

COLUMBIA COLLEGE STAFF HANDBOOK

Revised January, 2017

Policies, procedures and benefits outlined herein have been approved by the Board of Trustees of Columbia College.

Policies, procedures and benefits outlined in the Columbia College Staff Handbook supersede all previously published or unpublished policies and procedures as they apply to Columbia College support and administrative staff employees as hereafter defined. Any published or unpublished policies and procedures not in full accord with, deemed to be inconsistent with, or contrary to the policies and procedures hereafter set forth are hereby declared non-enforceable, null, and void. Please note that these policies, procedures and benefits may change periodically and Columbia College reserves the right to modify, revoke, suspend or terminate any or all of its policies, procedures, and benefits at any time without notice. No employee has any vested right in any of the policies, procedures or benefits set forth in this handbook.

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COLUMBIA COLLEGE: A HISTORY LESSON

As an employee of Columbia College, you will be associated with a truly historic educational institution. The College, founded in 1851 as Christian Female College, was the first college for women chartered by a state legislature west of the Mississippi River. Created as the female counterpart to the University of Missouri, which did not admit women until 1869, the College was first located in Williams Hall, the oldest building west of the Mississippi in continuous use for educational purposes.

The College joined the new educational trend of the day by becoming a junior college in 1913. The College's name was shortened in 1929 from Christian Female College to Christian College, but the name continued to be an obstacle to public understanding of the nature of the College. Although many of the founders in 1851 were members of the Christian Church (Disciples of Christ), the College was founded as a strictly nonsectarian institution.

In the early 1970s, the College became our present four-year, coeducational "Columbia College," often referred to as "Columbia's College." Columbia College received baccalaureate accreditation in 1973, and soon career programs added a new dimension to the continued liberal arts curriculum.

As the education trend moved to adult education, Columbia College opened a series of extended studies campuses across the United States and an evening program on campus.

An interesting and well researched history of the College from its beginning through 1968 can be found in Petticoat Pioneer: The Story of Christian College, by Allean Lemmon Hale, an alumna of the Class of 1933.

Columbia College: 150 Years of Courage, Commitment and Change, another book about the history of the college written by Paulina Batterson, is also a good source of historic information. Both books are available in the Stafford Library.

Originally composed by Professor Paulina Batterson

1.00 Mission

Columbia College improves the lives of diverse undergraduate and graduate learners through exemplary teaching.

The liberal arts and sciences and professional programs of the college embrace and profess the values of:

- Student centrism
- Lifelong learning
- Ethics and citizenship
- Flexibility and innovation
- Quality and improvement
- Civility and respect
- Environmental and fiscal stewardship

Our vision is to be a model institution.

1.10 Portrait of Columbia College

Columbia College, a private, coeducational institution, offers associate, baccalaureate, and master's degrees that prepare students of differing backgrounds, for entry level or advanced positions in various occupations and professions. Founded in 1851 by charter of the Missouri legislature, and then named Christian Female College, Columbia College assumed its current name and became coeducational in 1970. Although it retains a covenant with the Christian Church (Disciples of Christ), Columbia College is a nonsectarian institution. The College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and holds specialized accreditation in its Education and Nursing Programs. Students may enroll in either day or evening classes at the home campus in Columbia, Missouri, in online classes or at one of many Nationwide campuses.

2.00 INTRODUCTION TO COLUMBIA COLLEGE

2.10 Applicability of Employee Handbook

This handbook is designed to acquaint employees with Columbia College. It presents the policies relating to responsibilities, privileges and benefits that apply to all administrative and support staff employees of Columbia College and its nationwide campuses. It is presented as a matter of information only, and its contents should not be interpreted as a contract between the College and any of its employees. While much of the handbook is also applicable to faculty (full-time and adjunct), different policies may apply. Separate handbooks are available for faculty (full-time and adjunct). Employees should read, understand, and comply with all provision of the handbook.

No staff policy handbook can anticipate every circumstance or question about policy. Columbia College reserves the right to revise, supplement, apply, refuse to apply, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Such application may be on a case by case basis, and therefore nothing in this handbook constitutes a contract, nor does it vest any rights regarding the material discussed herein with any employee or other person.

Employees should review policies with their supervisors or the Human Resources Department if any questions arise.

2.20 Employment Relationship (at-will)

Employment with the College is an "at-will" relationship. This means that an employee is free to resign at any time, for any reason. Similarly, the College is free to conclude the employment relationship at any time. Nothing in this handbook is meant to or should be interpreted to alter the at-will relationship.

Unless an employee has a specific contract of employment with the College, or has been granted

tenure by the Board of Trustees, all employment with Columbia College is “at-will.”

2. 30 Definitions of Employee Status

The following terms will be used to describe the classification of employees and their employment status:

Exempt: Employees not covered by the overtime provisions of the Fair Labor and Standards Act (FLSA) requirements.

Nonexempt: Employees covered by the overtime provisions of the Fair Labor and Standards Act (FLSA) and are entitled to overtime pay for hours worked in excess of 40 hours per week.

Regular, Full-time Appointment: A regular, full-time appointment, other than a member of the faculty, occurs when an individual is employed to work 100 percent FTE (40 hours per week).

Regular, Part-time Appointment: A regular, part-time appointment, other than a member of the faculty, occurs when an employee is scheduled to work at least 20 but less than 40 hours per week. This does not include individuals employed in a position that requires student status as a condition of employment.

Other, Part-time Appointment: This part-time appointment, other than a member of the faculty, occurs when an employee is scheduled to work less than 20 hours per week. This does not include individuals employed in a position that requires student status as a condition of employment.

Temporary Appointment: A temporary appointment, other than a member of the faculty, occurs when a person is appointed to a position of short duration, intermittent in nature, or in a position where it is clearly impractical to employ an individual on a continuing basis.

Student Employee: A student employee is an individual whose association with the College is for the primary purpose of furthering a formal education at either the undergraduate or graduate level. Enrolled students may be appointed to work 50 percent FTE or less during a regular academic semester, and up to 100 percent FTE during breaks between academic semesters.

Employment of Minors: The labor laws require all minors between 14 and 16 years of age to obtain a work permit during the school year. A copy of the work permit must be sent to the Payroll Office and to Human Resources before the individual may be paid. A child under age 16 shall not be permitted to work more than eight (8) hours in any non-school day nor more than 40 hours in any non-school week, nor before 7:00 a.m. nor after 9:00 p.m. During a school term, a child under 16 shall not be employed or permitted to work after 7:00 p.m. on days immediately preceding days when school is in session, nor more than three (3) hours a day on school days, nor more than 18 hours a week in school weeks.

2. 40 Categories of Employment

Administrative Council (AC): Employees of Columbia College who serve on the Administrative Council (AC) and report directly to the President of Columbia College.

Administrative Staff: Employees of Columbia College who serve in an administrative capacity (e.g., Director, Assistant Director, Associate Director level employees, Academic Advisors, etc.).

Support Staff: Employees of Columbia College who serve in a support capacity (e.g., Administrative Assistants, Maintenance, Custodial, etc.).

2.50 Employee Responsibility

Employees are responsible for knowing and understanding Columbia College’s rules, regulations, policies, procedures, and benefits. Any questions or concerns regarding rules, regulations, policies, procedures and benefits can be discussed with the Human Resources Office. Employees are expected to support Columbia College activities and to assist other constituencies

of the College to accomplish the institutional mission. When it is important that the College community appear together at certain events, meetings or other activities, your supervisor will ask you to cooperate and your cooperation will be expected.

3.00 HIRING PROCESS

3.10 Employment Applications

Columbia College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Columbia College's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.20 Employment Reference Checks

To ensure that individuals who join Columbia College are well qualified and have a strong potential to be productive and successful, it is the policy of Columbia College to check the employment references of all applicants. Any person applying for a position at Columbia College consents to the College's reasonable investigation into his or her background.

At times, the College may receive inquiries from third parties, such as prospective employers or banks, seeking to verify employment of an employee. All such inquiries must be referred to the Human Resources Department. Normally the College requests that such inquiries be placed in writing. The College will typically only verify dates of employment. Requests for any additional information must be made in writing. Generally, additional information will be disclosed only if the employee signs a release authorizing the disclosure.

3.30 Background Check

It is the practice of Columbia College to routinely perform background investigations, at the College's expense, after an offer has been made to an applicant. The offer of employment and assignment to duties is contingent upon a satisfactory report. The information may include, but is not limited to, academic, residential, achievement, performance, attendance, disciplinary, employment history, credit history, driving history, and criminal history of public record.

Applicants are required to complete a release form and submit to the Human Resources office, or an authorized representative of Columbia College.

All employees, where driving is required for the position for College business (personal and college-owned vehicles), will have a driving record check conducted upon hire and every year by the College to verify insurability and adherence to the drivers policy. An offer of employment or continued employment is contingent upon receiving a satisfactory driving history as outlined in the *Policy on Approved Drivers* where driving is required for the position.

If an adverse background and/or report is obtained, the College may decide to terminate the employment relationship.

It is the policy of Columbia College to not knowingly hire Registered Sex Offenders.

3.40 Employment & Subsequent Medical Examinations & Drug Testing

To help ensure that staff members are able to perform the essential functions of their job, and to perform them safely, medical examinations and drug testing may be required.

After an offer of employment is made to an applicant entering certain designated positions, a medical examination will be performed at Columbia College's expense by a health professional of Columbia College's choice. The offer of employment and assignment of duties is contingent upon satisfactory completion of the exam, which measures the staff member's ability to perform the essential functions of the position, safely. Job applicants may be asked to provide body substance samples (such as urine and/or blood).

Information on a staff member's medical condition or history will be kept separate from other staff member information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

Subsequent medical examinations may be required annually or more frequently.

3.45 Drug and Alcohol Testing Policy

The College requires that all employees who are approved drivers with CDL status meet the requirements set out in Federal Motor Carrier Safety Administration Drug/Alcohol Policy in compliance with 49 CFR, Part 382, a copy of which will be provided to all employees subject to this testing. As a result, it is the policy of Columbia College to require all approved drivers with CDL status to submit to drug and alcohol screening. The screening involves pre-employment, random, post-accident, reasonable suspicion and return-to-duty testing requirements. Testing will be conducted by a third-party administrator with Columbia College drivers added to a consortium maintained and administered by the third-party for purposes of random testing. Columbia College shall pay all actual costs for drug and alcohol testing as required under this policy. All employee alcohol and drug test records are considered confidential and will be maintained in a secure manner. Any person failing or refusing to undergo a drug or alcohol test will, at a minimum, not be eligible to drive, and will also be subject to appropriate disciplinary action, up to and including termination.

3.50 Employment of Relatives (Nepotism)

Columbia College does not prohibit the employment of spouses or other relatives in the same department or administrative unit, provided that neither spouse nor other relative participates in making recommendations or decisions affecting the appointment, retention, tenure, work assignments, promotion, demotion, or salary of the other spouse or relative, and provided that no preferential policy toward spouses or relatives is used to deny equal opportunity. Other relatives are defined as children, parents, grandparents, brothers, sisters, or in-laws of employees or of their spouses.

In cases where employment of close relatives in the same department or administrative unit is contemplated, approval will be granted only with the written permission of the President, with one copy of such authorization placed in the individual's personnel file and one copy sent to the Human Resources Director.

3.60 Internal Transfer/Promotion Policy

It is the philosophy of Columbia College to encourage growth and development in its employees. Job vacancies for the College are announced on campus and to AHE campuses, and are posted in the Human Resources Office and on the College website.

College employees may be eligible to apply for an internal promotion/transfer after they have successfully completed the New Employee Introductory Period in their current position of employment with the College. Employees who are on probation or suspension are not eligible to apply for posted jobs. In addition, employees who have a written warning on file may also be ineligible to apply for posted jobs, based on the nature of the written warning and how recently the employee received the warning. Eligible employees can only apply for those posted positions for which they possess the required skills, competencies, and qualifications.

To apply for a posted vacancy, an application form must be completed and sent to the Human Resources Department.

Employees may apply for internal positions without notifying their current supervisor. However, if the employee is selected to be interviewed by the hiring office, the employee must notify his/her supervisor prior to the interview scheduled with the hiring office. An internal applicant's supervisor may be contacted to verify performance, skills and attendance.

If the employee is hired for the new position, a mutually satisfactory period of notice will be required.

3.70 Rehiring Former Staff Members

If a former staff member is rehired, their status is that of a new employee, and eligibility for benefits, including vacation accrual, is based on the most recent date of hire.

Staff members who are terminated for cause, or who do not provide sufficient notice as outlined in Section 10.00 – Resignation and Termination, may not be eligible for rehire.

4.00 COMPENSATION POLICIES & PROCEDURES

4.10 New Employee Introductory Period

All new employees are subject to a three (3) month “introductory period” during which both the employee and Columbia College have the opportunity to evaluate each other to determine if the employee is a suitable fit for the position.

At the beginning of employment, each new employee should be certain he/she fully understands the nature of his/her job. Each supervisor should furnish a job description and standards to be achieved. Performance standards include, but are not limited to, the ability to perform the job, attendance, dependability, and quality and quantity of work. If any aspect of the job is unclear, the employees are encouraged to ask questions.

At the end of the first three (3) months of employment, each new employee should receive a performance evaluation from his/her supervisor. The employee may also receive periodic reviews before and/or after this time period. At this time, employment may continue, the employee or employer may sever the employment relationship, or the new employee introductory period may be extended for an additional period of time, at the discretion of the supervisor.

During the first three months, employees are not eligible to use vacation or sick leave. If a new employee successfully completes the introductory period, the College will credit them with vacation and sick leave retroactive to his/her start date. If the introductory period is extended, the employee remains ineligible to take sick and vacation leave, subject to the discretion of the employee’s supervisor.

4.11 Merit Pay Increases

There are no guarantees of merit increases to be provided to employees. However, if merit increases are approved, they will be implemented at the beginning of the new fiscal year; on or after July 1st. The guidelines below will be followed for all new employees and current employees moving to a new position:

- An employee, who is hired between July 1 and December 31, will be eligible for consideration for a merit increase that will be applied in the next fiscal year.
- An employee, who is hired between January 1 through June 30, will NOT be eligible for consideration for a merit pay increase applied in the next fiscal year.

4.20 Payroll and Personnel Procedures

The Human Resources Office will provide new employee orientation for benefits and related paperwork, regardless of their location. However, new employees located at the Adult Higher Education (AHE) campuses may receive additional orientation from the Vice President for Division of Adult Higher Education or designated representative.

Human Resources Office

- Review CougarTrack and website overview
- Direct employees to location of the Columbia College Staff Handbook on the website

- Complete emergency information form
- Receive a Columbia College parking permit
- Have photo taken for employee identification card
- Participate in campus tour and orientation

Complete the following forms:

- The federal W-4 Form (Employee's Withholding Allowance Certificate)
- The state W-4 Form (state W-4's are filed for the individual states requiring them, otherwise the federal exemptions are allowable)
- I-9 paperwork (Immigration Reform Act)
- Employee Accounts Request Form
- Direct Deposit (optional)

Enrollments for the following (when applicable):

- Group Health Insurance (dependent coverage optional)
- Group Dental Insurance (dependent coverage optional)
- Group Life (with Accidental Death and Dismemberment Insurance Clause)
- Voluntary Life Insurance (dependent coverage optional)
- Long-Term Disability Insurance
- Voluntary Accidental Death and Dismemberment Insurance (optional)
- Voluntary Vision Insurance (dependent coverage optional)
- Voluntary Accident, Critical Illness, Hospital Indemnity and Short-term disability insurance (optional)
- Flexible Spending Account – (optional)
- Retirement Plan

4.21 Paydays

Regular employees and students are paid bi-weekly. Paychecks for all employees are mailed to their home address. Employees with questions regarding paydays may contact Payroll or Human Resources for more information. Direct deposit advices, for those utilizing direct deposit, are available for viewing/printing through an electronic medium.

4.22 Pay Status

Regular employees must be in a “paid” status (i.e., receiving pay due to actual hours worked or from accrued vacation or sick time or a combination thereof) prior to and immediately following a College recognized holiday in order to be eligible to receive holiday pay. If an employee takes leave without pay prior to or immediately following a College recognized holiday, the employee is not eligible for holiday pay.

4.30 Work Hours

Columbia College employees maintain regular work hours to ensure accomplishment of tasks assigned and service to students and campus visitors. The normal daytime on-campus work schedule consists of five, eight-hour days, Monday through Friday between the hours of 7:00 a.m. to 5:00 p.m., although some duties will cause work hours to vary, which is at the discretion of the supervisor. Some departments have varying shifts (i.e., custodial, safety), requiring employees to work evening and night shifts. Employees typically receive one (1) hour for lunch and two fifteen (15) minute breaks, except as exempted by the appropriate AC member. The Vice President for Adult Higher Education and the AHE directors will determine AHE employees' work hours.

Non-exempt (hourly) employees are required to clock in and out throughout the day (i.e., arriving to work, lunch, leaving work at the end of the day) and are permitted to clock in five minutes prior to the beginning of their workday and upon their return from lunch. Employees are not permitted to perform work duties before clocking in or after clocking out.

4.40 Overtime

Overtime compensation for non-exempt employees is subject to the provisions of this policy and the Federal Fair Labor Standards Act (FLSA), as amended. Overtime work shall be the exception rather than the rule. Overtime shall be used after other alternatives have been fully explored, such as rescheduling of priorities, balancing workload peaks, and offsetting excess hours with reduced hours during the work week.

In order to support the objectives of the College, an employee may be expected to work extra hours beyond the normal workweek or the employee's normal schedule, if required to do so by the employee's department head. A department head also has the authority to require employees to report to work in emergency callback situations and to be available for an on-call basis for normal College operations.

The responsible Administrative Council member shall approve overtime work in advance for non-exempt employees. The immediate supervisor is responsible for scheduling approved overtime. Non-exempt employees shall not work overtime unless specifically authorized to do so by his/her supervisor.

Non-Exempt employees must be compensated for every hour worked. Every hour physically worked over 40 hours, in a work week. Work weeks that include holidays along with hours physically worked in excess of 40 hours will be compensated at one and one half times their normal rate of pay; except for Campus Safety staff (see section 8.71).

Vacation, sick, jury duty, voting, administrative leave or bereavement leave are not hours worked and cannot be used to determine hours worked in excess of 40 hours per week.

Overtime is not governed by pay-periods, but a workweek. The Columbia College workweek is defined as Monday through Sunday for overtime calculation purposes.

Non-exempt employees may be eligible to take time off (flex time) only within their prescribed workweek, subject to supervisory approval (e.g., full-time, non-exempt employee works 40 hours by the end of the day on Thursday, rather than working on Friday is permitted by his/her supervisor to take that day off as flex-time). Flex time may not be utilized outside the workweek in which it occurred in lieu of paying overtime (e.g., full-time, non-exempt employee that worked 45 hours in the prescribed workweek cannot take off 5 hours the following week and use as flex-time, in lieu of being paid overtime.)

Exempt employees are not given additional compensation for hours worked in excess of 40 hours per week. Managers, at their discretion, by College policy offer flexible working hours for exempt employees. Questions pertaining to overtime and flex time should be forwarded to the Director of Human Resources.

4.50 Travel Policy

The travel policy serves as a guideline for travel performed on behalf of, and paid for by, the college. It is understood that college personnel may be required to travel from time to time. This includes, but is not limited to, any type of travel required for faculty, administrators, staff, and athletics. These guidelines also apply, as appropriate, for travel coordinated on behalf of, and/or paid for, with college funds, but where the traveler is not an employee of the college. Collectively, this group is referred to as "employee(s)" for purposes of this policy.

Employees should conduct travel with an awareness that college funds are being utilized, and therefore keep the best interests of the college in mind when arranging and booking travel. It is the employee's responsibility to be attentive to the reasonable and effective use of college

resources. In general, the quality of travel, accommodations, entertainment, and related expenses should be governed by what is reasonable and appropriate to the business and travel purpose involved. Columbia College will pay for normal, reasonable, and prudent business related travel expenses that are incurred by employees traveling on official college business, whose purpose is to further the mission of Columbia College. Employees are expected to be conservative in their spending and managers are expected to be diligent and timely in their review and approval of such expenditures.

General Guidelines

- Expenditures are expected to be supported by proper receipts or documentation.
- Expenditures \$20 or less and charged on the employees Columbia College American Express corporate card do not require a receipt in order to be paid.
- Expenditures \$5 or less on out-of-pocket expenses do not require a receipt in order to be reimbursed.
- If any part of a trip is also considered personal, the personal portion of the trip and any related expenses will not be reimbursed to the employee. Any personal expenses incurred while on a college related trip (i.e. personal care products, medications, personal entertainment, family care, etc.) are to be paid by the employee. If an expense could be considered personal, but was required to facilitate the business purpose of the trip, the expense may be reimbursable upon supervisory approval.
- If a college employee is traveling on college business, and a companion, not traveling on college business, accompanies them, all expenses incurred for the non-employee are not reimbursable.
- If a college employee is traveling on college business, and another college employee is traveling with them as a part of the business purpose, the expenses incurred due to the conducting of business are reimbursable.
- If the college pays for travel in any manner, and a refund is later issued, the refund is the property of the college. If the refund is issued directly to the employee, the employee must remit the refund to the college, to the extent it was paid for by the college.
- Personal travel rewards and frequent flier miles, earned while traveling on college business, remain the property of the employee.
- Travel insurance is not reimbursable. If travel is purchased using the American Express corporate card, insurance is provided for the employee.
- While traveling on college business, employees are expected to conduct all affairs in an ethical, respectful manner, and to obey all laws relating to the conduct of that travel.

The travel policy may be accessed at: <https://www.ccis.edu/eservices/files/TravelPolicy.pdf>

5.00 EMPLOYMENT POLICIES

5.10 Employment Records

A confidential file for each employee, including an employment application, background check information, and other pertinent information, is maintained by the Human Resources Office for all staff, with the exception of AHE staff and full-time faculty. AHE staff files are maintained by the Budget & Personnel Office of AHE and full-time faculty files are maintained in the Academic Affairs Office. These records are used for compliance with governmental regulations and other personnel-related matters. Employee Personnel files are the property of the College.

All information is kept confidential with only authorized personnel having access to it. An employee may review his/her individual records by submitting a request to the appropriate custodian of records.

An employee should notify the Human Resources Office and the Payroll Office of changes in name, address or marital status. An employee should also advise the Human Resources Office,

in writing, of any important professional achievements or educational seminars attended in order for such data to be added to his/her personnel file.

5.20 Equal Opportunity

Columbia College is an equal opportunity institution. The College is committed to recruiting, employing, and promoting individuals based on job-related qualifications and to engage in good-faith efforts to achieve employment parity when necessary. Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal, state, or local law to include race, religion, sex, color, nationality, ethnicity, age, disability, sexual orientation, or veteran status.

5.30 Americans with Disabilities Act

Columbia College supports individuals with disabilities and is committed to helping disabled individuals overcome workplace barriers. In addition, Columbia College does not discriminate against qualified individuals with disabilities in employment decisions or in any terms or conditions of employment. A disabled employee who believes that he/she requires an accommodation to perform his/her duties should contact his/her supervisor, the ADA Coordinator, and the Human Resources Department regarding the need for an accommodation. An applicant with a disability who believes an accommodation is necessary to complete the application process should contact the Human Resources Department. The institution will engage with employees and qualified applicants with disabilities to determine appropriate, reasonable accommodations in compliance with all applicable local, state and federal laws. Accommodations will be consistent with the essential functions of the position. Columbia College may require medical documentation from employees and/or applicants related to a request for accommodation.

5.40 About Title IX at Columbia College

Title IX prohibits discrimination on the basis of sex in educational programs and activities that receive or benefit from federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Title IX applies to all members of the College community, including but not limited to faculty, staff, students, and non-employees acting on behalf of Columbia College. Anyone who feels they have been discriminated against, or is a witness to discrimination, should contact the Columbia College Title IX Coordinator immediately with their concerns. In addition to prohibiting discrimination and harassment on a broader scale, Columbia College also believes that sex discrimination and sexual harassment have no place in the educational and work environment. This prohibition of sex discrimination and sexual harassment includes all acts of sexual misconduct, whether verbal, nonverbal or physical acts and whether those acts are intentional or unintentional.

For detailed information regarding Title IX, the type of behavior covered, and Columbia College's procedures for addressing discrimination or harassment, please see the College's [Nondiscrimination and Harassment Policy](#) and its [Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy](#).

These policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. For additional information regarding academic freedom, please see the [Columbia College Faculty Handbook](#).

Columbia College is committed to addressing the issue of discrimination, harassment, and sexual misconduct in the educational and workplace landscape and will continue to modify policies,

procedures and prevention efforts as needed. The most up to date information can be found online at www.ccis.edu/titleix/.

The policies mentioned here are intended to comply with the requirements of Federal and State civil rights acts including Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the Civil Rights Restoration Act of 1988, state code as well as applicable case law.

Scope of Policy

The College's Nondiscrimination and Harassment Policy and Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy cover on-campus, off-campus and online conduct, as described below.

On-Campus Violations

These policies forbid acts of discrimination or harassment anywhere on campus. 'Campus' includes College-owned or leased property as well as streets and pathways contiguous to college property or in the immediate vicinity of campus. It may also include the property, facilities and leased premises of organizations affiliated with the College.

Off-Campus or Online Violations

These policies also apply to off-campus or online behavior that affects a clear and distinct interest of the College or that adversely affects the campus environment. For example, discrimination and harassment of a member of the College community in an off-campus or online setting may be covered by these policies when the behavior:

- Occurs during College sponsored events (e.g., field trips, social or educational functions, College related travel, student recruitment activities, internships and service-learning experiences);
- Occurs during the events of organizations affiliated with the College, including the events of student organizations, or
- Poses a disruption or threat to the College community.

All individuals associated with the College, including all students, faculty, staff or third parties working under the purview of the College, are covered under these policies.

5.50 Nondiscrimination and Harassment Policy

Columbia College is committed to maintaining an educational and work environment that is free from discrimination and harassment in order to ensure the well-being of all members of our community, including students, faculty, staff, and visitors. Discrimination and harassment, either intentional or unintentional, have no place in the learning and working environment.

Columbia College does not authorize and will not tolerate any form of discrimination or harassment based on race, religion, sex, gender, color, nationality, ethnicity, age, disability, sexual orientation, marital status, parental status, veteran status or any status protected by law.

5.51 Discrimination or Harassment Complaint and Investigation

Any employee who feels that he or she has been subjected to any illegal discrimination or harassment, or any employee who has knowledge of possible discrimination or harassment should report the conduct. All complaints of discrimination or harassment will be promptly and thoroughly investigated. Violations of this Policy are serious disciplinary infractions and may result in disciplinary action up to and including termination.

Any employee, including supervisors or managers, who believes he or she has been subjected to discrimination or harassment or believes that behavior which could be

reasonably perceived as discrimination or harassment has occurred should promptly report the incident(s) to his/her supervisor or directly to one of the following:

- For allegations against students – Dean for Campus Life
- For allegations against faculty – Executive Vice President and Provost for Academic Affairs
- For allegations against staff – Executive Director of Human Resources
- For allegations against vendors – Executive Director of Plant and Facilities

The report, which need not be in writing, should include all facts and the identity of all witnesses to the incident. Any supervisor or faculty member who receives any report or complaint of harassment – whether informal or formal – must immediately report it to the appropriate designated official, even if the person has asked that no action be taken on the report or complaint.

If the individual makes the complaint to his/her supervisor, the supervisor will promptly report the complaint to the appropriate officer(s) of the College, who will cause an investigation of the complaint. In the event that a complaint is being made against one of those individuals, the complaint should be made to the President or the Human Resources Director.

The situation may be investigated by interviewing the complainant, the alleged harasser, and other persons where appropriate. Each party to the investigation must cooperate in the investigation. Columbia College will endeavor to maintain confidentiality during the investigation, and will exercise discretion in the disclosure of evidence it deems necessary for the investigation. To enable confidentiality, each party to the investigation must maintain in complete confidence any interviews, questions, or other matters with respect to any such investigation.

Employees can raise concerns and make good faith reports about discrimination or harassment without fear of reprisal. Retaliation against a person making a good faith report or participating in an investigation is absolutely prohibited and will result in disciplinary action. Any person who believes he/she have been subjected to retaliation based on making a good faith report should immediately notify his/her supervisor or the Director of Human Resources. Knowingly making false allegations of fact is also prohibited and may result in disciplinary action imposed by the College after conclusion of the investigation.

Anyone who is found to have engaged in unlawful discrimination, harassment, or retaliation will be subject to disciplinary action, up to and including termination of employment, exclusion from the campus or expulsion.

5.60 Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy

In addition to prohibiting discrimination and harassment on a broader scale, Columbia College also believes that sex discrimination and sexual harassment have no place in the educational and work environment. This prohibition of sex discrimination and sexual harassment includes all acts of sexual misconduct, as defined herein, whether verbal, nonverbal or physical acts and whether those acts are intentional or unintentional. Further clarification regarding forms of sex discrimination, sexual harassment and sexual misconduct can be found within the '[Relevant Definitions](#)' tab.

Columbia College is committed to addressing the issue of sex discrimination, sexual harassment and sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed.

**If you are in immediate danger, please call 911 or
Columbia College Campus Safety: (573) 875-7315**

Otherwise, all complaints of discrimination or harassment, including complaint of sexual misconduct, should be reported to the Title IX Coordinator, who is responsible for monitoring and overseeing overall implementation of Title IX compliance at Columbia College, including coordinating training, education, and communications and initiating the grievance procedures for faculty, staff, students, and other members of the College community. Complaints may also be reported to the Deputy Title IX Coordinators, who provide support and assistance to the Title IX Coordinator on an as needed basis.

The preferred method of reporting such complaints is through the online reporting form available at https://cc-advocate.symplicity.com/public_report/. Reports may also be made by email, phone, or in person to the following individuals:

Title IX Coordinator:

Molly Borgmeyer
Columbia College Main Campus – St. Clair Hall 14
(573) 875-7898
mrborgmeyer@ccis.edu

Deputy Title IX Coordinators:

Kathryn Gleich
Assistant Director, Human Resources
Columbia College Main Campus – Missouri Hall 123
(573) 875-7708
kagleich@cccis.edu

Dr. David Humphrey
Director of Campus Support, Division of Adult Higher Education
Columbia College Main Campus – St. Clair Hall 138
(573) 875-7757
dwhumphrey@ccis.edu

Additional information about reporting concerns regarding sex discrimination, sexual harassment and sexual misconduct can be found under the '[Filing a Complaint of Discrimination, Harassment, or Sexual Misconduct](#)' tab.

5.6 1 Relevant Definitions

CONSENT – Consent is defined as permission to act. This must be an affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter.

Although consent can be given by words or actions, those words or actions must be clear and mutually understood. Consent must meet all of the following standards:

- **Active, not passive.** Silence, in and of itself, cannot be interpreted as consent to a sexual activity. One would not be able to infer consent under circumstances in which consent was not clear, including, but not limited to the absence of “no” or “stop,” or the existence of a prior or current relationship or sexual activity.
- **Given freely.** An individual cannot give consent under duress, threat, coercion (unreasonable pressure), or force.
- **Provided knowingly.** Consent to sexual activity cannot be given by:
 - An individual under the legal age to consent (17 years old in Missouri), or
 - An individual who is known to be (or based on circumstances should reasonably be known to be) mentally or physically incapacitated. In this case, an incapacitated individual is someone who is unable to make rational, reasonable decisions due to a lack of capacity to understand the “who, what, when, where, why, or how” of a sexual interaction. This includes an individual whose incapacity results from mental or physical disability, sleep, involuntary restraint, unconsciousness, or the use of alcohol or drugs.

- **Specific.** Permission to engage in a specific sexual activity does not imply permission for another sexual activity. Additionally, previous relationships or prior consent do not imply future consent. Responsibility for receiving permission for a specific sexual activity rests with the initiator of the specific sexual activity. It is important to note that this means consent may be requested and given multiple times by involved individuals during a sexual encounter involving multiple sexual activities.

The legal definition of consent may differ depending on the jurisdiction or location where the sexual activity occurs. In Missouri, consent or lack of consent may be express or implied. Furthermore, in Missouri, assent does not constitute consent if:

- (a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
- (b) It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
- (c) It is induced by force, duress or deception.

The legal definitions of consent in other jurisdictions may be found at <https://atixa.org/resources/consent-statutes-by-state/>.

- **DISCRIMINATION** – Discrimination includes, but is not limited to, treating individuals differently because of their protected status, in connection with the terms and conditions of employment or educational opportunities. Discrimination does not occur, however, when an individual is treated differently than another individual for legitimate, non-discriminatory reasons.
- **HARASSMENT** – Harassment is a form of discrimination that includes verbal, physical, or other conduct that is unwelcome and sufficiently severe, pervasive, or persistent so as to create an intimidating, hostile, or offensive environment that interferes with the individual's job performance or educational opportunities.

SEXUAL HARASSMENT – Sexual harassment is unwelcome conduct that is sexual in nature, whether verbal, written, online or physical. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person who has power or authority over another. Sexual harassment occurs when submission to sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance. Included in this definition is submission to such conduct when the conduct is believed to be a condition for access to receiving benefits of the educational or employment program.

Examples of conduct which may constitute SEXUAL HARASSMENT include, but are not limited to:

- *Repeated unwelcome sexual propositions, teasing, joking or flirting;*
- *Persistent unwelcomed efforts to develop a romantic or sexual relationship;*
- *Graphic comments about a person's body;*
- *Sexually suggestive objects or pictures in the workplace or classroom;*
- *Sexually degrading words to describe a person;*
- *Derogatory or sexually explicit statements about an actual or supposed sexual relationship;*
- *Unwelcome touching, patting, pinching or leering; or*
- *Derogatory gender-based humor.*

- **SEXUAL ASSAULT** – Sexual assault is actual or attempted physical sexual contact committed by force or without the full and informed consent of all persons involved. Sexual assault includes rape, fondling, incest and statutory rape as defined below.
 - **Rape.** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling.** The touching of the private body parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas) of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of temporary or permanent mental incapacity.
 - **Incest.** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory rape.** Sexual intercourse with a person who is under the statutory age of consent (within the state of Missouri, age of consent is 17).

- **DATING VIOLENCE** – Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - The existence of such a relationship would be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
 - For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.

- **DOMESTIC VIOLENCE** – Domestic violence is a felony or misdemeanor crime of violence committed by any of the following:
 - A current or former spouse or intimate partner of the victim;
 - A person with whom the victim shares a child in common;
 - A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
 - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **STALKING** – Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress.

For the purposes of this definition:

- *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- **SEXUAL MISCONDUCT** – Sexual misconduct collectively refers to the terms “sexual assault,” “stalking,” “domestic violence,” and “dating violence,” as defined herein. Sexual misconduct can also include the following:
 - Using force to cause a person to touch his or her own or another person’s intimate parts; penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object;
 - Taking sexual advantage of another person without consent, including causing or attempting to cause the incapacitation of another person;
 - Knowingly transmitting a sexually transmitted infection, including HIV, to another person;
 - Causing the prostitution of another person;
 - Allowing third parties to observe sexual acts;
 - Engaging in voyeurism;
 - Distributing intimate or sexual information about another person; and
 - Capturing or transmitting intimate or sexual utterances, sounds or images of another person.

Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.

- **ADVISOR** – An advisor is the individual selected by the either the complainant or the respondent to provide support, guidance, or advice to that individual and to accompany that individual to any interviews or meetings conducted in accordance with the Investigation and Adjudication Procedures for Complaints of Sex Discrimination, Sexual Harassment, and Sexual Misconduct. The role of the advisor is solely to support the individual. The advisor is not permitted to ask or answer questions, serve as a witness, or make a statement on behalf of the complainant or the respondent. The College is not responsible for providing the complainant or the respondent with an advisor.
- **PROCEEDING** –The term proceeding refers to all activities related to a the resolution of a complaint filed pursuant to the Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy, including, but not limited to, investigations, formal or informal meetings, and any appeals.

5.62 Resources and Options for Assistance

The College encourages victims of discrimination, harassment or sexual misconduct to talk to somebody about what happened so that they are able to get the support they need and so the College can respond in an appropriate manner. It is important that individuals wishing to talk to somebody understand that different employees on campus have different abilities to maintain a victim’s confidentiality under Title IX and other related federal and state guidelines.

Those who wish to speak confidentially about their options for reporting and support should contact Counseling Services or Student Health Services at (573) 875-7423. Counseling Services and Student Health Services are confidential, except under limited circumstances. All other employees of Columbia College (including all faculty and staff) are considered responsible employees and are therefore required to report instances of discrimination, harassment, and sexual misconduct to the Title IX Coordinator.

**If you are in immediate danger, please call 911 or
Columbia College Campus Safety: (573) 875-7315**

Columbia College On-Campus Resources:

- Columbia College Counseling Center – (573) 875-7423
- Columbia College Student Health Services – (573) 875-7432
- Public Report Form – https://cc-advocate.symplicity.com/public_report/
- Title IX Coordinator – Responsible for monitoring and overseeing overall implementation of Title IX compliance at Columbia College, including coordinating training, education, communications and initiating the grievance procedures for faculty, staff, students, and other members of the College community.
 - Molly Borgmeyer
Columbia College Main Campus – St. Clair Hall 14
(573) 875-7898
mrborgmeyer@ccis.edu
 - Deputy Title IX Coordinators – Responsible for providing support and assistance to the Title IX Coordinator on an as needed basis.
 - Kathryn Gleich
Assistant Director, Human Resources
Columbia College Main Campus – Missouri Hall 123
(573) 875-7708
kagleich@cccis.edu
 - Dr. David Humphrey
Director of Campus Support, Division of Adult Higher Education
Columbia College Main Campus – St. Clair Hall 138
(573) 875-7757
dwhumphrey@ccis.edu

Community Resources:

- Rape, Abuse & Incest National Network (RAINN) Hotline at 1-800-656-HOPE
- True North of Columbia, a Columbia, MO emergency shelter and/or counseling service for victims of domestic and sexual violence. 24-hour-crisis line at (573) 875-1379 OR 1-800-548-2480
- Boone Hospital – (573) 815-8000
- University of Missouri Hospital – (573) 882-4141
- City/County Health Department – (573) 874-7356
- Columbia Police Department – (573) 442-6131
- Safe Helpline: Sexual Assault Support for the Department of Defense (DoD) Community – (877) 995-5247

Academic Options and Support:

Students who are victims of sex discrimination, sexual harassment or sexual misconduct may request assistance with academic matters. To the extent these requests are reasonable and can be accommodated, every effort will be made to provide the appropriate assistance. More information on academic options and resources can be obtained by contacting the Title IX Coordinator.

Emotional Support and Medical Care:

Victims of sexual misconduct may seek support through the RAINN (Rape, Abuse & Incest National Network) Hotline at 1-800-656-HOPE or by seeking out survivor support

services in their local area. Victims of sexual misconduct may also choose to receive medical support at local hospitals or other medical facilities.

Columbia College day students can also seek emotional support through Columbia College Counseling Services (Counseling Services are confidential, except under limited circumstances). Additionally, those students located in Columbia, MO can receive medical attention at Columbia College Student Health Services.

For those individuals affiliated with the military, the Department of Defense (DoD) has a confidential support system in place that can be accessed at www.safehelpline.org or via phone at (877) 995-5247. This crisis support service is confidential, anonymous, secure, and available worldwide for members of the DoD community who are affected by sexual misconduct. It is operated through a contract with the Rape, Abuse & Incest National Network (RAINN) and information will remain confidential unless otherwise required by law.

If you wish that your identity and/or the details of an incident of discrimination or harassment be kept confidential, you may find it helpful to speak with on-campus mental health counselors, campus health service providers, or off-campus rape crisis resources or clergy members who can maintain confidentiality.

You may wish to consider this option if you:

- *Would like to know about support and assistance, but are not sure if you want to pursue formal action against the individual, or*
- *Have questions or would like to process what happened with someone without involving police or campus disciplinary procedures, or*
- *Do not want the perpetrator to know that you are seeking help or support.*

NOTE: Please be aware that even confidential resources have some obligations to report, such as in situations of imminent danger and/or sexual abuse of a minor.

Preserving Evidence:

It is vital for any criminal investigation to preserve all evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order or other significant court ordered action. To ensure the integrity of the evidence is protected, such evidence should be collected by a law enforcement officer and preserved in a manner that complies with the policies of the collecting law enforcement agency. All victims or witnesses of a crime are encouraged to contact local law enforcement immediately and avoid contact with, wash or clean any items, material or bodily fluids that might be considered evidence of the criminal act.

Orders of Protection:

The College complies with Missouri law in recognizing an Ex-Parte Order of Protection or Full Order of Protection. Any person who obtains an order of protection against a member of the campus community should provide a copy to the Title IX Coordinator and Campus Safety. The College cannot apply for a legal order of protection, no contact order or restraining order on behalf of a victim. The victim is required to apply directly for these services. According to Missouri State Statute 455.015, Venue: The petition shall be filed in the county where the petitioner resides, where the alleged incident of domestic violence occurred, or where the respondent may be served. Protection from abuse orders should be applied for at the court house where the victim resides.

Education and Prevention Programs:

As part of its effort to prevent sexual misconduct, the College is dedicated to educating the College community about dating violence, domestic violence, sexual assault, and stalking. The College offers various programs designed to increase awareness about

these crimes and other potentially dangerous issues. For a list of specific programs offered, please see the College's Annual Security Report. The College will continue to assess efforts being utilized to educate students and employees about responsible and appropriate behavior as well as the resources and support provided for victims.

5.63 Filing a Complaint of Discrimination, Harassment, or Sexual Misconduct

The College strongly encourages all members of the College community to report discrimination or harassment in a timely manner so that Columbia College can attempt to resolve the situation. Members of the College community do not have to be the victim of the alleged misconduct in order to file a report – you should report discrimination or harassment when you believe that you or someone else has been or is being discriminated against or harassed.

Columbia College does not authorize and will not tolerate any form of discrimination or harassment based on race, religion, sex, gender, color, nationality, ethnicity, age, disability, sexual orientation, marital status, parental status, veteran status or any status protected by law. This is true whether the alleged discriminator or harasser is an employee, a supervisor, faculty, student or even a non-employee, such as a customer or vendor with whom Columbia College does business.

**If you are in immediate danger, please call 911 or
Columbia College Campus Safety: (573) 875-7315**

Otherwise, complaints of discrimination or harassment, including complaints of sexual misconduct, should be reported to the Title IX Coordinator, who is responsible for monitoring and overseeing overall implementation of Title IX compliance at Columbia College, including coordinating training, education, and communications and initiating the grievance procedures for faculty, staff, students, and other members of the College community. Complaints may also be reported to the Deputy Title IX Coordinators, who provide support and assistance to the Title IX Coordinator on an as needed basis.

The preferred method of reporting such complaints is through the online reporting form available at https://cc-advocate.symplicity.com/public_report/. Reports may also be made by email, phone, or in person to the following individuals:

Title IX Coordinator:

Molly Borgmeyer
Columbia College Main Campus – St. Clair Hall 14
(573) 875-7898
mrborgmeyer@ccis.edu

Deputy Title IX Coordinators:

Kathryn Gleich
Assistant Director, Human Resources
Columbia College Main Campus – Missouri Hall 123
(573) 875-7708
kagleich@cccis.edu

Dr. David Humphrey
Director of Campus Support, Division of Adult Higher Education
Columbia College Main Campus – St. Clair Hall 138
(573) 875-7757
dwhumphrey@ccis.edu

If any of the above individuals are the subject of the complaint, the complainant should direct his or her complaint to one of the other individuals listed.

The complaint or report need not be in writing, but should include all facts and the identity of all witnesses to the incident (as available). Upon receipt of a complaint or report, the Title IX Coordinator or designee will determine the nature of the complaint.

- For complaints of sex discrimination, sexual harassment, or sexual misconduct, the procedures in the 'Investigation and Adjudication Procedures for Complaints of Sex Discrimination, Sexual Harassment, and Sexual Misconduct' tab will be followed.
- For all other complaints of discrimination or harassment against employees, the procedures provided in sections 5.40-5.45 of the Staff Handbook will be followed.
- For all other complaints of discrimination or harassment against students, the Behavioral Misconduct Procedures in the Student Handbook will be followed.

Voluntary Reporting – All individuals associated with the College who may have experienced any form of discrimination or harassment are strongly encouraged to report the incident promptly to the Title IX Coordinator.

Responsible Employee Reporting – In order to maintain a safe campus environment, all employees of Columbia College (including all faculty and staff other than staff of the Counseling Services and Health Services) are considered responsible employees and are therefore **required to report** instances of discrimination or harassment to the Title IX Coordinator. **Any employee who receives any report or complaint of discrimination or harassment – whether informal or formal – must immediately report it to the Title IX Coordinator or the Deputy Title IX Coordinators, even if the person making the report has asked that no action be taken on the report or complaint.**

Confidential Reporting – If you wish that your identity and the details of an incident of discrimination or harassment be kept confidential, you may find it helpful to speak with on-campus mental health counselors, campus health service providers, or off-campus rape crisis resources or clergy members who can maintain confidentiality. Columbia College day students may utilize Columbia College Counseling Services and/or Student Health Services on an emergency basis if needed. Such services are available free of charge.

You may wish to consider this option if you:

- *Would like to know about support and assistance, but are not sure if you want to pursue formal action against the individual, or*
- *Have questions or would like to process what happened with someone without involving police or campus disciplinary procedures, or*
- *Do not want the alleged perpetrator to know that you are seeking help or support.*

NOTE: Please be aware that even confidential resources have some obligations to report, such as in situations of imminent danger and/or sexual abuse of a minor.

Policy for Alcohol and/or Drug Use Amnesty – The health and safety of every student at Columbia College is of utmost importance. Columbia College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) may be hesitant to report incidents of sexual misconduct due to fear of potential consequences for their own conduct. Columbia College strongly encourages students to report sexual misconduct to College officials. An individual acting in good faith who reports an incident of sexual misconduct to Columbia College's officials will not be subject to Columbia College's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the sexual misconduct.

5.64 Investigation and Adjudication Procedures for Complaints of Sex Discrimination, Sexual Harassment, and Sexual Misconduct

- For complaints of sex discrimination, sexual harassment, or sexual misconduct, the procedures in the 'Investigation and Adjudication Procedures for Complaints of Sex Discrimination, Sexual Harassment, and Sexual Misconduct' tab will be followed.
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Potential Sanctions for Students:

The following is a list of potential sanctions that may be imposed on students found to have violated the College's Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy:

- Disciplinary Warning – written and/or verbal notice to a student for violation of a campus rule or regulation.
- Disciplinary Limitation – in some cases, a violation of this policy could result in a student being restricted from participating in certain campus events, student organizations or entering certain campus facilities.
- Disciplinary Probation – a student may be placed on disciplinary probation for a specified time period. Students holding leadership positions within the campus community who are placed on disciplinary probation may also be removed from that position if recommended by the sanctioning body. Disciplinary probation may carry over into subsequent semesters and academic years. As a part of the probationary status, conditions to the probation may be established (i.e. restitution, community service, required assessments, etc.).
- Disciplinary Suspension – results in the separation of a student from the College for a specified time period, usually no more than two years. Other conditions can also be stipulated for a student's readmission to the College. Suspension applies to all programs, unless otherwise noted. After the suspension period has been served, the suspended student should contact the Dean for Student Affairs for directions regarding the possibility of re-enrollment. A student returning from a disciplinary suspension is also placed on disciplinary probation for one year.
- Disciplinary Dismissal – results in the permanent separation of a student from the College. This applies to all programs and campuses.
- Interim Suspension – the Title IX Coordinator or designee may suspend a student for an interim period pending the outcome of these proceedings or resolution of health-related concerns. An interim suspension will become immediately effective without prior notice whenever there is evidence that the continued presence of the student in the College community poses a substantial threat to others or to the stability and continuance of normal College functioning. A student suspended on an interim basis shall be given an opportunity to appear before a Title IX Coordinator or designee within two business days from the effective date of the interim suspension in order to discuss the following issues:
 - The reliability of the information concerning the student's conduct and/or condition.
 - Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student in the College community poses a substantial threat to him or herself or others or the stability and continuance of normal College functions.

An interim suspension period can last until final adjudication of the matter through these proceedings.

- Educational Sanctions – these sanctions could be an activity, meeting, writing assignment, community service project, letter of apology or other experiential educational activity that a student may be assigned to complete as part of the adjudication of a violation of this policy. Conditions may be specific for the completion of the assignment and will be assigned by the investigator.
- Restitution – reimbursement for actual damage or loss caused by violation(s) of the policy.

Potential Disciplinary Actions for Employees:

The following is a list of potential disciplinary actions that may be imposed on employees found to have violated the College's Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy:

- Verbal Reprimand;

- Written Reprimand;
- Suspension; or
- Termination/Dismissal.

Appeal:

An appeal may be filed by either the complainant or respondent. An appeal must be filed in writing with the Title IX Coordinator within five business days of receipt of the written determination from the investigator. The appeal must describe the grounds for appeal and outline any evidence supporting the appeal. Appeals are accepted on the basis of one or more of the following:

- Previously unavailable, relevant evidence which could significantly impact the outcome of the investigation has since become available (*Note: Prior omission of factual information by the appealing party is not a ground for an appeal, unless the Title IX Coordinator or designee determines that good cause exists to consider such information*);
- The investigation and adjudication process was not conducted in conformity with this policy and the error was prejudicial to the appealing party; or
- The sanction(s), discipline, or other action(s) imposed were not appropriate for the violation.

Upon receipt of an appeal, the Title IX Coordinator or designee will determine if the appeal was timely filed and is based on one or more of the grounds for appeal. If so, the Title IX Coordinator or designee will forward the appeal and the materials considered as part of the investigation to the appropriate appeal official, as follows:

- For complaints against students – Faye Burchard, Dean for Student Affairs
- For complaints against employees – Jodi Johnson, Associate Director of Human Resources

The appropriate appeal official (as listed above) will review all materials regarding the matter and will issue a final, written determination as to any action to be taken within ten business days of receipt of the appeal. The decision of the appeal official is final. For appeals involving complaints of sexual misconduct, the complainant and respondent will be simultaneously notified in writing of the result of the appeal and any changes in the determination or sanction(s) or discipline imposed. For appeals involving all other complaints of sex discrimination or sexual harassment, the complainant and respondent will be notified in writing of the result of the appeal and any changes in the determination or sanction(s) or discipline imposed (although the complainant will only be notified of changes in sanction(s) or discipline that directly relate to the complainant, like an order that the respondent stay away from the complainant).

Rights of the Parties:

Both the complainant and the respondent will have the following procedural rights throughout these proceedings:

- The opportunity to have an advisor of the individual's choosing present. The role of the advisor is solely to support the individual. The advisor is not permitted to ask or answer questions, serve as a witness, or make a statement on behalf of the complainant or the respondent. The College is not responsible for providing the complainant or the respondent with an advisor.
- The right to receive timely notice of meetings in which they are a participant;
- Subject to applicable law, including FERPA, the right to receive timely and equal access to any information relied on as part of the proceedings; and
- Equal opportunity to provide information throughout the proceedings.

Conflicts of Interest and Training:

These proceedings will be conducted by officials who are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and are taught how to conduct these proceedings in a way that protects the safety of the complainant and promotes accountability. These individuals also receive training on handling complaints of sexual harassment, these procedures, and the confidentiality requirements. Furthermore, these proceedings will be conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent. If the complainant or respondent believes the official investigating the complaint or handling an appeal has a conflict of interest or bias for or against the complainant or respondent, he/she shall notify the Title IX Coordinator as soon as reasonably possible. The Title IX Coordinator or designee will determine whether a conflict of interest or bias exists and will appoint an alternative official if appropriate.

5.65 Retaliation

Retaliation will not be permitted within the Columbia College community. Individuals may raise concerns and make good faith reports about discrimination, harassment or sexual misconduct without fear of reprisal. Retaliation against a person who files a complaint or participates in an investigation is absolutely prohibited and will result in disciplinary action.

Any person who believes they may have been subjected to retaliation should immediately notify the Title IX Coordinator or the Deputy Title IX Coordinators:

Title IX Coordinator:

Molly Borgmeyer
Columbia College Main Campus – St. Clair Hall 14
(573) 875-7898
mrborgmeyer@ccis.edu

Deputy Title IX Coordinators:

Kathryn Gleich
Assistant Director, Human Resources
Columbia College Main Campus – Missouri Hall 123
(573) 875-7708
kgleich@cccis.edu

Dr. David Humphrey
Director of Campus Support, Division of Adult Higher Education
Columbia College Main Campus – St. Clair Hall 138
(573) 875-7757
dwhumphrey@ccis.edu

Knowingly making a false complaint of fact is also prohibited and may result in disciplinary action imposed by the College.

5.66 Confidentiality**Confidential Reporting:**

The College encourages victims of discrimination, harassment or sexual misconduct to talk to somebody about what happened so that they are able to get the support they need and so the College can respond in an appropriate manner. It is important that individuals wishing to talk to somebody understand that different employees on

campus have different abilities to maintain a victim's confidentiality under Title IX and other related federal and state guidelines.

Those who wish to speak confidentially about their options for reporting and support should contact Counseling Services or Student Health Services at (573) 875-7423. Counseling Services and Student Health Services are confidential, except under limited circumstances. All other employees of Columbia College (including all faculty and staff) are considered responsible employees and are therefore required to report instances of discrimination and harassment to the Title IX Coordinator.

If you wish that your identity and/or the details of an incident of discrimination or harassment be kept confidential, you may find it helpful to speak with on-campus mental health counselors, campus health service providers, or off-campus rape crisis resources or clergy members who can maintain confidentiality. Columbia College day students may utilize Columbia College Counseling Services and/or Student Health Services on an emergency basis if needed. Such services are available free of charge.

You may wish to consider this option if you:

- *Would like to know about support and assistance, but are not sure if you want to pursue formal action against the individual, or*
- *Have questions or would like to process what happened with someone without involving police or campus disciplinary procedures, or*
- *Do not want the alleged perpetrator to know that you are seeking help or support.*

NOTE: Please be aware that even confidential resources have some obligations to report, such as in situations of imminent danger and/or sexual abuse of a minor.

Confidentiality during the Investigation and Adjudication Procedures for Complaints of Sex Discrimination, Sexual Harassment, and Sexual Misconduct:

Throughout the Investigation and Adjudication Procedures for Complaints of Sex Discrimination, Sexual Harassment, and Sexual Misconduct, the College will endeavor to maintain confidentiality and will exercise discretion in the disclosure of evidence it deems necessary. Prior to proceeding with investigation into a complaint of sex discrimination, sexual harassment, or sexual misconduct, the College will inform the complainant that an investigation is being pursued in accordance with the applicable procedures. If a complainant does not wish to proceed with an investigation or does not consent to the disclosure of his or her name or other identifiable information to the respondent, the College's ability to respond to the complaint may be limited. The College will take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request for confidentiality, but the College may not be able to comply with this request. The College will inform the complainant if it cannot ensure confidentiality. Even if the complainant does not wish to proceed with the investigation, Title IX may nevertheless require that the College "take reasonable action" in response to the complaint. The Title IX Coordinator or designee will weigh the complainant's wish not to proceed/request for confidentiality with:

- The seriousness of the alleged conduct;
- Whether there have been other complaints of the same nature against the same student and/or employee; and
- The respondent's right to receive information regarding the allegations.

All parties to and/or participants in the Investigation and Adjudication Procedures for Complaints of Sex Discrimination, Sexual Harassment, and Sexual Misconduct are expected to maintain in complete confidence any interviews, questions, or other matters with respect to the proceedings. Furthermore, if the College provides a complainant with interim remedies or protective measures, the College will maintain as confidential these remedies or protective measures to the extent that it would not impair the ability of the College to provide such remedies or protective measures.

5.67 Policy Regarding Transcript Notations – State of New York

For those students located in (or taking courses in) the state of New York, 'Enough is Enough' legislation was passed in July 2015 requiring transcript notations for any crime of violence as dictated by the federal Clery Act (as updated by the Violence Against Women Act Final Regulations).

'For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20.U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), institutions shall make a notation on the transcript of students found responsible after a conduct process.'

In accordance with this requirement, students in the state of New York who are found responsible after these proceedings for the following crimes of violence will have a notation added to their transcript:

- Murder
- Sex offenses (including rape, fondling, incest, and statutory rape)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Manslaughter
- Arson

When a student has been suspended in the state of New York for one of the above crimes of violence, their transcript will include the language, '*suspended for a code of conduct violation.*'

What a student has been dismissed from Columbia College in the state of New York for one of the above crimes of violence, their transcript will include the language, '*dismissed for a code of conduct violation.*'

If a student withdraws while these proceedings are pending as related to one of the above crimes of violence, their transcript will include the language, '*withdrew with conduct charges pending.*'

Removal of Transcript Notations:

For those notations related to a suspension, no appeal is necessary for removal as the notation will be automatically removed after one full calendar year.

Notations related to dismissal from Columbia College will not be removed.

If a finding of responsibility is vacated, any related transcript notations will be automatically removed.

5.70 Investigation and/or Monitoring of Employee Electronic Communications or Files

No user should have any expectation of privacy in any message, file, image or data created, sent, retrieved, received or stored using Columbia College's communications systems and/or equipment. Columbia College maintains the right to monitor any and all aspects of computer and communications systems and to do so at any time, without notice, and without the user's permission. This policy applies to all Columbia College employees.

The College holds as core values the principles of academic freedom and free expression. In consideration of these principles, the College will not monitor the content of electronic communications of its employees in most instances, nor will it examine the content of employee electronic communications or other employee electronic files stored on its systems except under certain circumstances.

In the context of this policy, "electronic communications" includes telephone communications, voice mail, e-mail, other computer-based electronic communications, web traffic, log files, and computer files traversing the College network or stored on College equipment and/or equipment/systems that are maintained for College use. In all situations, except for those identified below, which require a review, investigation, and/or monitoring of electronic communications, the request will be specifically reviewed and approved by two Administrative Council members and/or the President of the College.

Examples of when monitoring and/or the review of electronic communications and electronic files of employees or other users of College information technology resources may occur include, but are not limited to, the following circumstances:

- Communications or files required by court order.
- An investigation into allegations of violations of policy or law as requested by internal or external authorities.
- During administrative/technical functions, such as but not limited to: problem remediation, system backup, file transfers, file recovery, network monitoring, security tests of computing systems, including password testing, and connectivity issues. Since these and similar activities are expected to be completed by the appropriate Technology Services staff as part of their job responsibilities. These activities do not require Administrative Council approval.
- Investigations of access, and/or attempted access into College systems by unauthorized persons.
- An urgent need for access to College-business documents when an employee is unavailable.
- For some positions within the College, routine monitoring is part of the work environment (i.e. training and evaluation in call centers), which does not require approval of Administrative Council members.
- Electronic communications or files that have been inadvertently exposed to technical staff that are operating in good faith to resolve or investigate technical issues. When technical staff inadvertently see or hear potentially illegal content in communications or files, they are required to report what they have observed to appropriate authorities. Otherwise, the College expects technical staff to treat inadvertently encountered electronic communications and files of College employees or other users of College information technology resources as confidential and not subject to disclosure to anyone.

Questions regarding this policy should be directed to the Chief Information Officer.

5.70 Substance Abuse Policy

Definition - The following guidelines include alcohol, illegal drugs, legal drugs obtained illegally and misuse of prescription drugs. Subsequent use of the word "drug(s)" or the phrase "controlled substances" includes the above description.

Background

The National Drug Control Strategy, issued in September 1989, proposed that Congress pass legislation requiring schools, colleges and universities to implement and enforce firm drug prevention and education programs as a condition of eligibility to receive federal financial assistance. On December 12, 1989, the President signed the Drug-Free Schools and Communities Act Amendment of 1989 which required that institutions of higher education implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on school premises, or as part of any of its activities.

This law, in addition to the Drug-Free Workplace Act (Pub. L. No. 100-690, 5151-5160), which requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the workplace, established the legal requirements of Columbia College's policy.

Columbia College's Objective

This policy is a statement of the College's concern and a guide to the institution's intentions regarding substance abuse in the workplace. It is the intent of this policy to provide guidelines for consistent handling throughout the College regarding substance abuse. The College will make every reasonable effort to provide a drug-free, safe, working environment and to promote the health, well-being, and productivity of all its employees. Columbia College recognizes that alcohol and other drug abuse rank as one of the major health problems in the world. Early recognition and treatment of chemical dependency problems is important for successful rehabilitation, economic return to the College, and reduced personal, family, and social disruption.

Resources

Confidential counseling for employees with alcohol and other drug problems is available. Contact the College's Mental Health Counselor for information and help regarding substance abuse problems. The telephone number is 573-875-7423. All visits to the Counselor are free of charge and confidentiality will be respected at all times except as otherwise required by law.

Scope

This policy covers all full-time and part-time employees, including adjunct faculty.

Policy

The use of any drug where such use adversely affects the employee's job performance or jeopardizes the safety of co-workers is prohibited. The use of any drug which adversely affects the confidence of the community in the College's ability to meet its responsibilities is prohibited. Any employee using drugs or alcohol, or under the influence of drugs or alcohol, on College premises is subject to disciplinary action, up to and including termination. As allowed by state and federal law, Columbia College may require employees to provide body substance samples (such as urine and/or blood) for drug or alcohol testing at the College's discretion. The College prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by employees in buildings, facilities, grounds, or property controlled by the College, or as part of College activities, or while conducting College business. This includes behavior which could jeopardize the safety of other employees, public or College equipment, or which adversely affects the confidence of the public in the College's ability to meet its responsibilities. This prohibition applies to any or all forms of drugs whose sale, purchase, transfer, possession or use

is prohibited or restricted by law. Any employee engaging in these activities is subject to disciplinary action, up to and including immediate termination.

Any employee arrested for the manufacture, distribution, dispensing, possession, or use of drugs on-the-job is in violation of this policy. In deciding what action to take, the College will consider the nature of the charges, the employee's present job assignment, the employee's record with the College, and other factors relative to the impact of the employee's arrest upon the ability of the College to continue to conduct business.

An employee taking prescription medication which may affect work performance must report this information to his/her supervisor at the start of the work day.

Employees will notify the employer of any criminal statute conviction no later than five (5) days after conviction.

The College will report any employee's conviction of criminal drug statute violations to the Department of Education within ten (10) days of receiving notification from the employee.

See **Appendix II** for "*Alcohol & Other Drugs: Columbia college Policies & Resources*."

5.80 Campus Safety Policy and Statistics Disclosure

Pursuant to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", Columbia College publishes an annual report on campus crime statistics from the previous three calendar years.

The Campus Crime Report is available for viewing at the Columbia College web site, <http://www.ccis.edu/offices/campusafety/statistics.asp>. Hard copies are available at the Campus Safety Office, Robnett-Spence Center, Room 202 or the Administrative Services Office, St. Clair Hall, Room 112 or Human Resources Office, St. Clair Hall, Room 14. Questions regarding the report may be directed to the Associate Director for Projects & Safety at 573-875-7304.

6.00 FRINGE BENEFITS

Benefits

Regular full-time employees are eligible for all benefits described in this handbook. Regular part-time employees are only eligible for a prorated portion of vacation leave and sick leave. For details, see section 8.10 and 8.20 of this handbook. Regular part-time employees may also be eligible to participate in the Columbia College retirement plan. The College will deduct all payroll taxes as required by law. Below is a list of benefits Columbia College currently provides. However, these benefits are subject to modification or discontinuance at the sole discretion of Columbia College.

Effective January 1, 2013, Columbia College will provide Domestic Partnership Benefits for current employees, including both same-sex and opposite-sex partners for all benefits afforded spouses and dependents if all eligibility requirements (outlined below) are met and maintained.

To be eligible for certain benefits, the employee and domestic partner must complete, sign, and notarize the Declaration of Domestic Partnership (additional affidavits or declarations may be required for specific insurance coverage along with specified support documentation), and attest to all of the following:

1. We are age 18 or older, and mentally competent to contract;
2. We are committed as a family in a long-term relationship of indefinite duration and are socially, emotionally, and financially interdependent;
3. We have lived together in the same permanent and regular home in a committed personal relationship for at least the 12 months immediately preceding the date of this Declaration of Domestic Partnership;

4. We are jointly responsible to each other for basic living expenses including, but not limited to, food, clothing, and shelter, with the understanding that contributions toward basic living expenses need not be equal;
5. We are not married to anyone, are each other's sole domestic partner, and have not signed a Declaration of Domestic Partnership with another individual in the 12 months immediately preceding the date of this Declaration;
6. We are not related to each other by blood or adoption to a degree of closeness that would prohibit legal marriage in the state in which we reside;
7. We understand that if we make false statements in this Declaration, Columbia College reserves the right to take any and all actions necessary to deny benefits or to recover amounts paid for benefits to which a person was not entitled, as well as any expenses or attorneys' fees incurred by the College in attempt to recover such amounts and that a civil action may be brought against one or both of us for any losses due to any false statements contained in this Declaration;
I, the undersigned employee, further understand that falsification of information in this Declaration, or failure to notify the Office of Human Resources of any change in circumstances, may lead to disciplinary action against me, including discharge from employment;
8. We agree to notify the College of any change in the status of our domestic partnership as certified in this statement within 30 days of that change by filing a "Termination of Domestic Partnership" form with the Office of Human Resources;
9. We understand that any domestic partnership recognized by the College on the basis of this declaration will be treated as terminated for benefits purposes on the last day of the month in which the partnership ends;
10. We understand that completing this Declaration is only one requirement for certain benefits and that all eligibility requirements and other provisions of all benefit plans as well as College policies also apply. We further understand that some insurance providers may not allow domestic partner coverage and that domestic partners will be eligible for benefits only when the College's insurance providers allow for such coverage.
11. We understand that any Federal or State tax impact resulting from the imputed value of the benefit provided under the College's Benefits Policies is our sole responsibility. We understand that employer coverage for individuals other than employees, their spouses, or their dependents as defined by IRS Code and the Defense of Marriage Act are not excluded from (and will be counted as part of) the employee's gross taxable income. We further understand that, as a general rule, current IRS regulations also do not permit domestic partner benefits to be paid for with pre-tax money. Consequently, premium deductions for benefits such as dental and/ or health insurance will occur on an after-tax basis. The College recommends that we seek competent legal and tax advice concerning such matters and we acknowledge that the College has provided us with no advice in this regard.

Joint responsibility for each other's common welfare and shared financial obligations must be demonstrated by the existence of two (2) of the following from each list below. I certify that the circumstances or arrangements checked below presently exist.

PROOF OF COMMON RESIDENCE	PROOF OF FINANCIAL INTERDEPENDENCE
<input type="checkbox"/> driver's licenses showing same address; <input type="checkbox"/> passports showing same address; <input type="checkbox"/> designations for receipt of mail; <input type="checkbox"/> evidence of a joint lease or mortgage with address; <input type="checkbox"/> evidence of common household expenses such as utilities or telephone.*	<input type="checkbox"/> ownership of a joint credit or bank account; <input type="checkbox"/> evidence of a joint mortgage or lease; <input type="checkbox"/> evidence of a joint obligation on a loan; <input type="checkbox"/> joint ownership of a residence; <input type="checkbox"/> joint ownership of an automobile <input type="checkbox"/> evidence of common household expenses such as utilities or telephone; * <input type="checkbox"/> execution of wills naming each other as executor and/or beneficiary; <input type="checkbox"/> granting each other durable powers of attorney; <input type="checkbox"/> granting each other health care powers of attorney; <input type="checkbox"/> designation of each other as beneficiary under a retirement benefit account or life insurance policy; <input type="checkbox"/> evidence of other joint financial responsibility.

* May be used on only one list

Once covered, a domestic partner will cease to be eligible for benefits in the event that one of the above requirements is no longer satisfied.

If the domestic partnership ends, or if the employee dies, coverage for the domestic partner will terminate the last day of the month in which the partnership ends. The employee and domestic partner are obligated to report termination of the relationship to Human Resources. A domestic partner will not be eligible for the federal health benefit continuation program (COBRA).

If a domestic partnership ends, an employee must wait at least twelve (12) months from the time of the termination of the domestic partnership to add a new domestic partner.

Tax Implications

Employer coverage for individuals other than employees, their spouses, or their dependents are defined by the IRS Code and the Defense of Marriage Act.

There are strict tax regulations that must be met for a domestic partner to qualify as a tax dependent. Employees should seek the advice of a qualified tax accountant to make the appropriate determination. Employees who have a domestic partner who qualifies as a tax dependent must certify the qualification on the Declaration of Domestic Partnership. If a qualified domestic partner loses that status, the employee must notify Human Resources of the change within thirty (30) days of the disqualification.

6.10 Insurance

6.11 Life Insurance

Regular Full-time employees receive group life insurance with the accidental death and dismemberment clause in an amount equal to two times their annual salary effective the first

day of the month following the date of hire. This insurance is provided at no cost to the employee. Employees may purchase supplemental life insurance, at an additional cost. Each employee should become thoroughly familiar with the terms of this policy. For specific details, contact the Human Resources office.

6.12 Health Insurance

The College makes available for regular full-time employees' health insurance effective the first day of the month following the date of hire. This insurance is provided at a reduced cost to the employee. Coverage for spouses or domestic partners and/or dependents is available at a cost to the employee. Employee and dependent coverage must be obtained within the first 30 days of eligibility or qualified event. Employees should contact the Human Resources office for more information. Each employee should become thoroughly familiar with the terms of his/her coverage.

6.12.1 Retiree Health Insurance Coverage

Upon 25 years of continuous service and reaching the age of 62, Columbia College will provide retiree health insurance benefits. The retiree health benefit will allow the employee to retire and retain his or her current health care coverage by paying the current employee premium percentage of cost, and the college will pay the remaining balance of the premium. If the employee premiums change, the retiree will pay whatever rate is established for all employees.

The retiree health benefit will terminate the first day the retiree becomes eligible for Medicare.

Additionally, if the retiree is enrolled in the high deductible plan, the College will not contribute to the retiree's HSA beyond the last day of employment.

No other benefits will be extended during this time; only the health insurance benefit in which the employee is enrolled at the time of retirement.

6.13 Dental Insurance

The College makes available for regular full-time employees' dental insurance effective the first day of the month following the date of hire. This insurance is provided at a reduced cost to the employee. Coverage for spouse or domestic partner, and/or dependents is available at a cost to the employee. Employee and dependent coverage must be obtained within the first 30 days of eligibility or qualified event. Employees should contact the Human Resources office for more information. Each employee should become thoroughly familiar with the terms of his/her coverage.

6.14 Unemployment and Workers' Compensation Insurance

The College provides unemployment and workers' compensation insurance as required by federal and state laws.

6.15 Long-Term Disability Insurance

The College provides regular full-time employees with long-term disability insurance. This protection insures an employee sixty percent (60%) of salary if totally disabled and unable to work. Compensation begins six (6) months after the disability has occurred. Please check with Human Resources for more details.

6.16 Continuation of Health Coverage/COBRA

All health coverage ends on the employee's termination date. Under COBRA (Consolidated Omnibus Budget Reconciliation Act) law, a terminating employee may continue his/her group health and/or dental coverage up to a certain maximum time allowable at his/her own

expense. Life insurance coverage may be extended via a private conversion privilege allowed under the College's group plan at the terminating employee's own expense. Upon, or soon after separation, an employee will receive information regarding his or her COBRA rights and responsibilities.

6.17 Section 125 Flexible Spending Account (Cafeteria Plan)

This plan allows participants the opportunity to reduce their taxable earnings, thus saving federal and state income and social security taxes on the deferred amount. Columbia College offers regular full-time employees three menu accounts from which to participate: medical, dental and vision insurance premiums; dependent care assistance and medical reimbursement. Regular full-time employees are eligible to participate in the medical, dental and vision insurance premium benefit the first day of the month following the date of hire and will automatically be enrolled in this option if medical, dental and/or vision benefits are elected, unless he/she specifies otherwise. Regular full-time employees are eligible to participate in the dependent care assistance and/or the medical reimbursement accounts the first day of the month following the date of hire.

6.18 Voluntary Benefits

Voluntary plans are available for vision, supplemental life, critical illness, hospital indemnity, accident and short-term disability insurance coverage. Coverage for spouse or domestic partner, and/or dependents is also available at group rates. Contact the Human Resources office for cost and details.

6.20 Employee Educational Grant (EEG)

As part of its mission, Columbia College strives to broaden educational opportunities. The Employee Educational Grant (EEG) program is offered by the College to its regular full-time employees, adjunct faculty, and members of the Board of Trustees allowing them, their spouse or domestic partner, and their single children who are under 25 years of age, prior to the start of the term, to enroll in Columbia College courses without tuition charge or at reduced cost. If EEG benefits are applied with other tuition-only funding sources, the EEG benefit will be applied to the unfunded portion, up to the approved level of the EEG benefit. The intent of the EEG benefit is to minimize the amount of out-of-pocket tuition expenses paid by the employee

Designated employees are allowed the opportunity to fulfill educational goals by enrolling in Columbia College courses in order to enhance job skills and work performance, or to complete a college degree.

Full-time employees, adjuncts, and spouses or domestic partners and children of full time employees may access undergraduate online courses at a rate of 25% of tuition, Columbia College will pay 75% and a payment plan is required.

6.21 Eligibility

Regular Full-time employees: After completion of six months of continuous employment with Columbia College, all full-time permanent employees, unless in default of a federal student or parent loan or on academic probation, are eligible for an EEG of one course (maximum 5 hours) per semester in the Day Program (missed work time must be approved by supervisor and be made up), or 6 hours per session in the Evening Program. This grant allows current employees to enroll in in-seat classes at Columbia College without tuition charge. All other educational expenses except tuition are borne by the employee (e.g., expenses for books, lab fees, application fees). Employees and/or their dependents residing on campus pay regular rates for room, board, and other services. Employees eligible for EEG may attend classes under EEG at any location of Columbia College.

Spouse or Domestic Partner and Children: After completion of six months of continuous employment with Columbia College, a current employee's spouse or domestic partner and single children under the age of 25, prior to the start of the term, unless in default of a federal student or parent loan or on academic probation, are eligible to enroll in in-seat classes at Columbia College for up to 18 credit hours per semester, or 6 hours per session, without tuition charge. All other educational expenses except tuition are borne by the student (e.g., expenses for books, lab fees, application fees). Grantees are subject to the housing requirement and individuals residing on campus pay regular rates for room, board, and other services. Eligible dependents may attend classes under EEG at any location of Columbia College.

Adjunct Faculty: All adjunct faculty of Columbia College, their spouse or domestic partner and children, unless in default of a federal student or parent loan or on academic probation, are eligible for an EEG of course credit hours equal to the number of course credit hours they are currently teaching. Adjunct faculty, their spouse and children, are eligible to apply for an EEG following three sessions of teaching, to be utilized for the adjunct faculty member, spouse or domestic partner and children. Classes may be taken, by the adjunct, during the same semester/session in which the adjunct is teaching or one course may be reserved to be taken during the same fiscal year in a session when not teaching. The grant allows the employee, their spouse or domestic partner and children, to enroll in classes at Columbia College without tuition charge. Adjunct faculty, their spouse and children, may attend classes under the EEG at any Columbia College location. The grant value will be determined by the tuition charged at specific campuses.

Members of the Board of Trustees and Family: After completion of six months of continuous service with Columbia College, all Board of Trustees Members, unless in default of a federal student or parent loan or on academic probation, are eligible for an EEG of up to 8 hours per semester, or 6 hours per session of in-seat classes. This grant allows current Trustees to enroll in classes at Columbia College without tuition charge. All other educational expenses except tuition are borne by the Trustee (e.g., expenses for books, lab fees, application fees). Spouses and single children under the age of 25, prior to the start of the term, are eligible to enroll at Columbia College for up to 18 credit hours per semester, or 6 hours per session, without tuition charge for in-seat classes. All other educational expenses except tuition are borne by the student (e.g., expenses for books, lab fees, application fees). Grantees are subject to the housing requirement and individuals residing on campus pay regular rates for room, board, and other services.

Part-Time Employees: Part-time administrative or support staff, their spouse or domestic partner, and children are not eligible for EEG.

6.22 Procedures

Eligibility: Determination of the child status for the purposes of EEG is made by the Human Resources Office based of the following definition. A child of an employee is defined as anyone who satisfies the following three criteria:

- The person is under 25 years of age, prior to the start of the term, in which enrollment is intended.
- The person is unmarried.
- The person is the natural or legal child of the employee; that is, the person has one of the following relationships with the employee:
 - is the biological child of the employee,
 - is legally adopted by the employee,

- is legally under the guardianship of the employee
- or is the step-child of the employee,
- or is the foster child of the employee.

Note: Persons defined as children may or may not be living with an employee and may or may not have legal dependents.

If EEG benefits are applied with other tuition-only funding sources, the EEG benefit will be applied to the unfunded portion, up to the approved level of the EEG benefit. EEG may not be used for courses of one or classes taught on a one-to-one basis, e.g., piano or voice.

Application and Approval: To apply for an EEG, the applicant must:

- Apply for admission to the College as a regular student or as an alternate-status student.
- Obtain an EEG verification form from the Registration and Financial Services Office. All recipients of an EEG are encouraged to apply for federal financial aid. EEG may be coordinated with federal or state grants.
- Complete the EEG verification form with all appropriate information and obtain signatures from the employee's immediate supervisor and Administrative Council supervisor.
- AHE employees, their spouses, or dependents who wish to receive an EEG must submit the EEG form to and obtain approval from the AHE campus Director prior to the session for which the grant is requested. The AHE campus director then sends the EEG form, to the Vice President for Adult Higher Education in Columbia, for approval to attend classes, no later than the end of the add/drop period.

Enrollment Options

Employees eligible for EEG may enroll in the following:

- one course (up to 5 credit hours) per semester during regular working hours (if employee plans to take courses during regular working hours, they must obtain approval from their immediate supervisor to make up any work time missed while attending classes.);
- one course (up to five credit hours) per semester and one three-credit course per session in the evening;
- two three-credit courses per session in the evening or through AHE.

6.23 Effects of Termination and Resignation

If an employee resigns from or is terminated by the College, EEG benefits cease on the date of severance for both the employee and his or her spouse or children. Enrollment in courses may be continued, but financial liability for those courses becomes the responsibility of the student and is prorated on a per-day basis from the date of severance. If the employee or spouse or children do not wish to continue enrollment at their own expense, they must complete formal withdrawal procedures. In no event may such courses taken for credit be converted to audit status.

6.24 Effects on Dependents of a Disability or Death of an Eligible EEG Employee

If an EEG eligible employee becomes disabled or deceased, currently enrolled dependents may continue coursework under the EEG grant for the remainder of the academic year.

6.25 Guidelines

The decision either to conduct a course or to cancel it because of low enrollment is made without considering the number of employees desiring that course under EEG. In other words, EEG students may not be used to fill the gap between the number of students needed to run a course and the number of non-employees registered for that course.

6.30 Employee Graduate Education Grant (GEG)

Columbia College encourages intellectual growth through educational opportunities. The Graduate Education Grant (GEG) is a taxable benefit offered by the College to its regular full-time employees that allows enrollment in Columbia College graduate courses at a reduced cost. Employees are allowed the opportunity to fulfill educational goals in order to enhance job skills and work performance, or to complete a graduate degree. Columbia College is exceptionally proud to offer this benefit to its regular full-time employees. If GEG benefits are applied with other tuition-only funding sources, the GEG benefit will be applied to the unfunded portion, up to the approved level of the GEG benefit.

6.31 Eligibility

All regular full-time employees of Columbia College are eligible for a GEG for up to six (6) hours per session, unless in default of a federal student or parent loan or on academic probation. Employees are eligible to apply for a GEG upon completion of one year of continuous service with Columbia College. Exceptions to this restriction may be requested through the Administrative Council representative. This grant allows eligible employees to enroll in (in-seat and/or online) graduate classes at Columbia College, at a 75% tuition reduction. The employee will be responsible for 25% of the tuition. All other educational expenses are borne by the employee (e.g., expenses for books, lab fees, application fee). Employees residing on campus pay regular rates for room, board, and other services. Regular full-time employees at Adult Higher Education locations may attend classes under the GEG at any location of Columbia College. The grant value will be determined by the tuition charged at the local campus.

Spouse or domestic partner, dependents, adjunct faculty and part-time employees are not eligible for a GEG.

6.32 Procedures

To apply for a GEG, the applicant must:

- Meet the minimum requirements of and apply for admission to the graduate program through normal channels.
- Obtain an Employee Educational Grant (EEG) verification form, from the Registration and Financial Services Office.
- Complete the EEG verification form, and obtain signatures from the employee's immediate supervisor and Administrative Council representative.
- AHE employees who wish to receive a GEG must submit the EEG form to and obtain approval from the AHE campus director prior to the session for which the grant is requested. The AHE campus director then sends the EEG form, along with the registration form, to the Vice President for Adult Higher Education in Columbia, no later than the end of the add/drop period. The Vice President for Adult Higher Education will then forward the approved EEG form to the Director of Financial Aid.

6.33 Effects of Termination and Resignation

If an employee resigns from or is terminated by the College, GEG benefits cease on the date of severance for the employee. Enrollment in courses may be continued, but additional financial liability for those courses becomes the individual's responsibility and is prorated on a per-day basis from the date of severance. If the employee does not wish to continue

enrollment, s/he must complete formal withdrawal procedures, or be held financially liable for the course.

6.34 Guidelines

The decision either to conduct a course or to cancel it because of low enrollment is made without considering the number of employees desiring that course under GEG. In other words, GEG students may not be used to fill the gap between the number of students needed to run a course and the number of non-employees registered for that course.

6.40 Tuition Exchange

Columbia College is affiliated with two exchange programs: Council of Independent Colleges (CIC) and Tuition Exchange, Inc (TE). Membership in this organization provides the opportunity for full-time staff to permit their non-emancipated children to attend other member institutions with no charge or little charge for tuition. The organization maintains stringent rules to keep the tuition exchanges in balance between member institutions. Eligible employees who are interested in this program should contact the Human Resources Office for further details. A list of member institutions is maintained in the Human Resources Office or can be accessed via the following links:

- For a list of CIC Tuition Exchange (CIC) member institutions refer to www.cic.edu.
- For a list of Tuition Exchange (TE) member institutions refer to www.tuitionexchange.org.

6.50 Retirement Plan

The College's retirement plan (Plan) is a defined contribution tax deferred annuity plan, set up under Internal Revenue Service Code 403(b), with its plan year beginning on July 1 each year and ending on June 30. It is *mandatory*, both as a condition of employment, and as required by the Plan, that all eligible employees participate in the Plan.

6.51 Eligibility

Employees must fulfill all of the following eligibility requirements set forth by the College's Adoption Agreement (Retirement Plan):

- a. Complete one (1) year of service to the College;
- b. Be twenty-one (21) years of age; and
- c. Work at least 1,000 hours* or more per Plan year.

* This does not apply to adjunct/part-time faculty of the College

6.52 Entry Date into Retirement Plan

After the eligibility requirements are met, employees who began employment with the College on or before June 30, 2000, are eligible to enroll in the plan on the first day of the month following their one-year anniversary hire date. Employees starting on or after July 1, 2000, may enter the plan on the first entrance date following their one year anniversary of eligible service. Plan entrance dates are January 1, April 1, July 1, and October 1, of each year.

6.53 College Contributions

At its discretion, the College may contribute a certain percentage of annual eligible wages to the retirement plan. This amount will be determined annually by the Board of Trustees and will be announced at the beginning of each plan year on July 1. Employees who began employment at the College on June 30, 2000, or before are fully vested in the plan upon entrance. Employees who began employment at the College on July 1, 2000, or after vest 20% in their account balance during the first year in the plan, and an additional 20% in each year of eligible service thereafter. Employees hired after July 1, 2000 are fully vested in the retirement plan after 6 full years of continuous employment.

6.54 Employee Elective Contributions

It is *not* mandatory that an employee contribute to the retirement plan. However, for retirement purposes, he/she may elect to contribute up to a certain maximum percentage of his/her annual wages (excluding the College's contribution) toward his/her retirement. The elective maximum percentage allowed is controlled by Internal Revenue Service regulations. Contact the Human Resources Office for further details.

6.55 Retirement Questions

All questions regarding the retirement plan should be directed to the Human Resources Office or to the College's local retirement plan representative after enrollment. After an employee is enrolled in the retirement plan, he/she will be furnished with a Summary Plan Description booklet which has complete details of the plan.

6.56 Employee Termination or Retirement

When an employee terminates or retires from the College, employees should contact the Human Resources Office to complete appropriate forms for disposition of funds contributed on his/her behalf by the College, as well as his/her own elective contributions.

6.60 Service Awards

Columbia College appreciates the continued service rendered by its employees. In recognition of such service, awards are presented at the Annual Employee Appreciation Luncheon to commemorate service after 5 years, and in 5 year increments thereafter.

6.61 Years of Service Calculation for Staff Members

Employee's years' of service begins from the first day of employment and is calculated through their termination date. If an employee leaves employment with Columbia College and returns at a later date, the previous years' of service will count and only the break in service will be subtracted from the calculation for purposes of service awards. For purposes of calculation of the Employee Appreciation awards, the cut-off date of May 31 of the year the awards are being presented is used. If an employee began employment prior to May 31st, and is eligible for an award, it will be presented at the award celebration. However, if the employee began employment after May 31st, then they will receive the award for which he/she are eligible for at the next years' award celebration.

6.62 Years of Service Calculation for Adjunct Faculty

Adjuncts must teach a minimum of two sessions out of the academic year to be counted as a year of service. For purposes of calculation of the Employee Appreciation awards, the cut-off date of May 31 of the year the awards are being presented is used. If an employee began employment prior to May 31st, and is eligible for an award, it will be presented at the award celebration. However, if the adjunct began employment after May 31st, then they will receive the award for which he/she are eligible for at the next years' award celebration.

6.70 Other Benefits

6.71 Parking Permits: All employees are entitled to free parking, on a space available basis, in designated lots on campus, provided their vehicle(s) is registered with the College Safety Office. All vehicles parked on campus by employees, must be registered. Parking permits will be issued during the new employee orientation session. Columbia College is not responsible for damage to vehicles.

6.72 Cultural Events and College Activities: Each employee and his/her guest may attend most Columbia College events free of charge or at a reduced rate by requesting complimentary tickets in advance.

6.73 Recreational Facilities: The College recreational or fitness facilities, athletic fields, and gymnasium are available to employees and their families during designated hours. Children must be accompanied by a parent when using the facilities. Requests to reserve facilities or to use facilities at other times should be submitted to the Athletic Facilities Manager.

6.74 Technology Equipment Loan: Equipment that may be checked out through Technology Services:

For faculty/staff checkout:

- Laptops
- ATT Cards
- Mice
- Projectors
- Portable projection screens
- Interwrite PRS Clickers
- Microphone (with cable)
- PowerPoint Clicker

For student, faculty, and staff checkout:

- Digital camera (from computer lab)
- Video camera (from computer lab)
- Tripod (from computer lab)

All requests for equipment must be related to the needs and mission of the College. The following conditions for reservation and use of college equipment apply.

1. Approval by the Administrative Council member, or designate, to borrow equipment. Directors and Faculty are not required to have approval.
2. Equipment is checked out to an individual (not department). The individual who signs for the equipment takes full responsibility for the care, protection, and return of that equipment.
3. Equipment may be checked out for one week (7 days) or less. Any check out longer than that requires the approval of the CIO, or designate.
4. Extension of time frames need to be approved by Technology Services and should be requested as soon as the user is aware of the need for extension. An extension beyond the maximum borrow time of one week is generally not approved, but will be reviewed on a case-by-case basis by the CIO.
5. Users may be **personally responsible to repair or replace** any damaged, lost, and/or stolen equipment. It is required that the Technology Solutions Center be notified immediately regarding the status of lost/stolen/damaged equipment.
6. Users may be **personally responsible to pay for any connection charges** that are incurred, including "roaming", "international", or other charges associated with the AT&T Cellular cards and cellular phones.
7. All items are available on a first come first served basis. It is highly recommended that reservations are made as far in advance as possible to ensure the desired equipment is available.
8. All users checking out college equipment are required to review and follow the Columbia College Acceptable Use Policy.
9. All equipment that is checked out must be for use related to official college business.

To reserve equipment for purposes in line with the above, or to inquire of availability of equipment, users should contact the Technology Solutions Center at (800) 321-2391 ext. 4357 or (573) 875-4357 or cchelpdesk@ccis.edu.

6.80 Home-Campus Services Available to Employees

6.81 Dining Facility: Dulany Hall is available to employees and their guests for meals. Prices for meals and serving hours may be obtained from the Administrative Services Office. Employees may pay for meals at the entrance to the dining hall or purchase meal tickets. Hours of operation are posted.

6.82 College Library: The facilities of the Stafford Library are available to employees when the library is open to students.

6.83 Mail: Mail and on-campus distribution is picked up and delivered each day in administrative offices. Post office services are available on campus to send letters and packages.

6.84 Columbia College Bookstore: The College Bookstore, located on the first floor of the Atkins-Holman Student Commons, offers a variety of items for sale and is available to employees. Discounts may be available to all employees on selected merchandise, with proper employee identification. AHE employees should check with the campus director to determine if book services are available locally.

6.85 Recycling: Columbia College promotes a campus-wide recycling program. Paper items eligible for recycling include corrugated cardboard, newspapers, and office waste paper to include copy paper, card stock paper, colored paper, cotton bond paper, NCR paper, computer paper, plain manila envelopes, and file folders. Individual office containers for paper recyclables are provided. Containers for recyclables other than paper, are located throughout campus. Employees are responsible for his/her own recyclables.

6.86 Vending Machine: Snack food and/or soft drink vending machines are available to all employees and are located throughout campus.

7.00 JOB ACCIDENTS AND INJURIES (WORKERS' COMPENSATION)

Workers Compensation insurance is provided for employees in accordance with the workers' compensation laws of the State in which the employee is working for accidental injury and occupational disease arising out of and/or in the course of employment. Occupational accidents, diseases and injuries that occur at work and are directly linked to the performance of normal, job-related duties are covered under Worker' Compensation Law. Work-related injuries include medical care and rehabilitation as ordered by an authorized treating physician. There are no deductibles and co-payments; Columbia College insurance pays the entire cost for treatment.

Employee Responsibilities for Reporting Occupational Accidents, Diseases & Injuries

All accidents, including those that do not require treatment by a doctor and/or hospital, must be reported to the department director, chair or supervisor. The department director, chair or supervisor is required to complete a "First Report of Injury" setting forth the details of the accident/injury. This report must be provided to Human Resources within 24 hours. The Human Resources department will prepare and process the information as required by the Workers' Compensation laws within that State. Timely reporting is critical, because claims can be denied if accidents and/or injuries are not reported within the timeframe required by the Workers' Compensation laws within that State.

Types of Injury

There are three types of injuries, all of which require reporting:

Minor: a minor injury is one that does not require immediate medical attention, but should be reported in case the condition worsens and treatment is needed at a later time.

Moderate: a moderate injury is one that does require medical attention at the time of injury, but does not necessitate emergency treatment or a call to 911.

Serious: a serious injury is one that does require immediate medical attention, either by requesting an ambulance or immediate transportation to an emergency room.

Seeking Treatment

Minor injuries should not require medical assistance, other than first aid, either self administered, or assistance provided by a co-worker or by the College nurse, but should be monitored. Should the injury appear more serious at a later time, the employee should seek approval from Human Resources and access treatment from an authorized treatment facility.

For treatment of moderate injuries, employees are also required to access treatment from an authorized treatment facility. An emergency room visit should occur only as a last resort if no other treatment facility is available. Employees must have approval from the Human Resources department before seeking treatment that they expect to be paid for as deemed by Workers' Compensation laws within that State.

For emergency treatment of serious injuries, the employee should go to the nearest medical facility. However, Human Resources must be notified immediately following a visit.

Columbia College is not required to pay for non-emergency treatment that employees seek or select on their own.

Under applicable state law, benefits may be reduced and/or forfeited for various reasons including, but not limited to: violation of the College's drug policy and/or safety rules, drug and/or alcohol use in conjunction with a workplace accident, and failure to follow physician's requirements and/or restrictions.

Returning to Work

Employees returning to work full-time following an absence due to work related accidental injury or disease will be provided unpaid time-off for therapy or medical treatment. The time away from work can be made up within the same workweek or charged to sick leave.

Drug and Alcohol Test for Work-related Accidents

Columbia College reserves the right to require a drug and/or alcohol test when work-related accidents occur. Employees may be required to provide body substance samples (such as urine and/or blood) to comply with standards and guidelines set forth by the workers compensation insurer.

8.00 LEAVE BENEFITS

Authorized absences from work include vacation leave, sick leave, bereavement leave, unpaid leave of absence, leave under the Family & Medical Leave Act, holidays, birthday, jury duty, unplanned absences, and military duty. Employees are expected to report to work at regularly scheduled work times unless an excused absence is otherwise authorized. For purposes of this policy, a "day" of leave has an equivalency of up to eight (8) hours. For regular part-time employees working a minimum of twenty (20) hours per week, all leave benefits are only to be used to cover the scheduled work-day and scheduled number of hours normally worked that day.

8.10 Vacation Leave

Vacation leave is granted for the purpose of "re-creation" to allow employees rest and relaxation during the course of a working year and time away from his/her job. Therefore, vacation leave that is allocated must be taken during the fiscal year in which it is earned, except for the allowable carryover as detailed later.

8.11 Vacation Leave Eligibility

All full-time administrative and support staff employees are eligible to receive paid vacation leave. All regular part-time administrative and support staff employees working a minimum of twenty (20) hours per week for a period of twenty (20) consecutive weeks, are eligible to receive paid vacation leave. No paid vacation leave is earned during the New Employee Introductory Period. If an employee successfully completes the New Employee Introductory Period, then vacation leave is credited retroactive to the first day of employment.

8.12 Vacation Leave Earned

Full-time administrative staff earns twenty (20) days or 160 hours of vacation leave per year, regardless of how many years they are employed. Full-time support staff earns ten

(10) days or 80 hours of vacation leave each year during the first five (5) years of employment. Thereafter, commencing with the sixth year of employment, one (1) day of additional vacation leave is earned for each additional year of employment for the next ten (10) years. Thus, a full-time support staff employee is eligible for eleven (11) days of vacation leave in the sixth year of employment, twelve (12) days in the seventh year, and so on, up to a total of twenty (20) days of vacation leave per year.

Vacation leave (for regular part-time employees) is earned as a prorated portion of full-time vacation leave. The total amount of part-time vacation leave is calculated according to the employee's status (administrative or support staff), years of service, and number of hours worked per week.

EXAMPLE: A regular part-time employee working twenty (20) hours per week in a support staff position with one (1) year of service will earn fifty percent (50%) of the full-time support staff equivalent . . . five (5) days or 40 hours of vacation leave per year.

8.13 Vacation Leave Accrual

Vacation leave is calculated in conjunction with the College's fiscal year, July 1 to June 30, for all eligible employees. Employees may carry-over one time their annual accrual from one fiscal year to the next (i.e., An employee whose annual accrual is 10 days, may carryover up to 10 days from June 30th to July 1st.)

All staff accrues vacation on a continuing basis. Accordingly, for a full-time support staff member who earns 10 days of vacation per fiscal year, vacation accrues at 3.12 hours per pay period. For a full-time administrative staff employee who earns 20 days per year, vacation accrues at a rate of 6.16 hours per pay period. As long as employees are in a paid status, vacation accrues on a per pay period basis.

Employees who are on unpaid status do not accrue vacation leave.

8.14 Using Vacation Leave

Vacation leave must be approved by the employee's immediate supervisor before it can be scheduled. A sufficient amount of notice must be given to supervisors when planning to use vacation leave. The amount of notice will be determined by each supervisor.

8.15 AHE Vacation Leave

All vacation leave for Adult Higher Education staff and directors will be handled directly through the campus director and/or Vice President for Adult Higher Education.

8.16 Vacation Leave at Termination

Upon termination, eligible employees will be paid for any amount of unused earned vacation leave. Any amount of used vacation leave, which has **not** been earned, will be deducted from the employee's final paycheck. Earned vacation leave is defined as the amount of vacation leave accrued from the beginning of the fiscal year (July 1) until the employee's termination date plus any vacation leave carried over from the prior fiscal year. Vacation leave is not earned until the employee has successfully completed the New Employee Introductory Period.

8.20 Sick Leave

Sick leave is to be used by employees for absences due to personal illness, injury, dental or medical appointments. The same can also be authorized for the employee's family or household

if the employee is the individual primarily relied upon to render care to the child, elder, spouse or domestic partner or other member of his/her family or household.

8.21 Sick Leave Eligibility

All regular full-time employees are eligible to receive paid sick leave. All regular part-time employees working a minimum of twenty (20) hours per week are eligible to receive a prorated portion of full-time sick leave. No paid sick leave is earned during the first three (3) months of employment. If an employee successfully completes the New Employee Introductory Period, then sick leave is credited retroactive to the first day of employment.

8.22 Sick Leave Accrual

Full-time employees earn 3.68 hours per pay period, for a total of twelve (12) days per year. As long as employees are in a paid status, sick leave accrues on a per pay period basis. Sick leave (for regular part-time employees) is earned as a prorated portion of full-time sick leave.

Maximum accruals of ninety (90) days for all regular full-time employees, and a prorated portion of the ninety (90) day maximum for all eligible regular part-time employees are allowed.

Employees who are on unpaid status do not accrue sick leave.

8.23 Using Sick Leave

To be eligible for sick leave, an employee *must notify his/her immediate supervisor* as soon as possible if he/she must be absent due to illness, injury or dental and medical appointments for himself/herself or for a child, elder, spouse or domestic partner, or other member of his/her family or household. Employees are expected to call in each day they are ill. Employees may not use more sick leave than he/she has accrued. If an employee needs additional time off, procedures should be followed as outlined in sections 8.50 Family Medical Leave or 8.60 Unpaid Leave of Absence.

Employees who are absent for longer than three days may be required to submit a release from his/her physician certifying the employee's fitness for duty to resume work activities. Supervisors must notify the Human Resources Office when an employee has been sick for three or more consecutive days. "Excessive" absences are to be determined by the supervisor.

8.24 Sick Leave at Termination

Upon termination of employment, unused and accrued sick leave will *not* be counted for pay purposes.

8.25 Sick Leave in Excess of Maximum Accrual

The College will pay an employee for sick leave accruals **in excess of 90 days**, at a rate of 50%. (e.g., Fiscal year beginning 7/1/08 employee has 90 days, doesn't take any of the 12 additional earned days from 7/1/08 through 6/30/09; pay out the days in excess of 90 as of the fiscal year end at the rate of 50%).

Pay-out of the excess sick-leave accrual will be paid on the last pay date in July, following each fiscal year-end. The rate used to calculate the payment will be the pay rate in effect on June 30 for the fiscal year then ended.

8.26 Payout of Sick Leave upon Retirement*

Upon the employees' retirement from Columbia College, eligible employees will receive a pay out of all sick leave accrual, not to exceed the maximum accrual, at the rate of 50%.

*For purposes of this policy only, "retirement" is defined as 10 years of continuous service **and** reaching the minimum age of 55.

8.30 Bereavement Leave

All regular full-time employees are eligible for a maximum of three consecutive days of paid leave after the death of a member of his/her immediate family or of his/her spouse's or domestic partner's immediate family. The death of an immediate family member is to include the death of a spouse or domestic partner, child, parent, sibling, grandparent or grandchild. Individual circumstances regarding the use of up to one day of paid bereavement leave may be granted by the employee's immediate supervisor if the employee wishes to attend the funeral of an individual other than an immediate family member. There is no limit to the number of times an employee may use bereavement leave per fiscal year. Employees are not eligible for bereavement leave if on an unpaid Leave of Absence when the bereavement occurs. Employees may be required to provide information regarding the reason for leave.

8.40 Conditions of Leave

Employees are expected to follow certain conditions when given a leave of absence in one or more of the categories identified on the following pages. These responsibilities include:

- to give the true reason for a leave or unplanned leave of absence;
- to obtain authorization from the employee's immediate supervisor and other appropriate authorities prior to taking time off;
- to return to work at the specified expiration of leave.

8.50 Family and Medical Leave

Columbia College complies with the federal Family and Medical Leave Act (FMLA) enacted into law on February 5, 1993, and as amended by the National Defense Authorization Act of 2008. In general, the FMLA entitles qualified employees to take up to twelve (12) weeks of unpaid leave during the applicable twelve-month period for the birth or adoption of a child, to care for a spouse or an immediate family member with a serious health condition, for the employee's own serious health condition, or for a "qualified exigency" that results from a family member's active military duty or call to active military duty; and up to twenty-six (26) weeks of unpaid leave during the applicable twelve-month period for the care of a covered servicemember injured in the line of active military service.

Columbia College calculates FMLA leave on a rolling calendar basis. This means that an employee's use of FMLA leave is calculated based on any twelve-month period from the first use of such leave.

In compliance with federal law and out of concern for the welfare of the College's employees and their families, Columbia College grants FMLA leave under the conditions and specifications as set forth below.

8.51 Eligibility

To be eligible for FMLA leave, an employee must:

- 1) have been employed for at least twelve months with the College prior to the start of the leave; and
- 2) have worked at least 1,250 hours during the twelve-month period preceding the start of the leave, and
- 3) be employed at a worksite where 50 or more employees are employed within 75 miles of that worksite.

Columbia College will extend FMLA leave benefits to all AHE campuses, though some campuses are not covered by the applicable law. This policy should not be viewed as a

waiver of any of the College's rights with respect to such leave. Although all campuses are eligible for leave, each employee must still meet the individual requirements.

8.52 Reasons for Leave

All employees who meet the applicable eligibility requirements may be granted a total of twelve (12) weeks of FMLA leave for the following reasons:

- the birth of the employee's child and in order to care for the child;
- the placement of a child with the employee for adoption or foster care;
- to care for a spouse, child, or parent who has a serious health condition;
- a serious health condition that renders the employee incapable of performing the functions of his or her job; or
- for a "qualifying exigency" that results from the active military duty or call to active military duty of an employee's spouse, son, daughter or parent ("Active Duty Leave").

The benefit to leave for the birth or placement of a child for adoption or foster care expires twelve months from the date of the birth or placement.

Employees who meet the applicable eligibility requirements, as explained in section 8.53 ("eligible employees"), may be granted a total of twenty-six (26) weeks of FMLA during a single 12-month period for the care of a covered servicemember injured in the line of active military service ("Military Caregiver Leave").

Provisions Specific to Military Leave

Military Caregiver Leave

For purposes of Military Caregiver Leave, an eligible employee is the spouse, son, daughter, parent, or next of kin of a covered servicemember.

A "covered servicemember" is: "(1) a current member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness."

Eligible employees may take no more than 26 weeks of Military Caregiver Leave in a 12-month period for all FMLA-qualifying reasons. In other words, if an employee takes the full 26 weeks of Military Caregiver Leave in a 12-month period, the employee is not entitled to any additional FMLA leave for another qualifying reason (such as his or her own serious health condition) during the same 12-month period.

The Military Caregiver Leave that may be taken by spouses who work for Columbia College is limited to a combined total of 26 workweeks during any 12-month period if leave is taken for birth or placement for adoption or foster care, to care for the employee's parent with a serious health condition, or to care for a covered servicemember with a serious injury or illness. This limitation applies even if the spouses work at different work sites or in different departments of Columbia College.

Active Duty Leave

Columbia College provides Active Duty Leave, as part of FMLA leave, for "qualifying exigencies" as that term is defined in 29 C.F.R. § 825.126. Active Duty Leave allows for employees to take FMLA leave for a variety of situations when an employee's

spouse, son, daughter or parent is on active duty or call to active duty status as defined by 29 C.F.R. §825.126(b)(2). Relevant family/military members are referred to as “covered military members.” Qualifying exigencies include the following:

- Issues arising from a covered military member’s short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;
- Military events and related activities such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member’s absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
- Taking up to fifteen days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member’s active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and the College agree is a qualifying exigency.

Columbia College may require documentation of an employee’s need for Active Duty Leave.

8.53 Limitations

FMLA leave is unpaid leave. If FMLA leave is requested for an employee's own serious health condition, or for the serious health condition of the employee's spouse, child, parent, or covered servicemember, the employee must use all his or her accrued paid sick leave and accrued paid vacation leave prior to using unpaid FMLA leave. For any of the other reasons listed in this policy, the employee must use all his or her accrued paid vacation leave prior to using unpaid family or medical leave. In both cases, the paid leave runs co-extensively with the FMLA leave, so that the period of FMLA leave is no more than 12 weeks (or 26 weeks in the case of Military Caregiver Leave).

The leave that may be taken by spouses who work for Columbia College is limited to a combined total of twelve workweeks during any 12-month period if leave is taken for birth or placement for adoption or foster care. This limitation applies even if the spouses work at different work sites or in different departments of Columbia College. This limitation does not apply to leave taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child or a parent with a serious health condition, or for

his or her own serious illness.

See Section 8.52 for additional limitations related to Military Caregiver Leave.

8.54 Procedures

Requesting Leave

In all cases, an employee requesting leave must complete a Leave of Absence Application and submit it to the Human Resources Office. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

An employee intending to take FMLA leave because of the expected birth or placement of a child for adoption or foster care, or because of a planned medical treatment, must submit an application for leave at least 30 calendar days before the leave is to begin.

If leave is to begin within 30 calendar days, an employee must give notice to his or her immediate supervisor and the Human Resources Office and complete a Leave of Absence Application as soon as the necessity for the leave arises.

Medical Certification

Based on the serious health condition of the employee; the employee's spouse, child, or parent; or a covered servicemember, a Medical Certification Statement must be completed by the health-care provider. The employee must provide the medical certification within 15 calendar days of the requested FMLA leave, unless it is not practical to do so under the circumstances, in which case the employee must provide the Medical Certification Statement to the Human Resources Office as soon as the necessity for the leave arises.

The Medical Certification Statement must be completed in its entirety, stating the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. It must also contain the signatures of the appropriate individuals as listed on the statement. If the Medical Certification Statement is incomplete, it may be returned to the employee to be completed.

If the employee is needed to care for a spouse, child, parent, or covered servicemember, the certification must state this need, along with an estimate of the amount of leave the employee will be taking. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

The Medical Certification Statement is provided to Columbia College at the employee's expense. Columbia College may require the employee to obtain a second medical opinion from a health-care provider selected by Columbia College, at the expense of the College. Columbia College may require a third opinion, again at the expense of the College, from a health-care provider mutually agreed upon by Columbia College and the employee. In this case, the third medical opinion will be the determinant.

Second and third opinions and recertification are not permitted for certification of a covered service member's serious injury or illness. The College may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee's direct supervisor – to authenticate or clarify a medical certification of a serious injury or illness.

Active Duty Leave Certification

Leave for a qualifying exigency may be supported by a copy of the covered military

member's active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party.

Second and third opinions and recertification are not permitted for certification of a qualifying exigency. The College may contact the individual or entity named in a certification of leave for a qualifying exigency for purposes of verifying the existence and nature of the meeting.

Approval/Denial Notification Process

Upon receipt of a properly completed Leave of Absence Application and the Medical Certification Statement forms and/or documentation supporting a request for Active Duty Leave, the Human Resources Office will process the request. The Human Resources Office will then complete an "Employer Response to Employee Request for Family Medical Leave" if the leave is approved. If the leave is not approved the Human Resources Office will contact the employee and schedule a meeting to discuss why the leave was denied.

8.55 Intermittent Leave or Reduced Workweek

An employee taking leave for the birth of a child, or because of placement or adoption or foster care of a child, may take FMLA leave intermittently or by working a reduced workweek only with the approval of Columbia College. An employee may apply to use FMLA leave intermittently or by working a reduced workweek, whenever medically necessary, to care for a seriously ill family member, covered servicemember, because of the employee's own serious health condition. These conditions must be verified by the health-care provider on the Medical Certification Statement. Employees may also apply to take Active Duty Leave intermittently.

8.56 Benefits Coverage during Leave

During a period of FMLA leave, an employee is retained on the Columbia College health plan under the same conditions that applied before leave commenced. If the employee has enrolled his or her dependent(s) in the Columbia College group health plan, he or she must pay the appropriate premium by the first day of each month or dependent coverage may be terminated within 30 days following the due date of the premium. If the employee fails to return to work after the expiration of the leave, the employee is required to reimburse Columbia College for payment of health-insurance premiums during the FMLA leave, unless the reason the employee fails to return is the presence of a serious health condition that prevents the employee from performing his or her job or is due to other circumstances beyond the employee's control.

8.57 Return to Employment

An employee must complete a Notice of Intention to Return from FMLA leave before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of an FMLA leave of absence, notification must be given to his or her immediate supervisor and the Human Resources Office at least two working days prior to the employee's planned return.

During the period of FMLA leave, the employee is required to report biweekly to his or her immediate supervisor in regard to the employee's anticipated return to work.

8.58 Restoration to Employment Following Leave

An employee eligible for FMLA leave—with the exception of those employees designated as key employees – will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. Columbia College cannot guarantee that an employee will be returned to his or her original job.

A key employee eligible for FMLA leave may or may not be restored to his or her previous position or to an equivalent position (i.e., a position with equivalent pay, benefits, and other terms and conditions of employment) depending on the College's judgment regarding whether such reinstatement would cause substantial and grievous economic injury to the College.

The determination of whether a position is an "equivalent position" and whether reinstatement will cause substantial and grievous economic injury is made by Columbia College. Key employees are informed of the possibility of non-reinstatement prior to the beginning of their leave.

8.59 Failure to Return from Leave

The failure of an employee to return to work upon the expiration of an FMLA leave of absence will subject the employee to immediate termination unless an extension is granted. An employee, who requests an extension of FMLA leave due to the continuation, recurrence, or onset of his or her own serious health condition or of the serious health condition of the employee's spouse, child, or parent, must submit a request for an extension, in writing, to the Human Resources Office. The written request must be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period.

8.60 Unpaid Leave of Absence

Although an unpaid leave of absence is not encouraged, an occasion may arise when one becomes necessary. An unpaid leave of absence will be granted only under exceptional circumstances.

8.61 Eligibility

Regular full-time employees may be granted a leave of absence without pay, not to exceed six (6) months, when approved by the appropriate authority.

8.62 Authority

Any unpaid leaves of absence must be approved by the appropriate supervisor and Administrative Council representative and/or the President of the College, as deemed appropriate.

8.63 Benefits While on Unpaid Leave of Absence

Employees on unpaid leave of absence must make arrangements with the Human Resources Office to pay insurance premiums while on leave.

Monthly College contributions to the retirement fund will stop while an employee is on an unpaid leave of absence that exceeds thirty (30) days.

8.70 Holiday Periods

The following days are observed as paid holidays for administrative and support staff employees. Staff offices will be closed on these holidays:

- Independence Day
- Labor Day
- Thanksgiving Day and the day following unless classes are scheduled that day
- Christmas Day and one day preceding or following, to be announced each year
- New Year's Day and one day preceding or following, to be announced each year
- Memorial Day
- Martin Luther King, Jr.'s Birthday (recognized)

Employees may also take one Floating Day per fiscal year (to be used as a complete work day; available after the new employee introductory period).

For regular part-time employees working a minimum of twenty (20) hours per week, holiday benefits are only to be used to cover the scheduled work-day and scheduled number of hours normally worked that day (e.g., if a holiday is recognized on a Tuesday and the employee is scheduled to work Monday, Wednesday & Friday, the employee will not receive holiday pay).

The holidays at Adult Higher Education campuses will be announced by the Vice President for Adult Higher Education.

When a College holiday occurs on a weekend, the College will make an appropriate adjustment during the preceding or following week.

Regular employees must be in a "paid" status (i.e., receiving pay due to actual hours worked or from accrued vacation or sick time or a combination thereof) prior to and immediately following a College recognized holiday in order to be eligible to receive holiday pay. If an employee takes leave without pay prior to or immediately following a College recognized holiday, the employee is not eligible for holiday pay. (Ref. 4.21 Pay Status)

8.71 Holiday Periods – Campus Safety Staff

The Campus Safety Office is required to be staffed seven days a week, 24 hours per day. The Safety Officers are scheduled on a pre-determined schedule. All officers working on holidays (full-time, part-time or temporary employees) will receive holiday pay in addition to their regular pay. Officer's not working the holiday will not receive the holiday pay. The maximum number of hours paid for holiday pay is eight (8) hours. If employees work less than eight (8) hours on the specified holiday, the employee will receive the same number of hours in holiday pay and will not receive the maximum of eight (8) hours of holiday pay. The Campus Safety office will observe the following holidays: Independence Day, Labor Day, Thanksgiving Day and the following Friday; Christmas Holiday (December 24 & 25), New Year's Holiday (December 31 and January 1), Martin Luther King, Jr. Day, and Memorial Day.

8.80 Miscellaneous Absences

8.81 Birthday

Support staff employees are eligible to take the day off with pay on their birthdays. All regular part-time support staff employees working a minimum of twenty (20) hours per week are eligible to receive a pro-rated "birthday" holiday. If this date falls on a Saturday, Sunday, or holiday, arrangements may be made to take another day off. Employees **must** complete the new employee introductory period before being eligible for this benefit. If the employees' birthday falls within the "New Employee Introductory Period" the birthday can be taken off upon successful completion of the "New Employee Introductory Period" with permission of the department supervisor, otherwise, the birthday holiday should be used within the month of the employee's birthday with appropriate supervisor approval.

8.82 Community Service

Columbia College allows regular full-time employees release from regular work schedules for community service in any one or more of college sanctioned activities, such as Partners in Education, United Way, and American Red Cross blood and platelet donations. Employees may participate in these community service activities without a loss of pay, up to a maximum of eight (8) hours per fiscal year and must be utilized in no less than one (1) hour intervals. Employees must obtain approval from the immediate supervisor before participating in community service activities. Notice must be given well enough in advance so as not to interfere with the daily operations of the

office/department and to insure that the department is properly staffed. Additionally, only full-time employees of Columbia College are eligible for this benefit.

8.83 Jury Duty

Columbia College supports employees in carrying out their jury duty responsibilities. If an employee is summoned for jury duty, they should notify their supervisor as soon as possible. All employees will be granted time off to attend jury duty. This leave will be paid for up to 10 working days in any fiscal year unless otherwise specified by law. Any employee requesting leave for jury duty must show the summons to his or her supervisor when requesting the leave and must provide a copy of the receipt from the court upon return from leave. Leave for jury duty does not include paid leave where an employee is participating in a trial, including, but not limited to situations where the employee is a plaintiff, defendant, or witness. For regular part-time employees working a minimum of twenty (20 hours per week, jury duty leave is only to be used to cover the scheduled work-day and scheduled number of hours normally worked that day (e.g., if required for jury duty on a Tuesday and the employee is scheduled to work Monday, Wednesday & Friday, the employee will not receive jury duty pay).

8.84 USERRA/Military Duty

Columbia College employees who have entered into the military service of the United States are entitled to the continuation of certain employee benefits and the restoration to employment in accordance with the federal Uniformed Services Employment and Reemployment Act (USERRA). Participants in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, reserve components of each of these services, and Army and Air National Guards are eligible under USERRA. The College supports USERRA and will follow the mandates of USERRA with respect to eligible employees.

The College recognizes that employees who receive notice to report for military duty may not be given the discretion as to when they must report. Therefore, application for military leave from the College under USERRA must be made in advance, as soon as practicable after the employee becomes aware of the obligation to report for duty. The employee shall thereafter provide the College with a copy of the official orders. Emergency mobilization orders shall be dealt with on an individual basis. In addition, whenever an employee has a choice as to when to report for military duty (such as reserve drills) the employee must make an effort to arrange the duty during non-working time.

College employees who are engaged in the military service shall not be paid by the College during their absences. However, employees may use their accrued vacation for periods of military service. Employee benefits, such as the continuation of health insurance, shall be maintained in accordance with the directive of USERRA.

Employees must notify the College on their ability to return to work from military duty within the mandates prescribed by USERRA.

8.85 Inclement Weather or Emergency Closings

In the event of weather conditions or other unexpected events impacting normal operation of the College, the President of the College, or his designee, will decide which College functions must have operations curtailed due to the weather conditions, and when the functions will resume normal operations (the official announcement will be carried on most radio and television stations and will be posted on the College website and on the phone message at 573-875-SHUT (573-875-7488) phone line.)

Closing of AHE campuses due to inclement weather will be determined by the Campus Director and approved by the VP for AHE or his designee. Official announcements will

be carried on local radio and TV stations, and will be posted on the College web page for that campus.

In the event of an official closing of the College or functions due to weather conditions, staff members regularly scheduled for work during the closed period at the affected department or function will not suffer loss of earnings due to the curtailed operations.

Unless the College is officially closed, full-time and part-time staff unable to report to work due to weather will have the absence charged to accrued vacation or unpaid leave of absence.

Staff members on leave of absence without pay will receive no compensation, and staff members on vacation or other paid leave will not be granted additional time off.

Staff members may leave early only at the discretion of their immediate supervisor or his/her designate. All time lost from work may be charged to accrued vacation (if applicable) or made up during the standard workweek.

9.00 EMPLOYEE CONDUCT

9.10 Confidentiality

During the course of employment activities, employees may have access to confidential information, although it may not be labeled or identified as such. The confidential information is considered College property and may be used or disclosed only with proper authorization and only in the exercise of designated duties.

Employees are required to read, understand what he/she has read, sign and honor the terms of the confidentiality agreement located in Appendix III.

9.11 Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA, also known as the Buckley Amendment, is designed to protect the privacy of student records. The Act provides for the student's right to inspect and review educational records, to seek to amend those records, and to limit disclosure of information from those records. Those rights include: the right to inspect and review any education record within 45 days of the day the college receives a request for access; the right to request the amendment of the education record that the student believes is inaccurate or misleading; the right to consent to disclosures of personally identifiable information contained in the student's education records, except when FERPA authorizes disclosure without consent; the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with FERPA requirements. The act applies to all institutions that are recipients of federal funding. Maintaining confidentiality of student records is the responsibility of faculty, staff and student. Questions regarding an employee's responsibility under FERPA can be directed to the employee's immediate supervisor or the Registrar.

9.12 Acceptable Use Policy

The computing resources at Columbia College support the academic and administrative activities of the College. Use of resources for academic and administrative objectives takes precedence over personal reasons. Use of any Columbia College (CC) computing resource is considered a privilege, and all users are expected to adhere to the following acceptable use policy (AUP). This policy applies to any person or organization utilizing CC computing resources.

All users of College Computing resources must adhere to the following:

- Ensure the security and confidentiality of all College data and information.
- College technology resources shall not be used for commercial purposes unless authorized by the college.
- It is prohibited to use college computing system/network resources to store, access or send material that is obscene, illegal, discriminating, or intended to defame or harass others, or to interfere with their work on the computer. "computing system/network resources" include but are not limited to all computers, networks, voice, video, email, and other applications.
- It is prohibited to share Cc login credentials with others. All users are responsible for activities carried out with the use of these credentials.
- Comply with all College policies.
- Comply with all federal, state, and other applicable laws including copyright regulations.
- Intentional unauthorized use is prohibited, including any modification or disruption to computing resources and systems.

9.13 Network Storage

Definitions:

Network Storage - Electronic files are stored in locations accessed from the desktop either locally on the individual computer hard drive or in network folders. Each authorized user is provided a network account with access to a personal home folder and to an assigned shared directory. In addition, all users have access to an open share drive for the purpose of allowing collaboration between departments.

I: Drive – Personal Home Folder that is stored on the Columbia College Network.

W: Drive – Open share that is stored on the Columbia College Network.

Z: Drive – Assigned shared directory on the Columbia College Network.

T: Drive – Assigned shared directory on the Columbia College Network.

Network Storage Policy:

- I. Rules Governing All Network Storage:*
 - a. Network storage is to be used for College business, including academic pursuits. Network storage is not to be used to store personal music files, picture or movie files, games or any other media file associated with entertainment unless there is a specific business/academic use.
 - b. No materials governed by copyright laws unless permitted by the owner are to be stored on network storage. For more information on appropriate Computer Use, see Columbia College Computer Use Policy.

- c. For more information on unethical or irresponsible uses of computing resources see Columbia College Ethics Code for Computer Users.
- II. *Personal storage space (I:)*
 - d. It is not acceptable to store personal files on Columbia College network drives. This includes, but is not limited to: documents, spreadsheets, photos, music, etc. Exceptions are made for those files that are used for college related purposes.
- III. *Department share (Z:) and (T:)*
 - e. Employees are responsible for identifying files that are no longer required as determined by their supervisor. Obsolete files should be moved or purged from the network drives at least quarterly.
- IV. *Open share (W:)*
 - f. Items stored on the W: drive should never contain student information or other confidential information. For more information concerning confidential student information see FERPA for Staff under Staff Documentation in CougarTrack or call the Registrar at extension 7668.
 - g. The W: drive is to be used for short-term storage. The contents of the W: drive will be deleted each Sunday evening at 11 p.m. by Technology Services staff.
- V. *Right to monitor/disciplinary actions*
 - h. Columbia College reserves the right to monitor network use either at random or for cause. Noncompliance with this policy may result in termination of user access, in addition to other disciplinary actions taken by the appropriate parties.

9.14 Remote Access (for computers not owned by the college)

Columbia College faculty and staff may receive access to certain software systems to be used from their personal computers when needed for business use. These programs/resources include, but are not limited to Datatel, WebFocus, Hershey Singularity, Raiser's Edge, and the Columbia College network drives. In order to access any of these software systems outside of the college network, VPN Client Software must be installed on the computer that will be used.

Faculty and Staff may request the appropriate software, including VPN Client, by completing the Request for Remote Access (available on CougarTrack) and having the appropriate approval from their supervisor. Supervisors must confirm that remote access to the requested software is required for the individual to perform their job duties.

In accordance with Columbia College policy personal computers used for business purposes must have anti-virus software installed and the virus definitions must be kept up-to-date. Free antivirus software can be downloaded from CougarTrack.

Note: In accordance with federal privacy laws and the policies outlined in the Columbia College Staff Handbook, no confidential information should be copied and/or stored on personal computers, laptops, PDAs, jump drives, etc.

9.15 Email Retention and Disposal

Purpose of the Policy

This policy addresses email management for the Columbia College Exchange email system used by employees and contracted employees. It outlines employee archiving responsibilities and provides the Technology Services data retention schedules on the Columbia College Exchange email system. The exchange system should not be used as an archive for records. Individual users are responsible for deciding what email should be captured as records and retained in accordance with established records retention

policy.

Detailed Policy Statement

Every user is responsible for the archiving, retention and deletion of all emails in accounts for which they are responsible. In addition, department heads and supervisors are responsible for providing records retention guidance to staff and faculty within their respective units. In general, users are advised to periodically check the contents of accounts and consider whether to retain or delete each entry. The presumption is that unless there are good reasons to retain an email, it should be deleted.

Definitions

- **Archives:** A collection of records stored electronically for long-term preservation.
- **Retention:** Period of time a file or data will be kept before it is destroyed.
- **User:** Anyone who accesses and uses the Columbia College technology resources.

Applicability

This policy applies to all Columbia College Microsoft Exchange accounts.

Implementation Procedures

Email Retention Schedule:

Default retention for data stored within the email system is established on the following schedule: Calendars:

- Calendar entries are retained for a total of five years. When the calendar item is one year old, it will be moved to the online archive and will be retained for five years.
- Inbox: Messages are retained for a total of five years from the date of the message. When the message is one year old, it will be moved to the online archive and will be retained for five years from the date of the message.
- Sent Mail: Messages are retained for a total of five years from the date of the message. When the message is one year old, it will be moved to the online archive and will be retained for five years from the date of the message.
- Drafts: Messages are retained for one month from the date of the draft.
- Junk: Messages are retained for one month from the date of the message.
- Deleted Items: Messages are retained for one month then permanently deleted.
- User-created folders: Messages are retained for a total of five years from the date of the message. When the message is one year old, it will be moved to the online archive and will be retained for five years from the date of the message.

Mail Box Size

Exchange mailboxes will be limited to 2GB in size. Users will receive a warning when their mailbox reaches 2 GB in size. Messages in the online archive will not be included in the size calculation.

Enforcement

Technology Services will automatically delete data based on the retention schedule from user mailboxes. If there is a need to retain data beyond the retention schedule, user is responsible for retaining that data via the method of their choice.

Getting Help

If you need help, please contact cchelpdesk@ccis.edu or call 1.800.231.2391 x4357.

9.16 Cell Phone Policy

Background

Columbia College has addressed many issues associated with personal/business use of college-owned cellular phones. These issues include, but are not limited to, IRS changes to taxable listed property, maintenance and upkeep of equipment, personal use that may exceed the business use, billable overages due to the mixture of personal and business use, employees wanting to keep the assigned cellular number when leaving the employment of the college, and employees having a personal desire for other cellular equipment / packages than supplied by the College. These are the cornerstone reasons that require the College to redefine the policy of business/personal use of cellular/mobile devices.

Policy

As a result of these issues, Columbia College will no longer support or own mobile devices (cellular telephones, PDA's, smartphones, etc.) or contracts with cellular providers for monthly service for mobile devices except in cases as described later in this document. Instead, those employees who have a documented business need for a mobile device will receive a taxable allowance for such service, which requires annual renewal by the appropriate Administrative Council member.

Regardless of the ownership of the mobile device, Columbia College requires that employees follow all best practices, guidelines, and regulations associated with the safe use of mobile devices. This includes, but is not limited to:

Employees must not use mobile devices while operating vehicles, or any other situation that will create an unsafe environment.

Procedure

All employees with a business-related need for a mobile device allowance must request in writing (email is satisfactory) and be approved by the employee's direct supervisor and the appropriate Administrative Council member. Once approved, an email with the justification should be sent to the Payroll Office by the Administrative Council member. After the email has been received and processed by the Payroll Office, a taxable monthly allowance will be added to the employee's regular pay.

This allowance amount will be charged to the appropriate departmental operating/salary budget as indicated on the eligibility form.

Please see below regarding procedure to have mobile devices connected to the College data/email systems.

Cellular/PDA Service Allowance

The amount of monthly allowance is based upon a typical contract necessary to meet business related needs for either voice services or, in the case of a Smartphone/PDA, for data and/or voice services. Since this will be a stipend to cover only the business usage and there is an expectation that the personal use of the cellular service is addressed by the employee, it is expected that **the entire cost of the cellular service may be more than the stipend amount**. Employees using this stipend may add any other cellular services to their personal plan, however, all cost above the stipend amount are the responsibility of the employee.

The College offers three levels of taxable monthly allowances for voice and/or data plans.

1. "Low Usage" plan is reserved for voice only or low business requirements with a regular/recurring requirement to use cellular-based services for business purposes.
Note: occasional use that is not deemed to meet the requirement of "regular/recurring

use” and is not receiving any type of cellular allowance/stipend may be reimbursed outside of this plan.

2. “Average Usage” includes a constant requirement for voice services and/or data connectivity. An employee should not be selected for this level based on a rare or occasional higher level of activity.
3. “High Usage” is associated with an employee that requires “unlimited” type of service plans that also have a requirement for data connectivity. An employee should not be selected for this level based on a rare or occasional higher level of activity, but instead for those employees that rely heavily on cellular connectivity to conduct College business.

Usage Level	Type of Usage	Voice &/or Data Plan Allowance
Low Usage	Voice	\$30 per month
Average Usage	Voice and Data (Moderate)	\$50 per month
High Usage	Voice and Data (High)	\$75 per month

This allowance does not represent an increase in base pay, but is a taxable stipend that is used to reimburse employees for regular recurring use of personal cellular connectivity for work related purposes. The allowance will continue until the end of the fiscal year unless the Payroll Office is notified in writing either by the employee, or the supervisor that the allowance is to cease.

An annual review of the employee need of a stipend for a personally owned mobile device will be conducted by the supervisor and Administrative Council member.

No additional reimbursement will be provided to those receiving a monthly allowance even if the monthly charges to the employee exceed the allowance amount. However, allowances can be changed at any time should circumstances or needs change. All requests for a change in allowance must follow the same procedure as an original request.

Examples of the type of work that could require a cellular service allowance include:

Employees that are “decision makers” and are required to be in contact during emergencies, high business cycles, and other operational requirements, such as Administrative Council, Nationwide Campus Directors, and select other directors.

Employees that travel extensively and are required to stay in touch with their operational departments. Examples of these employees include admissions recruiters, SPS’s, development officers, etc.

Employees that have an occasionally recurring, but not extensive, requirement to conduct College-related business outside of normal working hours may require the low usage package.

Due to the requirement to always have the same phone number programmed in on emergency systems and published for ready access, security, residence hall area coordinators, maintenance, and custodial staff will be assigned cellular phones that will be used for business only.

Mobile Device Equipment Allowance

The College also provides employees who are receiving a mobile device stipend with an equipment allowance towards the initial purchase of a new mobile device, and for the replacement of a mobile device (where the replacement allowance may occur no more

frequently than once every 2 years). In order to receive an equipment allowance the employee must submit proof in the form of an original paid receipt showing the purchase of the new mobile device and with its cost clearly indicated. For cellular phones the amount of the equipment allowance will be the lesser of the actual cost of the new cellular phone or \$50. For Smartphone/PDAs the amount of the equipment allowance will be the lesser of the actual cost of the new equipment or \$200. Equipment purchases should be handled as a reimbursement item through the individuals' departmental budget and approved by the appropriate Administrative Council member. Approved equipment allowance reimbursement will follow the same reimbursement process as other incidental expenditures.

Under this policy, the equipment may be used by the employee for both personal and business related calls and is the property of the employee. Therefore, any cost associated with lost, stolen, or damaged equipment is the sole responsibility of the employee. All contracts for service must be taken out in the name of the employee receiving the allowance and cannot be taken out in the name of Columbia College.

Support for Cellular Phones and Smartphones/PDAs

All support for cellular phones and Smartphone/PDAs is provided by the cellular service company chosen by the employee. Technology Services cannot offer any support for individually owned equipment or service plans. However, Technology Services will provide support for College provided software that is used on those devices to synchronize them with College email accounts, calendars or other College systems and services.

NOTE: Cellular phone equipment is the property of the employee and any lost, stolen, or damaged equipment is the sole responsibility of the employee to replace.

Requesting access to and security of data/email systems on mobile devices

It is not a requirement to receive a cellular stipend to allow connection of a personal mobile device to the College email/data system. Any employee who requests access will be required to read and sign the "Request for mobile access to data/email systems" form and submit it to the Technology Services Help Desk. Employees will be agreeing to the following:

1. Use of a login PIN will be required and enforced remotely.
2. Because of many federal and state regulations governing personally identifiable information (PII) and the requirement to restrict accessibility of confidential electronic information located on lost or stolen mobile devices, Columbia College will remotely delete data and/or applications from any device that contains the College's information. Please note that in many situations a device may have all of its data wiped and the device set back to factory default in order to ensure that the College can protect its interests. If given enough notice, such as with employee termination, Technology Services staff can work with an employee to avoid a full device wipe.
3. Whenever a device is lost or stolen, it *must* be reported as quickly as possible to the Technology Services Help Desk so that it can be remotely wiped to prevent data loss.

Changes to cellular contracts

The College reserves the right to change or terminate this policy regarding allowances for cell phone or Smartphone/PDA service and equipment. Individuals eligible for receipt of an allowance should understand that they are personally liable for monthly charges or termination fees, regardless of employment status or any change in this reimbursement policy.

Reimbursement for cellular charges outside of this policy

If an employee is not approved for a monthly allowance but incurs expense for individual telephone calls it is also possible to be reimbursed for actual usage. In order to be reimbursed in this manner the employee is required to submit an expense report through their department to the Accounts Payable department with a copy of the telephone bill clearly showing calls that were business related and describing the specific purpose for each of those calls.

Special Procedures for College owned cellular phones and Smartphones/PDAs

In some situations, such as security, maintenance, replacement of two-way radios, etc. it may be necessary or advantageous for the College to own and pay the monthly service charges for mobile devices. The purchase and use of such devices must be approved in advance by the appropriate Administrative Council member and the Chief Information Officer. In those cases where the College directly pays and is responsible for the mobile device monthly contract and equipment, the service may not be used for any personal purposes.

9.17 Telephone Usage

Telephones are used primarily for conducting Columbia College business. Personal calls, both incoming and outgoing, should be limited, while long distance phone calls are prohibited. Use of personal cell phones, blackberries or other personal electronic communication devices may be used at the discretion of his/her immediate supervisor and should be held to a minimum. In order to provide a safe working environment and exceptional customer service personal cell phone earphones/earpieces should not be used during working hours. Customer service should be an employee's first consideration when using the telephone system. Columbia College provides cellular telephones to some employees to assist them in the execution of their duties.

Employees are expected to exercise caution in the use of such phones when driving, and to use the phone only in conjunction with a hand-free device.

9.20 Standards of Performance

The College requires that all employees work efficiently and satisfactorily to complete work assignments. When an employee's level of performance falls below that required for the position, the supervisor will point out deficiencies and how these deficiencies may be corrected. Deficient performance is grounds for disciplinary action up to and including termination. Columbia College reserves the right, in its sole and complete discretion, to terminate the employment of any employee at any time for any reason, except on the basis of race, religion, sex, nationality, ethnicity, age, sexual orientation, veteran status, disability or any other legally protected status.

9.21 Evaluations

A performance evaluation should be completed by the supervisor at the end of the three (3) month New Employee Introductory Period. If the evaluation is unsatisfactory, the employee may be terminated or the New Employee Introductory Period extended. An annual performance evaluation should be conducted near the end of each fiscal year in order to help determine a merit pay raise. Additional performance evaluations may be conducted at any time at the request of the supervisor or employee.

9.30 Disciplinary Action

9.31 General

Occasionally, employee conduct may merit some type of corrective or disciplinary action. When it is apparent that an employee has violated College policy and procedures, or has a problem with absenteeism and tardiness, disciplinary action may be required. Columbia

College does not wish to interfere in the personal lifestyles of employees, but the College must insist upon reasonable standards of conduct and discipline when on-the-job.

9.32 Unacceptable Conduct

Any type of behavior or conduct that seriously impedes the efficient operation of the institution, reflects adversely on the integrity and reputation of the College, is denounced by federal; state or community statutes and ordinances is prohibited. Employees are expected to exercise good judgment and discretion in their conduct. The following list represents examples of conduct that may warrant disciplinary action, but is not an exhaustive listing:

- unexplained or unexcused absenteeism
- tardiness
- use of obscene or abusive language
- insubordinate/disobedient conduct
- willful destruction or damage of Columbia College property or the private property of other employees
- vandalism
- sexual, racial or verbal harassment
- discrimination
- disorderly conduct, fighting or assault
- use or possession of alcoholic beverages or drugs
- unauthorized disclosure of confidential information
- libel, slander, repetition of malicious gossip or lies about a student or an employee of Columbia College
- unlawful taking or use of College property
- knowingly completing the time card of another employee, having one's time card completed by another employee, or unauthorized altering of a time card
- dishonesty in the performance of one's duties
- abuse of the telephone and/or computer systems
- disregard of College policies and procedures

9.33 Imposition of Disciplinary Action

Prior to imposing disciplinary action, a supervisor may take into consideration, among other factors,

- (1) the seriousness of the offense and surrounding circumstances;
- (2) the past conduct of the employee and the employee's length of service; and
- (3) the lapse of time since the last misconduct charge (if any) for which disciplinary action was taken.

9.34 Typical Penalties

The seriousness of an offense and the circumstances surrounding the offense must be considered. Typical penalties that may be imposed by a supervisor without approval of higher authority includes verbal reprimand, verbal reprimand noted in the personnel file, and written reprimand. Written reprimands will be placed in the personnel file and should be countersigned by the employee and his/her supervisor.

More serious disciplinary actions, a one (1) day, three (3) day, or one (1) week suspension without pay, or dismissal, will be imposed only after concurrence between the employee's supervisor, Human Resources and the appropriate AC member. These forms of disciplinary action are not meant to be progressive, and any one or more may be applied in any situation.

9.50 Consensual Relationship Policy

In order to effectively conduct business and avoid problems with supervision, morale and the creation of an environment which may produce claims of sexual harassment, faculty and supervisors are strongly discouraged from pursuing or otherwise becoming involved in consensual, amorous relationships with subordinates.

It is a violation of College policy for an employee to be involved in an amorous relationship or permit one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation, even when both parties appear to have consented to the relationship. Amorous relationships between faculty or staff members and students outside the instructional and supervisory context are also strongly discouraged.

9.60 Personal Appearance

All employees are representatives of the College. Therefore, an employee's neat appearance and dress should be safe and appropriate to his/her position. Appropriate attire should be discussed with your supervisor.

9.70 Smoking (Smoke-Free Policy)

In order to promote a healthy work and educational environment for all students, staff, faculty and visitors, smoking is allowed on the Columbia College campus in designated locations only. This includes the use of electronic cigarettes or other smoking mediums. Designated smoking locations are strategically placed throughout campus, and can be identified by referring to any campus map. Smoking is not allowed at any location other than these designated spots.

The Columbia College Campus Life Health Services provides information regarding smoking cessation programs and other assistance to employees. All visits to the Center are free of charge. Confidentiality will be respected at all times except as otherwise required by law.

The same policy applies at AHE locations. However, it may be amended to be in accordance with the policy of the community college or military host installations, or will be determined by the Vice President for Adult Higher Education in accordance with federal, state, local, and installation policies.

Violations of this policy will be subject to fines and/or appropriate disciplinary action, up to and including termination.

9.80 Solicitation, Gifts and Gratuities Policies

9.81 Solicitation

All sales and solicitations are prohibited on Columbia College property, which includes all college-owned and rented buildings and grounds, without prior authorization from the appropriate member of Administrative Council. This policy applies to the home campus as well as all nationwide campuses and/or locations affiliated with Columbia College.

9.82 Gifts and Gratuities

From time-to-time vendors and others may offer employees gifts or gratuities as thanks for business given them, or as inducements to gain future business. While many of these, such as an occasional lunch, are fairly insignificant and would not impact the decision as to which vendor to use, sometimes the gifts or gratuities may be more substantial in value and thus be considered inappropriate.

In order to avoid the perception of wrong-doing, any employee of the College who is offered a gift or gratuity by a vendor or potential vendor, client or other party, other than an occasional lunch, dinner or ticket to a sporting or other event, is expected to report such an offer to the President via the appropriate AC member, and obtain approval prior to acceptance. Examples of inappropriate gifts would be offering a free airline ticket to a

secretary because he or she uses a certain travel agency, or providing "prizes" to employees for utilizing a vendor such as a delivery or outside copy service. In many instances the gift may be something, such as free travel or rental car days that can and should be used by the College.

Please note that the purpose of this policy is not to eliminate the occasional business lunch or dinner, but to ensure that improprieties or the perception of improprieties do not exist.

9.90 Workplace Safety & Violence Prevention

Each employee is expected to obey safety rules and exercise caution and to use reasonable judgment in all work activities. For safety reasons, it is the policy of the college to provide glass in all doors of occupied rooms. As such, it is impermissible to cover the glass in any manner.

Employees must immediately report any unsafe conditions to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or fail to report, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

All employees and students are expected to meet the College's standards of conduct and demonstrate courtesy and civility to co-workers, students, visitors and members of the public. Each employee shares the responsibility for preventing possible workplace violence. It is the policy of the College that all employees and students should be able to enjoy a safe work and learning environment free from all forms of violence, verbal or physical.

Employees who feel they are being provoked or harassed by co-workers should discuss the problem with their supervisor, Director of Human Resources, or the Associate Director for Projects and Safety.

Any employee who receives a threat of violence by a co-worker or other person, or any employee who hears, observes, reads or otherwise becomes aware of a threat by any employee or another person against him/herself or a co-worker, whether such threat is direct or implied, should immediately report the fact of such threat to his or her supervisor, the Director of Human Resources or the Associate Director of Projects and Safety.

1.91 Firearms

Firearms are strictly prohibited anywhere on Columbia College property, as allowed by applicable law except for duly sworn law enforcement officers. Violators of this policy are subject to termination and/or prosecution.

10.00 RESIGNATION AND TERMINATION

Support staff employees are requested to provide at least a two (2) week notification of resignation to their supervisor. Four (4) weeks notice is requested from Administrative staff.

When an employee is terminating, supervisors must send a payroll sheet including vacation leave information to the Payroll Office; AHE campus supervisors/directors provide the Employee Attendance Record to the AHE Director of Budget and Personnel. Granting of vacation or sick leave during the resignation period is subject to supervisor discretion. Employees are asked to schedule an appointment with the Human Resources Office for an exit interview; AHE campus employees schedule his/her exit interview with the Campus Director. The supervisor/Director is responsible for securing office/building keys, library books, uniforms, staff identification cards and other related items, as well as completing and obtaining the terminated employee's signature on the proper separation form. The terminating employee's final paycheck will be issued at the next regular payroll date or in accordance with State law.

Appendix:

Appendix I – Handbook Acknowledgement

<http://web.ccis.edu/en/Offices/HumanResources/~media/Files/HumanResources/Forms/handbookReceipt.pdf>

Appendix II - Alcohol & Other Drugs: Columbia College Policies & Resources

<http://web.ccis.edu/en/Offices/HumanResources/~media/Files/HumanResources/Forms/Alcohol%20Other%20Drug%20Policy%20Spring%202014.pdf>

Appendix III - Confidentiality Agreement Form

<http://web.ccis.edu/Offices/HumanResources/~media/C0733374653E42CDBAB4A6B317D1C2D5.pdf>

Appendix IV – Workers' Compensation First Report of Injury

http://web.ccis.edu/en/Offices/HumanResources/~media/Files/HumanResources/Forms/workersComp_Accident%20Report%20Form.pdf