EMPLOYEE HANDBOOK

2021 • Carthage College

This document is updated as of December 2020. Please note that this document is reviewed and updated annually. If you have any questions, please contact the Human Resources Department at ext. 5774.

Welcome

Welcome to Carthage College! We are delighted to have you as a member of our team.

Carthage has always emphasized that outstanding people are the key to our success and future growth. Every employee has an important role to play in providing the best education possible to our students. We value the array of abilities, experiences, and backgrounds you bring and look forward to the contributions you will make to our community.

Purpose of the Employee Handbook

The Employee Handbook contains important information about Carthage College's employment policies, procedures, and practices. Employees are expected to read, own, and follow the policies, procedures, and practices outlined. Employee responsibilities include:

- Conducting business in a polite, professional manner that creates and sustains a respectful work environment for all Carthage community members.
- Following guidelines for appropriate attire in the workplace.
- Being on time for the workday, meetings, appointments, and projects.
- Keeping work areas clean and orderly.
- Preforming all job duties in a safe manner.
- Promptly reporting problems with equipment, facilities, or personnel to appropriate campus representatives.
- Producing quality work with minimal errors.
- Meeting goals and standards of the department and institution.
- Communicating honest and accurate information.
- Making use of the tools provided by the institution in a professional manner.
- Utilizing the proper reporting protocol for issues, concerns, and requests. In most circumstances, employees will go to their direct supervisors first.

If an employee has questions or concerns about the information found in this Employee Handbook, they are encouraged to contact their area supervisor or the Human Resources Department.

This Employee Handbook supersedes all previously issued Employee Handbooks and any inconsistent verbal or written policy statements made or issued before this Employee Handbook. Except for the policy of at-will employment, Carthage College reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions will be in writing. No oral statements or representations can change the provisions of this Employee Handbook.

Not all of the institution's policies, procedures, and practices are set forth in this Employee Handbook. We have summarized only a portion of the most important policies.

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CARTHAGE COLLEGE
1847

Mission and Statements of Principle

Seeking Truth, Building Strength, Inspiring Service—Together

Seeking Truth

- Carthage is a college of the Evangelical Lutheran Church in America, espousing and expressing the Judeo-Christian tradition.
- Carthage honors God's love for all people and celebrates the rich diversity of creation.
- Carthage embraces scholarship and teaching that are grounded in respect for truth, the possibilities and limitations of individual perspectives, and personal accountability.
- Carthage recognizes that the quest for Truth is a life-long journey, and that knowledge, experience, and understanding, gained through a love of learning, are the surest guides.
- Carthage promotes personal, professional, and social relationships characterized by truth, honesty, and integrity.

Building Strength

- Carthage challenges all members of the community to seek excellence in every endeavor.
- Carthage provides the resources, tools, and facilities necessary to attract and develop committed students, faculty, staff, and trustees.
- Carthage strives for robustness throughout its educational experience, providing students with opportunities to grow in all facets of life.
- Carthage seeks breadth and depth of cultural experience from faculty and students, building a foundation for informed, courageous, and effective action in the larger world.
- Carthage collaborates with advisors and partners who help increase the relevance, vibrancy, and resilience of the educational experience.
- Carthage is a responsible steward, investing in and preserving resources in service to current and successive generations of students.

Inspiring Service

- Carthage affirms that the privilege of education is accompanied by the responsibilities of social awareness.
- Carthage challenges students to become builders of a just and compassionate world by immersing them in an educational experience that offers exposure to the full breadth of existence on Earth.
- Carthage prepares students for lives of service, and progression to leadership, by providing opportunities to give of themselves and help others—locally, nationally, and internationally.
- Carthage models and promotes the art of stewardship, enjoining respect for life in all of its various forms and cultures.

Together

- Carthage is a college community that spans generations and bridges ideologies, nurturing lives of service, work, appreciation, and understanding.
- Carthage affirms that Truth, Strength, and Service intertwine beneficially throughout life, and encourages members of the community to follow paths that incorporate all three.
- Carthage embraces traditions that lift up the community and increase its relevance and prestige.
- Carthage encourages community members to challenge and support one another, to accept responsibility and require accountability, and to collaborate in serving the best interest of students.

Accreditation
Carthage College holds regional accreditation status with the Higher Learning Commission (HLC). Additionally, many of our individual programs hold discipline-specific accreditation through professional associations and accrediting bodies. For more information about College accreditation, please consult the Carthage Catalog or contact the Office of the Provost.

Environmental Statement
Carthage College recognizes its unique environmental position as it is located on the shores of Lake Michigan and within the Pike River watershed. As such, Carthage purposefully integrates sustainability standards in its campus operations, energy management, and stewardship of the campus grounds and arbor. Carthage abides by all federally mandated compliance for clean air, clean water, storm water management, energy conservation, and waste reduction, and strives to minimize the impact of operations on the environment.

Diversity Statement
Carthage College sees diversity, equity, and inclusion as foundational pillars of our community. Carthaginians are diverse in identities, viewpoints, perspectives, and beliefs. By embracing and expressing our diversity, we add richness and value to the Carthage experience.

Carthage is an institution that works to ensure a safe, equitable, and welcoming environment for all members of our community, including individuals from historically underrepresented groups. These efforts are in congruence with the values of our institution and guide and prepare Carthaginians to reach their full potential.

Equal Opportunity Employment (EEO)
Carthage College offers equal opportunities in employment to all employees and job seekers. No person shall be discriminated against because of the individual's protected characteristics: race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status. This policy includes the commitment to maintain a work environment free of harassment, discrimination, and retaliation.

In accordance with the Americans with Disabilities Act (ADA), the College shall provide, upon written request, reasonable accommodations to an employee with a disability to enable the individual to successfully perform the essential duties of their job unless it would present an undue hardship on the College. Employees who need an accommodation should contact the Human Resources Department to initiate the disability accommodation process.

If you feel you have been harassed or discriminated against in violation of this policy, please contact the Human Resources Department.

Non-Discrimination Statement
Carthage College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic, or military status ("protected characteristics").

Employees, students, applicants, or other members of the College community (including but not limited to vendors, visitors, and guests) should not be subjected to discrimination or harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The College's policy, as well as federal and state laws and regulations, prohibit unlawful discrimination and harassment. These laws include the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Employee inquiries concerning accommodation, discrimination, or harassment should contact the Human Resources Department in Lentz Hall or by phone at 262-551-5774. Student inquiries concerning accommodation should be directed to the Dean of Students Office in the Todd Wehr Center or by phone at 262-551-5800.

If you think you have been subjected to harassment or discrimination because of your sex/gender/sexual orientation/gender identity or have been subjected to sexual misconduct, please contact the Director of Human Resources at the College or the regional Office for Civil Rights: 500 W. Madison St. Suite 1475, Chicago, IL 60661-4544, 312-730-1560.

Anti-Harassment Policy
Carthage College seeks to provide an environment in which students, faculty, staff, guests, and visitors can study, work, and experience the College community without harassment or discrimination. It is the policy of Carthage College to prohibit any acts of harassment or discrimination toward employees, students, or guests of the College community.

In addition to being contrary to the College's mission and principles, harassment and discrimination are prohibited by this policy, the College's Sexual Misconduct Policy, and state and federal laws. Carthage College prohibits harassment and discrimination on the basis of an individual's protected characteristics. The College is dedicated to providing a prompt and thorough response to conduct that adversely impacts, or has the potential to adversely impact, the educational or

work environment of Carthage College faculty, students, staff, guests, and visitors. Failure to comply with this policy may result disciplinary action, up to and including termination of employment.

Prohibited Conduct Under This Policy

Harassment, prohibited by this policy, includes any action, language or visual representation, based on any characteristic protected by law including race, color, gender, age, sexual orientation, religion, disability, veteran status or national origin, that is sufficiently severe, pervasive, persistent, or patently offensive that it has the effect of unreasonably interfering with an individual's work or academic performance, or that it creates a hostile working, educational or living environment.

It is a violation of this policy for a member of the Carthage community (faculty, staff, student, guest or visitor, or anyone else acting at the instigation of a Carthage College community member) to engage in any form of harassment, whether intentional or unintentional, on the campus, nearby campus, or in any College program. It is also a violation of this policy to retaliate against a person who has initiated an inquiry or complaint of harassment.

Sexual harassment and harassment based on gender/sex/sexual orientation/gender expression or identity are prohibited and are covered by the Carthage College Sexual Misconduct Policy, as are other forms of sexual misconduct defined therein, including but not limited to sexual assault, dating or domestic violence, or stalking.

Information for students about harassment is available from the Dean of Students Office. Harassment complaints involving a student should also be filed with the Dean of Students Office.

Employees may contact the Human Resources Department for counseling and assistance relating to harassment or discrimination. Harassment complaints involving a staff or faculty employee (including a student employee) should be filed with the employee's immediate supervisor or a representative of the Human Resources Department.

If the complaint involves the immediate supervisor, the employee should contact the supervisor's immediate supervisor or a representative of the Human Resources

Department. A complaint about a guest or visitor should be made to the attention of the host or the supervisor of the area or event where the concern has arisen and must also be reported to the Title IX coordinator.

The right of confidentiality for any party involved in a harassment incident, including the complainant and the respondent, will be respected to the extent it does not interfere with the College's obligation to investigate allegations of misconduct and to take corrective action where appropriate.

Accommodations for Disabilities
Carthage College does not discriminate against qualified individuals who are differently abled or who have disabilities in regard to application procedures, hiring, advancement, separation, compensation, training, or other terms, conditions, and privileges of employment. The College will conduct its affairs in compliance with the Americans with Disabilities Act ("ADA"). The College will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so presents an undue hardship. An employee who requires a reasonable accommodation should notify Human Resources of the need for the accommodation. All requests will be evaluated on an individual basis, and employees are expected to engage in an interactive discussion about possible reasonable accommodations. Medical documentation is required to support the need for accommodation. An accommodation request may be denied if it would impose an undue hardship on the College.

All employees are required to comply with safety standards. Employees who pose a direct threat to their health or safety or the health and safety of other individuals in the workplace, which cannot be eliminated by reasonable accommodation, will not be permitted to continue to work so long as the direct threat exists.

The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

Individuals who wish to seek an accommodation should contact the Director of Human Resources to start the appropriate paperwork.

Accommodation for Nursing Mothers
To support mothers in the workplace, Carthage College complies with the Patient Protection and Affordable Care Act (PPACA), which requires that employers "provide a reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk." Employers must "provide a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public" for nursing employees. This break time must, if possible, run concurrently with any break time already provided to the employee. Per federal regulations, any other time needed for this purpose will be without pay.

Designated locations can be found on the lower level of Hedberg Library and in the A.W. Clausen Center for World Business (room 238, directly above Starbucks). Nursing mothers should see the Human Resources Department for any questions regarding lactation suite locations and applicable break periods.

At-Will Employment
All employees are "at-will employees," and employment rights are governed by the employment laws of the state of Wisconsin and federal law. Because of the nature

of the College and our responsibilities toward the education of the student body, the highest standards of ethical and moral behavior must be applied to our employees. When an employee fails to meet these standards of behavior, oral reminders, counseling, and/or termination may be required to protect the mission of the College.

No supervisor, manager, or officer of the College, except for the Associate Vice President of Finance, has the authority to enter into an agreement or make promises or statements that limit the nature of your at-will employment under the provision of this handbook.

Employment Categories
All employees are categorized as exempt (salary) or non-exempt (hourly) for purposes of compensation administration. This designation is based on duties preformed as regulated under current Fair Labor Standards Act (FLSA) standards.

Exempt Employee: This population of employees is determined by FSLA position classification of job duties and rate of pay. It typically consists of administration, management, and professional employees. These positions are salaried and not eligible for overtime pay.

Non-Exempt Employee: This population of employees is paid hourly. These employees are eligible (per FLSA guidelines) for overtime pay at the rate of one and one-half times their regular rate of pay over a 40-hour work week.

In addition to exempt and non-exempt status, the College also classifies positions as full- time and part-time based on the number of hours worked in association with the type of position held (instructional vs. non-instructional). College classifications include:

Staff Classifications
Full-Time Staff
Non-instructional employee who works 30 or more hours per week.

Part-Time Staff
Non-instructional employee who works fewer than 30 hours per week.

Faculty Classifications
Adjunct Faculty
Adjunct faculty members teach part-time on a course-by-course, semester-by-semester basis. They possess either a master's degree in an appropriate discipline or tested experience meeting the standards set by the College.

Limited Term Faculty
Limited term faculty members work for the College on a part-time basis on a semester or annual contract. They possess either a master's degree in an appropriate discipline or tested experience meeting the standards set by the College.

Contract Faculty
Contract faculty members teach on a full-time basis for the College, typically through one- to three-year contracts. These contracts are renewable. Some contracts may be renewed, depending on the needs of the College and on the faculty member's performance. They possess either a master's degree in an appropriate discipline or tested experience meeting the standards set by the College. They typically begin their service at the College at the rank of assistant professor and may apply for promotion to associate professor after serving at the College a minimum of five years.

Full-Time Faculty (Tenure or Tenure-Track)

Tenure
Tenure is granted to those faculty whose proven performance and professionalism qualify them to become permanent full-time members of the faculty. Faculty members are typically granted tenure by the Board of Trustees upon recommendation by the Provost. A candidate may be hired with tenure at the discretion of the Provost or President when that candidate possesses significant academic or other experiences that can be recognized as requisites for earning tenure at this or another academic institution.

Tenure-Track
Tenure-track faculty members are hired with the expectation that they will undergo a review that could result in the granting of tenure. Tenure-track faculty members are full-time employees with an initial appointment period of one to three years. Review for tenure would typically occur in the sixth year of service but may occur sooner if the faculty member possesses comparable full-time experience at another accredited institution of higher learning or other pertinent, full-time professional experience. The College requires candidates for tenure to hold the rank of assistant professor or above, and to possess the terminal degree in their field. In exceptional cases, tenure may be granted to a person who has demonstrated mastery of their academic field in other ways than the possession of a terminal degree.

Rank
In addition to employment classification, full-time faculty positions will include applicable rank based on criteria guidelines. Faculty members should consult the faculty handbook for more information on academic rank and mobility, but ranks include:

Assistant Professor
Assistant professors teach on a full-time basis and possess a terminal degree in an appropriate discipline; a master's degree in an appropriate discipline with at least three years of full-time teaching of acknowledged competence in higher education or at least three years of other relevant full-time professional experience, or a combination thereof; and demonstrated ability and intent to do additional successful graduate work.

Associate Professor
Associate professors teach on a full-time basis and possess a terminal degree in an appropriate discipline and at least five years of full-time teaching of acknowledged competence in higher education, or at least five years of other relevant full-time professional experience, or a combination thereof.

Professor
Professors teach on a full-time basis and possess a terminal degree in an appropriate discipline and at least 10 years of full-time teaching of acknowledged competence in higher education, or at least 10 years of other full-time relevant professional experience, or a combination thereof, or a reputation for scholarly or artistic production of an exceptionally high quality measured by national critical acclaim in the individual's profession.

Volunteers
Individuals with a volunteer status have agreed to perform a voluntary service to the College without compensation. Volunteers are required to follow the rules, regulations, and policies of the College while engaging with and acting on behalf of the College.

Volunteers are not eligible for College benefits but may be granted special privileges or access as determined by the volunteer position. Volunteers for the institution must fill out an application and pass a background check with the Human Resources Department.

Outside Employment
Full-time employees of the College are expected to devote their full energies to meeting the needs of the College. Outside employment is permitted only when it does not interfere with an employee's ability to meet their responsibilities to the College and does not conflict with the goals or objectives of the College. Any full-time employee holding an outside job must report this employment to their supervisor and the Director of Human Resources before it has begun. Employees found to have outside activities interfering with their responsibilities to the College will be given the choice of resigning from the College or the conflicting employment. Please see the conflict of interest guidelines and disclosure for additional information.

Solicitation
Solicitation of donations or selling to other employees while at the College is prohibited without the written approval of the Vice President for Finance.

Gratuities
No employee may accept monetary gifts or rewards from students, parents, or firms with which the College does business. Employees may, however, accept gifts of merchandise with a value of $50.00 or less.

Conflict of Interest Guidelines and Policy
Employees may not engage in activities that present a conflict of interest, or may reasonably present such a conflict while performing their position duties and responsibilities at the College. Employees must avoid situations where their judgment in decisions or actions on behalf of the College may be adversely affected by a conflict of interest. A conflict of interest is or may be present where there is a personal consideration or where the employee's performance, loyalty, or stewardship to the College is or may be compromised. This policy applies to all employees of Carthage College.

Fiduciary Responsibility
All employees for the College have a fiduciary duty to Carthage. At all times, they should act in a manner consistent with this fiduciary obligation and shall exercise particular care to avoid conflicts of interest or the appearance of conflicts of interest. All employees are expressly prohibited from using their position with the College to gain favorable or preferential access to vendors, investment advisors, or organizations for their own benefit.

The following guidelines are intended to help Carthage employees understand some scenarios where a conflict of interest may exist so they can perform their duties in ways that are consistent with the College's mission.

Employees must inform the Associate Vice President for Finance and their area supervisor, and receive written approval, before engaging in any outside activities that pose an actual or potential for conflict of interest.

Conflicts of interest may arise, for example, through:

- the ownership, direct or indirect, of a financial or other interest in an organization supplying goods or services to the College;
- full-time employment outside of Carthage;
- the performance of services to other organizations which do business with the College;
- outside business activities that significantly impact your work commitment or would involve the use of College facilities or equipment for the outside activity;
- the receipt or acceptance of benefits from any organization doing, or seeking to do business with the College;
- certain romantic and interpersonal relationships (See Consensual Relationship Policy);
- using the name of the College for monetary profit or speaking on behalf of (or appearing to speak on behalf of) the College without authorization;

- the use of information that the College considers privileged or confidential for non-College purposes for personal gain or for the benefit of another entity; or
- participation in or taking advantage of any business opportunity or activity in which the College has an interest.

Failing to report an actual or potential conflict of interest immediately, or continuing an activity that presents a conflict of interest after it has been disapproved, is grounds for disciplinary action, up to and including termination of employment.

Disclosure
All employees must immediately report verbally and on a written disclosure statement (see disclosure statement attached to this handbook) to the Associate Vice President for Finance any substantive relationships or activities (a) they or members of their family maintain with organizations that do business with the College, or (b) that potentially could be construed as conflicts of interest that affect their independent, unbiased judgment in their decision-making authority and responsibility.

If an employee is uncertain whether to acknowledge a particular relationship, the Associate Vice President for Finance should be consulted. All conflict of interest disclosures will be reviewed by the Associate Vice President for Finance and the College Attorney.

Definitions
The following definitions are provided to help employees decide whether a relationship should be disclosed:

- Business Relationship: A relationship in which an employee, or an employee's family member as defined below, serves as an officer, director, employee, partner, trustee, or controlling stockholder of an organization that does substantial business with Carthage College
- Family Member: A spouse, parent, sibling, child, or any other relative who resides in the same household as the employee
- Substantial Benefit: When an employee or a member of the employee's family

  (a) is the actual or beneficial owner of more than 5 percent of the voting stock or controlling interest of an organization that does substantial business with the College or

  (b) has other direct or indirect dealing with such an organization from which the employee or a member of the employee's family benefits directly, indirectly, or potentially from cash or property. Any gift valued at $100 or more received by an employee or a member of the employee's family from any source from which the College buys goods or services or otherwise has significant business dealings must be reported to the Associate Vice President for Finance.

Confidentiality
Any disclosure of a conflict of interest shall be held confidential by the College. The statements shall be open for inspection by the public only: (a) by official action of the Board of Trustees upon showing of good cause; (b) with the consent of the person who submitted the data which is to be disclosed; (c) by court order; or (d) as otherwise required by Wisconsin or federal law or regulation.

Staff Council
The Carthage College Staff Council is an elected body that represents and serves the Carthage staff. The role of the Staff Council is to promote better communication among faculty, staff, students, and administration; advise the administration of staff needs; and build camaraderie among the Carthage community by sponsoring events. Staff Council meets on a monthly basis during the academic year. If you have questions, or would like a copy of the bylaws or list of representatives, send an email to staffcouncil@carthage.edu.

Drug-Free Schools and Communities Act
The unlawful possession, use, or distribution of illicit drugs and alcohol by employees of the College is strictly prohibited. Employees who violate these standards of conduct are subject to disciplinary sanctions. These sanctions may include but are not limited to termination of employment and referral for prosecution.

Carthage personnel have both a moral and legal obligation to meet the highest standards of ethical conduct, as they serve as an example to all Carthage students. As a condition of continued employment, Carthage may require a drug screen for identification of the use of illicit substances or participation in an appropriate rehabilitation program. Carthage College places great importance on eradicating drug and alcohol abuse. Therefore, Carthage strongly discourages the unauthorized or illegal use of drugs and alcohol by both students and employees.

To comply with federal law, all employees are required to notify the Director of Human Resources within five days after a conviction for any criminal drug statute. For employees working in connection with a federal grant, Carthage must report this conviction to the granting agency and impose an appropriate sanction or require the satisfactory participation in an appropriate rehabilitation program. An employee who fails to report such a conviction will be subject to immediate termination of employment.

Criminal sanctions
Not only does the violation of drug and alcohol abuse rules jeopardize your status as an employee, but you also may be charged criminally under local, state, or federal law for unlawful possession, use, or distribution of illicit drugs and alcohol. Criminal penalties are significant as fines, imprisonment, or both may be imposed. Although penalties are periodically revised, required minimum penalties, including mandatory imprisonment, are common.

Sanctions

Where an employee violates the terms of this policy, the employee shall be subject to sanctions, which include but are not limited to:

- Oral or written reprimand
- Unpaid suspension
- Participation in an appropriate drug or alcohol rehabilitation program
- Periodic screening for the use of illicit substances
- Termination of employment

Drug or Alcohol Abuse Counseling

Help is available for employees who are having problems with drugs or alcohol. Before disciplinary problems arise, an employee should consider counseling. A free and confidential meeting is available through the office of the Campus Pastor. Outside counseling services are also available free of charge through the College Employee Assistance Program (EAP). Please contact the Director of Human Resources for more information.

Sexual Misconduct Policy

Carthage College is committed to create a safe, healthy, and non-discriminatory environment for all students, staff, faculty, and visitors that is free from all forms of sexual misconduct. As part of this commitment, Carthage does not tolerate any form of sexual misconduct, which includes sexual harassment, stalking, dating violence, domestic violence, and sexual assault. The Sexual Misconduct Policy covers all forms of sexual misconduct between faculty and staff in any combination, and between students, faculty/ staff when the faculty/staff members are the respondent(s). The full sexual misconduct policy and procedures can be found at: https://www.carthage.edu/ah-human-resources/ current-employees/policies-procedures/

Incidents involving student respondents are addressed through the student Sexual Misconduct Policy. That policy also applies to sexual misconduct that occurs on Carthage's campus, as part of a Carthage program, or to a Carthage community member. A person is subject to disciplinary action for violating the Sexual Misconduct Policy, regardless of the location of the offense or the employment status of either party.

Carthage community members who believe that they, or any other community member, have experienced sexual misconduct are strongly encouraged to make a report to a itle IX representative. A Title IX representative can discuss general concerns, respond to a report of sexual misconduct, and answer questions about the disciplinary process for sexual misconduct. A Title IX coordinator may be contacted at titleixcoordinator@ carthage.edu.

Carthage Title IX Representatives are:

Annette Duncan, Title IX Coordinator
262-551-5883 aduncan@carthage.edu Lentz Hall 208

Abigail Hanna, Title IX Deputy (Student Designee)
262-551-6450 ahanna@carthage.edu Lentz Hall 400M

Kelsey Peterson, Title IX Deputy (Athletic Designee)
262-551-6177 kpeterson12@carthage.edu TARC 2100

Chris Grugel, Title IX Deputy (Employee Designee)
262-551-6555 cgrugel@carthage.edu Hedberg Library 212

Confidential Reporting Resources

- Campus Pastor, 262-551-5812
- Health and Counseling Center, 262-551-5710

Individuals can also report an incident of sexual misconduct to their supervisor, a department chair or divisional dean, the Human Resources Department, Carthage Public Safety, the Dean of Students Office, or the Health and Counseling Center. Additionally, community members can utilize the Campus Conduct Hotline (866-943-5787), which is available to faculty, staff, and students 24 hours a day. This service is provided by a neutral third party, and all reports are kept anonymous and delivered to the Human Resources Department for investigation. In an emergency, community members should contact Public Safety at 262-551-5911 or police at 911.

Anti-Bullying Policy

Workplace bullying involves repeated unreasonable acts toward an employee, either by a peer or supervisor, intended to humiliate or undermine the employee, thus creating a risk to the employee's health. Carthage College has a zero-tolerance policy for bullying. Bullying behavior should be immediately reported to the appropriate supervisor, the Human Resources Department, or the Campus Conduct Hotline at 866-943-5787.

Disclosure of Misconduct (Whistleblower Policy)

It is the policy of Carthage College that employees and applicants shall be without fear of retaliation when reporting conduct within Carthage that they reasonably believe may constitute misconduct, including but not limited to: wire fraud, mail fraud, bank fraud, securities fraud, questionable accounting and internal controls, auditing matters, harassment, discrimination, hostile workplace, safety and security issues, illegal or unethical business practices, wrongful termination, hate messages, faculty and staff handbook violations, violations of laws, and mismanagement and/or waste of institution resources.

A representative of Carthage shall not retaliate against an employee or applicant who reports possible misconduct under this policy in good faith or who, following such disclosure, seeks a remedy provided under this policy, applicable law or other Carthage policy. However, employees or applicants who knowingly file false or misleading reports, will not be protected by this policy/and may be subject to discipline, up to and including termination of employment.

Process for Disclosure

An employee or applicant shall disclose all relevant information regarding evidenced misconduct to the Human Resources office, or through the Campus Conduct Hotline, or in a signed written document that outlines when they first knew of the misconduct. The Human Resources office shall consider the disclosure and take whatever action they determine to be appropriate under the law and circumstances of the disclosure.

In the case of disclosure of misconduct involving the Director of Human Resources, the disclosure shall be directed to the Vice President for Administrative Planning and Innovation. The Vice President for Administrative Planning and Innovation shall consider the disclosure and take whatever action they determine to be appropriate under the law and circumstances of the disclosure.

The Director of Human Resources will be responsible for:

- Ensuring all investigations are carried out in a fair and unbiased manner.
- Ensuring that those making complaints and/or reporting compliance concerns are treated fairly, that their confidentiality is protected to the extent the law allows, and that no retaliation takes place.

Complaints of Retaliation as a Result of Disclosure

If an employee or applicant believes that they have been retaliated against or suffered an adverse employment action for reporting possible misconduct under this policy, he or she may file a complaint with the human resources office, through the Campus Conduct Hotline, or in a written complaint.

For purposes of this policy, an adverse employment action shall be defined as: discharge, demotion, suspension, or being threatened or harassed, or in any other manner discriminated against with respect to compensation, or the terms, conditions or privileges of employment. This policy does not prohibit an employment action that would have been taken regardless of the employee's disclosure.

Process for Adjudication of Retaliation Complaints Stemming from Disclosure Complaints shall include:

1. Name and work address of the complainant;
2. Name and title of Carthage employee(s) against whom the complaint is made;
3. The specific type(s) of adverse employment action(s) taken;
4. The specific date(s) on which the adverse employment action(s) were taken;
5. A clear and concise statement of the facts that form the basis of the complaint;
6. A clear and concise statement of the complainant's explanation of how his or her report of possible misconduct is related to the adverse employment action; and
7. A clear and concise statement of the remedy sought by the complainant.

Within 60 calendar days of receipt of complaint, the Director of Human Resources or Vice President for Administrative Planning and Innovation shall consider the written complaint; conduct an investigation that, in their judgment, is consistent with the circumstances of the complaint and disclosure; and report to the complainant the conclusions of the investigation, absent overriding legal or public interest reasons. The identity of the complainant and the subject of the complaint shall be kept confidential to the extent possible within the legitimate needs of law and the investigation.

The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings.

False Allegations of Wrongful Conduct
Any employee who knowingly makes false allegations of alleged wrongful conduct shall be subject to discipline, up to and including termination of employment, in accordance with College rules, policies and procedures.

Consensual Relationship Policy
At the core of the College's mission is an implied responsibility of trust and ethical behavior in every relationship between employees (faculty, staff, and administrators) and students.

Conflicts of interest often arise in a consensual romantic and/or sexual relationship involving a power differential between the participants. (See the Conflict of Interest Policy on page 9 for more information.) Such relationships can present serious ethical concerns about issues related to the validity of consent, sexual harassment, and unfair treatment by others, and can have a negative effect on third parties and the entire Carthage community. Although consensual relationships do not necessarily constitute sexual harassment, such relationships may give rise to claims

if: 1) a consensual relationship ends and one of the parties continues behavior which is unwelcome by the other party; and/or 2) a consensual relationship creates an unfair, hostile, or intimidating learning or work environment. Therefore, consensual relationships between employees and students are generally prohibited.

Specifically, sexual or romantic relationships are prohibited between:

- employees and undergraduate students, even if the employee does not teach, evaluate or advise the student
- employees and graduate students when an employee has had — or might be expected to have — academic responsibility over the other party (teaching, academic advising, mentoring, coaching, and any supervision or monitoring of campus business or activities)
- any combination of faculty and/or staff where a supervisory relationship or power differential exists between the parties
- students where a supervisory relationship or power differential exists between the parties

In a consensual relationship between employees with different levels of authority, the individual with the higher authority should immediately report it to their immediate supervisor and the Human Resources Department. This type of consensual relationship must be remedied immediately; remediation includes, but is not limited to, an employee transferring to another department or a supervisor or faculty member removing himself/ herself from any activity or evaluation that may reward or punish the other individual in the relationship.

Violation of this policy will initiate disciplinary action up to and including termination of employment at Carthage.

Resolution of Conflict/Complaints

Many potential problems or situations can be successfully resolved by making a supervisor aware of the concerns of the employee. Carthage actively encourages all employees to communicate openly with their departmental supervisors. Resolution of conflicts and complaints should follow the institutional chain of command. The first course of action is usually to communicate complaints and conflicts with the area supervisor. Concerns that remain unresolved should then be referred to the person who oversees the area supervisor. The Director of Human Resources can help to facilitate this process and ensure that proper steps are being taken.

Where an employee's concern involves the actions of their supervisor or an employee feels that the actions of the supervisor jeopardize the employee's continued employment with the College, the employee may request a review of these actions by the Director of Human Resources, who will facilitate resolution with the area vice president. If the conflict or concern is related to an area vice president, the director will consult with the President. An investigation of the employee's concerns will be conducted and appropriate action instituted by the College if necessary.

Travel
An employee traveling on College business should neither gain nor lose personal funds as a result of official College business travel. The College will reimburse all employee travel and entertainment expenses that are reasonable and actually incurred for transportation, local travel, meals, lodging and other necessary business expenses required to perform the business of the College. Assuming a reasonable level of safety, comfort, and convenience for the traveler, every effort should be made to make travel arrangements which keep College expenses to a minimum. Where possible, travel accommodations should be approved by area supervisors prior to booking. When itineraries are altered to accommodate personal matters, the traveler is expected to pay any additional costs incurred. Family members are not eligible to be reimbursed or to incur expenses on behalf of the College. The full travel policy can be found on the Finance and Administrative Services webpage.

Overnight Travel with Students (including J-Term)
To ensure a safe and optimal education experience for Carthage students, children 17 and under are prohibited from accompanying faculty or staff on any overnight trip or study tour. Employee family members 18 and above are welcome to accompany faculty and staff on study tours — at their own expense — as long as doing so does not interfere or compromise with the quality of or availability of the employee doing the travel.

Confidential Information
Carthage College protects the privacy of all employees and students in accordance with state and federal guidelines. Confidential information includes student records; confidential employee information; personnel files and information protected by the Family Records and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and Payment Card Industry (PCI) Compliance. No employee shall use confidential information gained through the course of employment for any activities other than official College duties and responsibilities. Employees must ensure that confidential materials are stored properly and are not left unattended. In addition, employees should refrain from discussion of confidential information where it may be overheard. Sharing of confidential data outside of the scope of the nature of the position is prohibited and could result in disciplinary action including termination.

Media Statements
All media inquiries regarding the College and its operations must be referred to the Associate Vice President for Marketing and Communications. Only the President and Associate Vice President for Marketing and Communications (or a representative they authorize) may make or approve public statements on behalf of the College.

Personnel Files
Carthage College employee files are maintained by the Human Resources Department and are considered confidential. Personnel records requested by current or former employees include any documents that have been used, or that are intended for use in determining the employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action. Certain documents are not subject to employee access. Personnel file access by current and former employees will generally be permitted, upon request, within seven business days of the request, in accordance with state law. A per page fee will be charged for any copies issued.

Managers and supervisors, other than the human resources director and their subordinates, may only have access to personnel file information on a need-to-know basis. A manager or supervisor considering the hire of a former employee or the transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with anti-discrimination laws.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to employee's personnel file information. This decision will be made at the discretion of Carthage College or the Human Resources Department in response to the employee's request, a valid subpoena, or a valid court order.

Changes in Personal Information
It is the responsibility of the employee to make sure that personal information is kept up-to-date in the College database. This information is important in administering benefits, payroll and other employee services and must be up-to-date at all times. Be sure to notify the Human Resources Department of any change in:

- Name
- Home telephone number
- Address
- Marital status
- Number of dependents
- Insurance beneficiaries
- Contact person in case of emergencies

Employee Photographs
All employees of the College consent to the use of their images for College purposes, but may, on an event-by-event basis, request to have personal images withheld. This can be done by contacting the Office of Marketing and Communications at 262-551-2145.

Job Posting
Whenever a staff position is available, a brief job description and listing of qualifications may be posted on the Carthage website during the period of the job search. Any employee with at least 12 months service with the College and at least nine months in their current position may respond to these postings and will be considered for the open position to determine if they are qualified for the position. The hiring supervisor will evaluate qualifications as they relate to the posted position.

Rehire Procedures
Occasionally, an individual may leave employment at the College and seek re-employment at a later date. Carthage College may consider former employees as candidates for rehire, but only with the approval of both a former supervisor or department head and the Director of Human Resources.

Background Checks
The Human Resources Department conducts confidential background checks on all newly hired employees (faculty and staff) and volunteers. This policy reinforces our commitment to provide and sustain a safe and high-quality learning and working environment. The hiring manager may extend a conditional offer of employment to a potential new employee, but the offer of employment is not finalized until a successful background check has been completed. Employees who have been away from the institution for one year or more and then return to the College will be subject to a new background check.

Probationary Period
All newly hired staff must serve a probationary period of three months. This period provides both the employee and the College an opportunity to determine whether continued employment will be to the mutual benefit of both. Status as a regular employee is granted upon the successful completion of the probationary period. The probation period may be extended at the College's discretion. All college benefits are active through the probationary period.

Relocation Assistance Policy
Carthage College recognizes that new employees selected as a result of a national, regional, or international search may expect some reimbursement of normal moving expenses.

Eligible employees hired to fill regular, benefits-eligible administrative positions at director level or above may qualify for relocation assistance, at the discretion of the respective vice president. Vice presidents may determine if other positions should be considered eligible for a relocation expense allowance, particularly in cases where the position requires specialized skills. To be eligible for tax deductions or reimbursements for moving expenses, an employee must be relocating to a new job site that is at least 50 miles farther from their home than their current or most recent work location.

Moving expenses must be incurred within one year of the date of hire. Receipts should be submitted to the hiring manager, who should send them to the Human Resources Department.

Moving Provisions and Exclusions

In general, the College reimburses only expenses that are considered deductible expenses by the Internal Revenue Service (IRS) as outlined in IRS Publication 521, with the following exclusions:

- The College will pay for the movement of belongings from only one location
- Additional expenses charged for moving large or unusual items (such as pianos, boats, works of art requiring extraordinary moving costs, etc.) will not be considered reimbursable expenses.
- Expenses are capped based on the distance of the move, as follows: If the new home is less than 500 miles from the former home, expenses are reimbursed up to $2,000. If the new home is 500 to 1,000 miles from the former home, expenses are reimbursed up to $4,000. If the new home is greater than 1,000 miles from the former home, expenses are reimbursed up to $6,000.

The caps listed above are the maximum allowable expenses and do not represent an automatic allowance or eligibility. The area vice president will make determinations regarding reimbursable amounts allowable up to the established caps. All requests that fall outside of the allowable caps will need approval from the Associate Vice President for Finance.

Eligibility and for moving expense reimbursement will be indicated in the new employee's offer letter. Moving expenses are the responsibility of the hiring department and will be charged to the hiring department's budget. If a new employee has questions regarding the eligibility of an expense for reimbursement, that person should contact the Office of Finance and Administrative Services for clarification prior to incurring the expense. If the employee elects to voluntarily leave the College within 12 months of relocation, the employee is expected to reimburse the College for all moving expenses paid by the College.

Training

Carthage College employees will receive initial and ongoing training throughout the duration of their employment with the College. The nature of this training is determined by the employee's position. Required institutional and departmental training should be completed in a timely fashion, as determined by Human Resources and the area supervisors. Failure to comply with assigned training could result in disciplinary action, up to and including termination.

Resignation/Voluntary Separation
You may terminate your employment with Carthage at any time, for any reason. You are asked to provide notice two weeks prior to your anticipated departure date. Failure to provide appropriate notice may result in a no-rehire status.

Termination/Involuntary Separation
Unless the employee is party to a written employment contract or other agreement with Carthage, employment with the College is at-will and may be involuntarily discontinued for any reason.

Unemployment Insurance
Upon separation from employment, employees may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance may be obtained from the Director of Human Resources.

Voluntary Retirement and Phased Retirement
Retirement status is available to employees who are at least 55 with a minimum of 10 consecutive years of benefits-eligible service immediately prior to separation. Additionally, upon mutual agreement, eligible employees may be able to phase into part-time service for up to one year prior to retirement. This arrangement may not be possible with certain positions at the institution that require full-time hours to maintain successful operations. In a phased retirement, benefits are based on full-time or part-time status as articulated in the Employee Handbook. Retirees are able to audit one undergraduate course per semester at no cost. They also receive special status for selected campus activities and events. In certain circumstances, individuals with a retirement status may be allowed to maintain their Carthage email addresses.

Elimination of Positions/Organizational Restructuring
Conditions may arise that necessitate the reduction of the institutional workforce. In these circumstances, decisions could be made to reassign faculty and staff to alternate positions, reduce hours worked, consolidate duties, and/or terminate employment.

Responsibility of the position, funding levels, employee skill and ability, and past job performance may be considered when making these adjustments.

Hours
College offices are normally open from 8 a.m. until 4:30 p.m. Monday through Friday. However, individual offices or departments may have operating hours that extend beyond this period and may include evening or weekend hours. Because of the nature of the responsibility to the student body, staff employees will normally work an eight-hour day, for a total of 40 hours per week. The department supervisor will determine the actual work schedule for each member of the department.

Lunch and Breaks
It is the policy of the College to provide meal and rest breaks during the course of each work day. The length of lunch periods may vary by department. A minimum of one-half hour to a maximum of one hour will be granted for each day worked. Such time is subtracted from the total number of hours worked each day; therefore, they do affect pay and overtime.

Full time employees are entitled to two paid 15-minute rest breaks each day. Specific arrangements for where and when breaks can occur should be arranged with area supervisors.

Attendance and Punctuality
Regular attendance and punctuality is expected of all employees. Absenteeism and tardiness negatively affect the ability of the College to deliver services. Instances of abuse or a poor overall attendance record will not be tolerated. If an employee is unable to report for work as scheduled, they are required to phone their supervisor before the start of the scheduled shift, or as soon thereafter as possible. Unauthorized absenteeism and/or tardiness are unacceptable and can be grounds for disciplinary action — up to and including termination of employment.

An unreported or unauthorized absence of three working days will be considered a resignation/job abandonment. Reinstatement will be subject to the rehire policy of the College.

Personal Identification/ID Card
A photo identification card (ID) is provided to all employees. It is the responsibility of each employee to arrange to obtain this card through the Human Resources Department.

Car Identification/Parking
Employees are to park their cars in lots and spaces specifically identified for employee use. Any vehicle regularly driven to work must be registered with the Office of Public Safety and must display a Carthage College parking tag. These tags are available without charge from the Office of Public Safety.

If it is necessary to park a non-registered car on campus, please notify the Office of Public Safety immediately after reporting to work and provide a description of the vehicle and the parking location.

Mailroom
The College maintains a central mailroom on ground level of Lentz Hall. Services include UPS, USPS, printing, and binding. The department can weigh and post or ship mail and packages for College business, as well as personal transactions for an additional fee. Hours are 7:30 a.m. to 4 p.m. Monday through Friday.

Access to Facilities
Upon hire, supervisors will distribute appropriate permissions and keys for access to buildings based on the position held and access needs of the position. Lost keys and/or access cards must be reported to the area supervisor immediately. Unauthorized access to restricted locations is prohibited and could result in disciplinary action. Upon separation from the College, all keys and access cards must be turned in to the area supervisor.

Company Vehicles
Any employee operating a company vehicle must hold a valid driver's license. Additionally, an employee in a position where the operation of a motor vehicle is an essential duty must present and maintain a valid driver's license for the class of vehicle they operate, as well as have a driving record acceptable to the College insurer. Changes in driving records must be reported to the Associate Vice President of Campus Operations immediately. Violations of this policy may result in immediate termination of employment.

Operators of company vehicles are responsible for the safe operation and cleanliness of the vehicle. Accidents involving a company vehicle must be reported to the Associate Vice President of Campus Operations and the area supervisor immediately. Employees are responsible for any moving and parking violations and fines that may occur when they operate company vehicles. College vehicles should be operated by employees only. College vehicles may only be used for job-related travel. The use of seat belts is mandatory for operators and passengers of company vehicles. Employees are expected to comply with applicable state laws regarding the use of cellular telephones.

Personal Appearance and Dress
All Carthage employees are representatives of the College and are expected to present a neat and orderly appearance. In College offices, normal business attire is the standard dress. Some campus positions may have alternate requirements based on the type of work performed. It is expected that all employees will exercise good judgment and meet acceptable norms for personal cleanliness, hygiene, and grooming.

The College reserves the right to establish and maintain more specific standards for attire if deemed appropriate for any particular position or group of positions. Check with your supervisor if there are any questions regarding this subject.

Smoking Policy
The health of each member of the Carthage community is important to the College. Therefore, it is prudent for the College to take appropriate steps to safeguard the health and safety of Carthage students, faculty, and staff. Inasmuch as the use of tobacco products has been shown to be hazardous to the health of the user and those who breathe the ambient air, it is the policy of the College that:

- Smoking shall be prohibited completely in all buildings on campus.
- Signs reading “This is a smoke-free building” shall be prominently posted in each building.
- Smoking is prohibited anywhere on campus within 25 feet of a building.
- The use of chewing tobacco by individuals shall be prohibited from any public space.
- There shall be no sale of tobacco products on campus.
- Voluntary compliance with this policy is respectfully requested of all members of the Carthage community and visitors alike.

Compensation/Payroll Information
Carthage College is committed to provide fair and appropriate compensation to attract, retain, develop, and reward faculty and staff. The College operates in accordance with the Department of Labor’s Wage and Hour regulations regarding time records and payroll processing.

Payroll Schedules
Exempt employees are paid on a semi-monthly schedule with the first pay check of the month issued on the 15th and the second issued on the last day of the month. If either of those days falls on Saturday or Sunday, paychecks will be issued the preceding Friday. Non-exempt employees are paid biweekly, with the pay periods beginning on a Sunday and ending on a Saturday. Non-exempt employees are paid one week in arrears, every other Friday.

Pay Stubs
All employees have access to payroll information on-demand through their Workday account. Employees can view pay history, view and change withholdings, and update personal information through the Workday system.

Time and Attendance: All non-exempt employees are required to keep accurate and complete records of time worked daily. Timecards are maintained through the Workday system and must be approved by area supervisors each pay period.

Time and Effort Reporting: Awarded Grants
Carthage College faculty and staff members receiving federally sponsored funding are expected to charge their time to sponsored awards commensurate with the effort expended on all activities. The Uniform Guidance Subpart E §200.430 contains the federal regulatory requirements for internal controls over certifying time expended on sponsored projects. Carthage College’s practice is to utilize an after-the-fact effort reporting system to certify that salaries charged, or cost shared to sponsored awards, are reasonable and consistent with the work performed. This process is administered by the Office of Finance and Administrative Services in coordination with the Office of Sponsored Programs.

Payroll Deductions

Federal, state, and local taxes will be automatically withheld from employee paychecks in accordance with federal and state regulations. Additionally, authorized voluntary withholding such as personal retirement contributions, contributions to health care elections, and donations to the Carthage Fund will be deducted as stated on enrollment forms.

Direct Deposit

Carthage College requires direct deposit for all payroll functions. Direct Deposit of your pay is a safe and secure way to ensure you receive your paycheck in a timely manner.

Garnishments and Wage Adjustments

All official garnishments and wage adjustments will be processed according to applicable laws and supplementary legal documents provided to payroll.

Final Paychecks

Final paychecks for staff members who end employment should be available at the next regular payday. At the end of employment, employees will be paid for any accrued, unused vacation as part of their final paychecks. The last day worked is considered the employee's termination date. Payout of vacation does not extend the employment date for purposes of benefit eligibility. There is no payment for unused sick time or unused floating holidays.

Overtime Pay

At times, conditions may demand that the number of hours in the regular work week be increased beyond the normal level of 40 hours. Overtime for non-exempt employees will be specifically authorized by the department supervisor. Non-exempt employees will be paid at their normal wage rate for the first 40 hours of work in any calendar week, and at a rate equal to one and a half times the normal rate for all additional hours for that week. Employees may not alter their schedule to include overtime hours without prior supervisor approval. Exempt employees are not eligible for overtime pay. Only actual hours worked will be used in the computation of overtime pay.

On-call Pay for Non-exempt Staff:

At times, it may be necessary for non-exempt staff of certain departments to remain on call for emergency situations. If a non-exempt staff member is called in, they are automatically entitled to at least two hours of pay at their regular hourly rate. If more than two hours are worked, the remaining time will be paid at the regular rate but will be counted toward the overtime calculation for the pay period.

Social Security

Both the employee and the College contribute funds to the federal government to support the Social Security program. This program is intended to provide retirement benefit payments and medical coverage once an employee reaches the federal retirement age.

Paid Time Off Policy
All full-time employees, 11-month employees, and part-time employees working at least 20 hours per week are eligible for paid vacation. Vacation days are awarded based on years of service as reflected in the schedule below. Vacation days for part-time employees are prorated based on the actual number of hours worked.

Vacation for full-time staff:

Year of Service	Accrual per month	Annual totals (July1-June 30)
1-3	8 hours	12 days (96 hours)
4-9	10 hours	15 days (120 hours)
10-14	12 hours	18 days (144 hours)
15+	14 hours	21 days (168 hours)

Vacation for 11 month staff

Year of Service	Accrual per month	Annual totals (July1-June 30)
1-3	7.3 hours	11 days (88 hours)
4-9	9.2 hours	13 3/4 days (110 hours)
10-14	11 hours	16 1/2 days (132 hours)
15+	12.8 hours	19 1/4 days (154 hours)

Vacation for part-time staff (at least 20 hours per week):
Part-time employees earn vacation by the number of budgeted hours worked per month multiplied by the chart below. Example: A first-year employee who works 30 hours a week (120 hours a month) would earn six hours of vacation.

Year of Service	Multiply number of hours worked in a month by:
1-3	0.05
4-9	0.06
10-14	0.07
15+	0.09

All vacation will be awarded at the new rate in July of the fiscal year in which the milestone date occurs. Example: If the four-year milestone date is February 2020, the employee will begin receiving the 15 days as of July 2019.

Vacation Scheduling
Carthage College encourages all employees to use their vacation time on a fiscal year basis July 1 through June 30. Employees who do not use their vacation days in a fiscal year forfeit them and cannot carry them over to the next fiscal year. Exceptions can be made by supervisors in extenuating circumstances when work demands do not allow an employee to use vacation time during the normal cycle. Consideration can be given to allow up to one week of carry over to be used by August 1. Employees will not receive pay in lieu of vacation time, except upon separation. In the event of separation, employees will be paid for unused vacation days that have been accrued up to the last day of employment.

Management will attempt to accommodate the dates an employee requests for vacation, considering both work requirements and the employee's request. Vacation days should be scheduled in such a manner as to provide minimum interference with the department's operations.

Exempt employees are able to schedule their vacation in half-day increments. Non-exempt employees are able to schedule their vacation in hourly increments. An employee reporting off due to an unanticipated absence may request to use available vacation.

Holidays During Vacation
When a holiday falls within an employee's scheduled vacation time, the day is counted as a holiday and not a vacation day. The employee should not submit a time off request for an observed holiday.

New Hires and Rehires
New hires will receive a prorated amount of vacation during the first year based on possible time accrued. If an employee previously worked for Carthage College, the adjusted service date will be used to determine the new vacation allowance.

Termination of Employment
Upon termination of employment, an employee will be paid for all earned but unused vacation days. Employment cannot end on a vacation day.

Retiring Employees
Upon retirement, an employee will be paid for all earned but unused vacation for the fiscal year in which the retirement occurs. Retirement-eligible employees are at least 55 years of age with a minimum of 10 consecutive years of benefits eligible service immediately prior to separation.

Deceased Employees
Any earned but unused vacation for the fiscal year will be paid to the estate of the deceased employee.

Holiday Pay

All full- and part-time staff employees regularly scheduled to work at least 20 hours per week are eligible for holiday pay. Eligible part-time employees will receive prorated holiday pay only when they are regularly scheduled to work on the holiday, and the pay will be based on the number of hours scheduled to work on that day. Employees must either work the work days prior to and following the holiday or have a vacation or floating holiday approved in order to receive holiday pay. Part-time employees are not eligible for floating holidays.

Carthage College observes the following nine holidays, when offices are closed:

Observed Holidays
New Year's Day
Good Friday
Memorial Day*
Independence Day
Wednesday before Thanksgiving
Thanksgiving
Friday following Thanksgiving
Christmas Eve
Christmas Day

**In years when Commencement activities will not allow for a Memorial Day holiday, a third floating holiday will be provided for those scheduled to work on that day.*

Holidays occurring on a Saturday will be observed on the preceding Friday. Holidays occurring on a Sunday will be observed on the following Monday. If Christmas Eve falls on a Sunday, it will be observed on the preceding Friday.

In addition to the observed holidays, Carthage College provides two floating holidays during each fiscal year. Employees who do not use their floating holidays during the fiscal year forfeit them and cannot carry them over to the next fiscal year. In addition, employees will not receive pay in lieu of floating holiday hours. Unused floating holidays are not paid out at termination of employment including retirement and death.

Floating holidays for new hires will be prorated following the schedule below:

Hire Date:	Full Time floating holidays in first year:	11 month floating holidays in first year
Between 7/1 and 8/15	16 hours	14.7 hours
Between 8/16 and 10/15	12 hours	11 hours
Between 10/16 and 2/15	8 hours	7.9 hours
Between 2/16 and 5/15	4 hours	3.6 hours
Between 5/15 and 6/31	None	None

The days between Christmas Day and New Year's Day are also considered holidays. However, many of the College offices are required to remain open during this time. Employees who are not required to work during this period on a regularly scheduled work day will receive holiday pay for days not worked. Employees who are required to work will receive an additional floating holiday ("holiday-in-lieu") for each day worked during this period. These holidays-in-lieu must be scheduled and taken prior to the end of the fiscal year. Employees who do not use their holidays-in-lieu during the fiscal year forfeit them and cannot carry them over to the next fiscal year. In addition, employees will not receive pay in lieu of the floating holidays-in-lieu hours. All unused holiday-in-lieu hours issued to non-exempt employees will not be paid upon termination, which includes retirement and death.

If a non-exempt employee is required to work on an assigned holiday, the following process will occur through the Workday system:

- Holiday hours will be automatically generated in the attendance management system on the day of the holiday.
- If a non-exempt employee works on the holiday, the holiday is automatically removed from the attendance management system and holiday-in-lieu hours are generated for the employee. The amount generated is the employee's standard hours.
- Holiday-in-lieu hours will show in the employee's time off balance, and the employee can request to use them at a later date in the fiscal year through the time- off request process in the attendance management system. Holiday-in-lieu hours cannot be taken in advance.

Bereavement Leave Pay
All full- and part-time staff employees regularly scheduled to work at least 20 hours per week are eligible for bereavement leave pay. Eligible part-time employees will receive prorated bereavement pay only when they are regularly scheduled to work on the bereavement day(s), and the pay will be based on the number of hours scheduled to work on those days.

Employees will be paid for up to three days following a death in the family to participate in related observances or obligations. These days could vary in timing, depending upon the circumstances of observances, and should be arranged with the employee's direct supervisor within a one-year time frame. Bereavement pay includes the passing of a:

Spouse	Parent (natural, adoptive, foster, or step)
Domestic Partner	Parent-in-Law
Child (natural, adoptive, foster, or step)	Grandparent
Daughter-in-Law	Sister
Son-in-Law	Brother
Aunt	Grandchild
Uncle	First Cousin
Niece	Nephew
Brother-in-Law	Sister-in-Law

Bereavement leave pay cannot be applied to close friends. Vacation days can be used in this instance.

Sick Day Pay

Sick days may be used in the case of illness or injury to the employee, an illness or injury in the employee's household, or medical or dental treatment during normal work hours.

Sick days may also be used for paternity leave. Sick days are accrued on a monthly basis after one year of employment. One day is accrued for each month worked up to a maximum of 30 days that can be carried over into the next fiscal year. Eight hours are accrued for each month worked up to a maximum of 240 hours that can be carried over into the next fiscal year for full time employees. Eleven-month employees accrue 7.3 hours each month. During the first year of employment, the full time employee is eligible for six sick days, accruing4 hours days a month. During the first year of employment, eleven-month employees are eligible for 5.4 sick days, accruing 3.7 hours per month. This total number of days in the first year will be prorated based on date of hire. Exempt employees are able to schedule their sick days in half-day increments. Non-exempt employees are able to schedule their sick days in hourly increments. Part-time employees are not eligible for sick pay.

Unused sick days are not paid out at termination of employment, including retirement and death.

Adoption Leave Pay
All full-time staff employees with at least one year of service are eligible for paid leave for 20 work days following the adoption of a child or children). Any time taken off prior to the adoption of the child or children or after 20 work days will not be compensated by this benefit. A non-exempt employee will be compensated based on their regularly scheduled work hours during the 20-day period. An exempt employee will be compensated based on their salary prorated for this 20-day period.

Requesting Vacation, Floating Holidays, and Bereavement Leave Days
It is the mutual obligation of management and employees to ensure used vacation, floating holiday, and bereavement time is entered appropriately in the Workday system. All employees must submit a time off request through the Workday system. See "Requesting Time Off" in the Workday guide for further details. Paid time off requests must be approved by management through the Workday system for accurate record-keeping and payment to occur. Employees must review the status of the time off request through the Workday system. Once the time off request is approved by management, totals will be updated to reflect the time-off request.

Requesting/Logging Sick Days
It is the mutual obligation of management and employees to ensure used sick time is entered appropriately in the Workday system. All employees must submit a time off request through the Workday system. This request will frequently happen after the time was taken. Sick time requests must be approved by management for accurate record-keeping to occur. Once the time off request is approved by management, totals will be updated to reflect the sick day request.

Parental Leave
All full-time staff employees with at least one year of service are eligible for payment for 30 calendar days following the birth of a child or children. When both parents are employees of the College, only one employee may take advantage of this benefit per pregnancy.

Any time off taken prior to the birth of the child or children or after 90 calendar days will not be compensated by this benefit. Non-exempt employees will be compensated based on their regularly scheduled work hours during the 30-day period. Exempt employees will be compensated based on their salary, prorated for this 30-day period.

Parental leave may be extended at the request of physician, but any additional time off at full salary must be covered by accumulated sick days, vacation, or floating holidays.

FMLA paperwork must be completed and approved prior to taking this benefit.

Military Leave
Employees who are absent from work for duty in the uniformed services will be granted an unpaid military leave and reinstatement rights in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and

state law. The College will continue group health benefits during leaves of up to 30 days, and thereafter the employee may continue coverage at the employee's expense for up to 24 months under the provisions of USERRA. The maximum cumulative period of military leave during an employee's employment with the College is five years, subject to certain exemptions. Employees who have annual military obligations are required to schedule their leave with the Human Resources Department as far in advance as possible.

Eligibility for employment reinstatement following a period of service in the uniformed services is in accordance with USERRA. Upon reinstatement, an employee's compensation, benefits, retirement eligibility, and length of service will be calculated as if they had been continuously employed during the service leave period.

Please contact the Human Resources Department for additional details regarding military leave. Employer contributions to the defined contribution plan will be suspended during military service, and employees will not accrue vacation, because the employee is not in active pay status when on active military duty.

Jury Duty Leave
All full-time and part-time employees are eligible for jury duty leave pay. Employees will receive their regular pay for the hours they serve in jury duty. The part-time employees will receive jury duty leave pay only when they are regularly scheduled to work on the jury duty day(s), and the pay will be based on the number of hours scheduled to work on those days. The employee is expected to report to work during the time they are not required to be on jury duty, even if only for a portion of the day. Documentation of jury duty, obtainable from the court, must be presented to the employee's supervisor to receive jury duty pay. Employees are not required to turn over reimbursements from the court.

Bone Marrow and Organ Donation Leave Act
The Bone Marrow and Organ Donation Leave Act provides employees up to six weeks leave in a 12-month period to serve as a bone marrow or organ donor, if the employee provides their employer with written verification. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from the procedure. The law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1,000 hours during that 52-week period.

Employees are allowed to substitute paid or unpaid leave for leave to donate marrow or an organ.

Court Appearances
A court appearance by an employee requires the use of vacation, sick, or personal time. However, if the court appearance is requested by the College, the employee will be granted paid time to fulfill this responsibility.

Elections
If an employee is unable to vote outside of normal working hours, starting and or ending times of the normal work schedule may be adjusted up to three hours to allow adequate time for voting while the polls are open. Employee must request this adjustment to their schedule prior to election day. This time adjustment is non-paid time.

Requesting Maternity, Military, Bone Marrow, Organ Donor, Court Appearance, Adoption, and Jury Duty Leave Days
Contact a human resources representative to request parental, adoption, military, bone marrow/organ donor, court appearance, or jury duty leave and pay.

Leave of Absence/Family and Medical Leave (FMLA)
Carthage College provides leave in accordance with the federal Family and Medical Leave Act (FMLA) and Wisconsin Family and Medical Leave Act (WFMLA). This policy outlines the provisions of the federal and Wisconsin Family and Medical Leave acts and the rights and obligations of employees and the College under both laws. If, after reviewing the policy, employees have questions about their rights and responsibilities under the FMLA, WFMLA, or this policy, they should contact the Human Resources Department.

The Family and Medical Leave acts provide eligible employees with up to 12 work weeks of unpaid protected leave each calendar year, January 1 through December 31, for specified family and medical reasons. The eligibility and entitlements are defined differently under federal and state law.

A. Eligibility
Employees are entitled to FMLA benefits if they:

1. Federal – Have been employed by Carthage College for at least 12 months (not necessarily consecutive); and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.
    a. Any absence from work due to military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) must be counted toward the employee's 12-month employment period when determining FMLA eligibility.
    b. Time spent on paid or unpaid leave does not count in determining the 1,250-hour eligibility.
2. State – Have been employed by Carthage College for at least 52 consecutive weeks and have worked for at least 1,000 hours during the 52 weeks prior to the start of the FMLA leave.

B. Qualifying Event and Amount of Leave
Eligible employees may take up to 12 workweeks of unpaid FMLA leave in a calendar year for the following qualifying events:

1. The birth or placement of a child for adoption or, under federal FMLA, for foster care:

a. State law provides up to six workweeks of unpaid leave for any one child that must be taken 16 weeks prior or begin 16 weeks after the birth or adoption.
b. Federal law requires that leave conclude within 12 months after the birth.

2. To care for the employee's spouse, child, domestic partner (under WI FMLA) or parent (includes a parent-in-law and domestic partners' parents under the Wisconsin FMLA) with a serious health condition;
    a. State law provides eligible employees up to two workweeks of FMLA family leave.
    b. Care for a child does not include the children of the employee's domestic partner.

3. Qualifying exigency – Family leave due to an employee's spouse, child or parent being deployed or called to covered active duty in a foreign country as a member of any branch of the military, including the National Guard or Reserves.
    a. Eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
    b. The amount of time an eligible employee may take for rest and recuperation qualifying exigency leave is expanded to a maximum of 15 calendar days.
4. For the employee's own serious health condition that renders the employee unable to perform their job.
    a. State law provides eligible employees up to two work weeks of FMLA medical leave.

C. Military Caregiver

Eligible employees may take up to a total of 26 work weeks of unpaid FMLA leave during a single 12-month period to care for a spouse, child, parent, or next of kin who is a member of the armed forces and who suffered or aggravated an injury or illness in the line of duty on active duty for which the service member or veteran is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list. Time is calculated beginning on the first day the eligible employee takes FMLA leave to care for a covered service member and ending 12 months after that date, regardless of the method used by the employer to determine the employee's 12 work weeks of leave entitlement for other FMLA-qualifying reasons.

A **covered veteran** is defined as an individual who was discharged or released at any time during the five-year period prior to the first date the eligible employee takes FMLA to care for the covered veteran. A dishonorable discharge disqualifies the veteran from coverage.

D. Concurrent Benefits

Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently. When the reason(s) for qualified leave differs, the leave may not run concurrently under federal and state law, and an employee may be entitled to more than 12 weeks of leave in a calendar year. This type of leave occurrence will be evaluated and reviewed with the employee at the time of the leave. Qualified leave taken under Workers' Compensation also will run concurrently with federal FMLA leave.

Under the federal FMLA, spouses employed by the College are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition.

E. Non-Continuous or Intermittent Leave

Employees are permitted to take leave on an intermittent (blocks of time) or reduced work schedule:

1. When it is medically necessary to care for a family member with a serious health condition or because of the employee's serious health condition.
2. When it is necessary to care for a family member or next of kin who has suffered an injury or illness while on active duty.
3. To care for a newborn, adopted or foster child. Federal FMLA leave for the birth or placement of a child for adoption or foster care may not be taken in non-continuous increments unless approved by the College. Under the Wisconsin FMLA, the last increment of leave for the birth or placement of a child for adoption must begin within 16 weeks of that birth or placement.

Medical or family caretaking leave should be planned so as not to unduly disrupt the College's operations. Employees requesting non-continuous federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse, or parent with a serious health condition or for the employee's own serious health condition may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular employment position of the employee. An employee temporarily transferred will receive the same pay and benefits but may be assigned different duties.

The College allows for intermittent leave to be taken in no less than 15-minute increments. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.

F. Application Process

Employees must submit a Request for Leave Form to their supervisor at least 30 days, or as soon as practicable, in advance of taking leave. If circumstances do

not permit an employee to give advance notice, the employee must notify their supervisor and submit the Request for Leave form as soon as possible. Failure to give timely notice may result in the delay or denial of FMLA leave and may subject the employee to discipline under College policies.

Carthage College requires employees to submit a completed Health Care Provider Certification form when requesting family and medical leave for a serious health condition or for the serious illness or injury of a service member. Regardless of the reason for the leave, the form must be completed by the treating health care provider (or in the case of a serious illness or injury of a service member, an authorized health care provider). An employee must return the certification form to Human Resources within 15 calendar days of the employer's request. If an employee cannot comply with this deadline, they must contact Human Resources and request an extension prior to the date the form is due.

An employee's failure to timely return the form and/or request an extension may result in the denial of the employee's FMLA leave request. Documents containing family information must be kept confidential pursuant to the Genetic Information Nondisclosure Act (GINA).

Employees may also be required to provide a periodic recertification supporting the need for leave. Forms are available through the human resources office or at the MyCarthage intranet site.

G. Payments on FMLA Leave

In general, both Wisconsin and federal FMLA leave is unpaid. The College may require employees, or employees may choose, to substitute paid leave for which they are eligible (such as vacation days, personal leave, accrued compensatory time or sick leave) for the 12 weeks of unpaid leave available under the federal FMLA. Employees may choose to substitute available accrued leave for unpaid Wisconsin FMLA leave.

As appropriate, employees on medical leave (for the employee's own serious health condition) may simultaneously be eligible for and receive disability or workers' compensation benefits. In such cases, disability and workers' compensation leave of absences will run concurrently with the FMLA and WFMLA. Employees may utilize eligible paid leave to supplement disability/worker's compensation benefits. Employees are prohibited from collecting benefits from more than one source that exceed their usual wages.

H. Health Insurance Benefits

The employee's group health insurance coverage will be maintained in the same manner as if the employee continued working ("group health insurance coverage" means the entire health insurance package offered by an employer, including medical, dental and vision insurance). Employees are required to make the same contributions toward such insurance as they would have if they continued working while on FMLA leave.

The College may recover its share of health insurance premiums paid during a period of unpaid FMLA leave from an employee who fails to return to work (for a minimum of 30 calendar days) after the expiration of the leave.

I. Workers' Compensation and Light Duty

Federal FMLA will run concurrently with workers' compensation, provided that the injury meets the criteria for a "serious health condition," as defined by law. Substitution of accrued paid leave is not allowed for workers' compensation absences.

If an employee accepts a light duty assignment while on workers' compensation, that time may not count against the employee's family or medical leave entitlement. If the light duty position is declined and the employee elects to stay on FMLA leave, the employee may be disqualified from workers' compensation benefits.

J. Return to Work

Any employee returning from FMLA for their own serious health condition must provide a Fitness for Duty statement signed by their treating physician. Upon return from FMLA leave, an employee shall be restored to their original position or, if the position is not vacant, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

An employee will not be restored to their original or equivalent position if unable to perform the functions of their job because of a mental or physical condition.

An employee is expected to return to work upon expiration of an approved leave. Failure to return to work upon the expiration of an approved leave without requesting a timely extension of the leave may be considered an unexcused absence.

K. Definitions

Child

Biological, adopted, or foster child, stepchild, legal ward or, under the federal FMLA, the child of a person having day-to-day care of the child, or a child of a person standing "in loco parentis," who is a) under 18 years of age or b) 18 or older and incapable of self-care because of a serious health condition.

Covered Service Member

A current/active member of the armed forces, including the National Guard and Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness, OR a veteran who was released or discharged from service in the armed forces (including the National Guard and Reserves) within a five-year period prior to the date the employee's military caregiver leave began. An individual discharged dishonorably does not qualify. The time period between the 10/28/2009 enactment date and 3/8/2013 effective date of the regulations is excluded in the determination of the five-year period for covered veteran status.

Domestic Partner (WI FMLA)
Same-sex couples who register in their county of residence and same-sex and opposite-sex couples who are not required to register:

To qualify as registered domestic partners, two individuals must be: at least 18 years of age and capable of consenting to the relationship; not be married to, or in a domestic partnership with, another individual; and not be more closely related than second cousins (whether of the whole or half blood or by adoption). In addition, they must share a common residence and be members of the same sex.

Incapable of Self-Care
The individual requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living (i.e., grooming, hygiene, bathing, dressing, and eating) or instrumental activities of daily living (i.e., cooking, cleaning, shopping, utilizing public transportation, paying bills, maintaining a residence, using telephones and directories, and using a post office).

Next of Kin (Federal FMLA) – Covered Service Member
The nearest blood relative other than the covered service member's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as thier nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service members' next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

Parent
Biological parent, foster parent, adoptive parent, stepparent or legal guardian of an employee, or parent-in-law or domestic partners' parents under the Wisconsin FMLA. Under the federal FMLA, parent includes an individual who provided day- to-day care to the employee when the employee was a child.

Serious Health Condition

- An illness, injury, impairment or physical or mental condition that involves: Inpatient care in a hospital, hospice or residential medical care facility; or
- Under Wisconsin FMLA: Outpatient care that requires continuing treatment or supervision by a health care provider (generally defined as requiring two direct, continuous and first-hand contacts by a health care Provider); or

- Under the federal FMLA: A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves one or more of the following:

  1. Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (i.e., physical therapist) under orders of, or on referral by, a health care provider.

  2. Treatment by a health care provider on at least one occasion, that results in a regimen of continuing treatment under the supervision of a health care provider. The first or only in-person treatment visit must take place within seven days of the first day of incapacity. Whether additional visits or a regimen of continuing treatment is necessary within the 30-day period shall be determined by the health care provider.

  3. Any period of incapacity due to pregnancy or for prenatal care; chronic conditions requiring periodic treatment (defined as at least twice a year) by or under the supervision of a health care provider that continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (i.e., asthma, diabetes, epilepsy, etc.).

  4. Permanent/long-term conditions requiring supervision for which treatment may not be effective (i.e., Alzheimer's, a severe stroke, or the terminal stages of a disease).

  5. Multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy), severe arthritis (physical therapy), or kidney disease (dialysis).

  6. Serious Injury or illness for a covered veteran, such as an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the armed forces and manifested itself before or after the member became a veteran, and that is:

     a. A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the armed forces and rendered the service member unable to perform the duties of their office, grade, rank, or rating; OR

     b. A physical or mental condition for which a covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR

c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR

d. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Employees have the right to file a complaint with the U.S. Department of Labor or bring a private lawsuit if they feel Carthage College has violated their rights under the FMLA. For more information, you may contact the DOL at 866-487-9243 or through its website: www.wagehour.dol.gov. Carthage College prefers that its employees first bring any concerns to the attention of the Human Resources Department.

Benefits
Listed below is a summary of available benefits. A full description will be provided during onboarding or as an employee becomes eligible for participation.

TIAA Defined Contribution Retirement Plan (eligibility begins after 12 months of service)
At the conclusion of 12 months of continuous service, an individual TIAA account is established for each eligible employee with a lump sum payment equal to 5 percent of the base earnings for the just completed 12-month period. The College will make monthly deposits into this account at the rate of 5 percent of monthly base compensation.

Employees have no vested right to any of these contributions until the completion of 24 months of consecutive service, at which time they become 100 percent vested.

TIAA Tax-Deferred Annuity Plan (eligibility begins upon hire)
A tax-deferred annuity (TDA) is an additional retirement plan designed to complement the TIAA defined contribution plan. Eligible employees can make personal contributions either pre-tax or post-tax into the 403(b) plan within IRS guidelines. These contributions can be initiated by submitting a completed payroll withholding form to the Human Resources Department. Employees may adjust these contributions at any time.

Health Care Plan (eligibility begins upon hire)
The College offers a choice among three different medical plans that provide comprehensive medical and prescription drug coverage. These plans also offer many resources and tools to help you maintain a healthy lifestyle. The cost to a participant is reviewed regularly, and adjustments are made as required. Information regarding the premiums is communicated on an annual basis prior to the open enrollment period. Following is a brief description of each plan:

Anthem Blue Cross Blue Shield PPO: This plan gives the employee freedom to seek care from the provider of their choice. However, employees will maximize benefits and reduce their out-of-pocket costs by choosing a provider who participates in the Anthem Blue Cross Blue Shield network. The calendar-year deductible must be met before certain services are covered.

PPO plan documents can be found on the Human Resources web page.

Anthem Blue Cross Blue Shield HDHP/HSA: Like the PPO plan, a high-deductible health plan gives employees freedom to seek care from providers of their choice. Employees can maximize their benefits and reduce out-of-pocket costs by choosing a provider who participates in the Anthem Blue Cross Blue Shield network. In addition, the HDHP comes with a health savings account (HSA) that allows employees to save pre-tax dollars to pay for any qualified health care expenses as defined by the IRS, including most out-of-pocket medical, prescription drug, dental, and vision expenses.

Anthem BlueCross Blue Shield catastrophic HDHP/HSA Plan: Carthage Employees may also elect the Catastrophic HDHP/HSA plan which provides minimum coverage should you experience a catastrophic medical event. This plan offers low monthly premium with very high deductibles. It is an affordable way to protect yourself from a worse-case scenario. The employee pays for most routine medical expenses.

In addition to personal contributions, the College will contribute $600 annually for individuals, $900 for employee and spouse or employee and child(ren), and $1,200 to family HSA accounts. To be eligible for HSA account contributions, you cannot be covered through Medicare Part A or Part B or TRICARE programs. Please see the plan documents for full details.

HSA accounts remain with the employees for life. The money is theirs to spend or save, regardless of whether employees change health plans, retire, or leave the College. There is no “use it or lose it” rule. This account grows tax-free over time as the employee continues to roll over unused dollars from year to year. Individuals can use HSA dollars to pay for office co-pays, dependents’ doctor’s visits, prescriptions, braces, glasses — even laser vision correction surgery. For a complete list of qualified health care expenses, visit: www.irs.gov/pub/irs-pdf/p502.pdf.

Important: An employee’s HSA contributions, in addition to College contributions, may not exceed the annual IRS limits listed below.

2021 Contribution Limits

- Employee Only: $3,600
- Family (employee + 1 or more): $7,200

  Note: Employees over age 55 are able to contribute an additional $1,000 annually.

Delta Dental and Vision (eligibility begins upon hire)
With the selected plan from Delta Dental, employees have the ability to choose a primary dental provider to manage their care. There are no charges for most preventive services, no claim forms, and no deductibles. Reduced, pre-set charges apply to other services. To find an in-network provider, visit www.deltadentalwi.com/provider-search/dental.

The vision plan provided by EyeMed gives employees the freedom to seek care from the provider of their choice. However, individuals will maximize benefits and reduce out-of- pocket costs by choosing a provider who participates in the EyeMed Select Network. For a list of the most convenient vision care providers, employees may visit the Delta Dental website or the EyeMed Vision Care website, or call EyeMed customer service.

Flexible Spending Accounts (eligibility begins upon hire)
Carthage also offers employees the benefit of flexible savings plans for health care expenses (not covered by employer health care insurance) and dependent care expenses. Maximum annual contribution limits are $2,750 for the health care FSA and $5,000 for the dependent FSA. The plans are 100 percent funded by voluntary employee salary reduction. This benefit allows employees to pay for dependent care and non-covered medical expenses on a pre-tax basis. Health Care FSA plans allow up to $500 from one year to carry over to the following year. Unused funds over $500 will not be returned to your or carried over to the following year. Unused Dependent care FSA funds cannot be carried over to the following year or return to you.

Once you are no longer an active or benefits eligible employee, your participation in either of these accounts ceases. The effective employee has up to 90 days to submit claims for reimbursement but the date of service must have occurred on or before the termination/non-benefit eligible date in order for the claim to be reimbursed.

COBRA
Under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees and/or their covered dependents have the opportunity to continue medical and/or dental and vision benefits for up to 36 months when group medical and/or dental and vision coverage would otherwise end due to:

- the employee's death
- termination of employment for a reason other than gross misconduct
- a change in employment status corresponding to a reduction in hours
- the employee's child ceasing to qualify as a "dependent child" under the terms of the medical and/or dental and vision plan
- divorce or legal separation
- eligibility for Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, an employee or a family member must notify the plan administrator within 60 days of the occurrence of the event. The plan administrator will notify the eligible individuals of their right to elect COBRA continuation coverage. For more information regarding COBRA, employees may contact the Director of Human Resources.

Domestic Partners
Domestic partners are eligible for both the College Health Care Plan and Tuition Remission/Exchange benefits. The definition and eligibility requirements the College has adopted are as follows:

A domestic partner is a person with whom the member shares a committed relationship, provided the partner and the member are jointly responsible for each other's welfare and financial obligations; the partner is at least 18 years of age and mentally competent to consent to a contract; the partner and the member are not related by blood to a degree that could prohibit marriage in the state where they legally reside; the partner and the member share the same residence; the partner is not covered under this plan as a member; and neither the partner nor the member is married to or legally separated from anyone else. Prior to eligibility, the employee and domestic partner will be required to sign a confidential affidavit attesting to the above parameters.

Additional Voluntary Benefit Plans
Carthage College offers benefit eligible faculty and staff additional employee-paid benefit plans. This includes Accident Insurance, Hospital indemnity Insurance, Critical Illness Plan and Pet Insurance. Additional information on these plans can be found on the Human Resource web page.

Short-Term Disability (eligibility begins upon hire)
Benefits eligible employees have access to short-term disability insurance through the College. Short-term disability (STD) benefits are provided at 60 percent of the employee's base compensation or regular hourly rate (based upon the employee's normal regular work schedule) up to $2,500 per week, for up to 26 weeks. This benefit begins on the 30th day following certified disability or condition. Under this plan, a treating physician must determine the employee is medically unable to work because of an injury or illness. An employee experiencing a serious health condition that requires him or her to be away from work for more than one week consecutively is required to complete a request for family and medical leave and short-term disability. An employee who qualifies for short- term disability may opt to use accrued paid time off in lieu of the STD benefits during the 30-day elimination period. The College expects all employees who are capable of returning to work in their present position — or in an alternative position that meets the limitations and restrictions ordered by the attending health care provider — to return to work at the earliest opportunity. If an employee is able to work in thier present position or an alternative position approved by the health care provider and chooses not to, short-term disability coverage will be denied or discontinued.

These benefits are intended to assist employees with short-term income protection when they are unable to work due to a non-work-related injury or illness. For continued STD benefits, the employee must provide medical certification from the attending physician at appropriate intervals during this leave. If not received, the employee's status will convert to a leave without pay. Before returning to work, employees are required to provide the Human Resources Department with a release from the health care provider indicating their ability to return to work and/ or any limitations or restrictions on their work. Employees are required to abide by such medical restrictions and limitations until the health care provider completely releases them to regular employment. Conditions covered by workers' compensation are excluded from STD coverage. Time away from work for any short-term disability leave will run concurrently with any leave entitlement the employee has under the federal Family and Medical Leave Act of 1993 or applicable Wisconsin law. An employee who provides written documentation of intent to retire or terminate their employment prior to being eligible for STD will receive benefits up to the date of their stated departure from the College and not past that date. While on STD, an employee will continue to participate in all of their flexible benefit plan elections and their retirement plan elections and will remain responsible for any premiums due.

If an employee does not return to work when the STD benefits have been exhausted, they will be deemed to have been separated from employment and applicable benefit continuation provisions available to terminated employees for the health, dental, and life insurance plans will apply. Please contact the Human Resources Department for information about applying for short-term disability.

Long-Term Disability (eligibility begins upon hire)
The long-term disability (LTD) benefits plan is designed to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD provides continuing income for employees who are disabled and unable to work. Long-term disability leave applies to employees who are classified as benefits-eligible.

Employees must exhaust their short-term disability benefits before applying for long-term disability benefits. The benefit begins on day 211 after the employee's accident or onset of illness. The determination of an employee's eligibility to receive LTD benefits is made by the College's LTD insurance carrier. The benefit provides 60 percent wage replacement with a maximum of $5,000 per month. Please contact the Human Resources Department for additional information on applying for long-term disability.

Group Term Life
Carthage provides basic life insurance (also known as group term life) free of charge to employees. This coverage is equal to 1.25 percent of an employee's annual salary, up to a maximum of $1,000,000. This basic life coverage also includes enhanced accidental death and dismemberment coverage, which is equal to an employee's life insurance benefit. At age 65, this benefit is reduced by 33 percent. According to the Internal Revenue Service Section 79, if an employee receives more than $50,000 of group term life insurance under a policy carried by an employer, the imputed cost of coverage over $50,000 is considered taxable income and is subject to Social Security and Medicare Taxes. Any benefit eligible employee who wishes to avoid the tax may elect to "cap" the life and AD & D insurance at $50,000. Employees must specify this election upon hire or during open enrollment.

Educational Assistance Program
The objective of this program is to provide an undergraduate education at Carthage College for full-time and qualified part-time employees and their spouses, domestic partners, and unmarried, dependent children under age 25. Each dependent child is limited to a maximum of four years of educational assistance. Educational grants are available to apply toward the cost of attendance at Carthage and, under certain conditions, participation in an exchange program with other selected colleges. The level of eligibility is determined by the status of employment (full or part time), the length of service to the College, and the extent of prior use of this benefit. The educational assistance program does not cover overload credits (in excess of 18 hours during any semester.)

<u>Eligibility</u>
All current full-time and regular part-time employees (those working at least 1,000 scheduled hours per year) with at least three months of service to the College are eligible to receive a tuition reduction equal to the full amount of tuition for any undergraduate course taken. All full-time employees with at least one year of service

to the College are eligible to receive tuition reduction for any graduate course taken. Graduate tuition assistance will vary by program. Please see the Office of Student Accounts for the most up-to-date tuition schedule.

After one year of employment, undergraduate tuition assistance is available for an employee's spouse, domestic partner, or dependent child. The maximum amount of such grant is determined by the following schedule:

Percentage of applicable tuition

Years of continuous service at the start of the term:	Full-Time	Part-Time
1	25%	12.5%
2	50%	25%
3	75%	37.5%
4	100%	50%

To qualify for the part-time benefit, per the above table, a part-time staff member must work a minimum of 1,000 hours per year, and an adjunct faculty member must teach at least four courses per academic year.

Requirements

Applications for educational assistance should be made through the Office of Student Financial Planning before the beginning of the semester; Carthage requires that an employee apply for financial assistance to help offset the cost of this commitment. The amount of the assistance will be reduced by the amount of any Pell Grant, Wisconsin Tuition Grant, or other restricted grants, for which the student is eligible in determining the actual grant amount from the College. It is the responsibility of the employee to meet the conditions of this program on a timely basis; a failure to fulfill these requirements may result in the loss of the assistance for a specific term.

Newer employees' dependents may receive a financial aid award through the Office of Student Financial Planning that is greater in value than the tuition assistance available through this program. Employees have the right for each term of attendance to select either the financial aid award or the assistance grant, whichever is in their best interest.

All benefits under this program cease with the termination of employment. At the option of the College, a currently enrolled spouse or dependent child of an employee may be allowed to retain an active grant until the completion of the term. If the grant is withdrawn during a term, the amount of the grant will be reduced in proportion to the existing tuition refund policy. By federal law, tuition reductions for courses may have to be treated as taxable income to the employee per IRS regulations.

Tuition Assurance Program
Carthage College will continue to make the benefits of the education grant program available to the eligible children of any employee who dies while in the full-time service of the College. The amount of the award will continue at the level specified for the years of service completed by the employee at the time of their death.

Student Exchange Program
Eligible dependent children of current full-time employees with a minimum of six years of service are eligible to apply for consideration in the student exchange program. Carthage participates in two such programs: one through the Evangelical Lutheran Church in America (ELCA) and the other with selected colleges and universities nationwide through the Tuition Exchange. The value of the grant and the availability of a place in these programs are dependent upon a number of factors, but Carthage does give preference to the children of longer-term employees. The Human Resources Department administers both programs. Employees interested may contact the Human Resources Department at least two years before the child is interested in entering the program, because space in exchanges is limited.

Continuation of Benefits
Benefits are made available to employees by the College, but their existence does not imply a contractual right for the continuation of these benefits. Carthage College reserves the right to add, delete, or modify a benefit at any time without consulting or seeking the approval of participating employees.

Carthage Cares Program
Carthage College is rooted in the Lutheran tradition and committed to the value of service. As a Lutheran institution, we believe we are saved by grace through faith, and that this grace gives us the freedom we need to love and serve the world — the whole world. In order to live this heritage, Carthage provides all employees the opportunity to engage in this service work though the Carthage Cares Program.

Carthage Cares seeks to engage with the local community and surrounding areas in a variety of service programs. Each Carthage employee is provided four paid hours annually to participate (with supervisor permission) in service projects of their choice. These hours do not roll over and are not paid out at separation. The full policy can be found on the Human Resources webpages.

Personal Work and Telephone Calls
Personal work (such as paying your bills) should not be done during working hours. Personal calls should be limited to those of an urgent or serious nature. The College phone system, fax machine, or internet connection are offered primarily for the purpose of College business. A reasonable level of personal use is allowable if it does not result in charges, and if it is not illegal or otherwise at odds with the College's mission or other policies.

Information Security and Acceptable Use of Technology
Carthage College is committed to maintaining reliable technology operations and protecting students, faculty, employees, and other stakeholders from illegal or damaging actions by individuals, either knowingly or unknowingly. This policy is intended to keep sensitive information secure and ensure ongoing IT operations, while not imposing undue restrictions that would be in conflict with Carthage's culture of openness, trust, and integrity. It is the responsibility of all Carthage employees and other constituents that have been given Carthage network accounts to understand these policies and to conduct their activities accordingly. The purpose of this policy is not to replace but to supplement existing laws, regulations, general codes of conduct, agreements, and contracts.

This policy applies to all users of computing resources owned or managed by Carthage College. Individuals covered by the policy include faculty and visiting faculty, staff, and student employees. Computing resources include all College-owned, licensed, or managed hardware and software, and use of the College network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

User IDs and Passwords
Passwords are the basic security mechanism which authenticate individuals as eligible to use College resources. The username and password also authorize individuals to perform specific actions based on the identity of the user. Many legal and ethical violations occur when an unauthorized third party obtains use of someone else's password, wittingly or unwittingly shared. As such:

- Employees must diligently protect individual passwords associated with Carthage- related business, resources and systems.
- Individual user passwords and other credentials should never be shared.
- Employees are expected to use different passwords for Carthage and non-Carthage activity.
- Passwords should follow complexity guidelines to the extent supported by the applications being used. Carthage follows industry standard password construction guidelines and requires a minimum of 12 characters.
- Employees must respect the privacy of others' passwords and related communication. Any attempt to discover and/or disclose another's password is a violation of this policy.
- Employees must not leave any machine unattended while logged on and unsecured, since others may attempt to use that account for purposes that violate this policy.
- Passwords must be changed immediately if there is a suspicion of compromise.

Device Security
Antivirus protection must be maintained on all devices used for College business. The College may require, recommend, and/or provide specific antivirus or other malware protection or detection software. Employees are to ensure patches and upgrades are applied to antivirus software in a timely manner.

Data Storage
Employees must maintain the integrity, availability, and appropriate level of confidentiality of College information, and protect information from intentional or accidental modification, destruction, or disclosure. To ensure security, appropriate access, backups and recovery, the following are required:

- All Carthage data must be stored in applications approved by Library and Information Services or LIS-approved storage drives.
- G Suite for Education (i.e., Gmail or Google Docs) is the only authorized cloud data repository for individual or Carthage team storage of Carthage unstructured data.
- If temporary local copies of data are needed, they must be uploaded to an LIS- approved storage drive on a periodic basis to minimize risk of loss.
- Additional restrictions must be followed for protected College information, as outlined below.
- If Carthage does not have a suitable application to meet a employee's needs, the user must adhere to the Technology Acquisition Policy to obtain appropriate technology.
- Gmail kept on personal cell phones is allowed, with the requirements that the cell phone be protected with a screensaver, that Carthage may remote-wipe the Google account (technology-permitting), and all required settings supplied by LIS are activated to allow remote wipe. Upon termination, the individual should immediately delete the Gmail account. This is the only exception to the requirement that Carthage data only be retained on a Carthage-owned device.

Confidential/Restricted and other College Protected Information
Because of unique challenges associated with restricted and confidential information, additional safeguards are required to protect this information from loss, theft, or improper access or use. Data must be stored as outlined herein, based on the College's Data Classification Framework Matrix.

Note: Carthage protected data includes Level 3 (confidential) and Level 4 (restricted) data. The matrix can be found in the appendix of the Employee Handbook.

- Carthage protected data must only be accessed for its intended College business and shared only with those authorized to receive it.

- All employees of Carthage protected data must secure computing devices with a secured password-protected screensaver, and lock the screen or log off when the device is unattended.
- Level 3 (confidential) and Level 4 (restricted) data must not be stored on user computing devices, including portable computing devices such as laptops, smartphones, or tablets. Exception situations must be stored on an encrypted device or storage media using strong encryption meeting FIPS 140-2 standards.
- Level 3 (confidential) and Level 4 (restricted) data must be stored in physically secure data centers, as approved by LIS — which may include third parties (aka SaaS providers). When external vendors are engaged in hosting or supporting applications or infrastructure used to manage Level 3 (confidential) and Level 4 (restricted) data, contracts must be in place with specific contract language to ensure that data protection meets legal requirements and Carthage standards, including the Technical Standards for Confidential Data.
- LIS employees and other employees engaged in hosting or supporting applications storing Level 3 (confidential) and Level 4 (restricted) data must also ensure compliance with the Technical Standards for Confidential Data.
- Employees working with confidential and restricted information must use multi- factor authentication for VPN access.
- Confidential and restricted data must be stored in the minimum number of locations required for business purposes. For example, credit card numbers only need to be entered once for processing and should not be retained on hard copy or electronic files or in business applications after confirmation number is returned.
- Level 3 (confidential) and Level 4 (restricted) data must be encrypted when being sent across the internet, using strong encryption meeting FIPS 140-2 standards.
- Carthage protected data must be appropriately disposed of when it is no longer needed.
- Employees are expected to inspect devices used for capturing Level 3 (confidential) and Level 4 (restricted) data (i.e., credit card scanning devices) for potential tampering, and to investigate and report potential issues.
- For security and network maintenance purposes, authorized individuals within Carthage may monitor equipment, systems and network traffic at any time.

Deceptive, Unethical, and Illegal Activities
Employees may not engage in activities that compromise institutional systems or network performance. This policy includes, but is not limited to, these activities:

- Employees may not store or execute programs or engage in or abet any activities designed to test or compromise system or network performance without written prior authorization from the Chief Information Officer. This includes programs that introduce a virus, worm, or other destructive or disruptive programs.
- Employees may not launch "denial of service" attacks against internal or external systems or networks.
- Employees may not falsely identify or represent themselves in email or postings or other electronic communications. Concealing or falsifying the identity of the user is fraudulent and prohibited.
- Employees may not attempt to represent their network activities as originating from a network address other than the actual source.

System Performance
Employees may not engage in activities that could degrade performance for others.

- Employees are prohibited from setting up or modifying work processes that could degrade performance outside of normal growth, without the involvement of LIS (see the Technology Acquisition Policy for additional details).
- Transmission of bulk email for purposes other than official College business is prohibited.
- Employees are expected to avoid participating in activities such as spam, chain letters, pyramid schemes, and mail bombs that degrade performance.
- Installation, engineering, maintenance, and operation of wireless networks serving College faculty, staff, or students, on any property owned or tenanted by the College, are the sole responsibility of LIS staff. Employees are prohibited from installing or tampering with installed equipment.

Intellectual Property and Copyrighted Material

- Employees must ensure that their electronic communications do not infringe upon the rights of others.
- Software may not be duplicated or installed except in strict compliance with applicable licensing agreements and Carthage's Technology Acquisition Policy.
- College servers, networks, and peripherals may not be used to house or distribute unauthorized software, music, video, or other information resources.

Personal Use of College-Issued Devices
Electronic devices are issued primarily for the purpose of College business. A reasonable level of personal use is allowable, if not resulting in personal charges and not illegal or otherwise at odds with the College's mission or security policy.

Technology Acquisition
The acquisition of information software and hardware using College resources and/or College funds, including the general fund, designated funds, grant and donor funds, is to be managed by LIS. Technologies must be effectively integrated, secured, tested, deployed, and managed through ongoing backups, maintenance, upgrades, and eventual decommissioning. Carthage's Technology Acquisition Policy identifies further details.

Detection and Notification of Breaches
Employees are to remain diligent about detecting potential tampering and breaches, including tampering with hardware such as credit card processing equipment and data theft.

Any tampering, loss, or theft of Carthage IT assets and/or confidential data must be reported to LIS immediately.

Handling of a breach is governed by external regulations including the Health Insurance Portability and Accountability Act (HIPAA), the Gramm-Leach-Bliley Act (GLBA), and the Family Educational Rights and Privacy Act (FERPA).

Security Awareness
Security at Carthage is everyone's business. All employees are expected to model and promote good security practices and notify appropriate staff of any issues. Employees must participate in annual security awareness training and demonstrate knowledge of security risks, including risks related to phishing attacks and the use of public Wi-Fi.

Compliance with Applicable Laws
Under no circumstances is an employee authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing Carthage-owned assets.

Technology Acquisition Policy
All acquisitions of computer, media, and related equipment, software, applications or technology-related services must be coordinated with LIS. This includes Software as a Service products as well as traditional information technology. In addition, purchases of resources that will or may eventually connect to the College's administrative system or be placed in administrative offices must also be coordinated with LIS.

The College may not provide reimbursement for technology acquired outside of these means and may seek restitution for any inappropriate acquisitions made using a Carthage-owned purchasing card (PCard). Reasons that technology purchases must be coordinated centrally include:

- Avoiding unnecessary expense for software that is already part of a site license or may be subject to educational discounts;
- Taking advantage of volume discounts or consortium purchases;
- Reducing possible incompatibility between systems;
- Ensuring the technology or solution enables secure and reliable IT operations and complies with relevant legal requirements (GLBA, FERPA, PCI, ADA accessibility, etc.);
- Centralizing asset management record-keeping for technology resources;
- Preventing multiple parties from working on the same projects in a potentially conflicting manner;
- Avoiding implementation of projects that may not be in accordance with the mission of the College;
- Ensuring LIS staff time will be available for setup and maintenance support.

All technology acquired with Carthage resources must be returned, in good working order, upon termination of employment.

Technology Request Process
Online request forms have been developed to support technology needs. The forms are located at https://www.carthage.edu/library/technology-requests.

Requests that are denied by LIS may be appealed to the IT Governance Committee through the appropriate executive staff member. Equipment, software, and services obtained outside of the process described above generally are not eligible for institutional funding, will not be permitted connection to the campus network and the internet, and are subject to confiscation. Violation of this policy, or any willful or intentional misuse of company property resulting in significant loss could be grounds for immediate termination.

College-Owned Cell Phones
A College-owned cell phone will be provided in limited cases where there are health and safety concerns for the institution. Positions eligible for a college owed phone are limited and documented with Human Resources. The college will not issue cell phones or data plans outside of the essential personnel listed who are directly responsible for health and safety measures.

Issuance of College-owned cell phones must be completed through LIS, as stated in the technology acquisition policy. This includes the initial issuance, upgrades, and replacements. All College-owned cell phones will typically be placed on the College's pooled accounts. Expenses for cell phone equipment, data plans, repairs or

replacements, taxes and fees will be charged to the home department of the person assigned to the phone.

The cell phone and telephone number are to remain the property of Carthage College. Upon termination of employment or change in job duties, the cell phone and the telephone number must be returned to LIS.

Exceptions to this policy must be requested to the IT Governance Committee through the appropriate executive staff member.

Email Policy
Email is an official means for communication within Carthage College. The College may send correspondence exclusively through email regarding important matters including, but not limited to, financial aid, policy announcements, employee benefits information, meeting and event notifications, student judicial correspondence, and academic information. Faculty, staff, and students are expected to check their email on a frequent and consistent basis to stay current with College-related communications. The College requires that responses to inquiries made from external email addresses be directed to the inquirer's official Carthage College email address.

All employees of Carthage College must use a College-provided or approved email service when conducting College business via email. Carthage College business must be conducted using an assigned carthage.edu email address. Because confidential and restricted data might be distributed in email, Carthage College email may not be automatically forwarded to a non-College provided or approved service. All email users are bound by the appropriate acceptable use policy of Carthage College and Google.

Privacy and Right of Access to Email
All email is the property of Carthage College. Any email that is sent, received, created, or stored on a company's computer system may be monitored and may be admissible in legal proceedings. While the College will make every attempt to keep email messages secure, privacy is not guaranteed and employees should have no general expectation of privacy in email messages sent through Carthage-provided email accounts. Under certain circumstances, it may be necessary for management or other appropriate staff to access email accounts. These circumstances may include, but are not limited to, maintaining the system, investigating security or abuse incidents or investigating violations of this or other Carthage policies, and, in the case of Gmail accounts, violations of Google's Acceptable Use Policy. College officials may also require access to a Carthage email account to continue College business when the email account holder will not or can no longer access the Carthage email account for any reason (such as death, disability, illness or separation from the College for a period of time or permanently).

Social Media
Carthage College's primary social media accounts are managed by the Office of Marketing and Communications to advance the College's mission, build its reputation, and support enrollment and engagement. Social media accounts include the official College Facebook, Twitter, Instagram, YouTube, LinkedIn, Merit Pages, and Flickr accounts. Only content that is important or interesting to a general College-wide audience will be shared via the official accounts. This is not to say that only general Carthage information will be shared and not content from specific departments or groups, but that information must be relevant to all audiences. Area-specific content such as meeting times, event information, and internal news should be shared through more specific (i.e., departmental) social media channels or through The Bridge.

The purpose of the Carthage's social media accounts is to fully support the mission and goals of the College through sharing content to various Carthage stakeholders. Any content published by a member of the Carthage community that includes the College is subject to the Carthage Code of Conduct. Content may be removed or requested to be removed at the discretion of the Associate Vice President for Marketing and Communications. Social media managers are responsible for responding to social media interactions and reviewing content for inappropriate behavior on these platforms.

- Official social media accounts must adhere to Carthage's visual representation standards.
- Accounts will be subject to periodic review. If an account is no longer active or does not represent Carthage appropriately, the account will be taken off the social media directory.
- Social media managers are responsible for the content posted. If any content violates the Community Code, disciplinary action may be taken.

Public Safety
The Carthage College Office of Public Safety is committed to keep our campus safe, peaceful, and well-organized. The Office of Public Safety operates 24 hours a day, 7 days a week, 365 days a year. Officers provide parking lot shuttle service, event management support, event security, parking and traffic control, and building security. In addition, officers are trained in first aid, CPR, and the use of automatic external defibrillators.

The Office of Public Safety responds to medical emergencies, vehicle accidents, reports of theft, lost and found property, and other service requests concerning the safety and security of our campus community.

Campus and office security are provided by private security service. Personnel employed by that service have the right to enforce traffic flow and parking regulations, request identification, control admission of visitors, inspect any boxes or packages being taken off the premises, or perform other actions consistent with maintenance of campus security. These duties are designed for the safety of employees and visitors to campus, and for the protection of the College property.

The full cooperation of employees and visitors is expected.

While the College attempts to provide a safe and secure environment for its employees, Carthage cannot accept responsibility for the safety of employees' personal property. All items of value should be kept in a place where the opportunity for theft or loss is minimized. Employees are expected to report incidents of theft or mysterious disappearance of personal or College property immediately to their department supervisors. The Office of Public Safety office is located in Joseph Johnson Residence Hall and can be contacted at 262-551-5911.

Concealed Weapons Policy
Possession or use of firearms, stun-guns, fireworks, explosives, knives, martial arts weapons, mace, pepper spray, or substances usable as weapons on the campus are strictly prohibited. There are no exceptions to this policy, including weapons used for sport, entertainment, or academic purposes. Furthermore, pursuant to Sec. 175.60(15m), Wis. Stats. any employee licensed to carry a concealed weapon is hereby prohibited from carrying any weapon in the course of their employment or during any part of their employment.

Workplace Violence
It is College policy to promote a safe campus environment for all members of the Carthage community. This commitment includes a campus free from violence, threats of violence, harassment, intimidation, bullying, and other disruptive behaviors. Wisconsin statutes define workplace violence as: 1) an act done with intent to cause harm to a person without the consent of the harmed individual and 2) conduct or expressions that threaten bodily harm.

All individuals who engage in such behaviors can be removed from the property and subject to disciplinary action up to and including termination of employment or academic status as well as civil and/or criminal penalties.

Employee Accidents
Any employee who is injured on the job must notify the department supervisor at once so proper medical attention can be provided. Injury reports must be prepared and submitted, without delay, to the Office of Public Safety or the Human Resources Department so that appropriate action may be taken to preserve the employee's rights under the provisions of the workers' compensation statutes.

Workers' Compensation
On-the-job injuries are covered by Carthage College's workers' compensation insurance policy. This insurance is provided with no cost to employees. If an injury occurs on the job, no matter how small, injured employees are required to report the incident immediately to the area supervisor and complete an incident report. Within 24 hours. This report must be forwarded to the Human Resources Department. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize employee claims. Employees are asked for their assistance in alerting management to any condition that could lead to or contribute to an employee accident.

Bloodborne Pathogens
In compliance with OSHA regulations, Carthage has determined that the following job categories have the potential for exposure to bloodborne pathogens:

- Nurse
- Athletic trainers
- Custodial personnel
- Certain maintenance personnel

Appropriate training and response materials will be provided to individuals in these job categories. No other employees are authorized to treat individuals with open wounds or to remedy a blood spill. Any employee coming in contact with blood or other body fluids is to immediately contact the College nurse, if available, or their supervisor. Proper training will be provided to all new employees of the College with periodic updates.

Inclement Weather and Campus Closures
Carthage College recognizes that inclement weather or emergency conditions may impact College operations. While every attempt will be made to resolve barriers to regular services, circumstances could arise that would necessitate modification for reasons of safety and security. Modifications could include temporary closures contained to specific areas of campus, or to the campus as a whole depending on the scope of the situation.

Inclement weather or emergencies including fire, power failure, civil community emergencies, and natural disasters will be evaluated thoroughly. Timely and necessary steps will be taken to ensure the safety of all faculty, staff, and students.

In the event of weather conditions or other events impacting normal operation of the institution, the president of the College or their designee will decide which operations may be modified due to the conditions, as well as when normal operations will resume. The official announcement will be communicated through several methods that may include: the Carthage Emergency Notification System (ENS), The Bridge, the Carthage College website, the College's social media accounts, and local media outlets. When possible, notification of daytime cancellations and/or service interruptions will be posted by 6:30 a.m., and notification of evening cancellations and/or service interruptions (including campus activities) will be posted by 3 p.m. Additionally, decisions to close the campus when faculty, staff, and students have already reported to campus will be communicated via the College email system and by the methods mentioned above.

Types of Closure
Campus Closure: If the campus is closed, faculty and staff are not to report to work, except for essential personnel necessary to protect the College, maintain life safety systems, and provide for residential student needs.

Partial Campus Closure: In a partial closing, supervisors will notify individuals reporting to their areas regarding the necessity to report to work. Supervisors will determine if individuals should not report to work, depart from campus early, or report to an alternate location. Should an emergency condition require the movement of work from the regular place of business to an alternate location, employees will be expected to report to the new location.

Classes Canceled: There are certain circumstances in which College buildings remain open but classes do not take place. If this situation should occur, all staff members (non-faculty) are to report to campus for regular operations.

Definition of Essential Personnel
While Carthage College recognizes the important contributions of all employees, weather and emergencies necessitate a core group of individuals with roles essential to managing services on campus. Essential personnel have responsibilities involving the protection of people and property at the College, which can include maintaining life safety equipment, safety in the residential halls, and services for food and water to sustain our residential population.

The departments typically positioned to be involved in such work include Maintenance, Environmental Services (EVS), Residential Life, Public Safety, and Food Service.

Employees who provide these essential functions will be notified in response to each specific emergency. Under certain circumstances, a limited number of non-essential personnel may also be asked to report to work based on the type of emergency and the specific needs of the campus. Individuals with a position classified as "essential personnel" will know at the time of hire that their position is an essential function of operations. Questions about individual employee positions may be directed to the area supervisor.

Compensation for Closures
In the event of an official closing due to weather conditions or emergency, employees regularly scheduled for work during this period will not suffer loss of earnings. When a partial or full-day closure is authorized, the following pay and vacation practices apply:

- Salaried exempt employees will continue to be paid their regular salary during the College closure.
- Hourly, non-exempt employees will be compensated at their regular rate of pay for the hours they were scheduled to work, not to exceed maximum scheduled hours.
- All employees already using a full or partial sick day, floating holiday, or vacation day during emergency closings will not be charged with the full or partial sick, floating holiday, or vacation day.

- Depending on the circumstances, some positions may be identified as essential to report to work by the employee's supervisor.
- Non-exempt staff employees who must report to work during a closure will be paid at a rate of one and one-half times their regular hourly rate of pay for the hours worked.

The above measures will remain in effect for up to one week following a temporary closing. Any ongoing closure after one week will be evaluated for its unique nature, and decisions by the President of the College will be rendered concerning continued payment. If at any time employees feel that it is unsafe to travel to campus, they have the ability to use any vacation days, sick days, or personal days available to them. Employees should communicate with their supervisor at such a time for proper record-keeping.

Using a Supervisor as a Resource
An employee's supervisor is usually the first contact for discussion regarding the policies and procedures outlined in the Employee Handbook. An employee who has questions or concerns should consult their supervisor for clarification. If that supervisor is not available for consultation, they should consult with the Human Resources Department.

Acknowledgment of Policies and Procedures
Each Carthage College employee is expected to read and follow the policies and procedures established in this Employee Handbook.

This Employee Handbook is not intended to be a contract, nor is it intended to create any contractual rights on behalf of any employee of Carthage. None of the statements, policies, procedures, rules, regulations, or other provisions in this Employee Handbook constitutes a guarantee of any other rights or benefits, or a contract of employment, express or implied. Each employee of Carthage is an at-will employee under Wisconsin law and is subject to termination at any time without cause and without notice. Carthage reserves the right to modify or eliminate any or all terms of this Employee Handbook at any time with or without notice. This Employee Handbook supersedes all previous handbooks, statements, policies, procedures, rules or regulations given to employees, whether verbal or written. The terms of this Employee Handbook and the at-will status of an employee may not be modified, except by an authorized representative of Carthage in writing.

Subsequent revisions to this handbook will supersede, modify, or eliminate existing policies, and it is the responsibility of the employee to be aware of any changes or modifications to the Employee Handbook. The Employee Handbook is available online and through the Human Resources office.

Carthage College
Acknowledgment of Receipt – Employee Handbook

Each Carthage College employee is expected to read and follow the policies and procedures established in this handbook. This signed acknowledgment must be turned in to the Human Resources Department upon hire.

This Employee Handbook is not intended to be a contract, nor is it intended to create any contractual rights on behalf of any employee of Carthage. Each employee of Carthage is an at-will employee under Wisconsin law and is subject to termination at any time without cause and without notice.

The undersigned hereby acknowledges receipt of the Carthage College Employee Handbook. In addition, the undersigned also understands the following:

- It is the employee's responsibility to review the Employee Handbook and to be aware of its provisions and abide by the stated policies.
- The information, policies, and benefits described herein are subject to change at any time, and revisions to the Employee Handbook may occur without prior notice.
- The Employee Handbook is not a guarantee by the College of benefits described herein.

Print Name: _____

Signature: _____

Date: _____

Disclosure Form for Carthage College
Employee Conflict of Interest Policy

1. Are you aware of any relationship between Carthage College and yourself or a member of your family as defined by the letter and spirit of the Carthage College Employee Conflict of Interest Policy that may represent a conflict of interest?

_____ YES _____ NO

If YES, please list such relationships and the details of annual or potential financial benefits as you can best estimate them.

_____
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2. During the past 12 months, did you or a member of your family receive any gifts that were valued at more than $100 or loans from any source from which the College buys goods or services or otherwise has significant business dealings?

_____ YES _____ NO

If YES, please list them, their source, and their approximate value on the next page.

Source	Item	Approximate Value

3. Exceptions: (If there are none, please indicate so.)

_____
_____
_____
_____
_____
_____

I certify that I have read and understand the Carthage poli cy on conflict of interest and that the foregoing information is true and complete to the best of my knowledge.

Name (print)

_____

_____ _____
Signature Date

Health Resources

Aurora Behavioral Health
190 Gardner Avenue
Burlington, WI 53105
(262) 763-7766

Compassionate Care Counseling
3624 17th Avenue
Kenosha, WI 53144
(262) 652-6311

Family Service of Racine
420 Seventh Street
Racine, WI 53403
(262) 634-2391

Hope Council on Alcohol and Other Drug Abuse
5942 6th Avenue
Kenosha, WI 53140
(262) 658-8166

HOPES Center of Racine, Inc.
506 Seventh Street
Racine, WI 53403
(262) 898-2940

Impact, Inc. (Alcohol and Other Drugs)
6737 W Washington Street #2225
Milwaukee, WI 53214
(414) 256-4808

InterConnections, S.C.
920 60th Street
Kenosha, WI 53140
(262) 654-5333

Kenosha Community Health Center
4536 22nd Avenue
Kenosha, WI 53140
(262) 656-0044

Lakeside Family Therapy Services
4810 Northwestern Avenue
Racine, WI 53406
(262) 637-9984

Oakwood Clinical Associates
4109 67th Street
Kenosha, WI 53142
(262) 652-9830

Racine Council on Alcohol and Other Drug Abuse, Inc.
1220 Mound Avenue, Suite 307
Racine, WI 53404
(262) 632-6200

Racine County Assessment Center
1244 Wisconsin Avenue, Suite 105
Racine, WI 53403
(262) 638-6741

Rogers Memorial Hospital – Kenosha
9916 75th Street
Kenosha, WI 53142
(262) 942-4000

Ascension Health Care
10117 74th Street
Kenosha, WI 53142
(262) 697-8268

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