

Cornell College
Employee Handbook

Updated July 2016

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

TABLE OF CONTENTS

PURPOSE OF HANDBOOK	7
MISSION STATEMENT	7
Core Values of Cornell College	8
Vision for Cornell College.....	8
Your Role in an Educational Institution.....	8
EMPLOYMENT.....	8
Americans With Disabilities Act (ADA).....	8
Anti-Discrimination Policy	9
Background Check Policy	14
Commitment to Quality Service.....	18
Determination of Benefits Eligibility and Premium Rates	18
Dispute Resolution-Staff Employees	18
Employment Letters/Salary Notices.....	20
Exempt/NonExempt Status.....	20
Flexible Work Arrangements	21
Hours of Work	21
Internal Promotion	21
Performance Evaluation - Staff	22
Progressive Discipline Procedures – Staff employees.....	22
Resignation/Termination of Employment.....	22
Recruitment - Staff	23
WORKPLACE POLICIES	23
Alcohol and Drug Policy	23

Bloodborne Pathogens	24
Business Expense Reimbursement Policy.....	24
Campus Safety/Security.....	24
Cell Phone Policy (<i>added March 2011</i>).....	24
Confidentiality Policy	26
Conflict of Interest Policy (<i>added May 2009</i>)	26
Health and Safety	27
Inclement Weather (<i>Revised April 2011</i>)	27
Infectious Waste.....	29
Key Issuance	29
Motor Vehicle Policy.....	29
Nepotism Policy (<i>Added July 2002</i>).....	30
Nursing Mothers Policy (<i>February 2012</i>).....	30
Smoking Policy (<i>revised August 2008</i>).....	30
Solicitation and Distribution	32
Statement of Ethical Conduct (<i>Added June 2009</i>)	32
Technology Policy	32
Whistleblower Policy (<i>Updated Feb. 2012</i>)	33
Work Related Injuries	35
PAY PROCEDURES	35
Compensation Policy	35
Compensation of Travel Time for Hourly Staff	36
Jury Duty	36
Military Leave.....	36
Pay Deductions	36

Time Reporting Procedures	37
BENEFITS.....	38
Business Travel Accidental Death Insurance	38
Dental Insurance (added to benefit package Jan. 1, 2005)	38
Discretionary Unpaid Leave (added August 2013).....	38
Employee Assistant Program (EAP).....	39
Family and Medical Leave (Revised February 2013).....	40
Flexible Spending Accounts (Medical and Dependent Care) (Revised Jan. 04)	43
Funeral Leave (Revised August 2010).....	44
Health Insurance.....	45
Health Savings Account	45
Hilltop Fitness & Roe Howard Fitness Club Memberships.....	46
Holidays (updated February 2013)	46
Life/AD&D Insurance	47
Long Term Disability Insurance	47
Short Term Disability Insurance	47
Sick Leave	47
TIAA-CREF Retirement Program.....	48
Tuition Remission and Tuition Exchange (updated Sept. 2012)	48
Vacation	53
Vision Plan (added to benefits package Jan. 1, 2007)	54
Worker's Compensation	54
GENERAL SERVICES AND OTHER BENEFITS.....	54
Admission to College Events	54

Bookstore	55
Campus Newsletter	55
Check Cashing (Revised September 2008).....	55
Employee Identification Cards	55
Food Services.....	55
Library	56
Mail Service	56
Master Calendar	56
Telephone Usage	56
Vehicle Registration and Parking	56

Purpose of 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 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 (<http://www.cornellcollege.edu/human-resources/forms>).

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 that the College is not required to employ anyone for a set period of time. This handbook does not modify or limit the employment-at-will relationship. Faculty employment practices are detailed in the Faculty Handbook.

Mission Statement

Cornell College, founded in 1853 in Mount Vernon, Iowa, is a nationally recognized residential liberal arts college with a distinctive One Course At A Time curriculum.

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

Vision for Cornell College

Cornell College will be nationally recognized for reimagining the liberal arts experience, creating a community where learning changes lives and fosters success in a complex and changing world.

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. 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

1. 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 age, color, disability, gender identity or expression, national origin, race, religion, creed, sex, sexual orientation, genetic information, pregnancy, as well as any other characteristic protected by state, federal, or local law. Neither may applicants for employment or enrollment be discriminated against based on the above characteristics.

Prohibited conduct includes but is not limited to unwelcome verbal, non-verbal, physical, or other conduct relating to an individual's age, color, disability, gender identity or expression, national origin, race, religion, creed, sex, sexual orientation, genetic information, pregnancy, or any other characteristic protected by state, federal, or local law, which has the purpose or effect of unreasonably interfering with an individual's work or academic performance or participation in College-sponsored programs or activities, or creates an intimidating, hostile, or offensive working, learning, social or residential environment.

Specific policies on Affirmative Action in employment (section 2), sexual harassment and sexual misconduct (section 3), and consensual relationships (section 4) are delineated below.

These policies 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.

Discriminatory and harassing conduct will not be tolerated and should not be ignored by victims or witnesses. 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 in section 4, below.

The College's policies on discrimination, harassment, sexual harassment, and sexual misconduct apply not only to College faculty, staff, and students, but also to vendors, contractors, and third parties, whether in person or via phone or computer. If a member of the college community believes that he or she has been subjected to prohibited conduct by a vendor, contractor, or third party, the community member should report the violation.

Cornell College faculty members and most staff are not "mandatory reporters" of child abuse and are not legally obligated to report information on known or suspected cases of child abuse, nor are faculty members or staff legally required by Iowa law to report sexual harassment or discrimination involving Cornell College students. However, faculty members and staff are strongly urged to share any such information involving possible abuse, discrimination or harassment, as outlined in this policy, with the Dean of the College, the Dean of Students, or other staff who can arrange support services for the student.

Questions pertaining to these policies should be directed to any supervisor, division Vice-President, the Assistant Vice-President of Student Affairs/Dean of Students, the Dean of the College, or the Employee Relations Coordinator.

2. 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 age, color, disability, gender identify or expression, national origin, race, religion, creed, sex, sexual orientation, genetic information, pregnancy, as well as any other characteristic protected by state, federal or local law.

Cornell College is an Affirmative Action employer and 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 Equal Employment Opportunity/Affirmative Action policy is consistent with guidelines set forth in Iowa Code Section 261.9.

As part of the school's equal employment opportunity policy, 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 investigations, 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 of the school 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'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.)

3. Sexual Harassment and Misconduct Policy

[Click here](#) to view the College's Sexual Misconduct Policy.

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

4. Consensual Relationships Policy Statement

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.

5. Reporting Procedures

A. General Procedures

1. If you believe you have been discriminated against or harassed:

- Report it promptly to one of the individuals listed under “reporting Violations.”
- Don’t delay reporting a problem.
- Consider keeping a written, dated record of events.

2. If you witness or become aware of possible discriminatory or harassing behavior or sexual misconduct by others:

- Report it promptly to one of the individuals listed under “Reporting Violations.”

In regards to sexual or physical abuse of a minor, see the [“Child Abuse Reporting” policy](#).

3. If you think you may have offended or harassed someone:

- Don’t assume others will tell you when they feel offended or harassed by what you say and do.
- Examine how others respond to what you say and do.
- Apologize as soon as possible.
- Change your behavior.

B. Reporting Violations

A description of the alleged violation, including parties involved, time, date, location, and overview of the incident, should be submitted verbally or in writing to the appropriate person listed below. If the report is made verbally, a written summary will be prepared to be signed by the complainant.

If the accused individual is a:	Address concern to:
Staff member (including administration)	Employee Relations Coordinator*, Affirmative Action Officer, or other Human Resources staff member (If this involves a maintenance worker the union will be involved.)
Faculty member	Dean of the College, or Employee Relations Coordinator* or the Affirmative Action Officer
Student	Assistant Vice President of Student Affairs/Dean of Students, or Employee Relations Coordinator,* or follow the reporting procedure defined in the “Sexual Misconduct” policy in the student handbook, “The Compass”.
Other	Employee Relations Coordinator* or other Human Resources staff member

*Concerns regarding the Employee Relations Coordinator should be directed to the Vice President of Business Affairs

C. Investigation and Confidentiality

All reports describing conduct that is inconsistent with these policies will be promptly and thoroughly investigated. Complaints about violations of these policies will be handled discreetly, with facts made available only to those who need to know to investigate and resolve the matter. The Human Resources Office will either be involved, or kept informed (unless he/she is accused, then the Vice President of Business Affairs will be involved). If a Vice President is accused, the President will be involved. If the President is accused, the matter will be referred to the Chair of the Board of Trustees. Confidentiality will be maintained to the extent possible.

D. Resolution

If a complaint of discrimination or harassment is found to be substantiated, appropriate corrective action will follow, up to and including termination of employment. If the complaint involves a faculty member, the Subcommittee on Reappointment, Promotion, and Tenure will hear the case and make appropriate recommendations to the Dean and the President.

E. Retaliation Prohibited

Retaliation against any person who makes a bona fide report of discrimination or harassment, is accused of, or participates in an investigation, is strictly prohibited. Likewise, any retaliation against the individual's family or friends is strictly prohibited. Retaliation may involve behaviors such as defacing someone's property, harassing them, or threatening them. Reports of retaliation will be investigated and, if substantiated, those perpetrating the retaliation will be disciplined, up to and including termination of employment. If the complaint involves a faculty member, the Subcommittee on Reappointment, Promotion, and Tenure will hear the case and make appropriate recommendations to the Dean and the President. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to one of the individuals listed above under "Reporting Violations".

F. False Reporting

Cornell College will not tolerate intentional false reporting. It is a violation of college policy to make an intentionally false report of harassment, and it may also violate state criminal statutes and civil defamation laws. If a substantiated case of intentional false reporting occurs, the party involved will be disciplined, up to and including termination of employment. If a faculty member is involved, the Subcommittee on Reappointment, Promotion, and Tenure will hear the case and make appropriate recommendations to the Dean and the President.

G. Appeal Process

In the event the complainant or the accused is dissatisfied with the outcome of the investigation, the dissatisfied party should notify one of the individuals listed under "Reporting Violations" and an appeal committee will be convened. If the accused is a faculty member, the Faculty Grievance Committee shall hear the case and report to the President. If the accused is a staff member, a committee consisting of the Employee Relations Coordinator and the Assistant Vice President of Student Affairs/Dean of Students shall hear the case. If any committee member is involved as a part of the alleged violation the President will appoint an alternative. Final appeal rests with the President.

Background Check Policy – Updated June 2015

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 (x4243). It is the responsibility of the Employee Relations Coordinator 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 ran.

- 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 ran.

- 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.

Background Checks

Type of Candidate:

	Full-time or part-time regular staff and faculty	Temporary Staff	Adjunct/Temporary Faculty	Key Student/Volunteers
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 a significant motor vehicle violation, Human Resources will review the information in consultation with the division Vice-President or division head. The Vice-President or division head 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.

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.

Determination of Benefits Eligibility and Premium Rates

Cornell College employs employees to work multiple, varying schedules. 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. Employees may be on a 9, 10, 11 or 12 month schedule, but as long as the work week is at least 40 hours (exempt), or 37.5 hours (non-exempt) per week, or 6 courses (faculty) then benefit premiums are the same as if the employee worked full-time, 12 months. Other employees will pay 1.5 times full-time employee premium rates.

Dispute Resolution-Staff Employees

Cornell College is committed to providing the best possible working conditions for its employees. Therefore it encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Cornell College supervisors and management. This section describes a procedure that should help resolve many workplace problems. While Cornell College prefers to adhere to the following procedures, these should not be construed as an implied contract; the College reserves the legal rights described in the “At-Will” section of this handbook.

If an employee disagrees with an established rule of conduct, policy, or practice, he/she can express his/her concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Cornell College in a reasonable, civil, business-like manner, or for using the problem resolution procedure. Should an employee feel that he/she has experienced retaliation, he/she should address the concern immediately with the Employee Relations Coordinator.

Certain personnel actions are excluded from this policy. Pay increases, wage/salary determinations, job classifications, hiring decisions, performance reviews and disciplinary actions, and terminations are examples of items not covered under this policy. These matters should be discussed with the employee’s supervisor and/or Human Resources. Complaints of sexual or other types of harassment or discrimination are covered under the Sexual Harassment and Discrimination Policy.

If a situation arises where an employee believes that a decision affecting him/her is unjust or inequitable, he/she is encouraged to make use of the steps provided below. However, Human

Resources may be contacted directly if, for the particular problem, it seems inappropriate to discuss the problem with the supervisor or department director. The employee may discontinue the procedure at any step. Human Resources may be contacted at any time for additional information, guidance or assistance in interpreting any part of this procedure. In addition, the employee may choose to be accompanied by another college employee through this process.

The timelines identified below may be modified depending upon the circumstances at the time. Any modifications of the timelines must be approved by Human Resources. All materials related to the problem resolutions procedure will be kept in a file in Human Resources and separate from the employee's personnel file.

Informal Procedure

Step 1 – Discussion with Immediate Supervisor or Department Director

The employee presents the problem to the immediate supervisor after the problem arises and within five business days. The employee should seek resolutions of the problem through discussions with his or her immediate supervisor. Supervisors have a responsibility to try to resolve differences with employees and to listen and respond in a positive manner to any problem(s) employees may have with regard to working conditions and decisions over which the supervisor has control.

Timeline: The employee presents the problem to the supervisor within five business days of the problem's inception. The supervisor has three business days to arrange and meet with the employee. Time to completion: within 8 business days.

Step 2 – Discussion with the Department Director or Vice President

If the employee is not satisfied with the resolution received from the immediate supervisor, the employee should discuss the issue with the department director or Vice President, whoever is suitable as the next-level supervisor.

Timeline: The employee presents the problem to the next-level supervisor within three business days of the meeting with the supervisor. The next-level supervisor has three business days to arrange and meet with the employee. Time to completion: within 6 business days.

Formal Procedure

Step 3 – Formal Appeal to the Problem Resolution Panel

If these discussions do not lead to a satisfactory resolution, the employee should submit a formal written statement of the problem, with all supporting documentation, to the Employee Relations Coordinator within three business days. The Employee Relations Coordinator will assemble the Problem Review Panel (PRP), consisting of the Assistant Vice President for Student Affairs/Dean of Students, the Assistant Dean of the College, and the Office Manager for Information Technology. Should an employee from these individual's area of responsibility be involved, an alternative individual will serve.

The Employee Relations Coordinator will also forward a copy of the employee's written statement and supporting documentation to the supervisor and next-level supervisor along with a

notice reminding them not to retaliate against the employee. The supervisor and the next-level supervisor have three days to prepare and submit a response to the Employee Relations Coordinator.

Timeline: The employee prepares a written statement and provides it to the Employee Relations Coordinator within three business days of the meeting with the next-level supervisor. The Employee Relations Coordinator forwards the written statement to the supervisor and the next level supervisor who have three business days to prepare a written response. Meanwhile, the Employee Relations Coordinator has three business days to assemble the Problem Review Panel and to provide them with the materials from the employee and the supervisor/next level supervisor. Time to completion: within 6 business days.

Step 4 – Review by the Problem Review Panel

The Problem Review Panel convenes to review the written statement and supporting documentation. The panel will meet with the employee and supervisor. After reviewing all documents and notes, the Problem Review Panel will issue a written decision to the employee and provide a copy to the supervisor. It is anticipated that most cases will be resolved after the Problem Review Panel has issued their decision.

Timeline: From inception of the panel, the panel has five business days to complete its work and issue a written decision. Time to completion: within 5 business days.

Only in exceptional cases may the employee or the supervisor appeal the decision of the Problem Review Panel to the President (or designee). The appeal may only be made on the basis of 1) new information not available at the time of the decision; or 2) a procedural error that had a material impact on the fairness of the hearing. The employee or supervisor should notify the Employee Relations Coordinator within three business days of receiving the Problem Review Panel's decision that he or she wishes to appeal. The decision of the President shall be final.

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 compensation, title, or department. Employee salaries are reviewed once a year in the fall, normally effective September 1. If increases are implemented, eligible staff who meet performance expectations and have been employed less than one year will receive a prorated increase. Each year the timing and amount of salary increases are subject to change. The Faculty Salary Subcommittee makes recommendations as to the distribution of faculty salary increases.

Exempt/NonExempt Status

For purposes of pay, employees are designated as either nonexempt or exempt from federal and state wage and hour laws as determined by the guidelines provided within the Fair Labor Standards Act. Faculty and Administrative staff are exempt personnel who are excluded from

specific provisions of federal and state wage and hour laws. All other staff are nonexempt personnel who 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 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 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. A formal written performance evaluation will be conducted annually. 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.

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 notice is

expected for those paid on an hourly basis, and a minimum of a four-week notice is expected for those paid on an exempt/salaried basis. If the College terminates an employee, the same minimum notification will normally be given. The College may provide no notice to those employees for whom there are 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 found at: <http://www.cornellcollege.edu/human-resources/staff-handbook-policies/Affirmative-Action-Plan-5-2012.pdf> for further details. Additional information on employment openings can be found at <http://www.cornellcollege.edu/human-resources>. 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 below).

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 *(added March 2011)*

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 and Information Technology approvals
3. Submits the form to Payroll for processing.

Division Heads, in conjunction with the Director of Information Technology, 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 monthly cell phone allowances are:

- | | |
|--------------------------------------|---------|
| • Voice use only | \$30.00 |
| • Voice and text | \$40.00 |
| • Full voice/text/data functionality | \$50.00 |

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), (For more details regarding FERPA, click on this link: <http://www.cornellcollege.edu/student-affairs/compass/rights-responsibilities/confidentiality-of-student-records.shtml>) and the Health Insurance Portability and Accountability Act (HIPAA) in addition to other federal and state laws. 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 (added May 2009)

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), who 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 (Revised April 2011)

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: For road condition updates: <http://www.511ia.org>. 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 *(updated 8-15-2016)*

The Residence Life Office is responsible for distributing and collecting campus keys. A Key Request Form may be picked up at the Residence Life Office or may be found online at <http://www.cornellcollege.edu/residence-life/services/keys.shtml>. This form requires the supervisor's signature (and, depending on the area, additional signatures) in order to obtain building and office keys.

Keys are not to be duplicated, loaned, or used for any purpose other than that approved in advance by the authorizing person. Employees are encouraged to obtain only those keys that they need for regular use. Any employee who has keys that they no longer need should return those keys to Residence Life. All employees are expected to keep keys in a safe location.

Lost keys are to be reported immediately to the Residence Life Office. Any lost key will require that the locks be changed and a rekeying charge of \$100.00 per lock affected be charged to the employee. In the instance that it is necessary to re-key a number of locks, the charge will be the total of all expenditures required to complete the re-keying which may include multiple core replacements and key replacements. The scope increases with the level of access granted by the key, and the maximum charge will be limited to \$500. Failure to return keys when employment ends will result in a lock change of all impacted locks and all corresponding charges associated with that lock change will be assessed to the employee.

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.

[Click here](#) for the complete Key and Electronic Card Access Procedures for campus facilities.

Motor Vehicle Policy

[Click here](#).

Nepotism Policy (Added July 2002)

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 (February 2012)

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 (revised August 2008)

This policy outlines Cornell College's compliance with the Iowa Smokefree 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 10th 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 (Added June 2009)

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 Policy

Cornell's [Technology Policy](#) covers the following areas:

[Network Access](#)
[Electronic Mail](#)
[Cornell's World Wide Web Site](#)
[Equipment and Locations](#)
[Computer Lab Policies](#)
[Software](#)
[Non-Standard Computer Justification](#)
[Laptop Policy](#)

Inquiries about this policy and requests for changes to the policy should be made to the chair of the Technology Policy Advisory Committee.

Whistleblower Policy (Updated Feb. 2012)

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 maintenance person is accused, the Vice President for Business Affairs will investigate the matter, with a union steward present during any questioning of the accused. If any disciplinary measures are taken, the accused may follow the grievance and/or disciplinary procedures in the union contract.
- 4) If a member of the administrative or hourly staff is accused, the matter should be reported Human Resources.
- 5) If the Employee Relations Coordinator is accused, the matter should be reported to the Vice President for Business Affairs.
- 6) If a Vice President is accused, the matter should be reported to the President.
- 7) If the President is accused, the matter will be referred to the Chair of the Board of Trustees.
- 8) If members of contracted organizations employed by the College, e.g., security services, food services, book store, are accused, 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 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 3rd 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

The College encourages participation in professional training and associations. On occasion, non-exempt (hourly) staff may be required to travel to another city for business related purposes. Business travel may include travel to seminars, professional meetings, training sessions, and conferences that provides job-related training.

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.

Travel involving an overnight stay away from home will be handled in the following way. The College will compensate 7.5 hours for each day of an event during the normal work week, excluding days of travel. During travel days, the College will compensate for actual travel time and time spent participating at the event. For example, if a non-exempt employee travels on a Saturday for an event that is held on Monday and Tuesday, the individual would be paid for actual travel time on Saturday (up to 7.5 hours) no pay on Sunday, 7.5 hours on Monday, and actual travel time and time spent participating in the event on Tuesday. The employee will not be guaranteed 7.5 hours of pay for Tuesday, which is a travel day. Meal periods and time spent for entertainment are not considered actual time worked and will not be compensated.

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.

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

Time Reporting Procedures

Non-exempt hourly staff are required by the Fair Labor Standards Act to complete time cards. To comply with this regulation, employees must record the hours worked each day on a time card. The time card is signed 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.

Employees are paid on bi-weekly schedule.

[Click here](#) for the schedule of pay dates and time card due dates.

For hourly-paid employees, the normal work week is 37.50 hours, paid at straight time. Hours worked beyond 37.50, but less than 40 hours per week, will be compensated at straight time or compensatory time off during the same pay period. Any hours worked in excess of 40 will be compensated, by overtime pay, at time and one-half, or by time and one-half compensatory time off during the same pay period. Time cards must reflect compensatory time off or overtime worked, both of 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.

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 and there is no compensatory time off. Staff must complete a bi-weekly report that records vacation and sick time.

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

Pay Procedures

Employees are paid every other Friday. Earning statements are available [on-line](#). Electronic direct deposit of payroll earnings to a financial institution within the United States is required.

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. All staff employees working at least 1,000 hours per calendar year and all faculty teaching at least 4 courses per year, are eligible for fringe benefits. Regular employees working full-time 9 months or more are eligible for full-time benefits. Vacation and sick time benefits do not accrue during months not being worked (not applicable for faculty). Part-time regular employees are eligible for benefits on a prorated basis. Part-time employees working less than 20 hours a week (less than 1,000 hours per year) and temporary employees are eligible for workers compensation and social security 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 (added to benefit package Jan. 1, 2005)

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. This plan is self-funded and Delta Dental administers this plan, and 20% annual participation is required to offer this benefit plan. The premium will be deducted on a pre-tax basis from the employee's regularly scheduled paychecks (except in a month when 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. Information regarding the dental plan can be found at:

<http://www.cornellcollege.edu/human-resources/benefits>. Contact the Human Resources Office for further information.

Discretionary Unpaid Leave (added August 2013)

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 Assistant 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 insure 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 insure employees and dependents receive counseling and guidance for any personal problem that may affect quality of life and/or work performance.

The Human Resources Office is responsible for the administration of the Cornell Employee Assistance Program. Mercy Hospital Employee Assistance Program from Cedar Rapids will provide the counseling and guidance services. Employees are assured of strict confidentiality. Clients' records are considered to be Mercy EAP property and are not available to Cornell without release of information form signed by the client.

At no cost to the employee or dependent, the Mercy Employee Assistance Program counselor will provide any counseling or assistance which is necessary. During these counseling sessions, the counselor will evaluate the situation and may outline alternative solutions and community resources available to help the person with his/her problem. With client consent, the counselor will make the necessary arrangements for alternative resources. Such referrals may incur a cost to the employee which may or may not be covered through medical insurance or the medical reimbursement spending account.

Cornell encourages employees and family members to seek assistance on their own initiative. The first step is to call the EAP at Mercy, 398-6694 or 800-383-6694, and arrange a personal visit to the Mercy Center.

Time away from work for treatment will be treated in the same manner as any other absence due to illness, injury, or other personal reasons.

Family and Medical Leave (Revised February 2013)

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.

- **Eligibility**
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 any 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

Sick time will run concurrently with leave taken under FMLA and will be used to cover the missed pay in full until the sick leave runs out, or the employee returns from leave, whichever occurs first. In the case of exhausted sick time, 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. The employee may elect to use up to 100% of his/her accrued vacation. The election to use additional vacation beyond the required 50% substitution as paid leave that is substituted for unpaid leave must be made before the leave ends.

For Example:

An hourly-paid employee has 40 hours of accrued vacation, no sick time and takes one day off under FMLA. This employee has to use 3.75 hours of vacation, but may elect to use 7.5 hours. If this same employee has been off work for FMLA for three weeks with no sick time, they would be required to use all 40 hours of their accrued vacation time. They would be paid 18.75 hours

(50%) for the first week off and 18.75 hours (50%) for the second week off; then the balance of their vacation time, or 2.5 hours for the third week off. Additional FMLA time would be unpaid.

Employees on leave to care for a dependent 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.

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 COBRA benefits.

Flexible Spending Accounts (Medical and Dependent Care) (Revised Jan. 04)

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).

Unless an employee has enrolled in auto-reimbursement, in order to be reimbursed for eligible expenses, the employee must complete a Flexible Benefits Request for Reimbursement form. Reimbursements are processed weekly. Further information and the Flexible Benefits Request for Reimbursement form can be found at <http://www.cornellcollege.edu/humanresources/benefits>, or contact the Human Resources Office for further information.

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 deposit up to \$5,000 per plan year (up to \$2,500 for married participants filing separately) and 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.

Note: If the daycare facility's enrollment is more than six, the facility must be licensed in order to qualify for the dependent care reimbursement account.

Funeral Leave (Revised August 2010)

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 one of two of the College's group health insurance plans 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 at: <http://www.cornellcollege.edu/human-resources/benefits>. 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 COBRA is elected. The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) ensures continuation of group health insurance coverage up to 18 or 36 months for most employees who are no longer eligible for coverage under the group plan. COBRA coverage also applies to employees' spouses/domestic partners and dependents that are actively covered at time of coverage termination. Employees are given a copy of their rights under this Act at the time of employment. Information regarding COBRA can be obtained from the Human Resources Office.

The Human Resources Office must be notified within 31 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 31 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.

Cornell College offers health savings accounts through US Bank. HSAs (Health Savings Accounts) allow employees to have pre-tax money deducted from their regular paychecks and deposited into a health savings account with US Bank. 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
- Cornell will contribute \$12.50 into your account the first two paychecks of each month, regardless of how much you contribute

Hilltop Fitness & Roe Howard Fitness Club Memberships

Employees and their immediate family members are welcome to use the athletic facilities at no cost. Individual membership cards for immediate family members of employees are available upon request from the Hilltop Fitness Club. Employees may use their Cornell ID card for access at the Hilltop Fitness Center, or the Roe Howard Fitness Center. 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 (updated February 2013)

Cornell College observes the following holidays each year:

New Year's Day

Memorial Day

Independence Day

Thanksgiving (1/2 day prior to Thanksgiving Day and full day on Thursday
Friday after Thanksgiving)

Winter Break (six days determined annually)

Two personal holidays, as determined by the employee and supervisor

Personal holidays will not be considered work time for purposes of overtime calculations, 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 each year will receive two personal holidays and new hires between January 1 and June 30 will receive one personal holiday.

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 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 all 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.

If you are receiving payments for your disability under the plan and have been continuously disabled for at least 180 days, you may be eligible to receive a supplemental payment equal to 10% of your monthly earnings paid to the trustee or administrator of your pension plan. If you are working while you are disabled, your supplemental payments will be multiplied by your percentage of lost income as determined above to calculate the amount.

After satisfying the 90-day elimination period, all claims are filed through the Human Resources Office. This requires completion of forms by the employer, employee, and physician.

Short Term Disability Insurance *(added 7-1-2016)*

The College provides short term disability insurance for staff employees who work 1000 or more hours per year. 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. Employees 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.

Sick Leave *(updated 7-1-2016)*

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-CREF Retirement Program

Teacher's Insurance and Annuity Association (TIAA) and College Retirement Equity Fund (CREF) 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-CREF. 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-CREF of an individual's salary reduction limit. Further information can be obtained from the Human Resources Office.

Additional information on TIAA-CREF can be found at: www.tiaa-cref.org.

Tuition Remission and Tuition Exchange (updated Sept. 2012) 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.

- a. 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:
 - i. Dependent Children: two (2) years for Tuition Remission or Tuition Exchange
 - ii. Spouse or Domestic Partner: two (2) years for Tuition Remission. Tuition Exchange is not available.
 - iii. 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.
- b. 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.
- c. Dependent Children: Natural and adopted children of the employee, **and**

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**

Stepchildren, over half of whose support is received from the employee during each year of the employee's participation in the program, **and**

Less than twenty-four (24) years of age by December 31 of each academic year in which the dependent participates in the program, **and**

Dependent must meet the criteria outlined in the Free Application for Federal Student Aid (FAFSA) form. All of the following must be answered “no” in order for the student to qualify as a dependent each semester:

1. As of today, is the student married?
 2. Does the student have children whom they support at least 50%
 3. Does the student have dependents (other than children or a spouse) who live with him/her and for whom she/he provides more than 50% of their support?
 4. Is the student a veteran?
-
- d. 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.
 - e. Eligibility: Qualified dependents of full-time employees and retirees (as defined below).
 - f. 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.
 - g. 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.
 - h. 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).
 - i. Retiree: An employee who has retired from Cornell with a minimum of fifteen (15) years of full-time service, having earned seventy-five (75) points as calculated by years of service + age.
 - j. Student Loan Eligibility: Student loans may be included in a financial assistance package, but will be applied only toward room, board and fees.
 - k. 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.
 - l. 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.

- m. Tuition Remission: The waiver of tuition for attendance at Cornell College. Qualified Dependents may enroll on a full-time or part-time basis.
- n. 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.

II. Tuition Exchange Programs

- a. ACM Tuition Remission Exchange Program (TREP)
 - i. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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.
 - v. 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.
 - vi. Applicants are required to complete the **Tuition Remission Application** and submit it to Cornell's financial assistance office no later than **November 1** for participation in the program in the following fall.
 - vii. Applicant will receive (in campus mail) a Certificate of Eligibility Application.
 - viii. A \$25.00 administrative fee is payable to the ACM office. This covers your application fee to all participating ACM Colleges participating in the program. The applicant is issued application fee waiver cards to attach with each college admissions application. Applicant must apply for admission to each college by the specific colleges' application deadline.
 - ix. 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.

- x. Applicants may be required to apply for financial assistance. Check with each college for their policy.
- xi. 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.
- xii. 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.

b. National Exchange Programs

- i. Cornell is one of approximately six hundred (600) institutions of higher education that participate in this program. A complete list of participating institutions is found at <http://www.tuitionexchange.org/>
- ii. 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.
- iii. 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.
- iv. Applicants need to apply for admission to each college by the college’s admission deadline.
- v. Applicants must submit, by **November 1**, to Cornell’s Financial Assistance office, a **Tuition Remission Application** Form. Once this is submitted, the Tuition Exchange Coordinator electronically submits the exchange form to Tuition Exchange, Inc. and the importing schools are notified. Once the exchange is submitted electronically, 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.

- vi. There is an annual participation fee of \$35.00 (subject to change) annually, paid by participants to Cornell in July preceding the academic year.
- vii. Tuition exchange awards are made annually. Renewal forms **MUST** be completed each academic year by the Tuition Exchange Coordinator.

III. Tuition Remission (for Qualified Dependents attending Cornell College)

- a. Applicants apply for admission to Cornell College and submit the \$30.00 application fee through the Admission Office.
- b. **Applicants must apply for financial assistance by March 1 for each year of eligibility.**
- c. Applicants may receive tuition remission for up to four (4) years. Students **DO NOT** need to reapply each academic year.

Vacation (*updated 7-1-2016*)

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 15th of the month will receive vacation time credit for that month. Employees who begin working on or after the 16th 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 16th 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

10 years or more: 23 days per year

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/week for exempt employees and less than 37.5 hours/week for non-exempt employees), 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 (added to benefits package Jan. 1, 2007)

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. Avesis administers this plan and a minimum of 10 employees must participate in order to offer this benefit. This plan assists with the retail cost incurred when purchasing glasses or contact lenses. The premium will be deducted on a pre-tax basis from the employee's regularly scheduled paychecks (except in a month when 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. Information regarding the vision plan can be found at: <http://www.cornellcollege.edu/human-resources/benefits>. 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 on the second level of The Commons. Office supplies, Cornell memorabilia, books, candy, and notions are available at the Bookstore. Employees receive a 10% discount on personal purchases.

www.cornellcollege.edu/bookstore

Campus Newsletter

The Campus e-Newsletter is distributed by e-mail weekly during the academic year and once a month and/or on an as-needed basis during the summer months by the Office of Marketing and Communications. This newsletter serves as the official document of record for Cornell College and contains announcements from academic and administrative offices, personnel news, information on upcoming events, and a calendar. Calendar information is taken from the master calendar on the Cornell Web site. All employees are encouraged to read the Cornell Campus Newsletter on a regular basis.

The Newsletter is sent by e-mail to all faculty, staff, and students on Wednesdays. Items for the Newsletter must be sent in writing or by e-mail to the Office of College Communications no later than 4:00 p.m. Monday the week of publication. Contributions of news items are welcome. All submissions are subject to editing.

Today@Cornell is a weekday supplement of the *Campus e-Newsletter*. *Today@Cornell* feeds automatically from the master calendar and is updated hourly on the Faculty/Staff, Student, and Parent gateways. The feed reflects the current and following day's events, and at 4 p.m. each day the subsequent day is published, along with announcements submitted online [here](#). Everyone is encouraged to check the site daily and it is recommended that faculty set the Faculty/Staff gateway as their web homepage.

Check Cashing (Revised September 2008)

Personal checks up to \$100.00 may be cashed at the Business Services desk on 1st floor of Old Sem. An automatic teller machine is also available in The 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. www.cornellcollege.edu/food_services

Library

All services at the Russell D. Cole Library are available to employees. Library materials may be checked out with an I.D. card. www.cornellcollege.edu/library

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. Employees may also purchase postage stamps at the service center.

Master Calendar

A master calendar is maintained on the Cornell Web site at <http://www.cornellcollege.edu/calendar/>. 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. Payments can be made at the Business Services desk on the 1st floor of Old Sem.

Vehicle Registration and Parking

All faculty and staff who operate or park their vehicle on College property must register their vehicle. Faculty and staff may use the designated parking facilities available at the following lots: Scott Alumni, McWethy, Sports Center, lot behind the Commons, Library, West Science, South Hall, Norton, Baldwin House and Collin House. Parking is limited and restricted at McWethy, Sports Center and Library lots.

Parking permits must be displayed at all times; including evening hours, weekends, breaks, and during the summer.

The parking permit fee is \$35.00. An employee whose annual salary falls below the median salary (\$32,500) will pay one-half of the annual fee, \$17.50. Employees working less than full-time during the academic year will pay a \$10.00 fee.

The parking permit hanging tags must be displayed on the rearview mirror of vehicles. [Online registration](#) must be completed prior to picking up the permit at the Campus Safety Office. Employees may also request to have the parking permit fee deducted from their payroll check.

A full description of all parking regulations is available on the campus [safety web site](#) and the Campus Safety Office in Ebersole.