



Augustana College

Employee Handbook

Updated Jan. 1, 2017



Introduction

This handbook was updated Jan. 1, 2017, and is available online at www.augustana.edu/employeehandbook. Policies may change at any time, however, and employees are responsible for seeking the most current information by either visiting the online handbook or talking with a supervisor or a member of the Office of Human Resources.

Section 1: The Augustana Workplace

Welcome from the President

Welcome to Augustana College!

We have a long tradition of excellence at Augustana College and look forward to a future filled with new success stories. This tradition was built with the painstaking work of faculty, staff and administrators, and we take great pride in both the efforts and achievements of this hard work. You, as an Augustana employee, are an integral part of our success.

This handbook outlines the policies we've created for the employees at Augustana College. It should answer many of your questions and guide you in making good decisions about your employment. This handbook replaces and supersedes all previous handbooks and any other policy documents you might have received. Faculty also should refer to the Augustana College Faculty Handbook, which includes policies and procedures applicable only to faculty of the college. Please take time to thoroughly review this valuable information. If you have questions, or are unclear about what is contained in the handbook, please don't hesitate to contact your manager, supervisor or any member of our Human Resources team.

I look forward to working with you to create a future that builds on the firm foundation of our past. I'm personally pleased to be working with all of you to create the next chapter in the history of Augustana College.

Steven C. Bahls
President



Purpose of the Handbook

Augustana College understands that its employees receive a lot of information about the college and the college's expectations of its employees. This handbook was created to give employees an overview of the organization and to serve as a resource for the expectations and guidelines for employees. This handbook was not designed to create an employment contract and should not be considered a contract.

This handbook replaces and supersedes all previous handbooks as well as all written or verbal policy notifications that may have been received or distributed. Additionally, statements or promises made by a supervisor or manager may not be interpreted as a change in policy and do not constitute an agreement with an employee. Any agreement with an employee must be in writing and signed by a Cabinet member or the President of the College.

While the college strives to keep all employees updated on policy changes, it is the responsibility of each employee to obtain the most recent version of this handbook, and to seek out information to clarify policies or situations that are unclear. Such questions should be directed to the employee's manager, supervisor or a member of the Human Resources team. The college reserves the right to change, alter, suspend or cancel all policies and practices without notice.

Mission and History of Augustana College

Augustana College, rooted in the liberal arts and sciences and a Lutheran expression of the Christian faith, is committed to offering a challenging education that develops qualities of mind, spirit and body necessary for a rewarding life of leadership and service in a diverse and changing world.

The words of Augustana's mission statement reflect both tradition and vision. Founded by Swedish Lutheran settlers in Chicago in 1860, Augustana has grown from a small school educating Swedish immigrants into a highly selective college of the liberal arts and sciences. The college honors its roots and its affiliation with the Evangelical Lutheran Church in America. At the same time, Augustana's rich liberal arts environment is enhanced by diversity.

Augustana continues to do what it has always done—challenge and prepare students for lives of leadership and service in our complex, changing world.

Augustana College Employee Engagement Philosophy

Augustana College aspires to provide all members of our employee team with a workplace that:

1. Fosters an understanding of the importance of their individual role in helping achieve Augustana's mission of helping students grow in mind, spirit and body.
2. Treats all with respect and dignity.
3. Values diversity.
4. Sets clear expectations for each position and provides clear, regular feedback about employee performance.
5. Values the safety of our students and employees.



6. Values collaborative problem solving and a robust marketplace of ideas.
7. Provides training, adequate information and support so all members of the Augustana team can do their jobs well.
8. Develops leaders who are trusted because they are transparent and honest and maintain high levels of integrity.
9. Recognizes and rewards outstanding achievement.
10. Cherishes innovation and process improvement for the benefit of our students.
11. Cares about employees through providing, within its resources, competitive compensation and benefits.
12. Aspires to be an employer of choice in the Quad Cities.

Strategic Plan: *Augustana 2020*

To complement its rich history, the college spends significant time making plans for the future, often through the strategic planning process. Our most recent strategic plan, *Augustana 2020*, involved campus participants from all sectors as well as input from many additional stakeholders. Employees are encouraged to participate in strategic planning efforts as well as the various forums and other communication venues as we implement *Augustana 2020* initiatives. A copy of the plan is available at www.augustana.edu/strategicplan.

Organizational Structure

While the structure of the Augustana organization is always subject to change, the President's Cabinet is the highest level of decision-making among our on-campus constituencies, and its members report to President Steve Bahls. The President reports to the Board of Trustees. Each sector of the college reports to one of the seven Cabinet members. For your information, the college's organizational structure is included in the appendix of this handbook and outlines the general areas of responsibility for each Cabinet member. For more details, visit www.augustana.edu/about-us/president/cabinet.

Employment Goals

Augustana College is focused on the overall mission of challenging and preparing our students. To meet this goal, it's essential that outstanding people are hired and provided with the necessary tools and resources, as well as an appropriate employment atmosphere. In general, the employment goals include:

- Providing equal employment opportunities for all employees regardless of gender, race, color, religion, national origin, citizenship status, veteran status, ancestry, age, gender identity, marital status, sexual orientation, disability or any other factor protected by federal, state or local law.
- Promoting equal access to employment and education regardless of gender, race, color, religion, national origin, age, citizenship status, veteran status, ancestry, gender identity, marital status, sexual orientation, disability or any other factor protected by federal or state law.
- Providing a package of compensation and benefits commiserate with work performed as well as feedback on ways to improve.
- Creating a safe, efficient and productive working environment that is in compliance with all safety regulations as well as federal and state laws.



- Encouraging and acting on constructive suggestions that will help the college continually improve.
- Creating an environment of open communication so that employees can make decisions and take responsibility for their workplace outcomes.

Employee Expectations

In general, it is expected that Augustana College employees will:

- Approach their jobs with a positive attitude and put forth their best efforts.
- Treat all students, customers, suppliers and co-workers with respect, courtesy and professionalism.
- Act and dress in a safe and professional manner.
- Maintain the confidentiality of all sensitive information regarding the college.
- Look for opportunities to improve themselves and the organization, and provide suggestions for changes.
- Follow the policies contained within this handbook and ask questions when a policy is unknown or unclear.

At-will Employment

Employees receiving this handbook are "at-will" employees. At-will employees do not have a guarantee of continued employment and also are free to resign their position at any time for any reason with or without notice. Likewise, Augustana College may terminate the employment relationship at any time with or without prior notice for any reason not prohibited by law. Nothing within this handbook or any other college document or verbal communication is intended to create a contract of employment.

All non-faculty employees are required to sign an Acknowledgement of Receipt of Handbook that clarifies this condition of employment. A copy of this acknowledgement is provided in the appendix.

This policy of at-will employment may not be modified or changed by any Cabinet member, manager or employee of the college other than the President of the College.

Equal Opportunity Employer and Equal Employment Opportunity Officer

Augustana College is an Equal Opportunity Employer. It is Augustana College's intent and policy to provide equal opportunity to all qualified employees and applicants without regard to race, color, religion, gender, gender identity, age, national origin, disability and any other category protected by federal, state or local law. This non-discriminatory treatment applies to not only employment but also:

- Promotion
- Transfer
- Job assignment
- Demotions
- Rates of pay or other compensation



- Layoffs
- Selection for training
- Any other employment-related decision

All decisions on job-related issues will be made based on job performance, education, training, experience, skill, attitude and other requirements specific for each situation. Should employees have questions or concerns about this policy or concerns about a specific situation, they should discuss their concerns with the Director of Human Resources, who also serves as the college's Equal Employment Opportunity Officer.

Americans with Disabilities Act (ADA)

In compliance with the Americans with Disabilities Act (ADA), Augustana College strives to make the hiring and application process, as well as the work environment, accessible to everyone. Any employee with a disability should notify their immediate supervisor if changes are necessary in order to perform the job. The college will make reasonable accommodations for employees with disabilities who are qualified to perform their work. Similarly, employees may be asked to adapt to changes necessary in work functions or work environment to accommodate such needs or special situations of others.

Anti-bullying

Workplace bullying involves repeated unreasonable acts toward an employee, either by a peer or supervisor, intended to humiliate or undermine the employee and thus create a risk to the employee's health. Augustana College has zero tolerance for this type of behavior.

Violation of the anti-bullying policy can result in discipline up to and including termination for employees. While each circumstance is different, bullying is inappropriate, unwelcome behavior (which can be through verbal or other communication or physical contact) that targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may be the result of repeated behavior or, if sufficiently severe, a single incident; can be direct or indirect; and can be caused through verbal, physical, electronic or other means.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:

- Verbal abuse, such as the use of derogatory remarks, insults and epithets; slandering, ridiculing or maligning a person or that person's family; persistent name calling; using an individual or group as the butt of jokes.
- Verbal or physical conduct of a threatening, intimidating or humiliating nature.
- Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault or the threat of such conduct, or damage to a person's work area or property.
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, websites, online chat rooms in a threatening, intimidating or humiliating manner.

Reports of issues related to bullying should be made to the Office of Human Resources.



Policy Against Discrimination and Harassment

It is the policy and commitment of Augustana College to provide an environment free from discrimination based upon race, color, religion, national origin, service in the uniformed service (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, disability, genetic information, gender identity, gender expression, sexual orientation or any other classification protected by law in matters of admissions, employment, housing or services or in the educational programs or activities operated by the college.

Harassment, whether verbal, physical or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct that impacts job benefits, interferes unreasonably with an individual's academic or work performance, or creates what a reasonable person would perceive to be an intimidating, hostile or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence (see Policy Against Sex Discrimination, Sexual Harassment & Sexual Misconduct).

Some examples of what may be considered discrimination or harassment, depending on the facts and circumstances, include the following:

- **Verbal harassment:** derogatory comments regarding a person's race, color, gender, sexual orientation, religion, ancestry, ethnic heritage, mental or physical disability, age, appearance or other classification protected by law; threats of physical harm or distribution of written or graphic material having such effects.
- **Physical harassment:** physical contact including touching, hitting, pushing or other aggressive contact. Derogatory gestures or the display of signs or pictures that may be offensive to others also may be examples of physical harassment.
- **Sexual harassment:** unwelcome verbal or physical conduct of a sexual nature such as sexual advances, demands for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature.

Conduct may be considered harassment if:

- Submission to or rejection of such conduct is used as the basis of an academic or employment decision or is either an explicit or implicit term of employment or admission to any college program or college-related activity; or
- Such conduct is sufficiently serious (i.e., severe, pervasive or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities or activities; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance.

It is expected that each and every member of the Augustana community will assist and support the College in its prohibition of discrimination and harassment. All employees of Augustana College are required to promptly report suspected violations of this policy, even if the individual who was or is the victim has not filed a complaint. The report can be made to a supervisor, the Director of Human Resources, the Dean of Students Office, or in the case of sex discrimination, a Title IX Coordinator.



Scope Of Policy

This policy applies to all employees, including faculty, staff and administrators, of the college, as well as all students, guests and visitors of the Augustana community.

Reporting Procedures

Sexual or other harassment can occur intentionally or unintentionally. A member of the Augustana community who feels harassed by an employee of the college, a student or a third-party (such as a supplier or vendor) should make this concern known by:

- If possible, telling the person who is engaging in the conduct or communication that his or her actions are offensive to you and that those actions must stop.
- If the offensive behavior does not stop, or if you are not comfortable communicating directly with the person, you should advise your manager or supervisor, or any member of the Office of Human Resources, a Title IX Coordinator, the Dean of Students Office or a member of the Residential Life staff. This can be done by meeting in person or in writing.
- Follow up a verbal complaint with a written report of the complaint. It is helpful for allegations of improper behavior to be put in writing to ensure a clear understanding of the behaviors and the issues raised. The written report should be factual and contain as much specific information as possible.
- Additional reporting options are outlined for sex discrimination. Please see the College's Policy Against Sex Discrimination, including Sexual Harassment & Sexual Misconduct and Other Interpersonal Misconduct.

All complaints of harassment or discrimination will be kept as confidential as possible. The college will promptly and thoroughly investigate alleged violations of this Policy Against Discrimination and Harassment and take any steps necessary to stop behavior that violates this policy. The investigation and grievance procedures may vary depending on the type of discrimination reported, as well as the classification of the individual accused of a violation (i.e., student, employee or faculty member). If you feel that your complaint has not received appropriate attention, you should discuss your concern with the Director of Human Resources, a Title IX Coordinator, the Dean of Students Office or the General Counsel of the College.

Retaliation Prohibited

It is central to the values of Augustana College that any individual who believes they may have been the target of prohibited discrimination or harassment feel free to report their concerns without fear of retaliation or retribution. The College strictly prohibits retaliation against an employee or any other individual who opposes or reports in good faith any practices prohibited under this Policy, including bringing a complaint of discrimination or harassment, assisting someone with such a complaint, attempting to stop such discrimination or harassment, or participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. Individuals who believe they have been subjected to or affected by retaliatory conduct for reporting a suspected violation of this Policy or participating in an investigation should report the concern immediately to the Director of Human Resources, the General Counsel, the Dean of Students Office or a Title IX Coordinator.



Title IX and Title IX Coordinators

Augustana College prohibits discrimination on the basis of gender in employment as well as in its education programs and activities. This prohibition is in accordance with a federal law known as Title IX of the Education Amendments of 1972 ("Title IX"). Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities. Title IX states as follows:

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.

Sex discrimination includes sexual harassment and other forms of sexual misconduct such as sexual assault, sexual exploitation, and dating or domestic violence. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination.

Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act are two additional laws that also prohibit sex discrimination.

Policy Against Sex Discrimination, including Sexual Harassment and Sexual Misconduct, and Other Interpersonal Misconduct

Introduction

The purpose of this policy is to provide a work and educational environment free from all forms of sex discrimination. Interpersonal relationships and interactions, especially those of an intimate nature, should be grounded upon mutual respect, open communication and clear consent. In order to foster respect for all members of our community, Augustana will not tolerate acts of sex discrimination.

Policy Against Sex Discrimination

Augustana College prohibits discrimination on the basis of gender in employment as well as in its education programs and activities, consistent with Title IX of the Education Amendments of 1972 ("Title IX"), and other applicable state and federal laws. It is the policy of the College to provide a work and educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined in this Policy and as otherwise prohibited by state and federal statutes. Acts of sexual misconduct, such as sexual assault and sexual violence, are also a form of sex discrimination and prohibited by Augustana College as well as state and federal laws.



Scope of Policy

The college's prohibition against discrimination on the basis of sex applies to all students, faculty, administration and staff, to other members of the college community and to contractors, consultants and vendors doing business or providing services to the college.

This policy applies to on-campus and off-campus conduct, including online or electronic conduct, when the off-campus conduct: (a) occurs during a college-sponsored employment or education activity or program; (b) adversely impacts the education or employment of a member of the college community; or (c) otherwise threatens the health and/or safety of a member of the college community.

Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature. This includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature, where: (a) submission to or rejection of sexual conduct is used as the basis of an academic or employment decision or is either an explicit or implicit term of employment or admission to any college program or college-related activity, or (b) such conduct is sufficiently serious (i.e., severe, pervasive or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities or activities; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance.

A person may be sexually harassed by a member of the same sex or the opposite sex.

Examples of sexual harassment may include:

- Repeated comments about a person's physical appearance or gender
- Sexually suggestive gestures, remarks or insults
- Sexual assault
- Unwelcome sexual advances such as touching, patting, caressing, kissing
- Sexual propositions and sexual advances accompanied by threat of punishment or promise of reward, including the withholding or giving of grades and promotions

Conversations or actions that are sexual in nature but part of a legitimate academic exchange of ideas or artistic performance may not constitute violations of this policy.

In determining whether alleged conduct constitutes sexual harassment, the college will consider the totality of the facts and circumstances of the incident, including the nature of the alleged conduct and the context in which it occurred.

Prohibited Sexual Misconduct

Augustana College affirms its commitment to promote sexual respect and maintain an environment free of sex discrimination. Sex discrimination includes acts of sexual misconduct described below, and these acts of sexual misconduct are prohibited by Augustana College. Any attempt to commit the acts of sexual misconduct listed below, as well as assisting or encouraging such acts, is also considered a violation of this policy.



Sexual misconduct includes **sexual assault, inducing incapacitation for sexual purposes, sexual exploitation** and **domestic or dating violence**. These terms are defined below.

Sexual assault means an actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- Involvement in any sexual contact when the victim is unable to **consent**. Intentional and unwelcome touching of, or coercing, forcing or attempting to coerce or force another to touch a person's intimate parts (defined as genital area, groin, inner thigh, buttocks or breast).
- Sexual 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. This includes acts commonly referred to as "rape."

Illinois law defines sexual penetration as "any contact, however slight, between the sex organ or anus of one person by an object, the sex organ, mouth or anus of another person, or any intrusion, however slight, of any part of the body of one person or of any object into the sex organ or anus of another person, including but not limited to cunnilingus, fellatio or anal penetration. Evidence of emission of semen is not required to prove sexual penetration." 720 ILCS 5/Criminal Code of 1961

Consent is informed, freely given and mutual. If coercion, intimidation, threats or physical force are used, there is no consent. If a person is mentally or physically incapacitated so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes incapacitation due to (1) alcohol or drug consumption, (2) being asleep or unconscious, (3) a mental disability. Consent also cannot be given by those who are under the legal age of consent (17 years in Illinois). There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Consent cannot be assumed by silence; lack of verbal or physical resistance or submission resulting from the use of force; a person's manner of dress; or the existence of a prior or current relationship. A person's consent to past sexual activity does not constitute consent to future sexual activity. A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent can be withdrawn at any time. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Illinois law defines consent in criminal sexual assault matters as "a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent." 720 ILCS 5/11-1.70(a). The law further provides that a "person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct." 720 ILCS 5/11-1.70(c).

Inducing incapacitation for sexual purposes means using drugs, alcohol or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to consent (as "consent" is defined in this policy) to sexual contact. This also includes causing or inducing a person, when consent is not present, to touch, fondle or contact oneself or someone else in a sexual nature.



Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses.

Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity
- Non-consensual distribution of photos, other images or information of an individual's sexual activity, intimate body parts or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information
- Exceeding the boundaries of consent
- Engaging in non-consensual voyeurism
- Knowingly transmitting an STI (Sexually Transmitted Infection), such as HIV, to another without disclosing your STI status
- Exposing one's genitals in non-consensual circumstances or inducing another to expose genitals
- Possessing, distributing, viewing or forcing others to view illegal pornography

Other interpersonal misconduct prohibited by this policy includes domestic violence, dating violence and stalking.

Domestic violence is a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone.

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

Individuals encompassed in this definition include, but are not limited to: persons who have or had a dating or engagement relationship; persons who have or have had a social relationship of a romantic or intimate nature; current or former spouses, domestic partners, parents, children, stepchildren and other persons related by blood or by current or prior marriage; persons who share or formerly shared a common dwelling; persons who have or allegedly have a child in common; persons who share or allegedly share a relationship through a child; and personal assistances and personal caregivers for the elderly or disabled.

Illinois law defines domestic or dating violence as physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation. 750 ILCS 60/101. Under Illinois law, harassment of a person that causes emotional distress can constitute domestic or dating violence. The following types of conduct shall be presumed, under Illinois law, to cause emotional distress: (1) creating a disturbance at the individual's place of work or school, (2) repeatedly telephoning an individual's place of employment, home or residence, (3) repeatedly following an individual about in public places, (4) repeatedly keeping an individual under surveillance by remaining present outside the home, school, place of employment, vehicle or other place occupied by the individual or by peering in an individual's windows, (5) improperly concealing a minor child from an individual, repeatedly threatening to improperly remove a



minor child of an individual(s) from their care, or (6) threatening physical force, confinement or restraint on one or more occasions.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear of personal safety or the safety of others, or suffer substantial emotional distress. Conduct, which can constitute stalking, includes the following:

- Following a person where it is not reasonably accidental
- Watching, remaining near or on, or entering the victim's property, residence or place of employment
- Threatening the victim
- Not leaving the victim alone after a request has been made to be left alone
- Sending text messages or calling the victim on a continued basis
- Using social media inappropriately to refer to or establish a relationship with the victim

Illinois law defines stalking as a course of conduct, not a single act, that causes victims to "fear for their safety, fear for the safety of others and suffer emotional distress." 740 ILCS 21/5.

Retaliation

Retaliation is strictly prohibited by Augustana College as well as Title IX. Retaliation is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has, in good faith, reported or disclosed an alleged violation of this policy, filed a complaint, or testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

Acts of retaliation will result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegations of discrimination/misconduct. Termination of employment or suspension from the college are common sanctions for engaging in retaliatory conduct.

Reporting Policy

Victim and Third Party/Bystander Reporting

Those who feel they have been the victim of sex discrimination, sexual harassment, sexual misconduct or other interpersonal misconduct as defined in the policy are encouraged to bring it to the attention of a Title IX Coordinator or to the Office of Public Safety and Police for assistance. Bystanders and third parties who have information they believe could constitute a violation of this policy also are encouraged to file a report to a member of the Title IX Team, or utilize the Campus Conduct Hotline or the college's electronic reporting option outlined below. Complaints will be treated as confidential as possible. This means that the Title IX team will share information gathered through reports and any investigation on a need-to-know basis only.

The Title IX team at Augustana College consists of the Title IX Coordinator, the Deputy Title IX Coordinators, and the Chief of the Office of Public Safety and Police. The Title IX team is



responsible for ensuring the prompt and impartial review, investigation and resolution of all reports of alleged violations of the Policy, along with the provision of interim remedies and measures to support all individuals involved and to ensure that they are treated with dignity and care.

Reporting Obligations

With the exception of the confidential resources identified below, all college employees who receive a report of sex discrimination, sexual harassment, sexual misconduct or other interpersonal misconduct are obligated to promptly inform the Title IX Coordinator (whether the Chief Title IX Coordinator or one of the Deputy Title IX Coordinators) or the Office of Public Safety and Police, all the alleged details of the incident, unless they are expressly prohibited by law from disclosing such information. With the exception of students employed in Residential Life, Augustana College students who are also employed by the college are not included in this reporting requirement.

At Augustana, counselors in the Counseling Center and the Campus Pastors are not required to disclose the information as they have professional obligations to maintain the confidentiality of their clients. These employees also can help individuals understand their options for proceeding with their complaint. More information about these confidential resources is provided below. Confidential advisors (see below) also are not required to disclose information to the college.

TITLE IX Coordinators

Contact one of the college's four Title IX Coordinators with any questions about this policy, or Title IX at Augustana College, or to file a complaint of sex discrimination, including sexual harassment or misconduct.

Chief Title IX Coordinator: Laura Ford (Director of Human Resources), 309-794-7452 or lauraford@augustana.edu. As Chief Title IX Coordinator, Laura Ford is responsible for enforcement of Title IX at the college. She can receive complaints from any individual regarding Title IX. Laura and her Human Resources staff will handle complaints of staff and administrative employee violations of Title IX, and will be responsible for ensuring all members of the community receive information regarding the college's prohibition of sex discrimination, the process for addressing concerns of sex discrimination, and education regarding the forms of sex discrimination.

While Laura is the Chief Title IX Coordinator, all of the following individuals serve as Title IX Coordinators for the college and may be contacted with questions or receive complaints, as outlined below:

Deputy Title IX Coordinator, Student Matters: Chris Beyer, Director of Residential Life, 309-794-2686

As a Deputy Title IX Coordinator, Chris Beyer is primarily responsible for organizing student training required under Title IX and receiving complaints related to student violations of Title IX. Chris also can receive a complaint of a violation of Title IX from any member of the Augustana community.

Deputy Title IX Coordinator, Student Investigations: Laura Schnack, Associate Dean of Students, 309-794-7533

As a Deputy Title IX Coordinator, Laura Schnack is primarily responsible for investigations when



a student is accused of violating Title IX. She also can receive a complaint of a violation of Title IX from any member of the Augustana community.

Deputy Title IX Coordinator, Faculty Matters: Wendy Hilton-Morrow, Associate Dean of the College, 309-794-7313

As a Deputy Title IX Coordinator, Wendy Hilton-Morrow is primarily responsible for organizing faculty training required under Title IX and receiving complaints related to faculty violations of Title IX. She also can receive a complaint of a violation of Title IX from any member of the Augustana community.

Office of Public Safety & Police, Chief of Police: Tom Phillis, 309-794-7711

Chief Tom Phillis can receive a complaint of a violation of this policy from any member of the Augustana community.

Campus Conduct Hotline

The college has a campus conduct hotline (1-866-943-5787) for individuals to report matters anonymously. This means that it is not necessary to disclose names or any other identifying information. Reports received through this hotline relating to alleged violations of the Policy Against Sex Discrimination will be forwarded to a Title IX Coordinator who will respond to the complaint. The college's ability to respond effectively may be limited if the reporter wishes to remain anonymous. This reporting mechanism is not a substitute for the obligation of college employees to report any alleged policy violations to a Title IX Coordinator, as described earlier.

Electronic Reporting

Reports of a potential violation of this policy also may be filed electronically at: www.augustana.edu/titleIX. An electronic report may be made anonymously. As noted, the College's ability to respond effectively may be limited if the reporter remains anonymous. This reporting mechanism is not a substitute for the obligation of College employees to report any alleged Policy violations to a Title IX Coordinator, as described earlier.

Off-campus Reporting

The college encourages all individuals who feel they have been victims of sexual misconduct or other interpersonal misconduct to seek immediate assistance from a medical provider for emergency services, including treatment of any injury, and to collect and preserve physical and other forms of evidence. Seeking medical attention preserves the full range of options, including the options of working through the college's grievance procedures and/or filing criminal complaints. Victims also are reminded of the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking, or in obtaining an order of protection.

A victim has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint with the college or to pursue both processes consecutively or concurrently. Unless deemed necessary by the Title IX team or requested by an alleged victim, the college will not contact law enforcement outside of the College Office of Public Safety and Police. In addition to having the option of pursuing a criminal complaint, victims also have the option of exploring whether they might be entitled to an order of protection, no contact order, restraining order or other similar orders issued by a criminal or civil court. For more information about such orders, visit www.illinoisattorneygeneral.gov/women/victims.html.



The college's Title IX team will assist victims with transportation to a hospital if they so request, with making contact with appropriate law enforcement authorities upon request and with accessing all appropriate resources and support, including on- and off-campus confidential victim services and sexual violence crisis support.

Any pending criminal investigation or criminal proceeding may have some impact on the timing of the college's investigation, but the college will commence its own investigation as soon as is practicable under the circumstances. The college reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

Augustana's authority to sanction members of the college community applies only to the violation of college rules, policies and procedures. Legal action to pursue either civil or criminal proceedings may be initiated by contacting the police or the State's Attorney. Students who believe they are the victims of a crime as defined by federal and state laws are encouraged to report to law enforcement authorities as the legal system of the State of Illinois offers recourse through law enforcement officials and the courts. The College's Title IX Coordinator and the Augustana College Office of Public Safety and Police are available to assist students with any reports they might wish to make to law enforcement authorities.

A person also may file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by calling 1-800-421-3481 or visiting www.2.ed.gov/about/list/ocr/complaintintro.html.

Preserving Evidence

Victims also are reminded of the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault or stalking, or in obtaining an order of protection. Even if an individual has not been physically hurt, a timely medical examination is recommended so that forensic evidence can be collected and preserved. An individual may choose to allow the collection of evidence by medical personnel even if that person chooses not to make a report to the police. In order to best preserve forensic evidence, it is suggested that an individual not shower, bathe, douche, smoke, or change clothes or bedding before seeking medical attention, and that medical attention be sought as soon as possible. If the individual decides to change clothes, that individual can bring the unwashed clothing to the hospital or medical facility in a paper bag.

Under Illinois law, forensic medical examinations (i.e., evidence collection) sought subsequent to instances of sexual violence are free to the patient. Local medical assistance can be obtained at Unity Point Health-Trinity Rock Island Hospital, 2701-17th Street, Rock Island, 309-779-5000.

Individuals who have experienced sexual misconduct are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other documents.

Confidential Resources

Individuals who feel they have been victims of sexual misconduct may require time and support in reaching the decision as to whether to make formal complaints. There are confidential resources on campus and in the community available to individuals who do not wish to make a



formal report to campus authorities or who wish to speak with a confidential resource in addition to making a formal report. These resources include:

Confidential Resources on Campus

- Counseling Services 309-794-7357

Counselors in Counseling Services can provide emotional and medical support in a safe and confidential space. They are not required to disclose identifying information as they have professional obligations to maintain the confidentiality of their clients. They also can help individuals think through their options for filing a formal report.

- Campus Chaplains, Office of Campus Ministries, 309-794-7213

Confidential Resources in the Community

- Safe Path Survivor Resources of the Quad Cities – 24-Hour Free Crisis Line, 309-797-1777

<http://famres.org/services/safepath-domestic-violence>

Through a partnership, the college has arranged for the availability of confidential advisors employed by Safe Path Survivor to provide emergency and ongoing support to survivors of sexual assault. SafePath Survivor Resources of Family Resources is a community-based program that serves the needs of women, men, children and families whose lives have been affected by domestic or sexual violence, human trafficking or other violent crimes.

- Illinois Domestic Violence Help Line: 1-877-863-6338;
<http://www.dhs.state.il.us/page.aspx?item=30275>
- National Sexual Assault Telephone Hotline: 800-656-HOPE (4673)
- Rape, Abuse and Incest National Network: <https://www.rainn.org>

Additional Reporting Information

Timing of Report

The college encourages individuals to report as soon as practically possible, but there is no time limit on reporting. The college will undertake an investigation of past events, but it cannot typically impose disciplinary sanctions on an individual who is no longer a member of the Augustana community (e.g., a student who has graduated or an individual who is no longer in the employment of the college).

Amnesty

To encourage the reporting of alleged misconduct, the college will not pursue disciplinary action against any student (including a complainant or third party witness) involved in the investigation of a violation under this policy who has violated college policy regarding alcohol or other drugs provided that such violations did not/do not place the health or well-being of any other person at risk. While disciplinary action will not typically be pursued, the college may pursue educational interventions for such policy violations.

Campus Conduct Hotline

The Campus Conduct Hotline (1-866-943-5787) was established as part of the college's continued effort to identify and address unethical conduct in the workplace. This toll-free number is available to employees around the clock, seven days a week and is a confidential and anonymous source. The hotline is answered by a third party, and complaints or concerns will be directed to the appropriate campus area for handling.

Additional information on the hotline is available from the Office of Human Resources or from the General Counsel.



Mandated Reporting: The Illinois Abused and Neglected Child Reporting Act

All individuals employed and/or appointed by the college, including but not limited to faculty, staff, student employees and volunteers are considered mandated reporters of child abuse and neglect. This means that all employees have a duty to immediately report or cause a report to be made whenever they have "reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected." Augustana employees have a legal obligation to immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) at 1-800-25-ABUSE or 1-800-252-2873.

All Augustana employees must sign and return the Illinois Department of Children and Family Services Acknowledgement of Mandated Reporter Status form.

To access additional information or to report abuse, please visit the Department of Children and Family Services website.

Employees interested in additional information regarding mandated reporter requirements may view the Illinois Abused and Neglected Child Reporting Act PowerPoint presentation or view the online training provided by DCFS.

Information and reporting procedures:

1. If you know or suspect that a child is being abused or neglected, you must follow the steps outlined at the DCFS website.
2. Child abuse or neglect is reported by calling the Child Abuse Hot Line (800-252-2873) and submitting a Written Confirmation of Suspected Child Abuse/Neglect Report to DCFS within 48 hours utilizing the instructions received from the Hot Line.

Augustana College is committed to the safety and welfare of all members and visitors of our campus.

Code of Conduct

A faithful commitment to the mission of Augustana College requires the ethical conduct and decision-making of the entire community. This Code of Conduct sets out basic principles to guide us in achieving this. This code is supplemented by the policies and procedures outlined in the Employee Handbook and the Whistleblower Policy, together providing a framework for making decisions we can stand by and a process to report concerns of violations.

Maintaining our reputation for integrity requires that we examine our behaviors and actions from an outside perspective. In other words, we must ask ourselves how certain behavior or conduct might appear to others, including students, parents and co-workers. It is important that we avoid engaging in conduct or activity that raises questions as to the college's honesty or impartiality or creates even the appearance of unethical conduct.

Employees who violate the standards in this code will be subject to disciplinary consequences. If you are in a situation that you believe may violate or lead to a violation of this code, follow the



guidelines described in Section 5 of the Code of Conduct or the accompanying Whistleblower Policy.

This code also should be provided to and followed by the college's agents and representatives, including consultants.

1. Conflict of Interest: Understanding What It Is and What To Do About It

A "conflict of interest" exists when your private interest interferes in any way with the interests of the college. A conflict situation can arise when you take actions or have interests that may make it difficult to perform college work objectively and effectively. A conflict situation also can arise when you benefit personally, either directly or indirectly, from activities conducted on behalf of the college as an employee or consultant. The following situations are examples of conflicts of interests that must be avoided:

- Use of or disclosure of confidential information for personal gain
- Use of college time, facilities or equipment for personal purposes

All decisions made by you in the course of your professional responsibilities are to be made only on the basis of your desire to promote the best interests of the college. This also is described in the college's conflict of interest policy for the Board of Trustees.

Working for another institution of higher education or another employer outside your employment with the college may create a conflict of interest. Prior to engaging in any outside employment, you should talk with your supervisor and get approval. Performing consulting services also can present a conflict of interest, and you must inform your supervisor and obtain approval before performing consulting services of any kind.

Acceptance of gifts in a business relationship also can result in a conflict of interest. Accepting small gifts, which are commonly given in business relationships such as mugs, pens and other office gadgets, does not present a concern. You should not, however, accept the following gifts: (1) cash gifts, (2) gifts not consistent with customary business practices, (3) gifts that feel excessive in value, (4) gifts that might look like a bribe or payoff, and (5) gifts that violate any other college policies, laws or regulations. Please discuss with your supervisor any gifts or proposed gifts that you are not certain are appropriate. If you receive a gift that is valued in excess of \$200, you must disclose your receipt of the gift to the President's Office.

Conflicts of interest may not always be clear-cut, and any question should be forwarded to your supervisor, the Human Resources Director or the General Counsel.

When in doubt, the best solution is simply to disclose your potential conflict of interest to your supervisor. Oftentimes, disclosing the situation is also the required solution.

2. Relationships Between Employees and Students

To foster an environment for learning and to avoid the potential for exploitation, employees shall not have any dating, romantic or sexual relationship (even if it is deemed to be consensual) with a student.



3. Confidential Information

As employees, it is likely that we will come into contact with information related to the college that is confidential. Regardless of how you come across confidential information, you are expected to maintain the confidentiality of the information and not misuse the confidential information. While it is not possible to list every item that is confidential, a good rule of thumb is to consider information that is not made available to the public as confidential. The information that the college deems appropriate to share with the public is typically available on the college's website. The obligation to preserve confidential information continues even after your employment ends.

4. Outside Activities and Statements to the Public

We know you have interests outside of work, and these include interests in political and governmental activities as well as supporting particular principles, issues, parties or candidates. Regardless of the personal activity, be sure that it is done on an individual basis, and not as a representative of Augustana College. If you believe personal activities or statements you are making could be interpreted as being made on behalf of the college, you should clarify with a statement along the lines of: "These are my personal opinions, and are not intended to represent the views or opinions of my employer, Augustana College." This is particularly important when you engage in political campaigning, as Augustana College's status as a tax-exempt entity forbids the college or its representatives from campaigning for or against candidates for elected office.

Similarly, no statements may be made to the public on behalf of the college or as a representative of the college without prior notice and permission from Communication and Marketing.

5. Reporting Suspected Violations and Employee Protection

Maintaining an ethical work environment means that you might have to report a concern about potentially unethical or improper activities. It is important to understand your options and obligations in such a situation, and how the college will protect you from retaliation. All employees are expected to report behavior that is believed to be illegal, unethical or otherwise in violation of college policies. The Augustana College Whistleblower Policy (below) provides details regarding what steps an employee can take to report a concern.

6. Augustana College Whistleblower Policy

This policy describes the procedures to be followed when reporting and investigating allegations of suspected unlawful or improper activities. It also outlines the college's commitment to protect those who file reports of suspected improper activities, called "whistleblowers, from retaliation.

College internal controls and operating procedures are intended to deter, detect and prevent improper activities. Violations, both intentional and unintentional, of laws, policies and procedures may still occur, and may jeopardize the college's resources or even the safety of others. We all have a responsibility for good stewardship of college resources. As a steward of college resources, it is important that concerns regarding improper behaviors or conduct are reported. When a concern is reported, Augustana College will investigate the allegation and take action deemed appropriate to address the situation as outlined in this policy. The college also will protect those employees who, in good faith, report concerns.



Augustana College will not retaliate against an employee, student or other person who has, in good faith, reported suspected improper activity. The college has a zero tolerance policy with regards to retaliation. The prohibition against retaliation does not, however, prohibit managers or supervisors from exercising legitimate supervisory responsibilities within the usual scope of their duties, the college's workplace expectations, or other college policies and valid performance related factors.

Reporting Suspected Improper Activities

For purposes of this policy, "improper activities" are defined as follows:

- a.** a violation of college policy that could result in significant risk to the health, safety or well-being of members of the Augustana community or others;
- b.** false or misleading financial reporting;
- c.** unauthorized destruction, alteration or manipulation of college records, including electronic records;
- d.** a violation of local, state or federal laws (individuals wishing to report discrimination or harassment in the workplace should review the college's Policy Against Discrimination & Harassment);
- e.** the use of college property, resources or authority for personal gain or other non-college purposes except as provided under college policy.

All employees are expected to report such improper activities. All other individuals, including students, are strongly encouraged to report improper activities. If you are unsure whether a matter is an improper activity as defined earlier, but the behavior seems unethical or improper, report it by following the three steps outlined below:

1. Allegations of suspected improper activities always can be made verbally. It is helpful to also prepare your concerns in writing to assure a clear understanding of the issues raised. The written report should contain as much specific information as possible.
2. When possible, discuss your concern with your supervisor. This is the basic guidance for all situations. In cases where you do not feel comfortable discussing an issue with your supervisor, you may discuss your concern with the Vice President of Business and Finance. If that alternative also is not appropriate, or if you are not an employee of the college, you may address your concerns to the President of the College or the General Counsel, or to any other member of the Cabinet. If a suspected violation involves the President of the College or a Cabinet member, reports can be made to the General Counsel or to the Chair of the Board of Trustees.
3. Concerns regarding possible violations of the Code of Conduct or our employment policies also may be reported through the Campus Conduct Hotline[®] reporting service at 1-866-943-5787. This reporting option is available seven days a week, 24 hours a day. It is operated by an independent organization, and calls made through the hotline can be confidential and anonymous, if you request.

Investigation of Complaints and Protection from Retaliation

When a person reports suspected improper activities or other violations of Augustana policies to an appropriate individual, the report is a Protected Disclosure. College employees, students and others who make a Protected Disclosure are protected from retaliation for having made the report. Employees, students and others also are protected from retaliation from cooperating in the college's investigation of a Protected Disclosure.



Employees who believe they have been subjected to or affected by retaliatory conduct for making a Protected Disclosure or by participating in the investigation of a Protected Disclosure should report this concern to the Director of Human Resources. If the Director of Human Resources is the source of or otherwise involved in the retaliatory conduct, then the matter should be reported to the General Counsel of the College or a Cabinet member. If an employee believes that reporting the alleged retaliatory behavior will be ineffectual or of a report has been made and the retaliatory conduct has not ended, the employee should report the matter to another Cabinet member.

All reports of improper activities will be investigated promptly and with discretion, and all information will be handled on a “need to know” basis. At the conclusion of an investigation, remedial and/or disciplinary action (up to and including termination) will be taken as the college deems necessary. Students or employees who make allegations known to be untrue, or with reckless disregard for the truth or in bad faith may be subject to disciplinary action.

FERPA

Augustana College is committed to complying with the Family Educational Rights and Privacy Act (FERPA), which maintains and protects the confidentiality of student education records. Additionally, Augustana has a designated FERPA officer available to answer questions and monitor compliance. Employees with access to students and student educational records are required to participate in periodic training concerning FERPA matters and to hold all covered student information in the strictest confidentiality. Additional information about Augustana’s FERPA regulations is available in the Student Handbook.
<https://ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Section 2: Working at Augustana College

Employment Categories and Information

Positions at Augustana College are divided into two classifications, consistent with the Fair Labor Standards Act. These classifications determine how hours of work are recorded and compensated.

Administrative/Exempt: Administrative (exempt) employees are paid on a salary basis and do not receive payment for overtime.

Staff/Non-Exempt: Staff (non-exempt) employees are eligible for overtime pay for hours worked in excess of 40 hours per week.

In addition, the benefits an employee receives may depend on the number of hours that are normally worked in a pay period. These categories are defined as follows:

Full-Time: Full-time employees work the standard working hours of the college each week for a total of 40 hours per week. Full-time positions may have a work schedule of nine, 10 or 12 months.



Part-Time: Part-time employees work a regular schedule of at least 20 but less than 40 hours per week. Employees with a regular schedule of less than 20 hours per week are not eligible for benefits.

Intermittent: Intermittent employees do not have a regular schedule as work is determined and scheduled on an as-needed basis for the college. Work hours may fluctuate from week to week without a regular schedule of work. Intermittent employees are not eligible for most college benefits.

Temporary Employees: Temporary employees are hired for a specified project, season or time frame and sometimes work for a temporary agency rather than the college. Temporary employees do not receive any benefits provided by the college and do not receive holiday pay or double time if they work on a holiday.

Benefits Eligibility Overview

For details on benefits eligibility for full-time employees, part-time full benefit employees and part-time partial benefit employees, visit:

https://www.augustana.net/Documents/hr/2016/Benefits_Eligibilit_Overview_Chart.pdf

Essential Staff

The mission of Augustana College remains focused on its students. While weather, emergencies or other unforeseen instances may necessitate closing a portion or all of the campus, the role of some employees requires their attendance even when the campus is closed. In each individual situation, affected employees will receive direction and guidance from the department manager or supervisor regarding when and where their services are needed. Any decisions made to close the campus for a full day or partial day will be made by the Cabinet. Departments that are considered "essential" include:

- Dining Services
- Security
- Facilities
- Grounds
- Information Technology

Additional information on how compensation and time-off are handled in these situations is included in the "Inclement Weather" and "Call-in Pay, Emergency Pay, Hazard Pay" sections of this handbook.



Working Hours and Schedule

Because of the varied nature of the work and the variety of services provided, departments create work schedules for employees based on the needs of students, as well as the overall Augustana College community. Full-time employees generally have an eight-hour workday and a workweek of 40 hours. Administrative offices are generally open from 8 a.m. to 4:30 p.m. Other departments and buildings at Augustana College have working hours that are extended to meet the needs of the college. Each employee's schedule will be set by the supervisor and may change based on the needs of the college and the changing services provided. Employees must be prepared to adapt to schedule changes as necessary. Additional information on meals and rest breaks is included in the "Compensation, Time Off and Benefits" section of this handbook.

For non-exempt employees, all work completed must be reported. This includes work completed both on-campus and away from campus. "Volunteering" to work extra hours without compensation is prohibited. Specific guidelines on what is considered "time worked" when traveling, working off campus and attending professional development opportunities are available from the Office of Human Resources.

Core Hours and Flexible Scheduling

Full-time employees at Augustana are expected to work a 40-hour workweek. Part-time staff employees are assigned a specific number of hours that generally should be worked each week and may have a specific schedule of hours. The most common workday is 8 a.m.-4:30 p.m. five

days per week with a 30-minute lunch break. As possible, and with the approval of the supervisor, employees may start their workday as early as 7:30 a.m. and end as late as 6 p.m. to accommodate a longer lunch period. As always, the needs of our students and campus community should be taken into account when deciding work hours.

Supervisors may request employees to alter work hours to avoid overtime implications. For example, a non-exempt employee who stays late on a Monday evening to finish a project or answer a student's question, may be asked to leave early or come in late on another day that week.

Working from Home/Telecommuting

At Augustana College, high value is put on the community created by having all employees working from a campus location. For this reason, employees are expected to report to their normal work location for regularly scheduled work hours. While administrative/exempt employees may sometimes complete additional work assignments from an off-site location, this is not in lieu of the regular work to be done at the normal work locations.

Non-exempt employees should not engage in work from home or "after hours" without the approval of their supervisor. Any work done from home, or any location, must be reported and will be paid. This includes responding to emails or phone calls, as well as accessing the Augustana system electronically for work purposes.



Summer/Condensed Work Schedule

During the weeks between graduation and the beginning of the fall term, some departments may allow employees to work a condensed work schedule where nine-hour days are worked Monday-Thursday with four hours worked on Fridays. This schedule is available only in those areas where the supervisor approves such a schedule, and all offices should be fully operational five days a week from 8 a.m.-4:30 p.m. Those areas in which a condensed work schedule is observed should generally begin work no earlier than 7 a.m. and end work no later than 6 p.m.

Recording Work Time

Each staff (non-exempt) employee is responsible for creating an accurate accounting of the time worked during each pay period. Employees must submit this documentation by the deadline created by the payroll staff in order to receive pay in a timely manner. The methods used to document time worked may change occasionally, and the payroll staff will communicate these changes to employees. Currently the college utilizes Time Clock Plus for collecting daily work hours for all students and staff employees.

All employees, both staff and administrative, must accurately report time away from work due to vacation, sick time or other leaves available to the employee.

Supervisors are required to approve time off and ensure that all work time and paid leave time is accurately reported.

Providing false information and/or not reporting time away from work is considered misconduct and will subject employees to discipline up to and including termination.

Attendance and Punctuality

Punctuality and regular attendance are essential to meet the needs of the college's students and to facilitate the smooth operation of departments. Staffing levels have been created to allow the college to meet these needs as well as provide adequate time off to meet employee needs for sickness, vacations or unforeseen circumstances. Detailed policies on these leaves are available in section three of this handbook.

It is expected that employees will arrive on time and prepared for work duties. Employees who anticipate a late arrival to work should call a supervisor with as much notice as possible. A pattern and/or repeated occurrences of missing work or arriving late to work may result in discipline.

Employees who are unable to work due to an unexpected illness or circumstance are required to call in before the workday would normally begin to notify their supervisor. Failure to notify the supervisor of an absence will result in discipline. Employees are required to call in and notify the supervisor on each day that an absence will occur. Additionally, in the event an employee does not show up to work and does not call in to discuss the absence with a supervisor for three consecutive days, this will be considered a resignation and employment will be terminated immediately.



Meal and Rest Breaks

In compliance with Illinois State Law, all staff (non-exempt) employees who work a shift of more than six hours must take an unpaid meal break of at least 20 minutes, and this should be taken within the first five working hours. This unpaid break is mandatory and generally cannot be combined with other breaks and cannot be taken at the end of the day in order to leave early. Additionally, “working through lunch” or otherwise skipping this break is not allowed.

While not required by law, rest breaks of no more than 15 minutes are allowed and are to be taken at the time designated by the supervisor. During extremely busy times, these rest breaks may not be possible. Rest breaks cannot be used at the end of the day as a means of ending the employee’s workday early. Splitting breaks or changing the timing of breaks may be allowed with supervisory approval.

Appearance and Uniforms

Each employee is a representative of the college; therefore, each employee’s appearance should reflect Augustana’s high standards of professionalism. While it is not possible to list every item or instance that may be unprofessional, the guidelines below are designed to help employees make good appearance-related decisions. In the event that a supervisor finds an employee’s appearance to lack the desired level of professional dress, the employee will be asked to not wear the item in the future and/or to return home to make changes.

Some jobs have safety concerns that will dictate what can and cannot be worn on the job. Supervisors will provide specific instructions on what specific safety-related dress code issues may be in place for a specific job.

Items that are NEVER appropriate for the college’s workplace include: torn clothing, short shorts, halter tops, beachwear, workout attire, tank tops, offensive or revealing clothes. Also unacceptable are flip-flop sandals, or any wear that includes potentially offensive or derogatory slogans, pictures or words.

Some employees may be required to wear a uniform during working hours to identify them to students and other members or visitors on our campus. Uniform items are provided by the college and replaced on a regular schedule. Employees who are required to wear uniforms are expected to keep their uniform neat and clean.

Hiring Practices

When an administrative or staff position within the college becomes available, it is the college’s practice to seek the best-qualified candidates possible. In addition, the college follows all applicable federal, state and local laws and does not discriminate based on any protected class. While employee referrals for open positions are welcomed, these referrals will not receive preferential treatment. Applicants will be required to complete an employment application and participate in our interview process and background check. Open positions are generally posted on the college website.

Current employees who are interested in an open position must follow the same application procedures as outside candidates and will participate in the same selection process as outside candidates. Generally, employees who have worked in their current position for less than six



months will not be considered for open positions. To the extent possible, confidentiality regarding the interest of internal candidates will be maintained until it is appropriate to conduct an internal reference check.

For some positions, a medical exam may be required to establish the prospective employee's ability to safely perform the requirements of the job. All candidates who are selected for a position will be required to successfully complete a criminal background check before employment can begin.

Nepotism

Augustana College is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of, or in opposition to, the employment of relatives.

Due to the potential for perceived or actual conflicts, the following restriction applies to the hiring of relatives: Relatives of persons currently employed may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority where employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include, but are not limited to, hiring, retention, transfer, promotion, wages and leave requests. This policy applies to student workers as well as all full-time, part-time and intermittent employees.

"Relative" is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin—and relationships by marriage—spouse (as defined by state law), stepparent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples/significant others.

If any employee, after employment, enters into one of the listed relationships, the affected individual must disclose this relationship to the Director of Human Resources so that options for a transfer or a change in the reporting relationship can be explored.

Student workers are not allowed to be employed in the same department as a parent or other relative even if a supervisory relationship does not exist.

Student Employment

As part of the overall student experience, student employees are used on campus in a variety of work settings. Children, or other close relatives, of current employees are not allowed to work in the same department as their parent or other close relative. In general, it is expected that student employees will be held to high standards of professionalism, productivity and regular attendance. Often student employment is part of the learning process, so additional reminders and extra feedback should be given to make sure that student employees understand job expectations and have the tools and knowledge to create high quality outcomes.

Summer jobs for students are available in a variety of settings, and the same general guidelines apply. Summer jobs are reserved for currently enrolled students. Graduating seniors and incoming first-year students should not be hired for these campus jobs. The Office of Human



Resources may grant limited exceptions for graduating seniors if unique high-level skills are needed for the work.

The following guidelines must be followed when hiring student employees:

- All job openings must be posted in accordance with the process set forth by the Student Employment Coordinator. New student employees cannot be hired to fill positions unless the hiring process is followed.
- Augustana must comply with federal regulations by submitting all new student hires (no matter the length of employment) to the Student Payroll Coordinator at least 48 hours prior to the student's start date via the Student New Hire Form, and ensuring that those students have completed the necessary paperwork (Federal I-9 and W-4s) before those students start their jobs. Failure to follow these guidelines will result in the student not being paid on a timely basis.
- All students should complete the Basic Application.
- Departments may still create or use their own additional applications to use and post on the student jobs posting system and are encouraged to do so by using Google Forms.
- Students who are U.S. citizens should work no more than 10 hours a week on average during the academic year. This is to ensure all students who want a job are able to find one and that students are putting their academics first.
- International students are allowed to work up to but no more than 20 hours a week during the academic year. However, international students also are required to maintain their academic eligibility (2.0 GPA) to keep their visa status in good standing.
- During breaks, students are allowed to work no more than 40 hours if the departmental budget allows for it.
- Student employees (U.S. citizens) who have multiple jobs on campus cannot work more than a total of 10 hours a week.

Personnel Files

Upon hire, a personnel file is established for each employee. Access to these files is limited to legitimate business purposes and is maintained by the Office of Human Resources. Each employee's personnel file houses basic employment information, compensation history, performance-related documents and other information related to employment with the college. Employees who wish to review their file should schedule a time with the Office of Human Resources, who will review the file with the employee. Twenty-four hours' notice is generally required. Employees are not permitted to remove their files or items contained in their files from the reviewing area.

Updating Personal Information

Each employee is responsible for notifying the Office of Human Resources of any changes in personal information such as:

- Change of mailing address
- Change of primary phone number
- Change of emergency phone contact
- Change in marital or dependent status
- Name change
- Change in direct deposit location or amount
- Change in tax withholding information



Report these and/or other changes as soon as possible in order to minimize disruptions in benefits and/or communication. These changes can be reported by calling the Office of Human Resources or utilizing the online form available on the employee information website.

Orientation Period

The first days on a new job can be stressful ones, and it's important that all new employees receive the necessary advice and training from their supervisors to help them learn assignments and perform to expectations. The first 100 days of employment are set aside as an orientation period. A written performance review usually will be conducted at the end of the 100-day orientation period or at another period deemed appropriate. Based on the progress made by the new employee, the supervisor may direct that the orientation period be extended.

Additionally, the Human Resources staff generally meets with new employees after 60 days of employment to discuss transition issues and to gather information on how the college can better improve the orientation for new employees.

Successful completion of the orientation period does not alter the employment-at-will status or confer any greater right to employment than previously existed.

Employee Conduct

Augustana College takes great pride in its high standards when it comes to serving its students, customers and community, as well as the way its employees interact with one another. While it is the college's general practice to attempt to solve performance problems in the most informal way possible, the following is a list of some of the activities that may lead to immediate discharge:

- Criminal activities engaged in by any employee
- Theft or removal of any college product or property without expressed permission
- Refusal to perform assigned duties
- Discovery of false information on an employee's application of employment or any pre-employment tests or documentation
- Use, or possession, of illegal substances on the job and/or reporting to work under the influence of alcohol or illegal drugs
- Falsification of records, including but not limited to time cards, student records, deposit slips, invoices, expense accounts, shipping/receiving records, business records or any other similar report or documentation
- Unauthorized solicitations or other activities that interfere with productivity
- Sexual harassment, or other forms of harassment or prohibited discrimination of other employees, students, vendors, customers, contract workers or other third parties
- Striking or other physical assault or threat of physical assault of a co-worker, student, customer or supplier during the performance of assigned duties
- Forgery of a signature on any document used in any way in connection with college business
- Knowingly engaging in an unsafe work practice or refusing to follow safety instructions

This is by no means an exhaustive list of behavior that may lead to immediate termination, but a general listing that may be expanded or changed at any time with or without notice.



Theft

Theft of Augustana College funds, property or property of individuals who are members of the college community should be reported immediately to the Office of Public Safety/Police and Human Resources, which will conduct an investigation. When college funds are involved, the Vice President of Finance and Administration will be notified.

It is the policy of Augustana College to report theft to the Rock Island Police Department for further investigation and prosecution. The President has sole authority to forgo referral to the Rock Island Police Department for criminal prosecution.

In the case of theft of property from individuals on college property, the decision to file a criminal charge is up to the individual victim. A decision on whether criminal prosecution is appropriate for a theft does not determine whether an accused employee should be terminated or otherwise disciplined.

Progressive Discipline

The college expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Listing all forms of behavior that are unacceptable in the workplace is not possible; instead it is expected that employees will use good judgment and rely on feedback from managers and supervisors to establish and enforce appropriate workplace behavior.

In most cases, a series of steps including verbal and written warnings will be followed when discipline is necessary. These steps will not be followed in all cases, and Augustana College reserves the right to follow alternate courses of discipline.

- Verbal warning
- Written warning
- Unpaid suspension
- Termination

The disciplinary process used in response to employee performance problems and/or misconduct will be determined by the college in light of the facts and circumstances of each case. While a variety of factors may be taken into consideration, the college generally will consider:

- The seriousness of the situation
- The employee's past conduct and length of service
- The nature of the employee's previous performance or incidents involving the employee

Severe breaches of workplace rules and/or standards may result in immediate termination. Some examples of severe breaches of workplace rules are listed in the "Employee Conduct" section of this handbook, but this list is not intended to be an exhaustive list.

Complaint Resolution

Augustana College strives to provide a positive work environment. When an employee has a problem or concern, the college will endeavor to resolve the problem whenever possible.



However, the college cannot guarantee that a consensus can be reached on every issue or that every issue will be resolved in the manner requested. In general, employees seeking to resolve problems or concerns should follow these steps:

1. Meet with supervisor: Employees are encouraged to bring problems or issues to the attention of their manager or supervisor. Bringing a history of the issue along with potential solutions is also helpful, but not required.
2. Meet with the director or another supervisor: If the employee is uncomfortable meeting with a supervisor or if the issue or problem involves the immediate supervisor, the employee may choose to schedule a meeting with the director of the department, a manager or another supervisor or leader within the department. This step also can be used if an employee has used step one, but is not satisfied with the resolution. Again, a written history of the problem and issue is most helpful in this situation. Employees should approach this meeting with an open mind towards potential solutions.
3. Meet with Director of Human Resources: Employees who have used steps one and/or two and are not satisfied with the resolution of the problem or complaint may schedule a meeting with the Director of Human Resources to share the issues, possible solutions and outcomes of the meetings held. The Director of Human Resources, based on this meeting, may choose to meet with the other parties involved and/or the Vice President of Finance and Administration to seek solutions and/or resolution of the complaint.

This complaint resolution process is available only to current employees and will not be used to review any termination decision. For complaints of harassment and discrimination, please see the Policy Against Discrimination and Harassment. Steps and/or participants in this process may be altered in response to individual circumstances at the discretion of the college.

Performance Feedback

Regular performance feedback is essential to help each employee perform at the highest level possible. To achieve this, employees should receive both informal and formal feedback on performance.

New employees generally will meet with a member of the Human Resources team after 60 days of employment to discuss transition issues and answer questions. After 100 days of employment, new employees will have a "100-day check-in" with their new supervisor to discuss job performance.

Each year, the college sets aside time for performance appraisals. During this time period, employees will be asked to complete a self-appraisal and will meet with their supervisor/manager to receive performance feedback. The goal of this meeting is to recognize those areas where employees are strong as well as areas where improvement is needed for growth. Managers and/or supervisors can provide employees with specific details on when this type of feedback will be provided and the areas on which the evaluation will take place. For employees with multiple reporting relationships, one manager/supervisor will be charged with gathering input from others and providing this feedback. Completed performance appraisals or other feedback documents will be maintained in each employee's personnel file.



Resignation

Employees who voluntarily terminate their employment with Augustana College are requested to give at least two weeks' notice and provide this resignation in writing. Employees who do not provide adequate notice may not be eligible for rehire. Employees should contact the Office of Human Resources to schedule an exit interview and complete the checkout process. At this meeting, employees will be provided information on applicable benefit extension and will be asked to return any keys, ID card, purchase card or other property of the college. Access to the Augustana email address will end with the last day of employment.

Employees who do not show up for work and do not call in to notify a supervisor for three consecutive days will be deemed to have resigned their position.

Retirement

Employees who are at least 55 years of age with at least 10 years of service, and a combined age and service year total of at least 70 are eligible to retire from employment at Augustana. When calculating total years of service for retirement, years of service will not restart due to a service break. Generally, the college expects an extended period of notice for retirements of at least 30 days. Employees who retire under these terms from the college will be honored at a retirement celebration and receive a token of appreciation for their service to Augustana.

Employees contemplating retirement should note that retirement under these age and service requirements may not satisfy the requirements for other retirement benefits.

Re-employment and Reinstatement

Employees who resign their position may be considered for re-employment should future positions become available for which the employee is qualified. Employees re-hired at Augustana College will begin their employment anew and accrue vacation based on their new period of employment. Benefit eligibility, including tuition remission and exchange will be based on the new employment date.

Smoking and Tobacco Policy

As required by Illinois law, all Augustana College buildings are smoke-free, and the use of tobacco, including smoke-free products, is prohibited within campus buildings. This policy also includes e-cigarettes. Smoking, vaping and the use of smoke-free tobacco products is allowed only in designated areas that are at least 15 feet from entrances, exits, windows that open and ventilation intakes. Employees must limit their smoking, vaping or use of smoke-free tobacco products to designated breaks or meal times. Additionally, smoking, vaping and use of smoke-free tobacco is not allowed in college-owned vehicles by drivers or passengers.

Inclement Weather

In general, the college's operations will continue in all but the most severe weather conditions. The decision to close the campus for weather-related reasons is made by the Cabinet and will be communicated to employees as well as students on Augustana College's website and through



local news outlets. In many instances, even if the campus is closed for classes, those employees who are deemed as essential services staff will be asked to report to work to meet the needs of the college's students and safe operation of its facilities. The employees who are asked to report will be paid at 1½ times their normal wage. If essential services staff members feel they cannot safely report for work, these employees should notify their supervisor.

Those employees who are not deemed as essential services staff should not report to work and will receive regular pay for the day. Temporary staff will not receive pay in inclement weather situations.

In the event the campus is closed after employees have reported to work, those employees who have reported will be paid for the hours they were scheduled to work on that day. Essential services staff may be asked to stay and complete the workday, even if the campus is closed.

Limited Capacity Work Situations

Occasionally, the campus may close during unusual circumstances such as a flood, power outage or other unforeseen instance. In these situations, essential services staff may be asked to report for work. Employees not deemed as essential staff will not be allowed to work and should not report for work. Staff/non-exempt employees who are not asked to report may elect to have the time deducted from accrued vacation time or take the day without pay.

Consensual Relations

As referenced in the College's Code of Conduct, Augustana College employees are prohibited from engaging in a dating, romantic or sexual relationship with students in all circumstances. Prospective employees who disclose a relationship before accepting a position at Augustana College may be released from this policy regarding only the previously established relationship.

Visitors

Due to the nature of the college's busy campus, it is difficult to distinguish visitors with a legitimate business purpose from those whose visits are of personal nature.

Personal visits from family members, children, grandchildren and/or friends are allowed on a limited basis and should happen infrequently. Typically these visits should be combined with regularly scheduled breaks and should not disrupt the workflow of the area. Young children should be supervised at all times to ensure that safety issues do not occur.

Employees are not allowed to substitute the workplace for childcare, even on a limited basis. Vacation leave should be utilized in these emergency situations.

Outside Employment

Employees of Augustana College are free to pursue their own activities outside of work hours; however, additional employment that might be in conflict or in competition with the work of the college is prohibited.



Employees may be asked to work additional hours or engage in work on the weekends or outside the normal schedule. On these occasions, it is expected that employment with Augustana College will be the first priority.

Employees are not allowed to perform college services on non-working time, and may not use company tools, vehicles, trade information or trade techniques in outside employment. Employees may not use paid sick time for outside employment, and employees who do so will face disciplinary action up to and including termination. Finally, employees may not undertake personal work during normal working hours.

Drug & Alcohol Policy (Federal Drug Free Workplace Act)

Augustana College places a high value on students and employees and is committed to maintaining a safe and healthy learning environment and a workplace free from chemical substance abuse. Similarly, Augustana College is committed to compliance with the Drug-Free Workplace Act (1988) and the Drug-Free Schools and Communities Act of 1986 and Amendments of 1989.

Augustana College prohibits all employees (for this policy only, "employee" or "employees" includes student workers) from reporting to work or performing work for the college while impaired or under the influence of illegal drugs or alcohol.

The use, possession, dispensation, distribution, manufacture or sale of alcohol or illegal drugs by an employee in the workplace, or while the employee is on duty or official college business, is prohibited. This standard of conduct applies to all college-sponsored on-campus and off-campus activities. Any employee found to have violated this policy will be subject to discipline up to and including termination or dismissal. As appropriate, the college may refer individuals for treatment in lieu of or in addition to disciplinary action.

Federal law contains further prohibitions against the manufacture, possession with the intent to distribute or distribution of controlled substances, including narcotic drugs, marijuana, depressant or stimulant substances. As appropriate, the college may refer individual cases to the appropriate authorities for legal action.

Any employee who is convicted of violating any criminal drug statute must report that conviction to the Director of Human Resources no later than five days after the conviction. For purposes of this policy, "conviction" means a finding of guilt or imposition of a sentence, or both, by any federal or state judicial body. Failure to report such a conviction may result in immediate dismissal. Employees who drive an Augustana vehicle or personal vehicle for college business are required to report any change in licensure status.

While the possession, use or distribution of alcoholic beverages on the premises or while at work is generally prohibited, the following situations are exempt from this policy:

- Alcoholic beverages served and consumed by employees at special meetings or events that are catered by Augustana Dining Services or at which the Dean of Students Office has approved the serving of such beverages
- The private apartments of residence hall directors
- Other special events under the direction of a member of the Cabinet



The appendix of this handbook provides additional information on the Drug Free Workplace Act as well as a link to an online schedule of controlled substances and local resources for employees who are looking for diagnosis or treatment for alcohol or drug dependency.

Drug Testing

Drug tests are required for employees when there is reasonable suspicion that an employee is under the influence of drugs or alcohol while performing job duties. All drug testing will be coordinated with an outside provider. Complying with a request for a drug test is a condition of continued employment. Refusal to submit to a drug test will be considered a resignation.

Employees who test positive for illegal drugs or alcohol will be subject to discipline up to and including termination. Some positions require a pre-employment medical exam, which includes a drug test, prior to employment.

Employee Assistance

Augustana College will assist and support employees who voluntarily seek help for problems with drug or alcohol use before becoming subject to discipline or termination under this or other Augustana policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment.

Post-Accident Testing

Employees are subject to testing when involved in accidents that damage an Augustana College vehicle, machinery, equipment or property or result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including an Augustana College forklift, pickup truck, overhead cranes and aerial/man-lifts) is found to be responsible for causing the accident, if not sooner. Under no circumstances will the employee be allowed to drive to the testing facility.

Employee Bulletin Boards

Employee bulletin boards are located near many employee entrances as well as outside the Human Resources area. These boards house important information about employee rights, as well as federal, state and local labor laws. Employees should check these bulletin boards for important information on a periodic basis. Bulletin boards are for college posting, and employees may not post information on college bulletin boards.



Suggestion Program

Open communication is an attribute to which all departments within the college strive. Employees' suggestions are always welcomed and can generally be directed to the department manager or supervisor. Employees also are welcome to provide suggestions to the President through the online suggestion box on the President's Office web page. This suggestion box allows any employee to submit a suggestion either anonymously or with a name attached. While suggestions without a name cannot receive a reply, all suggestions are reviewed by the President.

Email and Campus-wide Postings

While email has made communication with everyone easier, employees should take care not to overburden colleagues with information that may be of limited interest. Employees should follow these guidelines:

- Use campus-wide email for college-related purposes only.
- Do not send advertising or messages for personal gain, such as houses or cars for sale.
- Do not use campus-wide email to campaign or lobby for a position or cause.

Social Media Policy

Augustana College encourages the appropriate use of social media as a method for communicating ideas and information, and as part of the educational mission of the college. For the purpose of this policy, social media is defined as internet or mobile digital tools and systems used to share and/or receive information or conversation. This policy is not limited to any specific media format.

While this policy does not limit personal use of social media, employees of the college may not make statements or take actions on social media that violate applicable laws or Augustana policies.

The Office of Communication and Marketing is responsible for the college's social media presence. Employees or departments that wish to create an "official" Augustana presence must work through the Office of Communication and Marketing.

In general, the college invites discussion of important ideas and issues through social media. However, Augustana College reserves the right to remove posts or comments that are obscene, defamatory, offensive, abusive, spam or advertising, or contain threats of violence or are unrelated to the content or information. Augustana College also reserves the right to remove posts or comments that violate applicable laws including, but not limited to, copyright and trademark, or those that violate the use policies by the applicable social media provider.

Computer, Email and Internet Usage

Use of the internet has many benefits for the college as well as employees. Employees are encouraged to use the internet appropriately. Unacceptable usage of the internet can place employees, the college and others at risk. The following guidelines have been established for using the internet and email in an appropriate, ethical and professional manner:



1. Augustana College internet and email access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. Harassment of any kind is prohibited. In particular, as an educational institution our information technology (IT) staff are mandated reporters for child exploitation and any evidence of child pornography will be reported to the authorities.
2. Disparaging, abusive, profane or offensive language; materials that would adversely or negatively reflect upon the college or be contrary to the college's best interests; and any illegal activities—including piracy, hacking, extortion, blackmail, copyright infringement and unauthorized access to any systems, data or technology—are forbidden.
3. Copyrighted materials may not be utilized by employees on any college equipment without the express permission of the owner of the copyright as well as proper citation of source. All employees obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
4. Employees must refrain from installing software such as web browser plug-ins, shareware or unlicensed commercial software.
5. Employees are responsible for the content of all text, audio or images that they place or send over the college's network system. No email, or other electronic communications, may be sent which hides the identity of the sender or represents the sender as someone else. The college's name is attached to all messages, so employees should use discretion in formulating messages.
6. Email is not private or confidential. All electronic communications are college property. Augustana reserves the right to examine, monitor and regulate email messages, directories and files, as well as internet usage.
7. Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Employees should be aware of this possibility when sending email within and outside the college.

Right to Monitor Computer Usage

All college-supplied technology, including computer systems and college-related work records, belong to the college and not the employee. The college may monitor usage patterns for email and internet communications. Although encouraged to explore the resources available on the internet, employees should use discretion in the sites that are accessed.

Because the computer systems and software, as well as the email and internet connection, are college-owned, all Augustana policies are in effect at all times. Employees who abuse the privilege of access to email or the internet may be denied access to technology resources and, if appropriate, may be subject to disciplinary action up to and including termination.



Privacy

Employees should be aware that the privacy of computer use is not and cannot be guaranteed. Although the college does not routinely examine the content of user files on college-owned or college-controlled computer systems, it does reserve the right to do so. Users also should understand that the college routinely copies many files on many college-owned and college-controlled computer systems for backup purposes. These backups provide necessary documentation for business purposes. These copies are retained for some time, and while the college does not routinely do so, it reserves the right to examine the content of these copied files. Additionally, the college reserves the right to use these backup files as needed for any internal investigation and will provide such data pending a request from any external law enforcement or regulatory agency. Augustana takes steps to protect the data residing on the computers that it owns or controls from unauthorized access. Users should understand that the efficacy of these steps is not and cannot be guaranteed.

Many software systems are designed to collect usage information and to log user activity. The college routinely aggregates the data stored in these logs for analytical purposes. In general, the college makes no attempt to extract from the logs data regarding the activity of individual users. The college does, however, reserve the right to do so.

Solicitation

To avoid unnecessary annoyances and interruptions from work, solicitation (i.e., candy sales, magazines, church-related events, etc.) by an employee of another employer is prohibited. Employee distribution of literature in work areas is prohibited at all times. Trespassing, soliciting or distribution of literature by non-employees on the college's premises is prohibited at all times. Exceptions to the policy for charities can be made by department managers, but must be made in advance of any solicitation.

Personal Calls, Cell Phones and Texting

Except in cases of true emergency, personal calls using either a personal cell phone or college phone should be limited to break or meal times. Conducting personal business on work time should be a rare occurrence. Frequent personal calls will result in discipline up to and including termination.

Employees may not use cell phones while completing work duties. As a matter of safety, cell phone use of any kind is prohibited while operating a college vehicle.

Parking

Designated parking areas have been provided for employees of Augustana College. Employees should utilize these areas and are not allowed to park in areas designated for student use. New employees should secure a parking permit and sticker from the Human Resources or Public Safety offices and follow the instructions for proper display of the sticker. Cars that are parked in fire lanes may receive a ticket from the City of Rock Island. Improperly parked cars on campus also are subject to parking tickets from Augustana Public Safety officers. Tickets are the responsibility of the employee, and unpaid parking fines may result in discipline.



Pets

Due to allergies, distractions and safety concerns, pets are not allowed inside any campus building. The only exception to this policy is authorized service pets and fish aquariums not exceeding 30 gallons.

Fleet Safety Policy

The Fleet Safety Policy identifies the guidelines and training requirements for use of all campus-owned, leased or rented vehicles with additional restrictions for larger passenger vans (10-plus). Vehicle requests will be denied without the completion of required documents and training. The Office of Facility Services oversees compliance of this policy.

Age Requirements

- Minimum age requirement is 21 for campus-owned, leased or rented cars, trucks, mini-vans and personal transport vehicles (PTVs), such as golf carts, GEMs and Gators.
- Minimum age requirement is 25 for all 10-plus passenger vans, no exceptions. This includes all campus-owned, leased and rented 10-plus passenger vans.

Required Training

- Before driving **any** vehicle for college business or events, **ALL** drivers are required to complete the online safety training relevant for the type of vehicle they will be using.
- Students need to complete this training only once during their time at Augustana. Employees need to renew their training every four years.
- Training for street vehicles consists of three different modules: Defensive Driver (all vehicles); Large Van Module 1 (10-plus passenger vans); and Large Van Module 2 (10-plus passenger vans). Each session takes about 15-20 minutes to complete and can be accessed from any computer on or off campus.
- Employees are responsible for requesting the necessary training by completing the Training Request Form. Within 48 hours of completing the request form, the employee will receive an email link to gain access to the training with an assigned deadline. Successful completion of the training is required for all drivers.
- Training for PTVs, which consist of golf carts, GEMs and Gators, is different. Those wishing to use a PTV must view the PTV Training PowerPoint and complete the training record at the end. The training record needs to be sent to motorpool@augustana.edu prior to utilizing a PTV.

Student Drivers

- Must have at least two years of driving experience.
- Must complete required training as outlined earlier.
- All student drivers are required to pass a Motor Vehicle Record (MVR) check. This process needs to be completed only once during the student's time at Augustana.
- The MVR Authorization form must be completed. The completed form should be sent, along with a copy of the driver's license and signed copy of the Credentialed Driver Agreement, to motorpool@augustana.edu for processing. Typically, results take 48 hours.



Frequent Drivers

- "Frequent drivers" are those who are required to drive for their jobs. They also must complete and pass an MVR check (bi-annually). The MVR Authorization form must be completed. Once completed, the form should be sent along with a copy of the driver's license and signed copy of the Credentialed Driver Agreement to motorpool@augustana.edu for processing. Typically results take 48 hours.
- Must have at least two years of driving experience.
- Complete required training (every four years).

Occasional drivers

- "Occasional drivers" are those who will be driving a campus-owned, leased or rented vehicle on a minimal basis. They are not required to do so as part of their job. This could include but is not limited to faculty, staff and volunteers.
- No MVR is required for occasional drivers. However, the Credentialed Driver Agreement and a copy of the driver's license need to be sent to motorpool@augustana.edu.
- Must have at least two years of driving experience.
- Complete required training (every four years). Volunteers or non-employees can request the online training by using the Training Request Form.

Large passenger vans (10-plus)

- Minimum age requirement is 25 for all 10-plus passenger vans, no exceptions. Again, this includes all campus-owned, leased and rented 10-plus passenger vans.
- Augustana-owned vans now will be limited to local use only (within 50 miles), and will not be available for rental on long-distance trips. Due to this restriction, it is required that contracted rentals be used. Please be sure to plan accordingly, as contracted rental rates may be higher than rental rates for Augustana-owned vans.
- K-12 passengers (18 and younger) are not allowed to travel in 10-plus passenger vans at any time. This includes shuttle services on campus for visit days, camps, athletic events or any travel to and from events off campus.

Vehicle reservations

- Reservations for renting cars need to be made at least 48 hours in advance to guarantee availability.
- Reservations for renting trucks, SUVs, mini-vans and 10-plus passenger vans need to be made at least seven days in advance. However, due to the limited availability of these vehicles, more advance notice is suggested.
- All campus-owned, leased or rented vehicles must be reserved using the Campus Vehicle Reservation Form. Upon completing the form, you will receive an email confirmation within 24 hours.

For more information about the guidelines and training requirements, email motorpool@augustana.edu or call the Office of Facility Services at 309-794-7278.



Travel Policy

Employees who travel for Augustana College business should follow the travel policy found on the Augustana website. These guidelines were created to ensure that employees make travel decisions that allow for accomplishing the purpose of their business in a cost-effective manner. Questions or clarifications about the travel policy should be directed to the employee's direct supervisor.

Travel expenses must be documented for reimbursement purposes. Travel advances generally are not available.

Non-exempt employees who travel on behalf of the college for training or regular work assignments should work with their supervisor to determine which travel and training hours are considered work hours. A practice memo with detailed guideline is available from the Office of Human Resources.

Purchase Cards

As a cost-savings mechanism and convenience feature, purchase cards are available to employees who frequently make purchases on behalf of the college. Purchases made with these cards are for legitimate business purposes only, and each employee is responsible for providing documentation for purchases made and detailed receipts. Misuse of the purchase card will subject the employee to discipline up to and including termination. Detailed guidelines for purchase card usage are available on the campus website.

College Keys

Employees are provided keys to those areas where access will be needed on a regular or frequent basis. To maintain the security of our campus, employee access may be restricted. The keys provided are the property of the college and must be returned when employment at Augustana ends. Lost or stolen keys should be reported immediately to the Office of Access Control. Augustana keys should never be copied or loaned to anyone.

Personal Property

Augustana is not responsible for loss or damage to personal property within the buildings or on the campus. Care should be taken to protect personal items such as purses, cell phones, wallets and other valuables. Employees should not leave these items in areas where theft might occur. A simple way to secure such belongings is to ensure that offices and work areas are locked when left unattended.

Weapons and Firearms on Campus

This policy applies to all employees, students, persons conducting business and individuals visiting the college's campus as "campus" are defined in this policy.



Augustana College maintains a weapons- and firearms-free campus. "Campus" includes, but is not limited to, the Augustana College campus in Rock Island; a regional office located in Lombard, Ill.; field stations located throughout the state of Illinois; residential properties owned and controlled by Augustana located in Rock Island, including residence halls and transitional living areas; and sites, whether owned, leased or controlled by Augustana, where Augustana programs, activities and classes are held. **Unless authorized by law or specifically exempted by Augustana College policy or federal or state law, no individual may possess a weapon or firearm while on the Augustana College campus.**

The provisions of this policy do not apply to: law enforcement officers required to carry a weapon for their employment, including sworn officers of the Augustana College Police Department; the use of simulated weapons or firearms in connection with Augustana College theatrical productions; or off-duty law enforcement officers on campus.

A weapon or firearm may be transported into a college-owned parking area if the weapon or firearm and its ammunition remain locked in a case out of view within the parked and locked vehicle. "Case" is defined as a glove compartment or console that completely encases the weapon or firearm and its ammunition, the trunk of the vehicle, or a weapon or firearm carrying box. The weapon or firearm may be removed only for the limited purpose of storage or retrieval from within the trunk of the vehicle. A weapon or firearm must be unloaded before removal from the vehicle. Any individuals arriving on campus with a licensed weapon or firearm who cannot store their weapon or firearm in their vehicle must immediately contact the Augustana College Police Department at 309-794-7711.

Violations of this policy may result in arrest and prosecution, as well as referrals to external law enforcement agencies. Additionally, any individual visiting campus found to violate this policy may be banned from campus. Students in violation of this policy will be subject to discipline, up to and including, but not limited to, expulsion from Augustana College. An employee found to violate this policy will be subject to discipline, up to and including, but not limited to, immediate termination of employment.

Signs are posted at main building entrances informing that concealed firearms are prohibited. Signs are in accordance with the design approved by the Illinois State Police.

Workplace Violence

While Augustana employs a dedicated group of Public Safety/Police staff, it is the job of each and every employee to assist in keeping our workplace and campus as safe as possible. Employees who receive or overhear any threatening communications from an employee or outside third party should report it to the Office of Public Safety/Police at once. Employees should not engage in either physical or verbal confrontation with a potentially violent individual. If an employee encounters an individual who is threatening immediate harm to an employee or visitor to our premises or to any worksite, contact our Office of Public Safety/Police at 309-794-7711 or an emergency agency, such as 911, immediately.

All reports of work-related threats will be kept confidential to every extent possible, investigated and documented. Employees are expected to report and cooperate with an investigation of any suspected and/or actual cases of workplace violence.

Violations of this policy, including an employee's failure to report or fully cooperate in the college's investigation, may result in disciplinary action, up to and including immediate discharge.



Section 3: Compensation, Time Off and Benefits

This section of the handbook provides overall information about how employees are paid and available time off. This is intended as a general description with individual decisions made by supervisors, managers and other leaders based on the individual circumstances. Augustana College is committed to complying with all applicable federal, state and local laws. Employees with questions about individual compensation decisions or Augustana College pay policies should contact the Director of Human Resources.

Overtime

Each employee's job is classified as either exempt (administrative) or non-exempt (staff) based on guidelines in the Fair Labor Standards Act (FLSA). This classification determines each job's eligibility for overtime payment. For purposes of compensation, Augustana College's workweek starts on Monday at 12:01 a.m. and ends on Sunday at midnight.

Exempt/administrative employees will not receive any additional compensation for time worked beyond a 40-hour workweek.

Non-exempt/staff employees will be paid one and a half times the regularly hourly rate for time worked over 40 hours in a workweek. Overtime will be paid only when an employee works in excess of 40 hours per week. Weekend work that is part of the regular schedule and/or hours beyond eight in a day will be paid at the regular rate of pay.

In cases where an employee uses accrued vacation time, sick time, bereavement leave, short-term disability time or any other paid leave, these hours will not be considered time worked for purposes of overtime. **All overtime must be approved in advance by the employee's supervisor.** Approval should be requested and received before any overtime hours are worked. Failure to receive advance approval for working overtime hours may result in discipline up to and including termination.

Call-in Pay, Emergency Pay, Hazard Pay

Some employee jobs may be eligible for special categories of pay, including a flat rate for being called in for special duties outside of the scheduled workweek, a rate for accepting phone calls at home and special pay categories for hazardous duties. In all situations, Augustana College complies with the FLSA regarding regulation of special circumstances.

Eligibility for these pay categories is limited to specific job titles and categories. Additional recordkeeping and documentation is necessary for those employees eligible for these pay categories.



Payday

Employees are paid on either a biweekly or monthly basis with paydays every other Friday. If Friday falls on a bank holiday when the college is closed, paychecks generally will be issued the preceding day.

Monthly employees are paid on a monthly basis with paydays on the last business day of each month. If the last day of the month falls on a bank holiday when the college is closed, paychecks generally will be issued the preceding day.

Direct deposit is available for all employees. Direct deposit funds may be available earlier than the scheduled pay date, but employees should not rely on this early deposit. Printed paychecks will be issued only to the employee and will not be released to a spouse or other individual.

Pay Advances

Pay advances are not available for employees for any reason.

Paycheck Deductions

The college is required by law to make certain deductions from employee paychecks each pay period. Such deductions typically include federal and state taxes and Social Security. All deductions and their amounts are listed on the pay stub or pay advice for those utilizing direct deposit. If employees have questions about these deductions, or would like to make allowable changes to their deductions, they should see the payroll staff.

Garnishments

If an employee's wages are garnished by a court order, Augustana College is legally bound to withhold the amount indicated in the garnishment order from the paycheck. The college will honor federal and state guidelines that protect a certain amount of an employee's paycheck from being subject to garnishments.

Safe Harbor/Pay Discrepancies

While the college strives for accuracy, employees who believe their pay has been calculated incorrectly, or if improper deductions have been made, should contact the Payroll Manager as soon as possible. The college will investigate the situation and make corrections if errors have been made. If employees are not satisfied that the situation has been correctly handled, they also may bring this matter to the attention of the Vice President of Finance and Administration.



Time-off Policies

Holidays

The college campus and offices are closed in observance of the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

As a general practice, if a holiday falls on a Saturday, the holiday will be observed on the previous Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

Full-time employees will be paid for eight hours for each of these holidays. Part-time employees with a regular schedule of 20 hours per week or more will receive pro-rated pay based on the hours normally scheduled to work. Intermittent, temporary and part-time employees working less than 20 hours per week are not eligible for holiday pay.

Employees who are required to work on-campus on one of the 10 designated holidays will be compensated by double-time payment for the hours worked, in addition to their regular holiday pay.

Employees who work a schedule less than 12 months are not eligible for holiday pay if the holiday falls outside the period they are generally expected to work, even if they are utilizing paid time before and after the holiday.

Any requests to combine vacation days with holidays must be made in advance. Employees with an unscheduled or unpaid absence on the day immediately before or after a college holiday will not receive holiday pay. Employees who are utilizing any type of unpaid leave will not receive holiday pay, and holidays will run concurrently with any Family Medical Leave or Short Term Disability Leave.

Christmas Break/Extra Holidays

Augustana College's campus and offices are generally closed during the week between Christmas and New Year's Day. These days off are considered extra holidays and are not deducted from an employee's accrued vacation. Staff/non-exempt employees who are asked to work on-campus during this time will be paid at one and a half times the regular pay rate.

Vacation Time

As a way to balance work and personal concerns, Augustana College strongly believes that employees should have some time each year away from work for relaxation and refreshment. Accordingly, the college provides a vacation policy to provide paid time away from the workplace for full-time and part-time employees. All vacation time must be scheduled in advance and approved by the employee's supervisor or manager. Vacation is always subject to approval from



the employee's manager or supervisor. Vacation requests may be denied based on workflow concerns and/or multiple employee requests for the same time. The vacation schedule is as follows:

Accrual Schedule: Eligible employees accrue vacation time for every full payroll period worked. The accrual amount varies based on length of employment, and new accrual rates are based on the anniversary date of the employee's hire. Part-time employees who work a schedule of 20 hours or more per week accrue vacation on a pro-rated basis. Part-time employees who are regularly scheduled for less than 20 hours per week do not accrue vacation.

- 0–5 years of employment: 120 hours (three weeks) of vacation
- 6–10 years of employment: 160 hours (four weeks) of vacation
- 11–20 years of employment: 200 hours (five weeks) of vacation

Vacation accruals will be provided on each employee's paycheck report. Vacation time cannot be used until it is accrued, and new employees generally are not permitted to take vacation time during the first three months of employment. Employees can continue to accrue vacation up to two times the yearly accrual. Vacation hours will not be accrued beyond this maximum and will be forfeited or lost. Employees will be paid for vacation hours that are accrued but not used at the end of employment with Augustana.

Administrative/exempt employees that work a nine- or 10-month schedule either accrue pro-rated vacation hours or observe academic breaks in lieu of vacation. These employees should work with their manager to understand department practices for time away from work.

Sick Time

While the college hopes for good health for all, sick time is provided for those instances when employees are too ill to report for work due to an injury, illness or medical appointment. Sick time also can be used for an injury, illness, or medical appointment for a family member. Family members for purposes of this policy include:

- Child
- Parent
- Spouse
- Mother-in-law
- Father-in-law
- Sibling
- Grandchild
- Grandparent
- Step-parent
-

This time is to be used only for the purposes listed earlier. Excessive use of sick time may require documentation that it is being used for legitimate purposes. All sick time usage must be reported for time-tracking purposes.

Full-time employees will be granted 56 hours (seven days) of sick time on or around September 1 each year. Part-time employees who work at least 50 percent or 20 hours a week will receive a pro-rated amount of sick time. Nine- and 10-month full-time employees will receive 48 hours (six days) of sick time each year. Part-time employees will receive a pro-rated amount of sick time.



Employees cannot use sick time for any hours scheduled outside of the normal workweek or work schedule. For instance, an employee with a nine-month schedule who volunteers for work shifts during the summer is not eligible for paid sick time for any voluntary shifts.

Unused sick time will be added to each employee's short-term disability leave bank on or around August 31 of each year. This can accrue to a maximum of 1040 hours.

As with any absence, employees must notify the supervisor or manager as soon as possible and on a daily basis. Absences of three days or more may require a doctor's release before returning to work.

Unused sick time is not paid to employees when they leave the organization.

Short-term Disability Leave

Along with sick leave for routine illnesses, the college provides additional time off for serious health conditions of the employee or an eligible family member.

Full-time employees will be granted 80 hours (10 days) of short-term disability leave on or around September 1 each year. Part-time employees who work at least 50 percent or 20 hours a week will receive pro-rated leave. Unused short-term disability will continue to accrue to a maximum of 1040 hours. Additionally, unused sick time each year will be converted into short-term disability leave. While utilizing short-term disability, vacation time will not accrue.

Short-term disability leave is available for any serious health condition as defined by the Family Medical Leave Act, and will run concurrently with Family Medical Leave. Short-term disability leave is NOT available for bonding or other non-medical time related to birth, adoption or placement of a foster child. Instead, employees are provided Parental Leave for paid time off in these situations.

Certification from a health care provider is required for this leave and the college will generally follow the same practices provided in the Family Medical Leave policy.

Employees who are receiving income replacement benefits such as Short-Term Disability time off are not entitled to continue accruing paid leave benefits, such as vacation time.

Parental Leave

Full-time staff and administrative employees are provided 10 days of parental leave in any 12-month period upon the birth, adoption or placement of a foster child. This leave is in addition to any needed short-term disability or Family Medical Leave and is non-medical leave provided for transition and bonding time.

This leave should be scheduled with as much advance notice as is practical and must be taken in consecutive days within 12 months of the birth, adoption or foster child placement. Intermittent leave is not available.



Employees who desire additional bonding time can take unpaid leave (under the terms of Family Medical Leave) or use vacation time. In the case that two employees are married or in a similar relationship, typically the “Primary Care Giver” is the employee giving birth. This employee can use her short-term disability time for the medical component related to giving birth under the Family Medical Leave Act and then use her parental leave for transition and bonding.

The “Non-Primary Care Giver” will get 10 days of parental leave time off for transition and bonding that must be taken within 12 months of birth, adoption or foster child placement and must be taken in consecutive days.

For employees who are married or in an equivalent relationship, and are both employed at Augustana, the combined maximum leave under the law is 12 weeks. In all cases, all forms of employee leave, whether paid or unpaid, will run concurrently with FMLA.

Faculty Members and Parental Leave

Faculty Members have a separate policy for parental leave. Details of this policy are available from the Office of Human Resources or the Provost.

Family and Medical Leave (FMLA)

In compliance with the Family and Medical Leave Act (FMLA), unpaid leave is available to employees under the following circumstances:

- To care for a newborn or adopted child
- To care for, or ease the transition of, an adopted child or child placed in the home through foster care
- To care for a spouse (or legal equivalent), child or parent with a serious health condition
- An employee’s own serious health condition
- To care for a family member injured during active military duty
- To ease in the transition when a family member is called to or returning from active military duty

Eligibility

All employees who have been employed at least 12 months and worked at least 1,250 hours during the preceding 12 months are eligible to take time off for Family and Medical Leave. Having met the applicable service requirements, employees may be granted up to a total of 12 weeks of family or medical leave combined during any “rolling” 12-month period and up to 26 weeks of leave to care for a family member injured while on active military duty. A “rolling” 12-month period measured backwards from the date an employee takes leave will be used for computing the period within which the leave may be taken. Any accrued paid time off and/or vacation time must be used before using unpaid time. For employees who are married or in an equivalent relationship, and are both employed at Augustana, the total maximum leave under law is 12 weeks. In all cases, all forms of employee leave, whether paid or unpaid, will run concurrently with FMLA.



How and When to Request Leave

Employees requiring time off from work for one of the reasons identified earlier must notify their employer of the need for leave by completing a Request for Family/Medical Leave form, available from the Office of Human Resources. This request must be made 30 days in advance of the leave when the need for leave is foreseeable. If the need for leave is not foreseeable, leave must be requested as soon as is practical. Failure to give advance notice might result in the request being denied until the 30-day notice period is met when applicable. When possible, employees should give notice of the need for leave in writing.

Intermittent and Reduced Schedule Leave

Leave may be taken intermittently as deemed necessary. Depending on the circumstance, a reduced schedule may be created to accommodate the leave needs of an employee. Employees are required to record intermittent leave taken and report it each pay period. If leave is unpaid, the college will reduce the employee's pay to reflect the amount of time actually worked. In addition, employees on an intermittent or reduced leave schedule may be temporarily transferred to an available alternative position that better accommodates the need for leave and which has equivalent pay and benefits.

Medical Certification

If leave is requested for a serious health condition, for either the employee or the employee's family member, a medical certification will be required. This certification requires information from the employee and the relevant health care provider and must be completed to determine eligibility before commencing the leave whenever possible. Medical certification forms are available from the Office of Human Resources. The college, at its expense, may require an examination by a second health care provider designated by the college. If the second health care provider's opinion conflicts with the original medical certification, the college, at its expense, may require a third mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The college also may require a subsequent medical recertification. Failure to provide requested certification within 15 days, if practical, may result in delay of further leave until it is provided.

Definition of "Serious Health Condition"

Under FMLA, a serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care (defined as an overnight stay in a hospital, hospice or residential medical care facility; any overnight admission to such facilities) or continuing treatment by a health care provider that results in an incapacity (inability to work or participate in other daily activities) of more than three consecutive calendar days. Included as a serious health condition are:

- **Chronic conditions** that require periodic visits to a health care provider over an extended period of time
- **Permanent or long-term conditions**
- **Conditions requiring multiple treatments and recovery from treatments**
- **Treatment for substance abuse** by a health care provider or by a provider of health care services on referral by a health care provider



Definition of “Chronic Health Condition”

Under FMLA, a chronic health condition is defined as a condition that requires visits at least twice a year for treatment by a health care provider, or by a nurse under direct supervision of a health care provider, that continues over an extended period of time and may cause episodic rather than a continuing period of incapacity.

Definition of “Family Member” covered under FMLA

- **Spouse:** Defined as a husband or wife, including those in same-sex marriages.
- **Parent:** Defined as a biological, adoptive, step or foster father or mother or any other individual who stood in loco parentis to the employee when the employee was a minor.
- **Son or daughter:** Defined as biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under age 18 or age 18 or older and “incapable of self-care because of a mental or physical disability.”

Additional definition regarding coverage of adult children (son or daughter 18 years of age or older) under FMLA:

A disability is a mental or physical impairment that substantially limits one or more of the major life activities of an individual and may be considered “incapable of self-care.” Major life activities include, but are not limited to, activities such as caring for oneself, performing manual tasks, seeing, eating, standing, reaching, breathing, communicating, and interacting with others, as well as major bodily functions, such as functions of the brain or immune system, or normal cell growth. Conditions that are episodic or in remission are considered disabilities if the condition would substantially limit a major life activity when active.

To be “incapable of self-care” means that the “son or daughter” requires active assistance or supervision to provide daily self-care in three or more of the “activities of daily living” (ADLs) or “instrumental activities of daily living” (IADLs).

- ADLs – Grooming and hygiene, bathing, dressing and eating.
- IADLs – Cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones, using a post office, etc.

The disability of the son or daughter does not have to have occurred or been diagnosed prior to the age of 18. The onset of a disability may occur at any age for purposes of the definition of a “son or daughter” under FMLA.

Service Member Family and Medical Leave

The leave amounts for easing the transition during a call to active duty or return to active duty are the same as other FMLA leaves listed earlier.

Activities to ease the transition include, but are not limited to: attending certain military events; arranging for alternative childcare; addressing certain financial and legal arrangements; attending certain counseling sessions; and attending post-deployment reintegration briefings. If leave is required to assist in the care of a covered service member who is ill or injured during active duty, a total of 26 weeks of leave is available for the 12-month period as described earlier. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious illness or injury—incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties—for which the service member is undergoing medical treatment, recuperation or therapy, or is in outpatient status, or is on the temporary disability retired list.



Reporting While on Leave

If employees take leave because of their own serious health condition or to care for a covered relative, the employee must contact their supervisor or manager at least once every two weeks regarding their status and intention to return to work. In addition, employees must give notice as soon as practical (within two business days, if feasible) if the dates of leave change are extended or initially were unknown.

Health Insurance and Other Benefits

During an approved leave as defined earlier, the employer will maintain health benefits as if the employee continued to be actively employed. However, if an employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the college for the cost of the health insurance premiums paid by the college for maintaining coverage during the leave, unless the employee cannot return to work because of a serious health condition or because of other circumstances beyond the employee's control.

If an employee is utilizing unpaid leave during Family Medical Leave, the employee will be responsible for making payment arrangements for any premiums for elected insurance coverages. Retirement contributions will be made only during times of paid leave.

Break/Holiday Periods While on FMLA

If an employee is on FMLA leave the entire week in which the holiday/break period falls, the employer will count the holiday/break period as FMLA leave. If the employee works for part of the week in which the holiday/break period occurs, then the holiday/break period does not count as FMLA leave.

While on leave and utilizing Short-Term Disability Time off (STD), vacation time will not accrue.

Returning to Work

Upon return from FMLA leave, employees will be reinstated to their former, or equivalent, positions with the same compensation and benefits received before their leave, provided their positions have not been eliminated because of restructuring or layoffs. Failure to return from FMLA leave on the designated date for any reason other than those beyond the employee's control (such as recurrence of a medical condition) will be considered a voluntary termination of employment by the employee. Certification from a medical provider stating that the employee is able to return to work will be required.

Summary of FMLA

Because of the complicated nature and many regulations that accompany this type of leave, it is strongly suggested that employees meet with Office of Human Resources staff to discuss the situation and receive specific details of FMLA. During this meeting, additional information will be provided about benefits continuation during your leave as well as other information relevant to your particular situation.

A Department of Labor notice regarding FMLA leave is included in the appendix of this handbook, which provides some additional information about FMLA.



Bereavement Leave

Full-time employees are eligible to take up to three days of paid leave for the death of an immediate family member. For the purpose of this policy, immediate family members include spouse or spousal equivalent, parents, brothers, sisters, children, grandchildren, grandparents, parents-in-law, brothers-in-law, sisters-in-law, stepparents, stepsiblings, stepchildren and any member of the employee's immediate household. Part-time employees with a schedule of 20 hours or more per week will be granted this leave on a pro-rated basis. Leave for part-time employees with less than a 20-hour per week schedule or for intermittent employees will be provided on an unpaid basis.

The three days of leave provided must be consecutive, one of which is used to attend the funeral. Additional leave for a longer period of time or for a non-family member should be discussed with the employee's supervisor. Every attempt will be made to honor the request for leave necessary for these purposes, but is not guaranteed. Additional leave may require that staff and administrative employees utilize their accrued vacation time.

Workers Compensation

In accordance with state regulations, Augustana College will provide leave for employees who are injured while at work. In these situations, the college works with an outside vendor that provides disability pay when an employee is unable to work due to an event covered by workers compensation. While an employee is on workers compensation leave, no additional leave can be taken and vacation time will not accrue during the leave. Employees on extended workers compensation leave will need to make payment arrangements for the employee portion of any elected insurance benefits.

Jury Duty Leave

Employees are encouraged to complete their civic duty when called to serve on a jury. Full-time employees will be paid at their regular rate for up to two weeks of jury duty service in a two-year period. Part-time employees will be paid for jury duty hours in which they were scheduled to work. Jury duty service beyond two weeks will be granted as unpaid leave.

Employees called for service should alert their supervisor as soon as the summons is received. While on jury duty leave, employees should stay in contact with the supervisor as to the likely length of time away from work.

Voting Leave

Augustana encourages all employees to exercise their right to vote in all local, state and federal elections. Illinois polls generally are open from 6 a.m. to 7 p.m. and Iowa from 7 a.m. to 9 p.m., which allows most employees ample time to vote. If there are special circumstances whereby an employee needs additional time to vote, or a work schedule alteration occurs, the supervisor should be contacted with a request at least three days before the election is to take place.



Military Leave

Employees required to serve in any branch of the Armed Forces of the United States, or are engaged in state military service, will be given the necessary time off as required by Uniformed Services Employment and Reemployment Rights Act (USERRA). Depending on the circumstances, administrative/exempt employees may be provided with paid time off when necessary to comply with state and federal wage and hour laws.

For employees required to complete military training annually, leave without pay is granted for 15 working days per year.

Military orders should be presented to the supervisor and arrangements for leave made as early as possible before a departure. This advance notice is required unless military necessity makes this impossible. Employees also must notify the supervisor of their intent to return to employment based on requirements of the law.

Before departure, the Office of Human Resources will meet with affected employees to discuss re-employment issues, benefits continuation and answer questions.

School Visitation Leave

Illinois law provides for eight hours of unpaid leave per school year to attend conferences and/or other activities related to an employee's biological, foster, adopted, stepchild or legal ward. This leave is available only if the scheduling of this event is not available during non-working hours. Illinois law requires that this leave may be taken only if all other paid leave has been exhausted and no more than four hours may be taken in any workday.

To be eligible, employees must have six months of service and must provide a written request for leave at least seven days in advance, if possible. Employees must provide documentation to support the visit within two days of taking the leave.

VESSA Leave

In compliance with the Illinois Victims' Economic Security and Safety Act (VESSA), Augustana College grants full-time and part-time employees up to 12 weeks unpaid leave per 12-month period to address domestic or sexual violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member
- Obtaining services from a victim services organization for the employee or the employee's family or household member
- Obtaining psychological or other counseling for the employee or the employee's family or household member
- Participating in a safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security



- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence

The 12 weeks of VESSA leave may be taken at one time, intermittently or on a reduced work schedule. An employee must provide the college with at least 48 hours advance notice of the employee's intention to take the VESSA leave, unless providing the notice is not practicable. When an unscheduled absence occurs, Augustana College will not take any action against the employee if the employee provides certification within a reasonable period after the absence. Leave taken under VESSA will run concurrently with FMLA leave and/or other paid leave available.

Should employees need additional information about this leave, including the required certifications and benefit continuation, benefit accrual, reporting requirements and/or other questions or issues, they should contact the Office of Human Resources.

Other Leaves

Outside of the leave categories listed earlier, additional time away from work generally is not allowed. Employees with a situation that is believed to merit additional consideration for unpaid leave should meet with the Director of Human Resources, who will present the request to the President for a decision.

Benefits Information

The following is a brief description of benefits made available by Augustana College to its employees. The details of these benefit programs are outlined in separate summary plan descriptions and can be obtained from the Office of Human Resources. Eligibility for each of these programs depends upon the terms of the benefit plan involved. In the event of any inconsistency between the language of this handbook and the language of benefit plan, the language of the benefit plan will prevail.

From time to time, the benefits described in this section may be changed. Further, although the college does not expect to terminate any benefit, plan or program, it reserves the right to do so. In addition to the benefits outlined online, all employees also receive Social Security, workers compensation and unemployment compensation benefits in accordance with applicable laws.

Visit https://www.augustana.net/Documents/hr/2016/Benefits_Eligibilit_Overview_Chart.pdf for more information.

Open Enrollment

For most of the benefits described below, employees have the opportunity to elect coverage during the new hire process (within the first 30 days) and then during the college's open enrollment period. This open enrollment period is generally during a two- to three-week time period each August. Once elections are made, changes are not permitted except during "qualifying events" as defined by ERISA regulations. Employees with a qualifying event should contact the Office of Human Resources regarding changes in benefits. They will be required to provide documentation of the eligibility for such a change.



Health Insurance

Full-time employees who work a nine-month or greater schedule on a .75 FTE or 30 hours per week basis are eligible to participate in the college's health care plan. The college pays a large part of the premium for this benefit with employee contributions covering the rest. Additional coverage is available for spouses and dependents at an additional charge. Because of the changing nature of health care coverage and costs, up-to-date and detailed information is available from the Office of Human Resources, as well as a summary plan description.

COBRA Coverage

In compliance with federal law, Augustana College provides employees, their spouses and their dependent children with the opportunity to temporarily extend their health care coverage if the employee loses coverage as a result of a reduction in hours or the termination of employment. This coverage, referred to as COBRA coverage, is available at group rates at the expense of the employee. The Office of Human Resources can provide detailed information about the cost of COBRA extension as well as the length of the extension available based on individual circumstances.

Wellness Program

All Augustana employees who work at least 20 hours per week or are a .5 FTE are able to participate in the college's wellness program. This program is designed to provide information, incentives and programs to assist each employee in improving health and engaging in a healthy lifestyle.

Participants in the wellness program can qualify for a reduced premium as well as additional prizes and incentives if they participate in the college's health care plan, and meet the minimum requirements. Spouses or spousal equivalents who are covered on the Augustana medical wellness plan must also meet the minimum requirements in order for both employee and spouse to retain the premium discount. Spouses are not eligible for additional prizes or incentives.

The wellness program is overseen by the Augustana Wellness Team, a cross-functional group that welcomes new members. If you are interested in joining this team or receiving additional information about the wellness program benefit, contact any member of the Human Resources Office.

Vision Care Insurance (Voluntary)

Full-time and part-time employees (50 percent equivalent or 20 hours per week) who are interested may elect to participate in our vision care plan. This plan is voluntary and all premiums are paid by the participating employees. The Office of Human Resources can provide interested employees with information about the costs and benefits of the plan as well as enrollment information. Employees who choose to enroll in this voluntary benefit are not able to make changes during the plan year except under the limited qualifying conditions set forth in the summary plan description.

Detailed information and a summary plan description are available from the Office of Human Resources.



Dental Care Insurance (Voluntary)

Full and part-time employees (50 percent equivalent or 20 hours per week) may elect to participate in the Augustana dental plan. This plan is voluntary, and all premiums are paid by participating employees. The Office of Human Resources can provide interested employees with information about the costs and benefits of the plan as well as enrollment information. Employees who choose to enroll in this voluntary benefit are not able to make changes during the plan year except under the limited qualifying conditions set forth in the summary plan description.

Flexible Spending Account

The college has established a flexible spending account that allows for a tax-effective way of paying premiums for health insurance and other benefit premiums. Unless specifically instructed otherwise, these premiums are deducted from an employee's pay on a pre-tax basis.

Within this plan, full-time and part-time employees may choose to set aside additional dollars on a pre-tax basis to pay for eligible health care costs not covered by insurance and/or work-related dependent care costs. The maximum amount that employees can set aside is dependent on federal law and will be shared with employees on a yearly basis. Employees also determine on a yearly basis at what level to participate in this program. Dollars set aside for this purpose must be used by the end of the plan year and any applicable grace period or they will be forfeited, so careful planning is essential.

Questions about this benefit should be directed to the Office of Human Resources. Employees who choose to enroll in this voluntary benefit are not able to make changes during the plan year except under the limited qualifying conditions set forth in the summary plan description.

Health Savings Account (HSA)

The college has established a Health Savings Account (HSA) plan for those employees enrolled in a high-deductible health plan. The health savings account is designed to allow employees to use pre-tax dollars to pay for qualified medical expenses on a pre-tax basis. All premiums for voluntary insurance benefits are deducted from an employee's pay.

Within this plan, full-time and part-time employees may choose to set aside additional dollars on a pre-tax basis to pay for eligible health care costs not covered by insurance. Each year, the Internal Revenue Service sets the annual maximum that employees can set aside. Employees also determine on a yearly basis at what level to participate in this program during our annual open enrollment. Funds are available via a debit card system or a checking account set up through our contracted banking establishment. HSA funds roll over and accumulate year to year if not spent and can carry over to retirement.

Questions about this benefit should be directed to the Office of Human Resources. Employees who choose to enroll in this voluntary benefit are encouraged to research health savings account regulations and tax guides.



Life Insurance

Life insurance is provided to full-time employees at no charge, and the amount of coverage varies based on the age of the employee:

- Under 65: 1.5 times annual salary
- 65–69: 97.5% of annual salary
- 70 and over: 50% of the annual salary earned on the day before turning 65

Detailed information and a summary plan description are available from the Office of Human Resources.

Life Insurance (Voluntary)

New full-time and part-time employees (50 percent equivalent or 20 hours per week) can purchase additional life insurance beyond that provided by the college. This coverage is available only during the initial hire period or during sporadic open enrollment periods. Prices are based on age and are available in a variety of increments. The Office of Human Resources can provide interested employees with information about the costs and benefits of the plan as well as enrollment information.

Accidental Death and Dismemberment

Accidental death and dismemberment insurance is provided to full-time employees at no charge, and the amount of coverage varies based on the age of the employee:

- Under 65: 1.5 times annual salary
- 65–69: 97.5% of annual salary
- 70 and over: 50% of the annual salary earned on the day before turning 65

Detailed information and a summary plan description are available from the Office of Human Resources.

Long-Term Disability

The college pays for a long-term disability insurance policy for each full-time employee with at least one year of service. New Augustana College employees employed within three months of leaving another group disability insurance plan will become eligible immediately. This policy provides, in the event of a qualifying disability prior to retirement, a monthly income of approximately 60 percent of the monthly gross wage, minus benefits from other sources such as Social Security, workers compensation or other disability programs. The benefit will begin the first of the month after six months of continuous disability. During disability, this insurance also covers employer contributions to the employee's retirement benefit based upon the employee's salary at the time of disability. Detailed information and a summary plan description are available from the Office of Human Resources.



Retirement Benefit

Augustana College has created a 403(b) retirement savings plan to assist employees in setting aside funds to meet retirement needs. All employees are eligible to save for retirement within this plan. However, only those employees with a regular schedule of 20 or more hours per week or that are 50 percent FTE are eligible to receive the matching contributions and college contributions outlined below. For faculty, the eligibility requirement to receive the matching contributions and college contributions is that they must teach at least 14 credit hours.

Matching Contributions

Upon hire, full-time and part-time employees who are 50 percent FTE or work at least 20 hours per week on a regular basis are eligible to participate in the retirement plan by receiving matching funds from the college. While the amount of the match is subject to change, currently the college will match the first 4 percent of employee savings on a dollar-for-dollar basis. Employees indicate the whole percentage amount they would like to withhold and whether they choose to do this on a pre-tax or post-tax (Roth) basis. Those employees who do not make an election will be automatically enrolled with a 4 percent salary deferral. Employees will work with our record-keeper, TIAA CREF, to make decisions on how to invest these funds within the plan options currently available. Employees can make a change to investment decisions at any time with the record-keeper. Changes to salary withholding amounts are made with our payroll office and also can be made at any time. However, the payroll office will provide guidance on when the withholding changes will take effect. Employees can choose to participate in whole percentage increments up to the allowable IRS maximum. Any employee who saves at a 1 percent rate will receive a minimum match of \$500. This minimum match will be made at the end of the plan year; it requires active employment on that date.

College Contribution

After one year of service, full-time and part-time employees who are 50 percent FTE or work a regular schedule of 20 or more hours per week are eligible for the college contribution to retirement in addition to any matching funds. Employees who have been fully vested within a qualified employer plan within the last 12 months will not be subject to the waiting period. While the amount of the college contribution is subject to change, currently the college will contribute the equivalent of 7 percent of base salary or wage. This contribution will be made with each pay period. Overtime, stipend payments or other compensation is not eligible for the 7 percent contribution. Employees will work with our record-keeper, TIAA CREF, to make decisions on how to invest these funds within the plan options currently available. Changes to investment allocations can be made at any time with our record-keeper.

Vesting Schedule

All money contributed by the college either through a matching contribution or college contribution is subject to a vesting schedule. A year of service is defined as 12 consecutive months of service. Employees will be vested as follows:

1 year of service	25 percent invested
2 years of service	50 percent invested
3 years of service	75 percent invested
4 years of service	100 percent invested



Detailed information and a summary plan description are available from the Office of Human Resources. Additional information is available online at www.tiaacref.org/Augustana. The college periodically will have in-person advice sessions and group education sessions with TIAA-CREF.

Employee Assistance Program

Augustana provides access to the Genesis Employee Assistance Program (EAP) to all Augustana employees (both full and part-time) as well as members of an employee's family. This is a free confidential professional counseling service designed to help employees and/or family members with a range of personal issues including marital, emotional/stress, alcohol and drug abuse, elder care, family illness, family relationships, financial concerns, job stress, addictions of any sort as well as many additional common issues.

Employees and their family members can access the Genesis EAP by calling 800-475-1641. Counseling can be provided in-person at one of six Quad-City locations or by telephone. Immediate appointments always are available for crisis situations.

Employee Education Benefits/Tuition Remission

Augustana College offers several education benefit options for employees, their spouses and their qualifying children. Each program described below has varied eligibility requirements. Cost and availability may vary based on the program and the participating school. Meetings will be held on a periodic basis to answer questions and help employees who hope to use this benefit understand the details of their particular situation.

The education benefit policy at Augustana College is subject to changes or elimination at any time by the Board of Trustees and is not considered a contractual or vested obligation. These programs currently are not taxable; however, should these benefits be declared compensation subject to either federal or state taxes, Augustana College will not be financially liable for such taxes. All inquiries concerning benefit eligibility should be directed to the Office of Human Resources. Coordination for tuition exchange with other institutions, as well as tuition remission, will be coordinated by the Office of Financial Assistance once eligibility has been confirmed.

For the purposes of this policy only, eligibility for benefits is defined below:

Employee: Refers to full-time or half-time (working more than 20 hours per week) regular employees with a schedule of at least nine months per year. Benefits vary based on full- or part-time status. Part-time employees are eligible only if they work a schedule of at least 20 hours per week and will receive a benefit proportional to a 40-hour workweek. Adjunct faculty are those faculty members teaching at least 14 credits per year. Adjunct faculty are considered part-time employees for the purpose of this policy. Children of a deceased or totally disabled person are entitled to this benefit if the parent died or became disabled while serving as an active full- or part-time employee of Augustana. In the case of death or disability, this benefit must be used within six years of the employee's death or total disability and will be at the same proportion as when the employee died or became totally disabled.

Qualifying Spouse: Refers to the legal spouse or equivalent as recognized by a state, court or religious sect recognized by the Internal Revenue Service. Employees will be required to show proof of this relationship to determine benefit eligibility.



Qualifying Children:

- The biological child of the employee.
- The legally adopted child of the employee.
- A legal guardian of the employee who has resided in the employee's home for 12 of the last 12 months.
- A stepchild of the employee who has resided in the employee's home for 12 of the last 12 months.
- In all of the above categories, the employee will be required to show proof of this relationship to determine eligibility.
- A ward (employee is the legal guardian) who has resided in the employee's home for 12 of the last 12 months and is claimed as a legal dependent for IRS purposes.
- In all of the listed categories, the qualifying children must begin the program before the end of their 24th year. Children may continue to receive the benefit if the benefit began prior to age 24 and enrollment is continuous.
- Exceptions will be made for military service with age extensions based on the length of military service. Requests for military exceptions should be made in writing to the Director of Human Resources.

A. Tuition Remission at Augustana College

The tuition remission benefit is available for full-time employees who work a nine-month or greater schedule. Employees must work continuously at the college for two years to become eligible for this tuition exemption scholarship. Part-time employees regularly scheduled for 20 or more hours per week and adjunct faculty will receive this benefit on a pro-rated basis after continuous employment of two years. Four years of continuous full-time service at another college or university within one year of the date of employment at Augustana College also will satisfy this requirement. Tuition remission will be available to retired employees if the qualifying child is currently enrolled at Augustana College and actively utilizing the tuition remission benefit upon the effective date of the employee's retirement.

Employees normally may not enroll in courses conducted during their working hours. An exception may be made when the supervisor determines the course to be for the improvement of the employee's service to the college, and it is not offered outside of working hours. Additionally, an employee who takes classes for the improvement of the employee's service to the college can be exempted from the waiting period with approval from the Office of Human Resources.

The tuition exemption scholarship is for full-time or part-time study, but applies to tuition only. Those eligible to receive this tuition exemption scholarship will be required to fill out the FAFSA (Free Application for Federal Student Aid) form and any funds received through state or federal funding will offset the amount of the tuition exemption. Employees applying for this benefit are responsible for meeting the state filing deadline. Failure to meet this deadline will require the employee to pay the portion of the tuition that would have been covered by a state or federal grant.

Employees and/or their qualifying spouse or dependent child will be responsible for any fees. This tuition exemption does not take the place of other scholarships. If a student enjoys the benefits of a scholarship, the exemption applies only to the balance due on tuition. Students must apply for scholarship help from outside sources if they are eligible. This exemption may NOT be applied to costs for books, room, board or other expenses associated with attendance at Augustana College.



This tuition exemption does not cover fees for applied music courses or courses not completed on our Rock Island campus. International study, for example, would not qualify for this tuition exemption scholarship. Internship experiences can be covered with a tuition remission scholarship. Also, students receiving the tuition remission benefit are still eligible for the Augie Choice program under the same rules and restrictions as other students.

Potential students must meet Augustana College admission requirements.

Employees, an employee's spouse or qualifying children interested in receiving Augustana tuition remission must fill out an eligibility form available through the Office of Human Resources. Once eligibility is verified, the Office of Financial Assistance will coordinate the billing for the enrolled student.

The benefit will cease upon receipt of a degree from any institution or 140 attempted credit hours at Augustana College, whichever occurs first. A tuition exemption for employees or qualifying spouses with a baccalaureate degree shall be permitted. All Augustana College coursework assessed on the student's billing statement will be considered attempted credits. This includes courses dropped after day two of the term but before week five, even if they do not appear on the transcript. Credits will be prorated for students who withdraw from the institution and receive a partial term benefit.

Additional information on this benefit is available from the Office of Human Resources. Employees who are interested are encouraged to review detailed eligibility agreements as well as enrollment forms for applicable deadline dates.

B. ELCA Tuition Exchange Program

Augustana College also participates in the ELCA Tuition Exchange program. Qualifying children of full-time employees may attend another participating ELCA college (receiving institution) through this program. Qualifying children receive a tuition benefit at the receiving institution that is generally equivalent to the benefit that the receiving institution provides for its own full-time employees. Some institutions limit the imports they will take in any academic year.

ELCA Tuition Exchange is available to qualifying children (as defined previously) of full-time employees. This exchange is not available to part-time employees, adjunct faculty or to employee spouses. Full-time employees must complete two years of service at Augustana College to be eligible for this tuition exchange benefit. Four years of continuous full-time service at another college or university within one year of the date of employment at Augustana College also will satisfy this requirement. Additionally, prospective students must meet criteria set by the receiving institution for acceptance into the college. A full listing of ELCA institutions is available at www.elca.org.

The ELCA Tuition Exchange will be available to retired employees if the qualifying child is currently enrolled in a consortium institution and actively utilizing the tuition exchange benefit upon the effective date of the employee's retirement.

ELCA Tuition Exchange benefit will cease upon:

- Receipt of a baccalaureate degree at any institution, OR
- Completion of four academic years (12 terms or equivalent) of full-time post high school study



Employees who have qualifying children interested in participating in the ELCA Tuition Exchange program must fill out an eligibility form available through the Office of Human Resources. Once eligibility is verified, the Office of Financial Assistance will coordinate the exchange with the receiving school. Advance planning is necessary to receive this benefit. Employees are encouraged to attend one of the group meetings held periodically on this subject and/or meet individually with the Office of Human Resources and the Office of Financial Assistance to discuss participation.

Additional detailed information on this benefit is available from the Office of Human Resources and employees who are interested are encouraged to review eligibility agreements as well as enrollment forms for applicable deadline dates.

C. The Tuition Exchange Program

Augustana College participates in The Tuition Exchange Program, which provides tuition exchange benefits with many colleges and universities across the country. This benefit is available to qualifying children (as previously defined) of current full-time employees with four or more continuous years of service at Augustana College. Eight years of continuous full-time service at another college or university within one year of the date of employment at Augustana College also will satisfy this requirement. While service at another college or university may be used for eligibility purposes, only years of service at Augustana College will be used for determining seniority. A full listing of participating institutions and information on the specific benefit offered by each school is available at www.tuitionexchange.org.

The Tuition Exchange is a reciprocal scholarship program, which means Augustana College must balance the number of individuals sent out on the exchange (exports) by an equal number of imports over the most current five-year period. Because of this requirement, this program is not a guaranteed program.

Should it be necessary to limit the number of exports of qualifying children, priority will be based on previous use of the program and the employee's seniority. Once a dependent child uses the tuition exchange benefit for any period of time, this will be considered use of the program for future waiting list purposes.

The Tuition Exchange is available to retired employees if the qualifying child is currently enrolled in a consortium institution and actively utilizing this benefit upon the effective date of the employee's retirement.

The Tuition Exchange benefit will cease upon:

- Receipt of a baccalaureate degree at any institution, OR
- Completion of four academic years (12 terms or equivalent) of full-time post high school study

As with the other tuition benefit programs, employees who have children interested in participating in the program should fill out an eligibility form available through the Office of Human Resources. Once eligibility is verified, the Office of Financial Assistance will coordinate the exchange with the receiving school. Advance planning is necessary to receive this benefit. Employees are encouraged to attend one of the group meetings held periodically on this subject and/or meet individually with the Office of Human Resources and the Office of Financial Assistance to discuss participation.



Additional detailed information on this benefit is available from the Office of Human Resources. Employees who are interested are encouraged to review eligibility agreements as well as enrollment forms for applicable deadline dates.

D. Summer School

Use of the Augustana College tuition remission for employees' qualifying children utilizing The Tuition Exchange or ELCA Tuition Exchange programs will be limited to:

- Six summer school credits per summer not to exceed 24 total credits AND will cease upon receipt of a baccalaureate degree at any institution.

Additional fees may be required for participation in summer school sessions.

E. High School Student Benefit

Full-time or part-time employees eligible under the Augustana Tuition Remission guidelines also can receive a limited tuition benefit for currently enrolled high school students. These students can take up to one course per term, as long as space is available in the selected course. High school students interested in this option should complete a special enrollment form available from the Registrar's Office to begin the process.

F. Tuition Reduction at Rivermont Collegiate

Employees of Augustana College are eligible to receive a reduction of tuition at Rivermont Collegiate. For updated pricing and discount rates, please call Rivermont Collegiate and identify yourself as an employee of Augustana College. Proof of employment, if needed, can be provided by the Office of Human Resources.

Use of Carver, PepsiCo and Campus Facilities

The identification (ID) card issued to each employee upon hire allows for entry and usage of the Carver P.E. Center and PepsiCo Recreational Center during the regularly scheduled hours of operation. This privilege extends to an employee's spouse and children under 18 years of age. An employee's family member can either use the employee's ID card or can come to the PepsiCo Center and request a family pass. Employees also may bring a guest, but these guests may be subject to a usage fee. For details on the hours of operation and guest fees, information is available on the campus website or by calling the facility the employee plans to visit.

Library Privileges

The ID card issued to each employee upon hire provides stack and library privileges at the Thomas Tredway Library. Employees are expected to follow all policies set forth by the library



regarding use of equipment as well as borrowing and returning library materials. Hours and policies for the library can be found online.

Campus Events

Augustana College is a campus full of enriching and diverse activities and events. Employees are encouraged to participate in events that are of interest. The ID card issued to each employee provides for free or discounted admission for employees and their immediate family members to regularly scheduled athletic events, lecture series, plays and concerts sponsored by the college. Employees are encouraged to seek detailed information as to whether an admission fee will be charged and if an advance ticket is needed.

Section 4: Safety at Augustana

General Safety Guidelines

The Office of Human Resources oversees the safety efforts of the college, but all employees are charged with maintaining and enhancing a safe work environment. Augustana College employees are protected by regulations issued by the Occupational Safety and Health Administration (OSHA). The college complies with all applicable OSHA regulations and expects each employee to follow the rules established by OSHA, college policy and specific departmental guidelines. All employees are responsible for wholehearted cooperation with all aspects of safety and health, including compliance with all safety-related rules and regulations and for continuously practicing safety while performing job duties. The prevention of work-related injuries is given precedence over operational productivity. "Horse-play" and irresponsible use of chemicals or equipment are always prohibited. Failure to comply with safe and healthful work practices may result in discipline, up to and including termination.

Augustana College's safety requirements include:

- Compliance with all applicable environmental and safety rules and regulations; attendance at training sessions that are required by OSHA rules and college policy
- Regular safety inspections to identify and eliminate unsafe working conditions and practices
- Prompt and thorough reporting and investigation of accidents and near misses
- Enrollment in the college's emergency notification system

These requirements, along with the college's safety and health programs, are designed to reduce the number of injuries and illnesses. The goal is zero accidents, injuries and illnesses. The details of specific safety programs are available from the Human Resources Office.



Safety Policies

Augustana College has written safety programs to establish operating rules, training requirements and guidelines for the most hazardous jobs on campus. Employees should meet with a supervisor and discuss these requirements and operational procedures before undertaking any of the following:

1. Touching someone else's blood or body fluids while (for example) cleaning, responding to a security call, washing athletic laundry or providing first-aid services. Information on our Bloodborne Pathogen program is available.
2. Wearing a respirator or "dust mask." Information on our Respirator Program is available.
3. Entering a confined space such as a tunnel, manhole, ductwork or boiler. Information on our Confined Space Program is available.
4. Using equipment that is very loud, including leaf blowers, chain saws and lawn mowers. Information on our Hearing Protection Program is available.
5. Applying chemicals in large quantities or cleaning up large chemical spills. Information on our Hazard Communication/GHS program is available.
6. Operating a forklift truck. Information on our Forklift Program is available.
7. Operating welding equipment. Information on our Personal Protection Equipment Program is available.
8. Working in elevated areas such as roofs, scaffolding and bucket trucks. Information on our Fall Protection Program is available.
9. Repairing, maintaining or altering high voltage equipment or lines. Information on our Electrical Safety Program is available.

Hazard Communication

Augustana College maintains a full collection of Safety Data Sheets (SDS) to help employees learn about the chemicals used on the job. SDSs describe the chemical composition of each product, the effects they could have on an employee's health and ways employees should protect themselves from overexposure. Employees should refer to these documents or receive appropriate training from a supervisor before using any chemical on the job. Members of the Office of Human Resources also are available to answer questions about the chemicals used onsite and to assist employees in obtaining or reading SDSs. In general, employees using chemicals are not allowed to use mouth suction for pipetting or starting a siphon and also should not smell or taste chemicals, remove chemicals from the buildings, mix chemicals or otherwise use them for unauthorized purposes.

Depending on the job, some employees may be required to wear special equipment or clothing when performing certain tasks to provide protection from chemical exposure and/or the physical risks associated with certain tasks. Employees who are unsure of this requirement should ask a supervisor whether the job or task requires the wearing of personal protective equipment. If so, this equipment is provided by the college—typically free of charge. Employees participating in the safety shoe program will receive assistance to obtain footwear at reduced rates.



Safety Network

Augustana College has a network of personnel who help ensure the safe operation of the college. This network consists of:

- Safety officers, who assist within major academic buildings to direct personnel and students during emergencies requiring evacuation, shelter in place or lockdown
- First responders, who provide basic first-aid assistance to students and staff
- Safety committee members, who act to improve safety in specific departments

Employees interested in joining one of these groups should contact the Office of Human Resources.

Injury Care and Accident Reporting

Augustana College will do everything reasonably possible to prevent accidents and injuries to employees. While the college strives for zero recordable accidents, the reality is that injuries can and do occur. All accidents and/or injuries must be reported to the Human Resource Office as soon as possible, and in all cases within 24 hours. In cases of an accident or injury, employees should assess their condition to the best of their ability and request the necessary assistance. Many departments keep Band-Aids in stock for the convenience of employees who wish to self-administer first aid. First responders have more complete medical kits to address a variety of injuries, including lacerations, contusions, burns and minor eye issues. First responders also are trained to provide CPR and operate the electronic defibrillators. Employees are not encouraged to provide first-aid services on campus unless they have been trained as a first responder by the college.

Employees injured at work or employees who observe an injury should do the following: If it appears to be a medical emergency, they should not wait—dial 9-911 or Public Safety at extension 7711 or 309-794-7711. The same notification should be followed if an employee is experiencing significant health effects from a chemical exposure.

1. If employees want to manage their own injury, they should contact a first responder with a medical bag. These bags contain medical supplies and typically are available in each major building on campus. In all but the most minor injuries, employees will be required to be evaluated by a medical professional to determine the extent of any injuries and determine if it is safe to continue working.
2. Augustana College maintains affiliations with local health providers and can schedule the necessary appointment and arrange transportation as necessary.

If a co-worker is seriously injured:

1. Assess the situation first to be sure it is safe to provide aid. Employees should take care to not become victims themselves.



2. Notify Public Safety/Police at extension 7711 and/or dial 9-911. The campus dispatcher can coordinate the EMS response, provide traffic control and guide the ambulance to the appropriate location.
3. Consider notifying the building's first responder, who may be able to assist.
4. If an ambulance has been called, specify someone to meet the ambulance and guide it to the victim's location.
5. Do not move victims unless they are in a life-threatening location.
6. Employees should not transport the victims if they are believed to have a serious injury, multiple injuries or a condition that may worsen during transport.
7. File an incident report. These forms are available on the Augustana website or from any first responder, and should be filed with the Human Resources Office.

Once treatment is received, the injured employee must contact the Office of Human Resources. Work restrictions prescribed by the medical provider will be communicated to the employee's supervisor to facilitate the employee's recovery.

Return to Work Policy

Augustana College does all it can to return injured parties to their designated position or into a limited or restricted work position. The college will attempt to provide work for work-related injuries and illnesses that accommodate any restrictions that the acting physician places on the injured party.

Studies have proven that employees who continue to work, even in limited or restricted work, will heal faster than employees who stay at home to recover. Throughout the restricted work period, the college will consult with the treating physician's staff to ensure the speedy recovery of the injured party without compromising the quality of care or causing possible additional injury to the employee. Employees are required to honor medical restrictions both at home and at work, and will not be allowed to do work beyond the restrictions given by the medical staff. In addition, employees who refuse limited, restricted or modified work as prescribed by the provider may lose workers compensation benefits.

Modified work plans are given only as necessary on a limited time basis. It is the goal of the college to return the employees to their department of origin as soon as possible. Any questions or concerns arising from this policy should be brought to the attention of the Safety Manager or the Office of Human Resources at the earliest possible opportunity.

Emergency Procedures

Augustana College's emergency response plan relies upon the cooperation and support of all members of the campus community. While emergency drills will be held on campus during the academic year in conjunction with local police, fire and emergency staff, ultimately it is the responsibility of each member of the campus community to behave in a responsible manner should a crisis occur.

Employees should prepare themselves for emergencies by taking the following steps:

1. Sign up for the emergency text messaging. This system, operated at an off-campus location, is used to communicate with the Augustana College community during an emergency. Within minutes of the college's Public Safety/Police staff being informed of a credible emergency situation, the Augustana College community will be alerted to the



nature of the emergency and the correct response of community members. If conditions allow, emergency information also will be disseminated by email and made available on the college's website. Updates will be provided as needed.

2. Listen for the emergency alert sirens. Sirens are tested on the first Tuesday morning of every month. Employees should familiarize themselves with this sound. Should there be an emergency, the main outdoor siren, along with a number of internal sirens, will be triggered. If the college's communication system becomes inoperable, bullhorns are located around campus and trained staff members will be placed near residence halls and groupings of buildings to provide information.
3. Emergency instruction posters are located in each classroom, office area and residence hall room. Should there be an emergency, employees, visitors and students will need to consult these posters for supplementary instructions prompted by the text-messaging, website and email communication systems. Evacuation maps, also located in every major building on campus, explain how to leave the building and indicate appropriate meeting places for evacuees.

Emergency Reporting

To report a campus emergency, employees should call 9-911 (Rock Island Police Department), extension 7711 (Augustana College Public Safety) or 309-794-7711 (Augustana College Public Safety). These numbers are staffed 24 hours a day, seven days a week. The dispatcher answering the call will need specific information, including location, the kind of emergency and as many other details as possible. Callers should focus on answering the questions and providing accurate information.

Refer to the "Safety/Security" section of the campus website at www.augustana.edu/student-life/security for guidance on how best to respond to specific incidents or contact the Office of Public Safety/Police for additional guidance.

Updated Jan. 1, 2017

Appendix

Acknowledgement

This statement is quoted from a handout all employees receive, sign and return when they begin work at Augustana, or upon receipt of the handbook:

I hereby acknowledge I have received a copy of Augustana College's Employee Handbook or have viewed the online version. I understand that the policies and procedures set forth in the handbook are not an expressed or implied contractual guarantee regarding my employment relationship with Augustana College, nor do they represent contractual terms of employment. I understand that it is my responsibility to carefully review the employee handbook and ask my supervisor or the Director of Human Resources about any of the material that is unclear to me. I also understand that Augustana College, at its option, may change, delete, suspend or discontinue any part or parts of this handbook at any time without advance notice. I also understand that updates are incorporated into this handbook, and I can print a current copy of the handbook at www.augustana.edu/employeehandbook.



This handbook is applicable to all staff and administrative employees. No one other than the President of the College may alter or modify any of the policies in the handbook. Any such alteration or modification must be in writing and signed by the President.

This handbook replaces all previous handbooks for Augustana College as of August 1, 2014. Similarly, any future revisions of the handbook will replace the prior versions of the handbook.

I have read this acknowledgement. I further understand and agree that my employment relationship is for no definite duration, and my employment may be terminated at any time for any reason or no reason at all at the option of either Augustana College or myself.

Organizational Structure

Steve Bahls, President of the College

Cabinet members:

Kirk Anderson – Chief Financial Officer, Vice President of Finance and Administration
Accounting, Budget, Facilities, Food Service, Human Resources, Information Technology, Payroll

Kent Barnds – Vice President of Enrollment, Communication and Planning,
Admissions, Financial Aid, Communication and Marketing, Public Relations, Web Services

Evelyn Campbell – Vice President, Dean of Student Services
Athletics, Diversity, Housing, Intramurals, Student Activities, Student Counseling, Security

Sheri Curran – General Counsel
Compliance, Contract Review, Legal Affairs, Risk Management

Nancy Johnson – Interim Vice President of Advancement
Annual Fund, Corporate Gifts, Endowment, Planned Gifts, Special Gifts

Pareena Lawrence – Provost, Chief Academic Officer
Accreditation, Advising, Convocations, CORE, Curriculum Assessment, Faculty, Field Stations,
Institutional Research, International Study, Reading/Writing Center, Tredway Library

Richard Priggie – Chaplain, Lutheran Brotherhood Chaplaincy Chair
Campus Ministries, Church Relations, Ecumenism, Service Trips, Special Events, Worship
Services

Conflict of Interest Policy

Overview

This policy covers all members of the Board of Trustees, officers of Augustana College and employees involved in a material manner in decisions involving the obtaining of services or goods from outside sources. Further, it is intended to serve as a guide to all persons employed by the college, regardless of position.



Trustees, officers and others with significant responsibilities for the college have a fiduciary duty of loyalty to the college. At all times they should act in a manner consistent with this fiduciary obligation and shall exercise particular care that no detriment to the interests of the college (or the appearance of such detriment) may result from a conflict between those interests and any personal interests which the individual may have.

Conflicts of interest include (a) the direct or beneficial ownership of 5 percent or more of the ownership of, or 5 percent or more of the financial obligations of, any organization supplying goods or services to the college; (b) the performance of services to other organizations that do business with the college except for such services which do not account for more than 5 percent of the income of the recipient; (c) the receipt or acceptance of cash in any amount or benefits in excess of a cumulative value greater than \$250 in any consecutive 12-month period from any organization doing, or seeking to do business with, the college; (d) participation in or taking advantage of any business opportunity or activity in which the college has an interest but excepting the direct or beneficial ownership of less than 5 percent of any outstanding class of bonds or other indebtedness of the college; (e) being indebted to the college in an amount in excess of \$25,000 but excepting unfulfilled pledges to the college; and (f) service as a director or executive officer of, or as an employee with a material personal stake in, any organization that supplies goods or services or does business with the college. Conflicts of interest also may occur by virtue of receipt of benefits by a spouse or family member in the circumstances stated earlier. Individuals covered by this policy are expressly prohibited from using their position to gain favorable or preferential access to vendors, investment advisors or organizations for their own benefit.

Disclosure

All individuals covered by this policy shall complete and file a Conflicts of Interest Disclosure Statement annually by November 1 with the secretary of the Board of Trustees, or in the case of a college employee, with the President.

In the period between the filing of the annual statements, if individuals covered by this policy believes they may have a conflict of interest with respect to any particular transaction, they shall promptly and fully disclose the potential conflict to the secretary and in their discretion also to the board, the particular committee involved in the transaction or in the case of a college employee to the President. The individual shall refrain from participating in any transaction with the college that may be impaired by the potential conflict until its review and conclusion by the audit committee of the Board of Trustees, but excepting situations where the individual has made a full disclosure of the conflict to the board, to the particular committee involved in the transaction, or in the case of a college employee to the President.

The college is aware that it may not be possible to completely avoid all relationships between those individuals covered by this policy and certain third parties with which the college transacts business. One of the keys to evaluating the potential conflict is full disclosure. No trustee, officer or employee shall be disqualified from holding office by reason of any interest.

1. Disclosure Review

The secretary and the President will accumulate all disclosure statements and furnish them to the audit committee. The secretary and the President shall be responsible for ensuring compliance by everyone covered by this policy and report to the audit committee those individuals failing to furnish an annual statement.



2. Conflict Resolution

In all instances where the audit committee determines that a conflict of interest does exist, such conflicts, and their remedy, if not otherwise fully disclosed, shall be disclosed to the board, the applicable committee or the President, as the case may be. The audit committee shall report to the board at least annually in any case and also may propose for board action amendments, revisions or additions to those conflicts of interest enumerated earlier.

When those covered by this policy are in a conflict of interest situation with respect to any matter before the board, an applicable committee or the administration, that individual shall refrain from voting on any proposed transaction that may be impaired by the conflict. Any such transaction shall require the approval by vote of a disinterested majority of the board or of the particular committee or where applicable, the President, as the case may be. When deemed appropriate, a notification shall be made in the minutes of the meeting that the person involved did not vote on the matter.

3. Confidentiality

The individual disclosure statements shall be held confidential by the board, the applicable committee, the President, its secretary and the audit committee. The statements shall be open for inspection by the public only: (a) by official action of the board upon showing of good cause; (b) with the consent of the person who submitted the data which is to be disclosed; (c) by court order; or (d) as otherwise required by Illinois or federal law or regulation.

Alcohol and Illegal Drug Abuse

The following policy was adopted in conformance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The object of the policy is to provide a drug-free workplace and campus and to assist employees and students with problems related to alcohol and illegal drug abuse.

It is the policy of Augustana College that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited anywhere on its premises or property or as a part of any college-related activity. Any employee or student of the college found to have violated the rule shall be subject to disciplinary action in accordance with published procedures up to and including dismissal. Where appropriate, the college reserves the right to refer individuals for treatment in lieu of disciplinary action.

Members of the college community are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances also may subject individuals to criminal prosecution and penalties that may include fines and/or incarceration. If the situation merits, the college will refer individual cases for appropriate legal action.

As a condition of employment or enrollment, all employees and students of Augustana College shall abide by the terms of this policy and will notify their supervisors and the Business Office (in the case of employees) or the Office of Student Life (in the case of students) of any criminal drug statute conviction for a violation occurring on the college premises or property, or as a part of any college-related activities. Notification must be made no later than five days after such conviction. For purposes of this policy, "conviction" means a finding of guilt or imposition of sentence, or both, by any federal or state judicial body. Failure to report such a conviction may result in immediate dismissal.



The term “controlled substance” as used in this policy means those substances included in Schedules I through V of Section 202 of the Controlled Substances Act. The term does not include the use of a controlled substance in conformation with a valid prescription or other uses authorized by law.

It also is the policy of Augustana College that the possession, use or distribution of alcoholic beverages on its premises or property or as a part of any college-related activities is prohibited. This includes alcoholic beverages found in lockers or residence hall rooms. An exception to this policy is that alcoholic beverages may be served and consumed by employees at special meetings or events which are catered by Augustana Dining Services or at which the Office of Student Life has approved the serving of such beverages. Also excluded are the private apartments of residence hall directors. An employee or student who violates this policy will be subject to discipline, up to and including dismissal. Employees who report to work under the influence of alcohol will not be permitted to work that day and may be subject to further discipline.

Augustana College provides regular programming and materials aimed at alerting its students, faculty and staff to problems relating to alcohol and drug abuse. Included in this section is a online source for a chart summarizing the effects and health risks associated with the use of illicit drugs and alcohol. However, the primary resources utilized for the prevention and treatment of alcohol and drug abuse are professionals, agencies and clinics located within the Quad-City area.

The college takes the position that, except in matters of disciplinary referral, the decision to seek diagnosis and accept treatment for alcohol and drug problems is the responsibility of the employee and student. The decision to seek treatment will not be detrimental to job security or student status. Because supervisors, managers, department directors or chairs and most faculty are not professionally qualified to identify substance abuse, referrals by them are based on unsatisfactory job or school performance. At the point at which the college is involved, the right to confidentiality will be respected in both informal and formal procedures, insofar as possible.

Frequently utilized local resources for evaluation are:

Al-Anon Information Service

2033 E. 32nd St.
Davenport, IA 52807-2050
563-323-1521

Alcoholics Anonymous Illowa Intergroup

1706 Brady St., Suite 201
Davenport, IA 52803
309-764-1016

Center for Alcohol and Drugs Services (CADS)

1523 S. Fairmount St.
Davenport, IA 52801
563-322-2667

Center for Alcohol and Drugs Services (CADS)

4230 11th St.
Rock Island, IL 61201
309-788-4571



Genesis Addiction Recovery Center

1401 West Central Park
Davenport, IA 52803
563-421-2900

R.I. County Council on Addiction

1607 John Deere Road
East Moline, IL 61244
309-792-0292

Riverside Retreat

Trinity Medical Center – West
2701 17th St.
Rock Island, IL 61201
309-779-3000

National toll-free numbers concerned with alcohol and drug abuse:

Alcohol and Drug Referral Hot Line, 1-800-252-6465
Al-Anon, 1-800-344-2666
Narcotics Anonymous World Services, 1-818-773-9999
National Drug & Alcohol Treatment Referral Service, 1-800-662-4357

The following is provided to give a brief guide to the effects of alcohol and a variety of commonly abused drugs and to the criminal penalties that may accompany the conviction for the illegal manufacture, distribution, dispensing, possession or use of controlled substances.

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even in low doses, alcohol can significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol can increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol can cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other children.

Informational Charts

Drugs of Abuse - Uses and Effects

http://www.pace.edu/emplibary/SH_AppendixA.pdf

Source: U.S. Department of Justice, Drug Enforcement Administration



Trafficking Penalties

<https://www.dea.gov/druginfo/ftp3.shtml>

Source: U.S. Department of Justice, Drug Enforcement Administration

Some of these penalties are described in pages taken from the U.S. Department of Justice Drug Enforcement Administration Publication, "DRUGS OF ABUSE" - pub dt 2005. Additional information is available in the Human Resources Office, the Office of Student Life and the Tredway Library.

Family and Medical Leave Act (FMLA)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation or therapy; is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.



Eligibility Requirements

Who can take FMLA leave?

To be eligible to take leave under the FMLA, an employee must:

- work for a covered employer;
- have worked 1,250 hours during the 12 months prior to the start of leave;
- work at a location where the employer has 50 or more employees within 75 miles; and
- have worked for the employer for 12 months. The 12 months of employment are not required to be consecutive in order for the employee to qualify for FMLA leave. In general, only employment within seven years is counted unless the break in service is (1) due to an employee's fulfillment of military obligations, or (2) governed by a collective bargaining agreement or other written agreement.

Definition of "Serious Health Condition"

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.



Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor

Employment Standards Administration

Wage and Hour Division