



Life. Changing.



INDIANHILLS

Life. Changing.

STAFF HANDBOOK

2020-2021

Mission:

Indian Hills Community College changes lives by inspiring learning, diversity, social enrichment, and regional economic advancement.

Values:

Academic Excellence and Student Success

Integrity, Relationships, and Teamwork

Acceptance, Inclusion, and Accessibility

Tradition and Culture

Innovation and the Future

Acknowledgement of Receipt of Staff Handbook



This required acknowledgment form will be completed electronically on an annual basis.

I _____ (name), acknowledge a current copy of the Indian Hills Community College Handbook is available on the College intranet or by contacting the Human Resources Department. I understand I am responsible for reading, being familiar with its contents, and keeping myself updated.

I further acknowledge and understand that:

- Neither this handbook nor any of the contents or employment practices set forth herein creates a contract of employment between the College and me, and is not intended to create and should not be construed as creating an express or implied contract of employment.
- Unless otherwise expressly set forth in writing signed by an assenting individual and/or the President of the College, all employees of Indian Hills Community College are **“At-Will”** employees and employment may be terminated with or without cause and with or without notice by either the College or employee.
- This handbook does not guarantee employment for any definitive period of time.
- Indian Hills Community College retains the right to modify, interpret, or cancel in whole or in part, any of the published or unpublished policies of the College, including those contained within the handbook.
- If I have questions regarding this handbook, I can direct them to my Supervisor, Dean, or the Human Resources Department.

Signature: _____

Printed Name: _____

Date: _____

Disclaimer

Neither this handbook nor any of the contents or employment practices set forth herein creates a contract of employment between the College and any employee and is not intended to create and should not be construed as creating an express or implied contract of employment. Unless otherwise expressly set forth in writing signed by an assenting individual and the President of the College, all employees of Indian Hills Community College are “at-will” employees and employment may be terminated with or without cause and with or without notice by either the College or employee. The College retains the right to unilaterally modify, interpret, or cancel in whole or in part, any of the published or unpublished policies of the College without notice or consideration to employee, including the policies set forth in this handbook. This handbook applies to all employees of the College, including faculty, staff, administration and executive management. This handbook supersedes any previous handbook, written or unwritten policies of the College with regard to the subject matter expressed herein.

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Section I: Introduction

Welcome to Indian Hills Community College

As an employee of Indian Hills Community College (herein referred to as “IHCC” or “College”), you play an important role in the growth and success of the College. This IHCC Staff Handbook (“Handbook”) is designed to provide general information regarding the College, as well as the College’s policies, procedures, guidelines, and expectations relating to employee conduct and interaction between the College and its employees as influenced by law, common practice, or College preference. From time to time, employees may receive updated information concerning changes in policy. If you have questions regarding any policies or procedures, please contact your Supervisor, Dean, or the Human Resources Office for assistance.

We sincerely hope your employment relationship with IHCC will be a mutually rewarding experience, and we look forward to the contributions you will make to the College.

Mission

Indian Hills Community College changes lives by inspiring learning, diversity, social enrichment, and regional economic advancement.

Values

- Academic Excellence and Student Success
- Integrity, Relationships, and Teamwork
- Acceptance, Inclusion, and Accessibility
- Tradition and Culture
- Innovation and the Future

Strategic Priorities

- Provide a quality learning environment focused on student success.
- Implement technology solutions to best serve students and staff.
- Improve internal and external communications.
- Develop and implement a strategic enrollment management plan.
- Provide an educated and skilled workforce, addressing business and industry needs.
- Identify, secure, and allocate the financial resources necessary to best support college, student, and regional needs.
- Provide quality learning and living spaces for students and staff.

Institutional Purpose (As Established by Iowa Code 260C)

Indian Hills Community College is dedicated to providing a dynamic and timely response to the ever-changing needs of our business community and the populace of our small towns and rural areas. In this context, it is our purpose to provide, to the greatest extent possible, the following educational opportunities and services:

1. The first two years of college work, including pre-professional education.
2. Career and technical training.
3. Programs for in-service training and retraining of workers.
4. Programs for high school completion for students of all ages.
5. Programs for all students of high school age who may best serve themselves by enrolling for career and technical training while also enrolled in a local high school, public or private.

6. Programs for students of high school age to provide advanced college placement courses not taught at a student's high school while the student is also enrolled in the high school.
7. Student personnel services.
8. Community services.
9. Career and technical education for persons who have academic, socioeconomic, or other disabilities which prevent succeeding in regular career and technical education programs.
10. Training, retraining, and all necessary preparation for productive employment of all citizens.
11. Career and technical training for persons who are not enrolled in a high school and who have not completed high school.
12. Developmental education for persons who are academically or personally underprepared to succeed in their program of study.

Equal Employment Opportunity

Indian Hills Community College is an Equal Opportunity Employer committed to high standards of business conduct and civic responsibility. It is the policy of the College to not discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

It is the responsibility of everyone employed at the College to pursue this commitment with full support through leadership and personal example. In addition, it is the duty of every employee to help create a work environment that is conducive to effective equal employment opportunity.

All employees should thoroughly review the College's Non-Discrimination, Anti-Harassment, and Retaliation policy set forth in later sections of this handbook for further clarification.

Section II: Administrative Structure, IHCC Foundation, and Planning and Communication Model

Administrative Structure

The Chief Executive Officer of Indian Hills Community College is the President and is directly responsible to the Board of Trustees. Current members of the Board of Trustees are:

John Pothoven, President Oskaloosa	Beth Danowksy Sigourney	Katie Nichols Keosauqua
Tom Keck, Vice President Ottumwa	Richard Gaumer Ottumwa	Amy Webber Fairfield
Nellie Coltrain Albia	Jerry Kirkpatrick Centerville	Alan Wilson Corydon

The Board of Trustees derives its legal status and authority from the constitution of the State of Iowa and the statutes enacted by the general assembly. Members of the board serve as representatives of the public and agents of the state in establishing policy and reviewing the operation of the College.

Administrators within the College assume responsibilities identified by function and specialty. These persons have central office responsibilities, supervise all departments in each division, and are accountable to the President on managerial and service functions.

Day by day supervision is handled within each division, ordinarily by first level management reporting to a department chairperson, director or dean, depending upon the size of the department and/or span of control.

Information exchange on important issues between students and the President, between program heads and the President, or between any combination of interested persons is within the system of institutional governance.

IHCC Foundation

The IHCC Foundation is a separate 501(c)(3) non-profit charitable corporation. The Foundation exists to support the comprehensive mission of the College by providing additional resources necessary to ensure student and community success. Every year, the Foundation strives to award around 600 students over \$1 million in scholarships. Since 1975, the Foundation has awarded \$20 million in scholarships to over 20,000 students. A unique feature of the Foundation is the overwhelming amount of employee support. Every year, over \$50,000 is donated to the Foundation from full-time staff. Hundreds volunteer their time and talents in fundraising activities. This overwhelming staff support encourages similar strong support from private citizens and businesses in the Indian Hills region. The Foundation exemplifies the spirit of Indian Hills and the caring attitude that the College staff has toward students. For more information, contact the Indian Hills Foundation Office at 641-683-5115.

Planning and Communication Model

Board of Trustees – Composition: Nine member elected board of lay citizens meets with President, Chief Financial Officer, and members of Executive Council for the purpose of formulating policy and reviewing the general operation of the College. **Purpose:** Policy making body of the College. Also reviews strategic and tactical planning of the Executive Council at an annual retreat. This is a decision making body. **Frequency of Meetings:** Meets once a month to act upon items that require Board approval, formulate policy, and to hear special reports from the College. Also meets once on an annual basis in a retreat with the President, Vice President, Student Learning & Engagement, Chief Financial Officer, and the Executive Dean, Student Development & Athletics and the Executive Dean, Enrollment Services & Registrar to hear reports on each area and the general condition of the College. There are three sub-committees that meet as needed. The sub-committees are (1) Board Policy (2) Human Resources (3) Due Diligence for Training Agreements. (13 meetings annually)

Executive Council – Composition: President, Vice President, Student Learning & Engagement, Chief Financial Officer, Dean, Arts & Sciences, Executive Dean, Career & Workforce Education, Dean, Centerville Campus & Learning Services, Director, Human Resources, Executive Dean, Student Development & Athletics, Executive Director, Foundation & Development, Director, Marketing & Community Relations, Director, Information, and Chief Information Officer. **Purpose:** This body discusses and develops a strategic plan for operation of the College and makes recommendations to the President who in turn makes recommendations to the Board of Trustees if Board approval is needed. They also perform program evaluations and review the Divisional Plans for Excellence. This is a decision making body. **Frequency of Meetings:** Meets once a month and annually in a retreat in alternating years to evaluate personnel and to formulate strategic and tactical plans. (13 meetings annually)

Management Council – Composition: All of Executive Council plus Department Chairs and Program Directors and others with management responsibilities. **Purpose:** Meet to give and hear reports on each area represented. A guest from the community is also invited to hear the College reports and to give a report on their business or agency, etc. This is a communication body. **Frequency of Meetings:** Meets once a month September through May. (9 meetings annually)

Deans Group – Composition: All of the Academic Deans plus the Executive Dean, Student Development & Athletics and Executive Dean, Enrollment Services & Registrar (Academic Department Chairs and Academic Directors are also included). **Purpose:** Meet to discuss operational aspects of each of their divisions to plan and make recommendations to the Executive Council or directly to the President. This is a decision-making, recommendation making, and communication body. **Frequency of Meetings:** Meets as needed after the College Completion meeting.

Departments – Composition: Made up of all personnel within the Department (Faculty, support staff, etc.) **Purpose:** To report and disseminate information on College activities, new policies, etc. Also to discuss specific departmental operational activities and make recommendations to their Deans on operational strategies and policies. Supervisor/Self employee evaluations are done within the departments by supervisors. This body makes departmental decisions, makes recommendations to their Deans, and is a communicating body. **Frequency of Meetings:** Are set by Deans or Department Chairs. Supervisor/Self evaluations are conducted annually and individually within the departments. (9-12 meetings annually depending on the department)

Advisory Committees – Composition: Invited and volunteer industry partners (numbering between 400-500 in total) **Purpose:** To provide input on curriculum, equipment purchases, and market considerations for all of the Career and Technical programs. This body makes recommendations to the departments and also is a communicating body. **Frequency of Meetings:** Meets twice a year, in the fall and spring. (2 meetings annually)

Communication is two way from **Advisory Committees** to the **Departments**, from **Departments** to **Management Council** and the **Dean's Group**, from the **Dean's Group** and **Management Council** to **Executive Council**, from **Executive Council** to the **President**, and from the **President** to the **Trustees**. Reports from the **Departments** are heard on a monthly basis by the **Trustees**.

This model provides for two-way communication and is looped throughout the organization allowing every employee the opportunity to provide input through **Departmental** meetings and individual meetings with their **Supervisors**. Members of **Executive Council**, **Management Council**, the **Dean's Group**, as well as **representative employees** also participate on various committees to ensure broad communication pathways.

Other Standing Committees that provide specific functions:

Academic Standards – Composition: Program Chairs, Deans and Faculty representatives, Business Office, Enrollment Services, and the Registrar. **Purpose:** Meets to consider viability of new courses or programs and maintain academic integrity. **Frequency:** Meets once a month during the academic year and in the summer as needed. (9 meetings annually)

Budget Review Committee – Composition: Made up of approximately 30 people with even distributions of faculty and support staff. **Purpose:** To review the budget and determine the amount of total dollars available for staff salary and fringe benefit increases. They also share this information with other IHCC employees and then meet once again to determine the breakdown for staff salary and fringe benefit distribution. **Frequency:** Meets two times annually in the spring.

Insurance Committee – Composition: Made up of approximately 20 people with even distributions of faculty and support staff. All committee members currently carry IHCC insurance. **Purpose:** To review the status of the IHCC insurance plans and represent the IHCC employees in regard to changes. **Frequency:** Meets as needed.

Staff Development Committee – Composition: Consists of Director, Human Resources, Vice President, Student Learning & Engagement, Chief Financial Officer, one non-faculty professional, one customized learning professional, one health professional, and one department chair or program director, one faculty member from each academic division, one support staff member, and an annual rotating membership that is one of the Academic Deans. **Purpose:** To make decision on requests for staff development leaves and expenditures along with additional staff development activities. **Frequency:** Meets once a month September through May. (9 meetings annually)

Capital Equipment Committee – Composition: Consists of Vice President, Student Learning & Engagement, Chief Financial Officer, Chief Information Officer, and Deans to represent all areas of the College. Meets as needed, usually once in the spring. **Purpose:** To determine priorities for major equipment purchases. **Frequency:** Meets annually.

Scholarship Committee – Composition: Consists of faculty and staff representatives from various areas of the College as well as lay citizens from the Foundation Board. **Purpose:** Meets to determine scholarship awardees from application pool. **Frequency:** Meets in early spring, summer, and fall (if all funds have not been awarded).

Information Technology Committee – Composition: Vice President, Student Learning & Engagement, Chief Financial Officer, Chief Information Officer, along with various deans and directors representing academic and support services across the College. **Purpose:** Meets to determine purchase and allocation of technology hardware and software applications for College staff. Makes recommendations to Executive Council on philosophy. **Frequency:** Meets annually and as needed.

Grants Committee – Composition: Consists of Grant Writer, Chief Financial Officer, Vice President, Student Learning & Engagement, and President. **Purpose:** To determine priorities of grant applications. **Frequency:** Meets monthly. (12 meetings annually)

Assessment Forums – Composition: Faculty and administrative representatives specific to each academic program or cluster. Vice President, Student Learning & Engagement and Institutional Research Specialist. **Purpose:** To plan for and monitor student academic achievement assessment activities and results across the College. **Frequency:** Meets quarterly as needed in each academic area.

Online Steering Committee – Composition: Senior Instructional Designer, Academic Deans, Chief Information Officer, and Vice President, Student Learning & Engagement. **Purpose:** Plan and monitor the direction for online instruction across the College. **Frequency:** Currently meets as needed.

Faculty Senate – Composition: Elected faculty representatives from all instructional divisions. **Purpose:** Discuss college-wide concerns of the instructors and communicate with administration. **Frequency:** Meets as needed.

Registration Committee – Composition: College-wide representation. **Purpose:** To establish dates, timeframes, and procedures for the upcoming academic year. **Frequency:** Meets annually.

Equal Opportunity Committee – Composition: Equity Coordinator and staff representatives from various areas of the College. **Purpose:** To review IHCC policies, procedures, and practices to assure that actions taken are conducted in a non-discriminatory manner. **Frequency:** Meets on a quarterly basis. (4 meetings annually)

CORE Committee – Composition: IT department professionals and key departmental managers. **Purpose:** To make decisions and provide guidance for computer technical systems. **Frequency:** Meets monthly. (12 meetings annually)

Also there are various Ad Hoc Committees that deal with special events and occurrences at the College. For example: Auction Committee, Golf Tournament, etc.

Section III: Employment Relationship

Employment Statuses

Several different employment statuses are used by the College to determine eligibility for benefits.

Regular, Full-time: Employment in an established position requiring a regular schedule of 36 hours of work per week per academic or employment year for a 3, 3 ½, or 4 term calendar basis. Generally, these employees are eligible for the full-time employee benefits package and are subject to the terms, conditions, and limitations of each benefits program. [Note: for purposes of the Affordable Care Act compliance, an employee working an average of 30 hours or more per week may be eligible for employee health insurance benefits].

Regular, Part-time: Employment in an established position with a regular schedule of less than 25 hours of work per week. Part-time employees may be eligible for limited participation in benefits and are subject to the terms, conditions, and limitations of each benefits program.

Temporary: Employment in a job established for a specific purpose, for a specific period, or for the duration of a specific project or group of assignments. Temporary employees have a defined employment period that includes a beginning employment date and an ending employment date. Temporary employees are generally not eligible for benefits.

Adjunct Instructors: Iowa law defines adjunct instructors as temporary employees. As such, adjunct instructors generally do not qualify for benefits, including retirement benefits. However, if the adjunct is offered a continuing contract that requires the teaching load to exceed one-half time for two full semesters or three full quarters per calendar year, the instructor is no longer considered temporary.

On-call: Employment in a job on an as needed basis. On-call employees do not work a defined/regular schedule. On-call employees are generally not eligible for benefits.

Student Workers: Part-time employees who meet the following eligibility requirements and have been formally placed through the Financial Aid Office or otherwise approved through the Business Office for student wages:

- Must be an IHCC student and enrolled full-time.
- May not work as a part-time IHCC employee and a student worker at the same time.
- Student employees may have more than one on-campus position, but cannot work more than a total of 20 hours per week.

Exempt and Non-Exempt Employees

Under the Fair Labor Standards Act (FLSA) employees may be hired into either exempt or non-exempt positions. Positions are classified as either “exempt” or “non-exempt” with respect to eligibility for overtime pay. A general summary of the FLSA requirements and standards for exempt and non-exempt are provided below.

Exempt Employees – An exempt employee is one who holds a salaried position that meets specific criteria established by the Fair Labor Standards Act (FLSA). Exempt employees are not eligible for overtime pay. In order to qualify for an exempt position, the position must satisfy the respective tests regarding the content of the employee’s job duties. The College determines as to whether a paid position with the College meets the requirements for exemption under the FLSA for purposes of determining an employee’s qualification for overtime.

Section 541.710 of the wage and hour law allows for the deduction of wages from an exempt employee of a public agency for absences for personal reasons or because of illness when accrued leave is not used by an employee because: (1) permission for its use has not been sought or has been sought and denied; (2) accrued leave has been exhausted; or (3) the employee chooses to use leave without pay.

It is the College's policy to comply with the salary basis requirements of the FLSA. Therefore, improper deductions from the salaries of exempt employees are prohibited. If an employee believes an improper salary deduction has been made, it should immediately be reported to the Human Resources Office for investigation.

Non-Exempt Employees – A non-exempt employee is one who does not fall into one of the exempt categories under the FLSA. Non-exempt employees are eligible for overtime compensation. An employee who is non-exempt can still be paid on a salaried basis as long as they are compensated overtime for any hours worked over 40 in a defined workweek.

Work Schedules – Hours of Work

Hours of Work (Exempt) – Employees classified as exempt are expected to devote no less than those scheduled hours identified in such employees at-will employment agreement, appointment letter, or other document(s) containing the exempt employee's terms of employment that are particular to his or her position with the College. Without limiting the preceding sentence, the College expects that all exempt employees will generally devote sufficient time and effort to performing the duties and responsibilities of their respective positions to meet the needs and expectations of their supervisors and departments, reasonably support their colleagues, and effectively promote the mission, vision, and values of the College to its community of learners and constituencies.

*Note – for example, a regular full-time employee's scheduled hours would generally be 36 hours per week.

Hours of Work (Non-Exempt) – Each non-exempt employee's scheduled work hours will be determined by his or her supervisor. The supervisor, or supervisor's designee, will inform employees of their daily schedule of hours of work, including any changes that are considered necessary or desirable by the College, including but not limited to scheduling adjustments during a workweek to avoid overtime.

Working a Second Job

Employees may accept other employment outside of the College so long as such employment does not interfere with the complete discharge of the employee's responsibilities to the College.

Overtime

Non-Exempt staff may be compensated for extensions or modifications of work schedules in one of three ways:

- They may be given time off during the same work-week in order to stay within their regularly scheduled amount of hours.
- They may be paid from timesheets at their regular hourly rate for approved work time beyond their regular schedule. Pay will be calculated at time and one-half for work beyond 40 hours in a work-week.
- They may be given compensatory time for approved work during "non-scheduled work" periods. Non-scheduled work periods refer to College scheduled breaks.

Any and all approved paid absences, including but not limited to sick leave, compensatory time, holiday leave, jury duty leave, funeral/bereavement leave, and paid leave related to short-term disability or military leave are paid at the employee's regular rate of pay, but are not counted as time worked for the purposes of computing overtime. Employee attendance at lectures, meetings, professional development, or other activities will be considered hours of work, and therefore will be compensated time (pay or compensatory time per policy) if an employee's

supervisor requires and authorizes attendance. Employees attending these activities at their own request will not be awarded pay or compensatory time.

Time Records

To ensure proper pay and to comply with government requirements, time sheets are required for student workers, part-time, and temporary employees. To ensure accuracy and consistency in recording time worked, the following procedure must be followed:

- Actual (to the minute) time worked must be recorded electronically in Self Service time entry. Those employees completing paper timesheets should record their time to the quarter hour.
- Only the employee and their supervisor (or designate supervisor) are to sign off on the employee's timesheet.
- Timesheets must be completed and turned into the Payroll Office immediately following the completion of the pay period so that they can be processed for the next pay day.

Falsifying a time record or signing someone else's timesheet is strictly prohibited and may be subject to disciplinary action up to and including termination.

It is the employees responsibility to notify their supervisor or payroll of any problems with their timesheet or if it is lost and needs to be replaced.

Pay Period

The College has 24 pay periods during the employment year. Paydays will fall on the 10th and 25th of each month. If the 10th or 25th falls on a Friday, Saturday, Sunday, or holiday, the payday will be the preceding work day.

Salaried employees are paid current each pay period. Should employment be terminated for any reason, final pay will be figured on actual days worked and any other eligible paid time within that pay period. It is possible under this system that an employee would not have additional pay forthcoming or be overpaid.

Deductions

The College will deduct from each employee's pay all legally required deductions (e.g. Federal and State incoming tax, social security, medicare, retirement, etc.) and all employment related costs authorized by the employee in writing. In the event that an employee's wages are to be garnished for child support or other reasons pursuant to an appropriate legal instrument or lawful court order, the employee will be notified in advance of such deduction by the Payroll Office.

Direct Deposit

All new employees hired on or after July 1, 2005 are required to have direct deposit. Payroll Earning Statements can be viewed and accessed online via WebAdvisor.

Meal/Break Periods

Meal breaks will be scheduled based on operational needs and applicable law. The College allows for a 30 minute (unpaid) meal break. During unpaid breaks, non-exempt employees must be relieved of all job related duties. Supervisors may authorize meal and break periods appropriate to the needs of the operations and the employees involved. However, these periods may not be the basis for a late start or an early quitting time on a consistent basis. If a non-exempt employee is approved for a longer or shorter meal period during their schedule, the employee should work with their supervisor to make up their time or flex their time during the same workweek.

Attendance

Punctual and actual attendance is a requirement for continued employment with the College. All employees are expected to be at work on time as scheduled. Occasionally, circumstances beyond an individual's control may cause an employee to miss scheduled work. It is the responsibility of the employee to provide timely notification of absences in accordance with this policy.

Unforeseen absences (illnesses, bereavement leave, etc.) must be reported on a daily basis to the Payroll Office by completing the electronic PER21 form process. Arrangements for anticipated absences shall be made on an individual basis using form PER21. When situations do not always allow prior notice, the following procedures should be followed:

1. Contact your department head or supervisor as soon as possible, but no later than 15 minutes before the assigned start time.
2. If the department head or supervisor is not available, notify the appropriate dean or supervisor designee. The supervisor is responsible for reviewing the submitted electronic PER21.
3. In the case of instructional staff, it is the instructor's responsibility to always give the status of classes with suggestions of possible assignments, projects, tests, etc., which would be appropriate for each student or class.
4. If an employee leaves work due to illness, the employee may not work from home to reduce the amount of sick leave taken unless approved by the employee's supervisor and communicated to the Payroll Office.
5. Written confirmation from a licensed medical practitioner is required to verify illness of more than three consecutive workdays, either whole or partial. If this absence is known in advance, a PER21 should be submitted.
6. Should an employee be absent due to accident or illness for more than three consecutive workdays, either whole or partial, a medical release shall be submitted directly to the Human Resources Office before the employee returns to work.
7. Should an employee be unable to return to work, with a physician's release, within 180 days from commencement of incapacity, the employment relationship may be terminated.

Staff members unable to report to their respective work areas due to poor weather and/or travel conditions should follow the usual absence reporting process. Sole responsibility for being in attendance on days when the College is in operation rests with the employee. In a case of delay of arrival time to work or early leave, the employee should contact their direct supervisor advising them of their estimated time of arrival or early leave. Applicable leave time must be requested to cover absences. If paid leave time is not available or denied by supervisor, an employee's pay may be deducted as allowed by law. This procedure is required for all employees regardless of classification or status.

Under no circumstances may a supervisor allow an employee to use accrued sick leave to excuse absence from work due to activity that resembles vacation, personal, or other leave of absence from work other than absence due to illness, except as specifically permitted under another leave policy. Any supervisor that believes an employee has or is abusing the absence policy should contact the Human Resources Office.

Excessive absenteeism or tardiness may result in discipline up to and including termination. Failure to show up or call in for scheduled work without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for three (3) consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the College if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, ethics, or morale. In general, “relatives” are defined as spouses, children, siblings, parents, or grandparents. A “domestic partnership” is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

In no event should an employee ever participate on an interview panel where a relative or close friend is the interview candidate. If there are questions or clarifications regarding this policy, they should be directed to the Human Resources Office.

Background Checks

Pre-employment background checks are required for all final candidates who have received a conditional offer of employment. Conducting background checks of candidates prior to hire helps determine the overall employability of candidates while ensuring protections of current employees, property, and information of the College.

In no event should a candidate ever be allowed to start working without completion of the background check and approval from the Human Resources Office.

Former employees who are rehired after a break in service of more than 120 days will need to submit to a new criminal background check.

Professional Appearance/Dress for Your Day

The nature of the employee’s position with the College will determine the type of dress that will be appropriate for work. Employees are expected to use good and reasonable judgment in choosing the clothing they will wear at work. All College employees are expected to dress in a manner that will present a favorable image of the College to the community. Specific dress requirements for particular positions will be reviewed with the employee by the employee’s supervisor, as applicable. In general:

- Clothing must be clean.
- Profanity, offensive advertising, or other offensive statements on clothing is prohibited.
- Thursday is casual dress day; jeans may be worn but must be in good condition.

In addition to any specific apparel requirements or limitations in this policy, members of management reserve the right to send employees home if, in their discretion, an employee’s appearance is determined to be unacceptable.

Orientation for New Employees

To assist employees in becoming acquainted with IHCC as quickly as possible, the Human Resource Office conducts orientation sessions for its newly hired employees on a quarterly basis. The orientation provides the new employee with an overview of the College’s history, standards, policies, and procedures. All new employees will be required to attend an orientation session.

New Contracted Staff

The first three years of a new contracted employee’s contract shall be a probationary period unless the employee has already successfully completed the probationary period in an Iowa school district. New contracted employees who have successfully completed a probationary period in an Iowa school district will serve a one-year probationary period. Stipulations for successful completion of a probationary period are referenced in Chapter 279 of the Iowa Code.

New At-Will Employees

All new full-time at-will employees shall be employed for a probationary period of six months. Extended probationary periods for at-will personnel will be made on an individual basis. The following procedure should be observed in administering the probationary period of employment:

- A. A personal review involving the supervisor and the probationary employee should be held at the end of three months of employment and prior to the expiration of six months. Following this review, the supervisor shall submit a written report for inclusion in the employee's personnel file. This report shall contain information of specific problem areas and recommended correction in addition to identified employee strengths and shall be signed by the supervisor and employee. A written recommendation, along with the completed evaluation shall be submitted to the Human Resources Office immediately following the evaluation process. The recommendation, based on the individual's job performance, will request that regular employment status be granted or the probationary period be extended or the employee be terminated from employment. Should the probationary period be extended another conference and evaluation shall take place within six months.
- B. If the supervisor's recommendation is for continued employment on a regular basis, the employee may be eligible for a salary increase if recommendation and completion of probationary period occurs prior to February 1 of the given year.
- C. Completion of a probation period does not signify permanent employment.

Transfers, Promotions, and Reclassifications

Transfer: A transfer is an employment movement within the College from one position or department to another. A transfer can be moving to a position at the same band, to a position at a higher band (promotion), or to a position at a lower band. Employees who have satisfactorily completed the six-month probationary period may apply to transfer to another position at the College. To apply for an internal position, an employee must complete an on-line application and submit appropriate materials. Interviews are granted based upon candidates' qualifications for the position. Prior to applying for a transfer, the employee should inform their supervisor of their intent and interest in a new position.

Promotion: A promotion is an employment transfer to a position at a higher pay band, either within a department or in a different College department. When appropriate, from a College equity perspective, a promotion might be accompanied by an increase in compensation. The department manager in consultation with Human Resources will make any compensation determinations. Employees who have satisfactorily completed the six-month probationary period may apply to a higher level position (promotion) at the College. To apply for a promotion, an employee must complete an on-line application and submit appropriate materials. Interviews are granted based upon candidates' qualifications for the position. Prior to applying for a promotion, the employee should inform their supervisor of their intent and interest in a new position.

Reclassification: A reclassification is a major adjustment of an employee's current job, job description, and sometimes in rare instances, the pay classification associated with the position. It recognizes that position responsibilities may substantially grow and change over time in ways that should be formally reflected by the College's compensation plan. If significant job changes have occurred, the employee's supervisor will need to meet with Human Resources to determine if a reclassification is appropriate.

Quality Faculty Plan

Iowa Administrative Code 281 requires that all faculty who teach credit classes comply with the requirements of the IHCC Quality Faculty Plan. Requirements include basic competencies as well as continuing professional development. In addition, certification as a mandatory reporter of child abuse is required for all credit instructors within six months of hire and renewed every three years. Copies of the plan may be obtained from the office of Academic Affairs or in the Staff section of the IHCC website.

Academic Faculty Titles

Faculty will be awarded academic titles at the beginning of each academic year based on the following criteria.

Instructor:	Years 1-3 of full-time employment as a faculty member at IHCC
Associate Professor:	Years 4-10 of full-time employment as a faculty member at IHCC
Professor:	10 years or more of full-time employment as a faculty member at IHCC
Professor Emeritus:	A faculty member who retires with the title of Professor

Note: Years of full-time employment is based on original hire date, or a faculty member who has returned to IHCC with less than one year of separation.

In addition, the following will apply.

- A new faculty member with a doctorate or a faculty member who earns a doctorate within the first three years of full-time instructional employment at IHCC will be designated the title of Associate Professor.
- A faculty member holding the title of Associate Professor who earns a doctorate within years 4-10 of full-time instructional employment at IHCC will be designated the title of Professor.
- A faculty member with a doctorate and Rank 1 status, but less than 10 years of full-time instructional employment at IHCC will be designated the title of Professor.
- Degrees must be earned at a regionally accredited institution or its equivalent. No salary increase is attached to the academic titles.

Academic Freedom

The mission of Indian Hills Community College promotes learning, diversity, and social enrichment. The college values acceptance, inclusion, and academic excellence. Academic Freedom is critical in pursuing institutional mission and purpose. College faculty and administration define Academic Freedom by what it does and does not allow. The source of this definition comes from a review of Academic Freedom completed by Carly Nelson, Inside Higher Education (2010) and is derived from the American Association of University Professors definition dating back to 1915.

Academic Freedom: What It Does

1. Academic freedom means that both faculty members and students can engage in intellectual debate without fear of censorship or retaliation.
2. Academic freedom establishes a faculty member's right to remain true to his or her pedagogical philosophy and intellectual commitments. It preserves the intellectual integrity of our educational system and thus serves the public good.
3. Academic freedom in teaching means that both faculty members and students can make comparisons and contrasts between subjects taught in a course and any field of human knowledge or period of history.
4. Academic freedom gives both students and faculty the right to express their views — in speech, writing, and through electronic communication, both on and off campus — without fear of sanction, unless the manner of expression substantially impairs the rights of others or, in the case of faculty members, those

views demonstrate that they are professionally ignorant, incompetent, or dishonest with regard to their discipline or fields of expertise.

5. Academic freedom gives both students and faculty the right to study and do research on the topics they choose and to draw what conclusions they find consistent with their research, though it does not prevent others from judging whether their work is valuable and their conclusions sound. To protect academic freedom, colleges should oppose efforts by corporate or government sponsors to block dissemination of any research findings.
6. Academic freedom means that the political, religious, or philosophical beliefs of politicians, administrators, and members of the public cannot be imposed on students or faculty.
7. Academic freedom gives faculty members and students the right to seek redress or request a hearing if they believe their rights have been violated.
8. Academic freedom protects faculty members and students from reprisals for disagreeing with administrative policies or proposals.
9. Academic freedom gives faculty members and students the right to challenge one another's views, but not to penalize them for holding them.
10. Academic freedom protects a faculty member's authority to assign grades to students, so long as the grades are not capricious or unjustly punitive. More broadly, academic freedom encompasses both the individual and institutional right to maintain academic standards.
11. Academic freedom gives faculty members substantial latitude in deciding how to teach the courses for which they are responsible.
12. Academic freedom guarantees that serious charges against a faculty member will be heard before a committee of his or her peers. It provides faculty members the right to due process, including the assumption that the burden of proof lies with those who brought the charges, that faculty have the right to present counter-evidence and confront their accusers, and be assisted by an attorney in serious cases if they choose.

PART 2: What It Does Not

1. Academic freedom does not mean a faculty member can harass, threaten, intimidate, ridicule, or impose his or her views on students.
2. Student academic freedom does not deny faculty members the right to require students to master course material and the fundamentals of the disciplines that faculty teach.
3. Neither academic freedom nor tenure protects an incompetent teacher from losing his or her job. Academic freedom thus does not grant an unqualified guarantee of lifetime employment.
4. Academic freedom does not protect faculty members from colleague or student challenges to or disagreement with their educational philosophy and practices.
5. Academic freedom does not protect faculty members from non-college penalties if they break the law.
6. Academic freedom does not give students or faculty the right to ignore college or university regulations, though it does give faculty and students the right to criticize regulations they believe are unfair.
7. Academic freedom does not protect students or faculty from disciplinary action, but it does require that they receive fair treatment and due process.
8. Academic freedom does not protect faculty members from sanctions for professional misconduct, though sanctions require clear proof established through due process.
9. Neither academic freedom nor tenure protects a faculty member from various sanctions — from denial of merit raises, to denial of sabbatical requests, to the loss of desirable teaching and committee assignments — for poor performance, though such sanctions are regulated by local agreements and by faculty handbooks. If minor, sanctions should be grievable; if major, they must be preceded by an appropriate hearing.
10. Neither academic freedom nor tenure protects a faculty member who repeatedly skips class or refuses to teach the classes or subject matter assigned.

11. Though briefly interrupting an invited speaker may be compatible with academic freedom, actually preventing a talk or a performance from continuing is not.
12. Academic freedom does not protect a faculty member from investigations into allegations of scientific misconduct or violations of sound university policies, nor from appropriate penalties should such charges be sustained in a hearing of record before an elected faculty body.

Violations of Academic Freedom

Faculty or students who believe their Academic Freedom have been violated have a right to file a grievance through the College's Grievance Procedure for Discriminatory Practices. This procedure is outlined on the Indian Hills Community College website and seeks resolution to grievances including violation of Academic Freedom.

<http://www.indianhills.edu/about/policies/grievanceprocedure.php>

Advancement to Instructional Staff Rank I

The IHCC Board of Trustees approved the ADVANCEMENT RANK GUIDELINES AND PROCEDURES at their April 20, 1976 meeting. The intent and purpose of the differentiated ranking system is to recognize superior teaching. The maximum number of faculty that shall attain and hold this rank is limited to approximately 20 percent of eligible certified faculty positions.

Additional information and the appropriate application material will be communicated by the Academic Affairs Office annually

Faculty Load

A full teaching load at IHCC is defined as follows:

Arts and Sciences: 27-32 credit hours per academic year (3 terms)

Technical: 864-1,080 contact hours per academic year (3 terms)

For purposes of defining a full load, an academic year is defined as three IHCC school terms August 26 – August 25 unless otherwise determined by the Human Resources Office.

With an overload assignment, Arts and Sciences faculty cannot exceed a total of 44 credit hours in 3 terms (2 semesters per Iowa Code).

Adjunct Employment

Adjunct instructors are limited to the following hours:

Credit Adjunct Faculty:

Arts and Sciences: Not to teach more than 24 credit hours in three terms or 30 credit hours in four terms during one IHCC academic year (August 26 – August 25).

Technical: Not to teach more than 720 contact hours in three terms or 950 contact hours in four terms during one IHCC academic year (August 26 – August 25).

Student Perception Process

Indian Hills Community College Minimum Evaluation Timeline for Certified Teaching Staff

Term	Evaluation Instrument	Due By	Sent To
Fall/Spring	1. Complete Student Perceptions	8 th through 10 th Week of the Term	Respective Executive Dean/Dean
	2. Perception Data Available	1 st Week of the following Term	Department
	3. Perception Data and Comments with/initials*	6 th Week of the following Term	Respective Executive Dean/Dean Vice President, Student Learning & Engagement
Winter	1. Supervisor/Self Evaluation Form	4 th Week of Winter Term	Vice President, Student Learning & Engagement
	2. Complete Student Perceptions	8 th through 10 th Week of the Term	Respective Executive Dean/Dean
	3. Perception Data Available	1 st Week of the following Term	Department
	4. Perception Data and Comments with/initials*	6 th Week of the following Term	Respective Executive Dean/Dean Vice President, Student Learning & Engagement
Summer	None		

*The instructor and the supervisor must initial and date the computer print-out before it is forwarded to the respective dean.

In addition to the above, a peer review may be completed annually on Health Sciences faculty as required by their respective accrediting agencies or the Health Sciences Department.

Faculty Flexible Schedule

IHCC will maintain a minimum 36-hour workweek. The College recognizes faculty are committed to professional development, course preparation, and meeting student academic needs. As the needs and expectations of students change, we understand faculty work hours outside of the standard 7:15-4:45 pm workday. Faculty will continue to work the minimum 36 hours as contracted; however, we will recognize up to 6 hours of faculty time per week may be spent in an alternative location. The 30 hours per week on campus will include:

- Assigned course load, administrative assignments, College committee work, and other assigned activities.
- Daily presence on campus during regular College business hours.
- All required College and department meetings.
- Reasonable availability to meet student academic needs outside the classroom to include a weekly minimum of five (5) posted office hours.
- Faculty with lab intensive course load may use time spent in the lab as office hours as agreed upon with their academic dean.
- All faculty weekly work schedules for the term must be submitted and approved within the timeline established by the academic dean. Any changes to the faculty weekly work schedule must be approved in advance by the academic dean.
- The process for tracking attendance calendars, sick leave, comp time, or any other leave that is maintained by the Payroll and Human Resource Office will remain the same.

Telecommuting Policy and Procedure

Objective

Telecommuting allows employees to work remotely at an offsite location for all or part of their workweek. Indian Hills Community College considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a college wide benefit, and it in no way changes the terms and conditions of employment with Indian Hills Community College.

All telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of Indian Hills Community College.

This policy does not create any contract of employment or alter the employment status of any employee, nor does it promise any terms of employment.

Requirements

Telecommuting agreements will begin on a probationary basis. A telecommuting agreement may be discontinued at will and at any time at the request of either the telecommuter or Indian Hills Community College. Every effort will be made to provide a notice of such change to accommodate commuting and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Before entering into any telecommuting agreement, the employee and supervisor, with the assistance of the human resource department, will evaluate the following areas:

- Employees will maintain scheduled hours, duties, assignments, and other work obligations offsite as they do when working onsite, and must be available by phone during scheduled office hours. Exempt and non-exempt hours of work apply per the Staff Handbook.
- Employees will be required to return to campus for work activities as requested.
- Employees will have an offsite location that includes, but is not limited to:
 - Reliable high speed internet.
 - Workspace that upholds confidentiality standards, is safe from hazards and free from distractions.
- Employees will not use telecommuting as a replacement for childcare, sick time or compensatory time.
- The Indian Hills Community College Acceptable Use Policy applies to telecommuting.

If the employee and supervisor agree, and the human resource department concurs, a telecommuting agreement will be signed by all parties. Approved agreements will include a 30-day probationary period.

Evaluation of telecommuter performance during the probationary period will include regular interaction between the employee and the supervisor, and weekly meetings to discuss work progress. Evaluation of telecommuter performance beyond the probationary period will be consistent with employees working onsite.

Equipment/Furnishings/Office Supplies

Indian Hills Community College will make every effort to provide telecommuting employees with a computer as is practical. Employees will be responsible for equipping and maintaining their offsite workplace so that they can accomplish their work in an efficient and expeditious manner.

Indian Hills Community College will supply the employee with appropriate equipment and office supplies as deemed necessary.

Indian Hills Community College will not be responsible for costs associated with the setup of the employee's offsite workplace, such as telecommunications equipment/services, remodeling, furniture or lighting, nor for repairs or modifications to the offsite workplace space.

Time Worked

Telecommuting employees who are non-exempt from the overtime requirements of the Fair Labor Standards Act will be required to gain advance approval from their supervisor for time worked in excess of their regular scheduled day/workweek. The employee will accurately record hours worked in excess of those scheduled per day and per workweek. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

SECTION IV: Equal Opportunity, Commitment to Diversity, Reporting Requirements, and Investigations

Annual Non-Discrimination Policy

Non-Discrimination Policy: It is the policy of Indian Hills Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Indian Hills Community College offers career and technical programs in the following areas of study:

- Accounting Assistant
- Animal Science
- Associate Degree Nursing*
- Automotive Technology
- Aviation Maintenance Technology
- Aviation Pilot Training*
- Avionics Electronic Technician
- Bioprocessing Technology
- Business Specialist
- Business Specialist - Accounting
- Business Specialist - Office Management
- Child Care Technician*
- Clinical Laboratory Assistant*
- Commercial Driver Training*
- Computer Accounting
- Computer Software Development
- Construction Management
- Construction Technology
- Criminal Justice*
- Culinary Arts
- Cyber Security & Network Administration
- Dental Assisting*
- Dental Hygiene*
- Diesel Technology
- Early Childhood Associate*
- Electronic Engineering Technology
- Electrical & Renewable Energy Technology
- Emergency Medical Technician*
- Geospatial Technology
- Grounds Equipment Technician
- Health Information Technology*
- Healthcare Documentation Specialist*
- Health Unit Coordinator*
- Hotel & Restaurant Management
- HVAC & Refrigeration
- Industrial Maintenance
- Interactive Media Technology
- Landscape & Turfgrass Technology
- Laser & Optics Technology
- Machine Technology
- Medical Assistant*
- Medical/Insurance Coding*
- Medical Laboratory Technology*
- Nutrition & Dietary Management*
- Occupational Therapy Assistant*
- Paramedic*
- Paramedic Core*
- Pharmacy Technology*
- Phlebotomy Technician*
- Physical Therapist Assistant*
- Practical Nursing*
- Precision Farming
- Radiologic Technology*
- Respiratory Care*
- Robotics/Automation Technology
- Surgical Technology*
- Welding Technology

If you have questions or complaints related to compliance with this policy, please contact Director, Human Resources/Equity Coordinator (staff), 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5282, hrequity@indianhills.edu; Dean, Student Development & Athletics(students), (641) 683-5159, studentsequity@indianhills.edu; Dean, Centerville Campus & Learning Services (students with disabilities), (641) 683-5174, learningservicesequity@indianhills.edu; U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312)730-1560, fax (312) 730- 1576.

*Indicate screened programs. For admissions criteria, please visit <http://www.indianhills.edu/nondiscriminationadmissioncriteria>

Anti-Harassment

It is IHCC's policy to provide a work and educational environment free of sexual and other harassment. Harassment of IHCC's employees or students by management, supervisors, coworkers, faculty, staff, other students, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. IHCC will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment: "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets, slurs, jokes, pranks, innuendo, comments, written or graphic material, stereotyping, or other threatening, hostile, or intimidating acts based on race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment: "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

The College is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment and misconduct on the basis of sex, which includes sexual orientation or gender-related identity.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

Sex discrimination includes sexual harassment, sexual misconduct, and sexual violence. It is the policy of the College that no employee, student, or other member of the College community shall be subject to sexual discrimination, harassment, or misconduct.

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as other federal and state laws. Harassment based on a characteristic protected by law, is prohibited.

Sexual harassment of students is a violation of Title IX of the Educational Amendments Act of 1972 (Title IX), as well as other laws.

While it is not possible to list all of those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

Retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated.

Complaint Process: Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment is requested and encouraged to make a complaint.

- If a staff member feels they have been harassed, they should take their complaint to their immediate supervisor.
- Should the complaint involve the supervisor or someone in the chain of command, the Human Resources Office may be contacted directly. Complaints to the Human Resources Office should be directed to the Director, Human Resources.
- A student should take his or her complaints to the Executive Dean, Student Development & Athletics.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the Director, Human Resources.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to College policy has occurred, IHCC will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Title IX

IHCC complies with Title IX of the Educational Amendments Act of 1972, which prohibits discrimination (including sexual harassment and sexual violence), based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

All College employees, except for those listed as confidential resources, have been designated "Responsible Employees" under Title IX. When a responsible employee becomes aware of an alleged incident that falls under Title IX, it is crucial that all responsible employees share with a Title IX Coordinator any report of alleged sexual harassment, sexual assault, stalking, and intimate partner violence (domestic violence and dating violence) within 24 hours of receiving a report. A "report" does not necessarily need to be a victim or survivor specifically sharing information with the responsible employee; a report may also be an incident that a responsible employee witnessed or heard about from another witness or third party. If a responsible employee believes that a student or staff member is going to share information about a Title IX-related incident, the responsible employee should tell the student or staff member that they have a responsibility to share information about sexual and gender-based misconduct with a Title IX Coordinator. The responsible employee may still listen to the report, if the student or staff member chooses to talk to the responsible employee, but the responsible employee should also refer the individual to a confidential resource or the Title IX coordinator. IHCC provides training and information to responsible employees during new staff orientation and during training sessions throughout the academic year.

Employees who have experienced sexual or gender-based misconduct can utilize various methods for reporting. Employees can make a report to the Title IX Coordinator, utilize the online [Reporting Concerning Behavior form](#), or report their experience anonymously to IHCC through [EthicsPoint](#).

The College has designated a Title IX coordinator and deputy coordinator to facilitate compliance with and response to inquiries concerning Title IX. For more information visit the College's Title IX webpage at <http://www.indianhills.edu/about/policies/titleix.php>.

Non-Fraternization

In order to promote the education goals of the College and to avoid misunderstandings, supervision problems, complaints of favoritism, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, employees are prohibited from entering into romantic or sexual relationships with students. Faculty, administrative, and staff members are strictly prohibited from dating, pursuing to date, pursuing or having romantic or sexual relationships with students. Please note that this list is not exhaustive and that other forms of conduct may result in a violation of this policy. College employees who are found to be in violation of this policy will be subject to appropriate disciplinary procedures, up to and including termination of employment.

Romantic or sexual relationships between employees where one individual has influence or control over the other's conditions of employment are inappropriate. These relationships, even if consensual, may ultimately result in conflict or difficulties in the workplace. If such a relationship currently exists or develops, it must be disclosed. The supervisor or employee who has influence or control over the other's conditions of employment has an obligation to disclose the relationship to the Director, Human Resources. The Director, Human Resources will review the situation with appropriate College personnel in light of all the facts (reporting relationship between the employees, effect on co-workers, job responsibilities of those involved, etc.) and will determine appropriate steps. In some cases, the circumstances may necessitate transfer of one or both employees to other positions or departments. If one or both employees refuse to accept a reasonable solution, such refusal may be deemed a voluntary resignation.

Retaliation

No hardship, no loss of benefit, and no penalty may be imposed on an employee as punishment for:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator.

Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to discipline, up to and including termination.

Reporting Alleged Discrimination, Harassment, or Retaliation (“Wrongful Conduct”)

The Grievance Procedure for Discriminatory Practice is intended to provide students, applicants for employment, and employees of Indian Hills Community College a process to address a grievance of discrimination on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices.

The IHCC Grievance Procedure for Discriminatory Practice applies to students, applicants for employment, and employees of Indian Hills Community College

Level 1 – A person with a grievance of discrimination on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices may first discuss it with their instructor, immediate supervisor, administrator, or the person most directly involved in order to resolve it informally. If a resolution is achieved, the grievant should complete the [electronic form](#) on the IHCC website with the appropriate documentation. Should the grievant not be comfortable addressing the grievance with the person(s) directly involved or they are unsatisfied with the result of the Level 1 discussions, they may proceed to Level 2. Informal resolution will only be pursued when both parties voluntarily agree to informal resolution. Any party may request the complaint be handled under the formal complaint process at any time. In no event will informal resolution be used in cases of sexual assault/abuse.

Level 2 – If the grievance is not resolved at Level 1 and the grievant wishes to pursue it further they may formalize it by completing the [electronic form](#) on the IHCC website. Complaints involving students are directed to the Executive Dean, Student Development. Complaints involving faculty, staff, and applicants for employment are directed to the Director, Human Resources. Upon receipt of a complaint, an investigator will be assigned to promptly and reasonably investigate the allegations in the complaint. If the investigator is the respondent, a witness, or otherwise has a conflict of interest in a particular case, an alternate investigator will investigate. The investigator will notify the respondent of the complaint that has been filed. The investigator will interview the parties and any witnesses, and collect and review any evidence submitted. IHCC employees and students are expected to fully cooperate in any investigation. Confidentiality will be respected to the extent possible consistent with legal obligations. During the pendency of the investigation, a safety plan may be implemented to provide protective measures as needed.

IHCC will make every reasonable effort to process a complaint to conclusion within 60 days of receipt. However, extenuating circumstances may alter this timeline. The parties will be informed regarding the progress of the investigation throughout the complaint process. A final written decision will be supplied to the grievant and respondent at the conclusion of the investigation.

This procedure in no way denies the right of the grievant to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, or the Equal Opportunity Commission for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination. No person filing a grievance will be subjected to coercion or retaliation for filing a grievance.

Visit this [link](#) to our website for more information regarding this procedure.

Child Abuse Reporting

Policy Statement: IHCC will not tolerate any behavior which constitutes child abuse (including sexual abuse, physical abuse, verbal abuse, and neglect) by any employee engaged in College activities or operations that involve children. A child is any person under the age of 18. For the purpose of this policy, the definition of employee includes volunteers under the direction and control of the College.

Purpose and Scope: The purpose of this policy is to explain who is required to report child abuse, when child abuse reporting is required, and the process for reporting. IHCC strives to protect the welfare of minors on its campus. This includes minors who are on any of IHCC's campuses or participating in an off-campus IHCC-sponsored program. The scope of this policy is intended to be broad, and any uncertainty about whether reporting is required should be resolved in favor of making a report.

Who Reports: Consistent with Iowa Code 261.9, this policy requires anyone who, in the scope of their employment responsibilities, examines, attends, counsels, or treats a child to report suspected physical or sexual abuse of a

child. This includes all IHCC employees and volunteers. If you are not sure whether you are required to report, this policy encourages you to err on the side of caution and report. You do not need to have proof that abuse has occurred in order to be required to report.

When to Report: IHCC employees must report child abuse when they see, know about, or reasonably suspect the abuse of a child. A report should be made within 24 hours after becoming aware of the suspected abuse. The types of abuse that are required to be reported under this policy include any physical, emotional, or sexual abuse or neglect.

“Child” means any person under the age of eighteen years.

“Physical abuse” means any non-accidental physical injury, or injury that is inconsistent with the history given of it, suffered by a child as the result of acts or omissions of a person responsible for the care of the child.

“Emotional Abuse” is generally defined to include any mental injury to a child’s intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child’s ability to function within the child’s normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional.

“Sexual abuse” is generally defined as the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct; or the rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

“Neglect” is frequently defined as the failure of a parent or other person with responsibility for the child to provide needed food, clothing, shelter, medical care, or supervision to the degree that the child’s health, safety, and well-being are threatened with harm.

Reporting Procedures: If you believe the child is in imminent danger or in the event of an emergency, CALL 911 immediately.

Suspected abuse must be reported to both the IHCC Human Resources Office at 641-683-5282 AND the Child Abuse Hotline at 1-800-362-2178 (available 24 hours a day, 7 days a week).

In addition, you may also contact IHCC Campus Security at 641-683-5300 for assistance 24 hours a day and 7 days a week.

When making a report of child abuse under this policy, please provide the following information, if possible:

- Name of the alleged victim(s)
- Name of the alleged perpetrator(s)
- Time and date of the incidents being reported
- Location where the incidents occurred
- Any additional information known about the abuse

For further information on this topic, please visit the Child Welfare website.

Mandatory Reporters (Under Iowa Code 232.69)

Some employees at IHCC are also considered mandatory reporters, as defined by the Iowa Department of Human Services, and have additional duties and obligations for reporting and training under certain statutes and regulations. They are required to report any incident of known or suspected child abuse in accordance with Iowa Code 232.68-70. This report must be made orally within 24 hours to the Department of Human Services (toll free hotline 800-362- 2178) and to the IHCC President and/or Director, Human Resources and followed up with a written report to each within 48 hours of the oral report.

IHCC encourages everybody, including those who are not Mandatory Reporters under Iowa Code 232.69, to report any behavior that could be considered a child abuse to the Department of Human Services in addition to reporting to IHCC Human Resources, IHCC Security, or Public Safety.

Prohibition on Retaliation: Consistent with Iowa law, IHCC will take no retaliatory action against an employee who makes a good faith report on child abuse.

Whistleblower Policy

This policy is intended to encourage Board members, staff (paid and volunteer), and others to report suspected or actual occurrence(s) of illegal, unethical, or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to their supervisor.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to their supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board committee or member.
3. The Whistleblower can report the event with their identity or anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.
7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
8. Supervisors, managers, and/or Board members who receive the reports must promptly inform the Director, Human Resources so the report can be investigated immediately. If the report should involve the Director, Human Resources, the matter should immediately be brought forth to the President.
9. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, to the extent possible in order to perform a thorough investigation.

Americans with Disabilities Act (ADA) and Reasonable Accommodations

In accordance with the Americans with Disabilities Act, as amended, (ADAAA), no qualified individual with a disability shall, by reason of such a disability, be excluded from participation in, or be denied the benefits of the services, programs, or activities of the College or be subjected to discrimination by the College. Any qualified individual in regard to job application procedures, hiring, job training, advance or discharge of employees, employee compensation, and other terms, conditions, and privileges of employment and/or student services shall not be denied any service, program, or activity of the College based on their disability. Inquiries and concerns should be addressed to the Director, Human Resources.

To ensure equal employment opportunities to qualified individuals with a disability, IHCC will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the College would result. If an employee feels he/she may require a reasonable accommodation, Human Resources should be contacted.

All instructional accommodations for students with disabilities must be approved by the Office of Disability Services. Should an instructor receive a request for an accommodation from a student, the student should be referred to the Disability Services Office. Due to legal responsibilities, no instructor should take it upon him/herself to determine the appropriateness of or approve an accommodation. Guidelines for students with disabilities are available in the Office of Disability Services. Contact the Pothoven Academic SUCCESS Center by calling 1-800-726-2585, extension 5749, 641-683-5749 or by e-mail at disabilityservices@indianhills.edu.

Investigations

All Wrongful Conduct will be quickly and discreetly investigated by the Director, Human Resources and/or his or her designee(s). The investigation will include interviews of, and/or requests for written responses to questions directed to, the alleged victim(s) and wrongdoer(s), as well as any witnesses that assent to such participation. The investigator will also request copies of documents, communications and other evidence identified during the course of the investigation. The investigator will create and the Director, Human Resources will maintain an investigatory file on all such matters in the Office of Human Resources and separate from employee personnel files. The investigatory file will consist of the initial written complaint, the final investigative report and any recommendations, a record of the remedial or disciplinary action taken (or to be taken), if any, and any documents created or used during, or otherwise relevant to, the investigation.

To the extent reasonably possible confidentiality will be maintained by the College relating to any reported victims, witnesses, and wrongdoers, and will only be disclosed as necessary to perform a comprehensive and complete investigation, identify and implement appropriate remedial or disciplinary actions, support any subsequent grievance actions (as applicable), and comply with applicable law. A final investigative report will be prepared by the investigator and other appropriate college personnel and shall conclude whether a violation of this policy occurred and recommend organizational changes as necessary to reduce the likelihood of recurrence of the Wrongful Conduct (if applicable). The final investigative report will include a statement of remedial and/or disciplinary action to be implemented against the wrongdoer(s), or the victim(s) (in the case of a fabricated complaint), if warranted. Depending on the circumstances, disciplinary action may include (but is not limited to): reprimand, counseling, training, censure, removal of privileges, letters of warning or suspension, and dismissal or termination. Discipline for a violation of this policy need not be progressive, so a first violation of this policy may warrant suspension or discharge.

SECTION V: Campus Health and Safety

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

If you need to report an emergency on the Ottumwa Campus or North Campus, call IHCC Security at (641) 683-5300 or dial 911. If you need to report an emergency on the Centerville Campus call Centerville Police at (641) 437-7100 or dial 911.

If an accident does occur, please complete the form online. The form is located under Staff Resources, Business Office Forms and Policies, [Accident Report form](#). In case of student worker, student clinical worker, or employee injuries or accidents covered by worker's compensation, you will need to complete the [Accident Report Form](#) as well as the [First Report of Injury Form](#).

Emergency Notification System

Indian Hills Community College offers IHCC Alert to all students, faculty, and staff. Students and employees can participate by visiting <http://www.indianhills.edu/about/alert.php> and registering phone numbers and mobile devices they want alerted in the event of a campus emergency. To ensure the IHCC Alert system is functioning properly, IHCC conducts a test of IHCC Alert at least once each term. IHCC will also initiate the AlertUs system. This mass notification platform allows us to get the attention of our computer users immediately. When an emergency occurs, we will activate AlertUs. All PC's owned by the College will have a full-screen, pop-up alert taking over the whole screen with a warning that is impossible to miss. Personal contact information may be updated by completing an emergency contact form located on the IHCC website under Staff Resources.

Fire and Tornado Alarms/Drills

Staff and students should familiarize themselves with College exits and designated tornado shelters posted in each building. All occupants of the building should immediately respond to fire or tornado warnings. In case of fire, immediately vacate the building through the closest exit. In case of tornado, go to the designated tornado shelter. Remain in this area until further instructions are given.

Instructors should evacuate their classroom any time an alarm is sounded. Each area of the College is assigned a person who is responsible for ensuring the area is evacuated. At no time should a staff member, student, or visitor endanger themselves.

Students or visitors who observe an unreported fire should immediately inform a staff member. Staff members should immediately evacuate the area then report to the Department Chair, Dean, or area safety representative.

Workplace Violence Policy

Acts of violence, threats, or threatening behavior against employees, students, visitors, guests, or other individuals by anyone on College property will not be tolerated. This includes, but is not limited to, intimidation, harassment, assault, battery, stalking, or conduct that causes a person to believe that he or she is under a threat of death or serious bodily injury. All threats of violence will be viewed with the assumption that they will be carried out and will be dealt with appropriately.

The possession of weapons, concealed or otherwise, on College property or at any College sponsored activity is prohibited except when required for an approved College course. "Weapons" are defined as any instrument or weapon that is specifically designed, made or adapted for the purpose of inflicting serious bodily injury or death,

including, but not limited to, clubs, firearms, handguns, knives, explosives [e.g. fireworks], crossbows, bows and arrows, throwing stars, and knuckles. Weapons under the control of law enforcement officials are exempt.

Anyone who has witnessed, received, or been told that another person has witnessed or received any of the above should report the incident immediately to Security, the Director, Human Resources and/or the Executive Dean, Student Development & Athletics, and your immediate supervisor.

Violations of this policy will result in disciplinary action which may include dismissal, arrest, and/or prosecution.

College Closings

Suspending Classes

Classes usually will not be cancelled unless there is severe weather. Student risk in getting to their respective classes in inclement weather is the prime concern in any decision regarding the cancellation of classes. While classes ordinarily will not be cancelled due to inclement weather, each student is advised to make their best judgment about the safety of the road conditions in their immediate area.

In the event of suspension of classes, classes will be suspended for students and staff alike, unless otherwise specified.

The following people have been designated as essential staff and are required to report to work: Director, Information, grounds, maintenance, food service, security, and custodial. In addition, the dorm supervisors should remain available to assist students. Operating or business conditions might dictate that other specific areas would need to report as soon as possible in which case they will be notified by their supervisor.

Area career academy employees subject to area high school schedules:

- A. In the event the Career Academy district has a weather cancellation, full-time faculty report to either their assigned career academy or another IHCC site. Faculty should report their work site to their direct supervisor.
- B. If IHCC cancels or has an early out, the career academy will also cancel.
- C. Consistent with our on-campus practice, in the event of a weather cancellation, adjuncts are not expected to report and will not receive a deduction if they are on a teaching agreement.

The decision regarding the suspension of classes will be made by the President or their designee, following consultation with the Director, Physical Facilities. Once the decision is made, the Director, Marketing will issue an alert through the college emergency notification system and will communicate with designated radio and television stations.

While IHCC traditionally operates on a Monday-Thursday academic schedule; clinical rotations, career academies, extracurricular activities, and other events are held Fridays and over the weekend. In the event of inclement weather on a Friday or over the weekend, the Vice President, Student Learning & Engagement in consultation with the appropriate staff, will consider cancellation of these activities that affect students and/or closing campus. After a decision is made, designated radio and television stations will be notified.

Severe weather conditions may dictate a decision being made utilizing one of the following:

- A. Suspension of classes for a given day(s). This decision will be made by the President following a review of all available weather information and consultation with various members of the administrative staff. An alert will be issued through the emergency notification system and will be communicated to designated radio and television stations.

- B. Early dismissal of students to return to their place of residence. This decision will be made by the President following a review of all available weather information and consultation with various members of the administrative staff. Severely worsening weather conditions might dictate this decision be made in the interest of the students.

Announcements of Suspension of Classes

Staff and students are encouraged to sign up for the College's emergency notification system in which all emergency notices are sent via phone, email, and text messages to those who have submitted their contact information. Information on suspension or cancellation of classes can also be found on the IHCC website at www.indianhills.edu or by calling the College's main phone number at 641-683-5111.

Information regarding the cancellation or suspension of classes due to severe weather conditions will be broadcast through the college emergency notification system and over designated radio and television stations in the IHCC 10-county region.

Announcements regarding suspending classes for the start of the day will be forwarded to the radio and television stations by 6:30 a.m. of the day in question. Staff and students should avoid contacting these stations directly. If the radio and television stations have made no announcements concerning IHCC suspending classes, it can be assumed College operations will continue as usual.

The Vice President, Student Learning & Engagement will decide weekend, customized learning, and workshop school cancellations. The Vice President, Student Learning & Engagement will delegate this responsibility to one of the Academic Deans if unable to be in a position to make the decision personally.

The Vice President, Student Learning & Engagement or designee will notify established contacts. These contact persons will ensure that all affected faculty and staff in their areas are contacted and take appropriate action. The Vice President, Student Learning & Engagement or designee will also ensure that the appropriate area radio stations are notified through the information office.

School cancellations will be College-wide, not by campus or service center. Individual instructors do not have authority to cancel classes.

Cancellation of on-site industry classes is the responsibility of the IHCC designee.

Drug Free Workplace Policy

The College is committed in its efforts to provide and maintain a drug free environment for its students and employees. The use of alcohol and/or drugs can undermine employee productivity, the quality of service, and the College's image. To ensure employee and student safety the College has implemented the following Drug Free Workplace Policy applicable to all faculty and staff:

- It is unlawful to manufacture, distribute, dispense, possess, or use any controlled substances (including the illegal use of alcohol) during any period of normal employment on the premises of the College or at any other site where the employee is carrying out assigned duties. The only exception to the prior statement is for events sponsored by the College. During these events, alcoholic beverages may only be consumed by those persons over the age of 21 on campus in areas designated for the event. Employees are expected to comply with state law regarding the consumption and possession of alcoholic beverages and to exercise good judgment when consuming alcoholic beverages. Further, employees are prohibited from being at work under the influence of drugs or alcohol.

- Depending on the circumstances, other action, including notification of Campus Security, may be taken with respect to any violation of this policy. Any illegal substance found in the workplace will be confiscated and turned over to Campus Security.

Any employee who is directly engaged in the performance of work pursuant to the provisions of a federal grant or contract are required under the Drug-Free Workplace Act to notify their supervisors within five days of a conviction for a drug-statute violation occurring in the workplace. Additionally, employees must report any drug-related or alcohol-related misdemeanor or felony conviction to the Director, Human Resources.

Violation of any part of this policy may result in disciplinary action up to and including termination.

Tobacco Free Policy

IHCC is committed to providing a tobacco-free environment for our staff, students, constituents, and visitors to our campuses. Tobacco use is prohibited on all College campuses and property including in its buildings, College owned vehicles, outdoor areas, or any vehicle located on College grounds. This policy is consistent with the Iowa Smoke Free Air Act. For the purpose of this policy, “tobacco” is defined as all tobacco-derived or containing products, including but not limited to any lighted or unlighted cigarette, cigar, pipe, hookah, all forms of smokeless tobacco (chew, snuff), and any nicotine delivery device including e-cigarettes.

Bloodborne Pathogens

IHCC has developed an exposure control plan in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030. Employees in job classifications that have been determined to have potential exposure to bloodborne pathogens or other potentially infectious materials during the regular completion of their duties are required to complete a training session on how to treat blood or other potentially infectious spills at time of hire and annually thereafter. The Hepatitis B vaccination series is available to any of these employees at no cost to them. Any employee who incurs an exposure incident should immediately report it to Health Services or the Human Resources Office. All employees will be offered post exposure evaluation and follow-up in accordance with OSHA. A copy of the complete plan is available in the Human Resources Office.

Communicable Diseases

IHCC’s communicable disease policy promotes responsible behavior concerning health-related issues on our campuses. Prevention of disease transmission on campus is the responsibility of both the College and the individual. Persons who know, or have reason to believe, they are infected with a communicable disease or condition have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. The College will follow recommendations of the Iowa Department of Public Health when an employee/student contracts a documented communicable disease while working or attending class. It shall be the responsibility of the College to notify the proper authorities, such as the Iowa Department of Public Health, in accordance with Iowa law when it is found that a communicable disease exists in the College setting. The Department of Health may be requested to convene an Advisory Committee to review the case and to provide recommendations regarding the permissibility of continued attendance in a regular fashion. Procedures shall be based on recommendations from public health agencies and the U.S. Public Health Center for Disease Control. If a student is to be excused from classroom attendance, it is the responsibility of the appropriate Dean to make arrangements with the affected student in conjunction with approved recommendations.

Section VI: Workplace Guidelines

College Property

All employees should note that office furniture, computers, files, equipment, etc. provided to staff in the course of their employment and all employment-related documents are College property and may be accessed at any time by College administration or any other person with a legitimate need to do so. This includes, but is not limited to, phone mail, e-mail, computer files, deleted files, etc. even if password protected. All College property including but not limited to files, equipment, keys, library materials, or equipment, grade books, instructor's manuals, textbooks, etc. should be returned before the final day of employment or upon request of the employee's supervisor or College administration. Personal use of College property or equipment on or off the premises is not permitted unless approved by the supervisor. College property should not be removed from the premises without the permission of the employee's supervisor. Further, the College assumes no liability whatsoever for the damage, loss, or theft caused by third parties to the personal property of employees. Theft of College property may be grounds for termination.

College Vehicles

College owned vehicles are to be used for College business only and shall not operate on gasoline other than ethanol blended gasoline with at least 10% ethanol (Iowa Code 260C.19A). To use a College owned vehicle, employees must provide a valid driver's license and have on file a signed statement attesting to the fact they possess a valid driver's license allowing them to legally operate a motor vehicle in any state. Operating a College vehicle without a valid license is grounds for termination of employment.

Vehicles are to be checked out at the time of departure and returned to the College upon completion of the approved travel. The IMPACC vehicle safety inspection checklist needs to be completed prior to departure and upon arrival back to the College. With the supervisor's approval and documentation, a vehicle may be driven to an employee's home on the eve of departure only if this provides a more direct route to the next destination. College vehicles are not allowed for personal use.

The College position on van numbers remains at a limit of 9 per van. The Iowa Department of Ed student transportation information restates the National Highway Traffic Safety Administration advisory that 15 passenger vans have a high rollover risk when fully loaded and issued a consumer advisory. Vans are three times more likely to roll over when carrying 10 or more passengers, thus our limit of 9.

For more information on the use of a College vehicle, contact the Physical Facilities Department at (641) 683-5139.

Lost and Found

The Library is the designated area for lost and found items on the Main Ottumwa and Centerville Campuses. Persons looking for or turning in items should inquire at the main circulation desk in the Library. Items found will be logged in with time, date, and area found. If the item is identifiable, an attempt will be made to inform the owner. Items will be stored in a secured area. Persons picking up items will be required to identify the item, provide a picture ID to retrieve the item and will be asked to sign for the item. Items found will be stored for six months. All buildings on the Ottumwa Campus, with the exception of the North Campus, are urged to use this designated area to avoid having people search more than one building for a lost item. The Library has extended hours on evenings and weekends. This should provide greater access for retrieving items for students, staff, and visitors. The Reception Area handles all lost and found items on the North Campus and can be reached via phone at 641-683-5111.

Procurement

The expenditure of public funds shall meet the “public purpose” test, be incurred in connection with established board policy, and meet the “reasonable and necessary” standard.

The College shall procure goods and services using competitive procedures through a decentralized purchasing system within established IHCC policies and administrative procedures, in accordance with the Code of Iowa and OMB Circular A-110.

No individual has the authority to enter into purchase contracts or financially obligate IHCC unless specifically authorized to do so by the Chief Financial Officer, President, or Board of Trustees. Any such negotiations are considered unauthorized purchases and the individual will be personally obligated to the vendor. No employee, officer, or agent of the College will participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. No individual has the authority to make a personal purchase using the College name.

The Chief Financial Officer shall approve all purchases made in the name of the College except those authorized by direct action of the Board of Trustees or the President of the College. The procurement of all supplies, equipment, and services shall be initiated by the issuance of an official purchase order signed by the Chief Financial Officer.

Contracts shall be awarded to the lowest responsive and responsible bidder complying with specifications and other stipulated bidding conditions. “Preference shall be given to purchasing Iowa products and purchases from Iowa-based businesses if the Iowa-based business bids submitted are comparable in price to bids submitted by out-of-state businesses and otherwise meet the required specifications” per the Code of Iowa, Section 8A.311, Subsection 1a.

In compliance with Code of Iowa, Section 73.16, the College has established an annual procurement goal of at least 10% of the value of goods and services (including construction, but not including utility service) from certified Targeted Small Businesses. Specific procedures may be viewed via the IHCC website.

Cash Handling Policy

No money may be collected on behalf of IHCC by any person or collection point without authorization from the Business Office and attend annual training. All receipts of cash or cash equivalents shall be accounted for under Generally Accepted Accounting Principles. Procedures should incorporate principles of good cash handling which include: proper segregation of duties, adequate safeguards for handling, transporting, and storing cash, and timely deposit of funds received. College and personal funds are not to be intermingled. Persons accepting credit card payments must comply with IHCC’s PCI/DSS policy and attend annual training.

All funds should be accounted for/recorded as received. Any office or individual within the College routinely collecting funds (checks and/or cash) will be required to furnish the payer with a written receipt. Collection points outside of the Business Office will use receipts and deposit slips assigned to their area.

Deposits should be counted at the time of collection. All deposits brought to the Business Office should have at least a written dollar amount and the signature of the person that counted the funds and/or made the deposit. Counting deposits ahead of time helps ensure they are recorded for the correct amount. It is also a safeguard for both the person making the deposit and the Business Office.

Funds must be kept secured until deposited. All collection points making deposits on a routine basis will use lockable deposit pouches. Any overnight funds will be maintained in a locked safe or cash drawer. **All collection points will be responsible to bring their deposits to the Business Office by the end of the next business day. Employees collecting money without implementing this procedure may be subject to disciplinary action.**

Insurance for Errors or Omission

IHCC has insurance for general liability, employee benefits liability, automobile liability and physical damage, wrongful acts and educators' legal liability, foreign liability, and cyber liability. College employees are provided coverage while acting within the scope of their duties on behalf of the college.

Iowa Gift Law

Community College employees are subject to Iowa Code Chapter 68B.22, Gift Accepted or Received. No College employee, spouse, or dependent child should accept a personal gift valued at \$3.00 or more from anyone during one calendar day in the following categories:

1. Anyone who contracts or is seeking a contract with IHCC.
2. Anyone who is subject to a matter pending before IHCC.
3. Anyone who will be directly and substantially affected by actions taken by IHCC.

Employees should also not be involved in selecting, awarding, or administering any contract when the employee or anyone related to the employee has a financial interest.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Political Activity

The Board of Trustees recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, the board also recognizes that College property and time, paid for by all the people of the merged area, shall not be used for political purposes.

The board has adopted the following policy concerning political activity:

No employee shall engage in political activity upon College property under the jurisdiction of the Board of Trustees. The following activities, and any other similar activities, are specifically prohibited:

Posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of and/or solicitation of campaign funds, and the solicitation for campaign workers.

Violation of this policy shall constitute disciplinary action, up to and including termination of employment.

Public Records Requests

IHCC will respond in an orderly and timely manner to implement the requirements of Iowa Code "Examination of Public Records (Open Records)" and to fulfill requests from the public to examine, copy, publish, or disseminate information in public records maintained by the College; except when the release of certain records is prohibited by State law.

If any employee receives a public records request, it should be forwarded immediately to the Human Resources Office who will handle the communication with the requestor.

Reimbursement for Travel Expenses

Travel reimbursements are processed by the Payroll Office and completed in accordance with the travel policy. Appropriate forms are available on the College website under Business Office Forms and Policies. Employee ID numbers are required from individuals for use in payment of all claims. The College does not reimburse mileage to employees for travel to their designated work site with one exception. An adjunct instructor and clinical nursing instructors may be reimbursed for travel to their designated worksite if they travel more than 30 miles (one way). Travel reimbursement is based on the concept of a round-trip basis and will always be calculated at the least cost to the College. Employees traveling are required to use their own cash or credit card and obtain itemized receipts on all reimbursable items, including meals. If the employee was issued a College credit card (pCard), the employee must use pCard for meal purchases and obtain the itemized receipt for monthly submission. Reimbursements will be made on a paid itemized receipt basis except for appropriate mileage. **Travel advances are not allowed.** Employees using school owned vehicles may check out a gas credit card for long trips. School gas credit cards may only be used with school owned vehicles. Students are not allowed to operate College owned or rented vehicles. An exception to this would be if a student is specifically hired as a driver.

Trip Authorization

All employee travel on College business outside the state of Iowa requires the pre-approval of the President or designee on the travel request form. Please note the area of northeast Missouri east of I-35 and north of Highway 36 is included in IHCC's description of in-state travel and does not require out-of-state approval. The out-of-state request will be submitted to the President for review and final approval at least three weeks in advance of the trip. A copy of the approved request must be attached to the employee's travel reimbursement report as a part of the claim reimbursement process. Purchase orders processed for expenses pertaining to a trip considered outside the State of Iowa (example: hotel, registration, airfare) must be approved by the President's Office before final approval by the Business Office.

The President, board members, and non-employees on College assignments are not required to submit a travel request form, but must meet the six week claim period as explained under submittal of travel expense reports.

All travel reimbursement claims require the approval of the Budget Director.

Conferences and Other Professional Organization Meetings

Maintaining supportive professional affiliation is regarded as the responsibility of each staff member. Attendance at meetings related to an individual's area of College assignment will be subject to the following considerations:

- A. IHCC staff who are officers in the organization or are in the program will be reimbursed for their travel, registration, meals, and lodging expenses in keeping with the school policy on reimbursement and the funds will be charged to the department involved. Staff should consider organization and grant funding for travel reimbursement. When possible all or a portion of their travel expenses should be obtained from these sources to conserve College travel funds. Refer to the Student Travel Policy and Guidelines regarding National Competition travel.
- B. IHCC staff who are members of the state or national committee will also be reimbursed for their expenses in the same manner as stated above. Staff should consider organization and/or grant reimbursement possibilities and where possible obtain all or a portion of their travel expenses from these sources to conserve travel funds.
- C. Other IHCC staff wishing to attend will be given release time from their regular duties, but their expenses will not be reimbursed. It will be up to the appropriate supervisor(s) to approve or disapprove claims under this category.

- D. Reimbursement requests for expenses incurred through attendance of workshops and other informational and/or skill-building programs sponsored by professional organizations are subject to all provisions of the general travel policy of the College.
- E. Any staff accompanying a group of students for a state/national competition, conference, or educational trip must follow the student travel policy and complete the student travel request form. These forms can be found on the College website under Business Office Forms and Policies.

International Travel

College personnel assigned to travel internationally for purposes of College business and/or student supervision are required to follow College travel procedures for trip authorization and reimbursement. Staff travelling internationally will be paid a daily stipend for meals not included in the trip, without providing receipts, at a per diem determined prior to travel based on average rates of that country. This per diem rate must be noted and approved on the Request to Travel out-of-state form.

Employees travelling internationally are responsible for obtaining their own passport. When required by the destination country, fees for obtaining a required visa for international travel will be reimbursed with appropriate documentation.

Contracted faculty traveling for College purposes during non-contracted breaks will be reimbursed at the current adjunct faculty rate for the number of contact hours for the course with some exceptions determined by the Academic Dean and Human Resources. If one trip consists of more than one course, the faculty member will be reimbursed for the contract hours for only the course with the largest number of hours. Full-time faculty travelling during their regular contracted term will not receive additional compensatory time or adjunct pay.

Exempt employees traveling for College purposes during non-scheduled workdays may earn compensatory days in half or full day increments for days worked, not including travel days, per College policy.

Submission of Travel Reimbursement

The travel reimbursement report should be completed and be personally certified by the claimant and approved by the Budget Director and the Executive Dean, Student Development & Athletics, Executive Dean, Enrollment Services & Registrar or Chief Financial Officer. Further approval is necessary only as directed by the President or Vice President of the division. The College may disallow any amount pertaining to claim amounts dated six weeks prior to the date the claim is received by the Payroll Office.

Reimbursement reports must include indication of the purpose of the trip and the accounts to be charged with the expense. The dates of departure and return should be noted and the points of travel should be noted in the description column. A copy of the approved travel request form must be attached when being reimbursed for business conducted out-of-state.

Travel Information

Actual round trip transportation costs are allowed for travel by common carrier. Charges in excess of round trip rates by the most direct or normally traveled route will be allowed only when satisfactorily explained. Method of travel should be noted on the travel request form and indicated on the travel reimbursement report.

All out-of-state travel arrangements must be coordinated through the President's Office. First-class airline fare is allowed only when coach fare is not available and must be satisfactorily explained. Charter air travel at the standard rates, may be authorized by the President. Additional fees for airline tickets upgraded for preferred seating will not be reimbursed by the College.

Any person authorized to travel at the College's expense may have the choice of using a personal automobile or the usual common carrier. Reimbursement for the use of a personal auto is at the IRS approved rate for the number of miles of required travel shown on the travel reimbursement report and will be allowed under the following conditions:

- A. When there is no adequate common carrier between points of travel.
- B. When there is a justifiable time emergency.

When choosing a transportation mode due to personal preference, reimbursement of travel expense, meals, and hotel will be computed at the least cost to the College. Documentation of the amount to be reimbursed must be provided on the travel request form at the time of approval.

Reimbursement for the use of a personal automobile will be made only to the owner or driver of the automobile. Show the actual mileage on the travel reimbursement report and list the names of passengers traveling in the same car on College business.

Persons driving a privately owned automobile on College business do so at their own risk and are personally responsible for all costs of operation, including repairs to the automobile and for public liability and property damage.

Vehicle Rental

If a rental vehicle is anticipated, request for approval is to be submitted prior to the trip. A receipt for charges must be attached with the travel reimbursement report. Vehicle insurance coverage carried by the College will cover rentals and any additional coverage paid by the employee will not be reimbursed by IHCC. If additional insurance is charged to pCard the employee will be responsible for the charges.

Lodging

Hotel charges must be listed on the travel reimbursement report. Itemize those charges by the day and attach corresponding itemized receipts provided by the hotel. Some hotels will accept purchase orders. With approved travel, employees must check with the hotel in advance as to their acceptance of a purchase order for lodging to avoid paying state sales tax. If acceptable, a purchase order needs to be created after the travel is approved. Final payment to the hotel is to be covered by a purchase order or personal credit card. A College purchasing card is available to confirm lodging reservations for approved travel by contacting Accounts Payable in the Business Office. If purchase orders are not accepted by the hotel, contact Accounts Payable in the Business Office for other options. Maximum allowable charge for in-state hotel lodging per day will be \$100.00. A rate higher than \$100.00 will be allowed in scheduled group meeting situations when the excess rate is noted on the travel request form and approved in advance by the Executive Dean, Student Development & Athletics, Executive Dean, Enrollment Services & Registrar or Chief Financial Officer, whichever is appropriate. Hotel rates for out-of-state lodging will require approval prior to the trip with the limits indicated on the travel request form and approved by the President.

Meals

It is the intention of the College to reimburse only those meals which qualify as a deductible expense for income tax purposes. The Internal Revenue Service allows the costs of meals as a deductible expense if all of the following conditions are met:

1. Reasonable and necessary, and
2. Incurred while away from home overnight, and
3. Incurred in the pursuit of business

Or a group business meeting where the group is identified and the nature of the business is stated on the reimbursement report. This group must include individuals other than IHCC employees.

Meal costs including tips must be itemized showing the actual cost of each meal. Employees traveling are required to use their own cash or credit card and obtain itemized receipts on all reimbursable items, including meals. If the employee was issued a College credit card (pCard), the employee must use the pCard for meal purchases and obtain the itemized receipt for monthly submission. If the claim includes the cost of meals for someone other than the employee, itemized receipts must be attached and the name(s) listed on the travel reimbursement report. Meals for spouses are not allowed. Employees are expected to make reasonable selections when ordering meals, including reasonable tips and obtain itemized receipts.

Miscellaneous Travel Expenses

Describe and itemize other miscellaneous expenses. Allowable items may include:

Tips:	Hold to reasonable amounts. Itemize by day and indicate the purpose or the person to whom paid (note that meal tips are to be included in the costs of the meals).
Airline Baggage Expense:	Airline charges for one checked bag per flight. Receipts required.
Phone:	Reasonable expense itemized by day, receipts required.
Parking:	Itemize by day and attach receipts for parking. Meter parking will be disallowed.
Admission or Registration Fees:	Explain in the description column and attach receipts.
Tolls:	Bridge or toll road fees are allowable items of expense.
Taxi or Local Common Carrier Fares:	Itemize by day and indicate points of travel in the description column on voucher.

Items Not Allowed for Reimbursement

Charges for personal insurance, rental car insurance, baggage insurance, laundry, lockbox, entertainment, movies, alcoholic beverages, valet, or room service and similar items are not allowed. If charges of this type are incurred, they should be paid directly by the individual when checking out. Should such charges remain on the bill after check-out, the College should be reimbursed immediately. If a conference or event registration fee includes meals and the employee elects to eat elsewhere, those meal costs will not be reimbursed by the College. Charges for emergency purchases of minor items are not allowed as travel expense. For such business related items, submit paid receipts for reimbursement through accounts payable on a purchase order or with monthly pCard claims.

Denial of Claim Reimbursement

Persons not complying with guidelines and procedures as outlined in the travel and reimbursement policies may be denied reimbursement pending the decision of the President.

FERPA Compliance

It is vital that employees are aware of and in compliance with the laws governing access to student records. The penalty for noncompliance could include the loss of all federal funds to the College.

The Family Education Rights and Privacy Act of 1974 (FERPA) allows certain “directory information” to be released; however, a student may request that this information not be released. IHCC has identified directory information, including but not limited to, the following: name, address, telephone listing, e-mail address, field of study, previous schools attended, photographs, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards, full- or part-time status, expected date of

graduation, and weight and height of athletes. Before any directory information is shared, employees should check the College data information system, screen SPRO, "Directory/Privacy" for a message that reads "Do not release any information on this student." Information other than directory information may only be released with the student's written consent. Students who have signed a consent form to allow release of information will have a code of "R-Signed Release of Info" in the Directory/Privacy field in SPRO. By detailing into the "Additional Profile Data" field, the specific individual(s) named by the student to whom information can be released will be found in the "Comments" field. Please keep in mind that the College does not generally release any information on our students except for legitimate educational purposes. If unsure whether or not requested information on a student should be released, direct the inquiry to the Registrar's Office.

The right to privacy encompasses all data regarding students including the fact that they are enrolled here. Dissemination of student records without the appropriate authorization is subject to disciplinary action up to and including termination.

IHCC Staff Acceptable Use Policy

The purpose of the Indian Hills Community College (IHCC) *Staff Acceptable Use Policy* is to establish acceptable practices regarding the use of IHCC Information Resources in order to protect the confidentiality, integrity, and availability of information created, collected, and maintained.

The IHCC Staff Acceptable Use Policy applies to any individual, entity, or process that interacts with any IHCC Information Resource.

Acceptable Use

- Personnel must promptly report the theft, loss, or unauthorized disclosure of IHCC confidential or internal information to the IHCC IT Helpdesk.
- Personnel should not purposely engage in activity that may
 - violate any IHCC Policy;
 - degrade the performance of IHCC Information Resources;
 - deprive access to any IHCC Information Resource;
 - obtain resources beyond those allocated;
 - or circumvent IHCC computer security policies or measures.
- Personnel should not access network resources, files and/or other information that is not specifically required to carry out an employment related task.
- Personnel should not download, install or run utilities that reveal or exploit weakness in the security of a system. For example, password cracking programs, packet sniffers, port scanners, or any other non-approved programs. IHCC IT may use such programs with the permission of IT Management.
- Personnel are expected to abide by applicable legal requirements and ethical standards when utilizing IHCC technology resources, including, but not limited to, IHCC computers and other hardware, software and applications, and networks. Use of such resources for commercial or political purposes, or in connection with creation, access, storage, or transmission of materials that are illegal, discriminatory or threatening, or obscene, is prohibited.
- IHCC Information Resources are provided to facilitate company business and should not be used for personal financial gain.
- Personnel are expected to cooperate with all internal and external incident investigations, including any federal or state investigations.
- Personnel are expected to respect and comply with all legal protections provided by patents, copyrights, trademarks, and intellectual property rights for any software and/or materials viewed, used or obtained using IHCC Information Resources.

Access Management

- Access to information is provided on a “least required to perform job function” basis.
- Personnel are permitted to use only credentials and resources issued to them by IHCC IT and should not attempt to access any data or programs contained on IHCC systems for which they do not have authorization.
- Personnel must not share their IHCC authentication information, including:
 - Account passwords and or PINs,
 - Access cards and/or keys,
- Lost or stolen access fobs or keys must be reported to IHCC Security immediately.

Authentication/Passwords

- All personnel are required to maintain the confidentiality of personal authentication information.
- Any group/shared authentication information must be maintained solely among the authorized members of the group.
- All passwords, including initial and/or temporary passwords, must be constructed and implemented according to the following IHCC rules:
 - Must meet all system specific password requirements established in the including minimum length, complexity and history requirements.
 - Must not be easily tied back to the account owner by using things like: user name, social security number, nickname, relative’s names, birth date, etc.
 - Should not include common words, such as dictionary words or acronyms.
 - Should not be the same passwords as used for non-business purposes.
- If the security of a password is in doubt, the password should be changed immediately.

Data Security

- Personnel should use approved encrypted communication methods whenever sending confidential information (Personally Identifiable Information) over email. Contact the IT Helpdesk for details.
- All electronic media containing confidential information must be securely disposed. Please contact IT for guidance or assistance.
- All confidential information should be cleared from workspaces and secured when unattended.

Email and Electronic Communication

- Auto-forwarding electronic messages outside the IHCC internal systems is prohibited.
- Electronic communications should not misrepresent the originator or IHCC.
- Personnel are responsible for the accounts assigned to them and for the actions taken with their accounts.
- Accounts must not be shared without prior authorization from IHCC IT, with the exception of calendars and related calendaring functions.
- Employees should not use personal (non-IHCC) email accounts to send or receive IHCC information.
- Any personal use of IHCC provided email should not:
 - Violate IHCC Policy, local, state, federal, or international laws or regulations.
 - Result in unauthorized disclosure of IHCC confidential information.
- Personnel should only send confidential information using secure electronic messaging solutions.
- Personnel should use caution when responding to, clicking on links within, or opening attachments included in electronic communications.

Hardware and Software

- All network devices must be formally approved by IT Management before being connected to non-public IHCC network segments.
- Software installed on IHCC equipment must be approved by IT Management and installed by IHCC IT personnel.

- All IHCC assets taken off-site should be physically secured at all times.

Internet

- Use of the Internet with IHCC networking or computing resources must only be used for business-related activities.
- Access to the Internet from outside the IHCC network using a IHCC owned computer must adhere to all of the same policies that apply to use from within IHCC facilities.

Privacy

- Information created, sent, received, or stored on IHCC Information Resources are not private and may be accessed by IHCC IT employees at any time, under the direction of IHCC executive management and/or Human Resources, without knowledge of the user or resource owner.
- Authorized IHCC personnel may have privileges that extend beyond those granted to standard business personnel. Personnel with extended privileges are held to the same access standards and should not access files and/or other information that is not specifically required to carry out an employment related task.
- IHCC technology resources, including, but not limited to, IHCC computers and other hardware, software and applications, and networks, are the property of IHCC. Users have no expectation of privacy in use of such resources.

Security Training and Awareness

- All personnel must complete any scheduled security awareness training.

Enforcement

Personnel found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, and related civil or criminal penalties.

Copyright Policy

It is the policy of Indian Hills Community College that all students, faculty and staff respect and acknowledge the works of others and adhere to the provisions of the United States Copyright Act (Title 17, United States Code, Sect. 101, et. Seq.). Use of copyrighted materials in any manner not allowed by the Act, subsequent guidelines and/or other proprietary permissions is strictly prohibited.

Students, faculty and staff who willfully or recklessly disregard this policy and/or violate the Act may be personally liable in the event legal action is taken against them. The college will defend and indemnify Indian Hills faculty and staff who have demonstrated a good faith effort to comply with the Act. The college will not defend nor indemnify willful or intentional violations of the Act.

Email and Instant Message Retention

Electronic mail and Instant Messages have become ubiquitous services that greatly enhance communication, both internally within the IHCC community and externally to clients, including prospective students, current students, alumni, and the public at large. The IHCC email and instant message retention policy has been established to define the retention period for these messages that is stored on servers. It also confirms responsibility if litigation occurs. This policy can be found in the faculty and staff section of the College website under staff resources.

Record Retention

Source documents regarding financial and administrative information will be retained as required for auditing purposes, state and/or federal regulations, or internal research needs. The documents will be stored in a manner

allowing for reasonable safekeeping, fire protection, and availability. Procedures defining documents, custodian, location, and retention duration are available within the following areas:

Student Records/Transcripts - Executive Dean, Enrollment Services & Registrar
Academics/Instruction - Vice President, Student Learning & Engagement
Financial/Administration - Chief Financial Officer
Human Resources/Payroll - Director, Human Resources

Identified record custodians have official responsibility for retention and disposition of records.

Social Media Acceptable Use Policy

The College encourages employees to share information with coworkers and with those outside the College for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website or other forms of social media may be available to the public and, therefore, the College has established the following guidelines for employee participation in social media.

Note: “Social Media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and Instagram among others. Nothing in these guidelines is meant to, nor should it be interpreted to, in any way limit an employee’s rights under any applicable federal, state, or local laws, including under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

- **Off-duty use of social media.** Employees must ensure that social media activity does not interfere with their work. In general, the College considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. However, the lines between personal and work use of social media can be confusing. Employees should conduct themselves in such a way that their personal use of social media does not adversely affect their status with the College.
- **On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference College clients, customers, or vendors without express permission. The College monitors employee use of College computers and the Internet, including employee blogging and social networking activity, and employees should have no expectation of privacy in such use.
- **Respect.** Employees should demonstrate respect for the dignity of the College, its customers, its students, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory, defamatory, or threatening. Even if a message is posted anonymously, it may be possible to trace it back to the sender. Employees should carefully consider the pros and cons, potential difficulties, and additional responsibilities that may be involved if they accept current College students as “friends” or “follow” them on social media. Employees are expected to maintain appropriate professional boundaries with students at all times.
- **Post disclaimers.** Only predetermined staff members are to act as representatives of or spokespersons for the College. If an employee identifies himself or herself as a College employee or discusses matters related to the College on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the College and that the employee is expressing only his or her personal views. For example: “The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the College or the College’s business. Employees must

keep in mind that if they post information on a social media site that is in violation of College policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

- **Confidentiality.** Employees may write about their jobs in general but may not disclose any confidential or proprietary information protected by law, including student or personnel information they have acquired in the course of their work for the College. When in doubt, ask before publishing.
- **Trademarks and copyrights.** Do not use the College's or others' trademarks on a social media site, or reproduce the College's or others' material without first obtaining permission.
- **Legal.** Employees are expected to comply with all applicable laws, including but not limited to, copyright, trademark, and harassment laws. Employees should understand that they are personally responsible for the content they post or otherwise publish on social media.
- **College restrictions.** Employees should consider whether a particular posting on social media or other electronic communication puts their professional reputation and effectiveness as a College employee at risk.
- **Discipline.** Failure to adhere to these guidelines may result in discipline up to and including immediate termination of employment.

SECTION VII: Workplace Standards of Conduct

Work Rules

The following work rules are designed to serve as guidelines and are not all inclusive of generally acceptable behavior to create and maintain a safe, healthy, productive and team work environment at IHCC. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. The list is not intended to be exhaustive:

- Possession or drinking of any alcoholic beverage on College property, including the parking lot, driveway, or College vehicles at any time including breaks or lunches. Reporting for work under the influence of alcohol is also prohibited. Please refer to the Drug Free Workplace policy in this handbook regarding alcohol use at College sponsored events.
- Possession, use, distribution, purchase, sale, or offering for sale of narcotics or any controlled or illegal substance, including but not limited to marijuana or prescription drugs, on College property (including the parking lot) or in College vehicles, at any time including breaks and lunches.
- Smoking on College property that is not in a designated smoking area.
- Possession of weapons on College premises at any time.
- Fighting on College premises at any time.
- Sabotage, abuse, misuse, or deliberate destruction of College property, vehicles, tools, equipment, or the property of employees or students in any manner.
- Theft or misappropriation of College funds or property, or the funds or property of employees, students, or guests of the College.
- Accept financial reimbursement or “gifts” (per the Iowa Gift Law) from any student, customer, vendor, etc.
- Falsification of reported working hours or any other employment or College records.
- Falsification or misrepresentation of any information used in obtaining employment or benefits with the College.
- Unreported absences or false representations.
- Excessive absenteeism or tardiness.
- Refusal or failure to perform your job assignment(s), failure to perform your work and follow work instructions.
- Refusal to follow direction of supervision.
- Unsatisfactory performance of job functions.
- Disregard of safety rules or commonly accepted safety practices.
- Non-timely reporting of workplace accidents or injuries (must be reported to HR and supervisor within 24 hours of occurrence).
- Abusive language to any employee, supervisor, manager, visitor, student, etc.
- Unauthorized disclosure of confidential information or information protected under the Family Educational Rights and Privacy Act (FERPA).
- Unauthorized operation of machines, tools or equipment, or College vehicles.
- Violation of the Non-Discrimination, Anti-Harassment, and Retaliation policy.

Corrective Action

Employees are expected to meet the College’s and their department’s standards of work performance. Work performance encompasses many factors, including, but not limited to:

- Attendance
- Personal conduct
- Job proficiency
- General compliance with all College and department policies and procedures

The College may impose counseling sessions and/or disciplinary actions for correcting an employee's behavior. The College, in its discretion, may choose to apply a system of progressive discipline as follows:

- A. Verbal written warning, counseling – in this case the employee's supervisor will discuss the area of concern with the employee as well as appropriate corrective action and the supervisor shall document the event in writing and send to Human Resources for inclusion in the employee's file.
- B. Written warnings - the employee's supervisor along with the Director, Human Resources will address the area of concern in writing delivered to the employee and placed in the employee's employment file, addressing the problem and corrective action.
- C. Suspension without pay – the basis for and period of time applicable to the suspension shall be documented in the employee's employment file;
- D. Termination – the College may depart from these progressive discipline steps when, in the College's discretion, it believes the circumstances warrant a more accelerated, final course of action.

The Director, Human Resources or their designee should be contacted prior to any of the above steps being taken. The establishment of a progressive corrective action system does not alter the at-will nature of employment. All disciplinary actions will be made and remain a permanent part of an employee's personnel record and cannot be removed for any reason.

Performance Improvement Plan

A Performance Improvement Plan is typically used to address ongoing performance issues; not for documentation of a one-time incident. Employees who are not performing as expected are advised of the inadequate performance and counseled on needed improvement. The performance improvement plan process is designed to encourage development by providing staff members with guidance in areas that need improvement such as poor work performance, attendance problems, personal conduct, etc. The intent of this process is to formally document concerns while providing a staff member with reasonable time in which to improve performance. A time schedule to determine progress will also be implemented. Progress will be reviewed periodically throughout the plan. Implementation of a performance improvement plan does not guarantee employment for any set length of time. Termination of employment may occur at any time if deemed appropriate. At the conclusion of the plan and end of the time schedule the supervisor and human resources will assess the employee's performance. The assessment shall contain a recommendation for one of the following: 1) continuation of the performance improvement plan for a further specific period 2) return to regular status or 3) termination of employment.

SECTION VIII: Separation from Employment

Contracted Staff

The President or the President's designee shall notify any staff member (on continuing contract) in writing that the President will recommend to the Board of Trustees that the staff member's continuing contract be terminated effective at the end of the current contract year. The notification shall be either mailed by certified mail or personally delivered. Notifications for termination of an administrator's contract must be mailed or delivered by May 15; all other contracted staff must be notified by April 30. The notification shall contain a short and plain statement of the reasons why the recommendation is being made. At the same time, the same notification shall be given to the Board Secretary. Within five calendar days of the receipt of the notification, the staff member may make a written request to the Board Secretary for a private hearing with the board. Should the fifth day fall on a "school closed day" the time of the request for hearing will be extended to the next business day, unless otherwise agreed. The hearing procedures shall follow the provisions of Chapter 279 of the Iowa Code, which by this reference are incorporated herein.

Employees resigning from contracted positions may terminate at times other than the end of their contract with board approval; however, in fairness to the student, mid-contract termination should coincide with the regular academic term breaks. A minimum of thirty days' notice should be provided. The resignation should be in writing, signed by the resigning party and directed to the President who will refer it to the board with a recommendation as provided by the Iowa Statute. Should a staff member desire to terminate their services at the conclusion of their regular contract, sixty days' notice should be given.

At-Will Employees

The employee should notify their supervisor and human resources in writing as soon as possible of their intent to voluntarily terminate employment. The College requests fifteen calendar days' notice but it is not required under an at-will employment relationship.

Events of Termination

The employment relationship with the College will sever immediately in the event of:

- An immediate voluntary resignation by an employee.
- Discharge/termination of an employee by the College.
- Absence from work for three (3) consecutive regularly scheduled workdays without proper notification as referenced in the Attendance section of this handbook.
- Failure to return to work after (1) expiration of an approved leave of absence, (2) the end of days absent under paid-time benefits.
- Failure to return to work after expiration of the period granted in accordance with FMLA or ADA regulations.

Last Working Day

An employee's last day of attendance at work is considered their date of termination. This date cannot be extended through the use of paid leave. An employee that does not report for work on their last day of employment will have their last day documented as their most recent working day. Keep in mind this could have an effect on benefits.

Final Pay and Benefits

An employee's compensation and benefits will be affected by the employment termination in the following manner:

- All accrued/earned and unused vacation (if applicable) and compensatory time based on the employee's separation date will be paid in the employee's final pay.
- Accrued and unused sick time will be forfeited.
- If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's address that is on file with the College.

Exit Interview

Employees may request an exit interview with a representative from the Human Resources Office at a time to be mutually arranged.

Section IX: Employee Benefits

Eligibility

The following paragraphs provide information relating to the fringe benefits for eligible employees of IHCC. For this purpose, the following definition shall be used to define eligible employment status at IHCC.

To be eligible for the comprehensive fringe benefit package, an employee of IHCC must be employed with a Board of Trustees approved faculty contract to teach a full load for a minimum of 3 terms in an academic year and/or a Board of Trustees approved letter of employment to work 36 hours per week for a minimum of 3 terms per academic year or its equivalent. All other employment is considered to be part-time and/or temporary. An employee may become eligible to receive health insurance in accordance with the regulations of the Affordable Care Act if the average hours worked are in excess of 30 or more hours during the designated look back period from May 1st to April 30th each year. The determination as to whether or not a position shall be classified as eligible shall be made by the Director, Human Resources. College employees paid from time sheets who are declared eligible for fringe benefits and elect to take coverages under the College's fringe benefit plan will be required to pay monthly premiums in advance. Actual fringe benefit coverage ends on the last day an existing employee is in attendance at work, with the exception of elected health, dental, and vision coverage which end at the end of the month of termination. Vacation days, holidays, and earned compensatory days are not considered in attendance at work.

Information regarding an employee's specific eligibility and coverages, along with summary plan documents, for fringe benefits can be found through the College's [online benefit system](#). For questions regarding access to this system, please contact the Human Resources Office. The following list is not intended to be all inclusive of all benefit offerings. Benefits may change from time to time at the discretion of the College with or without notice to employees. To the extent the information provided here conflicts with the SPD or full plan document the full plan document will control.

Medical, Dental, and Vision Insurance

Eligible employees may begin to participate in Medical, Dental, and/or Vision Insurance on the beginning of the month following the employee's hire date. If an eligible employee declines insurance coverage at the commencement of employment, the next open enrollment opportunity will be for coverage starting July 1, unless there is a qualifying event.

Flexible Spending Accounts

Eligible employees may begin to participate in Dependent Care and Health Care Spending Accounts on the beginning of the month following the employee's hire date. If an eligible employee declines this benefit at the commencement of employment, the next open enrollment opportunity will be for coverage starting January 1, unless there is a qualifying event.

Life Insurance (Employee and Dependents)

The College provides each qualifying employee an amount of life insurance equal to his or her annual salary rounded up to the next thousand. The amount of insurance may double in the event of accidental death or dismemberment.

The College provides each full-time employee \$2,000 coverage to all eligible dependents in the family regardless of number. This particular coverage is only available, if selected for all dependents, at the time of hire or with a qualifying event.

Optional Supplemental Life and Accidental Death and Dismemberment Insurance (Employee and Dependents)

Employees who are enrolled in group life and AD&D are provided the opportunity to purchase additional amounts of life and AD&D for themselves, their spouse, and eligible dependents. Voluntary employee coverage must be purchased before an employee can purchase spouse or dependent coverage.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) requires that employers who sponsor group health plans offer employees and their families the opportunity for a temporary extension of health coverage where coverage under the plan would otherwise end. This is intended to provide a summary of rights and obligations under the continuation coverage provisions of COBRA.

An employee, the employee's spouse, or dependent child become Qualified Beneficiaries if they are covered under employer's group health plan prior to the occurrence of a Qualifying Event, which primarily include the following:

As to the employee

1. Termination of employment (for reasons other than gross misconduct).
2. Reduction of hours of a covered employee.

As to the spouse

1. Death of the covered employee.
2. Termination of employment (for reasons other than gross misconduct).
3. Divorce or legal separation of the covered employee from a spouse.
4. Entitlement of the covered employee for Medicare.
5. Reduction of hours of a covered employee.

As to the dependent child

1. Dependent ceases to be "dependent child" or no longer eligible under the group health plan.

In such case, each Qualified Beneficiary would have the right to elect to choose continuation coverage between eighteen (18) and thirty-six (36) months, depending on the Qualifying Event. The employee, employee's spouse, or dependent children would each, as a qualified beneficiary have the option to select continuation of coverage for the eligible amount of time.

Both the College and its employees have a primary responsibility for notifying the group health plan administrator when a qualifying event occurs. The College must notify the plan administrator within thirty (30) days of a Qualifying Event, such events including but not limited to termination, reduction in hours, death of the covered employee, and the covered employee's enrollment in Medicare. Covered employees or qualified beneficiaries must notify the plan administrator within sixty (60) days of a divorce, legal separation, or the date a child ceases to be a covered dependent under the plan. In fact, if the parties to a divorce or legal separation do not notify the group health plan administrator within sixty (60) days, the plan administrator's obligation to notify beneficiaries of their right to elect COBRA coverage may not be triggered.

Special notice requirements apply when a Qualified Beneficiary is found to be disabled under the Social Security Act. COBRA allows these disabled beneficiaries and their covered dependents to extend continuation coverage beyond the eighteen (18) month limit if they become disabled as of the date of a Qualifying Event or at any time during the first sixty (60) days of COBRA coverage. However, the Qualified Beneficiary or any covered dependent

who wants to extend coverage beyond the eighteen (18) month period must notify the group health plan administrator before the end of the eighteen (18) month period and in the case of a disability, within sixty (60) days of receiving a determination of disability status from the Social Security Administration.

It is highly recommended that all notices required by COBRA be provided in writing.

To prevent a lapse in coverage, if COBRA is selected the premium must be paid within forty-five (45) days after the election and the beginning of each month following. Failure to make payments to the College will result in termination of coverage.

For more information regarding COBRA rights and requirements, please contact the Office of Human Resources.

Incented Early Retirement

Annually, the Board of Trustees will review the potential of offering an incented early retirement benefit. Employees who elect to take incented early retirement will be covered by the provisions of the plan offering for that year.

Insurance Conversion/Portability

The employee Group Life Insurance Policy provides options for both portability and conversion of coverage to an Individual Policy if the employee's (or the employee's covered dependent's) insurance eligibility ends. Application must be made within 31 days of the termination of group insurance coverage. The employee's Certificate of Insurance contains specific conversion rights. Contact Human Resources for additional information.

Short-Term Disability/Payroll Protection

If a full-time employee becomes unable to work due to illness, injury or other disability, including pregnancy, he or she will be covered under IHCC's self-insured short-term disability/payroll protection plan. This plan covers all eligible employees starting at either day 30 for traditional work day employees (5 day per week schedule) or day 24 for employees who work lengthened days (9 hour day schedule) up to 180 calendar days or a proportionate number of working days from the date of incapacity to when the employee may be eligible for long-term disability. This is, in effect, an automatic sick leave provision. The following guidelines are to be used for the implementation of that portion of the short-term disability program and the long-term disability program provided by IHCC.

- A. In order to be eligible for this benefit, at a minimum, the employee must comply with reporting and documentation requirements under the FMLA.
- B. During the first 30 traditional or 24 lengthened work days of incapacity, the employee will be paid only for sick leave days accrued. Employees will not be paid for those days in excess of their accrued sick leave during this period.
- C. After 30 traditional or 24 lengthened consecutive work days of incapacity, the employee will be placed on the IHCC self-insured short-term disability plan and will be paid for additional approved leave during the period from 30 traditional or 24 lengthened work days to 180 calendar days or a proportionate number of work days. Accumulated sick leave, if available, must be used during this period.
- D. The College will follow the guidelines of the long-term disability plan in regard to counting the 180 days (elimination period). This elimination period may include time from incapacity and may also include any intermittent leave.
- E. The insurance carrier will provide any form required by the long-term disability plan.

- F. During the first 180 days of disability leave, the employee's health, vision, and dental coverage remains the same. Life and disability coverage will also continue. Premiums will be continued with IHCC making its regular contribution and a salary deduction will be made or a requirement that the employee provide a personal check for any premium cost normally taken on a payroll deduction basis. An employee on unpaid medical leave will be entitled to any monies normally received from flexible benefit dollars only up to what is required to cover IHCC insurance premiums.
- G. Should the employee be unable to return to work, with a physician's release, within 180 days from commencement of incapacity, the employment relationship may be terminated.

Long-Term Disability

This coverage provides, when coordinated with deductible sources of income and disability earnings benefits, 60 percent of the staff member's gross wages up to a maximum of \$10,000 per month. This benefit begins 180 calendar days from the date of disability and continues until recovery or in conformity with the following schedule:

Maximum Duration	Age at Disability:	Benefits Will Be Paid:
	Less than age 60	To age 65, but not less than 5 years
	60	60 months
	61	48 months
	62	42 months
	63	36 months
	64	30 months
	65	24 months
	66	21 months
	67	18 months
	68	15 months
	69	12 months

Health Insurance Portability and Accountability Act (HIPAA) Disclaimer

In 2003, the federal government issued new requirements to protect individual/employee private health information, known as HIPAA. Employee and dependent personal health information is of utmost concern to the College; please understand that managers and/or supervisors are strictly limited in knowing any medical details. For that purpose, any health or medical issues, questions or concerns, should only be directed to the Human Resources Office.

Retirement

IPERS/TIAA

All full-time and regular part-time employees must participate in a retirement plan. Two options are available to eligible employees: IPERS, a defined benefit plan, or TIAA, a defined contribution plan. Employees may also be eligible to continue with a current employee sponsored retirement plan provided it requires mandatory employee contributions that meet the requirements of IRC Sec. 401(a), 403(a) or 403(b) and is issued by or through an insurance company authorized to issue annuity contracts in the state of Iowa. Once an employee chooses a retirement plan, the choice is irrevocable. The employee contribution to either plan will be 6.29 percent of gross wages. The College contribution will be 9.44 percent of gross wages. For more information, contact the Human Resources Office.

403(b)

IHCC sponsors a voluntary 403(b) tax deferred plan that is available to all employees. For additional information, contact the Payroll Office. Information is also available at <http://ric.iowa.gov/>.

457(b)

IHCC sponsors a voluntary 457(b) tax deferred plan for full-time employees only. For additional information, contact the Payroll Office. Information is also available at <http://ric.iowa.gov/>.

Worker's Compensation Insurance

To protect employees and their families in the event of a workplace injury, the College participates in the Iowa Workers Compensation Insurance Program as required by law. Employees must report work-related incidents of any kind to their supervisor immediately **AND** the employee and/or supervisor must report the injury to Human Resources within 24 hours of the incident. **This is required** even if no medical treatment is sought. The [accident report form](#) and [first report of injury form](#) can be found in Staff Resources. If unable to work due to injury or illness, employees may be eligible to receive weekly pay benefits as established by Iowa law through the College's worker's compensation insurance plan. Premiums for this insurance are paid 100% by the College.

An employee that has been injured on the job and needs to seek medical attention, should go to the following facility for their initial treatment and not to their own personal physician.

Ottumwa: Ottumwa Regional Health Center – Occupational Health.

Centerville: Mercy Medical Clinic, 19876 St. Joseph Drive

Other Location: Closest medical facility

In case of an emergency, the employee should go to the nearest medical facility for emergency treatment.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. Sick time will be used for any leave from work related to worker's compensation.

If an employee is receiving disability benefits from workers' compensation, sick leave/short-term disability can be used in coordination to supplement the workers' compensation payments. In no case will the use of these benefits exceed 100 percent of the employee's base pay. No employee will be entitled to holiday pay for any holiday occurring while off from work.

An employee who elects health insurance from the College is entitled to the continuation of that group health insurance coverage while receiving workers' compensation benefits as if he or she had continued to work. The employee must continue to make any normal contributions to the cost of the health insurance premiums. If the employee premium payment obligations under the applicable plan are not covered by the employee's paycheck, the employee must provide the College with a check in the appropriate amount.

Medical Appointments: The College must pay an employee regular wages if the employee has a medical appointment during their normal work hours. The medical appointment must be directly related to their approved and open claim. The College's claims administrator must know about the appointment and the College may require a doctor's written verification for the appointment. Employees must go directly to the appointment and return to work without any deviation.

Return to Work after a Workplace Injury

Human Resources will coordinate the efforts of all interested parties in returning the employee to work as soon as they are medically cleared to do so with or without a reasonable accommodation. Refusal to accept return to work offer may result in suspension of worker's compensation benefits. Any attempt to defraud the College in a workers' compensation claim is grounds for termination.

Employee Assistance Program (EAP)

Work Life Balance EAP is designed to help employees find solutions for the everyday challenges of work and home as well as for more serious issues involving emotional and physical well-being. This is a confidential service between the employee and consultant/counselor. Additional information can be found at www.lifebalance.net (user ID and password = lifebalance) or call 1-800-854-1446. Worldwide Travel Assistance provides medical emergency assistance when traveling. Additional information can be found at www.unum.com/travelassistance or call 1-800-872-1414.

The EAP also offers Life Planning Financial and Legal Resources. This is a face-to-face, personalized financial counseling service that provides survivors of eligible employees and/or employees facing a life-threatening illness with financial advice. Additional information can be found at www.lifeworks.com (user ID = unum; password = support).

In order to access these services, employees must relay that they are covered by UNUM to receive this benefit.

Tuition Waiver

The following rules apply to IHCC credit tuition waivers. The waiver only applies to tuition for IHCC courses.

- This benefit is intended for those eligible employees, spouses, and dependent children who select IHCC as their “college of choice.” Effective Fall term, 1998, those who have previously matriculated at another college must wait three years from the last date of enrollment to qualify for this benefit.
- Eligible employees are those who are employed with a Board of Trustees approved faculty contract to teach a full load for a minimum of 3 terms in an academic year and/or a Board of Trustees approved letter of employment to work 36 hours per week for a minimum of 3 terms per academic year consistent with guidelines, definitions, and procedures developed and administered by the College.
- Eligible spouses are those who are presently married to an IHCC employee qualified for this benefit, as verified by College officials. Should a divorce, legal separation, or annulment occur the tuition waiver will terminate at the next College term.
- Eligible dependent children include natural children, legally adopted children, or stepchildren who are listed as dependents on the eligible employee’s most recent federal tax return or documentation as verified by College officials.
- Educational programming for employees, spouses, and dependent children who are disabled will be developed through Academic Support Services in accordance with department policy.
- Employees, spouses, and dependent children who enroll at IHCC under terms of this policy must submit a tuition waiver request on a form available in the Human Resource Office. **This form must be completed and received with all required documentation in the Human Resource Office no later than the due date. The due date is the official board approved ending date of the term preceding the waiver’s effective term.** The waiver must be renewed annually.
- Employees, spouses, and dependent children enrolling under this policy are expected to register and attend classes in the same manner as any other student and to comply with the same rules, prerequisites, etc., as other students.
- This benefit allows enrollment as a full-time or part-time student. However, part-time students must submit an educational plan leading to a degree to qualify (see below). Students must be attending credit classes leading to a degree, diploma, or certificate.
- Employees, spouses, and eligible dependents that participate in this program may complete multiple programs of study through the tuition waiver program. However, all course work must be completed within 4 years of initial enrollment. Part-time students may apply for extensions to complete their educational plan. In the case of joint programs, the waiver only applies to IHCC courses.

- To remain eligible for continued support through this program, the student must continue to make satisfactory progress in their studies. Students must maintain a 2.0 minimum GPA in their initial term and a 2.5 cumulative GPA after their second term and throughout the remainder of their studies. Students who fall below a 2.5 GPA will have one term grace period to bring their grade point average back to the minimum standard, before being dropped from this program. Students may return to the tuition waiver program when all eligibility is met. Students will be required to sign a waiver allowing College officials to access grade records for this purpose.
- Employees must be employed by the College for the duration of the program that they or their spouse or dependent children are enrolled in to be eligible for continued support. If the employee leaves the College, or no longer qualifies under these regulations, the tuition waiver will terminate at the next College term.
- Payment for all books, supplies, fees, room/board, etc. is the employee's, spouse's, or dependent child's responsibility.
- Employees, spouses, and dependent children may not request that past enrollments be changed from employee/spouse/dependent child-paid to College waiver. This tuition waiver is not retroactive.
- It is recommended that applicants apply for financial aid. Aid that is not specifically designated for tuition may be used for books, fees, etc. Aid designated for tuition will be applied prior to the waiver. Receipt of the credit tuition waiver supersedes receipt of an IHCC Foundation scholarship as both are for tuition only. For more information on Foundation scholarships, contact the Foundation Office.
- The College retains the right to require applicants to apply for financial aid.
- This tuition waiver may affect any financial aid applied for.
- Interpretation and administration of this policy/procedure, as well as unique situations not addressed by these regulations, shall be determined at the discretion of the President of the College or their designee.

Educational Plan: This plan must include the anticipated graduation date, the hours needed to graduate, a schedule that includes how many hours per term will be taken, a schedule of classes for the waiver year, and the student signature. **The waiver may not be renewed if the student fails to generally adhere to the plan.**

Tuition Reimbursement

This reduced rate/tuition reimbursement shall be limited to IHCC courses including continuing education. The individual must be employed full-time on both the enrollment and completion dates. This can be waived in case of retirement. One course per term (based on the start date) will be allowed. Certain reimbursements may be accepted depending on length and type of program (i.e.: truck driving, EMT, etc.) Requests for tuition reimbursement must be made within 60 days of completion of the course. A full-time employee will be allowed the following rates of reduced tuition in accordance with the following conditions:

- A. Full-time IHCC staff shall be reimbursed for 100% of the IHCC tuition paid to IHCC upon successful completion of any non-credit customized learning class.
- B. Full-time IHCC staff shall be reimbursed for 50% of the tuition upon successful completion of any credit class.
- C. Retired full-time IHCC employees shall be reimbursed for 50% of any class.

IHCC employees participating in this program shall pay the regular rate of tuition upon initial enrollment in a given course and shall receive a refund from IHCC upon presentation of proof of satisfactory completion to the Human Resources Office. In all cases, if the minimum requirements of this policy have not been met, employees shall pay the regular rate of tuition. Tuition must be paid to the College to be reimbursable. Charges for fees, supplies, or outside providers will not be reimbursed.

Full-time IHCC staff may also audit credit classes. Staff must not register for the class. No tuition will be charged and no credit is generated. Prior approval and registration is required from Human Resources.

The above benefits are not available for participation on an independent study basis.

Credit and Degree by Examination and Experience for Instructors

Any instructor interested in obtaining an Associate's degree shall become familiar with and follow the listed procedures:

- A. Determine Eligibility: In order to be eligible to participate in this program, the instructor must have the equivalent of nine Indian Hill's terms of full-time teaching experience at IHCC and in the area of the degree desired, effective September 1973.
- B. Each following step must be recorded and dated with copies sent to the Registrar's Office before the next step is taken.
- C. Submit a written request to your department chairperson stating your purpose and interest in obtaining a degree. Included in this should be a complete resume of work and other items thought significant. If the person making the request is a department chairperson, the request should be made to the dean.
- D. In this same letter, state your qualifications which you feel might make you eligible for such a degree.
- E. Schedule a conference with your department chairperson and dean to evaluate the request. Some guidelines that can be used in evaluation would be:
 1. Has the instructor taught each course or area in the program?
 2. Has the instructor been cross-trained or is he/she capable of teaching each course in the program?
 3. If the instructor can fulfill the above, then credit could be given; in which case, the evaluation and recommendation should be written and submitted to the Vice President, Student Learning & Engagement. The proposal must have the recommendation of the Division Dean and Vice President, Student Learning & Engagement.
 4. If the instructor making the request is found to be deficient in specific areas:
 - a. If the degree awarded is to be an Associate in Applied Science, arrangements should be made with an instructor in that area to provide study guides, syllabi, etc. that would allow the person to pass a test for credit. This instructor should administer the test and verify its authenticity.
 - b. If the degree awarded is to be an Associate in Arts or Associate in Applied Science, the Registrar will determine required courses that are separate from the program. These courses can be made up through class attendance or by examination.
- F. After all course requirements are met and the proposal has the recommendation of the Division Dean and Vice President, Student Learning & Engagement, the proposal will be submitted to the Executive Council.
- G. Once approved, the Registrar will be empowered to award a transcript showing credit and the awarding of a degree. The complete file will be maintained in the Registrar's Office.
- H. The person being awarded the degree will be responsible for paying all fees for graduation, special test materials, transcripts, printed and other costs that might be incurred in the process.

Staff Development Activities

A College-wide program is available to fund approved staff development activities for staff who will make a commitment to professional improvement. Priority is given to staff members who are full-time IHCC employees. Suggested activities include attending seminars/workshops, returning to industry, returning to a university, and conducting staff mini-grant programs. An application must be submitted by the second Thursday of the month to be acted upon within the same month. For complete guidelines and requirements or to obtain an application, please visit the staff resources page of the IHCC website.

Section X: Time Off and Leaves of Absence

Holidays

A holiday is a paid non-working day designated on the board-approved calendar. Full-time employees are entitled to paid holidays as follows:

Employment = 3 term - 5 holidays

Employment = 3 1/2 term - 6 holidays

Employment = 4 term - 7 holidays

Special calendars will be determined by Human Resources.

When an employee's regular work schedule is different from the board-approved calendar (i.e. Tuesday-Friday) and a holiday is shown on the board-approved calendar to fall on a day the employee is not scheduled to work, the holiday will be moved to the employee's next scheduled working day. Example: if an employee is scheduled Tues-Friday and the holiday is on a Monday, the holiday is moved to Tuesday.

To be eligible for holiday pay, employees must work their scheduled workday before and after the appropriate scheduled holiday, unless they are on an approved pay status listed below:

"On approved pay status" includes absence from work as a result of:

- Approved funeral leave
- Workers compensation under the Iowa Workers Compensation Act
- Approved jury duty
- Approved vacation or compensatory time
- Approved sick leave
- Worked the day prior to the holiday and the day after the holiday.

Vacation Policy for Qualifying Employees

Employees directly affected by the Vacation Policy are only those whose jobs have been classified as custodial or building/grounds maintenance. The following guidelines will apply to vacation days generated by these employees.

Vacation is calculated beginning with the employee's hire date and granted according to the following schedule:

Length of Employment	Weeks of Vacation
Six (6) months to four (4) years	Two (2) weeks
Five (5) years to nine (9) years	Three (3) weeks
Ten (10) years and over	Four (4) weeks

This schedule may be pro-rated depending on the length of the work schedule.

A newly hired employee must work full-time continuously for six (6) months before earning vacation at which time two (2) weeks vacation will be prorated based on the number of days scheduled to work in the year beginning with the initial hire date. Employees must be actively employed to earn additional vacation. When prorating, days will be rounded up to the nearest one hour increment. In subsequent years, vacation will be granted at the beginning of each employment year.

Employees may not carry more than four weeks of vacation days at any time. Staff will forfeit any unused vacation time beyond the maximum at the beginning of the new employment year. Unused vacation will be paid upon resignation/termination.

When an employee wishes to schedule vacation time they must complete form PER21. All vacation requests must be approved in advance. Vacation days may be scheduled off in one-hour increments. Supervisors will take into account the timing and workload of employees before approving vacation leave. Vacation time will not be approved on staff days at the beginning of the fall term and the Thursday before spring break.

Vacation time, once scheduled, may not be substituted with other types of leave after the fact. For instance, should an employee schedule a day off and then become ill on that day, they cannot substitute a sick day for the scheduled vacation day after the fact. Only in extreme circumstances, such as a death in the immediate family, can an employee substitute leave for scheduled vacation.

Compensatory Time

Non-Exempt Employees: Compensatory time can only be earned for days worked over College scheduled breaks. An employee cannot earn compensatory time and pay on the same day. If it is necessary for a non-exempt employee to work beyond their daily schedule and workload precludes granting “rescheduled” time, the employee will be compensated at their hourly rate. Payment of overtime will normally be made in the pay period following receipt of the signed time and earnings record. This form should be submitted to the Payroll Office as soon as the hours have been worked.

Exempt Employees: Exempt staff are not protected under the general provisions for overtime within the Fair Labor Standards Act. It is generally understood that exempt employees are paid an annual salary for providing their professional service under an organized work calendar and workday. The time frames for these workdays are understood to be minimums in most circumstances. Professional employees’ work typically cannot be scripted into absolute timelines and often their work involves evening or weekend work that is beyond the normal work calendar. Although the law does not require an employer to compensate exempt employees for work beyond their work calendar, IHCC has arrived at the following policy.

Exempt staff may accrue compensatory time when work is required and approved by the employee’s supervisor. Compensatory time can only be approved when an employee works on a non-scheduled workday according to their individual calendar. Compensatory days can only be generated in half (indicate a.m. or p.m.) or whole day increments (Ex. 4.5 hours for a 9 hour employee). Any work done beyond these increments will be rounded back to half or full days. Extensions of the workday and time spent traveling are not compensable for exempt staff nor is casual work; that is work of the employee’s own choosing. Exempt staff may accrue a maximum of fifteen days. Executive council members may accrue thirty days. Any compensatory time requested beyond these maximums will not be approved. It is recommended that employees carry an amount less than the maximum to avoid any loss of compensatory time.

Examples of potential opportunities to earn compensatory time may be:

Curriculum and Assessment Collaboration:	Department is working to complete significant change to assessment of student learning and/or curriculum development
NACEP Peer Review:	Faculty serve as Peer Mentors visit high school concurrent enrollment classrooms for annual visits
Specialized Trainings, Professional Development:	Scheduled during non-contracted days; Example of CCRT

Recruitment and Outreach:	Special events that include campus visits, recruitment events at area high schools, etc.
Special Projects:	Projects or assignments that are difficult to complete within the employee's normal work schedule

Earned compensatory time for both exempt and non-exempt employees can be scheduled for use in one (1) hour increments. A compensatory day must actually be worked to be earned (i.e. substitutions of sick leave is not allowed). To qualify for compensatory time for a non-scheduled workday, a supervisor must approve and include rationale on form PER21 in advance.

An employee may reschedule compensatory days if their work schedule prevents them from taking the time off. This should be done in advance using form PER21 and must include rationale for rescheduling. Employees may not carry more compensatory days than their allocated maximum at any time during the year.

Should an employee be requested and approved to work on a day designated as a non-scheduled day and subsequently is unable to work that day for any reason, compensatory time will not be earned. An employee must actually work the day to earn a compensatory day. The Human Resources Office must be notified on form PER21 of any requests that have been modified.

Once an employee schedules a day off through the use of earned compensatory time or vacation, the employee generally cannot replace the leave with other types of leave. EXAMPLE: An employee schedules a regular day off and then reports off due to illness on that day and wishes to cancel their scheduled compensatory day and replace it with sick leave, this includes FMLA leave, military leave, personal leave, jury duty, or an unforeseen College closing for any reason. Only in extreme situations can days be rescheduled in this manner with approval of the College President.

All compensatory time earned or taken off must be approved by the employee's supervisor and Human Resources. **No compensatory or vacation time will be granted on the all-staff days at the beginning of the fall term and the Thursday before spring break. Any exceptions to this must be approved by the College President.**

Sick Leave/Short-Term Disability Leave/Payroll Protection

The College recognizes that illnesses arise from time to time, which may interfere with regular attendance and has established a policy that provides income continuation to full-time employees to cover those situations. This benefit, however, does not mean that regular attendance is not a factor in determining fully satisfactory performance. In general, employees are expected to be at work, on time, every day they are scheduled to work.

A new full-time employee shall be granted 12 traditional or 9.6 lengthened workdays of sick leave per year for illness or critical illness of himself or herself or an immediate family member. During an employee's first year of employment this allotment may be prorated to reflect actual days worked. Sick leave may be calculated to partial days. An additional allotment per year, as noted below, will be granted for each year of service during the first five years of consecutive employment.

	Traditional	Lengthened
Year 1	12	9.6
Year 2	13	10.4
Year 3	14	11.2
Year 4	15	12.0
Year 5	16	12.8

If the employee is on protected and/or approved leave, the employee will continue to accrue sick leave/vacation.

An employee must be actively employed to be allotted additional leave. The maximum days allowed per year is 16 traditional or 12.8 lengthened. Unused days for full-time employees may be accumulated according to the length of the employee's regular contract or assignment as follows:

3-term employment	90 traditional days or 72 lengthened days or the equivalent of 18 regular workweeks
3 1/2-term employment	105 traditional days or 84 lengthened days or the equivalent of 21 regular workweeks
4-term employment	120 traditional days or 96 lengthened days or the equivalent of 24 regular workweeks

Written confirmation from a medical doctor is required to verify illness of more than three consecutive workdays, either whole or partial. This documentation must include:

1. A brief statement that supports the need for absence due to illness.
2. Approximate date the condition commenced and probable duration of the absence.
3. Name, address, and signature of physician.

The documentation should not include genetic information in compliance with GINA Law. Failure to provide this documentation may result in termination of employment for unexcused absence.

A health professional's written statement releasing the employee to return to work is required anytime an employee is absent due to illness for a period of more than three consecutive work days, either whole or partial. Without this release, the employee may not be allowed to return to work and a deduction in pay will be made on a per diem basis until a release is obtained. The employee will return to full service on the date indicated on the release unless a resignation or request for FMLA leave has been received and approved by the Human Resources Office. Failure to do so may be considered cause for termination. Any time sick leave qualifies for FMLA leave, both leaves will run concurrently.

If an employee does not have sufficient accumulated sick leave to cover the leave, a per diem reduction in wages will be made.

Illness in Immediate Family

In the case of serious illness of a staff member's immediate family, leave of absence, with full pay, may be granted. Such absence shall be charged against personal sick leave. The immediate family shall be interpreted as father, mother, brother, sister, spouse, son, daughter, stepson, stepdaughter, grandfather, grandmother, and comparable in-laws. This provision shall include the birth of a child to the wife of a staff member while the wife is hospitalized and one convalescent day. It also includes the need for temporary care of a small son or daughter whose illness prevents daycare or school attendance and requires the presence of an adult. The request for such leave must be submitted on Form PER21 where the circumstances surrounding the necessity for family sick leave must be clearly stated. Depending on the circumstances, leaves may be required to follow FMLA guidelines. Employees will be notified should this be necessary. It is conceivable that the illness of some person other than those listed above may warrant the granting of leave. Such cases will be considered on an individual basis. Sick leave used in the case of illness of an employee's immediate family must be reported to the Human Resources Office and recorded on the attendance record with an S*.

Personal Leave

Full-time staff may request a leave of absence for personal reasons for a period not to exceed one week annually. This leave may be granted at the discretion of the President with a salary deduction of the per diem rate of the annual salary for each day's absence.

Full-time staff may be granted leaves of absence at full pay in order to participate in special community related activities, provided permission for such leave is obtained from the President prior to the absence.

If an emergency requires that the staff member be absent from work for business affairs that cannot be taken care of in the normal time away from work, the President may approve such leave without deduction of salary.

Part-time staff may request unpaid leave for time other than regular department closing. This leave is limited to no more than two weeks per year. All leave must be approved on a PER21 form. Part-time employees must follow absence reporting procedures as described in this handbook.

Compensatory days and/or vacation time must be taken before a personal leave is approved. All requests for leave should be made on form PER21 well in advance of the leave time desired. It is recognized that there may be emergency situations which would not allow the employee to fill out the request in advance. In these cases, the employee's supervisor should initiate the PER21 and then obtain the employee's signature after the fact.

Pregnancy Leave

Those employees who are not eligible for short-term disability/payroll protection, are allowed up to eight calendar weeks of unpaid leave due to pregnancy or childbirth. The Human Resources Office should be contacted to make arrangements for break time and accommodations for nursing mothers as per the Patient Protection and Affordable Care Act following a pregnancy related leave.

The employee will submit a licensed medical practitioner's statement with the specific date the doctor has determined the employee will become available to return to work and perform regularly assigned duties. Without this release, the employee will not be allowed to return to work.

Family and Medical Leave Act (FMLA)

Pursuant to the Family and Medical Leave Act of 1993, employees may be eligible for up to twelve workweeks of unpaid leave during a 12-month period for the birth or adoption of a child, the serious illness of the employee, or the serious illness of the employee's child, spouse, or parent. To be eligible for this leave, the employee must have been employed by IHCC for at least twelve months and worked at least 1250 hours over the prior 12 months. The following guidelines apply toward this leave.

1. Leave may be taken for the birth or adoption of a child or the placement of a foster child in the employee's care. This entitlement expires and must be completed 12 months from the date of birth or placement. Granting of intermittent leave or a reduced leave schedule will be determined on an individual basis at the discretion of the supervisor and Human Resources. Spouses are entitled to an aggregate 12 weeks of leave.
2. Leave may be taken to care for a spouse, child, or parent with a serious health condition. Spouses are entitled to an aggregate of 12 workweeks to care for a parent with a serious health condition. They will each be entitled to 12 workweeks in the case of illness of a child or spouse.

This leave may be taken intermittently or on a reduced leave schedule when medically necessary (as distinguished from voluntary treatments and procedures). Requests for this leave must include medical

documentation provided by the health care provider. The form for this purpose can be obtained from the Human Resources Office.

3. Medical leave may be taken when the eligible employee is unable to perform their job because of a serious health condition. A health professional's written statement releasing the employee to return to work is required anytime the employee is absent due to illness for a period of more than three consecutive work days, either whole or partial. The employee is required to follow sick leave and short-term disability policies in conjunction with this FMLA leave.
4. Leave may be taken due to any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

This leave may be taken intermittently or on a reduced leave schedule. Spouses are entitled to an aggregate of 12 workweeks. A request for this leave must be supported by a certification issued by the US Secretary of Labor when regulation prescribed.

5. Leave may be taken by an employee who is the spouse, son, daughter, parent, or next of kin of a covered service member to care for the service member. A total of 26 workweeks of leave may be taken for this purpose or in combination with other FMLA leave. Spouses are entitled to an aggregate of 26 workweeks.

This leave may be taken intermittently or on a reduced leave schedule when medically necessary and is available during a single 12-month period only. Requests for this leave must include medical documentation provided by the service member's health care provider.

Request for leave should be submitted on form PER21 and supported by an appropriate statement of need. When possible, the employee should provide no less than 30 days notice before the date the leave is to begin. If a date of illness or placement requires leave to begin in less than 30 days, the employee should provide such notice as is practical. Failure to do so could result in denial of the leave. Leaves taken without approval may be grounds for termination.

Employees **MUST** use accumulated sick leave, if available, to run congruently for the medically approved portion of FMLA. No holidays are paid during unpaid leave.

IHCC will continue to make the same contribution towards insurance premiums while the employee is on leave. If the leave is unpaid, the employee must pay, one month in advance, any amount that is normally taken on a payroll deduction basis for insurance. Any additional flex funds beyond what is required for insurance premiums will not be made during the unpaid leave. These contributions will resume upon the employee's return to work. Under FMLA provisions, an employee must work for at least 30 calendar days to satisfy the return to work requirement. Otherwise, the employee may be required to repay insurance premiums paid while the employee was on leave and may also be subject to termination of employment if the employee does not return on the first workday following the approved leave of absence. Exceptions may be made in emergency situations that are beyond the control of the employee.

Relevant Definitions:

12 Month Period: The 12 month period that an employee is eligible for 12 weeks of FMLA leave shall be the employee's designated "employment year."

Holidays: Should a holiday occur during a week of FMLA leave, the week is still counted as a full week of leave.

School Breaks: If an employee is not scheduled to work during school breaks and the employee is on leave during the break, the break will not be counted against the employee's FMLA leave entitlement. If school breaks are included as part of the employee's regular work schedule, this time will be counted toward the employee's FMLA leave entitlement.

Child: Biological, adopted or foster child, stepchild, legal ward, or a child of a person standing in loco parentis. This child must be under age 18 or if older than 18, must be designated as incapable of self-care because of a mental or physical disability prior to a request for FMLA leave.

Parent: Biological parent or an individual who stood in loco parentis (persons with day-to-day responsibilities to care for and financially support a child) to an employee when the employee was a child. This does not include "in-law" parents.

Spouse: Husband or wife as defined or recognized under state law.

Covered Service member: A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Outpatient Status: With respect to a covered service member, means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Next of Kin: Nearest blood relative of an individual.

Serious Health Condition: An illness or injury, impairment, or condition that involves either inpatient care or continuing treatment by a health care provider which includes any period of incapacity due to: 1) A health condition lasting more than three consecutive days that also includes treatment two or more times by a health care provider or one treatment by a health care provider with a continuing regimen of treatment or 2) pregnancy or prenatal care or 3) A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity or 4) a permanent or long-term condition for which treatment may not be effective or 5) any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated. In the case of a member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Continuing Treatment: A period of incapacity of more than three consecutive calendar days and subsequent treatment or incapacity relating to the same condition that involves treatment two or more times under the supervision of a health care provider or treatment by a health care provider which results in a regimen of continuing treatment.

Qualifying Exigency: As defined in regulation by the US Secretary of Labor.

Contingency Operation: A military operation that is designed by the US Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or results in the call or order to, or

retention on, active duty of members of the uniformed services during a war or during a national emergency declared by the US President or Congress.

Details of the FMLA policy and forms to complete may be obtained through the Human Resources Office. Please contact the Human Resources Office with any questions regarding interpretation of or assistance with FMLA.

Military Leave

Military leave of absence shall be granted to staff under provisions of the Uniformed Services Employment and Reemployment Rights Act. In accordance with state law, full-time staff members, when ordered to active duty including National Guard duty, will be provided paid leave for the first thirty (30) calendar days. The maximum amount of paid leave under this policy is thirty (30) calendar days per active duty assignment and within a fiscal year. At the end of the paid military leave period, the individual will be placed on unpaid leave for up to five (5) years. If the individual wishes to remain in paid status for a longer period of time, they may request that any accrued compensatory time or vacation leave be applied. Employees will be reinstated in accordance with federal and state law. Staff members on military leave of absence shall be eligible to return to a position in the College with annual salary adjustments equivalent to the number of years spent on military leave.

Veteran's Day

In accordance with Iowa Code Section 91A.5A, an employee who is otherwise required to work and who is a veteran as defined in Iowa Code Section 35.1, shall be provided time off, without pay, for Veterans Day, November 11. At least one month prior written notice is required and should be requested on form PER21 accompanied by a federal certificate of release or discharge from active duty.

Bereavement Leave

In case of death in the immediate family, an employee will be granted time off with full pay. Lengthened scheduled employees will receive up to four days annually and traditional scheduled employees will receive up to five days annually. The time off must be used at the time of the funeral or death. Such leave will not be charged against sick leave nor will it be accumulated if not taken. The immediate family shall be interpreted as father, mother, brother, sister, spouse, son, daughter, stepson, stepdaughter, grandfather, grandmother, and comparable in-laws. In addition, up to two days of absence annually with full pay, shall be granted to attend funerals of other relatives or close friends. Such leave shall not be charged against sick leave nor shall it be accumulated. For local funerals, it is expected that such leave shall constitute only the time necessary to attend the funeral services with department supervisor approval. Please contact the Human Resources Office for situations where additional time off may be needed due to travel out of state or extenuating circumstances.

Jury Duty

Full-time staff may be excused with full pay for jury duty with the stipulation that any remuneration for such duty shall be paid to the College. Employees retain any expense allowances received for transportation to and from jury duty, parking fees, etc. A PER21 request along with a copy of the jury summons should be forwarded to the Human Resources Office as soon as the employee is notified. When not actually serving on the jury, staff are expected to work as much of the regularly assigned hours as possible.

Court Appearances

If a full-time employee receives a subpoena requiring him/her to appear in court for a reason other than a personal action taken against the College, a personal leave with pay will be granted. This leave should be requested on form PER21 with a copy of the subpoena as soon as the subpoena has been received. Any remuneration paid by the courts should be paid to the College. Court appearances not involving subpoenas fall under guidelines for personal leaves of absence.

Time Off for Voting

As required by Iowa Code Section 49.109, any College employee entitled to vote at an election in the State of Iowa who does not have three (3) consecutive hours in the period between the time of the opening and the time of the closing of the polls during which the employee is not required to be present at work, is entitled to such unpaid time off from work to vote as will in addition to the person's nonworking time total three consecutive hours during the time the polls are open. For example, if the polls are open between 7:00am to 9:00pm, and employee is required to be at work from 9:00am to 5:00pm, the College is not required to provide the employee with time off from work to vote because the employee can utilize the four (4) hour span after the end of the employee's work day. Employees whose schedule on Election Day is such that time off is required under the Iowa Code shall apply in writing prior to the date of the election, and employee's supervisor will designate the period of time to be taken.

Staff Improvement Leave

The IHCC staff improvement leave plan is designed to encourage professional growth. Three options and four obligation options are available.

All members of the staff who are employed in a Board of Trustees approved position that meets the conditions of eligibility for the full College fringe benefit package shall be eligible to apply for staff improvement leave. Improvement leave of absence is designed to encourage professional growth and increased competence of the staff, which will contribute to the improvement of the institution. Candidates for improvement leave must utilize all compensatory time they may have accrued prior to and/or in conjunction with any staff improvement leave they may be granted.

Request for leave should include a proposed program which gives promise of contributing to the improvement of applicant's services to the institution and evidence that the applicant is qualified to undertake the program.

There are three options for such leave:

1. One to twelve weeks at no reduction in salary.
2. Thirteen to eighteen weeks inclusive at 80 percent salary.
3. Full academic year (three terms) at two-thirds salary.

A staff improvement leave obligates the participants in the following manner. This obligation begins with the first regularly scheduled work day following completion of the activity. A year is defined as the number of days in the employee's regular annual work schedule. Work performed during a time not included in the employee's regular annual work schedule will not be considered towards fulfilling this obligation.

Up to 2 weeks	No obligation
Over 2 but no more than 12 weeks	1 year obligation
Over 12 but no more than 18 weeks	1 1/2 years obligation
Over 18 weeks	2 years obligation

A person may discharge their obligations by repaying the Board of Trustees the amount of gross salary and College contributions towards the fringe benefit package, including any flex benefit dollars, received while on leave. In addition, the obligation may be repaid on a combination basis; i.e. part in time and part in money.

College administration has the right to deny or limit the amount of leave time.

All applicants for improvement leave shall submit on Form PER21, their request to the immediate supervisor for recommendation. Whenever possible requests must be made at least one IHCC term in advance of the requested leave. Approval of leave for an instructor will be subject to the availability of appropriate faculty replacements for their classes. This application will then proceed through proper channels. In the case of multiple requests, priority designations will be given by the division dean or vice president. Reasons shall be stated for the priority designations of each application. The President shall make the final approval. Any staff member refused an improvement leave shall have the right to appeal the case directly to the President.

The area board contributions to group insurance and social security and other retirement benefits are to continue while the employee is on leave. The contributions of both staff members and the Board of Trustees are to continue on the same basis as with full salary.

A report of accomplishment and/or an official transcript shall be submitted to the Human Resources Office upon the completion of the improvement leave.

Section XI: College Facility Use and Activities

General Facility Use

The Hellyer Student Life Center and Tom Arnold Net Center in Ottumwa and the Multi-Purpose Building in Centerville are available at no charge to full-time staff and their immediate family during regular hours of operation. Staff members are requested to present their employee identification cards when using the facilities. Passes for family members may be obtained from the Athletic Office by the employee. Children under the age of 16 must be directly supervised by a parent at all times.

Lockers are also available in Ottumwa to staff members upon request. Only authorized locks may be used.

Unless otherwise stated above, personal use of College facilities and buildings is not allowed unless prior authorization from the Chief Financial Officer is obtained.

All rules and regulations for building use must be observed. Violations may result in revocation of privileges to use the facility.

College Activities

Free admission to all IHCC's fine arts activities and home, regular season athletic events may be obtained with an employee identification card. This will not include fine arts events provided by outside organizations such as the Ottumwa Area Arts Council, the Southeast Iowa Symphony, and the Ottumwa Symphony.

Dinner Theaters: The employee will be responsible for the cost of the dinner.

Basketball: Because all basketball seats are sold on a reserved seat basis, a reserved seat ticket will be given at the gate upon presentation of the College employee identification card. Employees who have season tickets may wish to continue to purchase them in order to reserve a seating assignment for the entire season.

Other Athletic Events: Tickets and/or admission will be issued upon presentation of the College employee identification card.