of Augsburg are defined as any property, building, or portion of a building or property that Augsburg owns or occupies, whether on a temporary or permanent basis, and any off-site premises where any College-sponsored activity is taking place.

The following exceptions to this policy are permitted provided there is constant vigilance, in a properly equipped area\*, and kept a safe distance away from flammable or combustible material:

- Classroom or laboratory use of fire for purposes of instruction or research.

- Flames used as a necessary part of assigned work such as commercial cooking in areas operated by the food service, or in “hot work” (welding, soldering) by the maintenance department.
- Lighted candles, incense, etc. for ceremonies and functions of religious or cultural observances in campus chapels and other spaces. In these cases, prior permission must be obtained from Event Services, Facilities Management, or Residence Life.
- Lighted candles in dining areas; prior permission must be obtained from Event Services.

\*Properly equipped areas include buildings equipped with fire alarms and/or sprinkler systems, as well as ABC type fire extinguishers readily available with trained attendants standing by to use them if necessary.

## **MOTOR VEHICLE SAFETY**

The purpose of this policy is to ensure against bodily injury and property damage to staff, faculty, students, or third parties as a result of operating motorized vehicles. This policy applies to any College vehicle used for College or personal business, as well as rented, leased, or owned personal vehicles operated for authorized Augsburg College business. The policy applies to all faculty, staff, students, and volunteers.

### **Driver Requirements**

To be authorized to operate any vehicle for Augsburg College, a driver must:

- be 18 years old or older
- have had a driver’s license for two (2) or more years
- have a valid driver’s license that is not “probationary,” “court-restricted,” or “international”
- pass an initial and annual driving record review which cannot have included in the past three years:
  - reckless driving, leaving the scene of an accident, driving while impaired, hit and run, vehicular homicide/assault, eluding or attempting to elude a police officer, or participating in an unlawful speed contest;
  - more than two (2) of any of the following: moving violations, safety belt violations, at-fault accidents.

### **Driver Responsibilities**

- Carry a valid driver’s license, proof of insurance and vehicle registration

- Wear a seat belt while in the vehicle
- Familiarize yourself with location of lights, windshield wiper controls, cruise control, other controls on instrument panel
- Be aware of weather conditions that might make travel hazardous. Reduce speed if adverse weather conditions exist. Delay your trip if possible when hazardous weather conditions exist
- Drive the speed limit and follow all traffic rules and regulations
- Watch for pedestrians and give right of way
- Do not drive when tired/fatigued or under the influence of drugs or alcohol
- Do not drive when illness, injury, or any prescribed or over-the-counter drugs impair driving ability
- Do not use cell phones while driving unless it is an emergency situation
- Avoid distractions while driving, even in slow-moving traffic, such as eating, putting on makeup, reading, changing radio stations
- Drive calmly; avoid confrontational or offensive driving behavior
- Do not allow unauthorized passengers
- Ensure all passengers wear seat belts and follow policy requirements
- Have headlights on while driving
- Avoid backing up, but if necessary, keep back-up distance to a minimum. Check behind the vehicle first and only back-up when there is visibility to area backing into
- When vehicle is left unattended, shut off the engine, remove ignition key, and lock the vehicle doors
- If using a personal vehicle, ensure regular vehicle maintenance
- If using a College-owned or leased vehicle, report any vehicle maintenance needs or safety problems to Facilities Management immediately

### **Passenger Responsibilities**

- Remain seated in a location intended for a passenger
- Wear a seat belt while in the vehicle
- Do not distract the driver
- Do not ride in a vehicle that is over capacity. Passenger vans may only carry 10 people, including the driver

### **Accidents and Parking or Moving Violations**

- Report accidents to local law enforcement immediately
- Report accidents to your manager, Facilities Management and Human Resources immediately; include information on all passengers

- If your driver's license is revoked/suspended, immediately discontinue operation of the vehicle and notify your manager and Facilities Management by 9:00 AM central time on the next business day
- If you receive a parking or moving violation, notify your manager and Facilities Management by 9:00 AM central time on the next business day
- Drivers are personally responsible for payment of all traffic violations and citations

## PARKING

The Department of Public Safety (DPS) is responsible for all parking policies and regulations, including parking permits, guest and visitor parking, parking for events, parking restrictions, and paying/appealing parking citations. For further information, go to DPS at [www.augsburg.edu/dps](http://www.augsburg.edu/dps), or go to their office in the Urness/Mortenson lobby.

Staff and faculty have the option to pay for parking through payroll deductions when purchasing a permit. The process and forms are found at [www.augsburg.edu/dps](http://www.augsburg.edu/dps).

## VIOLENCE-FREE WORKPLACE

Augsburg College is committed to providing a safe and healthy workplace. This policy applies to all staff, faculty, students, volunteers, and visitors. Any form of violence by an employee against another employee, student, volunteer, or visitor will be cause for disciplinary action up to and including immediate dismissal. Violence includes but is not limited to physical attack, assault, intimidation, threats, bullying, or property damage. Any employee who experiences or observes an act believed to constitute workplace violence is required to report such to Human Resources and the Department of Public Safety (DPS) right away.

Any employee who fears for their safety and/or the safety of others at the College due to domestic abuse should notify their manager and DPS. Any individual who feels they are in immediate danger should call DPS at x1717 immediately.

## WEAPON-FREE WORKPLACE

Augsburg College is committed to maintaining a workplace that is free of violence. This obligation includes eliminating recognized hazards that contribute to violence or serious harm. This policy covers faculty, staff, students, volunteers, and visitors. Exceptions to

this policy must be requested in writing, in advance of entering the College premises, and may only be approved by the College President.

The carrying or possession of any type of perilous weapon or firearm on the premises of Augsburg College is absolutely prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms under the Minnesota Citizens' Personal Protection Act of 2003. This prohibition does not include on-duty peace officers or on-duty armored security personnel in the course of their assignment with the College.

"Perilous weapons" include but are not limited to firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm.

For purposes of this policy, the premises of Augsburg are defined as any property, building, or portion of a building or property that Augsburg owns or occupies, whether on a temporary or permanent basis, and any off-site premises where the College is conducting any activity sponsored by Augsburg College. Unlawful carry or possession of firearms in a parking facility or parking area is prohibited.

Any person violating this policy will be required to leave the College premises immediately; additionally, any faculty, staff, or student employee will be subject to discipline up to and including immediate termination.

## **TOBACCO-FREE AND CLEAN AIR POLICY**

Augsburg College is committed to providing a healthy and productive environment to all staff, faculty, students, and visitors. Tobacco use and smoking have been determined to be a major cause of preventable disease and death; additionally, effects of second-hand smoke greatly impact non-smokers.

All College facilities are tobacco and smoke free. Tobacco use and smoking are prohibited in all indoor facilities, all College vehicles, and where otherwise noted. Employees should only smoke during scheduled breaks in designated smoking areas. Employees whose work takes them outside or across campus may not smoke while working or driving. Littering of tobacco-related products on the grounds or in parking lots is also prohibited. This policy applies to all faculty, staff, and student employees.

## **WORKERS' COMPENSATION**

The Minnesota Workers' Compensation law provides certain benefits for employees who are injured on the job or who sustain an occupational disease. Workers' compensation benefits may include medical care, wage loss benefits, and vocational rehabilitation, depending on the evaluation of the injury or disease. Wage loss benefits are paid after an employee misses three (3) or more consecutive days of work due to a work-related injury or illness. This policy applies to all faculty, staff and student employees of the College.

### **Reporting**

All employees must report work-related injuries/illnesses as soon as possible to their manager. Managers are responsible for submitting the Work Injury Report (First Report of Injury) to Human Resources within one (1) business day.

The following documents can be found on the Human Resources Moodle website:

- Work Injury Report
- "To the Injured Employee" Information Sheet
- "MN Workers' Comp System" Information Sheet

### **General Provisions**

- The injured employee must provide prompt documentation of any medical treatments and regular ongoing status updates to Human Resources.
- Payment for lost time under workers' compensation is paid directly to the employee by the insurance company and is not part of the College's payroll.
- Employees on extended workers' compensation leave must self-pay their employee portion of insurance premiums to the College.
- Employees injured at work are not eligible for pay continuation under the College's short-term disability plan.
- Workers' compensation leave time will be counted against the employee's 12-week FMLA period.
- Due to Minnesota state law, foreign nationals working outside the United States are not covered by Augsburg College's workers' compensation policy.

### **Work-Related Injuries**

All work-related injuries, no matter how minor, must be immediately reported to a manager. Serious injuries should also be reported to the Department of Public Safety by calling x1717. A safety officer will provide first aid and/or ensure that the employee is taken to a medical facility in the event further treatment is needed.

More Information about workers' compensation can be found at the Department of Labor's website at: [www.dli.mn.gov/WC/EmpGuide.asp](http://www.dli.mn.gov/WC/EmpGuide.asp)