



EMPLOYEE HANDBOOK

2025 - 2026

www.indianhills.edu



VISION:

Indian Hills Community College is dedicated to empowering students and enriching communities, preparing leaders who are ready to tackle the challenges of tomorrow.

MISSION:

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

VALUES:

Indian Hills Community College is committed to belonging, community, diversity, excellence, innovation, integrity, service and success.

Contents

Section I: Introduction

Welcome to Indian Hills Community College	8
Vision	8
Mission	8
Values	8
Strategic Priorities	8
Institutional Purpose (As Established by Iowa Code 260C)	8
Equal Employment Opportunity	9

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

Administrative Structure	10
IHCC Foundation	10
Planning and Communication Model	10

Section III: Employment Relationship

Employment Statuses	14
Exempt and Non-Exempt Employees	14
Work Schedules – Hours of Work	15
Working a Second Job	16
Essential Employees – College Closings	16
Overtime	16
Time Records	17
Flex Time for Exempt Non-Contracted Employees	17
Pay Period	17
Deductions	18
Direct Deposit	18
Meal/Break Periods	18
Personal Breaks	18
Nursing Mothers	18
Attendance	19
Employment of Relatives and Domestic Partners	19
Background Checks	20
Professional Appearance/Dress for Your Day	20
Orientation for New Employees	20
Probationary Periods	20
Transfers, Promotions, and Reclassifications	21
Annual Evaluations	21

Section IV: Quality Faculty Plan, Faculty and Adjunct Requirements, and Academic Freedom

Quality Faculty Plan	22
Compliance with Accreditation Standards	22
Requirements for Full-Time Faculty	22
New Faculty Academy	22
Adjunct Academy	23
Continuing Professional Development	23
Quality Faculty Competencies	24
Requirements for Adjunct & Concurrent Enrollment Faculty	25
Approved Event Policy for Faculty	27
Academic Faculty Titles	28
Academic Freedom	28
Advancement to Instructional Staff Rank I	29
Faculty Expectations	29
Faculty Load	32
Adjunct Employment	32
Independent Study and Arranged Courses Compensation	32
Student Perception Process	33
Faculty Flexible Schedule	33

Section V: Equal Opportunity, Commitment to Diversity, Reporting Requirements, and Investigations

Annual Non-Discrimination Policy	34
Anti-Harassment	34
Title IX	35
Retaliation	35
Grievance Procedure for Discriminatory Practice (Including Discrimination, Harassment, and Retaliation)	36
Non-Fraternization	36
Child Abuse Reporting	37
Mandatory Reporters	38
Prohibition on Retaliation	39
Whistleblower Policy	39
Americans with Disabilities Act (ADA) and Reasonable Accommodations	39
Student Disability Services	40

Section VI: Campus Health and Safety

Emergency Notification System	41
Fire and Tornado Alarms/Drills	41
Workplace Violence Policy	41
Weapons Policy	42

College Closings	43
Drug Free Workplace Policy	44
Tobacco Free Policy	44
Bloodborne Pathogens	45
Communicable Diseases	45
Hot Work Permit Policy	45

Section VII: Workplace Guidelines

College Property	46
College Vehicles	46
Lost and Found	46
Procurement	46
Cash Handling Policy	47
Insurance for Errors or Omission	48
Iowa Gift Law	48
Political Activity	48
Public Records Requests	48
Reimbursement for Travel Expenses	48
Trip Authorization	49
Conferences and Other Professional Organization Meetings	49
International Travel	50
Submission of Travel Reimbursement	50
Travel Information	50
Vehicle Rental	51
Lodging	51
Meals	51
Miscellaneous Travel Expenses	52
Items Not Allowed for Reimbursement	52
Denial of Claim Reimbursement	52
FERPA Compliance	52
IHCC Employee Acceptable Use Policy	53
Personally Identifiable Information (PII) Protection Policy	55
Generative AI Usage Policy	56
Copyright Policy	58
Email and Instant Message Retention	58
Record Retention	58
Social Media Acceptable Use Policy	59

Section VIII: Workplace Standards of Conduct

Work Rules	61
Employee Evaluation Policy	61
Corrective Action	62
Performance Improvement Plan	62

Section IX: Separation from Employment

Contracted Employees	64
At-Will Employees	64
Events of Termination	64
Last Working Day	64
Final Pay and Benefits	64
Exit Interview	65

Section X: Employee Benefits

Eligibility	66
Medical, Dental, and Vision Insurance	66
Flexible Spending Accounts	66
Life Insurance (Employee and Dependents)	66
Optional Supplemental Life and Accidental Death and Dismemberment Insurance	67
COBRA	67
Incented Early Retirement	67
Insurance Conversion/Portability	67
Short-Term Disability/Payroll Protection	67
Long-Term Disability	68
Health Insurance Portability and Accountability Act (HIPAA) Disclaimer	69
Retirement	69
Worker's Compensation Insurance	69
Return to Work after a Workplace Injury	70
Employee Assistance Program (EAP)	70
Tuition Waiver	70
Tuition Reimbursement	72
Credit and Degree by Examination and Experience for Instructors	72
Professional Development Activities	73

Section XI: Time Off and Leaves of Absence

Holidays	74
Personal Day Policy for Contracted Faculty	74
Vacation Policy for Qualifying Employees	75
Physical Facilities Employee Vacation Policy	76
Safety & Security Officer Vacation Policy	77
Compensatory Time	78
Exempt Physical Facilities Employees	78
Iowa Workforce Development Department IHCC Employees	79
Sick Leave	79
Illness in Immediate Family	80
Unpaid Personal Leave	80
Pregnancy Leave	81
Nonbirthing Parental Leave	82

Family and Medical Leave Act (FMLA)	82
Military Leave	84
Veteran’s Day	84
Bereavement Leave	85
Jury Duty	85
Court Appearances	85
Time Off for Voting	85
Employee Improvement Leave	85

Section XII: College Facility Use and Activities

General Facility Use	87
College Activities	87

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 Employee 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. This handbook is for informational purposes only and is not intended to be a contract of employment or provide enforceable contract rights.

From time to time, employees may receive updated information concerning changes in policy. These policies and procedures may be modified at any time at the discretion of the college administration or Board of Trustees. Should there be a conflict between any of the terms of this Handbook and any state, local, or federal law, the applicable law will supersede the applicable provision of this Handbook, but only to the extent necessary to bring this Handbook into conformity or compliance with the applicable law. Violations of college policies are grounds for discipline up to and including discharge. 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.

Vision

Indian Hills Community College is dedicated to empowering students and enriching communities, preparing leaders who are ready to tackle the challenges of tomorrow.

Mission

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

Values

Indian Hills Community College is committed to belonging, community, diversity, excellence, innovation, integrity, service and success.

Strategic Priorities

Experience - Ignite IHCC - Energizing Growth, Collaboration and Leadership
Students - Advance Student Outcomes - Shaping Futures, Boosting Enrollment and Building Belonging
Operations - Powering Progress - Optimizing Operations for Sustainable Success
Community - Building Workforce - Developing Talent and Driving Industry Engagement

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:

- The first two years of college work, including pre-professional education.
- Career and technical training.
- Programs for in-service training and retraining of workers.

- Programs for high school completion for students of all ages.
- 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.
- 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.
- Student personnel services.
- Community services.
- Career and technical education for persons who have academic, socioeconomic, or other barriers which prevent succeeding in regular career and technical education programs.
- Training, retraining, and all necessary preparation for productive employment of all citizens.
- Career and technical training for people who are not enrolled in a high school and who have not completed high school.
- Developmental education for persons who are academically or personally underprepared to succeed in their program of study.

IHCC continues to be a dynamic two-year educational institution with three campuses: Centerville Campus, Ottumwa Main Campus and Ottumwa North Campus. In addition, service centers are located in the communities of Albia, Fairfield, Oskaloosa, and Sigourney. The college offers an innovative arts and sciences curriculum, state-of-the-art instruction in over 30 technical programs, and an extensive continuing education program.

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, sexual orientation, creed, religion, and actual or potential parental, family, or marital status in its programs, activities, or employment practices.

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. The Board of Trustees is responsible for hiring, evaluating, and overseeing the work of the IHCC President. Current members of the Board of Trustees are:

Richard J Gaumer - Ottumwa- President	
Kevin Crall - Albia	Riley Sheetz - Oskaloosa
Beth Danowsky - Sigourney	Christine Estle - Fairfield
Lori Yates - Ottumwa	Mike Matthes - Centerville
Katie Nichols - Keosauqua	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 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 nearly 800 students more than \$1.9 million in scholarships. Since 1975, the Foundation has awarded \$30 million in scholarships to more than 26,000 students. A unique feature of the Foundation is the overwhelming amount of employee support. Annually, more than \$50,000 is donated to the Foundation from Indian Hills employees. This overwhelming employee 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 the College has toward students. For more information, contact the Indian Hills Foundation Office at 641-683-5302.

Planning and Communication Model

Board of Trustees: Nine member elected board meets with the Leadership Team for the purpose of formulating policy and reviewing the general operation of the College.

- Purpose - Governing and policy making body of the College. Also reviews strategic and tactical planning of the Leadership Team 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, Learning & Engagement, Vice President & Chief Financial Officer, and the Dean, Enrollment Services 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) Personnel (3) Training Agreement. (13 meetings annually). Special meetings may be called as needed, consistent with applicable law.

Leadership Team: President, Vice President, Learning & Engagement, Vice President & Chief Financial Officer, Chief Operating Officer, Director, Human Resources, Executive Dean, Advancement, Athletic Director, Dean, Enrollment Services, Executive Dean, Centerville Campus & Registrar.

- 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 bi-weekly and annually in a retreat to evaluate personnel and to formulate strategic and tactical plans.

Academic Leaders: Deans and Department Chairs representing all credit programs and campuses.

- Purpose - Plan and monitor all aspects of the Academic areas of the college.
- Frequency of Meetings - Meets at least once a month (12 meetings annually)

Advisory Committees: Invited and volunteer industry partners (numbering between 300-350 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)

Academic Standards: Program Chairs, Deans, Faculty representatives, Business Office, Enrollment Services, and the Registrar.

- Purpose - Meets to consider viability of new courses or programs and maintain academic integrity.
- Frequency of Meetings - Meets once a month during the academic year and in the summer as needed. (9 meetings annually)

Budget Review Committee: 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 employee salary and fringe benefit increases. They also share this information with other IHCC employees and then meet once again to determine the breakdown for employee salary and fringe benefit distribution.
- Frequency of Meetings - Meets two times annually in the spring.

Professional Development Committee: Consists of Director, Human Resources, Vice President, Learning & Engagement, Vice President & Chief Financial Officer, two professional staff, two support staff, one faculty member from each academic division, and one member of the Leadership Team that will rotate annually.

- Purpose - To make decisions on requests for professional development leaves and expenditures along with additional professional development activities.
- Frequency of Meetings - Meets once a month September through May. (9 meetings annually)

Capital Equipment Committee: Consists of Vice President, Learning & Engagement, Vice President & Chief Financial Officer, Chief Operating 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 of Meetings - Meets annually.

Information Technology Committee: Vice President, Learning & Engagement, Vice President & Chief Financial Officer, Chief Operating Officer, along with various deans and directors representing academic and support services across the College.

- Purpose - Meets to determine purchases and allocation of technology hardware and software applications for IHCC employees. Makes recommendations to Leadership Team on philosophy.
- Frequency of Meetings - Meets annually and as needed.

Grants Committee: Consists of Director, Grant Development & Compliance, Vice President & Chief Financial Officer, Vice President, Learning & Engagement, Director of Human Resources, Controller/Grants Accountant, Grants Accountant and President.

- Purpose - To determine priorities of grant applications.
- Frequency of Meetings - Meets monthly. (12 meetings annually)

Institutional Compliance Committee: The committee is composed of approximately 16 individuals representing various offices and departments that are involved with compliance related matters.

- Purpose - The purpose of the Indian Hills Community College Institutional Compliance Committee is to ensure the College conducts its operations and activities ethically, transparently, and in compliance with all legal and regulatory requirements.
- Frequency of Meetings - Meets quarterly (4 times a year)

Assessment Forums: Faculty and administrative representatives specific to each academic program or cluster. Vice President, Learning & Engagement and Director, Institutional Research & Assessment.

- Purpose - To plan for and monitor student academic achievement assessment activities and results across the College.
- Frequency of Meetings - Meets quarterly as needed in each academic area.

Online Steering Committee: Senior Instructional Designer, Academic Deans, Chief Operating Officer, and Vice President, Learning & Engagement.

- Purpose - Plan and monitor the direction for online instruction across the College.
- Frequency of Meetings - Meets annually as needed.

Faculty Senate: Elected faculty representatives from all instructional divisions.

- Purpose - Discuss college-wide concerns of the instructors and communicate with administration.
- Frequency of Meetings - Meets as needed.

Quality Faculty Plan Committee: The Quality Faculty Plan committee consists of equal representation of Arts & Sciences (A&S) and Career & Technical Education (CTE) faculty. Faculty and administration on the committee represent Academic Divisions from all IHCC campuses, high school programs, Business Solutions and Human Resources.

- Purpose - Create and maintain a highly skilled, qualified and student-centered faculty.
- Frequency of Meetings - Meets in the Fall, Winter and Spring terms.

Registration Committee: College-wide representation.

- Purpose - To establish dates, time frames, and procedures for the upcoming academic year.
- Frequency of Meetings - Meets annually.

Equal Opportunity Committee: Equity Coordinator and employee 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 of Meetings - Meets on a quarterly basis. (4 meetings annually)

College Completion Committee: The IHCC College Completion Committee is composed of academic and student affairs employees and administrators from across the College.

- Purpose - To improve academic and student service processes to increase student engagement and retention. This committee has oversight of the College's completion goals.
- Frequency of Meetings - Meets monthly.

Also, there are various Ad Hoc Committees that deal with special events and occurrences at the College. The annual Golf Tournament is just one example.

Section III: Employment Relationship

Employment Statuses

Several different employment statuses are recognized by the College.

Regular, Full-time: Employment in an established position requiring a regular schedule of 36 or more 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 and IHCC defines adjunct instructors as temporary employees. As such, adjunct instructors do not have continued interests in employment and 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.**
 - Student workers are only eligible for employment during academic terms (fall, winter, spring, summer) in which they are enrolled full-time.
 - If a student is not enrolled full-time for a given term, they are not eligible to work as a student employee during that term.
- May not work as a full or 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.
- Student employees who hold a Residence Advisor position will not be allowed to hold another on-campus position.

Exempt and Non-Exempt Employees

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

Under the FLSA regulations (29 C.F.R. 541.710), an exempt employee of a public agency may have their pay deducted for absences for personal reasons or because of illness or injury of less than one work day 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.

Exempt employees may hold more than one position within the College. The employee's primary role and responsibilities must take precedence, ensuring that any additional role(s) do not compromise their performance in their main position or work-life balance. The supervisor must monitor the employee's performance across roles to ensure that their primary job responsibilities continue to be met at a satisfactory level. The College reserves the right to require adjustments, including relinquishing the additional role(s) if necessary. This policy seeks to balance the College's operational needs with the employee's ability to contribute effectively across multiple roles, ensuring that primary responsibilities are always maintained at a high standard.

Non-Exempt Employees: A non-exempt employee is one who does not fall into one of the exempt categories under the FLSA and is entitled to minimum wage and overtime protections. Non-exempt employees can be paid wither hourly or on a salary basis as long as they are compensated regular pay for any hours worked beyond 36 hours, and overtime at a rate of time-and-a-half for any hours worked over 40 hours in a defined workweek.

The College may decline hiring current non-exempt employees into additional positions within the College to prevent overtime and weighted average overtime costs, including but not limited to adjunct and part-time positions.

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 the employees offer letter, at-will employment agreement, appointment letter, or other document(s) containing the exempt employee's terms of employment that are particular to the employee's position with the College.

Without limiting the preceding sentence, the College expects 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, four 9-hour days.

Exempt contracted faculty instructors will not be scheduled to work during the IHCC Board approved break weeks as classes are not in session:

- Winter break – 2 weeks
- Spring break – 1 week
- Early Summer break – 1 week
- Late Summer break – 1 week

Other exempt employees will not be scheduled to work during the IHCC Board approved Winter Break weeks.

Hours of Work (Non-Exempt): Each non-exempt employee's scheduled work hours will be determined by the employee's 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. All non-exempt employees will be paid hourly based on their hours entered on an electronic timecard. The payroll system will automatically calculate overtime, if applicable.

Non-exempt employees will not be scheduled to work during the IHCC Board approved Winter Break weeks. Vacation or compensatory hours cannot be used to cover unpaid non-scheduled days off.

Working a Second Job

Employees may accept other employment outside of the College so long as such employment does not interfere with their primary employment at IHCC. Employees must still fully perform all duties and meet all expectations associated with their role at the College. The external job must not impact their performance or productivity. The College reserves the right to review an employee's performance and assess whether any outside employment is affecting their work.

Essential Employees – College Closings

An essential employee is defined as a member whose role is critical to the ongoing operations of the organization, particularly during times of crisis, emergencies, or unforeseen events. Essential employees are required to report to work as they are relied upon to ensure the continuous functioning of essential services and operations.

The following departments have been designated as essential employees and are required to report to work even if the College is closed due to weather or other unforeseen circumstances.

- Physical Facilities – grounds, maintenance and custodial
- Food Services
- Security
- Dorm Supervisors
- Other specific areas dictated as necessary

Overtime

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

- They may be given time off during the same workweek in order to stay within their regularly scheduled number of hours; with supervisor approval.
- They may be paid from electronic timecards 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 workweek.

Overtime must be preapproved by the supervisor for any non-emergent overtime hours.

Any and all approved paid absences, including but not limited to sick leave, vacation time, using 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 if an employee's supervisor requires and authorizes attendance. Employees attending these activities at their own request may not be compensated, based on the circumstances and applicable law.

Time Records

To ensure proper pay and to comply with government requirements, electronic timecards are required for student workers, part-time, non-exempt, 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 on electronic timecards. Those employees completing paper timesheets should record their time to the quarter hour.
 - Overtime must be preapproved by the supervisor for any non-emergent overtime hours.
- Only the employee and their supervisor (or designated supervisor) are to sign off on the employee's timesheet.
 - Employees deadline is the Monday following the end of the pay period to ensure all hours are entered and submitted to their supervisor for approval.
 - Supervisors deadline is the Tuesday following the end of the pay period to review, edit and approve all direct employees' electronic timecards.
- Electronic timecards and paper timesheets must be completed and turned into the Payroll Office immediately following the completion of the pay period to be processed for the next pay day.

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

It is the employee's responsibility to notify their supervisor or payroll of any problems with their timecard/timesheet or if it is lost and needs to be replaced.

Flex Time for Exempt Non-Contracted Employees

The regular work schedule for full-time IHCC employees, unless otherwise scheduled or directed by a supervisor, is Monday through Thursday, 7:15AM to 4:45PM for a 36-hour work week.

- Exempt employees should be working a minimum of 36 hours each week. Some weeks may require more than 36 hours of work.
- If able, hours beyond the regular work schedule can be flexed within the same week (Sunday-Saturday).
- If an employee flexes their hours beforehand and they do not work the other hours, then the employee needs to use compensatory time, vacation time, or personal days to cover those hours not worked. If no compensatory time, vacation time or personal days are available then those hours should be submitted as unpaid time off.
- Hours should only be flexed based on institutional need, not personal schedule preferences.
- Employees must obtain prior approval from their supervisor before adjusting or flexing their work week schedule. This includes changes to regular working hours, days off, or any modifications that deviate from the established work schedule. Failure to seek and receive approval may result in disciplinary action.

Pay Period

The College has 26 bi-weekly pay periods during the employment year. Bi-weekly paydays will fall on every other Thursday. If the bi-weekly Thursday payday falls on a holiday, the payday will be the preceding workday.

Salaried employees are paid in arrears 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.

Deductions

The College will deduct from each employee's pay all legally required deductions (e.g. Federal and State income tax, Social Security, Medicare, retirement, etc.) and all employment related costs authorized by the employee in writing. In the event an employee's wages are to be garnished for child support or other reasons pursuant to an appropriate legal instruction 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 a direct deposit. Payroll Earning Statements can be viewed and accessed online via Self-service.

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.

Personal Breaks

In addition to the scheduled 30-minute unpaid meal break, brief rest breaks may be permitted based on operational needs and are not guaranteed. Supervisors may authorize brief, reasonable breaks—typically not exceeding 15 minutes per four hours worked—as part of normal operations. These breaks must not interfere with job duties or departmental coverage.

IHCC is a tobacco-free campus. In accordance with the College's Tobacco-Free Policy and the Iowa Smoke-Free Air Act:

- Tobacco use—including cigarettes, smokeless tobacco, and e-cigarettes/vapes—is strictly prohibited on all College property, including in personal vehicles parked on campus grounds.
- Therefore, "smoke breaks" are not permitted on campus. Employees who wish to use nicotine products must do so off College property and outside of paid work time (e.g., during their unpaid meal break).

Time away from the work area for walking, stretching, or other personal breaks must:

- Remain reasonable in frequency and duration.
- Not interfere with scheduled duties or team productivity.
- Not be used as a substitute for arriving late or leaving early.
- Be approved or monitored by the employee's supervisor when needed.

Excessive or unauthorized time away from the work area—including repeated or prolonged personal breaks—may be considered a form of absenteeism. Such behavior may result in disciplinary action consistent with the College's Attendance Policy.

Nursing Mothers

An employee who is nursing a child up to one year old may take a break for a reasonable period of time for the purpose of lactations or pumping as needed. IHCC will make a location available to the employee (other than a bathroom) that is shielded from view and free from intrusion from coworkers and the public for purposes of lactation/pumping. If a suitable location cannot be identified for a nursing mother in a particular location, please contact the Human Resources Department as soon as possible to discuss viable alternatives.

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 by completing a leave request which can be found on WIN and Self-Service. Arrangements for anticipated absences shall be made on an individual basis using a leave request. When situations do not always allow prior notice, the following procedures should be followed:

- Contact your department head or supervisor as soon as possible, but no later than 15 minutes before the assigned start time.
- If the department head or supervisor is not available, notify the appropriate dean or supervisor designee.
- In the case of instructional faculty, 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.
- 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 Human Resources Department.
- 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 leave request should be submitted.
- Employees who requested to use compensatory time, vacation time, or sick leave on an unexpected college closing will not be allowed to revoke the request or replace lost time.

Employees 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 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 accrued paid leave time will be applied to cover absences. If paid leave time is not available, an employee's leave will be unpaid, consistent with applicable 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 who 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 from employment.

Employment of Relatives and Domestic Partners

Relatives and domestic partners of current employees 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, including romantic partners, cohabitants, and spouses.

In no event should an employee ever participate on an interview panel where a relative, domestic partner, 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 protection of current employees, property, and information of the College.

A candidate must complete the background check and receive approval from the Human Resources Department before being allowed to begin employment or volunteer at the College.

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

Volunteers are also generally required to complete a criminal background check prior to their first day of service.

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 wear to 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.
- Torn, distressed, or frayed clothing is unacceptable.
- Profanity, offensive advertising, or other disruptive 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 Department conducts orientation trainings for its newly hired employees. 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 complete the orientation training. The new employee orientation will also continue with the appropriate Dean, Department Chair, or supervisor to review departmental policies and processes.

The Academic Deans will provide departmental orientation to new faculty that includes:

- Overview of the community college system and the Iowa Community College system
- IHCC curriculum development and revision processes
- IHCC faculty-related processes and policies

Probationary Periods

New Contracted Faculty: The first three years of a new contracted faculty's employment shall be a probationary period unless the employee has already successfully completed the probationary period in an Iowa school district or at another Iowa community college. If a new contracted faculty has successfully completed a probationary

period in an Iowa school district or Iowa community college, their probationary period shall not exceed two years. Stipulations for successful completion of a probationary period are referenced in Chapter 279 of Iowa Code.

The first three years of a newly contracted administrator is also probationary, consistent with Chapter 279 of Iowa Code.

New At-Will Employees: All new full-time at-will employees shall be employed for an initial probationary period of 90 days. Extended probationary periods for at-will personnel will be made on an individual basis. The following procedures should be observed in administering the probationary period of employment:

- A completed probationary evaluation shall be completed by the employee and supervisor within NEOED. The evaluation shall contain information on specific problem areas and recommended correction in addition to identified employee strengths. 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 90 days.
- Completion of a probation period does not signify permanent employment or guaranteed employment for any length of time.

All Indian Hills employees shall be evaluated at least once per year through the NEOED evaluation process.

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. 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. 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, change, or diminish 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.

Annual Evaluations

All IHCC employees shall be evaluated at least once per year through the NEOED evaluation process.

Section IV: Quality Faculty Plan, Faculty and Adjunct Requirements, and Academic Freedom

Quality Faculty Plan

Iowa Code 260C.36 and Administrative Code 281-21.62(1) requires that all faculty who teach credit classes comply with the requirements of the IHCC Quality Faculty Plan (QFP). The Indian Hills Community College Quality Faculty Plan is reviewed annually and updated as needed based on recommendations of the QFP Committee and Iowa Administrative Code. The IHCC QFP was created in 2002. The purpose of the Quality Faculty Plan is to create and maintain a highly skilled, qualified and student-centered faculty. IHCC believes faculty are a community of professional learners. The QFP enhances the learning process for students and faculty, leads to innovation and is a continuing community process.

Compliance with Accreditation Standards

IHCC will comply with all relevant legal and accrediting standards, procedures and agencies in relation to faculty qualifications in all fields of study.

All faculty who are new to IHCC will participate in the professional development requirements of the Quality Faculty Plan based on their teaching load and/or assignment. Failure to comply may result in corrective action up to and including termination of employment.

Requirements for Full-Time Faculty

Requirements include all credit faculty who are under contract for at least half-time or more, as well as full-time Continuing Education instructors, counselors and media specialists.

Mandatory Reporter Certification is required for every faculty member within six months of hire and renewed every three years. Proof of certification must be on file with the department and uploaded by the employee into NEOED certifications. Any faculty member who does not comply will not be employed by IHCC. All faculty records are maintained by the department and Human Resources office.

New Faculty Academy

Full time faculty who are new to Indian Hills Community College are required to participate in 25 hours of New Faculty Academy (NFA) at the first opportunity within the first 12 months of employment.

The NFA is a highly differentiated learning experience which is heavily influenced by individual needs-analysis in the areas of adult learning, curriculum, instruction, assessment, and technology. The components of NFA include:

- **Boot Camp** offers new faculty with the information and tools to successfully launch into their new IHCC teaching roles. Boot Camp has two sections. The Foundations of IHCC Faculty Technology is an asynchronous online course, and NFA Orientation is a facilitated face-to-face experience.
- **Modules** are designed to address immediate needs for new faculty within five major categories (Adult Learners, Curriculum, Instruction, Assessment, Technology Integration). To meet the immediate needs of new faculty, NFA participants complete a self-assessment tool to support them in selecting the most appropriate modules for their own needs.
- **Milestones** is an experience for NFA participants to share and celebrate successes to date while reflecting upon any challenges they may have encountered as well. NFA participants develop and present projects to showcase their learning and how it is impacting their teaching role.
- **Seminars** are one-hour learning opportunities addressing a wide range of topics relevant to the college teaching experience.

A minimum of two cohorts of New Faculty Academy are offered per academic year. New faculty will join the cohort that begins at the start of the next available cycle. Completion of New Faculty Academy in year 1 of employment fulfills the QFP requirement for the first year of full-time teaching at Indian Hills Community College. Completion of NFA results in the new faculty member joining the Continuing Professional Development cycle for QFP at the beginning of the next academic year. Fifteen hours will need to be completed in year 2, if joining mid-cycle.

Adjunct Academy

New adjunct instructors at Indian Hills Community College are required to participate in Adjunct Academy, a two-hour asynchronous course designed to introduce them to the institution and key resources. Delivered through the college's Learning Management System (MyHills on Blackboard), Adjunct Academy helps new adjuncts become familiar with the essential aspects of teaching at IHCC. The course includes modules on:

- **Institutional Overview:** Introduces adjuncts to Indian Hills Community College's mission, values, and student-centered approach.
- **Organizational Structure:** Outlines the college's administrative and academic organization, helping adjuncts understand reporting lines and department connections.
- **Technology at IHCC:** Provides an overview of the technology tools and resources essential for teaching, including MyHills, email, and other communication platforms.
- **Supplemental Information:** Offers adjuncts access to a continually updated repository of resources, ensuring they stay informed about new developments and supports.

The Adjunct Academy serves as a foundation for success at IHCC, equipping new adjuncts with the knowledge and tools to effectively engage in their instructional roles and contribute to a cohesive learning environment.

Continuing Professional Development

Full-time faculty who have completed New Faculty Academy at IHCC will be required to engage in ongoing learning activities that provide continuing professional development. A minimum of 30 hours every two (2) years is required in learning activities designed to address the following IHCC Quality Faculty competencies:

- Discipline/Content Specific Professional Development (10-15 hours)*
- Culture (5 hours)
- Instructional Strategies (10-15 hours)*
- *A cumulative amount of 25 hours is required in these 2 categories.

Each Continuing Professional Development Cycle will end for all faculty on the midterm date in July of Summer term of even numbered years (i.e., 2026, 2028, 2030, 2032 etc.)

- New faculty who will complete their 2nd year of employment in August of an odd numbered year will complete a total of 15 hours of QFP the following year to bring them into the all-faculty cycle.
 - Discipline/Content Specific Professional Development (5-8 hours)*
 - Culture (2 hours)
 - Instructional Strategies (5-8 hours)*
 - *A cumulative amount of 13 hours is required in these 2 categories.
- Faculty within the all-faculty cycle are encouraged to participate in learning activities each year, but no annual minimum is required.
- QFP requests must be submitted no more than 6 months after the final date of professional development.
- Faculty must provide evidence of their completion in approved continuing professional development activities by the date designated as completion of the cycle. (midterm of summer term)
- Failure to comply with the requirements of the Quality Faculty Plan may result in corrective action up to and including termination of employment.
- Mandatory Reporter Certification is required for every faculty member within six months of hire and

renewed every three years. Proof of certification must be on file with the department and uploaded by the employee into NEOED certifications. Any faculty member who does not comply will not be employed by IHCC. All faculty records are maintained by the department and Human Resources office.

Quality Faculty Competencies

Each faculty member will achieve and maintain competency in three areas:

Discipline/Content Specific Professional Development: Faculty actively seeking opportunities to grow professionally by maintaining standards, credentials, certification or licensure, as well as engaging in professional growth endeavors that will promote relevant content for the academic program(s) in which they teach.

10-15 Hours Every 2 Years required: Each faculty member is required to participate in a minimum of 10 hours every 2 years in activities that strengthen Discipline/Content relevant to their teaching. These activities may include the following:

- College credit courses (5 QFP hours per credit)
- Non-credit college courses
- Workshops
- Consortium courses
- Online courses
- Conferences (specific breakout sessions)
- Industry trainings
- Professional Continuing Education

Instructional Strategies: Faculty will engage in opportunities to enhance and develop their instructional practices to improve student learning. These may include but are not limited to:

- Curriculum
- Assessment
- Technology Integration
- Modern Learners
- Teaching Methodologies
- Learning Environment
- Classroom Management

10-15 Hours Every 2 Years required: Each faculty member is required to participate in a minimum of 10 hours every 2 years in activities that strengthen Instructional Strategies. These activities may include the following:

- College credit courses (5 QFP hours per credit)
- Non-credit college courses
- Workshops
- Consortium courses
- Online courses
- Conferences (specific breakout sessions)
- Industry trainings
- Teaching & Learning Center coaching sessions
- Seminars
- Approved Book Study Sessions

Cultural Development: Faculty actively seek opportunities to grow culturally by engaging in opportunities that will promote areas such as:

- Belonging, Diversity, Including & Equity
- Ethics
- Communication
- Collaboration and Relationships
- College Community & History
- Customer Service
- Human Relations

5 Hours Every 2 Years required: Each faculty member is required to participate in a minimum of 5 hours every 2 years in activities that strengthen Cultural Development. These activities may include the following:

- Workshops
- Online courses
- Conferences (specific breakout sessions)
- Seminars
- IHCC student poetry readings
- IHCC student theatrical performances
- IHCC student musical performances
- Approved IHCC Culture Book Study sessions

As an effort to incentivize faculty engagement in professional development, additional hours of QFP can be requested for presenting at workshops or conferences. Faculty shall confer with their academic dean to determine the appropriate number of hours for presentation.

Excluded items for all categories include training or meetings such as:

- Mandatory IT employee training
- Mandatory Reporter Training
- Required recertification for BLS or like courses
- Management Training
- Networking or social gatherings

Requirements for Adjunct & Concurrent Enrollment Faculty

New Faculty

All new credit adjunct & concurrent enrollment faculty will participate in The Foundations of IHCC Faculty Technology, which is an asynchronous online course through the IHCC Teaching & Learning Center. This course must be completed within the first 60 days of teaching for IHCC. New credit adjunct & concurrent enrollment faculty are also required to meet with the division dean or faculty mentor for a minimum of 1 hour in person or virtually prior to teaching. Items to be discussed include:

- Policies/Procedures
- Electronic Resources
- Teaching Strategies
- Ongoing Professional Development

Any IHCC employee of any classification other than full-time faculty, who holds a position to teach credit adjunct courses is subject to these QFP requirements.

Non-credit adjunct employees are not required to participate in the Adjunct Faculty Academy unless specifically required by their supervisor.

Mandatory Reporter Certification is required for every faculty member within six months of hire and renewed every three years. Proof of certification must be on file with the department and uploaded by the employee into NEOED certifications. Any faculty member who does not comply will not be employed by IHCC. All faculty records are maintained by the department and Human Resources office.

Continued Professional Development for Adjunct & Concurrent Enrollment Faculty

- A minimum of 4 hours is required annually (August 25th to August 24th the following academic year).
- Topics for Instructional Strategies may include:
 - Diverse learning styles
 - Teaching methodology
 - Content specific information
 - Issues in education
 - Assessment practices
 - Non-traditional students
 - Students of diverse backgrounds
 - Critical thinking strategies
 - Designing learning goals
 - Curriculum development
 - Instructional technology
 - Students with disabilities

Faculty Development Approval Process:

Faculty members receive renewal hours for Continuing Professional Development by following the QFP procedure:

- For professional development external to IHCC, complete a Professional Development Authorization form on the electronic platform used by IHCC. Authorization should be obtained prior to activity if faculty prefer to avoid attendance when there is the possibility of denial.
- Upload documentation of completion of the approved training, which may include:
 - Transcript
 - Certificate of Completion with hours documented
- Faculty are responsible for demonstrating evidence of completion of an activity for it to be added to the QFP transcript.
 - Those that do not produce documentation of completion will not be processed for final approval.
- Professional development internal to IHCC may be available to select in the electronic platform. Proof of completion may include sign-in sheets, certificates, or online assessments.
- External Training Approval Form can be found on the NEOED Dashboard under forms.

Faculty Development Appeal Process:

If an activity is not approved for QFP hours, the following is the process for appeal:

- Review the activity approval process. Determine if QFP approval process was followed and all documentation was submitted.
- If the approval process was met and the activity was denied based on merit by a dean and/or the Chief Academic Officer, then
 - Discuss with the dean the reasons for the denial.
 - If not satisfied, discuss with the Chief Academic Officer the reasons for the denial.
 - If not satisfied, and you believe the activity has merit toward your QFP, then you may request a meeting with a sub-committee of the Quality Faculty Plan Committee to discuss the activity's merit. This request should be made in writing to the Chair of the Quality Faculty Plan Committee.

If an activity has been identified in one category, such as Culture, a faculty member may appeal to have the hours applied to another category if it is appropriate for the courses taught by the faculty member.

- Faculty must initiate the review by submitting written justification to the Chief Academic Officer for consideration.
- If approved by the Chief Academic Officer, the classification of the hours will be changed.

Procedures for Record Keeping

- IHCC Vice President, Learning & Engagement office will maintain the official records of learning experiences and hours for each faculty member on the electronic platform.
- Using the electronic platform, faculty members are responsible for tracking progress towards maintaining appropriate professional development hours to remain in compliance with QFP. These records should be reviewed with the supervisor on at least an annual basis.

Approved Event Policy for Faculty

Faculty may be compensated at a rate of \$20/hour for participating in an IHCC approved event on a non-contracted day based on the needs of the College. Travel time for events on non-contracted days will not be compensated.

Approved events include:

- IHCC Admissions Led Events
- IHCC High School Programs Led Events
- Fine Arts Day
- Discipline-specific prospective student competitions
- Concurrent Faculty Mentor Observations (Maximum 2 hours)
- Department of Education required discipline/transfer meetings

Events that are NOT approved include:

- Discipline-specific meetings or conferences
- Professional Development events
- Student Club trips and activities
- Program tours and travel
- Volunteer activities

An event that does not meet the parameters of the approved list will not be considered for additional compensation. If faculty or their supervisors want to request an event be added to the Approved Events list for Faculty, they should email their division Dean to be considered for review by the Academic Leadership Team. These changes will be considered on a quarterly basis.

Procedures for Approved Event pay for Faculty: When IHCC faculty are required to attend an Approved Event on a non-contracted day, the following procedure will be followed:

- Faculty should receive approval from their discipline specific Dean prior to the event
- After completion of the approved event, faculty should complete a timesheet and forward it to their supervisor for signature
- A secondary signature from the Vice-President, Learning & Engagement prior to forwarding the timesheet on to payroll for processing is required
- Use the faculty member's primary position code
- Utilize the budget code associated with the faculty member's primary position
- Funding Source – EVNT
- Object code – 55600
- The rate of pay is \$20/hour for the actual time working the approved event
- Travel time for approved events will not be paid
- Mileage may be paid in alignment with the College's Reimbursement for Travel Expenses policy

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 4-9 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 is dedicated to empowering students and enriching communities, preparing leaders who are ready to tackle the challenges of tomorrow. The values of Indian Hills Community College includes commitment to belonging, community, diversity, excellence, innovation, integrity, service and success.. Academic Freedom is critical in pursuing our 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.

Higher Learning Commission (HLC) defines Academic Freedom as:

The ability to engage differences of opinion, evaluate evidence and form one's own grounded judgements about the relative value of competing perspectives. This definition implies not just freedom from constraint but also freedom for faculty, staff and students to work within a scholarly community to advance knowledge.

ACADEMIC FREEDOM

The mission of Indian Hills Community College is to promote 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.

WHAT IT IS

- Ensures intellectual debate without fear of censorship.
- It upholds faculty members' rights to their pedagogical philosophy.
- It allows comparisons between subjects and fields of knowledge.
- Both faculty and students have the right to express views without fear of sanction, except when it infringes on others' rights or shows professional incompetence.
- It grants the freedom to choose research topics and draw conclusions, with protection against censorship.
- It protects against imposition of political, religious, or philosophical beliefs.
- It enables seeking redress for violations and protects against reprisals for dissent.
- It allows challenging views without penalty.
- It safeguards faculty authority in grading, ensuring fairness.
- It gives latitude in teaching methods.
- It guarantees due process in serious charges, with the burden of proof on the accusers.

WHAT IT IS NOT

- Academic freedom doesn't permit faculty to harass, intimidate, or impose views on students.
- Student academic freedom doesn't exempt them from mastering course material.
- Academic freedom doesn't guarantee lifetime employment or shield from disciplinary action.
- It doesn't protect from challenges to educational practices or legal consequences.
- It doesn't excuse ignoring regulations but allows criticism of unfair ones.
- It requires fair treatment and due process in disciplinary actions.
- Academic freedom doesn't shield from sanctions for misconduct, poor performance, or skipping classes.
- It doesn't protect faculty from disrupting events but allows for fair investigations into misconduct allegations.

Violations of Academic Freedom

Faculty or students who believe their Academic Freedom has 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 provides resolution to grievances including violation of Academic Freedom.

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 Learning & Engagement office annually.

Faculty Expectations

Educators are expected to motivate, engage, communicate and help foster a lifelong desire for learning.

Learning Environment

- Faculty will establish an educational environment that is supportive of student learning needs and functions within both facility and IHCC policy guidelines.
- Concerns with student performance will be addressed privately with the student and/or staff in a timely manner.
- All personal student information, student performance information and student counseling information will be kept confidential.
- The faculty will model behaviors of professionalism for students including language, attendance, positive work ethic, communication and collaborative skills.

Student Assignments

- Direct student learning by facilitating classroom activities and discussions, perform lectures with the use of presentation software, audio/video recording, discussions, etc. Develop schedule and syllabus for each course assigned.

Student Assessments

- Develop, proctor and grade exams, enter grades into LMS gradebook. Grades should be entered within one week of completion of assignment or exam.
- At IHCC, assessment of student academic achievement is part of all instructional and improvement processes. Faculty use classroom assessment techniques to assess student learning at the classroom and program level. Each program has established student learning outcomes and assessment procedures to determine student performance toward program and course level student learning outcomes.
- Instructors are required to enter all assessment documentation into the Strategic Planning Online (SPOL) assessment software each term. Measurable course and program level student learning outcomes will be identified in SPOL. The SPOL system allows for detailed analysis of assessment data related to student outcomes and assessment information sharing across divisions and departments.
- The Department Chair/Program Director, in cooperation with program faculty, is responsible for developing an assessment plan for each academic program.

Communicate

- Communicate with students, staff and administration as well as outside sources by email, phone or verbal communication.
- Return emails and phone calls according to guidelines in the course syllabus/schedule.
- Utilize provided college communication tools to access information.

Course Syllabus and Schedule Requirements: The course syllabus presented to your students at the start of the term serves an important role. Therefore, you want to ensure that you provide detailed information regarding the course (course content, materials, instructor expectations, etc.), along with the required information that ensures compliance with the Department of Education. Use of the online syllabus management tool is required to ensure compliance.

The following items must be included in every course syllabus:

- Course prefix and number
- Course title
- Academic term and year
- Instructor's name and contact information
- Credit information (credit, lecture, lab, clinical and work exp. hours)
- Required and recommended texts/materials
- Course description
- Prerequisite/Corequisite information

- Approved current student learning outcomes
- Evaluation scale for division
- Grading standards/breakdown
- Attendance requirements
- Assessment information
- Non-Discrimination statement
- Disability Services/Accommodations information

Each faculty member may choose to include additional information, such as expectations for academic work, penalties for late/missed work as needed.

Course Schedule: The course schedule will include specific course dates. Information to be included consists of all assignments (readings, quizzes, projects, exams, etc.) and point values.

Attendance Reporting: Prospective employers consider attendance records a good indicator of future employee behavior and typically inquire about the attendance records of the student/graduate. Faculty members are required to report attendance on a daily basis. Reporting consists of both present and absent for each class via Self Service. Daily attendance is not required for fully online courses.

Online Testing: It is the policy of IHCC that Respondus LockDown Browser and Respondus Monitor are required to be activated at a minimum on all exams given online at IHCC. This includes courses offered online.

Program Review Process: The Program Review Processes for IHCC align with the program review and accreditation processes for the Iowa Department of Education. The IHCC Leadership Team analyzes program review data on a regular basis. Data from Program Review is used by Academic Deans to set Plans for Excellence goals for program improvements. Each academic program undergoes a full program review every four (4) years.

Schedule Changes/Withdrawal: Please refer to the college catalog using the following link. Schedule Changes/Withdrawal: <https://catalog.indianhills.edu/>

Start of Term Attendance Reporting (STAR): IHCC is required to verify students are attending classes prior to releasing federal and state funds. To meet that requirement, the Start of Term Attendance Reporting or STAR is conducted at the beginning of each term. On the first day of the term, the grading portal accessed via Warrior Information Network (WIN) will be open. Instructors will follow the grading process and enter either “AT” (attending) or “NS” (no show) for each student on their roster. The information is entered in the column identified as “Midterm 6”.

Grade Change Form: An instructor is allowed to change a student’s final grade if necessary. Students who are unable to complete the assigned work in a course may be given a grade of “I” (incomplete). Students must complete the assigned work as soon as possible (at the discretion of the Program Director/Department Chair/Associate or Division Dean), but no later than six (6) weeks into the following term. If the assigned work is not completed, grades for courses with an “I” after six-week period will automatically convert to “F”.

The course instructor is responsible for completing the Grade Change Form, which will automatically forward to the Program Director/Department Chair/Associate or Division Dean for approval. A grade change requested after twelve (12) weeks requires the signature of the Chief Academic Officer and a written explanation of the delay. The “Grade Change Form” is an electronic form accessed via WIN.

Academic Misconduct Policy and Grade Appeal Process : Please refer to the college catalog using the following link. Academic Misconduct and Grade Appeal: <https://catalog.indianhills.edu/>

Repeat Policy: Please refer to the college catalog using the following link. Repeat Policy: <https://catalog.indianhills.edu/>

Childcare/Restriction of Children in Classrooms: Please refer to the college catalog using the following link. Childcare/Restriction of Children in Classrooms: <https://catalog.indianhills.edu/>

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 25 – August 24) 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 credit hours:

Credit Adjunct Faculty:

- Arts and Sciences: No more than one-half time of full-time faculty load or not to teach more than 4.5 credits per term. No more than 13.5 credit hours in three terms or 18 credit hours in four terms during one IHCC academic year (August 25 – August 24).
- Technical: No more than one-half time of full-time faculty load or not to teach more than 144 contact hours per term. No more than 432 contact hours in three terms or 540 contact hours in four terms during one IHCC academic year (August 25 – August 24).

Independent Study and Arranged Courses Compensation

Faculty members who are assigned to lead Independent Studies or Arranged Courses will be compensated at 50% of the standard per-credit instructional rate for IHCC. This compensation reflects the individualized nature and reduced instructional time associated with these courses.

Student Perception Process

Indian Hills Community College Minimum Evaluation Timeline for Certified Teaching Faculty

Term	Evaluation Instrument	Due By	Sent To
Fall/Spring	1. Complete Student Perceptions	8 th through 10 th Week of the Term	Respective Associate 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 Associate Dean/Dean Vice President, Learning & Engagement
Winter	1. Complete Student Perceptions	8 th through 10 th Week of the Term	Respective Associate 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 Associate Dean/Dean Vice President, Learning & Engagement
Summer	1. Supervisor/Self Evaluation	6 th Week of Spring through 4 th Week of Summer Terms	Respective Associate Dean and supervisors

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

All Indian Hills employees shall be evaluated at least once per year through the NEOED evaluation process.

Faculty Flexible Schedule

IHCC maintains 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 if the faculty schedule allows.

Faculty should be available for IHCC meetings when requested during the 36-hour workweek, even if it coincides with previously scheduled flex time. Required meetings should be scheduled 2 weeks in advance to accommodate any changes that faculty may need to make in order to be in attendance.

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 loads 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 and requests for any leave is maintained in Self-Service and administrated by Human Resources Department.
- Faculty may not use flex hours in place of a full day off of sick/comp/personal day hours.

Section V: Equal Opportunity, Commitment to Diversity, Reporting Requirements, and Investigations

Annual Non-Discrimination Policy

It is the policy of Indian Hills Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status.

Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. Indian Hills Community College offers career and technical programs in the following areas of study:

- Accounting Assistant
- Accounting Specialist
- Administrative Support Specialist
- Agriculture Agronomy
- Agriculture - Animal Science
- Associate Degree Nursing*
- Automotive Technology
- Aviation Maintenance Technology
- Aviation Professional Pilot *
- Avionics Electronic Technician
- Business Office Specialist
- Computer Accounting
- Computer Software Development
- Construction Technology
- Construction Trades
- Criminal Justice*
- Culinary Arts
- Cyber Security & Systems Administration
- Dental Assisting*
- Dental Hygiene*
- Diesel Technology
- Electrical & Renewable Energy Technology
- Geospatial Technology
- HVAC & Refrigeration
- Industrial Maintenance
- Interactive Media Technology
- Laser & Optics Technology
- Machine Technology
- Medical/Insurance Coding*
- Medical Laboratory Technology*
- Occupational Therapy Assistant*
- Phlebotomy Technician*
- Physical Therapist Assistant*
- Practical Nursing*
- Radiologic Technology*
- Robotics & Smart Technologies
- Surgical Technology*
- Welding Technology

If you have questions or complaints related to compliance with this policy, please contact Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, equity@indianhills.edu (students, faculty and staff); Executive Dean, Centerville Campus & Registrar, 683-5174, disabilityservices@indianhills.edu (students with disabilities); Director of the Office for Civil Rights U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-35821, telephone, TDD: 800-877-8339, email: ocr.denver@ed.gov.

*Indicate screened programs. For admissions criteria, please visit our [Annual Non-Discrimination Statement](#).

Anti-Harassment

It is IHCC's policy to provide a work and educational environment free of sexual and other discriminatory harassment. Discriminatory harassment of IHCC's employees or students by management, supervisors, coworkers, faculty, staff, other students, or non-employees 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 prohibited and will not be tolerated. IHCC will take all steps necessary to prevent and eliminate discriminatory harassment.

Definition of Discriminatory Harassment: “Discriminatory harassment” is unwelcome conduct based on membership in a protected class that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; including the effect of substantially and unreasonably interfering with an individual’s ability to do their work.

Discriminatory 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 protected class under 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.

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.

The College also protects against some forms of sexual harassment under its Title IX Sexual Harassment policy and procedures, which is applicable to complaints of Title IX sexual harassment as defined by this federal law and its implementing regulations.

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

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.

If a report or complaint of sexual harassment meets the jurisdictional scope of Title IX, that matter will be handled through the College’s applicable policy and procedure, found [here](#).

Retaliation

No hardship, no loss of benefit, no penalty, or other adverse action or treatment may be imposed on an employee because of the employee:

- 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.

Grievance Procedure for Discriminatory Practice (Including Discrimination, Harassment, and Retaliation)

The Grievance Procedure for Discriminatory Practice is intended to provide applicants, students, and employees of Indian Hills Community College a process to address a grievance of discrimination or harassment based protected class in its programs, activities, employment practices, or complaints or retaliation.

Level 1 – A person with an applicable grievance 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 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 [policy](#) on our website for more information regarding this procedure.

Non-Fraternization

Certain types of personal relationships between employees and students, and between employees, are inappropriate and disrupt the College environment and atmosphere of learning and equity.

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. All employees, including faculty, administrators, and staff, are strictly prohibited from dating, requesting dates, or pursuing or having romantic or sexual relationships with students.

Other forms of inappropriate fraternization between employees and students are also prohibited, such as overly personal relationships or friendships which can affect academic opportunities/achievement, morale, and or claims of favoritism, and may result in a violation of this policy.

Romantic or sexual relationships between employees where one individual has influence or control over the other's conditions of employment are inappropriate and prohibited by the College. 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, or the termination of employment. If one or both employees refuse to accept a reasonable solution, such refusal may be deemed a voluntary resignation or serious misconduct, consistent with applicable law.

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.

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.

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 256.183(1)(h), 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. 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.

- **“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.

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). Local law enforcement should be contacted wither immediately before, or immediately after. The Ottumwa Police Department’s non-emergency number is 641-683-0661. The Centerville Police Department’s non-emergency number is 641-437-7100. Call 911 in case of emergencies.

In addition, you may also contact IHCC Safety and Security at 641-683-5300 for assistance 24 hours a day, 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. Nothing in this policy prohibits any IHCC employee from reporting suspected child abuse in good faith to law enforcement.

Mandatory Reporters

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. If the person making the report has reason to believe that immediate protection for the child is advisable, that person shall also make a report to an appropriate law enforcement agency.

Mandatory Reporter Certification is required for every faculty member and other specified staff positions within six months of hire and renewed every three years. Proof of certification must be on file with the department and uploaded by the employee into NEOED certifications. Any faculty member who does not comply will not be employed by IHCC. All faculty records are maintained by the department and Human Resources office. 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 Safety and 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, employees, and others to report suspected or actual occurrence(s) of illegal, unethical, or inappropriate events (behaviors or practices) without retribution.

- The Whistleblower should promptly report the suspected or actual event to their supervisor.
- 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 member.
- The Whistleblower can report the event with their identity or anonymously.
- 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, or with knowledge of it falsity.
- 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 employees.
- 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.
- Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
- 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.
- 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 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 accommodation from a student, the student should be referred to the Disability Services Office. No instructor should take it upon him/herself to determine the appropriateness of or approve 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.

Student Disability Services

Individuals with disabilities who require accommodations or special services should contact IHCC Student Disability Services for assistance. Services are available to students who need classroom or testing accommodations, sign language interpreters, and/or specialized equipment. All student requests are handled confidentially.

Students requesting accommodations must provide documentation of their disability. This should be a written statement signed by a school counselor, physician, psychologist, or other qualified health care provider. The documentation must include:

- A. a description of the disability
- B. how the disability affects one or more major life activities and presents a barrier to the student's full participation in the program
- C. a description of the specific accommodations being requested. Accommodations must be directly related to the student's documented disability

Students should make requests for accommodations as soon as they register for classes. Requests should be made for each term. Requests for accommodations or adjustments to existing accommodations can be made at any time, but approved or adjusted accommodations are not retroactive. For assistance, contact Student Disability Services at 641-683-5749 or disabilityservices@indianhills.edu. Complete information is available at: www.indianhills.edu/success/disabilityservices.php

Section VI: 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 Safety & 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 Accident Report Form. The form is located on WIN. 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. Any accident that occurs on the job must be reported immediately, even if there are no injuries apparent at that time. Additionally, employees should report all potential workplace accidents or injuries immediately, and without fear of reprisal.

Emergency Notification System

Indian Hills Community College offers the IHCC Alert system to all students and employees. The IHCC Alert system is used to notify students and employees in the event of school delays/closings due to inclement weather or in the event of a campus emergency. Students and employees can participate by signing up [here](#) and registering phone numbers or email addresses 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. Personal contact information may be updated by completing an emergency contact form located on the IHCC WIN app or at win.indianhills.edu.

In the event of a campus emergency, IHCC will also initiate the AlertUs system. This mass notification platform allows us to get the attention of our computer users immediately. Once activated, the AlertUs system will create a full-screen, pop-up alert providing information pertinent to emergency on all college owned PC's.

Fire and Tornado Alarms/Drills

Employees 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/tornado warnings and/or drills. In case of fire, immediately vacate the building through the closest exit. In case of tornado or other severe weather, please move to the basement, an interior room or hallway on the lowest floor of the building. Stay away from windows and doors. 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 an employee, student, or visitor endanger themselves.

Students or visitors who observe an unreported fire should immediately inform an employee. Employees 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 they are 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.

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

Violations of this policy will result in disciplinary action which may include termination.

Weapons Policy

Statement of Policy: Indian Hills Community College is committed to maximizing campus safety. To that end, the College prohibits the possession or use of a firearm or other weapon, concealed or otherwise, on any College property or at any College-sponsored event or activity.

Definitions: Weapons include, but are not limited to, any offensive weapon; a firearm of any kind such as a pistol, revolver, or other gun; BB or pellet guns; knives such as daggers, razors, stilettos, switchblade knives or knives with a blade exceeding five inches in length; bows and arrows or crossbows; explosives or incendiaries such as bombs, grenades, or fireworks; or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.). This does not include a non-projectile device which directs an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person in the buildings or on the grounds (“stun gun” or “taser”), unless the person carrying the device has been convicted of a felony.

Possession means the person has actual physical control of the weapon because it is on or in the person’s body, or in an item of personal property belonging to the person (including, but not limited to, a backpack, briefcase, or handbag), or in a locker or other space individually assigned to the person. “Possession” also means the person knows, or should know, of the presence of a weapon within a vehicle which the person owns or operates, and the person has the ability or right, either alone or with any other person, to maintain control of the weapon.

Prohibited Conduct: Students, employees, and visitors are prohibited from the possession, display, and/or use of a weapon while on College property or at any College-sponsored event or activity. This prohibition includes weapons which may be carried pursuant to a valid permit issued in accordance with Iowa law (i.e., “concealed carry”).

This policy applies to all College campuses, attendance centers, dining facilities, and office buildings, whether owned, leased, or rented by the College, and anywhere the College provides a service, including all housing owned by the College or that lies within the boundaries of a College campus. This includes personal vehicles located on College property, College vehicles, and College streets and walkways.

Any individual who violates this policy may be subject to disciplinary action, up to and including dismissal or expulsion.

Exceptions/Authorizations: This policy does not apply to:

- peace/law enforcement officers who are required to carry weapons;
- other persons specifically authorized in advance by the College President, in writing, to possess, display, and/or use a weapon on College property for a limited purpose consistent with the College’s mission; and
- the possession and use of knives for the purposes of cooking in College-provided or sponsored housing or in the College’s culinary arts program.

For purposes of this Policy, exception 2) above shall be deemed to include campus security (i.e., armed security

staff); firearms used and stored in the College's criminal justice program; and the College's sponsored competitive sports shooting program.

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 employees alike, unless otherwise specified.

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

Area career academy employees subject to area high school schedules:

- 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.
- If IHCC cancels or has an early out, the career academy will also cancel.
- 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 designee, following consultation with the Director, Physical Facilities. Once the decision is made, the Executive Dean, Advancement will contact 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 President in consultation with the appropriate employees, 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:

- 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. Radio and television stations will be notified as to the suspension of classes.
- 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. Severe weather conditions might dictate this decision in the interest of students.

Announcements of Suspension of Classes: Information regarding the cancellation or suspension of classes due to severe weather conditions will be distributed through the IHCC Alert notification system. Information will also be placed on the college website, social media channels and broadcast over radio and television stations in IHCC's 10 county region.

Announcements regarding suspending classes for the start of the day will be forwarded to the radio and television stations as early as possible. Employees 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.

Employees 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.

The Director Operations, CEWS will decide weekend, customized learning, and workshop school cancellations. The Director Operations, CEWS will delegate this responsibility to the Director Operations, CEWS if unable to be in a position to make the decision personally.

School cancellations will be College-wide, not by campus or service center. Individual instructors do not have the 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 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 actions, 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 employees, 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.

Hot Work Permit Policy

The Hot Work Permit system is intended to assure the individuals involved in construction, renovation, repairs and maintenance of IHCC facilities are aware of the hazards associated with hot work and welding and that they implement control measures to help mitigate them.

The Hot Work Permit is the means by which the departments of Physical Facilities Management and the department of Environmental Health & Safety & Risk Management Services will be able to keep track of construction activities that involve hot work, and these activities are being conducted safely. The hot work permit also provides a step-by-step check list for hot work fire safety and serves as a reminder to contractors of their fire prevention responsibilities before, during, and after any hot work is conducted.

Before initiating hot work, ensure precautions are in place as required by NFPA 51B and ANSI Z49.1. Make sure an appropriate fire extinguisher is readily available.

This Hot Work Permit is required for any operation involving open flame or producing heat and/or sparks. This work includes, but is not limited to, welding, brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing, or chemical welding. More information about the policy can be found [here](#). You may also find the Hot Work Permit Form [here](#).

Section VII: Workplace Guidelines

College Property

All employees should note that office furniture, computers, files, equipment, etc. provided to employees 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 equipment, 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. 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.

Anyone operating a college owned vehicle shall adhere to all state and local traffic laws with due regard of the safety of those in the vehicle and on the roadway.

For more information on the use of a College vehicle, contact the Director, Transportation at (641) 683-5211.

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 secure area. People 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, employees, 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 Federal Regulations. All employees who are purchasing items on the College's behalf are expected to follow the Procurement & Purchasing Policy, which can be found here on the WIN network.

No individual has the authority to enter into purchase contracts or financially obligate IHCC unless specifically authorized to do so by the Vice President & 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, Board Trustee, or agent of the College will participate in the selection, award, or administration of a contract if a real or apparent conflict of interest is involved. No individual has the authority to make a personal purchase using the College name.

The Vice President & 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. If a vendor does not accept a purchase order a purchasing card may be used.

Contracts shall be awarded without favoritism or prejudice 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 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 WIN network.

Cash Handling Policy

All receipts of cash, checks, or credit card payments shall be accounted for under Generally Accepted Accounting Principles. No money may be collected on behalf of IHCC by any person or collection point without authorization from the Business Office. College employees accepting cash, checks or credit cards on behalf of IHCC must attend an annual cash handling and PCI/DSS training given by the Business Office and comply with IHCC's PCI/DSS policy. Procedures for good cash handling will incorporate 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.

Any office or individual within the College routinely collecting funds (checks, cash, and credit cards) will be required to furnish the payer with a 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 must include a written dollar amount and the signature of the person that counted the funds and/or made the deposit.

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 for bringing 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 generally provided coverage while acting within the scope of their duties on behalf of the College, subject to policy scope, coverage, and exclusions.

Iowa Gift Law

Community College employees are subject to Iowa Code 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:

- Anyone who contracts or is seeking a contract with IHCC.
- Anyone who is subject to a matter pending before IHCC.
- Anyone who will be directly and substantially financially 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 during working time or by using College funds or resources. The following activities, and any other similar activities, are specifically prohibited during work time and/or with use of College funds or resources:
- 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 records and "confidential" under law, and/or release of certain records is prohibited by state or federal 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 Business Office and completed in accordance with the travel policy. Appropriate forms are available on the WIN network. 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 using their personal vehicle and traveling less than 20 miles roundtrip on College business will not be reimbursed mileage. 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 employees who 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 weeks claim period as explained under submittal of travel expense reports. All travel reimbursement claims require the approval of the Budget Director.

All in-state student travel is required to have pre-approval of the appropriate employee or chaperone, Academic Dean and the Vice President, Learning and Engagement. Out-of-State travel with students also requires the approval of the College President or designee. Please refer to the Student Travel Policy and Guidelines on the WIN network for more information on traveling with students.

Conferences and Other Professional Organization Meetings

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

- IHCC employees 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. Employees 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.
- IHCC employees who are members of the state or national committee will also be reimbursed for their expenses in the same manner as stated above. Employees 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.
- Other IHCC employees 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.
- 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.

- Any employees 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 WIN network.

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. Employees traveling internationally may 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 traveling 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. Employees traveling internationally on College business need to inform the Vice President & Chief Financial Officer of the dates travel will occur and the destination(s) for insurance purposes.

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 traveling during their regular contracted term will not receive additional compensation. Exempt employees traveling for College purposes during non-scheduled workdays will not receive additional compensation.

Submission of Travel Reimbursement

The original travel reimbursement report should be completed and be personally certified by the claimant and approved by the Budget Director and the Executive Dean, Enrollment Services & Registrar or Vice President & Chief Financial Officer. Further approval is necessary only as directed by the President or Vice President of the division. All claims for travel should be received by the Business Office no later than six weeks from the date the travel occurred. If you have a JUNE travel claim, you must submit those claims prior to July 10th. Claims received later than six weeks from the date of the travel may be disallowed.

Reimbursement reports must include an 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. Airfare shall be purchased at basic economy fare. Charter air travel at the standard rates, may be authorized by the President. Any justifiable preferred seating, extra leg room, additional upgrades, etc. must be approved by the President prior to the ticket purchase.

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:

- When there is no adequate common carrier between points of travel.
- 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, a 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.

Any additional charges, i.e. insurance, GPS, fueling, satellite radio, etc. will not be reimbursable.

If a pCard is used for vehicle rental and additional charges appear on the receipt, the employee will be responsible for those 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, ensuring State sales tax is not charged. If desired, an IHCC purchasing card is available to confirm lodging reservations for approved travel by contacting Accounts Payable in the Business Office. 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. All hotel rates, both in state and out of state must be reasonable in comparison to the corresponding GSA lodging rate for the location traveled to. Additionally, to be reimbursed for an in-state hotel, that hotel must have completed Human Trafficking Prevention Training, found at <https://stopthiowa.org/>.

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:

- Reasonable (not extravagant or excessive) and necessary, and
- Incurred while away from home overnight, and
- 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.

Employees traveling are required to use their own cash or credit card and obtain itemized receipts on all reimbursable items, including meals. An itemized receipt reflects a list of items purchased with the corresponding

price of each item. (A receipt that reflects a total only will not be sufficient for reimbursement purposes). 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. Reasonable means when it is compared to the GSA meal rate for the location traveled to.

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). Not to exceed 20%.
Airline Baggage Expense	Airline charges for one checked bag per flight. Receipts required.
Parking	Itemize by day and attach receipts, meter parking is allowed if an itemized receipts is provided.
Admission or Registration Fees	Explain in the description column and attach receipts.
Tolls	Bridge or toll road fees are allowable items of expense.
Taxi Cab, Ride Share 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, baggage insurance, laundry, lockbox, entertainment, movies, alcoholic beverages, 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. Generally, reimbursement for charges like valet parking or room service will be disallowed. 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 expenses. For such business-related items, submit paid receipts for reimbursement through accounts payable on a purchase order or with monthly pCard claims. The Purchasing Card User Guide can be found here on WIN.

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 educational 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” for students to be released; however, a student may request that this information not be released. IHCC has identified directory information, including 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 which reads "Do not release any information on this student." Personally identifiable information from student educational records, other than directory information may only be released with the student's written consent or under a specific exception under FERPA. 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 educational records without the appropriate authorization is subject to disciplinary action up to and including termination.

IHCC Employee Acceptable Use Policy

The purpose of the Indian Hills Community College (IHCC) Employee 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 Employee 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 minimum length, complexity and history requirements.
 - Must not be easily tied back to the account owner by using things like: username, 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 accounts assigned to them and for 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 an 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.

Personally Identifiable Information (PII) Protection Policy

Indian Hills Community College is committed to protecting the personally identifiable information (PII) of its students, staff and any other individual whose PII is collected by the College in carrying out its mission. PII is information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information. College staff may collect significant amounts of PII while conducting normal day-to-day business, and it is the College's responsibility to ensure PII is handled and stored in a secure manner. These policies and procedures establish overarching standards to ensure the protection of PII collected by offices and departments institution wide.

There are several types of PII:

- **Non-sensitive PII:** First and last name, business addresses, business telephone numbers, email addresses, general education credentials, enrollment status, program of study, dates of attendance or degree/credential awarded. This is information that if disclosed, by itself, could not reasonably be expected to result in personal harm.
- **Protected PII:** Social security numbers, credit card numbers, bank account numbers, home telephone numbers, ages, birth dates, marital status, spouse names, educational history, biometric identifiers, medical history, financial information and computer passwords. This is information that, if disclosed, could result in harm to an individual.

To ensure the protection of PII, IHCC employees must abide by the following:

- Do not leave records containing PII open and unattended.
- College-owned laptops must always be kept in a safe location, whether on or off campus. Do not leave laptops unattended in public places and lock offices or rooms where laptops are stored.
- PII data obtained through College business must be stored either electronically in secured, pre-approved IHCC information systems or in hard copy in a locked filing cabinet in a secure location on campus.
- If working at an off-site location (e.g., your home or a high school), PII or other sensitive data may only be accessed, stored or processed using VPN software on college-owned equipment.
- Protected PII must be encrypted when transmitted via email or stored on a flash drive or other data storage tool.
- All staff members must complete an online training in NEOED that provides an overview of these policies and procedures before handling PII in an official College capacity. Supervisors are responsible for ensuring their staff complete this training in a timely manner.
- Access to PII in an office or department must be restricted only to staff who need it in their official capacity to perform duties in connection with their position.
- All PII data must be processed in a manner that will protect the confidentiality of the records/documents and is designed to prevent unauthorized persons from retrieving such records by computer, remote terminal or any other means.
- PII may be examined by external auditors or agencies as part of an audit, or legal, compliance, or review process.
- All electronic and hard copy files containing PII data should be destroyed in accordance with their department's applicable record retention policy. Paper files must be shredded prior to being discarded.
- If a staff member working with PII becomes aware of a breach of PII they must work with IT and the Grant Development & Compliance Office to report the breach to the appropriate contact. Examples of data breaches include, but are not limited to:
 - Loss/theft of computer/device/server storing PII or documents with PII.
 - Hacking of computer/device/server storing PII include any suspected malware or ransomware infection.
 - Insecure electronic transmission of PII (e.g., using email to transmit unencrypted confidential information).
 - Loss/theft of passwords or password storing software.
 - Insecure or unauthorized disposal of devices/computers or documents with PII.

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.

Generative AI Usage Policy

Vision/Philosophy Statement: Indian Hills Community College (IHCC) recognizes the transformative potential of generative artificial intelligence (AI) in education, workforce development, and institutional operations. IHCC supports the responsible and ethical use of AI to enhance learning, improve efficiency, and drive regional economic growth, while remaining mindful of its challenges, including issues of bias, misinformation, confidentiality, and academic integrity. As AI evolves, IHCC remains committed to its thoughtful integration, ensuring alignment with its mission and values while equipping students and the community for an AI-driven future.

Considerations: The following considerations outline essential principles and precautions to guide the responsible, ethical, and equitable use of generative AI within the IHCC community.

- **Data Privacy:** AI tools must not compromise the confidentiality or privacy rights of student, faculty, or institutional data.
- **Confidentiality:** Sensitive or personally identifiable information (PII) should not be entered into open generative AI systems to prevent unauthorized exposure without proper consent. An open generative AI

system is one that uses knowledge that it collects from users to enhance its knowledge base and generate content.

- **Accuracy:** AI-generated content should be fact-checked and verified, as these tools may produce incorrect or misleading information.
- **Bias:** AI systems can reflect and perpetuate biases, requiring users to critically evaluate outputs for fairness and objectivity.
- **Academic Integrity:** AI should be used as a learning aid, not as a means of academic dishonesty or unauthorized assistance.
- **Ethical Use and Transparency:** Users must disclose when AI has been used in academic or professional work to maintain honesty and accountability.
- **Accessibility and Equity:** AI adoption should be inclusive, ensuring that students and faculty have equal access to resources and do not face technological disadvantages. When needed, alternative assignments that do not incorporate use of AI may be offered to ensure equal opportunities for students.
- **Human Oversight:** AI should support, not replace, human decision-making in education, assessments, and administrative processes.
- **Legal Compliance and Copyright:** AI usage must align with copyright laws, intellectual property rights, and institutional policies to prevent plagiarism and misuse.

Expectations for Use

- **Guidelines for Students:** The use of generative AI by IHCC students is governed by the academic guidelines established for each course. Because expectations for AI integration vary by discipline and instructor, students are required to follow the specific AI usage policy provided in the syllabus for each course. Students are responsible for understanding and adhering to these expectations. If students are unsure whether AI use is allowed in an assignment or activity, they are expected to consult with their instructor prior to using any AI tools. Students must also remain aware that expectations may vary across courses and instructors and must comply accordingly. Violations of AI usage guidelines will be subject to disciplinary action as outlined in the Student Code of Conduct and Academic Misconduct policies.
- **Guidelines for Faculty and Staff:** IHCC faculty and staff are responsible for modeling and promoting the ethical, responsible, and effective use of generative AI. Faculty are encouraged to integrate AI tools into instructional practices where appropriate, considering student learning outcomes, academic integrity, and equity of access. Each instructor must clearly communicate their course-specific AI usage expectations to students through a syllabus statement, selecting from three institutionally approved options. Faculty and staff must avoid inputting confidential or personally identifiable information into AI tools without proper consent and must comply with all student privacy, copyright, and intellectual property laws. They must also ensure that AI-generated outputs are verified and do not replace required human oversight or decision-making. Employees found to have violated this policy may be subject to corrective action in accordance with the Workplace Standards of Conduct section of the Employee Handbook. Concurrently enrolled students may be subject to additional restrictions and might require parental consent before using an open generative AI system or before having their information shared with an open generative AI system. Before implementing open generative AI in the classroom for concurrently enrolled students, faculty and staff shall consult with the College's Teaching & Learning department or Information Technology department.

Professional Development/Continuous Learning

IHCC recognizes the rapidly evolving nature of generative AI and encourages faculty and staff to engage in ongoing learning to develop their understanding and responsible use of AI. The IHCC Teaching & Learning Center will serve as the primary hub for faculty and staff professional development, offering workshops and curated resources focused on best practices for AI integration. IHCC will also regularly share AI updates, practical tips, and emerging tools on the Warrior Information Network (WIN). Faculty and staff are expected to remain informed about institutional guidelines, ethical considerations, and evolving AI tools.

Feedback and Continuous Improvement

IHCC acknowledges that generative AI technologies and related policies will continue to evolve. IHCC is committed to ongoing evaluation and refinement of this policy to reflect emerging technologies, legal developments, and educational best practices. The IHCC AI Taskforce, which leads institutional efforts on AI implementation and policy development, will review this policy periodically to ensure it remains relevant and aligned with IHCC's mission and values. Feedback from students, faculty, and staff is encouraged and will be considered by the Taskforce during policy reviews. Changes or updates to this policy will be communicated through established institutional channels, including WIN.

Related Institutional Policies

The following institutional policies and handbooks provide additional guidance related to academic integrity, conduct, data privacy, and ethical use of technology:

- **Student Policies:** College Catalog & Student Handbook (Academic Misconduct), [Student Code of Conduct](#), [Sexual & Gender-Based Misconduct Policy](#), Academic Program Manuals, High School Programs Student Handbook, Disability Services Handbook
- **Faculty/Staff Policies:** Employee Handbook (FERPA Compliance, IHCC Employee Acceptable Use Policy, Workplace Standards of Conduct), PII Protection Policy, Procurement & Purchasing Procedure

Point of Contact: Jill Budde, Vice President, Learning & Engagement. Phone: 641-683-5106, Email: Jill.Budde@indianhills.edu.

Copyright Policy

It is the policy of Indian Hills Community College that all students and employees 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 and employees 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 may defend and indemnify Indian Hills employees who have demonstrated a good faith effort to comply with the Act. The College may decline to defend or 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, including to 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. This policy can be found in the faculty and staff section of the WIN Network.

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, Learning & Engagement
- Financial/Administration - Vice President & 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 provides 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 unprotected content which violates College policy. For example, ethnic slurs, obscenity, discriminatory, or threatening violence. 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 consistent with the policies in this Handbook.
- **Post disclaimers.** Only predetermined employees 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 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 which is in violation of College policy and/or federal, state, or local law, the disclaimer may 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 anti-discrimination 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 VIII: 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 teamwork 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, when not part of an authorized College-sponsored event. Reporting for or performing 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 is prohibited, refer to Tobacco Free Policy.
- Possession of weapons on College premises in violation of the Weapons Policy.
- 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.
- Leaving the work area during scheduled work hours without supervisor authorization or taking excessive or unauthorized personal breaks.
- 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.
- All employees are to support and follow the Mission Statement, Vision Statement and Core Values of the College.

Employee Evaluation Policy

All new Indian Hills non-contracted employees are subject to a probationary period of 90 days. Upon completion of the 90-day probationary period the employee and supervisor must complete a probationary evaluation within NEOED.

All Indian Hills (contracted and non-contracted) employees shall be evaluated at least once per year through the NEOED evaluation process. In the fall the employees will receive an email notification from NEOED to create goals for the year. The supervisor will review and approve the goals, and the employee will electronically sign as acknowledgment of their goals for the year. In the spring the employee will receive an email notification from NEOED to complete their self-rating for the year. The supervisor will complete a rating for their direct reporting employee. The supervisor's supervisor will review the goals and ratings. Once the supervisor's supervisor signs as approval the supervisor will meet with the employee personally to review the evaluation. After the in-person meeting the supervisor will electronically sign off and the evaluation will be released to the employee to electronically sign as acknowledgment of completion.

Corrective Action

Employees are expected to meet the College's and their department's standards of work performance and conform with the College's Work Rules. All Indian Hills employees shall be evaluated at least once per year through the NEOED evaluation process. 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:

- 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.
- 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.
- Suspension without pay – the basis for a period of time applicable to the suspension shall be documented in the employee's employment file.
- 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 nor is the College required to follow one or all of the progressive discipline steps before imposing discipline, up to and including termination. 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 inadequate performance and counseled on needed improvement. The performance improvement plan process is designed to encourage development by providing employees 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 an employee 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 IX: Separation from Employment

Contracted Employees

The College's termination of non-probationary faculty or administrators on continuing contracts will conform to the processes of Iowa Code Chapter 279.

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 an employee 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 resign employment. The College requests a two week 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 the following, unless otherwise required by applicable law:

- 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 earned compensatory time (if applicable) will be paid on the employee's final pay.
- Any accrued and unused vacation or personal days (if applicable), based on the employee's separation date, will be paid on the employee's final pay, provided the employee has completed one consecutive year of full-time employment.
- 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 receive an electronic exit interview questionnaire to complete prior to their last day of employment. Employees may also request an exit interview with a representative from the Human Resources Office at a time to be mutually arranged.

Section X: 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 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 timecards/timesheets who are declared eligible for fringe benefits and elect to take coverage 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 leave, sick leave, personal days, holidays, and use of compensatory leave are not considered in attendance at work.

Information regarding an employee's specific eligibility and coverage, 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 at the beginning of the month following the employee's hire date. Insurance premiums are paid one pay period in advance, based on pay dates and coverage start 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 at 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 with 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

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. Optional supplemental life employee coverage must be purchased before an employee can purchase spouse or dependent coverage.

COBRA

Indian Hills Community College will comply with employee rights and notifications under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA).

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

Incented Early Retirement

Eligible employees who request to take incented early retirement must be approved by the Board of Trustees. Upon Board approval these employees 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 related disability (otherwise called "incapacity"), the employee 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 of incapacity for traditional work day employees (5 day per week schedule) or day 24 of 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 becomes eligible for long-term disability. The following guidelines are to be used for the implementation of that portion of the short-term disability program provided by IHCC.

- In order to be eligible for this benefit, the employee must file a disability claim with New York Life Group Benefits Solutions (NYL GBS). They will request medical documentation verifying the employee's injury, illness, or disability, including pregnancy-related disability, which precludes the employee's ability to work (otherwise called "incapacity"). The employee may provide NYL GBS an FMLA medical certification form as verification, or otherwise be asked by NYL GBS to comply with the documentation requirements of FMLA during the period of the employee's incapacity.
- During the first 30 traditional or 24 lengthened workdays 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.
- After 30 traditional or 24 lengthened consecutive workdays 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 workdays to 180 calendar days or a proportionate number of work days. Accumulated sick leave, if available, must be used during this period.

- NYL GBS will follow the guidelines of the long-term disability plan in regard to counting the “elimination period” under the plan.
- Whether the employee is entitled to leave from work during the period of incapacity, as well as the employee’s continuing eligibility for health, dental, vision, and life and disability coverage, will be determined by the applicable leave policies and procedures and plans. While employment continues, IHCC will make its regular contribution to premiums and a salary deduction will be made, or an employee will be required to provide a personal check or payment, for any premium cost of the employee’s 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.

When employees apply for short-term disability benefits, there will be one or more assessments regarding whether the employee is entitled to leave from work under the Family & Medical Leave Act (“FMLA”) and/or as a reasonable accommodation for a qualifying disability. Employment can be terminated consistent with applicable law.

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.

Long-Term Disability

This coverage provides, when coordinated with deductible sources of income and disability earnings benefits, 60 percent of the employee’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 of 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

When employees apply for long-term disability benefits, there will be one or more assessments regarding whether leave from work can be granted under FMLA or as a reasonable accommodation, or whether the employment relationship is terminated consistent with applicable law.

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.

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/FutureTracc (Administered by 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. 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. 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. 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 within WIN. If unable to work due to injury or occupational illness arising out of and in the course of employment 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.

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 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 reasonable accommodation. Refusal to accept return to suitable 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)

IHCC offers employee assistance through New York Life group benefits solutions that offers a suite of value-add resources designed to help support our employees' financial strategies, well-being, and protection. 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 [here](#) or call 1-800-344-9752.

4. Guidance Resources web-site Login Information
5. Click Register
6. Organization WebID: NYLGBS
7. Company Name: India
8. Select Company: Indian Hills Community College
9. Submit
10. Create username and password

This EAP also offers wellness support; financial, legal & estate support; healthcare support; secure travel; and survivor assurance.

In order to access these services, please reach out to Human Resources or search EAP on WIN.

Tuition Waiver

The following rules apply to IHCC credit tuition waivers. The waiver only applies to tuition for IHCC courses. The tuition waiver application can be found on WIN.

- 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, academic standards, 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.
- The tuition waiver does not apply to associated costs and fees, and 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 not specifically designated for tuition may be used for books, fees, etc. Aid designated for tuition will be applied prior to the waiver.
- Employees, spouses and dependents who enroll at Indian Hills under this policy are now eligible for Foundation scholarships.
- 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 student signature. The waiver may not be renewed if the student fails to generally adhere to the plan.

Tuition Reimbursement

Eligible full-time IHCC employees may also receive a reduced rate/tuition reimbursement benefit for enrollment in IHCC courses, including continuing education, that are not part of a degree program of study. To be eligible, the individual must be employed full-time on both the enrollment and completion dates of the course(s), which may be waived only in the 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:

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

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 employees may also audit credit classes. Employees must not register for the class. No tuition will be charged, and no credit is generated. Prior approval and registration are 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:

- Determine Eligibility: In order to be eligible to participate in this program, the instructor must have the equivalent of nine Indian Hills terms of full-time teaching experience at IHCC and in the area of the degree desired, effective September 1973.
- Each following step must be recorded and dated with copies sent to the Registrar's Office before the next step is taken.
- 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.
- In this same letter, state your qualifications which you feel might make you eligible for such a degree.
- Schedule a conference with your department chairperson and dean to evaluate the request. Some guidelines that can be used in the evaluation would be:
 - Has the instructor taught each course or area in the program?
 - Has the instructor been cross-trained or is he/she capable of teaching each course in the program?
 - 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, Learning & Engagement. The proposal must have the recommendation of the Division Dean and Vice President, Learning & Engagement.

- If the instructor making the request is found to be deficient in specific areas:
 - 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.
 - 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.
- After all course requirements are met and the proposal has the recommendation of the Division Dean and Vice President, Learning & Engagement, the proposal will be submitted to the Leadership Team.
- 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.
- 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.

Professional Development Activities

A College-wide program is available to fund approved professional development activities for employees who will make a commitment to professional improvement. Priority is given to full-time IHCC employees. Suggested activities include attending seminars/workshops/conferences, externships, credit course work and other special or unique proposals. 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 WIN.

Section XI: 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 schedules will be determined by the Department and 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 Tuesday-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 personal days
- Approved sick leave
- Worked the day prior to the holiday and the day after the holiday.

Any IHCC employee will only receive holiday pay on one position, if eligible.

Part-time Safety & Security Officers who work on an IHCC observed holiday will receive regular pay for the hours worked, plus additional holiday pay equal to the number of hours worked, up to a maximum of 9 hours. This policy applies only to part-time Safety & Security Officers and does not extend to any other part-time positions.

Personal Day Policy for Contracted Faculty

Personal Days are calculated and granted at the beginning of each academic year according to the following schedule:

Terms of Contract	Personal Days (Hours)	Maximum Hours
3 Terms	3 days (27 hours)	40.5 hours
3.5 Terms	3.5 days (31.5 hours)	47.25 hours
4 Terms	4 days (36 hours)	54 hours

During the Faculty's first year of employment this allotment will be prorated to reflect actual days worked. Faculty must be actively employed to accrue additional personal days.

Employees may not carry more than one-and one-half times of allotted personal days at any time. Faculty will forfeit any unused personal time beyond the maximum at time of accrual.

Upon separation of employment for any Faculty hired after 7/1/2024, any unused personal days will be paid upon separation of employment, provided the employee has completed one consecutive year of full-time employment.

When an employee wishes to schedule personal time, they must complete a leave request. All personal day requests must be approved in advance. Personal day leave may be scheduled off to the exact minute, in decimal format within Leave Requests. Supervisors will consider the timing and workload of employees before approving personal leave. Personal time will not be approved on staff days which take place twice a year; any exceptions to this must be approved by the College President.

Personal days, 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 personal day after the fact. Only in extreme circumstances, such as a death in the immediate family, can an employee substitute leave for scheduled personal days.

All compensatory time must be used prior to any vacation, personal days or unpaid time off.

Vacation Policy for Qualifying Employees

Employees who qualify for this vacation policy are non-contracted employees and contracted employees (President, Vice Presidents, Executive Deans, Deans, Associate Deans, Department Chairs) who do not follow the faculty schedule.

A newly hired qualifying employee (after 7/1/2024) will begin accruing vacation at the time of hire and must work full-time continuously for 90 days before vacation can be used. Qualifying employees must be actively employed to accrue additional vacation. Vacation will be accrued each pay period at the accrual rate below based on term length and workday schedule (Physical Facilities and Security employees see respective policies).

Scheduled Terms/Workdays	Vacation (Hours)	Maximum Hours
3 terms (147 days)	4 days (36 hours)	54 hours
3.5 terms (175 days)	8 days (72 hours)	108 hours
3.5 terms (203 days)	10 days (72 hours)	108 hours
4 terms (203 days)	12 days (108 hours)	162 hours

- **Maximum Accumulation:** Employees can accumulate up to the maximum hours of paid vacation leave outlined in the table based on term length and workday schedule.
- **Forfeiture Policy:** Any vacation time that exceeds the maximum hours will be forfeited. This means if an employee has more than the maximum hours of unused vacation, they will not accrue beyond the maximum.
- **Accrual Suspension:** Vacation accrual stops when the employee reaches their maximum hours. This means no additional vacation hours will be accrued until the balance falls below their maximum hours.
- **Resumption of Accrual:** Once the vacation balance goes below the maximum hour cap (due to taking time off), vacation accrual will resume.

This policy helps to ensure that employees take their accrued time off and prevents the accumulation of excessive vacation hours.

All compensatory time must be used prior to any vacation, personal days or unpaid time off.

Unused vacation will be paid upon separation of employment, provided the employee has completed one consecutive year of full-time employment.

- **Payment of Unused Vacation:** If an employee leaves the College (whether through resignation, termination, or retirement), provided the employee has completed one consecutive year of full-time employment, any unused vacation time they have accrued up to their maximum hours will be paid out.
- **Calculation of Payout:** The payment will be calculated based on the employee's current rate of pay for the unused vacation hours. This ensures that employees are compensated for the vacation time they have accrued but not used.

When an employee wishes to schedule vacation time, they must complete a leave request. All vacation requests must be approved in advance. Vacation leave may be scheduled off to the exact minute, in decimal format within Leave Requests. Supervisors will consider the timing and workload of employees before approving vacation leave. Department Supervisors may define timeframes where vacation time off is ideal for the College and departmental needs. Vacation time will not be approved on staff days which take place twice a year; any exceptions to this must be approved by the College President.

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.

Physical Facilities Employee Vacation Policy

A newly hired physical facilities employee (after 7/1/2024) will begin accruing vacation at the time of hire and must work full-time continuously for 90 days before vacation can be used. Employees must be actively employed to accrue additional vacation. Vacation will be accrued each pay period at the accrual rate of 5.54 hours per pay for a total of 144 hours each employment year.

- **Maximum Accumulation:** Employees can accumulate up to 216 hours of paid vacation leave.
- **Forfeiture Policy:** Any vacation time that exceeds this maximum (216 hours) will be forfeited. This means if an employee has more than 216 hours of unused vacation, they will lose the excess amount.
- **Accrual Suspension:** Vacation accrual stops when the employee reaches the 216-hour maximum. This means no additional vacation hours will be accrued until the balance falls below 216 hours.
- **Resumption of Accrual:** Once the vacation balance goes below the 216-hour cap (due to taking time off), vacation accrual will resume.

This policy helps to ensure that employees take their accrued time off and prevents the accumulation of excessive vacation hours.

All compensatory time must be used prior to any vacation, personal days or unpaid time off.

Unused vacation will be paid upon separation of employment, provided the employee has completed one consecutive year of full-time employment.

- **Payment of Unused Vacation:** If an employee leaves the College (whether through resignation, termination, or retirement) provided the employee has completed one consecutive year of full-time employment, any unused vacation time they have accrued up to their maximum hours will be paid out.

- **Calculation of Payout:** The payment will be calculated based on the employee's current rate of pay for the unused vacation hours. This ensures that employees are compensated for the vacation time they have accrued but not used.

When an employee wishes to schedule vacation time, they must complete a leave request. All vacation requests must be approved in advance. Vacation leave may be scheduled off to the exact minute, in decimal format in Leave Requests. Supervisors will consider the timing and workload of employees before approving vacation leave. Department Supervisors may define timeframes that vacation time off is ideal for the College and departmental needs. Vacation time will not be approved on staff days which take place twice a year; any exceptions to this must be approved by the College President.

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.

Safety & Security Officer Vacation Policy

A newly hired Safety & Security employee (after 7/1/2024) will begin accruing vacation at the time of hire and must work full-time continuously for 90 days before vacation can be used. Employees must be actively employed to accrue additional vacation. Vacation will be accrued each pay period at the accrual rate of 5.54 hours per pay for a total of 144 hours each employment year.

Maximum Accumulation: Employees can accumulate up to 216 hours of paid vacation leave.

Forfeiture Policy: Any vacation time that exceeds this maximum (216 hours) will be forfeited. This means if an employee has more than 216 hours of unused vacation, they will lose the excess amount.

Accrual Suspension: Vacation accrual stops when the employee reaches the 216-hour maximum. This means no additional vacation hours will be accrued until the balance falls below 216 hours.

Resumption of Accrual: Once the vacation balance goes below the 216-hour cap (due to taking time off), vacation accrual will resume.

This policy helps to ensure that employees take their accrued time off and prevents the accumulation of excessive vacation hours.

Unused vacation will be paid upon separation of employment, provided the employee has completed one consecutive year of full-time employment.

Payment of Unused Vacation: If an employee leaves the College (whether through resignation, termination, or retirement) provided the employee has completed one consecutive year of full-time employment, any unused vacation time they have accrued up to their maximum hours will be paid out.

Calculation of Payout: The payment will be calculated based on the employee's current rate of pay for the unused vacation hours. This ensures that employees are compensated for the vacation time they have accrued but not used.

When an employee wishes to schedule vacation time, they must complete a leave request. All vacation requests must be approved in advance. Vacation leave may be scheduled off to the exact minute, in decimal format in

Leave Requests. Supervisors will consider the timing and workload of employees before approving vacation leave. Department Supervisors may define timeframes that vacation time off is ideal for the College and departmental needs. Vacation time will not be approved on staff days which take place twice a year; any exceptions to this must be approved by the College President.

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

The original Compensatory Time Policy for IHCC to earn compensatory time is no longer in effect as of 8/24/2024. Any remaining compensatory time balance will be available for the employee to use as requested and approved paid time off. All compensatory time must be used prior to any vacation, personal days or unpaid time off. Requests to use compensatory time should be submitted on a leave request.

Previously earned compensatory time for both exempt and non-exempt employees can be scheduled for use to the exact minute, in decimal format within Leave Requests.

An employee may reschedule using compensatory time if their work schedule prevents them from taking the time off. This should be done in advance using a leave request and must include rationale for rescheduling.

Once an employee schedules a day off using 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 taken off must be approved by the employee's supervisor. Supervisors will consider the timing and workload of employees before approving compensatory time off. Department Supervisors may define timeframes that compensatory time off is not ideal for the College and departmental needs. No compensatory or vacation time will be granted on the staff days which take place twice a year; any exceptions to this must be approved by the College President.

The College uses the term "compensatory time" to describe its flex/paid time off system for certain employees. It is not "compensatory time" as that term is defined and used under the federal Fair Labor Standards Act (FLSA). No College employees are permitted to accrue and utilize FLSA "compensatory time." Instead, all non-exempt employees who work more than 40 hours in a workweek will be paid overtime at a rate of time-and-a-half consistent with the Overtime policy in this Handbook.

- **Payment of Unused Earned Compensatory Time:** If an employee leaves the College (whether through resignation, termination, or retirement), any unused earned compensatory time they have will be paid out.
- **Calculation of Payout:** The payment will be calculated based on the employee's current rate of pay for the unused earned compensatory time. This ensures employees are compensated for the compensatory time they have earned but not used.

Exempt Physical Facilities Employees

IHCC understands that the exempt physical facilities employees may need to work extra hours and days that are on an emergency basis and unavoidable and may be unable to flex their time. Physical Facilities Supervisors should utilize the non-exempt hourly employees as much as possible. In emergency cases the exempt physical

facilities employees may be compensated for their unavoidable extra hours at their normal hourly rate, with supervisor's preapproval. These hours should be tracked on a paper timesheet and submitted to their supervisor for approval.

Iowa Workforce Development Department IHCC Employees

The IHCC employees in the Iowa Works Department are based on a 235-day work schedule and paid in arrears on a salary basis for exempt employees.

As of 7/1/2024 the Iowa Works Department Supervisor will select 13 unpaid days off for each Iowa Works Department employee and communicate those days with the employee. The Iowa Works Department employees will also receive a front-loaded unpaid flex leave balance with 12 days (86.4 hours) annually on July 1st. There will not be a carryover for these days. The unpaid flex leave hours should be used first and before any compensatory time for requested time off. Any unused earned compensatory time will be paid out upon separation of employment.

Sick Leave

The College recognizes illnesses arise from time to time, which may interfere with regular attendance. This policy provides paid leave to full-time employees to cover those situations.

This benefit, however, does not mean 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 86.4 hours of sick leave per year for illness or critical illness of the employee or an immediate family member. During an employee's first year of employment this allotment may be prorated to reflect actual days worked. Granted sick leave for both exempt and non-exempt employees can be scheduled for use to the exact minute, in decimal format within Leave Requests. 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 Workday Schedule (5 days)	Lengthened Workday Schedule (4 days)
Year 1	12 (86.4 hours)	9.6 (86.4 hours)
Year 2	13 (93.6 hours)	10.4 (93.6 hours)
Year 3	14 (100.8 hours)	11.2 (100.8 hours)
Year 4	15 (108 hours)	12.0 (108 hours)
Year 5	16 (115.2 hours)	12.8 (115.2 hours)

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

An employee must be actively employed to be allotted additional leave. The maximum sick leave allowed per year is 115.2 hours. Unused sick leave for full-time employees may be accumulated according to the length of the employee's regular contract or workdays as follows:

3-term employment	648 hours; the equivalent of 18 regular workweeks
3 1/2-term employment	756 hours; the equivalent of 21 regular workweeks
4-term employment	864 hours; the equivalent of 24 regular workweeks

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

- A brief statement that supports the need for absence due to illness.
- Approximate date the condition commenced and probable duration of the absence.
- 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.

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, the leave will be unpaid.

For more information regarding our short-term disability leave/payroll protection or long-term disability policy please refer to the employee benefits section.

Illness in Immediate Family

In the case of serious illness of an employee'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 an employee while the wife is hospitalized and one convalescent day. It also includes the need for temporary care of their small child whose illness prevents daycare or school attendance and requires the presence of an adult. The request for such leave must be submitted on a leave request 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.

Human Resources may request written confirmation from a medical provider to verify illness of immediate family requiring employee to miss three or more consecutive workdays. 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.

Unpaid Personal Leave

Full-time employees may request an unpaid 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 employees 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 the employee be absent from work for business affairs which cannot be taken care of in the normal time away from work, the President may approve such leave with pay.

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

Compensatory time, personal days and/or vacation time must be taken before an unpaid personal leave is approved. All requests for leave should be made on a leave request well in advance of the leave time desired. It is recognized 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 contact the Human Resources Office.

Pregnancy Leave

IHCC will permit an employee who is pregnant or with a pregnancy-related condition to take an unpaid leave of absence for a reasonable period of time as is deemed medically necessary by the employee's physician, in no event denying a needed leave of up to eight (8) weeks in length. This provision shall include the birth of a child to the wife of an employee while the wife is hospitalized and one convalescent day. At the conclusion of the leave, the employee shall be reinstated to the job the employee held when the leave began, or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment. Any such leave will be exhausted concurrently with any other available leave or benefits, including but not limited to FMLA leave or any short-term disability/payroll protection benefits. A medical verification may be requested and required prior to approving the leave.

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

The Pregnant Workers Fairness Act (PWFA) aims to protect the rights of pregnant employees by requiring employers to treat known limitations resulting from pregnancy, childbirth, and related medical conditions as conditions essentially equivalent to a disability under the Americans with Disabilities Act (ADA).

The PWFA requires the College to engage in the interactive process to identify reasonable accommodations. Under the PWFA, reasonable accommodations are intended to enable an employee to remain in active work status. It is also important to note that unlike the ADA, no disability is required for reasonable accommodations under the PWFA. The PWFA requires only that there be a known limitation related to pregnancy, childbirth, or related medical condition.

To request a need for any accommodation, reach out to the human resources department and your supervisor. New York Life will work with you to obtain medical documentation to identify and verify the known limitations. Once medical documentation is obtained, Human Resources will coordinate the interactive process.

The interactive process is intended to identify reasonable accommodations that will enable you to continue working with the known limitation.

Types of Accommodations: Reasonable accommodations may include, but are not limited to:

- Modifying work duties or tasks.
- Providing additional break time.
- Offering a temporary transfer to a less physically demanding position.
- Providing a suitable place for breastfeeding or expressing milk. Also see Nursing Mothers Policy.
- Adjusting work schedule, if applicable
- Providing ergonomic equipment or modifications to the workstation.
- Ability to sit

Please contact the human resources department to discuss your need for workplace accommodation under the PWFA.

Nonbirthing Parental Leave

Eligible employees may take up to two (2) weeks of unpaid parental leave in connection with the birth, adoption, or placement of a child. This leave may be taken at any time within six (6) months of the qualifying event.

Note: This policy does not apply to a birthing parent. Employees who give birth are covered under the organization's Pregnancy Leave Policy, which includes separate provisions for medical recovery.

Coordination with other leave/benefits:

- If the employee has available sick leave, it may be used to cover this period as paid leave. If insufficient paid sick leave is available, any remaining portion of the two-week parental leave may be taken as unpaid leave and will not count against the one (1) week annual unpaid personal leave limit.
- All parental leave outlined here runs concurrently with FMLA (if the employee is eligible). FMLA provides up to 12 weeks of job-protected leave in a rolling 12-month period. This leave is counted within the 12-week FMLA allowance but does not extend it.

This Parental Leave policy applies equitably to all parents, regardless of gender, sexual orientation, or method of becoming a parent. This includes becoming a parent through childbirth (non-birthing parent), adoption, foster placement, or surrogacy (including gestational and traditional surrogacy).

Employees should provide at least 30 days' notice of expected leave when foreseeable, or as soon as possible otherwise.

Family and Medical Leave Act (FMLA)

FMLA is administered by New York Life Group Benefits Solutions (NYL GBS). There are two steps employees must follow to request FMLA. 1) Complete a leave request to notify your Supervisor and HR of your leave. 2) Employee contacts NYL GBS to report leave by phone: (888) - 842-4462 or by visiting newyorklife.com/group-benefit-solutions/employees/group-insurance/disability/submit-disability-claim.

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 health condition of the employee, the serious health condition of the employee's child, spouse, or parent, or reasons related to a family member's service in the military. 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.

- 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 intermittent leave or a reduced leave schedule will be determined on an individual basis at the discretion of Human Resources and NYL GBS. Spouses are entitled to an aggregate 12 weeks of leave.
- Leave may be taken to care of 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 when medically necessary (as distinguished from voluntary treatments and procedures). Requests for this leave must include medical certification completed by the health care provider. The form for this purpose can be obtained from NYL GBS.
- FMLA leave may be taken when the eligible employee is unable to perform their job because of a serious health condition. The employee is required to follow sick leave and short-term disability policies in conjunction with this FMLA leave. The employee may be required to provide a fitness for duty certification before returning to work at the end of FMLA leave.

- 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.
- 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 a leave request and reported to NYL GBS and supported by an appropriate statement of need. When possible, the employee should provide no less than 30-day notice before the date the leave is to begin. If leave is 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 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.

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 premiums. 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, or consistent with applicable law.

Relevant Definitions:

- **12 Month Period:** 12-month period measured backward from the date an employee uses any FMLA leave. Under the "rolling" 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.
- **Holidays:** Should a holiday occur during a week of FMLA leave, the week is still counted as a full week of leave.
- **College Breaks:** If an employee is not scheduled to work during the College breaks and the employee is on leave during the break, the break will not be counted against the employee's FMLA leave entitlement. If the College 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 employees under provisions of the Uniformed Services Employment and Reemployment Rights Act. In accordance with state law, full-time employees, 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 personal days, compensatory time or vacation leave be applied. Employees will be reinstated in accordance with federal and state law. Employees 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 Veteran's Day, November 11. At least one-month prior written notice is required and should be requested on a leave request accompanied by a federal certificate of release or discharge from active duty.

Bereavement Leave

In case of death in the immediate family, a full-time employee will be granted time off with full pay. Employees will receive up to one week (36 hours). 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, grandchild, and comparable in-laws. In addition, up to two days (18 hours) 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 employees 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 will need to select yes to the payment for their time served. Employees retain any expense allowances received for transportation to and from jury duty, parking fees, etc. A leave request along with a copy of the jury summons should be submitted as soon as the employee is notified. When not actually serving on the jury, employees are expected to work as much of the regularly assigned hours as possible. A detailed guide on how to handle jury duty processes can be found on WIN. Employees cannot be terminated or retaliated against for taking leave for jury duty.

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, personal leave with pay will be granted. This leave should be requested on a leave request 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 well 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, an 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 workday. Employees whose schedule on Election Day is such that time off is required under 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.

Employee Improvement Leave

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

All employees who are employed in a Board of Trustees approved position which meets the conditions of eligibility for the full College fringe benefit package shall be eligible to apply for employee improvement leave.

Improvement leave of absence is designed to encourage professional growth and increased competence of the employee, which will contribute to the improvement of the institution. Candidates for improvement leave must

utilize all compensatory time, personal days and vacation they may have accrued prior to and/or in conjunction with any employee improvement leave they may be granted.

Request for leave should include a proposed program which gives the promise of contributing to the improvement of applicant's services to the institution and evidence that the applicant is qualified to undertake the program. An employee improvement leave funded by IHCC obligates the participants to continue employment with IHCC in the following manner. This obligation begins with the first regularly scheduled workday 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.

Professional Development Leave	Work Obligation	Income Implications
Up to 2 weeks	No obligation	No salary/wage reduction
Over 2 weeks, but less than 12 weeks	1 year obligation	No salary/wage reduction
Over 12 weeks, but less than 18 weeks	1.5 years obligation	80% of salary/wages paid
Over 18 weeks	2 years obligation	2/3 of salary/wages paid

A person may discharge their obligations by repaying the College 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.

Also review Professional Development Activities policy within this handbook.

Section XII: 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 employees and their immediate family during regular hours of operation. Employees 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 employees 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 Vice President & 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. Season basketball tickets can be purchased by IHCC employees at a 50% discount.

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