



**Hawkeye
Community
College**

**Personnel
Handbook**

January 2020

Dear Faculty and Staff of Hawkeye Community College,

Welcome to Hawkeye Community College! As your College President, it is important to me that faculty and staff enjoy a rewarding career experience at Hawkeye. This Personnel Handbook has been prepared to assist all Hawkeye employees with questions or concerns regarding policies and procedures related to employment by the College. This handbook will guide you in understanding how we can most effectively work together as a team.

Here at Hawkeye, we have worked hard to ensure excellence in education focused on student success. The foundation of our success lies in the people of Hawkeye Community College. You play an important role in the education, learning and success of every student. Thank you for making the commitment to make a difference in the lives of our students and the communities we serve.

Kind regards,
Todd Holcomb, Ed.D.

Electronic Personnel Handbook

The Hawkeye Community College Personnel Handbook language, policies, and procedures are applicable to the extent they do not conflict with collective bargaining agreements, the College's employment contracts with employees, or the law.

The Hawkeye Community College Personnel Handbook is not a contract, but is intended solely to give employees a description of employment practices at Hawkeye Community College and may be withdrawn, revised, or amended at any time.

All employees are required to read the Personnel Handbook (including any linked documents) in its entirety and electronically acknowledge receipt.

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Section 1

About Hawkeye

Click on links to read the following:

- [Mission, Vision, Goals, and Outcomes](#)
- [History of Hawkeye](#)
- [Board of Trustees](#)
- [Table of College Organization](#)

Section 2

Employee Pay

Working Day

The appropriate supervisor will establish working hours in accordance with the area of responsibility and the nature of work to be performed consistent with other sections of this handbook and any applicable collective bargaining master agreement language.

Revised 1-1-18

Employee Pay

All employees are paid semi-monthly and paid one half (1/2) month in arrears.

The following list includes deductions required by law, authorized by the College, or authorized by the employee. Paychecks are directly deposited in an employee designated bank by signing an authorization form available from the Human Resource Services Office:

Federal Withholding Tax	Additional Life Insurance Premium
State Withholding Tax	Tax Sheltered Annuity
FICA	Donations to United Way
Retirement (IPERS or TIAA)	Garnishments
Portion of premium for family medical, dental, and vision insurance	Donations to Hawkeye Community College Foundation

Questions on payroll must be directed to the Business Services Office within 15 business days of the receipt of the payroll record in question.

Revised 1-1-19

Web Time Entry (WTE)

Web Time Entry (WTE) is required of part-time hourly employees.

Revised 1-1-19

Overtime Pay

All overtime work must be requested and approved by the appropriate supervisor. Employees who are paid on an hourly basis are eligible for overtime. The normal workweek consists of forty (40) hours in seven (7) consecutive days. Hours worked in excess of 40 hours will be paid at the rate of one and one-half times the employee's regular hourly rate. For computation purposes, the workweek runs from 12:01 a.m. Sunday through midnight Saturday.

Salaried Professional/Administrative employees are exempt from coverage under the Fair Labor Standards Act (FLSA) and are ineligible for overtime.

Revised 1-1-19

Employee Travel Reimbursement

Mileage incurred while using a personal vehicle on College business is reimbursed according to travel reimbursement [guidelines](#). An [electronic form](#) should be submitted each week or as soon as possible (no later than 60 days from the date the mileage was incurred).

Revised 1-1-18

Notification of Personal Changes

Changes in any of the following categories shall be reported to Human Resource Services as soon as they occur, but no later than 30 days after occurrence:

Change of address	Change of telephone number
Change in emergency contact information	Change of legal name
Any changes affecting benefits or compensation	

Revised 1-1-18

Section 3

General Information

Categories of Employment

Executive: President and the President's Cabinet members.

Faculty: An employee providing credit course instruction who is exempt under the FLSA.

Salaried Professional/Administrative: An employee who is exempt under the FLSA.

Hourly Professional/Administrative: An employee who is not exempt under the FLSA.

Classified: An employee who is paid on an hourly basis and who is not exempt under the FLSA.

Revised 1-1-18

Types of Employment

Non-Bargaining employees are in a probationary status during the first 90 calendar days of employment.

Full-Time (FT): Faculty or Non-Bargaining employees who are under contract or regularly scheduled to work 40 hours per week.

Reduced Full-Time (RFT): Non-Bargaining employees who are under contract or regularly scheduled to work between 30-39 hours per week.

Part-Time (PT): Non-Bargaining employees who are regularly scheduled to work less than 30 hours per week.

Temporary (TEMP): Non-Bargaining employees who are hired to fill a position on a temporary basis for less than six (6) months.

Revised 1-1-20

Assignment and Transfer

Assignment shall be based upon the qualifications of the employee and the philosophy and needs of the College. Changes in assignment may be made at the initiative of the Executive employee or designee.

Revised 8-1-10

Promotion

Promotion is the advancement in level or position through assignment or competitive advancement.

Revised 8-1-10

Demotion

Demotion is the transfer of an employee to a lower level or position.

Revised 1-1-18

Temporary Assignment

It is the responsibility of the Executive employee, or designee, to delegate a temporary assignment as needed involving a higher degree of job responsibility and longer than four consecutive weeks in duration. An employee who performs additional job duties with a higher degree of job responsibility as a temporary replacement for that position during an employee absence or job vacancy will receive the entry level pay for the position or a 5% increase, whichever is greater. The additional job duties must consist of duties not normally performed by the employee and require a higher level of job knowledge, education, training, or skill.

Revised 1-1-19

Performance Management

Non-bargaining employees will use the College's performance management system.

Revised 1-1-20

Section 3

General Information

Evaluation

Faculty evaluations will follow the guidelines in the faculty handbook.

Revised 1-1-20

Personnel Records

The College's official personnel file for each employee is maintained by Human Resource Services and may be reviewed by the employee by making arrangements with the Human Resource Services staff. No document may be removed from an employee's file unless authorized by Human Resource Services. It is College policy that information contained in the personnel file shall not be provided to any unauthorized person without the consent of the employee, except as provided by law.

Revised 8-1-10

Working From Home Policy for Non-Instructional Employees

Working from home is a voluntary work alternative that may be appropriate for some employees and some positions. Although Hawkeye Community College (College) may authorize some employees to work from home, it is not an entitlement or College-wide benefit; and it does not change the terms and conditions of employment with the College.

The opportunity to work from home can be discontinued at any time at the discretion of the College. Every effort will be made to provide notice but there may be instances where no notice is possible.

The College requires employees to report to campus as required by their supervisor.

[Link to policy and application.](#)

12-3-19

Section 4

Use of College Facilities, Equipment and Other Resources

Private Use of Public Property

Iowa Code Section 721.2(5) prevents the private use of public property for personal or financial gain.

Revised 1-1-17

Print Shop

College-related printing work must be purchased through the on-campus print shop, unless otherwise approved by the appropriate Cabinet member.

Revised 8-1-10

Purchasing

College purchases are to be authorized in advance by the employee's supervisor, either through the electronic requisition process, or use of the Credit Card Purchase Request Form for purchases outside the requisition process and charged on a College credit card.

Purchases of \$30 or less made by employees and approved by their supervisor may be reimbursed with petty cash funds maintained at the Business Office.

Office supply items may be requested through the College's electronic Hawkeye Central Supply system. Orders will be filled from the stock stored in the Physical Plant, maintained by the Business Office and Central Receiving.

No personal purchases are to be made through the College.

Revised 1-1-19

Central Receiving

Deliveries to the College shall be directed to Central Receiving in the Physical Plant, unless specifically exempt due to the nature of the item delivered (e.g., fuel). Packages will be matched to an approved purchase order (or other authorization) prior to delivery to the intended recipient.

Revised 1-1-17

Communication and Information Systems (CIS)

College telephones are for college business and personal calls should be kept to a minimum.

Electronic data is stored in the College's communication and information systems. From time to time, the College may need to access this information and employees are hereby notified that they should have no expectation of privacy for information or data transmitted through the College's communication and information systems.

College information stored on personal electronic devices may have to be produced due to a public records request.

Employees are required to review the content of this link: [CIS Policies and Procedures.](#)

Revised 1-1-19

Section 4

Use of College Facilities, Equipment and Other Resources

Workplace Privacy and Searches

Hawkeye Community College attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are College property and only to be used for conducting College business.

The College may provide a desk or work space as a part of employment. The desk and the work space are College property. Because the desk and the work space are College property, not employee personal property, the desk and the work space are subject to being inspected by the College at any time, with or without notice to the employee.

The College assumes no responsibility or liability for any items of personal property which are placed in the desk or work space that is assigned to the employee.

The College may also provide the employee with a telephone and/or a computer to perform their job. These items are also College property and may only be used to conduct College business. The College may enter and copy any computer file, may examine and copy any computer communication, may monitor and record any telephone communication, and may examine and copy or record any voice mail communication. Continued employment with the College constitutes consent to the interception and recording of any of these communications. To the extent that any computer or telecommunication activities are regulated by state or federal law, the College will observe all such regulations imposed upon it.

Revised 1-1-20

Section 5

Employee Conduct

Standards of Conduct

Everything employees do and say should always reflect a positive image. Each employee's conduct, both on and off campus, influences the general public's opinion of the College. Employees shall conduct themselves as responsible individuals in relationships with all members of the College and community.

Employees, while conducting College business, are expected to:

- Behave in an orderly, courteous and dignified manner and not engage in misconduct or insubordination.
- Competently perform job duties and responsibilities including abiding by applicable College policies.
- Abide by any explicit or implicit expectations for maintaining employment with the College. The College may establish specific conduct, appearance and attendance expectations that impact an employee's ability to be effective.
- An employee may be terminated for job abandonment for failing to timely notify the employee's supervisor or Human Resource Services of an absence.

Implied Expectations:

Personal qualities of employees such as honesty, industriousness, and willingness to cooperate with co-workers are examples of implied expectations.

Specific Expectations include but are not limited to:

1. Attentiveness to work responsibilities.
2. Observing all health and safety rules.
3. Maintaining a good record of regular, punctual attendance, and using leave appropriately.
4. Refraining from conduct that is incompatible or in conflict with an employee's College employment or with the interests of the College; such conduct includes, but is not limited to, the improper acceptance of gifts.
5. Refraining both from conduct which presents a conflict of interest and that which may appear to present such a conflict of interest.
6. Honesty and truthfulness in everything an employee undertakes on behalf of the College.

Violation of these standards of behavior and safety may result in discipline, up to and including termination.

All employees are bound by the College's Institutional Code of Conduct for Educational Loans.

Employees are required to review the content of this link: [Institutional Code of Conduct for Educational Loans](#).

Revised 1-1-18

Section 5

Employee Conduct

Disciplinary Sanctions

All employees are expected to dedicate their best efforts to the performance of their work assignments. Any employee who engages in violations of the standards of conduct, misconduct, or insubordination at work or away from work which violates any of the established policies or rules of Hawkeye Community College or engages in misconduct which otherwise violates Hawkeye Community College's reasonable expectations for employee conduct may be disciplined.

Disciplinary sanctions may include, but are not limited to: warning, reprimand, suspension with or without pay, suspension for part of a day or for a period of one or more days, demotion, or termination of employment. The College reserves the right to impose any disciplinary sanction without prior warning including but not limited to termination. Other disciplinary sanctions may also be imposed.

Revised 1-1-19

Child/Dependent Adult Abuse Reporting

Hawkeye Community College strives to protect the well-being of each and every person, including every child and dependent adult, visiting the College campus and all other College sites and those participating in College sponsored off-campus activities. The College has adopted this policy to provide guidance to employees regarding the reporting requirements of suspected physical or sexual abuse of a child or a dependent adult.

Hawkeye Community College employees must report any case of suspected child or dependent adult abuse to the Hawkeye Public Safety Department at Ext. 4234 by verbally communicating the incident to Public Safety personnel. Hawkeye Public Safety personnel will then prepare a written incident report. In addition to notifying Hawkeye Public Safety, employees must also report suspected child or dependent adult abuse directly to the appropriate law enforcement agency. The verbal report should occur as soon as possible and within 24 hours of the observation, or the employee's receipt of information of the abuse. This policy applies to all College employees in regard to all activities and programs on the College campus, at College sponsored off-campus activities, and other events that are otherwise in the scope of the employee's employment responsibilities.

The employee should provide as much of the following information as possible to Hawkeye Public Safety Personnel and the appropriate law enforcement agency:

- The names and home addresses of the child/dependent adult and the parents or other persons believed to be responsible for the child's/dependent adult's care.
- The child's/dependent adult's current whereabouts.
- The child's/dependent adult's age.
- The nature and extent of the child's/dependent adult's injuries, including any evidence of previous injuries.
- The name, age, and condition of other children/dependent adults in the same household.
- Any other information that may be helpful in establishing cause of abuse or neglect to the child/dependent adult.

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Employee Conduct

- The identity of the person or persons allegedly or apparently responsible for the abuse or neglect to the child/dependent adult.
- The reporting employee's name and address.

In addition, under state law, some College employees are also considered mandatory reporters of suspected Child Abuse. For example, faculty and employees of the Child Development Center are mandatory reporters under state law. Any of these employees who, in the scope of their employment responsibilities, examine, attend, counsel, or treat a child and reasonably believe a child has suffered abuse have additional duties and obligations for reporting such abuse and neglect to the Iowa Department of Human Services. This policy does not alter or affect any duties or obligations that any mandatory reporter may have in reporting abuse or undertaking required training under any other applicable statute or regulation.

Any reasonable uncertainty about whether reporting is required should be resolved in favor of making a report. Furthermore, if any employee sees a child or dependent adult in imminent danger on campus or at College sponsored off-campus activities, the employee should immediately take reasonable action to respond to the situation by calling 911 and/or a subsequent call to Hawkeye Public Safety.

Retaliation against persons filing a report under this policy or for assisting in the investigation following the filing of a report is strictly prohibited. Failure to adhere to this policy may result in disciplinary action up to and including termination of employment.

Employees who are mandatory reporters and required to make a report of a child abuse incident shall complete the necessary training related to the identification and reporting of child abuse within six months of initial employment involving the examination, attending, counseling, or treatment of children on a regular basis. Additional child abuse identification and reporting training shall be completed every five years. Training records shall be maintained in the Human Resource Services office.

Definitions:

“Child” means a person under the age of eighteen (18).

“Child Abuse” or “Abuse” includes, among other things, any non-accidental physical injury as the result of the acts or omissions of a person responsible for the care of the child or Dependent Adult.

“Dependent Adult” means a person eighteen years of age or older who is unable to protect the person's own interests or unable to adequately perform or obtain services necessary to meet essential human needs, as a result of a physical or mental condition which requires assistance from another, or as defined by the department of human services.

“Sexual Abuse” includes any sexual exploitation of a minor wherein a sex act is preserved in any medium, promoted in any way, or purchased or possessed; any act of incest; and any sex act by either of the persons when the act is performed with the other person in any of the following circumstances:

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Employee Conduct

- 1) the act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
- 2) such other person is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
- 3) such other person is a child.

This definition incorporates the definition and meaning of what constitutes “sexual abuse” under Iowa law, see Iowa Code chapter 709.

Revised 1-1-18

Notification of Arrest, or Criminal Charges, Traffic Citations, or Child Abuse Complaints

Notice shall be provided in writing by the employee to Human Resource Services within five (5) business days of when the employee is arrested or any criminal charge is filed against the employee; the employee receives a traffic citation; a complaint of child abuse is filed against the employee; there is a disposition of any criminal charge or child abuse complaint pending against the employee.

Upon receipt of notice, Human Resource Services shall require employees to complete a Uniform Notification Form outlining the date, nature and current status of the charge, arrest or complaint. Additionally, the Uniform Notification Form shall require employees to provide any information they may have with regard to future court dates and/or disposition proceedings. It shall be the responsibility of the employee to supplement and update the information originally provided on the Uniform Notification Form with any new or changed information.

The Executive Director of Human Resource Services or designee shall have the authority to verify any and all information provided on the Uniform Notification Form. If any information provided on the Uniform Notification Form is determined to be incomplete, false or misleading for any reason other than clerical mistake, the employee may be subject to discipline, up to and including termination.

The College may consider and/or use the information contained in the employee’s Uniform Notification Form for any purpose which protects the College’s interests. However, all information provided to the College on the Uniform Notification Form will be kept confidential to the extent possible and required by law.

The following terms as used in these procedures are defined as follows:

1. Child Abuse or Abuse means harm occurring through:
 - Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child (person under 18 years of age).
 - The commission of a sexual offense with or to a child including but not limited to sexual abuse, incest, and sexual exploitation of a minor.
 - The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child’s health and welfare.

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Employee Conduct

2. Criminal Charges: All charges of committing a public offense, such as a felony or a misdemeanor, when such offense is prohibited by statute or ordinance, and punishable by fine or imprisonment.
3. Simple Misdemeanor: Crime resulting in the potential penalty of imprisonment not to exceed thirty days or a fine.

Revised 7-1-19

Driving Policy

Employees must:

- Follow the requirements in the Personnel Handbook (Notification of Arrest, or Criminal Charges, Traffic Citations, or Child Abuse Complaints in the Employee Conduct Section) to report traffic citations and other legal matters (including arrests and convictions) to Human Resource Services within 5 business days.
- Have a valid driving license to drive a College Vehicle or to drive a personal vehicle on College business.

Employees who have Major violations may be prevented from driving on College business and from driving a personal vehicle on College business.

Employees are required to review the content of this link prior to reserving a College vehicle: [Motor Vehicle Policy](#)

1-1-20

Confidentiality

Employees must abide by all College, state and federal rules (including Family Educational Rights and Privacy Act [FERPA]. Employees are required to review the content of this link: [FERPA](#) and The Health Insurance Portability and Accountability Act [HIPAA]), policies, regulations, or laws, related to confidential information and may not view, copy, alter, or remove from the College this information for their own personal use or for use by other unauthorized persons. This includes but is not limited to taking photos and the transmission of information and images via electronic devices.

Revised 1-1-19

Courtesy

It is the responsibility of each employee to be courteous to internal and external customers, employees, students, parents, alumni, and visitors. Quality service is every employee's responsibility.

Punctuality, regular attendance, team building, honesty, and working in a cooperative and collaborative manner, appreciating diversity, and being respectful of different viewpoints and cultures are necessary for maintaining good working relations.

Revised 8-1-10

Dress

Employees are required to be dressed and groomed in an appropriate businesslike manner, observe good grooming and personal hygiene practices, and refrain from dressing in a manner that reflects negatively upon the College. Strong smells are prohibited. Some employees are required to wear uniforms. If a question arises, the subject of appropriate dress will be discussed with the employee.

Revised 1-1-18

Section 5

Employee Conduct

Political Activity

The College recognizes the right of its employees, as citizens, to engage in political activity. Political activities using College property or during work time is prohibited without safeguards and advance approval by the President or designee.

An employee elected or appointed to public office requiring absence of duty from the College for an extended period of time shall be granted a leave of absence as required by state law. Where discretion is allowed, each leave will be dealt with on an individual basis.

Revised 1-1-19

Freedom of Expression

Freedom of expression is legally reinforced and mandated by: 1) the First Amendment to the United States Constitution: "Congress shall make no law...abridging the freedom of speech, or of the press..." and 2) Article I, Bill of Rights, Section 7, of the Iowa Constitution: "Every person may speak, write, and publish his sentiments on all subjects, being responsible for the abuse of that right. No law shall be passed to restrain or abridge the liberty of speech, or the press." Pursuant to the right of free speech and Iowa Code Chapter 261H (Free Speech and Expression), the college has adopted the following policy and employees are required to review the content of this link: [Free Speech and Expression Policy](#)

Revised 07-1-19

Nepotism

Hawkeye Community College will accept and consider employment applications for full-time and part-time positions from relatives and close family members of its employees within limitations. However, one family member may not supervise another family member employed by the College. The employment of more than one individual in a family shall be on the basis of the individual's qualifications, credentials, and records. Family members are defined as spouse, parent, child, brother, sister, grandparents, grandchild, aunt, uncle, niece, nephew, comparable step relationships, comparable in-laws of present spouse, and one for whom the employee is legal guardian. In the event a family relationship between two employees is created during employment, the President or designee, in consultation with the Human Resource Services, will review the case to ensure the integrity of this policy.

The President has the discretion to permit an exception to this policy.

Rev 7-1-19

Section 5

Employee Conduct

Gratuities and Gifts

Employees of Hawkeye Community College and their immediate family members shall not, directly or indirectly, solicit, accept, or receive from any one “restricted donor,” a gift or series of gifts. A “restricted donor” means:

- anyone doing business or seeking to do business with the College, or
- anyone with a particular financial interest in the performance of the employee’s official duties.

A “gift” means a rendering of money, property, services, discount, loan forgiveness, payment of indebtedness, or anything else of value in return for which legal consideration of equal or greater value is not given or received. Employees may accept items available free of charge to members of the general public and non-monetary and food items worth no more than three dollars. For additional policy clarification please refer to the Iowa Code Section 68B.22.

Revised 8-1-10

Other Employment/Moonlighting

An employee may hold other employment outside of the College as long as the employee’s College job performance standards are met. All employees are subject to College scheduling demands, regardless of any existing outside work requirements. The College’s work hours will take precedence over other employment. There will be no use of College time, facilities, or material involved for such other employment.

Outside employment that constitutes a conflict of interest is prohibited.

If the College determines that an employee’s outside work interferes with the performance or the ability to meet College work requirements, as they are modified from time to time, the employee may be asked to terminate outside employment if the employee wishes to remain a College employee.

Revised 8-1-10

Media Communication

Direct contact between the College and the media will be initiated by or through the Public Relations and Marketing Department for matters related to the College or that would affect the College. The Public Relations and Marketing staff will assist the media in contacting employees and will be responsible for coordinating all subsequent interviews and information sharing.

Revised 9-14-11

Social Media

Hawkeye Community College has established guidelines for appropriate use of social media. *Social media* includes all means of communicating or posting information or content of any sort on the internet, including but not limited to posting to: a personal web log or blog; or a web log or blog belonging to another party; a journal or diary; a personal web site; a social networking or affinity web site; a web bulletin board; or chat room, whether or not associated or affiliated with Hawkeye Community College, as well as any other form of electronic communication.

Any social media conduct that adversely affects job performance; adversely affects the performance of faculty, staff, or students; or otherwise adversely affects the College; may result in disciplinary action up to and including termination unless such social media conduct is otherwise protected by law.

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Employee Conduct

Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action up to and including termination. Examples of such conduct include offensive posts meant to intentionally harm someone's reputation, false and defamatory posts, posts that encourage others to engage in unlawful conduct, or posts that likely could contribute to a hostile work environment on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; or any other status protected by law or College policy.

The College expects employees to always be fair and courteous to staff, faculty, vendors, and students. Concerns with others are more likely to be resolved by speaking directly with the person rather than by posting complaints to a social media outlet. Employees should avoid posting statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or disparaging. Employees should respect the privacy and dignity of others. Always be honest and accurate when posting information or news, and if a mistake is made, correct it quickly. The internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors known to be false. Do not post confidential communications.

Do not create a link from a personal blog, website, or other social networking site to a Hawkeye Community College website without identifying yourself as a Hawkeye Community College employee.

Any personal opinions expressed in a blog or online post regarding Hawkeye Community College must clearly state that you are a Hawkeye Community College employee. It must be clear that your views do not represent those of Hawkeye Community College, staff, faculty, or students. Blogs or posts on social media related to Hawkeye Community College must include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Hawkeye Community College".

Refrain from using social media while on work time or on equipment provided by Hawkeye Community College, unless it is work-related. Do not use Hawkeye Community College email addresses to register on social networks, blogs or other online tools utilized for personal use.

Revised 1-1-18

Communicable/Infectious Diseases

Employees with a communicable disease will be allowed to perform their customary employment duties, provided they are able to perform the essential functions of their position with or without reasonable accommodation, and their presence does not create a substantial risk of illness or transmission to students or other employees. The health risk to immunodepressed employees shall be determined by their personal physician. The College will respect its employees' right to privacy. Medical conditions will only be disclosed or discussed between College officials with a legitimate interest, and to the extent necessary to minimize health risks, provide accommodations, or comply with state or federal law reporting requirements.

Revised 7-1-19

Section 6

Equal Opportunity/Affirmative Action

Hawkeye Community College is committed to maintaining an educational and work environment in which students, faculty, and staff can work together in an atmosphere free of discrimination, harassment, exploitation, or intimidation.

Revised 1-1-19

Affirmative Action

Hawkeye Community College has developed and implemented an Affirmative Action Plan to demonstrate an ethical and legal commitment to Equal Employment Opportunity. The Plan is designed to advance the representation and utilization of protected class members and to prevent discrimination. The Plan will be periodically reviewed and revised in an evolving process to continually and optimally promote equity in educational services and employment practices at Hawkeye Community College. Employees are required to review the content of this link: [Affirmative Action Plan](#).

Revised 1-1-20

Sexual Harassment/Misconduct

The College is committed to providing a work and educational environment free of sexual discrimination, including sexual harassment, sex-based harassment, sexual assault, and sexual exploitation (collectively "Sexual Misconduct"). Domestic violence, dating violence, and stalking are also considered prohibited forms of sexual harassment and/or Sexual Misconduct, whether sexually motivated or not. Hawkeye Community College addresses prohibitions on Sexual Misconduct through its Sexual Misconduct Policy. Employees are required to review the content of this link: [Sexual Misconduct Policy](#). Applicable procedures for the filing of complaints, investigations, and disciplinary procedures for allegations of Sexual Misconduct will be handled under that Policy, and any employee who wishes to make a complaint regarding Sexual Misconduct should refer to and follow the procedures laid out in the Policy. All employees have the responsibility to report incidents or complaints of Sexual Misconduct to a Title IX Coordinator.

Revised 1-1-17

Consensual Relationships Policy

Professional relationships built on trust and respect between instructional staff and students, and between supervisors and employees, are essential to the mission of the College. Coaches are considered instructional staff for the purpose of this policy. Consensual romantic or sexual relationships between members of the College community may compromise these professional relationships and may result in harm to the College and those involved in College programs and activities when conflicts of interest and power differentials exist.

Conflicts of interest, either real or perceived, arise when romantic and sexual relations occur between instructional staff and students, and between supervisors and subordinate employees. College policy precludes individuals from supervising or evaluating employees with whom they have romantic or sexual relationships.

Section 6

Equal Opportunity/Affirmative Action

Power differentials in consensual relationships may have serious ramifications even if real or perceived conflicts of interests are resolved. Such relationships may harm or injure others in the academic or work environment and provide grounds for complaint when that relationship gives, or creates the appearance of, undue access or advantage to the person involved in the relationship, or when it restricts opportunities or creates a hostile work environment for others. Individuals entering into consensual romantic or sexual relationships must understand that the reason for entering, maintaining, or terminating such relationships may be influenced by the power differential. The person with the power advantage will bear the burden of accountability. Consent will not necessarily protect an individual against a charge of sexual harassment/ misconduct. Consent at the onset also does not remove grounds for a subsequent charge of a violation of the College's Sexual Misconduct Policy ([Sexual Misconduct Policy](#)) should consent later be withdrawn.

Instructional Staff/Student Relationships

It is unethical and a violation of this policy for an instructional staff member to have a romantic or sexual relationship with their student. Instructors exercise power over students inside the instructional context when giving them praise or criticism, evaluating them, or making recommendations for their education or employment. It is not reasonable to conclude that a student consents voluntarily to a romantic or sexual relationship with an instructor when this power differential exists.

Romantic or sexual relationships outside the instructional context also may lead to difficulties when the instructor and student are in the same or academically allied area or department. An instructor in such a situation may face serious conflicts of interest and should be careful to distance themselves from any student with whom a romantic or sexual relationship exists or has existed.

Supervisor/Employee Relationships

Romantic or sexual relationships between supervisors and subordinate employees are inappropriate. The supervisor in such a case will bear the burden of accountability.

Reporting Procedure

The appropriate Vice President or the Executive Director of Human Resource Services must be notified of any violation of this policy.

Response

If an employee is involved in a relationship that violates this policy, the College may take disciplinary or other employment action to ensure that there is no conflict of interest or power differential that may compromise the professional relationships which are essential to the mission of the College.

Revised 1-1-20

Americans with Disabilities Act (ADA)

Hawkeye Community College is committed to the regulations of the Americans with Disabilities Act and its amendments in making reasonable accommodations for students, staff, or patrons of the College in accessing its facilities.

Section 6

Equal Opportunity/Affirmative Action

Any individual with a disability should notify Human Resource Services of their needs, and the College will do what is reasonable to effect changes and assist the individual in being successful in the college environment.

Accommodations

If an employee believes an accommodation for a physical or mental disability is necessary in order to perform the essential functions of their job, [a request for an accommodation](#) should be made to Human Resource Services.

Revised 1-1-19

Nondiscrimination Statement

Hawkeye Community College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation; or actual or potential parental, family, or marital status in its programs, activities, or employment practices. Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator and Title IX Coordinator for employees, (319) 296-4405; or Title IX Coordinator for students, (319) 296-4448; Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015; or email equity-titleIX@hawkeyecollege.edu.

Retaliation

Federal and state discrimination laws prohibit an employer from punishing employees or retaliating against employees for engaging in the complaint process or the investigation of discrimination complaints. Examples of protected activities would include but not be limited to filing or being a witness in a claim of discrimination, reporting conduct to a supervisor or management that the employee believes is discrimination, participating in employer investigations of alleged discrimination, resisting sexual advances or intervening to protect others, and requesting accommodations for a disability or for a religious practice. Engaging in a protected activity does not shield an employee from all discipline or discharge.

Any employee who retaliates against another employee or student for reporting a complaint based on an alleged personnel handbook or student handbook policy violation or for cooperating in such an investigation will be subject to disciplinary action, up to and including termination.

Revised 1-1-18

Discrimination Complaint Procedures

For allegations of discrimination, please see the Procedure for Resolution of Discrimination Complaints: [Discrimination Complaint Procedures](#). As indicated in the Procedure, a Discrimination Complaint Form must be completed in order to initiate a formal investigation, which will then be promptly investigated. Complaint forms are available in the Human Resource Services office. The completed Discrimination Complaint Form must be submitted to the Equity Coordinator, Human Resource Services. The result of the investigation may be appealed to the President or designee for review and final decision. All supervisory employees have the responsibility to report any allegations of discrimination to Human Resource Services and/or to the Title IX Coordinator for Employees.

Revised 8-18-15

Section 7

Grievance Procedure

Personnel Handbook/Policy Grievance

If an employee has a grievance involving a written policy contained in a master agreement or a policy in this handbook that has a separate complaint procedure, the employee must follow the complaint procedure outlined in the master agreement or the separate handbook policy. If an employee files a grievance under this procedure and it should be handled under a master agreement or separate policy, it shall be referred to the proper person(s) for handling.

If the employee chooses to take a grievance involving any issue covered under this handbook or policy to another forum such as unemployment compensation, Civil Rights Commission, Court, Department of Labor, etc., the College shall be relieved of the responsibility of accepting or continuing the grievance.

The grievance timetable starts the next working day after receipt of the grievance. Failure of the College to respond within the specified time will advance the grievance to the next step. Failure of the employee to submit the grievance to the next step will end the grievance procedure. Timelines may be extended by mutual agreement.

Should a dispute arise in the application of a handbook policy, it shall be resolved in accordance with the following procedure:

STEP I

Within five working days from the date of the occurrence alleged to be a grievance, the employee must meet with their immediate supervisor in an attempt to resolve the issue involved. No written record will be maintained unless requested by either the employee or the supervisor or if the grievance moves to Step II.

To file a grievance, the employee must submit, in writing, the alleged unfair application of discipline or violation of a personnel policy, the date of the alleged action, and remedy sought. Once a grievance is filed by the employee, the content of the grievance cannot be changed.

STEP II

If Step I does not resolve the issue to the satisfaction of the employee, they may submit an appeal in writing to the appropriate Cabinet member or designee. This must be done within five working days from the date of the meeting in Step I.

Within ten working days of the receipt of a written grievance from an employee, the appropriate Cabinet member or designee may conduct a meeting on the issue. This meeting may consist of the employee, another employee of the grievant's choice (if desired by the grievant), the immediate supervisor, appropriate Cabinet member or designee, and a Human Resource Services representative.

The appropriate Cabinet member or designee shall render a decision in writing to the supervisor and employee within fifteen working days following the filing date of the grievance at Step II.

STEP III

If Step II does not resolve the issue to the satisfaction of the employee, they may submit an appeal in writing to the President. This must be done within five working days from the date of decision in Step II. Within ten working days of the receipt of a written grievance from an employee, the President or designee may conduct a meeting on the issue or may render a decision without a meeting. If a meeting is held, the meeting may consist of the employee, another employee of the grievant's choice (if desired by the grievant), appropriate Cabinet member or designee, a Human Resource Services representative and the President or designee. The President or designee shall render a decision in writing to the appropriate Cabinet member or designee and the employee within twenty working days following the filing date of the grievance at Step III. The decision of the President or designee is final.

Grievance forms are available from the Human Resource Services Office or at [Grievance Form](#).

Section 7

Grievance Procedure

Anonymous Complaint

To report a confidential complaint to the College: [Anonymous Complaint](#)

Revised 1-1-19

Section 8

Leaving the College

Leaving the College

An employee has the right to leave employment for any reason. If an employee chooses to separate from the College, the College requires that a resignation be in writing and addressed to the employee's supervisor and copied to Human Resource Services requesting a release from employment and signed by the resigning party. The resignation letter must include the reason for the separation and the employee's last date of employment.

The College reserves the right to terminate an employee's employment effective immediately.

Revised 1-1-20

Public Safety and Emergency Management

Hawkeye Community College provides public safety coverage to ensure a safe and secure campus environment. Staff and faculty who will be working after hours/weekends/holidays must notify the on-duty Public Safety Officer by calling (319) 296-4234 upon arrival and departure. Employees are required to review the content of this link: [After Hours, Weekends, Holidays Policy](#). Public Safety services include securing facilities; patrolling campus; providing security escorts; enforcing college regulations; responding to medical emergencies; and delivering emergency messages. The Public Safety office maintains working relationships with local law enforcement authorities. Public Safety may be contacted at extension 4234. Revised 1-1-19

Environmental health and safety and the prevention of accidents is the responsibility of every employee. The College supports the efforts of the Safety Committee that meets regularly to address issues related to safety, health, and security. Employees should protect themselves and others from job hazards, make every effort to prevent fires and accidents, and promote safety at all times. Report any potentially unsafe conditions, accidents, and safety related questions to Public Safety at extension 4234.

Hawkeye Community College safety programs/procedures include but are not limited to the following:

- Active Shooter: Run, Hide, Fight
- Bloodborne Pathogens
- *Campus Security Authority: Roles & Responsibilities* **
- Crisis Response and Recovery
- Cybersecurity Overview
- Diversity Awareness: Staff-to-Staff
- Ethics in the Workplace
- Hazard Communications: Right to Understand (GHS)
- *Mandatory Reporter* **
- Terrorism: Awareness & Response
- Title IX/Sexual Misconduct

** *Assigned to specific positions*

Other safety training may be required for specific work hazards. Questions regarding all safety programs at Hawkeye Community College can be addressed to the Human Resource Services Office at extension 4004. Revised 1-1-17

Medical/Exposure Records (OSHA Rule: 29 CFR 1910.20(g)(1))

Certain Hawkeye Community College employees may be tested annually for occupational health exposure(s) such as noise, airborne contaminants, and workplace chemicals. An employee's personal test records as well as any records related to claims for Worker's Compensation are available for inspection, review, and/or copy by the employee or the employee's authorized representative in the office of the Vice President of Administration and Finance. Revised 1-2-13

Emergency Procedures

For fire, violence on campus, or life-threatening emergencies call 911 from any College phone, or use your cell phone to call 911.

Then immediately contact the on-duty Public Safety Officer at extension 4234 or by calling (319) 296-4234 on your cell phone.

If you observe a fire in a building or one is reported to you, activate the building fire alarm, quickly evacuate the building and report to your designated evacuation site.

If you witness an individual in need of immediate medical assistance, call 911 and the on-duty Public Safety Officer. Survey the scene to make sure it is safe. If at all possible stay with the victim and initiate first aid within the scope of your abilities. Do not move the victim if you suspect a back or neck injury. Use universal precautions upon rendering first aid. Treat all body fluids as potentially infectious.

To report criminal activity, contact the on-duty Public Safety Officer at (319) 296-4234.

In severe weather (tornado) situations, you should evacuate to the designated building shelter:

- | | |
|--|---|
| <p>a. The following building occupants will report to the <u>TUNNEL AREA</u>:</p> <ul style="list-style-type: none">▪ Black Hawk Hall▪ Bremer Hall▪ Buchanan Hall▪ Butler Hall▪ Child Development Center▪ Grundy Hall▪ Hawkeye Center▪ Physical Plant▪ Tama Hall | <p>c. The following building occupants will report to the <u>LOWEST LEVEL</u> utilizing inner classrooms, hallways, and restrooms:</p> <ul style="list-style-type: none">▪ Brock Student Center▪ Cedar Falls Center▪ Chickasaw Hall▪ Fayette Hall▪ Health Education & Services Center (HESC)▪ Independence Center▪ IowaWorks Cedar Valley▪ Library▪ Regional Transportation Training Center (RTTC)▪ Regional Law Enforcement Academy▪ Van G. Miller Adult Learning Center▪ Western Outreach Center |
| <p>b. The following building occupants will report to the <u>BASEMENT AREA</u>:</p> <ul style="list-style-type: none">▪ Farm House at Farm Facility | |

For bomb threats and chemical spills immediately contact the on-duty Public Safety Officer by calling (319) 296-4234.

If you need Public Safety assistance, call the on-duty Public Safety Officer at:

Main Campus (319) 296-4234

Van G. Miller Adult Learning (319) 296-4278

Revised 1-1-19

Conduct of Visitors

Access to academic and administrative facilities and grounds of Hawkeye Community College shall generally be limited to students, employees, and visitors for the purpose of study, work, teaching, and other College business.

Access to individual classrooms, laboratories, and program areas shall be limited to those enrolled in the courses and programs meeting at such locations. An instructor

may grant permission for the presence of one or more visitors if, in the instructor's judgment, such presence is consistent with maintaining a proper educational environment.

Visitors on College property shall conduct themselves in accordance with the law, as well as commonly accepted standards of behavior and safety. Any conduct which involves loitering; intentional or negligent disruption of the orderly processes of the College; noise; threats; any kind of harassment (sexual or otherwise); verbal or physical abuse; endangerment of the health or safety of any person or inappropriate entry into, obstruction of, or unauthorized occupation of any College property by any visitor, shall be deemed a violation of College policy. If a visitor engages in such conduct and does not cease such conduct when requested, the College employee who is present and in immediate charge of the area shall have the authority to inform the visitor that their permission to occupy College property is withdrawn. The visitor shall leave College property immediately and failure to leave shall result in Hawkeye Public Safety being summoned to take appropriate action. This policy does not require any College employee to take any action that would jeopardize their personal safety, safety of any employee, student, or visitor.

Revised 1-2-13

Firearms on Campus

Firearms, ammunition, or any other controlled or dangerous weapon or incendiary device, substance, or materials are not allowed on Hawkeye Community College property, except when:

1. Authorized by the Dean of Interprofessional Health and Safety Services for educational purposes. When approved by the Dean, firearms are restricted to appropriate educational laboratories such as continuing education courses, the firing range, or for required use in an instructional program, or
2. Authorized by the Athletic Director for intercollegiate sports, or
3. In the possession of a uniformed certified law enforcement officer, or
4. In the possession of a uniformed certified reserve peace officer (Iowa Code 80D.1A), or
5. In the possession of a qualified retired law enforcement officer as allowed by Federal Law (18USC Section 926C) or a non-uniformed active duty officer who has registered with the Director of Public Safety and requested to carry a concealed firearm.

Violation of this will constitute misconduct and will be grounds for disciplinary action up to and including termination.

Revised 1-1-18

Drones/Unmanned Aircraft

The recreational use and operation of drones/UAS (Unmanned Aircraft System) on College property is strictly prohibited. Drone/UAS operation for College business is subject to the following policy. Employees wishing to fly a drone/UAS on College property or for any College event must be certified by the FAA (Federal Aviation Administration) as a remote pilot and follow all current [FAA laws, rules, policies, and regulations](#). A copy of the FAA Remote Pilot Certificate must be filed with Hawkeye Community College Public Safety office prior to the operation of any drone/UAS.

Revised 1-1-19

Alcohol and Controlled Substance

Hawkeye Community College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, controlled substances, and illegal drugs on College premises. The impairment by alcohol or drugs of any employee while participating in an academic function, or when reporting for work or engaging in work – during normal work hours or other times when required to be at work – is also prohibited. The use of alcohol is strictly prohibited except where an employee has prior authorization and is a part of an approved activity or educational program. No College controlled finances will be utilized for the purchase or sale of alcoholic beverages or any controlled substance on or off College premises except where such items are used as a part of an approved activity or educational program.

Hawkeye employees are required to abide by all federal and state laws, local ordinances, Iowa Department of Education policies, and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances, and illegal drugs. Violation of this will constitute misconduct and will be grounds for disciplinary action up to and including termination, and may have legal consequences. Employees are required to review the content of this link: [Drug and Alcohol Policy](#).

Revised 1-1-17

Drug-Free Workplace

In order to be in compliance with the Drug Free Workplace Act of 1988, the College has developed the following policy, and as a condition of employment, employees must abide by the terms of this policy:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.
- Employees needing help are encouraged to seek medical and/or professional assistance.
- Employees must report all arrests, charges, or convictions under a criminal drug or alcohol statute for violations occurring on or off College premises. A report of such conviction must be made in writing to the Human Resource Services Office within five (5) days after the conviction.
- The unlawful manufacture, distribution, dispensation, sale, possession, or use of a controlled substance on College premises is absolutely prohibited.

Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

Revised 8-1-10

Tobacco-Free Campus

The use of any tobacco products are prohibited on all property owned, leased, or occupied (including vehicles) by Hawkeye Community College. This includes cigarettes, cigars, pipes, smokeless tobacco, vaping devices and e-cigarettes.

Revised 10-09-18

Thefts and Vandalism

Employees must report directly to the appropriate supervisor any observation or suspicions of theft, vandalism, or property damage. The appropriate supervisor is required to file a report with Public Safety.

Revised 1-1-19

Parking and Traffic Rules

Parking permits are required. Employees are required to review the content of these links: [Parking and Traffic Rules](#) and [Bicycles and Other Recreational Equipment](#).

Revised 9-7-15

Insurance

The insurance program is effective the first day of the month following or coinciding with the employee's first day of employment. Election of coverages are made with the Human Resource Services Office at the beginning of employment. Subsequent changes are also made through the Human Resource Services Office. All insurance programs are subject to the terms & conditions of the College's insurance carriers.

1. Health and Dental Insurance – The College provides a benefit allowance to eligible full-time and reduced full-time employees to be applied toward the required purchase of:
 - Single health and single dental insurance, or
 - Single health and family dental insurance, or
 - Family health and single dental insurance, or
 - Family health and family dental insurance.Benefit allowance for reduced full-time employees will be prorated accordingly.
2. Dental Insurance – The College purchases single dental insurance for eligible part-time employees. Eligible employees may purchase family dental coverage at their expense.
3. Vision Insurance – The College purchases single vision insurance for eligible full-time, reduced full-time and part-time employees. Eligible employees may purchase vision coverage for their spouse and/or dependents at their expense.
4. Life and Accidental Death and Dismemberment Insurance – The College provides this program for eligible full-time and reduced full-time employees. Insurance provisions are subject to change for an employee at age 70 and over.
5. Optional Life Insurance – Eligible full-time and reduced full-time employees may purchase additional life insurance on self, spouse, and/or dependents with carrier approval. The employee pays the total cost of this insurance by payroll deduction.
6. Long Term Disability Insurance (LTD) – The College provides insurance for eligible full-time and reduced full-time employees that provides a maximum benefit of 60% of the regular monthly salary to a maximum of \$7,500.00 per month after a waiting period of 60 calendar days.
7. Workers' Compensation Insurance – All employees of Hawkeye Community College are covered by workers' compensation if injured on the job. Employees must report any on-the-job injuries to the appropriate supervisor as soon as possible in order to protect this benefit.
8. Unemployment Insurance – The College is covered by unemployment insurance.
9. Social Security – All employees are covered by the Federal Insurance Contributions Act (FICA). Employees contribute 7.65% (including Medicare) of gross salary and the College contributes 7.65% of the same amount.

Revised 1-1-19

Section 10

Benefits

Retirement

Eligible employees are required to participate in either the Iowa Public Employees Retirement Systems (IPERS) or the IACCT Defined Contribution Retirement Plan (Administered by TIAA) (IACCT/TIAA) The College and the employee contribute a percent of the employee's gross salary. These amounts are subject to change and are determined by the State legislature.

Revised 1-1-19

Voluntary Early Retirement Incentive

The College has a voluntary early retirement incentive for eligible employees. Details regarding eligibility and benefits will be determined and announced at the discretion of the College. The College reserves the right to suspend or modify an early retirement incentive at any time, with or without notice.

Revised 1-1-20

College Services

Some career and technical programs need work experience opportunities for their students to enhance practical learning. Services are offered to the staff if the work can be scheduled to provide a valuable part of the instructional program. There is a nominal or reduced fee for these services or products. Examples of programs offering services or products are Auto Collision Repair and Refinishing, Dental Hygiene, Dental Assisting, and Horticulture.

Revised 8-1-10

Employee Assistance Program (EAP)

Employee and Family Resources (EFR) is the College's EAP provider. If an employee needs assistance with a personal matter the employee can call (800) 327-4692 or visit their website at <https://www.efr.org/>. An EFR counselor is available 24 hours per day, 7 days per week. All voluntary involvement is strictly confidential. Initial evaluation and referral services are offered at no cost.

Revised 1-2-15

Flexplus (IRS Section 125 Plan)

Eligible employees may participate in the Healthcare Flexible Spending Plan or the Dependent Care Benefit Plan. Contributions to these accounts will be on a pre-tax basis. For program and enrollment information contact Human Resource Services.

Revised 1-1-19

Supplemental Retirement Options

All faculty and staff have the opportunity to save for retirement by participating in a supplemental retirement plan. The College is currently a part of the Retirement Investors' Club (RIC) and has the following plan options: 403b, 457, and 401a. You can make retirement contributions to the 403b and 457 plans on either a pretax or Roth basis. You can roll funds from other sources (IRA, 401k, etc.) into the 401a plan. Contact Human Resource Services for information or visit the following website:

<http://ric.iowa.gov/>

Revised 1-1-14

Tuition Reimbursement

Employee Tuition Reimbursement

Full-time and reduced full-time employees and full-time faculty are eligible to participate in the tuition reimbursement program. Pre-approval by the employee's supervisor and Human Resource Services is required prior to course start date. Completion date of course(s) will determine to which fiscal year a course is posted. An employee can be reimbursed only once for any particular course. Exceptions are allowed for required dissertation/thesis coursework.

New employees who have received tuition reimbursement and separate from the college:

- within six (6) months of employment must pay back 80% of reimbursement received.
- within nine (9) months of employment must pay back 60% of reimbursement received.
- within twelve (12) months of employment must pay back 40% of reimbursement received.

Credit Courses

Tuition only (no fees) for credit courses may be approved up to \$1,683 per fiscal year per employee for undergraduate courses. Tuition only (no fees) for credit courses may be approved up to \$2,525 per fiscal year per employee for graduate courses. Tuition may be approved for a combination of undergraduate and graduate coursework for a total of \$2,525 per fiscal year. Approval will be limited to regionally accredited colleges and universities.

Revised 7-1-19

Non-credit Courses

Non-credit courses, at a maximum of \$200 per course and \$600 per fiscal year per employee, will only be approved for job related Hawkeye Community College courses.

Revised 1-1-19

Non-Spouse Dependent Tuition Reimbursement

Non-Spouse Dependents of full-time and reduced full-time employees and full-time faculty are eligible to participate in the non-spouse dependent tuition reimbursement program. Pre-approval by the Financial Aid Office and Human Resource Services is required prior to course start date. Completion date of course(s) will determine to which fiscal year a course is posted. The maximum total reimbursement for non-spouse dependents for any one full-time employee in one fiscal year will be limited to \$1,060.

Non-Spouse Dependent tuition reimbursement will only be for non-spouse dependents of employees taking Hawkeye Community College credit courses and these non-spouse dependents must have been a declared dependent on the IRS tax form for the previous tax year. Non-spouse dependents in a degree seeking program must have completed a Free Application for Federal Student Aid (FAFSA). "Degree-seeking" is defined by financial aid regulations. These dependents cannot receive reimbursement for courses under a financial aid consortium with another college and also be eligible for Hawkeye Community College tuition reimbursement.

Revised 7-1-19

Section 10

Benefits

Non-Spouse Dependents on financial aid suspension or academic suspension from Hawkeye Community College will not be eligible for tuition reimbursement. Tuition reimbursement will first be applied to any tuition debt from a previous term.

Reimbursement Requirements for Tuition Reimbursement and Non-Spouse Tuition Reimbursement:

Upon completion of the course(s) the following must be provided within 60 days:

- The required pre-approved Tuition Reimbursement Request Form with Part 2 completed.
- Provide official grade report and receive at least a C grade. (Credit – copy of official grade report; Non-credit – a copy of the certificate(s) and or CEU's).
- Provide a detailed statement from the institution showing tuition cost, proof of tuition payment, and any applicable grant(s), scholarships(s), and/or sponsorships. Grants, scholarships, sponsorships, and non-reimbursable gifts/awards must be divulged and will impact the amount of the reimbursement.

Revised 1-1-19

Section 11

Leaves of Absence

Absences

Occasionally, it may be necessary for an employee to be absent from work. Before taking leave, the time off must be requested and approved by the appropriate supervisor. Each employee is expected to give the appropriate supervisor as much advance notice as possible for leave requests.

A request to cancel previously approved leave must be submitted to your supervisor prior to the beginning of the leave.

Unscheduled Temporary Disability (Sick) leave requests must be completed upon return to work. Exempt employees must use leave in half-day or full-day increments. Non-exempt employees must use leave in two-hour increments. All appropriate accumulated leave balances must be used before going on leave without pay. Compensation adjustments may be made as a result of being in an unpaid status. Faculty leave accruals run from August 10 through August 9 of the subsequent year, excluding the Family and Medical Leave Act (FMLA). Leave accruals for all other employees run from July 1 through June 30 of the subsequent year, excluding the Family and Medical Leave Act (FMLA).

Revised 1-1-20

Personal Leave

Personal leave for full-time and reduced full-time employees will be prorated the first year of employment based on the employment date. Personal leave is subject to the approval of the employee's supervisor based on the needs of the College. Personal leave may not be used during the last week of employment. Unused personal leave balances will be forfeited upon separation from the College. Full-time employees are allowed to use Personal leave per fiscal year according to the following schedule:

President and Vice Presidents	Five (5) Days or	40 Hours	Per Fiscal Year
Salaried Professional/Administrative (Exempt)	Four (4) Days or	32 Hours	Per Fiscal Year
Hourly Professional/Administrative and Classified	Three (3) Days or	24 Hours	Per Fiscal Year

Personal leave for reduced full-time employees will be prorated accordingly.

Personal Leave must be used between July 1 and June 30.

Revised 1-1-19

Temporary Disability (Sick) Leave

A full-time and reduced full-time employee may take leave under this policy because of illness, accident, injury, quarantine, medical appointments, or other temporary disability of the employee. An employee may be required to provide a doctor's verification of illness upon return to work or at any other time of an absence due to illness. Temporary disability (sick) leave will be awarded at the beginning of each fiscal year. Temporary disability (sick) leave will be prorated the first year of employment based on the employment date. Unused temporary disability (sick) leave balances will be forfeited upon separation from the College. Any temporary disability (sick) leave accumulated in excess of 105 days or 840 hours at the end of each fiscal year (June 30) will automatically be forfeited.

Full-time employees are allowed to accrue temporary disability (sick) leave days according to the following schedule:

Section 11

Leaves of Absence

Executive/Administrative/Professional: 15 days or 120 hours per fiscal year.

Hourly Professional/Administrative and Classified: Anniversary accruals are given in the month of the employee's actual anniversary.

1 st Year	10 Days or	80 Hours	Prorated based on full-time employment date
2 nd Year	11 Days or	88 Hours	Per Fiscal Year
3 rd Year	12 Days or	96 Hours	Per Fiscal Year
4 th Year	13 Days or	104 Hours	Per Fiscal Year
5 th Year	14 Days or	112 Hours	Per Fiscal Year
6 th Year and above	15 Days or	120 Hours	Per Fiscal Year

Temporary Disability (Sick) leave for reduced full-time employees will be prorated accordingly.

Revised 1/1/17

Vacation Leave

Vacation leave for full-time and reduced full-time employees will be prorated the first year of employment based on the employment date. Vacation leave is earned on a monthly basis but posted semi-annually in July and January. Prorated anniversary accruals are given in the month of the employee's actual anniversary. Upon separation from the College, leave used will be reconciled with the leave earned on the monthly basis and compensated in the final paycheck. Employees separating from the College within the first 90 calendar days of employment will not receive any vacation payout.

Annual accruals will be according to the following schedule:

Executive:

Years of Service:	# of Vacation Days per Year	
	President/VPs	Executive Directors
0 - 19	22 days (176 hours)	20 days (160 hours)
20 - 24	23 days (184 hours)	21 days (168 hours)
25 - 29	24 days (192 hours)	22 days (176 hours)
30 - 34	25 days (200 hours)	23 days (184 hours)
35 and up	26 days (208 hours)	24 days (192 hours)

Salaried Professional/Administrative:

Years of Service:	# of Vacation Days per Year		
0 - 19	20 Days or	160 Hours	Per Fiscal Year
20 - 24	21 Days or	168 hours	Per Fiscal Year
25 - 29	22 Days or	176 hours	Per Fiscal Year
30 - 34	23 Days or	184 hours	Per Fiscal Year
35 and up	24 Days or	192 hours	Per Fiscal Year
Maximum carryover of 1.5 times the annual vacation accrual rate			

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Hourly Professional/Administrative and Classified:

Years of Service:	# of Vacation Days per Year		
0-3 years of service	10 Days or	80 Hours	Per Fiscal Year
4-6 years of service	15 Days or	120 hours	Per Fiscal Year
7-19 years of service	20 Days or	160 hours	Per Fiscal Year
20-24 years of service	21 Days or	168 hours	Per Fiscal Year
25-29 years of service	22 Days or	176 hours	Per Fiscal Year
30-34 years of service	23 Days or	184 Hours	Per Fiscal Year
35 + years of service	24 Days or	192 Hours	Per Fiscal Year
Maximum carryover of 1.5 times the annual vacation accrual rate			

Revised 1-1-19

Vacation leave for reduced full-time employees will be prorated accordingly.

Changing vacation leave to another leave status

The general policy is not to change leave status once it has been approved; however, exceptions may be made with supervisor approval for the following:

- if the request to change is made prior to the first date of the vacation leave
- if there is a death in the immediate family (as defined in Critical Illness Leave)
- if the individual is hospitalized before or during the vacation period

Revised 1-1-19

Bereavement Leave

Up to five (5) days or 40 hours per fiscal year for a full-time employee may be used for funerals or other responsibilities related to a death and not restricted to specific relationships.

Bereavement leave for reduced full-time employees will be prorated accordingly. Revised 7-1-10

Critical Illness Leave

Full-time employees may use up to five days or 40 hours per fiscal year for critical illness of an immediate family member. This leave is not for usual or follow-up health care at home or doctor appointments.

The criteria for critical illness that must be met is:

- immediate family member is diagnosed as terminally ill (6 months or less life expectancy) and under the personal care of a licensed physician, or
- immediate family member is under the personal care of a licensed physician for a medical emergency situation in a hospital emergency room, surgical (including inpatient or outpatient) procedure, medical procedure requiring transportation assistance due to sedation, hospitalization, or life threatening situation.

A doctor's written statement may be required.

The immediate family shall be interpreted as spouse, child, stepchild, parent, stepparent, parent of present spouse, grandparent, brother, sister, grandchild, step-grandchild, or one for whom the employee is legal guardian. These absences may run concurrently with Family and Medical Leave Act (FMLA).

Critical illness leave for reduced full-time employees will be prorated accordingly.

Revised 1-1-18

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Paid Time Off (PTO) for Part-Time Employees

Part-time, non-bargaining, non-instructional employees of the College who have worked for at least one year and averaged at least 20 hours per week are eligible for PTO which can be used for absences from scheduled work hours with supervisor approval.

PTO may not be used during the last week of employment. Unused PTO balances will be forfeited upon separation from the College.

Annual accruals will be according to the following schedule:

- 1+ years will receive 44 hours of leave,
- 4+ years will receive 52 hours of leave,
- 7+ years will receive 60 hours of leave.

After the initial prorated allocation, leave accruals will be allocated on July 1 of each year. Employees may carryover 16 hours of leave into the next fiscal year. Leave requests must be in two-hour increments. A part-time employee hired as a full time employee will be allowed to carry over up to 16 hours of PTO which will be applied to temporary disability leave (sick leave).

Revised 1-1-19

Family and Medical Leave Act (FMLA)

An employee, who has been employed for at least 12 months and for at least 1,250 hours of service during the previous 12-month period, may be granted paid or unpaid leave for one or more of the following reasons:

- Birth of son/daughter and in order to care for such son/daughter.
- Placement of son/daughter with the employee for adoption or foster care.
- To care for a spouse, son, daughter, or parent who has a serious health condition.
- Because of a serious health condition which renders the employee incapable of performing the functions of their position.

A total of 12 work weeks of leave during any 12-month period may be granted under this policy. Such leave must be taken on a sustained or uninterrupted basis, except that intermittent leave may be taken for serious health care of the employee, child, spouse, or parent. The 12-month period will be based on the employee's FMLA effective date. FMLA Leave will run concurrently with any other available paid leave. The employee must use all available paid leave time to which they are entitled prior to commencement of unpaid leave. The employee shall provide as much prior notice as reasonably possible.

The employee will be allowed to return to the same job or an equivalent position with equivalent pay and benefits. Previously accrued benefits will not be forfeited; however, additional benefits will not accrue during the absence.

Single group health insurance benefits will be continued during Family and Medical Leave. Family group health insurance benefits can be continued during the period of Family and Medical Leave provided the employee remits the appropriate premium. Other group insurance benefits will be continued provided the employee remits the entire premium. If additional unpaid leave is granted beyond Family and Medical Leave,

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the employee must remit the entire insurance premium. Consult Human Resource Services for more information about insurance premiums and effective dates for premium payments.

Medical certification of a serious health condition of the employee, spouse, parent, or child may be required and/or a second opinion may be requested by the College, at the expense of the College.

"Serious health condition" shall mean an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, outpatient surgery or recovery from surgery or confining illness/injury and continuing treatment by a health care provider.

Family and medical leave may not be used as an extension of unpaid leaves already provided. With the combination of both family and medical leave and extended leave due to illness or disability, the maximum amount of paid and unpaid leave is a total period of six months.

FMLA Military Family Leave

Hawkeye Community College will follow FMLA Military Family leave entitlements.

How to Apply for FMLA

FMLA will be applied to any illness or injury with a duration of more than three consecutive days and that meets the eligibility requirements of FMLA. Any illness or injury having duration of more than three consecutive work days should be reported to Human Resource Services. A Personal Illness/Injury Verification form will be forwarded to the employee. The Personal Illness/Injury Verification form must be completed by the attending physician and will serve as verification of the employee's illness/injury under FMLA or for family illness/injury leave.

If FMLA is for the employee's illness or injury leave, the employee must provide a Verification of Return to Work release from the attending physician before returning to regular duties. There may be cases where the physician has released the employee to return to work, but with limitations or restrictions. This information is requested on the Verification to Return to Work form. This form is to ensure that employees do not return to work without permission from their physician to do so. It protects both the employee and College from contributing to continued or further disability. If the employee is released to return to work, but with limitations or restrictions, the form should be forwarded to Human Resource Services five days prior to the employee's anticipated return to work. The immediate supervisor and Executive Director, Human Resource Services, will then determine if a reasonable accommodation can be made. If the physician has released the employee to return to regular duties without restrictions or limitations, this form should be returned to Human Resource Services at the time of the employee's return to work.

Revised 1-1-14

Good Cause Leave

Full-time and reduced full-time employees may be granted unpaid leave for up to six (6) months for good cause. The decision to grant or deny such leave shall be at the discretion of the President or designee and not subject to the grievance procedure.

Revised 1-1-19

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Jury Duty Leave

In order to be paid for scheduled work time away from the College, an employee who is called to jury duty service must provide a copy of the summons to the employee's supervisor and to Human Resource Services upon receipt. It is expected that an employee will return to work when released from jury duty so long as the employee will be present to work two hours or more of scheduled time.

Upon return to work, the employee must submit an online leave request and provide Human Resource Services with certification, obtained from the Clerk of Court, documenting the hours served. Employees called for jury duty shall turn over to Hawkeye Community College (Business Services) payment received for such service. However, employees may keep any mileage/meal reimbursement.

Revised 1-1-19

Subpoenas

The College recognizes that from time to time an employee may be called upon to testify in court or other legal proceedings during regular work hours. Unless the employee is testifying at the request of the College, the employee must provide the employee's supervisor with the witness subpoena compelling the employee's attendance for testimony and submit a leave request (e.g. Personal leave).

If the employee receives a subpoena to testify concerning a matter related to the employee's work or contacts at the College and the College has not initiated the subpoena the employee must notify the employee's supervisor and Human Resource Services immediately upon receipt of the subpoena. The College, at its discretion, may provide the employee with attorney support if the substance of the employee's testimony is expected to be about information acquired by the employee while an employee at the College.

Revised 8-1-10

Military Leave

An employee will be expected to show military orders to their supervisor as soon as they are received when called to serve in the U.S. Armed Services. A non-temporary employee who has completed military service may return to work at the regular job or one similar to the one they left in accordance with applicable state and federal laws.

Revised 8-1-10

Paid Holidays

The following paid holidays are established for full-time employees:

New Year's Day	January 1st
Martin Luther King, Jr. Day	3 rd Monday in January
Friday of Spring Break	
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Friday following Thanksgiving	4 th Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th
New Year's Eve	December 31 st

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The College may also be closed during the winter break period.

When any of the above holidays are on Saturday, the College will be closed on the preceding Friday. When any of the above holidays are on Sunday, the College will be closed on the following Monday.

A reduced full-time employee's paid holidays are dependent upon an individual's assigned schedule.

Revised 1-2-13

Temporary Disability Leave Bank

A Temporary Disability Leave Bank has been established to be used by any eligible non-bargaining employee who elects to participate.

Participation in the Temporary Disability Leave Bank is on a voluntary basis and each participating employee's contribution will be made in the form of two days of Temporary Disability (Sick) Leave from their current allocation of Temporary Disability (Sick) Leave days each year of participation. The days contributed to the bank become the property of the bank and are non-returnable to the employee. The Human Resource Services Office will conduct the initial sign up. Thereafter, employees who wish to enroll or withdraw must notify the Human Resource Services Office in writing on or before June 1st of the fiscal year prior to the effective date of the change.

The use of sick leave days from the bank will be limited to eligible employees who have exhausted their personal sick leave without being eligible for social security disability and who have been absent from work for at least five consecutive days. In addition, a physician's verification of extended illness will be required. An employee needs to qualify only once per year for the same medical condition to use the Bank. Use of days from the Bank will be based on a full or half day use basis until the total days in the Bank have been exhausted. An employee may not use days from the Bank to supplement workers' compensation benefits.

The following schedule shall govern the temporary disability leave bank days per fiscal year for participating employees:

Years of Employment	Temporary Disability Leave Days
91 Calendar Days-3 Years	Up to Ten Days or 80 hours
4-6 Years	Up to 15 Days or 120 hours
7 +	Up to 20 Days or 160 hours

Employees who have exhausted the availability of sick leave days from the Bank and other paid leave may apply for additional sick leave days from the Bank for the period after application for long term disability has been submitted to the carrier until either the application is denied or the application is approved, up to a maximum of sixty (60) days. The College will not approve the use of sick leave bank days for employees who are already receiving long term disability benefits.

Assets of the Temporary Disability Leave Bank will accumulate and the following year's bank will consist of the days carried over plus the current year's participation. Should there be a conflict, the Human Resource Services Office will determine a solution.

Revised 7-1-19

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Regular, Emergency, and Severe Weather College Closings

Regular Closings

Regular College closings are planned closings for holidays and other designated dates.

When the College is closed, designated staff may be called to work. Staff working in closed College facilities, other than during emergency closings, must contact Public Safety by phone upon arrival.

Emergency Closings

Emergency closings normally are temporary closings of College facilities designated by the President or designee for, but not limited to, severe weather, loss of utilities, and other possible threatening events that might cause concern for safety.

During an emergency closing, it may be determined that one or more buildings can be used. This determination will be made by the President or designee. When an emergency closing is designated, only Public Safety staff and those designated to help with a problem will be on duty. All others are required to leave the College premises.

Employees eligible for compensation during college closings must be ready and available for work and not on any type of leave.

7-1-19

Severe Weather

1. The President or designee will announce College closings, class cancellations, delayed starts or early dismissals due to severe weather or other emergency conditions for the safety of students, faculty, and staff of the College.
2. Should weather conditions necessitate closing the College or delaying the start of classes, the decision will be made and announcements given for broadcast by 6:00 a.m. for daytime classes, when possible.
3. When classes are cancelled, the College will remain open for business. If a College site closes, all offices at that site are closed. If the College has a late start, employees must not arrive on campus before the designated time, in order to allow for snow removal.
4. The decision for canceling classes for evening will be made and announcements broadcast by 4:00 p.m., when possible. When the College closes in midday or early evening because of weather conditions and if students, faculty, and/or staff are stranded on campus, the Brock Student Center is the designated area where students and employees should assemble. The Provost and Vice President of Academic Affairs or designee and the Vice President of Administration and Finance or designee will be on duty to assist those stranded at the College. If food and shelter for the night are required, College staff will be assigned to stay and direct the accommodations required for the safety of those stranded.

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5. Closings may vary from site to site. Students, staff, and faculty should call the Hawkeye Information Line at (319) 296-4444 for the current status of College closings, class cancellations, delayed start, or early dismissal information. The Information Line may be updated multiple times during individual weather events. The College website provides the most current information. However, employees are encouraged to check more than one source of information for possible changes in announcements. Information provided to radio and television media may not be current as their ability to update information is limited. Other sources of current information are as follows:
- a. Hawkeye Alert
 - b. Alertus
 - c. Campus email system
 - d. Hawkeye Community College Facebook page
 - e. College website: www.hawkeyecollege.edu
 - f. Digital Signage Comlink (used for early dismissals)
 - g. Courier website
 - h. Local radio and television

Radio Stations/TV Stations

KBBG	88.1 FM	WMT	600 AM	KCRG	(ABC)
KKHQ	92.3 FM	KOEL	950 AM	KGAN	(CBS)
KCVM	93.5 FM	KNWS	1090 AM	KWWL	(NBC)
KKSY	96.5 FM	KFJB	1230 AM		
KCRR	97.7 FM	KWLO	1330 AM		
KOEL	98.5 FM	KWAY	1470 AM		
KWAY	99.3 FM	KXEL	1540 AM		
KNWS	101.9 FM	KCNZ	1650 AM		
KZIA	102.9 FM				
KOKZ	105.7 FM				
KFMW	107.9 FM				

Students and staff should use good judgment when severe weather conditions exist, being cognizant of local traffic and road conditions.

Notify Public Safety at (319) 296-4234 or Ext. 4234 if your vehicle will not start or has any other difficulty that prevents you from leaving campus.

Revised 1-1-19