



**Cornell College**

# **Employee Handbook**

Updated December 1, 2017

## **Welcome to Cornell College!**

Cornell College is a special place to work. With the entire college campus listed on the National Register of Historic Places, you know the minute you step on the campus that you are someplace unique. And, our students know precisely why they are here and are, themselves, deeply committed to the broad and deep education we offer as a residential liberal arts college. Faculty and staff play a crucial role in making the campus community a place where students feel mentored and supported throughout their time at Cornell. Your service is what makes those opportunities available to our students truly transformative ones. You act as role models and maximize the multitudes of opportunities to be a part of the student experience at Cornell College. That is what makes the difference at Cornell—as reported not only by our students but also our alumni. You change lives.

Because Cornell is fundamentally about people, Cornell College prides itself on engaging talented individuals who help further the mission of the college. They tell us that they come to Cornell because they know that they can make a difference and they are intrigued with (and ultimately devoted to) Cornell's One Course At A Time curriculum. They stay with Cornell not only because of our students and the role we play in their lives but also because of the caring and collaborative environment. Cornell's ethos is eminently enriching.

Thank you for your desire to be a part of the special place known as Cornell College. We welcome you and look forward to working alongside you as we advance Cornell's mission by serving our students.

Yours truly,

Jonathan Brand  
President, Cornell College

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# Purpose of Employee Handbook

The purpose of this Employee Handbook is to provide employees with a working guide to the understanding of the day-to-day administration of personnel policies and practices at Cornell College. Although parts of this Employee Handbook apply to faculty, there is also a Faculty Handbook which includes policies and practices specific to faculty. This Handbook is not intended to cover every possible situation which could be encountered but rather to provide employees an overview of current college personnel policies, programs, and employee benefits. After appropriate consultation, the college has the right to change, modify, or add policies and procedures. As a general rule, changes will be announced in a timely fashion by memorandum or in the Campus e-Newsletter. Any subsequent revisions or other modifications supersede this Employee Handbook. It is your responsibility as an employee to read this Handbook. If further clarification or interpretation is necessary, please talk with your supervisor, division vice president, and/or the Human Resources Office. These policies and procedures and any subsequent revisions do not constitute an employment contract and should not be interpreted as creating an employment contract.

Although most policies are the same for all employees, some differences do exist based on employment type (Exempt Staff, Hourly Staff, and Faculty). Where applicable, these differences are explained.

All Human Resources and Payroll forms are located in the [Forms Directory webpage](#).

Staff at Cornell College are employed at-will. This means that employees are not required to work for the college for any set period of time and may resign at any time. Similarly, the college is not required to employ anyone for a set period of time and may terminate the employment relationship at any time, with or without cause or prior notice, as it deems appropriate. This Handbook does not modify or limit the employment-at-will relationship. Faculty employment practices are detailed in the Faculty Handbook.

Cornell College does not intend the policies in this Employee Handbook to unlawfully restrict an employee's right to engage in any of the rights guaranteed by Section 7 of the National Labor Relations Act. The college will not interpret, apply or enforce its policies in any way that interferes with, restrains, or coerces employees in the exercise of their Section 7 rights.

# Mission Statement

Cornell College offers an innovative and rigorous learning community where faculty and staff collaborate with students to develop the intellectual curiosity, creativity, and moral courage necessary for a lifetime of learning and engaged citizenship.

## Core Values of Cornell College

- A liberal education that celebrates discovery and embraces the integration and application of knowledge
- Intellectual, moral and personal growth
- Civic and social responsibility
- The dignity and worth of each individual in a diverse community

## Your Role in an Educational Institution

Although you may think only of relationships between faculty and students, living out the college's mission takes community effort. All employees interact with students in some fashion on a day-to-day basis. It may be as simple as passing a student on the ped mall, smiling and saying hello. You may be supervising an off-campus trip, or acting as an advisor to a student group. You may be overseeing a work-study student. All of these interactions provide you the opportunity to role model appropriate behavior and to let students know how much you care. We want you to take pride in our mission and the role you play in it. Your interactions with students and others on the campus is your opportunity to live out the mission and to take pride in being a part of the Cornell community.

# Employment

## Americans With Disabilities Act (ADA)

The college is committed to providing for the needs of all staff, faculty, and students with qualified disabilities under section 504 of the Rehabilitation Acts of 1973 and the Americans with Disabilities Act of 1990. Cornell College offers reasonable accommodations to qualified employees with physical or mental disabilities to the extent the accommodation will enable them to perform the essential functions of the job and will not create an undue hardship. Staff requesting accommodation for disabilities should contact their supervisor and the Employee Relations Coordinator in Human Resources. Reasonable accommodation for qualified individuals with disabilities will be provided in as timely a fashion as possible. Documentation of the disability may be requested.



## Anti-Discrimination Policy

### General Statement of Policy

Cornell College affirms the right of its students, faculty, and staff to live, work, and study in an environment free from discrimination or harassment on the basis of a protected characteristic, including age, color, disability, gender, gender identity or expression, national origin, race, religion, creed, sexual orientation, genetic information, pregnancy, as well as any other characteristic protected by state, federal, or local law that applies to the college. Applicants for employment and enrollment also may not be discriminated against based on the above-listed protected characteristics.

This policy applies to allegations of discrimination or harassment based upon a protected characteristic. This policy specifically excludes allegations of sexual misconduct, sexual harassment, and sexual violence. For allegations related to sexual misconduct, sexual harassment, and/or sexual violence, the [Sexual Misconduct policy](#) applies.

An allegation of discrimination or harassment under this policy may be brought against the college faculty, staff, students, and third-parties. If an employee believes that he or she has been subjected to prohibited conduct, the employee should report the violation as set forth in this policy.

This policy shall not be construed to discourage legitimate intellectual inquiry, debate, discussion or advocacy on the Cornell campus consistent with principles of academic freedom and free speech rights.

### Prohibited Conduct

This policy prohibits discrimination and/or harassment based on protected characteristics. No person shall be subjected to discrimination, in whole or in part, on the basis of a protected characteristic, on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that is administered by, funded directly by, or that receives any financial assistance from Cornell College. Discrimination under this policy includes retaliation, as defined below.

It is the policy of Cornell College to comply with the accessibility requirements of Section 504 of the Rehabilitation Act of 1973. Cornell College will respond to and resolve prohibited discrimination complaints regarding accessibility as complaints of discrimination on the basis of disability.

Prohibited harassment includes unwelcome verbal, non-verbal, physical, or other conduct relating to a protected characteristic and can take many different forms. The harassment must have the purpose or effect of unreasonably interfering with an individual's work, academic performance, participation in college-sponsored programs or activities, and/or which has the purpose or effect of creating an intimidating, hostile, or offensive working, learning, social or residential environment.

Discriminatory or harassing behavior is a serious violation of community standards and may result in disciplinary action up to and including termination of employment. Any such conduct should be

reported promptly. Reporting procedures are outlined below. Questions pertaining to this policy and reports of violations of this policy should be directed to the proper individual identified in the Reporting section of this policy.

### **Affirmative Action Policy Statement**

Cornell College is an Equal Employment Opportunity employer. It is against Cornell College's policy for any employee to discriminate against an applicant for employment on the basis of a protected characteristic, on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

Cornell College is committed to recruiting and retaining a diverse workforce through specific guidelines, delineated in the Affirmative Action Program, regarding employment searches, diversity training, and ongoing assessment of recruitment and retention. Cornell College's Affirmative Action Program is consistent with guidelines set forth in Iowa Code Section 261.9.

As part of the Affirmative Action Program, Cornell College will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

An Affirmative Action Officer coordinates affirmative action responsibilities. The Diversity Committee will work cooperatively with and make recommendations to the Affirmative Action Officer and the President on Cornell College's commitment to affirmative action, including policies and practices related to the recruitment and retention of a diverse faculty and staff.

[Click here](#) to view the Affirmative Action Program. (Details of the Affirmative Action Procedures will be described in a separate document. The Diversity Committee will consult on the procedures.)

## Reporting Procedures

### General Procedures

If you believe you have been discriminated against or been harassed based on a protected characteristic and/or you have witnessed discriminating or harassing behavior against another person, report it promptly to the appropriate individual listed below. Do not delay in reporting matters.

<b>If the accused individual is a:</b>	<b>Address concern to:</b>
Staff member (including administration)	Employee Relations Coordinator* – <i>Lindsey Hotz</i> ; <i>Old Sem (1<sup>st</sup> floor)</i> ; <a href="mailto:lhotz@cornellcollege.edu">lhotz@cornellcollege.edu</a> ; 319-895-4244
Faculty member	Dean of the College – <i>Joe Dieker</i> ; <i>Old Sem (2<sup>nd</sup> floor)</i> ; <a href="mailto:jdieker@cornellcollege.edu">jdieker@cornellcollege.edu</a> ; 319-895-4210 OR Employee Relations Coordinator* – <i>Lindsey Hotz</i> ; <i>Old Sem (1<sup>st</sup> floor)</i> ; <a href="mailto:lhotz@cornellcollege.edu">lhotz@cornellcollege.edu</a> ; 319-895-4244
Student	The Title IX Coordinator - Vice President for Student Affairs <i>John Harp</i> , ; <i>Old Sem (1<sup>st</sup> floor)</i> ; <a href="mailto:jharp@cornellcollege.edu">jharp@cornellcollege.edu</a> ; 319-894-4234 OR Dean of Students – <i>Gwen Schimek</i> ; <i>Old Sem (1<sup>st</sup> Floor)</i> ; <a href="mailto:gschimek@cornellcollege.edu">gschimek@cornellcollege.edu</a> ; 319-895-4234
Other	Employee Relations Coordinator* – <i>Lindsey Hotz</i> ; <i>Old Sem (1<sup>st</sup> floor)</i> ; <a href="mailto:lhotz@cornellcollege.edu">lhotz@cornellcollege.edu</a> ; 319-895-4244

\*Concerns regarding the Employee Relations Coordinator should be directed to the Vice President of Business Affairs – *Kay Langseth*; *3<sup>rd</sup> floor, Old Sem*.

Members of the faculty and staff are considered responsible employees and have a duty to report any information involving possible discrimination or harassment as outlined in this policy to the appropriate individual.

### Investigation

All reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated. The Employee Relations Coordinator or designee will process complaints of discrimination and/or harassment under this policy.

If both parties agree, these matters may be resolved through informal means through a mediation of the matter by the Employee Relations Coordinator or designee. Either party can request the matter move to formal resolution at any time in the process.

If an investigation is warranted, the investigation will be managed based upon the status of the respondent in the matter, as outlined below:

Process when complaint is brought against an employee

When a complaint is brought against an employee, the Employee Relations Coordinator or designee will perform the investigation, determine whether a policy violation took place, and impose a sanction for any violations.

#### Process when complaint is brought against a student

When a complaint is brought against a student, the process outlined in the Student Conduct Procedures in the [Student Compass](#) will be followed.

#### Process when respondent is a faculty member

When a complaint is brought against a faculty member, the matter will be referred to the Subcommittee on Reappointment, Promotion, and Tenure who will hear the case and make appropriate recommendations to the Dean and the President.

#### Process for specific employees, in case of conflict of interest:

1. Complaint against Employee Relations Coordinator  
When a complaint is brought against the Employee Relations Coordinator, the Vice President for Business Affairs or designee will conduct the investigation, determine whether a policy violation took place, and impose a sanction for any violations.
2. Complaint against Vice President for Business Affairs  
When a complaint is brought against the Vice President of Business Affairs, the President or designee will conduct the investigation, determine whether a policy violation took place, and impose a sanction for any violations.
3. Complaint against Vice President for Academic Affairs and Dean of the College  
When a complaint is brought against the Vice President of Academic Affairs and Dean of the College, the President or designee will conduct the investigation, determine whether a policy violation took place, and impose a sanction for any violations.
4. Complaint against the President  
When a complaint is brought against the President, the Chair of the Board of Trustees or designee will conduct the investigation, determine whether a policy violation took place, and impose a sanction for any violations.

#### ***Standard of Proof and Timeliness***

In determining whether a violation of this policy occurred, the decision-maker shall use a preponderance of evidence, or more likely than not, standard. The investigation and decision-making stages of a complaint, not including any appeal process, should typically be completed within 60 days.

#### ***Resolution***

If a violation of this policy is found, the respondent will be subject to corrective action, up to and including termination of employment. Remedial steps may also be taken after initial reporting of a claim or at the conclusion of the investigation and may include providing counseling for the

complainant, work accommodations for the complainant, separation of the parties, and training of the respondent and other employees.

### ***Confidentiality***

Complaints about violations of this policy will be handled discreetly, with facts made available only to those who need to know to investigate and/or resolve the matter.

### ***Retaliation Prohibited***

Retaliation against any person who makes a bona fide report of discrimination or harassment, who is accused of discrimination or harassment, or who participates in an investigation of such conduct is strictly prohibited and is a violation of this policy. Retaliation may involve behaviors such as defacing someone's property, harassing them, or threatening them. Retaliation is a form of discrimination and managed through the process set forth in this policy.

### ***False Reporting***

Cornell College will not tolerate intentional false reporting of discrimination or harassment. It is a violation of this policy to make an intentionally false report of discrimination or harassment and it may also violate state criminal statutes and civil defamation laws. If a substantiated case of intentional false reporting occurs, such reports will be managed under the process set forth in this policy.

### ***Appeal Process***

Both parties have rights for appeal based on new evidence that has become available since the notice of result and/or a procedural error in the investigation or decision making process. Appeals must be filed within 15 calendar days, in writing to the Employee Relations Coordinator or designee. In the event that one party files an appeal, the other will be informed of the fact and given the opportunity to provide information related to the appeal, which must be received within 3 business days of notification. Appeals are reviewed and decided by the respective designee and assigned committee. Final appeals are made to the President of the College.

## **Background Check Policy**

Cornell College conducts background checks for faculty, staff, key students and select volunteers in order to promote a safe learning and working environment and protect the welfare of current and future students, faculty, staff, and visitors to the college. Additionally, the policy provides compliance with guidelines set forth by the college's risk management insurance company.

### **Policy Questions**

Questions pertaining to this policy should be directed to your supervisor, division vice-president, or Human Resources. It is the responsibility of Human Resources to keep this policy up-to-date in conjunction with any changes in legal requirements.

### **Scope**

This policy applies to faculty, staff, key students and select volunteers.

## Definitions

- Full-time or part-time regular staff and faculty:  
A person applying for a job with Cornell and the job is not a temporary (6 months or less) or adjunct faculty position. If the individual applying is an internal candidate, the position must be substantially different from their present position in order to necessitate a background check and it must have been four or more years since a background check was last run.
- Temporary Employees:  
An employee hired to work only a set period of time not to exceed 6 months.
- Adjunct faculty:  
Faculty hired to teach one or more blocks on a periodic basis. For rehires, a check will be ran if it has been four or more years since a background check was last run.
- Key Students:  
Resident assistants, library student workers, peer advocates, camp workers, or other students in a position with access to minors, developmentally disabled persons, or vulnerable adults. If a break in employment of one or more years has occurred, a new check will be run. Outside vendors employing Cornell students, such as Bon Appétit Food Services, maintain responsibility for them and Cornell College will not perform background checks for these student workers.
- Volunteers:  
A person who wants to perform services for Cornell free of charge and in their volunteer capacity will have access to minors, developmentally disabled persons, or vulnerable adults with a volunteer start date after September 1, 2011.

## Process

The hiring manager may extend a conditional offer of employment to their finalist; background checks are performed before the offer can be finalized.

If a candidate refuses to authorize a background check, or authorizes one and it is determined they have falsified or withheld information during the application process, they will be disqualified from employment.

## Types of Background Checks & Process

	<b>Full-time or part-time regular staff and faculty</b>	<b>Temporary Staff</b>	<b>Adjunct/ Temporary Faculty and Seasonal Coaches</b>	<b>Key Student/Volunteers</b>
Background check link distributed and candidate entered into the background check database by HR:	When hiring manager or the Dean's Office notifies HR to distribute	When hiring manager notifies HR to distribute	When the Dean's office or hiring manager notifies HR to distribute	When the hiring supervisor notifies HR to distribute
Who notifies HR to run the check:	The hiring manager or the Dean's Office	The hiring manager	The Dean's Office	The hiring/volunteer supervisor
What checks are requested via HR to an outside reporting agency:  Note: The college will ensure, as far as possible, that all checks are conducted in compliance with federal and state statutes.	Residency History; Social Security Verification; All County Criminal Search (all counties within the past 7 years, includes maiden name search); Nationwide Criminal Database & 50 State Sex Offender Registry; Education Verification and Previous Employment Verification (up to 3 jobs, or a maximum of 10 years).  *The Dean's office will verify education for all teaching appointments.  If operating a college-owned vehicle and/or transporting people or material for the college a motor vehicle check will be run.	Social Security Verification, Nationwide Criminal Database and 50 State Sex Offender Registry.  If operating a college-owned vehicle and/or transporting people or material for the college a motor vehicle check will be run.	Residency History; Social Security Verification; All County Criminal Search (all counties within the past 7 years, includes maiden name search); Nationwide Criminal Database & 50 State Sex Offender Registry.  *The Dean's office will verify education for all teaching appointments.  If operating a college-owned vehicle and/or transporting people or material for the college a motor vehicle check will be run.	Social Security Verification, Nationwide Criminal Database and 50 State Sex Offender Registry.  If operating a college-owned vehicle and/or transporting people or material for the college a motor vehicle check will be run.



\*No employment verification will be run for candidates whose primary experience is working as a research assistant, etc. in preparation for defending or obtaining their Ph.D.

## **Results**

1. Results from the outside reporting agency will be sent to Human Resources.
2. If results show no criminal convictions and no significant motor vehicle violations, Human Resources will notify the hiring manager/search committee chair or other appropriate person that the candidate is approved for a final job offer or that a current employee may be transferred to a new or interim position.
3. If results show a criminal conviction or significant motor vehicle violation(s), Human Resources will review the information in consultation with the division Vice-President or hiring manager. The Vice-President or hiring manager will consult with the President of the College. A decision to hire an applicant with a criminal conviction or a significant motor vehicle violation requires approval of the President.
4. If results reveal a criminal conviction or significant motor vehicle violation, which might be a factor in an adverse action, Human Resources will notify the candidate that the conditional offer of employment has been withdrawn and provide to the candidate a Pre-Adverse Action Notice along with a copy of the report, a notice of the individual's rights under the Federal Fair Credit and Reporting Act (FCRA), and the contact information of the outside reporting agency. If the candidate believes the report provided to the college is inaccurate, the college will give the candidate a reasonable period of time to refute the disputed information with the vendor.
5. If a decision is made not to hire a candidate on the basis of a criminal conviction or a motor vehicle violation, a Final Adverse Action Notice will be mailed, notifying the candidate of the decision and providing the candidate with an additional copy of the background report, notice of the individual's rights under FCRA, the contact information of the outside reporting agency, and a statement that this agency is not responsible for the adverse action and cannot explain why it was made. A decision to deny employment to an applicant on the basis of a criminal conviction or a motor vehicle violation requires the approval of the President.
6. A criminal conviction or a motor vehicle violation does not automatically disqualify an individual from employment. In making the determination of the job-relatedness of a criminal conviction or a motor vehicle violation, consideration will be given to the position for which the applicant is being considered; how recently the incident(s) occurred; the frequency and severity of the incident(s); the age of the individual at the time of the incident(s); evidence of rehabilitation; and the safety and security of the campus. When in doubt, Human Resources may elect to consult with legal counsel.

## **Confidentiality**

Only the Human Resources department may initiate criminal or motor vehicles records checks and receive results. Results of all such checks will be kept strictly confidential and will not be disclosed to any person except to the extent necessary to administer and enforce this policy or as required by



law or appropriate legal process. Records will be maintained as part of a confidential file in the Human Resources department, separate from employee personnel files. Violation of the confidentiality requirement is grounds for discipline, up to and including termination of employment.

## **Child Abuse Reporting**

[Click here](#) for the Child Abuse Reporting Policy.

## **Commitment to Quality Service**

A commitment to provide quality service is a responsibility of all employees of Cornell College. As representatives of the college, courtesy, thoughtfulness, and willingness to be helpful are extremely important when working with others.

## **Consensual Relationships**

Romantic relationships or sexual activity between adults that might be appropriate in other circumstances have inherent dangers when they occur between a faculty or staff member and any person for whom he or she has a professional responsibility. These dangers can include: that a student or employee may feel coerced into an unwanted relationship because he or she fears that refusal to enter into the relationship will adversely affect his or her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the college community is required to evaluate the work of or make personnel or academic decisions with respect to an individual with whom he or she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members or staff who have professional responsibility for other individuals should therefore be aware that any romantic relationships or sexual activity involving a student or employee for whom they have such a responsibility may raise questions regarding the mutuality of the relationship and may lead to charges of sexual harassment. In this context, an individual has “professional responsibility” for another individual at the college if he or she performs functions including, but not limited to, teaching, counseling, coaching, grading, advising, evaluating, hiring, supervising, or making decisions or recommendations that confer benefits such as promotions, financial aid awards, or other remuneration, or that may impact other academic or employment opportunities.

For the reasons stated above, romantic relationships and sexual activity between faculty members or staff and those employees for whom they have professional responsibility are strongly discouraged and romantic relationships and sexual activity between faculty members or staff and students to whom they are not married or in a formal domestic partnership are prohibited. If, notwithstanding

this policy, a relationship prohibited by this policy develops, the Faculty or Staff member should immediately disclose it to the Dean of the College, supervisor, or to Human Resources who should take steps to address any conflict of interest posed by this relationship. Violation or failure to properly disclose and correct violation of this policy is grounds for disciplinary action.

On occasion, an employee will have a dating, romantic, or sexual relationship, or a marriage, with an individual who then becomes a student, or an individual with a pre-existing relationship with a student will become an employee. It is the obligation of the employee to disclose that relationship or marriage to Human Resources. It is the obligation of Human Resources, in consultation with appropriate academic or administrative personnel, to take the steps that he or she deems necessary to insure that the educational experience of the student, and other students in the college, is not materially affected by the dating, romantic, sexual or marital relationship. Since individual cases may vary, Human Resources has the discretion to consider specific circumstances—the nature of the relationship, the specifics of the student’s academic program, the employee’s duties, and constraints on the college—in fashioning these steps. The steps can range from no action, to the recusal of the employee from matters involving the student, to changes in the employee’s duties.

### **Employment Letters/Salary Notices**

Employees will receive an employment letter at the time of initial hire. Subsequently, written notifications will be sent to employees regarding any changes in wage or salary, title, or department. Employees normally receive annual notices regarding any wage or salary adjustment to be effective September through August. These letters are provided as information about wage or salary and benefits, and are not an employment contract or assurance of continued employment.

### **Exempt/Nonexempt Status**

For purposes of pay, employees are designated as either nonexempt (hourly) or exempt (salaried) from federal and state wage and hour laws as determined by the guidelines provided within the Fair Labor Standards Act. Nonexempt personnel are entitled to overtime pay under the specific provisions of federal and state wage and hour laws.

### **Flexible Work Arrangements**

The college will consider flexible work arrangements where appropriate. Flexible work arrangements refer to reductions in work load with corresponding reductions in compensation and benefits, as well as flexible work schedules without reduction in work load, compensation, and benefits. Flexible work arrangements may involve significant monetary costs to the college and may have an adverse effect on the efficiency of specific offices. Therefore, before being implemented, these arrangements must be approved by the employee's supervisor and the appropriate Vice President or Dean, in consultation with Human Resources and the President of the College. The arrangement may be changed or terminated, at any time and with or without notice, at the discretion of the college.

## **Hours of Work**

Because employees provide a wide variety of services to the college, some offices and departments operate on different schedules. However, for most departments, normal office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday, with a one-hour lunch break. Some offices stagger lunch breaks to allow them to remain open during the lunch period. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. While hourly employee schedules are dictated by their supervisor, employees paid on an exempt/salaried basis are expected to set their schedules to ensure office hours are appropriately staffed and to ensure work is getting done in a timely manner.

Summer Hours: In the past, the college has adopted different office hours for the summer months. Should this happen, you will be informed each spring of the schedule.

Employees are generally allowed a 15-minute paid work break in both the morning and afternoon. Breaks aren't guaranteed and depend on workload and time constraints. Unused breaks cannot be "banked" and used to shorten the regular work hours.

## **Internal Promotion**

Promotions of staff members may occur without external recruiting if it is clear that each promotion 1) is the result of growth in competence and skills of an individual and merit a corresponding expansion of the individual's current job responsibilities or, 2) is a position change involving increased but similar responsibilities. In cases where two or more persons at the college are potentially eligible for promotion to the same position, notice of the employment opening shall be circulated to current employees via the college newsletter, or within the department (dependent upon the situation) with a one-week timeframe in which to allow incumbents to express interest in the position. Promotion without external recruiting requires the approval of the Affirmative Action Coordinator and Human Resources.

Practices relating to promotion of faculty members are detailed in the Faculty Handbook.

## **Performance Evaluation - Staff**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Supervisors should complete a formal written performance evaluation with direct reports on an annual basis. These evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, set goals and discuss positive, purposeful approaches for meeting goals.

## **Problem Solving Procedures**

Cornell College is committed to providing the best possible working conditions for its employees. Therefore it encourages an open atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Cornell College supervisors and/or Human Resources.

If an employee disagrees with an established rule of conduct, policy, or practice, he/she can express his/her concern through the following suggested procedure:

1. First, discuss the difficulty or concern with the immediate supervisor
2. If unresolved at that level, the employee may seek guidance from the respective division head
3. If the matter cannot be settled on an informal basis, the Employee Relations Coordinator will assist in putting the concern in writing for joint consideration by the appropriate division head(s) and Employee Relations Coordinator.

Employees may involve the Employee Relations Coordinator at any point within the process. Faculty may also follow the formal Faculty Grievance Policy and Procedure outlined in the Faculty Handbook.

Complaints of sexual harassment are covered under the [Sexual Misconduct policy](#), and complaints of discrimination based on a protected characteristic are covered under the Non-Discrimination Policy.

## **Progressive Discipline Procedures – Staff employees**

In the spirit of mutual respect, Cornell College prefers to pursue progressive discipline whenever possible for staff employees undergoing performance or behavioral problems. Progressive discipline is appropriate where an employee behaves in a way that compromises his or her responsibilities at work, or compromises others' responsibilities at work. Such behavior may include negligence or disregard of college policies, a pattern of incivility to others, or unreliable performance.

Progressive discipline differs from an employee performance review or regular communication between a supervisor and the employee concerning ways to improve performance.

At any point during a progressive discipline process, an employee may consult with the Employee Relations Coordinator for individual guidance or referral to relevant resources.

While Cornell College prefers to adhere to the following procedures, the college reserves the legal rights afforded under the employment-at-will doctrine and this Handbook should not be construed as an implied contract. Nor does the college forego the rights of an “at-will” employer. This means that in cases of severe offenses, or for gross misconduct, an employee may be immediately suspended or discharged even if it is a first time offense.

Progressive discipline may involve any or all of the following procedures, in an order that is appropriate to the situation. Any one of the below disciplinary actions may be utilized at any time at the sole discretion of Cornell College. Individual instances and offenses may result in suspension or termination even on the first offense.

Written Notification – this involves a written summary of a meeting between the supervisor and the employee, documenting concerns and placing a copy in the employee’s personnel file.

Suspension – this involves a written summary of the supervisor’s concerns and a decision to suspend, without pay, the employee’s employment for a defined period of time (as determined between the supervisor and Human Resources).

Termination of employment – if the above steps fail to resolve the defined problem, the employee’s employment with Cornell College may be terminated.

## **Resignation/Termination of Employment**

Employees may leave the employment of the college for a variety of reasons. Normally, when an employee resigns, a written notice outlining the anticipated last day of employment is given to the immediate supervisor and a copy sent to Human Resources. A minimum two-week resignation notice is expected. If the college terminates an employee, it will endeavor to provide the same minimum two-week notification period, except in cases of serious performance or misconduct issues. Practices relating to resignation or termination of employment of faculty members are detailed in the Faculty Handbook.

Employees terminating for any reason will be paid vacation earned but not yet taken as of the last day of work. Vacation may not be used during the notice period, to extend the last date of employment. Holidays which follow the last day of work will not be paid. Group health, dental and vision insurance will be continued through the end of the month in which the termination occurs. Life and long-term disability coverages end on the last date of employment. Specific information on insurance continuation and conversion will be made available to departing employees during their exit interview.

The termination process includes an exit interview with Human Resources, the return of laptop, I.D. card, keys, library books, college credit card, gas card, parking pass and any other college property, and consultation with the Office of Human Resources about benefits, paid vacation time, and network and email privileges.

## **Recruitment - Staff**

Notice of employment openings will be announced in the Campus e-Newsletter, followed by most jobs being advertised externally. See the [Affirmative Action Program](#) for further details. Additional information on employment openings can be found on the [Human Resources Employment](#)

[webpage](#). Selection and placement are based on several factors, including knowledge, skills, education, experience, interview results, references, and background check results (refer to Background Check Policy).

### **Sexual Misconduct Policy**

[Click here](#) for the campus-wide Sexual Misconduct Policy.

## **Workplace Policies**

### **Alcohol and Drug Policy**

Cornell College prohibits the unlawful possession, use and distribution of illicit drugs and alcohol, and expects that students, faculty, and staff members of the college community will conduct themselves in a responsible manner that shows respect for others and the community at large. This prohibition applies to all activities sponsored by the college whether on college owned property or at other locations. The same behavioral standards apply to all individuals: students, faculty, staff, and guests of the college community. As part of the larger community, Cornell is subject to, abides by, and supports Iowa state statutes and local ordinances.

The college is committed to complying with the requirements of the [Drug Free Schools and Communities Act of 1989](#). The requirements for compliance are addressed in the alcohol policy which is distributed electronically each year to students and employees.

### **Bloodborne Pathogens**

Current medical evidence indicates that the actual safety risks created for the transmission of the Hepatitis B (HBV) or HIV (AIDS) viruses are low in the college's normal academic and employment setting. Any employee who may be exposed to body fluids in the course of employment duties will be given protective wear in order to minimize the risk of transmission of communicable disease. The college will make available the Hepatitis B vaccination series to all employees who have the potential for occupational exposure.

Training is provided annually. For more information, contact the Human Resources Office.

### **Business Expense Reimbursement Policy**

[Click here](#).

## **Campus Safety/Security**

Cornell is concerned about the safety and well-being of all students, staff, faculty and their guests. The cooperation and involvement of all community members is essential for making the campus safe. Students and employees are encouraged to be responsible for their own security and the security of others and to take responsibility for reporting to the proper authorities any criminal activity occurring on campus.

Some of the crime prevention programs and projects employed by Cornell include emergency telephones, crime prevention presentations, printed crime prevention materials, and sexual violence education and prevention. The Cornell College Campus Safety & Security Report is distributed annually and is available upon request from the Dean of Student's Office.

## **Cell Phone Policy**

This policy establishes the extent to which the college may subsidize, through a cell phone allowance, personally owned cell phones used in the conduct of college business and establishes rules for cell phone use.

The college provides access to college-owned communication devices based upon an employee's job responsibilities. Those communication devices may include computers with e-mail capabilities, and desk phones for transacting college business. Some positions may require that the employee be readily available via cell phone throughout the work period or during non-work hours. College-owned cell phones are provided only by exception as delineated below. If an employee's position responsibilities fall into any one or more of the following three categories, the college may subsidize the employee's personal cell phone service with a cell phone allowance.

1. Employees with job responsibilities that require them to make or receive calls on a frequent (daily) basis outside of their normal working hours.
2. Maintenance and campus safety employees who need to make and receive calls outside of an office setting.
3. Employees who have an assigned office but who spend a significant amount of time away from that office and who need to make or receive calls during these periods.

Cell phone allowances will be paid through payroll and will be pre-tax.

Where a justification can be established, exceptions may be granted to the policy allowing for the purchase of college-owned cell phones. Generally, this will occur in the case of a cell phone that

passes from person to person at shift change. All exceptions to policy must be approved by the Director of Information Technology.

Employees using a cell phone for college business will not use their phone while driving for texting or for reading or sending email. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees must pull off to the side of the road and safely stop the vehicle before sending/reading a text or email. Employees must use hands-free options for making/receiving calls. Special care should be taken in situations where there is traffic or inclement weather or when the employee is driving in an unfamiliar area.

### Policy Questions

Questions pertaining to this policy should be directed to your supervisor, division head, or Human Resources. It is the responsibility of the President's Council to approve and modify this policy.

### Scope

This policy applies to staff and administration at Cornell College. The policy applies to both unrestricted and restricted sources of funds.

### Procedures

To obtain a Cell phone allowance, the employee:

1. Completes an [Allowance Request Form](#)
2. Obtains the required Division Head approval
3. Submits the form to Human Resources for processing

Division Heads will determine the level of the cell phone allowance, based on the amount of time an employee is anticipated to use voice and data service for his/her job requirements.

The biweekly cell phone allowances are:

- Voice use only - \$13.85
- Voice and text - \$18.46
- Full voice/text/data functionality - \$23.08

Cell phone allowances are assumed to subsidize the cost of a personal cell phone. The college is not responsible for purchasing or replacing cell phone devices. Any damage or loss of cell phone devices is the responsibility of the employee.

Cell phone allowances and this policy will be reviewed annually.



## Confidentiality Policy

Cornell College maintains strict confidentiality requirements and regulations in compliance with the Gramm-Leach-Bliley Act (GLBA), Family Educational Rights and Privacy Act of 1974 as amended (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA) in addition to other federal and state laws. Find additional information on the Registrar's webpage on [Student Records Privacy Options \(FERPA\)](#). These laws pertain to the security and privacy of all non-public information including student information, employee information, and general college information whether it is in hard copy or electronic form.

Employees may be privy to private information throughout the course of their work and are expected to protect against unauthorized access of such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards that may compromise the confidentiality of such information.

Employees must not release this confidential information to the public; this category includes but is not limited to co-workers who have not been authorized or who do not have a legitimate business/educational need to know.

Upon hire, employees must sign a statement of confidentiality.

## Conflict of Interest Policy

In an effort to preserve institutional integrity, accountability, and fairness, it is appropriate that institutions have conflict of interest policies and procedures. It is the policy of Cornell College that all its employees avoid both conflicts of interest and the appearance of conflicts of interest whenever possible. This policy establishes a process that assures conflicts of interest are avoided or appropriately disclosed.

A conflict of interest exists when the institution's employees have an outside interest that has the potential of being at variance with the best interests of the institution. This includes, but is not limited to,

- conflicting financial interests
- use of, or unauthorized disclosure of, confidential information for personal gain
- use of institutional time, facilities, or equipment for personal purposes
- supervision of family members or those with whom one has romantic relationships: supervision includes, but is not limited to, the ability to make compensation, hiring, discipline, and termination decisions

### Process

If you are unclear about whether any particular behavior would constitute a conflict of interest, consult with

- your direct supervisor or
- your division head or
- Human Resources

These persons can also offer advice on how to avoid a conflict or, if unavoidable, how to recuse oneself from a conflict of interest situation.

Apparent conflicts should be reported to the Employee Relations Coordinator, who shall confer with the appropriate supervisor or division head or, in the case of the president, with the chair of the board of trustees while preparing to investigate the reported conflict. If conflicts of interest are verified, appropriate actions shall then be taken.

The college will not retaliate against employees for reporting actual or possible violations of the policy and, consistent with the college's Whistleblower Policy, the identity of those providing information about possible violations will be protected within legal limits. Individuals who take retaliatory action may be subject to discipline, consistent with applicable college regulations and processes. The college also may take appropriate disciplinary action if it is found that an employee attempts to discredit another by reporting a conflict of interest that is found to be intentionally fabricated.

Persons found to have violated the Conflict of Interest Policy may appeal the decision following the grievance procedures outlined in the Faculty Handbook or Employee Handbook, as relevant.

#### Policy Questions

Questions pertaining to this policy should be directed to the Human Resources office (x4244), which is also responsible for updating this policy.

### **Health and Safety**

The college affirms that the safety and protection of students and employees is one of our greatest concerns. Cornell complies with the Federal Occupational Safety and Health Act of 1970 (OSHA) and all other applicable regulations. Safety is a priority at the college. We make every effort to keep work areas safe and free from hazards. Supervisors are to assist employees with safety and health requirements. Employees are expected to observe all applicable safety requirements and to promptly report any unsafe or hazardous conditions to their immediate supervisor.

### **Inclement Weather**

Cornell is a self-contained residential institution and its teaching and administrative activities must

generally continue despite the weather. On occasion, weather conditions may be such as to make travel difficult and slow. Employees will be allowed additional paid time, if needed, up to sixty (60) minutes for commuting.

The decision to close all or a portion of the college, or delay the start of the working day is the responsibility of the Dean of the College, who consults with the Vice President for Student Affairs, the Assistant Vice President for Student Affairs/Dean of Students, the Vice-President for Business Affairs, the Director of Facility Services, the Director of Campus Safety and the Director of Marketing and Communications. When appropriate, the Dean will schedule an early morning conference call with the above-named individuals to determine a closing/delay and will then work with the Office of Marketing and Communications to initiate appropriate notifications to the campus community. Closings/delays may affect only non-essential administrative offices, or the Dean of the College may determine the need to cancel classes, depending on the situation.

Faculty and Staff should be alert to regular communication methods through the campus home page (updated by 7:00 a.m. with closing/delay information), email, voice mail and cell phones (RAM alert). Where these methods are not effective, phone trees or other departmental methods of reaching personnel should be used. In extreme weather situations, an announcement will be broadcast through local radio and/or television stations. When in doubt, employees should seek guidance from their supervisor.

### **Faculty**

Unless the Dean of the College delays or cancels classes, individual faculty will determine whether classes meet based on their ability to come to campus safely. Faculty will notify students of class cancellations or alternative arrangements for learning during the inclement weather (Moodle assignments/readings, independent study, group work on campus, etc.) via established procedures.

### **Essential Staff**

Because Cornell is a residential campus, services to students must continue to be provided, requiring essential staff to work. Essential services include dining services, facilities management, campus safety, residence life, the information desk, the health center, and cleaning services. Staff who work in these areas are considered “essential staff” and are expected to work during times when non-essential offices are closed. Depending on scheduled campus activities, there may be times when other services are also deemed essential. Each division head will inform others when they are deemed essential.

When advance planning is possible, essential staff may contact Student Affairs or Academic Affairs to determine if there is any on-campus housing available for them to take a rest break or, when necessary, to spend the night.

Those essential staff paid hourly by Cornell College and required to work during a delay or closing will be paid one and one-half times their standard hourly rate of pay for hours worked during a delay

or office closing. Those essential Cornell College staff classified as exempt will be given one hour of vacation time for each two hours worked during a delay or office closing. In order to qualify for this pay/vacation time, it is necessary for the division head to send an email to Human Resources on the next available working day, listing those essential staff who worked and hours worked.

### **Non-Essential Staff**

If a decision to close administrative offices or to delay the start of the working day is announced, non-essential Cornell College staff may elect to stay home and will be paid for those hours at their regular rate. Non-essential staff who voluntarily elect to come to work during a delay or closing, or who elect to work from home, will not be further compensated.

*Note:* Visit [Iowa's DOT's 511-Traveler Information webpage](#) for updated road conditions. In all situations, safety of students, faculty and staff is the number one concern. Please utilize discretion and judgment when determining whether to travel in inclement weather situations, and communicate your plan in a timely manner with your supervisor.

### **Infectious Waste**

Cornell College has an infectious waste management plan. The plan is designed to ensure that all infectious waste is disposed of in a safe manner, avoiding any risk to employees. For more information, contact the Director of Facilities Management.

### **Key Issuance**

The Residence Life Office is responsible for distributing and collecting campus keys. [Click here](#) to access the Key Policy through the Residence Life Office. A [Key Request Form](#) may be picked up at the Residence Life Office. This form requires the supervisor's signature (and, depending on the area, additional signatures) in order to obtain building and office keys.

Keys issued through Residence Life are for long-term use only and require all necessary signatures. An employee who is locked out of their office or other space should contact Campus Safety (319-895-4299) for assistance. Residence Life will not issue a second key for someone who is locked out.

### **Motor Vehicle Policy**

[Click here.](#)

### **Nepotism Policy**

The college may employ relatives of employees as long as they work in different offices and departments. Temporary employment of a relative in the same office may be allowed in unusual circumstances. The President, in consultation with the Employee Relations Coordinator, must

approve any exceptions to this policy. The President and Vice President for Academic Affairs, and Dean of the College must approve exceptions as they involve faculty members.

## **Nursing Mothers Policy**

Cornell College will provide a reasonable break time for a female employee to express breast milk for her child for one year after the child's birth. Said break time will be available during the day each time an employee has a need to express milk. A place, other than a bathroom, that is shielded from view and free of intrusion will be provided. Employees in need of breaks for milk expression should contact the Human Resources office with details of when breaks are needed. Human Resources will assist in locating an appropriate space. This policy complies with the Patient Protection and Affordable Care Act as amended under the Fair Labor Standards Act.

### Policy Questions

Questions pertaining to this policy should be directed to your supervisor, division vice-president, or Human Resources (x4244). It is the responsibility of Human Resources to keep this policy up-to-date in conjunction with any changes in legal requirements.

### Scope

This policy applies to faculty and staff.

## **Smoking Policy**

This policy outlines Cornell College's compliance with the Iowa Smoke-free Air Act of July 1, 2008.

### Policy Questions

Questions pertaining to this policy should be directed to your supervisor, division vice-president, or Human Resources (x4243). It is the responsibility of human resources to keep this policy up-to-date in conjunction with any changes in legal requirements.

### Scope

This policy applies to employees, students, volunteers and anyone visiting the Cornell College campus.

### **Definitions**

In accordance with the Smokefree Air Act, smoking is defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other tobacco product in any manner or in any form. "Smoking" does not include smoking that is associated with a recognized religious ceremony, ritual, or activity, including but not limited to burning of incense.

### **Where can smokers go to smoke?**

Smoking is allowed on city sidewalks and streets. You can smoke on sidewalks that run parallel with city streets including First Street, Fifth Avenue, and 10<sup>th</sup> Avenue. You can also smoke on McGregor

Lane near Pauley-Rorem. Please ask a campus safety officer if you are unsure if a street or sidewalk is city or college property. We strongly encourage all employees to remember to be good citizens and neighbors by properly disposing used cigarettes.

### **What areas are prohibited to smokers?**

Any college owned property or vehicles. This includes inside and outside of buildings, sports venues, rental housing, college owned vehicles, or personal vehicles parked on college owned property and any outdoor space owned by the college.

## **Procedures and Guidelines**

### **Reporting**

We encourage each person to feel comfortable addressing someone who is smoking in an improper place by asking them kindly to stop. If you are not comfortable with this, or the person doesn't respond kindly to you, then feel free to contact Campus Safety at 895-4299.

In order for the college to take necessary internal corrective action, an employee is encouraged to report, preferably in writing, a disclosure of the prohibited smoking as follows:

1. If a student or group of students is accused, the matter should be reported to the Dean of Students.
2. If a faculty member is accused, the matter should be reported to the Vice-President of Academic Affairs and Dean of the College.
3. If a member of the staff or administration is accused, the matter should be reported to the Human Resources.
4. If members of contracted organizations employed by the college, e.g., security services, food services, book store, are accused, the matter should be reported to Human Resources. Working in conjunction with the divisional vice-president, contractual procedures will be followed.

The disclosure should be factual and contain as much specific information as possible. If an employee is unwilling or unable to put a disclosure in writing, he/she should report the activity orally to the appropriate college official. It is important to note the date, the time and the place that prohibited smoking occurred.

### **False Allegations**

The employee must exercise sound judgment to avoid making baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination, in accordance with established disciplinary procedures.

## **Solicitation and Distribution**

In an effort to ensure a productive and harmonious work environment, solicitation and distribution practices on college property will be limited. Approved programs include the annual fund drive for United Way. When this drive is active, solicitation and distribution will be discreet and limited. Supervisors will not solicit employees whom report to them nor will they be informed of contributions made.

On occasion, a campus office may approve solicitors to come to campus to make their products or services available to students. These activities should have the approval of the appropriate divisional vice president.

Cornell College recognizes that employees may have interest in events and organizations outside the workplace such as school fundraisers, Girl Scout Cookies, Boy Scout popcorn, and similar activities. The college expects that employees will be discreet and limited in these solicitation efforts. Promotional material can be placed in non-work places (such as break areas) and orders should be taken during non-work time (breaks). Distribution of political materials and solicitation of employees to join or vote for a particular political party or candidate is not allowed. Use of campus communication systems (e.g., email, regular mail, the campus directory, and bulletin boards) for personal solicitation and distribution purposes is not appropriate.

## **Statement of Ethical Conduct**

All employees of Cornell College shall

1. Conduct college business with honesty and integrity, striving for excellence in all aspects of their work
2. Maintain the highest level of personal conduct and ethics, including
  - a. Respecting the rights and views of students and fellow employees
  - b. Presenting information honestly and accurately, never plagiarizing or falsely representing personal or professional information
  - c. Maintaining the confidentiality of information to which they have access and using it only in the discharge of official duties
3. Be familiar with and uphold laws and regulations related to their jobs and the college's activities, and adhere to all college policies and procedures
4. Report unethical, illegal, or fraudulent activities either directly to one's division head or to Human Resources or through the Whistleblower Policy

## **Technology Policies**

The use of Cornell's computing resources and facilities constitutes an agreement on the part of the user to obey the following policies. Violation of any of these policies is a violation of Cornell policy and may result in disciplinary action, up to and including termination of employment.

Inquiries about these policies and requests for changes should be made to the chair of the Information Technology Advisory Committee.

1. [Network Access](#)
2. [Electronic Mail](#)
3. [Equipment and Locations](#)
4. [Computer Lab Policies](#)
5. [Software](#)
6. [Non-Standard Computer Justification](#)
7. [Laptop Policy \(See Non-Standard Computer Justification\)](#)
8. Cell Phone Policy (see Cell Phone Policy section within Employee Handbook)
9. [Separated Employee User Accounts](#)
10. [Mobile Device Security](#)
11. [Network/Email Password Requirements](#)
12. [Password Protected Screen Saver Requirements](#)
13. [Information Security Policy](#)
14. [Email as a Secure Means of Communication](#)

## **Whistleblower Policy**

Cornell College affirms its dedication to the highest standards of ethical conduct, professionalism, and quality in our education and administration. The college welcomes and encourages the reporting of policy and compliance concerns. Reporting assists us in our obligation to maintain compliance with governmental laws and regulations and college policies. This policy applies to all employees, students, and volunteers.

## **Fraudulent or Dishonest Conduct**

Fraudulent or dishonest conduct is a deliberate act or failure to act with the intention of obtaining a material unauthorized benefit. Examples include, but are not limited to:

- violation of law or government regulation;
- forgery or alteration of documents;
- unauthorized alteration or manipulation of computer files;
- fraudulent financial reporting;
- fraudulent or improper expense account reporting, for example, manipulation of reimbursement expense forms for business transportation, meals and lodging;
- misappropriation or misuse of Cornell's resources;
- authorizing or receiving payment for goods not received or services not performed;
- Authorizing or receiving compensation not earned.



## **Whistleblower**

A whistleblower is a Cornell employee who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties detailed in this policy. The employee is not responsible for investigating the activity or for determining fault or corrective measures.

## **Reporting**

### ***Written***

In order for the college to take necessary internal corrective action, an employee is encouraged to report, in writing, a disclosure of any activity described above as follows:

1. If a student or group of students is accused, the matter should be reported to the Dean of Students.
2. If a faculty member is accused, the Subcommittee on Reappointment, Tenure and Promotion should be notified. They shall hear the case and make appropriate recommendations to the Dean of the College and the President.
3. If a member of the administrative or hourly staff is accused, the matter should be reported to Human Resources.
4. If the Employee Relations Coordinator is accused, the matter should be reported to the Vice President for Business Affairs.
5. If a Vice President is accused, the matter should be reported to the President.
6. If the President is accused, the matter will be referred to the Chair of the Board of Trustees.
7. If members of contracted organizations employed by the college, e.g., security services, food services, book store, are accused, the matter should be reported to Human Resources.

The disclosure should be factual and contain as much specific information as possible. If an employee is unwilling or unable to put a disclosure in writing, he/she should report the activity orally to the appropriate college official who will prepare a written summary of the individual's disclosure. To assure accuracy and completeness, the reporting individual will sign the document and a copy of the summary will be provided.

### ***Phone Hotline***

Another reporting alternative is use of a 3<sup>rd</sup> party phone hotline available through Educational and Institutional Insurance Administrators, Inc. (EIIA). Employees may call 866-943-5787 and either use their name or report anonymously. When an employee calls, a trained specialist will guide them through the details of their concern. They will be given a case number for reference. Using the case number the employee can call the hotline at any time to check on the status of the investigation and learn of any actions taken.

Reports will be sent to the Vice President of Business Affairs and the Employee Relations Coordinator for follow-up.

All allegations will be investigated by the appropriate college official. All college employees are expected to fully cooperate in the investigation of the allegations. The appropriate corrective action, up to and including termination, will be administered if the investigation finds that an employee engaged in activity as described above.

### **False Allegations**

The employee must exercise sound judgment to avoid making baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

### **Protections**

Whistleblower protections are provided in two important areas – confidentiality and retaliation. Insofar as possible, the confidentiality of the individual providing a written report will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense. If identity disclosure becomes necessary, the reporting individual will be notified. Employees who elect to use the phone hotline on an anonymous basis will stay anonymous unless they elect to reveal their identity. Cornell will not retaliate against a whistleblower. This commitment includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, reduction in compensation, poor work assignments, or threats of physical harm.

Any reporting individual who believes he/she is experiencing retaliation must contact the Employee Relations Coordinator immediately. All complaints will be investigated promptly and with discretion, and all information obtained will be handled on a “need to know” basis. Any individual found to be retaliating will be disciplined, up to and including termination in accordance with established procedures. The right of a reporting individual for protection against retaliation does not include immunity vis-à-vis any personal wrongdoing that is alleged and investigated.

Questions should be directed to Human Resources (895-4244).

### **Work Related Injuries**

Work related injuries should be reported immediately to the supervisor and the Human Resources Office. A work injury report will need to be completed and filed with the insurance company within twenty-four hours of the injury, whenever possible. The Human Resources Office should be contacted prior to seeking medical care if it is a non-emergency situation. For additional information refer to Worker's Compensation in the Employment section of this Handbook.

## **Pay Procedures**

## **Compensation Policy**

Cornell is committed to a total compensation program, which includes salaries, wages, and benefits. The goal of the compensation administration process is to provide each employee with a salary or wage that is internally equitable and externally competitive. In addition, the compensation program provides a basis for job comparison both within and outside of the college which will aid in recruiting and will provide a rationale for compensation decisions.

The compensation program at Cornell, incorporating the institution's goals, has the following objectives:

- To provide employees with compensation that is externally competitive, so as to attract and retain qualified employees;
- To provide a wage and salary program that is internally equitable;
- To ensure that the compensation program has a high priority in the planning and building of the college's budget;
- To provide a compensation program that, as appropriate, assists supervisors and administrators in encouraging staff members to maximize their job performance; and
- To ensure that wages and salaries are periodically reviewed and appropriately revised to reflect changing conditions.

Further information regarding compensation for staff can be obtained from the Human Resources Office. Further information regarding compensation for faculty can be obtained from the faculty salary subcommittee.

## **Compensation of Travel Time for Hourly Staff**

On occasion, non-exempt (hourly) staff may be required to travel to another city for business related purposes. Travel time in route to another city for a one-day seminar, training session or meeting where no overnight stay is required will result in compensation for travel time and time spent participating in the event. Meal periods will not be compensated for or considered as time worked. For travel involving an overnight stay away from home, compensated time is any time traveling or conducting college business while away. The one exception to this is time spent in travel away from home outside of regular work hours (8 a.m. – 5 p.m., any day of the week) as a passenger on an airplane, train, boat, bus, or automobile is not considered compensated time. Questions regarding what is considered compensated time may be directed to the Human Resources Office.

## **Jury Duty**

On occasion, an employee may be required to serve on jury duty. Cornell encourages its employees to accept and perform their duties as citizens. All regular part-time and full-time employees will continue to receive their regular pay while serving on jury duty. The employee will reimburse the

college for any additional monies received as compensation for jury duty, other than mileage reimbursement. A person serving on a jury is expected to report to work when the jury is recessed.

## **Military Leave**

Employees are entitled to a military leave of absence without pay for service in the armed forces of the United States or in a state National Guard. Short leaves may be with pay if they are charged to accumulated vacation. When called to duty, contact the Human Resources Office regarding benefit status during the leave.

## **Pay Deductions**

The law requires that the college make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The college also must deduct Social Security and Medicare taxes on each employee's earnings up to a specified level established by the U.S. government.

Cornell College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Exempt employees who exhaust all forms of paid time off will have deducted any full-day absences from their pay.

If you have any questions concerning why deductions were made from your pay check or how they were calculated, the Human Resources Office can assist in answering your questions.

## **Time Reporting and Payroll Procedures**

Non-exempt hourly staff are required to complete a time card on a biweekly basis. Employees must record the hours worked each day on a time card. The time card is submitted by the employee, approved by the supervisor, and submitted to the Payroll Coordinator. You are not permitted to work "off the clock." Just as you are not permitted to work "off the clock", no one affiliated with Cornell College is authorized to ask you to do so. All time worked must be documented on your timesheet or recorded via a time clock.

For non-exempt hourly employees, the normal full-time work week is 40 hours, paid at straight time. Hours worked beyond 40 hours per week Sunday through Saturday, will be compensated, by overtime pay, at time and one-half. Time cards automatically calculate overtime worked, which must be authorized in advance and approved by the supervisor. Time off for vacation, sick leave, or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations. In order to allow flexibility with work schedules for non-exempt employees, as

approved ahead of time by the supervisor, employees should only substitute paid time off in order to make them whole to their regular number of work hours per week. For example, if a full-time employee has already reached 40 work hours before Friday, and employee receives approval from supervisor to be off work on Friday, they would not record any additional time-off for Friday's absence. For exempt-paid employees, the nature of exempt positions requires that additional hours may be needed in carrying out the responsibilities of the job. These additional hours are not compensated. Exempt staff must complete a bi-weekly report that records any time off from the normal work schedule.

Employees are paid every other Friday. Earning statements are available [on-line](#). [Click here](#) for the schedule of pay dates and time card due dates. Any delay in submitting a complete and accurate report of time worked may result in delayed processing of paycheck. Electronic direct deposit of payroll earnings to a financial institution within the United States is required for all employees hired on or after December 1, 2012. Employees can sign-up for direct deposit through the Human Resources Office or with the Payroll Coordinator in the Business Office.

Questions regarding time cards should be directed to the Payroll Coordinator.

### **Maintenance Technicians Time Reporting and Pay Procedures**

Due to the nature of the position, maintenance technicians working within Facility Services who work less than 8 hours per day, Monday – Friday, should use paid time off to make themselves whole to an 8-hour work day. Time off for vacation, sick leave, or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations, except in the case that you were called in to work outside normal business hours by your supervisor and vacation time was requested in advance per departmental policy.

Maintenance Technicians will be paid \$100 per week when assigned on-call responsibility during the period September 1 – May 13, and \$50 per week when assigned during the period May 14 – August 31. If called to report to campus while on-call, employee will be compensated a minimum 2 hours of overtime plus mileage.

## **Benefits**

Insurance benefits are governed by the detailed language in the insurance contracts and Summary Plan Descriptions. Cornell reserves the right to add, change, or terminate any provisions addressed in the benefits listed below.

## **Determination of Benefits Eligibility and Premium Rates**

If a staff employee works at least 1000 hours in a calendar year they are deemed to be benefits eligible. Faculty must teach at least 4 courses in an academic year to be benefits eligible. Staff working between 1000 – 1462 hours per year, and faculty teaching 4-5 courses per year, are eligible for pro-rated health insurance premiums and must pay 1.5 times the full-time employee premium rate. Staff working a minimum of 1463 hours per year, and faculty teaching at least 6 courses per year are eligible for the full-time employee premium rate. Temporary employees are not eligible for benefits. Benefits begin the first of each month, unless noted otherwise.

## **Business Travel Accidental Death Insurance**

All employees are covered by a college-paid Accidental Death and Dismemberment Insurance policy for any accident that occurs on official college travel outside Mount Vernon. The coverage is based on two times annual base salary, not to exceed \$300,000. If annual pay is less than \$25,000, the coverage is rounded up to \$50,000. Additional Accidental Death and Dismemberment insurance is available to eligible employees. Information regarding this insurance can be obtained from the Human Resources Office.

## **Dental Insurance**

An employee is eligible to participate in voluntary dental insurance on the first day of the month following the employee's date of hire. When the first day of employment falls on the first day of a month, the employee is eligible to participate in the plan on that date. Visit the [Human Resources' Benefits webpage](#) for additional information regarding the dental plan.

## **Discretionary Unpaid Leave**

Cornell College may elect to grant up to a 30-calendar day, unpaid discretionary leave to employees who need time off that does not meet other policy parameters, or who have exhausted time off under another policy (Family and Medical Leave Act, Pregnancy Leave Act, Vacation, Sick Time). Time off under this policy must be requested via the Discretionary Leave Request form and granting this time off is at the discretion of the division head and Human Resources. Requests will be considered on a case-by-case basis. The needs of the college will take precedence. Other factors will have to be considered, including who else has need of time off during the same time period and how well work can be covered without incurring additional costs.

During discretionary leave the employee's job will be held and benefits that were in effect for the employee will remain in effect, at employee premium rates. Additional vacation and sick leave will not accrue during discretionary leave. Benefits for which payments are required will necessitate making arrangements with Human Resources for continued payment. Policy changes, including premium changes that might occur during the leave will apply to those on discretionary leave.

In order to make a work day whole, discretionary leave may be used in partial day increments. For example, an employee may have only a partial day of FMLA left and may complete that day with discretionary leave.

While on discretionary leave, employees must check in with their supervisor weekly to ensure continued leave is necessary and that nothing has changed with the department's needs. If unable to return to work at the end of discretionary leave, employment with Cornell College will be terminated.

### **Policy Questions**

Questions pertaining to this policy should be directed to your supervisor, division vice-president, or human resources (x4244). It is the responsibility of Human Resources to keep this policy up-to-date in conjunction with any changes in legal requirements.

### **Scope**

This policy applies to staff.

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

Cornell recognizes that at times employees experience problems that may benefit from professional consultation. These problems might include financial difficulties, drug or alcohol abuse, emotional stress, legal concerns, or other family problems. Resolution of such problems should be beneficial to all involved; improving family life, work performance, and overall productivity. The Cornell Employee Assistance Program has been established to ensure that employees have an effective means of resolving problems.

This program is available to all college regular part-time and full-time employees who qualify for benefits and health insurance coverage through Cornell. The EAP coverage is also available to dependents of employees. The basic policy is to ensure employees and dependents receive counseling and guidance for any personal problem that may affect quality of life and/or work performance.

For more information, visit [Cornell's EAP informational webpage](#).

### **Family and Medical Leave**

Because employees may find it necessary to take a temporary leave from their jobs to address family medical responsibilities or their own serious health condition, and in order to comply with the Family and Medical Leave Act of 1993 (FMLA), the college has established the following family and medical leave policy and procedures.

To be eligible, employees must have worked a minimum of 1250 hours during the 12-month period preceding the start of the leave. Leaves of absence will be granted for the following reasons:

### **Medical Leave**

Employee's serious health condition that renders him/her unable to perform his/her essential job functions.

### **Family Leave**

The birth, adoption, foster care placement, or first-year care of a child.

To care for a spouse, domestic partner, child, or parent of the employee if that individual has a serious health condition.

### **Service Member Leave**

A qualifying exigency arising out of a covered family member's (spouse, parent, son, daughter\*) active duty or call to active duty in the Armed Forces, National Guard and Reserves. The military member must be deployed to a foreign country.

To care for a covered family member (spouse, parent, son, daughter, next of kin of the covered service member) who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating, OR a veteran\*\* of the Armed Forces (effective 3/8/13).

\*Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a child. This term does not include parents "in law." Son or daughter means your biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom you stood in loco parentis, and who is of any age.

Next of kin is the nearest blood relative, other than the spouse, parent, son, or daughter, in the following order of priority:

1. a blood relative who has been designated in writing by the service member for purposes of FMLA military caregiver leave
2. blood relatives who have been granted legal custody of the service member
3. brothers and sisters
4. grandparents
5. aunts and uncles
6. first cousins

\*\*A covered service member is a veteran discharged under conditions other than dishonorable within the five-year period before you first take military caregiver leave to care for that veteran who is undergoing medical treatment, recuperation, or therapy for a serious illness or injury.



For any veteran who was discharged prior to March 8, 2013, the period of time between October 28, 2009 and March 8, 2013 will not count as part of the five-year period. For example, if your family member became a veteran on October 28, 2009 then you may begin to use your military caregiver leave entitlement at any time up until March 8, 2018. As long as your military caregiver leave begins within five years of the veteran's discharge, the 12-month period may extend beyond the five-year period.

If the leave is for birth, adoption, or foster care placement, the leave must be completed within 12 months of the date of birth or placement.

\*All employees, regardless of hours worked or tenure, are eligible for 8 weeks of unpaid leave for disability due to pregnancy, childbirth, or legal abortion under Iowa Code 216.6.

### **Procedures for Requesting Leave**

Employees must give the college 30 days advance notice for foreseeable family or medical leaves. If the need for family or medical leave is not foreseeable, notice must be given by the employee as soon as possible and practicable. Except in cases of extreme medical emergencies, the employee is expected to advise his/her supervisor as soon as he/she knows of the need for and expected duration of the leave.

Employees requesting leave must complete a [Family and Medical Leave Request Form](#) from the Human Resources Office and provide copies to his/her supervisor and the Human Resources Office.

Any request for leave based on a serious health condition, whether it involves the employee or a family member, must be supported by the appropriate medical certification. In all cases of leave for a serious health condition, the college reserves the right to request another medical opinion at the college's expense.

For service member leave arising out of exigency, the college reserves the right to request supporting documentation showing that the service member has been called to active duty.

Employees will be notified in writing by the Human Resources Office of the terms and conditions of their leave. This written notice will reflect the decision of the division head and the supervisor in consultation with Human Resources.

### **Length of Leave**

Employees can take up to twelve weeks of leave under this policy during a rolling twelve-month period. This leave may be taken intermittently or applied to a reduced work-week or work-day schedule. The leave will be measured as a rolling twelve month period measured backwards from the date any leave was taken under this policy. When both husband and wife work for the college, they

are limited to a combined total of 12 weeks for birth or placement of a child, the care of a parent with a serious health condition, or exigency leave for a service member.

### **Substituting Paid Leave**

#### ***Staff***

For staff, paid time off (short-term disability, sick, or vacation) will run concurrently with leave taken under FMLA and will be used to cover the missed pay in full until the paid time off runs out, or the employee returns from leave, whichever occurs first. In the case of exhausted sick time, and the employee is not receiving short-term disability payments, an employee is required to substitute at least 50% of his/her available accrued vacation for any part of leave granted under this policy which would otherwise be unpaid. In the case of exhausted sick time and employee is on short-term disability (which covers 60% of regular pay), the employee is required to substitute the remaining 40% with any available paid vacation time. When sick and vacation time is exhausted, the employee will continue on an unpaid status, excluding payment through short-term disability, for the remainder of the leave. If the leave is intermittent and the employee has exhausted all paid time off, any additional time off under intermittent FMLA will be unpaid. Staff on leave to care for a qualified family member may use up to 20 days of sick time per rolling twelve months, measured backwards from the date any leave was taken under this policy.

For Example:

A full-time hourly-paid employee has 100 hours of accrued vacation, no sick time and takes one day off under intermittent FMLA. This employee has to use 4 hours of vacation, but may elect to use up to 8 hours. If this same employee has been off work for FMLA for three weeks with no sick time, they would be required to use at least 20 hours (50%) for the first week off 20 hours (50%) for the second week off; then 16 hours for the third week off, which is equal to 40% of their regular pay. Additional FMLA time would be unpaid, except for time paid through short-term disability.

#### ***Faculty***

Eligible faculty, whose FMLA has been approved through Human Resources, may take up to 12 weeks of personal paid leave for a serious health condition. Up to two paid teaching terms may be taken for childbirth, adoption, foster care placement, or first-year care of a child. Up to one paid term (teaching or non-teaching) may be taken for care of a spouse, domestic partner, child, or parent if that individual has a serious health condition. Paid leave runs concurrently with eligible FMLA time-off.

Where other college policies provide a greater leave benefit than the Family and Medical Leave, the other policy will prevail. However, any leave under the FMLA will run concurrently with such leave until exhausted.

### **Workers' Compensation Medical Leave**

An employee who is injured on the job will receive workers' compensation following three (3) days off from work as provided under state compensation law. If an employee is off work more than 14

calendar days, worker's compensation will retroactively pay for worked missed during the first three (3) days of absence. The workers' compensation leave and FMLA will run concurrently.

### **Benefits During Leave**

**Group Health Insurance:** During an approved leave the college will maintain the employee's group health insurance. The employee is required to continue to pay his/her contribution for medical insurance cost. The contribution will be deducted from the employee's paycheck during the leave if the employee is being paid. If the employee is on unpaid leave, the contribution will be billed to his/her Cornell account which is payable upon receipt of the statement.

**Other Benefits:** All other benefits normally provided to an employee will be provided to the employee only if permitted by the plan document governing the provision of benefits. Upon return from FMLA, an employee may be returned to the same participant status in those employee benefit plans in which the employee participated prior to the FMLA leave.

In the event that an employee fails to return from family or medical leave, or returns but stays less than 30 days, the employee will owe the college the cost of any benefits provided during the entire duration of the leave, including the employer's contribution to the employee's group health benefits. No such amount will be owed if there is a recurrence or onset of a serious health condition or, in the opinion of the college, there is a change of circumstance beyond the employee's control.

### **Return from Leave**

Employees returning from leave will be reinstated to the same or equivalent position. If the employee was on medical leave, medical certification may be required verifying ability to return to work.

Failure to return to work after the expiration of the leave will result in termination of employment and benefits, with the exception of continuation benefits.

### **Flexible Spending Accounts (Medical and Dependent Care)**

All employees eligible for fringe benefits may choose to have pre-tax money deducted from their regular paychecks and deposited into one or both of the reimbursement accounts. Under the current IRS rules, any money deposited into a reimbursement account for which the employee has not incurred an eligible expense during the plan year (January 1 - December 31) cannot be returned and is forfeited. Claims for reimbursement of eligible expenses may be submitted at any time during the plan year or during the 90 days following the end of the plan year (as long as the expense was incurred on or before the last day of the calendar plan year).

### **Medical Reimbursement Account**

Eligible employees may begin participation in this program on the first day of the month following initial employment. When the first day of employment falls on the first day of a month, the

employee is eligible to participate in the plan on that date. Employees may use the money to pay for out-of-pocket medical costs (as defined by the IRS) for themselves and/or their dependents. The total annual amount elected by the employee will be deducted in equal bi-weekly installments from their paychecks. Examples of eligible expenses are dental expenses, vision and hearing exams, prescription drugs, eyeglasses, contact lenses, hearing aids, and deductibles.

Note: If enrolled in a health savings account, only a limited purpose medical care spending account may be utilized to cover out-of-pocket dental and vision expenses.

### **Dependent Care Reimbursement Account**

Eligible employees may begin participation in this program on the first day of the month following initial employment. When the first day of employment falls on the first day of a month, the employee is eligible to participate in the plan on that date. Employees may use the money to cover work-related child care expenses for children under the age of 13 who qualify as dependents on the employee's federal income tax return or for other dependents who qualify as federal tax dependents who are physically or mentally incapable of self-care, regardless of age, such as elderly parents whom the employee supports.

### **Funeral Leave**

When death occurs in the immediate family of an employee, such employee shall be entitled up to a maximum of five (5) work days emergency leave with pay to make arrangements for and/or attend the funeral. An employee's immediate family shall be considered as husband, wife, domestic partner, child, mother, father, or grandchild, and similar in-law family members. An employee shall be entitled up to a maximum of three (3) days for any death of a grandparent, sibling, (or similar in-law), one (1) day for the death of an uncle, aunt, nephew, niece or cousin, (or similar in-law), (3) hours for local funeral of friend. The employee must notify the Human Resources office of the funeral. The college may request proof of relationship.

### **Health Insurance**

An employee is eligible to participate in group health insurance plan on the first day of the month following the employee's date of hire. When the first day of employment falls on the first day of a month, the employee is eligible to participate in the plan on that date. The premium will be deducted on a pre-tax basis from the employee's regularly scheduled paychecks (except in a month where a deduction holiday occurs). Pre-tax deductions are subject to IRS regulations which restrict changes during the plan year, with exceptions for those caused by a qualifying event, such as marriage, divorce, birth, adoption, death of a dependent, employment change of the insured or their spouse, or open enrollment offered by the spouse's employer. An outline of the current health care plans and their costs can be found on the [Human Resources benefits webpage](#). Contact the Human Resources Office for further information and current costs.

Employees may change their health coverage election on an annual basis through open enrollment that is effective with the plan year beginning January 1. If you waive coverage for yourself and/or your eligible dependent(s) and later wish to apply for coverage at a time other than the annual open enrollment period, you must have experienced a qualifying event.

Group health insurance will terminate at the end of the month following the termination date from the college, unless continuation coverage is elected. Continuation coverage also applies to employees' spouses/domestic partners and dependents that are actively covered at time of coverage termination. Information regarding continuation coverage can be obtained from the Human Resources Office.

The Human Resources Office must be notified within 60 days of any qualifying event that can affect the group health insurance coverage, such as a divorce, legal separation, or a child losing dependent status. Employees or family members have 60 days from the date of the event or the date, on which coverage under the plan would end because of the event, whichever is later. If the employee or dependent loses eligibility under Medicaid or Children's Health Insurance Program (CHIP), then the employee must request enrollment into this Plan not later than 60 days after the event.

## **Health Savings Account**

If participating in the high deductible medical care plan, then an employee may elect to participate in a health savings account.

HSAs (Health Savings Accounts) allow employees to have pre-tax money deducted from their regular paychecks and deposited into a health savings account. The money comes out of paychecks pre-tax, earnings while in the bank are tax-free and as long as money is taken out for qualified expenses, the money comes out tax-free. The Internal Revenue Service annually sets maximums for deferrals. Check with Human Resources for current maximum amounts.

This account is similar to a medical care spending account, with one very important exception. If money remains unspent at the end of the plan year, it may be rolled over to the next plan year. The plan is designed to encourage long-term savings.

### **Eligibility:**

First of the month following a benefit-eligible employee's date of hire. When the first day of employment falls on the first day of the month, the employee is eligible to participate in the plan on that date.

Employees may change their payroll contribution amount anytime, subject to annually set IRS limitations

Each year at open enrollment, the college will determine if it will make any contribution(s), as well as the amount of contribution, into employees' Health Savings Accounts.

### **Hilltop Fitness & Roe Howard Fitness Club Memberships**

Employees may use their Cornell ID card for access at the Hilltop Fitness Center, or the Roe Howard Fitness Center at no cost. Immediate family members (spouses and dependent children) are also welcome to utilize the available athletic facilities. Individual membership cards for immediate family members are available at a charge of \$10 per issued card. To request an ID card for a family member(s), the employee must complete the Fitness Facilities Access Enrollment Form with the Human Resources Office. The policies governing use of the facilities for Hilltop Fitness Club or Roe Howard Fitness Center members will apply to all employees and their families.

### **Holidays**

Cornell College observes the following holidays each year:

New Year's Day

Memorial Day

Independence Day

Thanksgiving (1/2 day on Wednesday immediately prior to Thanksgiving Day and full day on Thanksgiving Day and on the Friday following Thanksgiving)

Winter Break (six days determined annually)

Two personal holidays, as determined by the employee and supervisor

Personal holidays are awarded each year on July 1. They are not considered work time for purposes of overtime calculations, and they cannot be carried forward from year-to-year, and must be taken in full-day increments. New employees hired between July 1 and December 31 will receive two personal holidays their first year to use by June 31 the next year, and new hires who start between January 1 and June 30 will receive one personal holiday to use by June 30 that year.

Only benefit-eligible employees receive holiday pay. Holidays will be paid based on the regular work schedule of the employee. For example, if a non-exempt employee is regularly scheduled to work from 1 p.m. – 4 p.m. on a holiday, they will be paid three (3) hours of holiday pay.

Non-exempt, hourly employees who work on a college paid holiday will be compensated time and one half their regular hourly rate of pay for time worked. This rate of pay is not in addition to the regular holiday pay, but in place of holiday pay.

In order to best serve students, the college will not observe holidays when classes are in session.

## **Life/AD&D Insurance**

The college provides group term life insurance for benefit-eligible employees equal to 100% of their annual base salary. The coverage amount will decrease to 50% of the annual base salary when the employee reaches age 70, to 30% at age 75, and to 20% at age 80. Upon leaving employment with Cornell College, an employee can submit an application to convert the insurance to an individual life policy.

Supplemental group life insurance is available to qualified employees. Information regarding this benefit can be obtained from the Human Resources Office.

## **Long Term Disability Insurance**

The college provides long term disability insurance for benefit-eligible employees. Benefit eligible employees are automatically enrolled the first of the month following a 90-day waiting period from the date of hire. This benefit provides up to 60% of basic monthly earnings not to exceed the maximum monthly benefit of \$7,000, less other sources of income. Other income benefits include, but are not limited to: Worker's Compensation, other group disability insurance plan benefits, government benefits act or law, and Social Security.

The long term disability insurance policy includes a pension benefit rider. The details on this benefit rider and the disability coverage can be found in the summary plan description located on the Human Resources [benefits website](#).

## **Short Term Disability Insurance – Staff Only**

The college provides short term disability insurance for benefit-eligible staff. Short term disability benefits begin after 10 consecutive work days of employee illness or injury if approved by the disability carrier. This benefit provides up to 60% of basic weekly earnings. Staff may use accrued sick time to cover the 10 day elimination period and the 40% of base pay which is not covered by the short term disability plan.

Short term disability benefits will be paid for hours that the employee normally works. The maximum benefit period is 13 weeks for any one continuous period of disability. Disability benefits and used sick or vacation time may not exceed an employee's regular earnings.

## **Sick Leave**

The college provides a sick leave benefit to protect employee's income during periods of personal illness, injury, or medical appointment. Full-time staff earn paid sick leave at the rate of one day per month up to a maximum accumulation of 60 days. This amount is pro-rated for part-time employees.



Up to 20 days per rolling twelve months, measured backwards from the date any leave was taken under this policy, of personal sick leave time may be used for illness, injury, or medical appointment of a family member. (As defined per the Family and Medical Leave policy.)

Accrued sick leave is not paid to an employee upon termination. When available sick time is exhausted, employees are required to substitute at least 50% of his/her available accrued vacation for any part of leave which would otherwise be unpaid. If available vacation is exhausted, time-off will be unpaid. Exempt employees who have exhausted available paid time off will be unpaid for any days not reported to work.

### **TIAA Retirement Program**

Teacher's Insurance and Annuity Association (TIAA) is the retirement program administrator for Cornell College. All employees who work 1,000 hours or more on a regular basis in a Plan Year (January 1 - December 31) are eligible to participate in the program after completing one year of service. If an individual was employed in a position with another educational organization, a teaching institution, or an institution of higher education during the past twelve months preceding an appointment with Cornell College, and having worked at least 1000 hours, and having had no break in service with this employer since satisfaction of the 1000 years of service, then this prior service will satisfy all, or a portion of the Cornell one year, 1000 hour service requirement. Employees are notified when they are eligible to participate and are provided information by the Human Resources Office. If an employee believes he/she is eligible to participate, but has not received information from Human Resources, he/she should contact the Human Resources office at x4244.

The college will contribute 7.5% of compensation (less overtime, vacation pay-out, separation plan and Severance Plan payments, incentive payments, clothing stipends, internet, car and cell phone allowances) earned, contingent on the employee contributing 2.5% of compensation. All contributions are fully and immediately vested.

All employees are also eligible to participate in the supplemental retirement plan (GSRA) through TIAA. There is no waiting period, and all contributions are made by the participant. Participants may contribute any amount up to the limit governed by the Internal Revenue Code. If a participant wishes to contribute the maximum amount allowed, the Human Resources Office will request a calculation from TIAA of an individual's salary reduction limit. Further information can be obtained from the Human Resources Office.

Additional information can be found on the [TIAA webpage](#).

### **Tuition Remission and Tuition Exchange Policy**



Cornell College provides Tuition Remission and programs for Tuition Exchange for Qualified Dependents of Full-Time Employees. The programs and qualifications for participation in this benefit are outlined below.

### **Policy Questions**

Questions pertaining to this policy should be directed to your supervisor, division vice-president, Director of Financial Planning and Assistance or Human Resources. It is the responsibility of Human Resources to keep this policy up to date in conjunction with any changes in legal requirements.

### **Scope**

This policy applies to full-time faculty and staff.

### **Definitions**

- Application of other sources of aid: any grants received through federal or state sources, as well as any merit scholarship received from the college will be deducted from the tuition remission benefit.
- Benefit Waiting Periods for Qualified Dependents: employees must be employed at Cornell College for the following number of years before the month in which the dependent begins coursework:
  - a) Dependent Children: two (2) years for Tuition Remission or Tuition Exchange
  - b) Spouse or Domestic Partner: two (2) years for Tuition Remission. Tuition Exchange is not available.
  - c) Employees hired with at least six (6) years of continuous service at another institution of higher education: Immediate eligibility for Dependent Children, Spouse or Domestic Partner in Tuition Remission and for Dependent Children in Tuition Exchange.
- Death or Disability: Qualified Dependents of employees who become disabled or die while a dependent is actively receiving benefits under the Tuition Remission or Tuition Exchange programs will continue to receive benefits in accordance with the plan as if the employee remained actively employed.
- Dependent Children: Natural and adopted children of the employee, **and**
  - a) Claimed as a dependent on the employee's income tax return during each year of the employee's participation in the tuition remission program, **or**
  - b) Stepchildren, over half of whose support is received from the employee during each year of the employee's participation in the program, **and**
  - c) Less than twenty-four (24) years of age by December 31 of each academic year in which the dependent participates in the program, **and**

d) Dependent must meet the criteria outlined in the Free Application for Federal Student Aid (FAFSA) form.

- Disabled: An employee who has applied for long term disability benefits through the Cornell long-term disability program and subsequently receives benefits at the end of the ninety (90) day elimination period, or who is receiving social security disability benefits.
- Eligibility: Qualified dependents of full-time employees and retirees (as defined below).
- Full-time Employee: Those working a minimum of thirty-seven and one-half (37.5) hours per week and at least nine (9) months per calendar year.
- Length of Participation in Program: The length of time for participation in Tuition Remission or Tuition Exchange: four (4) years, eight (8) semesters, thirty-two (32) course credits, or graduation, whichever comes first.
- Qualified Dependent: Dependent Children, spouse or domestic partner (if benefits are provided under the tuition remission program for a person who is not the lawful spouse of the employee, then the employee is to so advise the college and the amount of such benefit will be reported to the IRS and applicable state authorities as taxable income to the employee).
- Retiree: An eligible employee who has retired from Cornell on or after December 1, 2017 with a minimum of fifteen (15) years of full-time service and having reached age 59 ½. If the retirement is at an earlier age than 59 ½, or if the employee has not yet reached 15 years of service, the employee may be eligible as a result of a special mutual agreement between the employee and the college.
- Student Loan Eligibility: Student loans may be included in a financial assistance package, but will be applied only toward room, board and fees.
- Termination of Employment: If an employee's employment terminates while a dependent is on Tuition Remission or Tuition Exchange, benefits will cease at the end of the semester in which the student was enrolled, following the date of termination.
- Tuition Exchange: Upon meeting the school's admission requirements, the ability to receive all or partial waiver of tuition at a school participating in either the Associated Colleges of the Midwest (ACM) remission exchange program or the National Tuition Exchange Program.
- Tuition Remission: The waiver of tuition for attendance at Cornell College. Qualified Dependents may enroll on a full-time or part-time basis.

- Withdrawals: Students who withdraw from Cornell must reapply for tuition remission if they want to continue in the program. First-year students and continuing students are given priority consideration.

## **Tuition Exchange Programs**

### ***ACM Tuition Remission Exchange Program (TREP)***

- Qualified, degree-seeking Qualified Dependents may make application to schools participating in the ACM Tuition Remission Exchange Program and must meet admission requirements as determined by the school.
- Participating schools in the program include: Beloit College, Coe College, Colorado College, Cornell College, Grinnell College, Knox College, Lake Forest College, Lawrence University, Luther College, Macalester College, Monmouth College and Ripon College.
- The participating ACM College will grant 50% tuition remission, with Cornell College providing a minimum of an additional 30%, for a total of 80% tuition remission for the duration of a Qualified Dependent's participation in the program. Cornell will annually indicate the percentage of tuition that it will contribute toward the program, with employees receiving a minimum of 80% (50% ACM College + 30% Cornell). Students will be grandfathered in at the commitment level of their initial year of participation.
- Students will be required to apply for all financial aid for which they might qualify. State and Federal aid will ordinarily be credited to the tuition or educational costs paid for by the family.
- Applicants are required to complete the **Tuition Remission Application** and submit it to Cornell's financial assistance office no later than **November 15** for participation in the program in the following fall.
- Applicant will receive a Certificate of Eligibility Application from the Financial Assistance Office.
- A \$25.00 administrative fee is payable to the ACM office. Applicant must apply for admission to each college by the specific colleges' application deadline. Applicants are notified by each college if he/she is accepted for admission and if tuition remission will be granted. Notification dates will differ depending on each college's policies.
- Applicants may be required to apply for financial assistance. Check with each college for their policy.

- Employees should notify the Cornell Office of Financial Assistance when a dependent accepts a tuition remission offer. A “Confirmation of Participation Form” is completed and sent to the ACM Office.
- Tuition remission at ACM schools is granted for four years. You **DO NOT** need to reapply each year if the applicant remains at the same college.

### *National Exchange Programs*

- Cornell is one of approximately six hundred (600) institutions of higher education that participate in this program. A complete list of participating institutions can be found on the [National Tuition Exchange website](#).
- Schools participating in the National Exchange Program have a right to set their own policies governing the administration of tuition grants, academic scholarships, and outside grants and scholarships to the tuition exchange award. It is advisable to clarify with each institution whether or not tuition remission applies to study-abroad or off-campus programs. Each participating school decides whether or not to grant tuition remission. Participating schools are charged with the responsibility of maintaining an overall balance of “imported students” versus “exported students”, resulting in variance from year-to-year in the number of students who can utilize the program.
- According to its balance of “imports” versus “exports”, Cornell may find it necessary to limit its number of “exports”. Priority for participation in the program may be set by the employee’s number of eligible years of service. If there is a waiting list for participation, an employee will be limited to one (1) participating dependent at a time.
- Applicants need to apply for admission to each college by the college’s admission deadline.
- Applicants need to apply for admission to each college by the college’s admission deadline. Applicants must complete the EZ App online indicating the colleges the student is interested in attending by **November 15**. Once the exchange is approved, it becomes a binding contract with Cornell and Cornell loses the ability to use that export credit for another student. Applicants may be required to apply for financial assistance. Applicants should check with each college for their policy requirements of applying for financial assistance.
- There is an annual participation fee paid by participants to Cornell in July preceding the academic year.
- Tuition exchange awards are made annually. Renewal forms **MUST** be completed each academic year by the Tuition Exchange Coordinator.

### ***Tuition Remission (for Qualified Dependents attending Cornell College)***

- Applicants apply for admission to Cornell College through the Admission Office.
- Applicants must apply for financial assistance by March 1 for each year of eligibility.
- Applicants may receive tuition remission for up to four (4) years. Students **DO NOT** need to reapply each academic year.

### **Vacation**

Vacation benefits are available for staff employees who work 1000 or more hours per year. Vacations are an important respite for all employees, and employees are encouraged to use their accumulated vacation annually.

All vacation time needs to be approved by an employee's supervisor. Whenever possible, the college will grant earned vacation at the convenience of the employee. However, departmental needs must be met, and vacation time should not be scheduled nor taken without prior request and approval.

Vacation time is granted once each year, on July 1 for the entire year. The maximum amount of vacation time that can be carried over from one year to the next year is ten (10) days. New employees who begin working on or before the 15<sup>th</sup> of the month will receive vacation time credit for that month. Employees who begin working on or after the 16<sup>th</sup> of the month will not accrue vacation time for that month. Vacation time received will be pro-rated for the months remaining in the year.

Employees terminating for any reason will be paid their remaining accrued vacation (monthly accrued amount times the number of months worked, beginning with July 1 of the fiscal year). This will include vacation time credit for the month in which they are terminated only if the termination date falls on or after the 16<sup>th</sup> of the month. It is possible an employee may have used more vacation than they had earned at the time of termination/resignation. If this is the case, used but not earned vacation time will be deducted from the employee's last paycheck.

### **Staff Accrual Rate Schedule**

0-9 years 20 days per year, or 160 hours

10 years or more 23 days per year, or 184 hours

Note: If you work full-time but less than 12 months, you will accrue vacation only during the months you work.

Part-time employees (those who work less than 40 hours per week), will accrue pro-rated vacation hours during the months in which they work. For example, if working 80%-time, vacation would be accrued at 80% of the monthly accrual rate during the months worked.

## **Vision Plan**

An employee is eligible to participate in voluntary vision plan on the first day of the month following the employee's date of hire. When the first day of employment falls on the first day of a month, the employee is eligible to participate in the plan on that date. This plan assists with the retail cost incurred when purchasing glasses or contact lenses. Information regarding the vision plan can be found on the [Human Resources benefits webpage](#). Contact the Human Resources Office for further information.

## **Worker's Compensation**

All employees of the college are covered under the Iowa Worker's Compensation Act for accidents and occupational diseases that are caused by, arise out of, or occur in the course of employment at Cornell, including medical expenses and compensation as provided by statute. Cornell employee benefits will continue uninterrupted until the employee has reached Maximum Medical Improvement and an assessment of ability to return to work has been made.

If you are injured or think you have been injured while working, no matter how slight, you must report the injury immediately to your supervisor and to the Human Resources Office in order to protect your eligibility for compensation. You will also need to fill out a work injury report with the Human Resources Office.

# **General Services and Other Benefits**

## **Admission to College Events**

Employees, along with their immediate families, are admitted free to all athletic events, the lecture-artists series, and theatre performances with the Cornell ID card. Cost of admission to Performing Arts and Activities Council (PAAC) events varies with each performer or performing group. Employees and immediate family members will receive the discounted student rate.

## **Bookstore**

The [Cornell College Bookstore](#) is located in the Thomas Commons. Office supplies, Cornell memorabilia, books, candy, and notions are available at the Bookstore. Employees receive a discount on personal purchases.

## Campus Newsletter

The Campus Newsletter is emailed weekly during the academic year and weekly or as needed during other months by the Office of Marketing and Communications. This newsletter serves as the official document of record for Cornell College and contains official announcements, appointments and promotions, academic and athletic honors, position vacancies, and organizational and program changes, as well as providing event information. All employees are encouraged to read the Campus Newsletter on a regular basis.

The Newsletter is sent all faculty, staff, and students on Wednesdays. Items for the Newsletter must be sent by email to [newsletter@cornellcollege.edu](mailto:newsletter@cornellcollege.edu) no later than 4:30 p.m. Monday the week of publication. Contributions of news items are welcome. All submissions are subject to editing.

## Check Cashing

Personal checks up to \$100.00 may be cashed at the Information Desk on 1st floor Of Old Sem with ID. For personal checks over \$100.00, Business Services (on 3<sup>rd</sup> floor, Old Sem) can stamp the check to be taken to Mount Vernon Bank & Trust for cashing. An automatic teller machine (ATM) is also available in Thomas Commons for withdrawals, balance inquiries, and deposits.

## Employee Identification Cards

All employees are required to have a college photo identification card. Identification cards may be obtained at the Residence Life office on 1st floor of Old Sem. In addition to identifying your association with Cornell, the card can be used to gain access to the Hilltop & Roe Howard Fitness Centers, for admission to athletic and cultural events, to use print and copy machines, to check out books at the Cole Library and to purchase food in the Hilltop Café or in Zamora's Market. If the picture on the identification card fades or if the magnetic strip no longer functions, you can bring your card to Residence Life and have it replaced at no charge. There is a \$10.00 charge to replace a lost or stolen identification card.

## Food Services

Cornell contracts with [Bon Appétit Dining Services](#) to provide food service on campus. Employees may purchase meals and snacks at Zamora's Market or the Hilltop Cafe area. Bon Appétit offers a "munch money" plan which allows employees to purchase snacks or meals at a discounted rate with their I.D. card.

## Library

All services at the [Russell D. Cole Library](#) are available to employees. Library materials may be checked out with an I.D. card.

## Mail Service

The Service Center, located in the lower level of The Commons, offers many postal services including collection and distribution of interdepartmental mail, delivery of incoming mail, and processing of outgoing mail and parcels by the U.S. Postal Service and UPS. The service center offers printing, folding, inserting, tabbing, sealing, metering, and labeling services.

## Master Calendar

A [master calendar](#) is maintained on the Cornell website. The Office of Marketing and Communications is the administrator but the calendar is maintained by several offices on campus. Every effort is made to keep the calendar up-to-date and it should be checked when scheduling an event to avoid conflicts. The calendars for the Newsletter and Today are taken from the master calendar.

## Telephone Usage

Employees are encouraged to keep personal phone calls to a minimum during college work hours. Monthly phone bills are sent to all employees who have a direct phone extension. Each employee is responsible for auditing his/her itemized monthly phone bill and reimbursing the college for any personal long distance calls. Reimbursements of personal phone charges should be directed to Business Services for processing. [The Long Distance Reimbursement Form](#) must accompany reimbursement to Business Services.

## Vehicle Registration and Parking

All employees who operate or park their vehicle on college property must register their vehicle and pay a parking fee through the Campus Safety Office. Faculty and staff may use the designated parking facilities available. Parking permits must be displayed at all times; including evening hours, weekends, breaks, and during the summer. The parking permit hanging tags must be displayed on the rearview mirror of vehicles. Please visit the [Campus Safety Website](#) to register your vehicle and pay the annual parking fee, view a map of available parking lots, and review all parking regulations. The Campus Safety Office is located in Ebersole.