

# BELOIT COLLEGE STAFF HANDBOOK

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# INTRODUCTION

The purpose of this Staff Handbook is to help acquaint you with Beloit College, your responsibilities as an employee, and the benefits and privileges of employment. New employees should find it a useful introduction to College employment, and long-standing employees will find it a handy working guide to the day-to-day administration of personnel policies and practices. It is not intended to cover every possible situation which might be encountered, but rather to provide employees an overview of the current College personnel policies, programs, and benefits that relate to employment. Some departments modify policies or procedures particular to their function and that information is not included in this handbook. The College also publishes the Administrative Policy Manual which contains more extensive information on matters pertaining to the College and is accessible online at [www.beloit.edu/%7Eacadaffa/](http://www.beloit.edu/%7Eacadaffa/).

This Staff Handbook supersedes and replaces any previous staff employment handbooks. The College is committed to reviewing its policies periodically and reserves the right to change, modify, or add policies and procedures at any time. Any subsequent revisions or other modifications supersede this Staff Handbook. These policies and procedures and any subsequent revisions do not constitute an employment contract, and should not be interpreted as creating an employment contract.

It is your responsibility as a staff member to read this handbook. If further clarification or interpretation is necessary, please talk with your supervisor and/or the Human Resources Office. Although most policies are the same for all staff employees, some differences do exist based on factors such as employee category and pay status (exempt, non-exempt, hourly support staff, administrative staff). Where applicable, these differences are explained.

# COLLEGE POLICIES

## ■ EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

Beloit College is committed to nondiscrimination and affirmative action, a responsibility we accept willingly because we believe it strengthens the College as an institution of liberal learning. We recognize the educational benefits of a diverse community broadly represented by persons whose personal identities, physical appearances, value systems, and group affiliations reflect features of the contemporary world that are consistent with this policy. Our lives are enriched by interaction with others, and, as members of the college community, we strive to learn from each other in an atmosphere of positive engagement and mutual respect. Furthermore, we believe that the College should be a model for progressive leadership by affirming values such as openness and respect for difference, and by addressing critical issues of social inequality in the contemporary world. Thus, in the administration of our educational policies and programs, financial aid program, employment policies, and other College administered activities, we practice nondiscrimination with respect to sex, race, color, religion, national origin, ancestry, age, sexual orientation, physical or mental disabilities unrelated to institutional jobs, programs, or activities. In consideration of these principles, Beloit College will promote nondiscrimination while acting affirmatively to create a diverse community. The College's goals for liberal education depend upon the existence of diversity in its faculty, staff, and student body, as well as a commitment to engaging and celebrating our differences of culture and identity. Through affirmative action, we seek persons from under-represented groups who will enhance this diversity. Because of the current heightened importance of race and ethnicity in North American society, we particularly focus on individuals from certain under-represented racial and ethnic groups, such as those from African American, Latino/Latina, Native American, and Asian American communities. Increasing the diversity of our communities enriches our educational and working environment, and enhances our position as a national and international leader in advancing the liberal learning goals of inclusiveness and excellence.

This policy applies to the recruitment, appointment, retention, training, promotion, and compensation of employees in all areas and at all levels of the institution, and with equal vigor to the recruitment and retention of students. We believe that a program of sustained success depends upon all of these elements. The College commits itself to comply with all federal and state laws, regulations, and orders, including the policies of the Board of Trustees, that pertain to nondiscrimination and affirmative action.

It is the responsibility of the officers of the College and of the academic, administrative and professional department heads to implement this policy at all levels within their departments and within the areas of their responsibilities.

Responsibility for the development of programs, for identification of problem areas, for the implementation of an auditing system, for the monitoring of the programs, for guidance and assistance to department heads, and for handling complaints arising from the implementation of the policy rests with the following Affirmative Action officers:

- The Vice President for Academic Affairs for the instructional and academic professional staff.

- The appropriate Vice President for divisional administrative staff.
- The Director of Human Resources for hourly support staff.

Overall responsibility for the policy rests with the President, and inquiries and correspondence about the policy should be directed to:

President  
Beloit College  
700 College Street  
Beloit, WI 53511

## ■ RECRUITMENT AND APPOINTMENT

It is the policy of Beloit College to recruit, appoint, retain, train, promote, and compensate staff at all levels without discrimination because of sex (except where sex is a bona fide occupational qualification), race, color, religion, national origin, ancestry, age, sexual orientation, physical or mental disabilities, or other traits protected by law which are unrelated to institutional jobs, programs and activities.

The Human Resources Office in conjunction with the appropriate department head or supervisor is responsible for the recruitment and appointment of personnel qualified to meet the requirements and objectives of Beloit College. Recruitment efforts must be consistent with the Equal Opportunity/Affirmative Action policy and must assure that candidates for positions are treated fairly and equitably. The combination of nondiscrimination and affirmative action requires proactive steps to assure that pools of candidates are characterized by diversity, while maintaining equitable evaluation standards for all applicants.

Selection and appointment decisions shall be based on evidence of the applicant's ability to perform the job as described. Assumptions about an applicant's preferences, mobility, lifestyle, marital status or apparent family responsibility will not be considered.

## ■ BACKGROUND CHECK POLICY

It is the policy of Beloit College to conduct background checks on all individuals hired into faculty and staff positions. Background checks are an important part of the selection process and are collected as a means of promoting a safe learning and working environment for current and future students, faculty, and staff, as well as to assist the College in determining a candidate's overall employability.

Beloit College will conduct a background check on a job candidate once a conditional offer of employment has been extended. For College purposes, the background check will focus on an individual's criminal record. The background check is not meant to be a substitute for professional or personal reference checks or degree verification; these will be done separately by Human Resources or by the hiring supervisor in cooperation with Human Resources. Candidates will not begin to work until after the satisfactory completion of the verification of references, degree attainment, and criminal background.

The College will use a third party agency to perform the background checks and will ensure that all checks are conducted in compliance with federal and state statutes, including the Fair Credit Reporting Act. The Fair Credit Reporting Act requires the College to inform a candidate of

his or her rights under the Act and obtain a written authorization before requesting a background report. A candidate who refuses to provide written authorization will be disqualified from further consideration for employment.

The results of the background check will be kept strictly confidential. Information that is relevant to the employment of the individual will only be shared with a hiring supervisor and/or the appropriate vice president. A previous conviction does not automatically disqualify an individual from employment; Beloit College will comply with all applicable federal, state, and local laws and regulations regarding criminal convictions and the consideration thereof in employment. A candidate who attempts to withhold or falsify information during the application process will be disqualified from employment. If an employment offer is withdrawn on the basis of the results of a criminal background check, Beloit College will inform the candidate that it plans to take adverse action, inform the candidate of his or her rights, provide the candidate with a copy of the report, and allow the candidate to dispute inaccurate information.

## ■ TERMS AND CONDITIONS OF EMPLOYMENT

Administrative and hourly staff at Beloit College are employed at will. This means that staff are not required to work for the College for any set period of time and that the College is not required to employ anyone for a set period of time. This handbook does not modify or limit the employment-at-will relationship. An employee agrees to abide by the policies and rules of Beloit College, whether contained in this handbook or otherwise.

Beloit College reserves the right to take any necessary action to further the security of its campus and the safety of its employees, students, and guests.

The following policies are incorporated by reference into this manual:

- Accommodating Individuals with Disabilities
- Sexual Assault
- Consensual Relationships
- Computer and Internet Policies
- Domestic Partners' Benefits

## ■ DRUG-FREE WORKPLACE

No employee shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance in the workplace or wherever the work of Beloit College is being performed.

In addition, under the policy adopted in compliance with the Drug-Free Workplace Act, all employees, as a condition of employment, must notify the College if convicted under any criminal drug statute for a violation occurring in the workplace (any site on or off the campus where the work of the College is performed) no later than five days after such conviction. The Drug-Free Workplace Act specifically covers controlled substances whose distribution is controlled by regulation or statute including, but not limited to, narcotics, depressants, stimulants, hallucinogens, and marijuana.

Employees who are found to be in violation of this policy will be subject to disciplinary action, up to and including termination. Each case will be evaluated on an individual basis; disciplinary action will depend on the severity of the violation and the circumstances involved.

Employees who receive a criminal drug statute conviction for a violation occurring in the workplace will be subject to disciplinary action by the College, up to and including termination, or will be required to participate in a drug abuse assistance or rehabilitation program for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

## ■ PERSONAL HARASSMENT

Beloit College seeks to maintain the campus as a place of work and study for faculty, staff, and students that fosters an atmosphere conducive to the building of community and personal growth. Personal harassment of students or employees subverts this goal of the College and is against College policy.

Personal harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law. Personal harassment includes: any kind of nonverbal, verbal, or physical conduct involving either intimidation or promise of reward where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement; or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting that individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning educational or employment environment.

Any retaliation against a person who reports alleged harassment, or against a witness or other participant in an investigation, is strictly prohibited and will be considered a violation of this policy. It is also a violation of this policy to make a false accusation of harassment or knowingly provide false information pertaining to a harassment complaint.

### **Procedures:**

Individuals who believe they have been harassed by another member of the College community should follow the procedures stated below.

**Jurisdiction** — Where current faculty, staff or students believe they have been the subject of personal harassment by a current Beloit College student, they should notify the Associate Dean of Students/Director of Residential Life, who will handle the matter under the student judicial system. The Beloit College Personal Harassment Committee ("The Committee") shall have jurisdiction over allegations of personal harassment against current faculty or staff members.

**Personal Harassment Committee** — The Personal Harassment Committee shall consist of one faculty member elected by the Faculty, one administrative staff member appointed by the President, and one support staff member appointed by the President. The Director of Human Resources shall serve as an ex officio member. All members of the Committee shall serve two-year, staggered terms. A chair will be selected by and from within the Committee. In the event of a conflict of interest, a Committee member should withdraw and be replaced by the first runner-up from the election or a designated alternate. An up-to-date list of Committee members may be obtained from the Human Resources Office, the Chief Academic Officer, or a Resident Assistant.

**Informal Complaints** — Any current Beloit College faculty, staff or student who believes that s/he has been a victim of personal harassment by a current faculty or staff member may speak informally with a member of the Personal Harassment Committee. The Committee member who has been approached will offer preliminary consultation and may draw upon other support and counseling services to assist the complainant. Once an informal complaint has been filed, the Committee member may continue his/her investigation and resolution even if the complainant wishes to withdraw the complaint. With the consent of both parties, the Committee member may attempt to mediate the complaint. If the complainant does not agree with the resolution of an informal complaint, s/he has the opportunity to file a formal complaint. The Committee will keep records of informal complaints and their dispositions. Such records will remain confidential and will be maintained by the Secretary of the College.

**Formal Complaints** — Beloit College faculty, staff and students may file a formal complaint if they believe they have been the victim of personal harassment by a current faculty or staff member. This formal option may be initiated by the complainant's identifying the person against whom the complaint is made and lodging a signed, written complaint. Once a formal complaint has been filed, the Committee may continue its investigation and resolution even if the complainant wishes to withdraw the complaint.

A formal complaint may be filed with any member of the Committee or with the Director of Human Resources, one of the College's Vice Presidents or President. A copy of the complaint will be circulated to each of the Committee members as well as the Vice President to whom the accused reports. The College may at any time take action necessary to protect the safety of the complainant or any other persons.

Upon receipt of the complaint, the Committee will begin an investigation. The Human Resources Director will undertake the investigation, and present a report to the Committee members. The Committee will make its decision by gathering any further information it deems necessary, which might include meetings with the complainant, the accused or the witnesses. At any time in this process, the complainant and the accused may be accompanied by an advisor from the College's current faculty, staff or students, however, the advisor may not speak on behalf of either party. During the investigation, the Committee will provide a copy of the complaint to the accused, and such other information as the Committee deems appropriate, and notify him/her of his/her rights. Once the investigation is concluded, the Committee may:

1. determine that no case of substance exists and decide to take no further action on the complaint;
2. attempt mediation or recommend mediation by an individual who is not a member of the Committee;
3. develop a written recommendation for further action that will be forwarded to two Vice Presidents, one being the Vice President to whom the accused reports. (In the case of a complaint by or against a Vice President, the Committee's report will be forwarded to the President. In the case of a complaint by or against the President, the report will be sent to the Chair of the Board of Trustees.) Recommended actions may include but are not limited to an oral or written reprimand, a written warning, dismissal of a non-tenured employee, or a hearing for the termination for cause of a tenured faculty member.

Action on the Committee's recommendation will be taken by the individuals to whom the recommendation was forwarded. They will reach a decision and communicate it in writing to the accused, the complainant, and the Chair of the Committee. The complainant or accused may appeal the decision to the President, or, if the accused is the President, to the Board of Trustees.

During the Committee’s investigation, the accused has the following rights:

1. To be informed in writing of the specific charges and a time to appear before the Committee.
2. To be informed of the rights here listed.
3. To know the name of his or her accuser(s).
4. To present and/or request relevant evidence on his or her own behalf.
5. To make an oral statement.

At any point during its investigation, the Committee may consult with the College’s legal counsel, who may not disclose any information received in confidence.

Records of formal complaints will be kept on behalf of the Committee by the Secretary of the College. All such records shall remain confidential.

1. **Confidentiality** — Confidentiality will be maintained to the extent consistent with adequate investigation and appropriate corrective action. All parties will be advised of the need to maintain confidentiality regarding the information discussed.
2. **Reporting** — At the end of each academic year, the Committee shall report the number of informal and formal complaints it received and their disposition.

Employees who seek advice or support services are encouraged to contact the College’s Employee Assistance Program, Family Service Association of Southern Wisconsin and Northern Illinois at 608-365-1244. Students may contact the campus student counselor located in the Health and Wellness Center, Porter Hall, ground floor. The College’s counselor is employed by the Beloit Physicians Hospital Organization, Beloit, WI. Discussions with individuals from these organizations will be confidential, however, as they are not Beloit College employees, no complaints will be lodged nor action taken as a result of the discussion.

## ■ WHISTLEBLOWER POLICY

### General

The Beloit College (the “College”) Code of Ethics and Conduct (“Code”) requires trustees, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the College, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. The Whistleblower policy is provided to bring unethical or illegal behavior to the attention of appropriate members of the College administration, to bring those violations to a halt as soon as reasonably possible after discovery, and to discipline those who engage in unethical or illegal behavior.

### Conduct and Reporting Responsibility

It is the responsibility of all trustees, officers and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy. Examples include violation of local, state or federal law, unauthorized disclosure or use of protected confidential information, fraudulent financial or operational reporting.

## **No Retaliation**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the College prior to seeking resolution outside the College. No trustee, officer or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. Anyone who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

## **Reporting Violations**

The College has an open door policy and recommends that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the immediate supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with his or her supervisor, or is not satisfied with the supervisor's response, the employee is encouraged to speak with someone in the Human Resources Department or any member of Senior Staff. Supervisors and managers are required to report suspected violations to the College's Compliance Officer (Vice President for Administration), who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when an employee is unsatisfied, or uncomfortable with following the College's open door policy, individuals should contact the College's Compliance Officer directly.

An employee who wishes to make an anonymous report can do so by sending a written statement marked "Confidential – to be opened by V.P. Administration only," to Beloit College, 700 College St., Beloit, WI 53511. A written statement must contain such information as to allow for the investigation of the suspected violation.

## **Compliance Officer**

The College's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the policy and, at his discretion, shall advise the President and/or the Audit Committee. The Compliance Officer has direct access to the Audit Committee of the Board of Trustees and is required to report to the Audit Committee at least annually on compliance activity.

## **Accounting and Auditing Matters**

The Audit Committee of the Board of Trustees shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved.

## **Acting in Good Faith**

It is a violation of this policy to make a false claim or knowingly provide false information about a violation. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

## **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **■ SMOKING**

In compliance with Beloit City Ordinance and in an effort to provide a smoke-free environment for the health and well-being of the campus community, smoking in College buildings is prohibited. Smoking is also prohibited near any entrance used by the public, windows that open, and ventilation systems of all places of employment and public places where smoking is prohibited. Smoking is permitted outside of buildings at a distance of 15 or more feet from any entrances used by the public, windows that open and ventilation systems to any enclosed areas where smoking is prohibited so as to insure that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke and to insure that tobacco smoke does not enter the building or facility through entrances, windows that open, ventilation systems or any other means.

## **■ WEAPONS POLICY**

Beloit College employees are prohibited from possessing or carrying weapons while in the course and scope of performing their jobs, and to the extent permissible by law, when they are performing their jobs while away from Beloit College property. This policy applies to employees regardless of whether or not they have a permit or license to carry a weapon. Weapons include, but are not limited to, firearms (whether loaded or unloaded), knives, billy clubs, tasers, ammunition, explosives and any other device or instrument which, in the manner it is used or intended to be used, could cause death or great bodily harm. Employees who have questions about whether an item is covered by this policy should call Human Resources. Employees are responsible for making sure that any item in their possession is not prohibited by this policy.

Beloit College property covered by this policy includes, without limitation, all Beloit College owned or leased space. Vehicles owned or leased by Beloit College are covered by this policy at all times regardless of whether they are on College property. The policy also applies to employees when conducting business on behalf of Beloit College off-campus. If any Beloit College employee has reason to believe that an employee, student, visitor or other person has a weapon (whether or not concealed) on College property in violation of this policy, the employee is required to report such belief to the Security Office. There will be no retaliation against any employee who in good faith makes a report of a violation of this policy or who assists in an investigation of such a report.

Employees who violate this policy may be subject to discipline, up to and including discharge from employment.

# EMPLOYMENT POLICIES

## ■ CLASSIFICATION OF EMPLOYEES

Beloit College classifies hourly and administrative support staff employees into one of several categories at the time of employment. Categories are based on the expected duration of the specific job and on the work schedule involved. If an employee changes jobs or the work schedule is altered, reclassification, if necessary, will be made on the date such change is effective. The categories and definitions of each are:

**Full-time or Half-time**—Full-time employees work a schedule of hours ranging from 1,950 to 2,080 per year, over 12 months, in a position that will continue for at least one year. Half-time employees work a schedule of more than 1,000 annual hours but less than full-time, over 9, 10, 11, or 12 months, in a position that will continue for at least one year. Such employees are entitled to full or pro-rated benefits and paid leaves.

Full-time hourly staff work schedules that vary depending upon department and position. Many clerical staff work annual schedules of 37.5 hours per week. (7.5 hours per day). Other staff, including those in physical plant, security and technical positions, work annual schedules of 40 hours per week (8-10 hours per day).

Half-time hourly staff working at least 1,000 hours per year, but less than full-time, are typically assigned a weekly and annual work schedule based upon the position workload requirements. This may include scheduled unpaid time off during semester breaks or summer months.

Full-time administrative staff work schedules are based on a 40-hour work week.

Half-time administrative staff are typically assigned a weekly and annual work schedule based upon the position workload requirements. This may include scheduled unpaid time off during semester breaks or summer months.

**Part-Time**—Regular, part-time staff work a continuous schedule of at least 15 hours per week, but less than 1,000 hours per year, during the academic or fiscal year. Such employees will be entitled to pro-rated holiday, PTO, Sick Bank Leave, jury duty and bereavement benefits.

**Temporary or Casual**—Temporary or casual employees work either full- or part-time schedules for a period of employment that typically does not exceed six months. Temporary or casual employees may be hired for ongoing positions scheduled only several hours per week, special or seasonal assignments, or to fill-in during the extended absence of a regular full- or part-time employee. Temporary or casual employees are not eligible for fringe benefits or paid leaves, except as required by law.

**Student**—Student employees working for the college are not entitled to fringe benefits or paid leaves and are covered under the policies and procedures published annually in the Student Employment Handbook.

## ■ ANNUAL WAGE AND SALARY NOTICES

Employees will receive an employment letter at the time of initial hire. Subsequently, written notifications will be sent to employees regarding any changes in wage or salary, title, or department. Staff employees normally receive annual notices regarding any wage or salary adjustment to be effective September through August. These letters are provided as information about wage or salary and benefits and are not an employment contract or an assurance of continued employment.

## ■ TIME REPORTING

All administrative and hourly support staff will be responsible for time reporting for each pay period worked. Reports must be turned in promptly at the end of each pay period to facilitate the processing of payroll and updating employee leave allocations.

### **Procedures for hourly support staff:**

All non-exempt hourly support staff employees must keep a bi-weekly time sheet for each pay period that accounts for all scheduled work time. Employees are required by law to report accurately the number of all hours worked as well as paid time off. Hours away from work during the work day will be paid according to the College's leave policies. Any employee falsifying the reporting of time worked or time off is subject to disciplinary action up to and including discharge.

For purposes of paying overtime, the workweek begins on Sunday and ends on Saturday. Hours worked beyond 40 in a week will be paid at the overtime rate of 1.5 times the employee's regular hourly rate. An employee may work overtime only with a supervisor's approval.

At the end of each pay period, the time sheet must be approved by the employee's supervisor and delivered to the Payroll office on the Monday following the end of the pay period. Pay period schedules are printed on the back of the time sheets. Questions or concerns regarding time sheets should be directed to the Payroll Office at ext. 2298.

### **Procedures for administrative staff:**

Administrators are required to complete a monthly report indicating all absences of a half day or more and days spent away from campus on College-related business. These reports must be signed by the supervisor and then submitted to the appropriate Vice President or President by the fifth day of the next month. Due to the nature of administrative positions, both full- and part-time administrative staff may be required to work additional time to meet the needs of the position, the department, or the College, without additional compensation or time off. Time away from work will be paid according to College leave policies. Deductions from pay for time away from work will meet the acceptable standards for exempt employees under the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541. Questions regarding pay or deductions from pay should be directed to the Payroll Office at ext. 2298.

## ■ PAY PROCEDURES

Paychecks are issued via campus mail unless direct deposit arrangements have been made with the Payroll Office. To maintain accurate payroll files, it is important that employees immediately report any changes in:

- Name
- Address/phone number (home or campus)
- Marital or other tax status
- Residency or immigration status

Hourly support staff employees will be paid on a bi-weekly basis. The pay period for hourly support staff is two weeks in length beginning on a Sunday and ending on a Saturday. The pay day will be every two weeks on Wednesday. If the pay day falls on a holiday, payment will be made the day before the holiday.

Administrative staff employees will be paid on the twenty-fifth day of each month. The pay period for administrative salaried staff is from the first of the month to the end of the month. If the twenty-fifth falls on a Saturday or Sunday, payment will be made on the preceding Friday. If the pay day falls on a holiday, payment will be made the day before the holiday.

## ■ PERFORMANCE EVALUATION

A written performance appraisal provides a basis for both assessing job performance and establishing communication between the supervisor and employee. Periodic discussions in this framework are helpful in the development of mutual understanding between the employee and supervisor with regard to job duties and responsibilities. These discussions and the feedback they include provide an opportunity for an employee to assess how s/he is doing and to set new objectives for the future. Performance evaluation documents are distributed to supervisors by the Human Resources Office with the expectation that an evaluation be conducted annually for each employee.

## ■ DISPUTE RESOLUTION

Beloit College assures its administrative and hourly support staff employees an opportunity for prompt and impartial consideration of complaints or grievances arising in the course of their work. This procedure has been developed to assist employees in resolving serious work-related problems and encourages resolution of the dispute through discussion between the parties. If a resolution is not obtained through discussion, employees may submit a request for assistance in accordance with the following procedure:

1. The employee should discuss the dispute with the immediate supervisor. In most cases, a problem can be resolved satisfactorily at this point. If a mutually satisfactory resolution is not achieved, the employee may initiate Step 2.
2. The employee may submit a request in writing to the appropriate person at the next higher supervisory level. If requested, the Human Resources Director will assist the employee in presenting the matter to the proper administrative official. If a mutually satisfactory resolution is not achieved within five working days from the receipt of the written complaint by the proper administrative official, the employee may initiate Step 3.

3. If the preceding two steps fail to resolve the problem, the employee may appeal to his or her respective Vice President. In offices where a Vice President is the immediate or next highest supervisor, the appeal may be made to the President. If the dispute concerns the President, it will be handled by the Chair of the Board of Trustees with no other appeal. The decision made by the Vice President or President will be considered final.

If a dispute alleges discrimination, harassment or sexual assault, the complaint will follow the procedures set forth in the appropriate policy.

## ■ ADDITIONAL EMPLOYMENT

The primary responsibility of all employees of Beloit College is to the College and their efficient performance of assigned job duties. Employees may accept outside work provided it does not interfere with regular work hours or required availability for weekend or evening work.

The employee's supervisor must be notified of any additional employment. Additional outside work should not affect the efficient performance of the employee's Beloit College duties or cause the employee to be more susceptible to accident hazard through fatigue or other conditions. College work assignments and/or schedules will not be changed to accommodate additional employment.

Administrative staff are expected to devote their professional capabilities to their positions. Therefore, arrangements by them to teach, do outside consulting, or engage in other employment must have prior approval. Administrators who teach or otherwise assist with various College programs may do so as their individual schedules permit. However, participation in various College programs should not have a detrimental effect on, or take precedence over, regular administrative responsibilities. Ordinarily, administrators who participate in various College programs will not receive an increase in compensation.

## ■ EMPLOYMENT OF RELATIVES

Beloit College permits the employment of relatives of employees subject to the following limitations:

Employment of relatives in a supervisory/subordinate relationship is prohibited.

Members of an immediate family ordinarily will not be employed in the same department. If employees in the same department marry, one of them may be transferred to another department as soon as practicable.

Immediate family shall consist of husband, wife, domestic partner, and the following individuals related by blood or marriage: mother, father, son, daughter, brother, sister, grandmother, grandfather, sister-in-law, brother-in-law, mother-in-law, father-in-law, or any relative living in the immediate household.

## ■ RESIGNATION, TERMINATION OR LAY-OFF

Staff employees may leave the employment of the College for a variety of reasons. Normally, when a staff employee resigns, a written notice outlining the anticipated last day of employment is given to the immediate supervisor and a copy sent to the Director of Human Resources. A

minimum two-week notice is expected. If the College discharges or lays-off a staff member, the same minimum notification will normally be given, however, at its discretion, the College may substitute an amount equal to the employee's remaining pay in lieu of notice. Severance payments may also be paid to eligible employees (See Severance Policy). The College may provide no notice to an employee who is terminated due to serious performance issues or issues of misconduct.

The employee must schedule an Exit Interview with the Director of Human Resources. During the Exit Interview, employees will be expected to return all College property, such as I.D. card, charge cards, books, uniforms, equipment, etc. Keys will be returned directly to the Security Office, prior to the employee's departure from campus. Arrangements for clearing any outstanding debts to the College and receiving final pay will also be made at this time.

Employees terminating for any reason will receive Paid Time Off (PTO) earned, but not yet taken as of the last day of work. Holidays and Winter Break which follow the last day of work will not be paid. Information on continuation and conversion of fringe benefits will be made available to departing employees during the exit interview or by mail.

## ■ SEVERANCE PAYMENTS

Beloit College will provide a severance payment to employees who are affected by an involuntary termination of employment. The severance payment is intended to provide some financial assistance to help individuals deal with the initial difficulties that may result from the loss of employment. For purposes of the severance payment policy, involuntary termination includes job loss due to budget reductions, work force reduction, organization or job restructuring. Employees who resign, are hired for temporary or term specific appointments, or are terminated for cause or poor performance will not be eligible for a severance payment.

The amount of the severance payment will be based upon years of continuous service with Beloit College. Severance will be calculated on base pay only.

## ■ OFFICE/DEPARTMENT HOURS

Administrative offices will ordinarily be open from 8:00 a.m. to 4:30 p.m. Monday through Friday unless otherwise announced. Those in charge of administrative functions shall take responsibility for assuring that essential office services are maintained at all times. Due to the requirements of serving a residential community, some departments operate seven days per week. Work schedules may vary to fit the particular needs of a department.

## ■ ATTENDANCE POLICY

Regular attendance is essential to Beloit College's efficient operation and is a necessary condition of employment. When employees are absent, schedules and commitments fall behind and other employees must assume added workloads.

Employees unable to report to work on time and as scheduled must personally call their supervisor within 15 minutes of the start of their shift (or other established departmental timeframe). Calling-in is the responsibility of every employee who is absent or late. If the absence continues beyond the first day, the employee must continue to notify their supervisor each day unless otherwise arranged.

Employees who fail to report to work as scheduled and fail to contact their supervisor on a timely basis for three consecutive work days will be deemed to have voluntarily resigned their position effective on the third consecutive day.

## ■ COMMITMENT TO QUALITY SERVICE

A commitment to provide quality service is a responsibility of all full-time and part-time employees of Beloit College. Staff members have the opportunity to represent Beloit College on a daily basis. Throughout the year many people visit the campus - students, parents, alumni, guests for special events, business representatives, public officials, and others. Courtesy, thoughtfulness, and willingness to be helpful, both to those from outside the College and those within, are extremely important to the overall success of the College.

## ■ DRESS AND APPEARANCE

All employees are expected to present a positive and professional appearance while at work. Dress and appearance should not be a distraction to those with whom they work and should be within acceptable standards of health, safety and public contact as appropriate for the operation of the department.

Some departments or areas have dress and appearance standards consistent with their function. Supervisors will inform employees about the specific requirement, if any, for department standard of dress.

## ■ JOB SAFETY

Beloit College is committed to providing and maintaining a safe work environment for all employees. In the interest of their own safety and that of their co-workers, employees must be aware of safe practices relating to their job. Unsafe conditions should be reported promptly to the supervisor and to either the Security or Physical Plant Departments, as appropriate. Beloit College reserves the right to take any necessary action to further the security of its campus and the safety of its employees, students, and guests.

## ■ WORKER'S COMPENSATION — REPORTING INJURY OR ILLNESS

Employees receiving bodily injury or an illness arising out of employment may be entitled to benefits under the worker's compensation program. The College, through its insurance carrier, is obligated by law to provide immediate medical treatment and payment for loss of wages for work related injury or disease traceable to working conditions.

Employees have an obligation to promptly report work-related injury or illness so that appropriate action can be taken – including administering medical treatment and properly reporting all related activity.

### **Procedures for reporting a claim:**

Before a worker's compensation claim will be considered, there must be a job-related incident to an employee caused by an accident or disease incidental to employment.

Employees must report all on-the-job injuries or illnesses to their supervisor immediately, if able, or as soon as possible. Failure to report an injury the same day of occurrence may result in

denial of the worker's compensation claim. Notification is required even if the injury does not require any type of first aid treatment and/or does not result in lost work time.

Non-emergency injuries occurring during normal office hours must be reported immediately to the supervisor and to Human Resources at ext. 2630. Human Resources will provide the information necessary to assist employees in getting medical treatment, if necessary.

Emergency injuries and non-emergency injuries occurring outside of normal office hours must be reported immediately to Security at ext. 2355. Security will assist employees in obtaining appropriate medical treatment.

As soon as possible after the injury, the employee will complete an Employee Injury Report. If the employee is unable to personally complete the Employee Injury Report within 24 hours of the accident, the supervisor will take a statement by telephone.

The filing of a worker's compensation claim with the insurance carrier does not guarantee acceptance of the claim.

### **Procedures for return to work and light duty:**

If the employee is able to return to work directly after treatment, a medical report indicating full release to duties or job restrictions must be brought to the Human Resources Office upon the employee's return. If the employee returns to work outside of regular office hours, the medical forms should be brought to the Human Resources Office the next day or placed in campus mail.

If the employee is unable to return immediately to work, the medical forms should be brought to the Human Resources Office upon the employee's return.

Any injury or illness resulting in absence or restriction will require a written release to work from a physician.

When appropriate, an injured employee will be placed on light-duty or restricted work on a temporary basis only. The work site or job duties will be evaluated to insure the employee's safe return to work.

*This policy is not to be considered an all-inclusive procedure on workers' compensation. Additional information can be obtained through the Director of Human Resources.*

## **■ IDENTIFICATION CARDS**

All employees are encouraged to have a photo identification card. Identification cards may be obtained in the Residential Life Office. In addition to identifying an employee's association with Beloit College, the card is used to gain access to the Sports Center, admission to athletic and cultural events, and can be used for checking out books at the Col. Robert H. Morse Library.

## **■ KEYS/KEY CARDS**

Keys/key cards are issued by the Security Office. Employees will be required to sign for keys/key cards issued, and all keys/key cards must be returned upon termination of employment.

Careful control of keys/key cards is necessary to protect College property. Employees entrusted with keys/key cards, accept full responsibility for them. This includes keeping them in a safe place, not duplicating them, and not permitting other people to use or duplicate them.

Lost, stolen, or misplaced keys/key cards must be reported immediately to the Security Office at ext. 2355.

## ■ TELEPHONE USE

College telephones (except public pay phones) are for official College business. The College pays all expenses associated with the telephone system including a charge for each local and long distance call.

Personal telephone calls must be restricted to those of an emergency or unavoidable nature, and they should be kept as brief as possible.

Long distance or toll calls can be made from any of the public pay telephones located throughout the campus. If it is necessary to make a personal long distance or toll call from a department telephone, employees should use their own personal telephone credit card or they must reimburse the College for the cost of the call.

## ■ REST PERIOD (BREAK)

Hourly support staff employees working at least 4 hours a shift may take a paid rest period or break. A “break” is a rest period of up to 15 minutes during a 3.5 to 4 hour work shift. No more than two 15-minute breaks are allowed in a 7 - 8 hour work day.

Breaks are not guaranteed and depend on workload and time constraints. Break procedures may vary by department and in all cases will be scheduled to insure that offices will remain open.

Unused breaks cannot be banked or used to shorten the regular work hours. Breaks are to be taken during the work shift and cannot be used to adjust the beginning or end of a shift. Employees may not leave College property during paid rest periods.

## ■ INCLEMENT WEATHER/WEATHER-RELATED ABSENCES

Occasionally, weather conditions may make transportation to and from work difficult. When this occurs, all staff employees will need to make decisions as to whether or not they come to work. However, since Beloit College is a residential school and cannot close completely, some employees will be expected to work to provide essential services for students. In cases of very severe weather, employees should listen to local radio or television stations for travel or closing information.

When weather conditions are severe, supervisors and employees are encouraged to be as flexible as possible, while considering the normal work schedule and the safety of the employees. If employees are unable to work their normal schedule, or if the College announces the option of leaving work early due to weather conditions, the following guidelines will apply.

## **Procedures for reporting and pay:**

Employees who choose not to come to work must use PTO time, make up the time within the same week, or take time off without pay if PTO time is not available. Employees who do not come to work must notify their supervisors. A phone message must be left if the supervisor cannot be reached.

Employees who come to work and leave early will receive pay for the time they worked and will be allowed to use PTO time, make up the time for the balance of the work day within the same week, or take time off without pay if PTO time is not available.

Overtime and call-in time will be paid according to College policy.

# LEAVE POLICIES

## ■ PAID TIME OFF (PTO)

Beloit College provides all full-time and part-time administrative and hourly support staff with a flexible Paid Time Off (PTO) benefit specifically designed to meet the diverse needs of its employees. Employees may use this PTO for a variety of reasons, including vacation, an illness of short duration, personal business, unpaid holidays, family commitments, doctor or dental appointments, or other similar needs. Employees are responsible for managing their own PTO hours to allow for adequate reserves to cover their need for time off during the fiscal year.

### Eligibility and basis for earning PTO:

All full-time and part-time employees are eligible for PTO. PTO is determined on an annual basis at the start of the College fiscal year (June 1) according to the employee's length of service as of December 1 of each year. Employees working less than full-time will receive pro-rated PTO. The following schedule shows examples of the amount of PTO an employee can earn.

#### Hourly Employees

<b>Annual Hours or Partial Year Work Schedule</b>	<b>Less than 5 Years Completed Service</b>	<b>5 through 14 Years Completed Service</b>	<b>15 + Years Completed Service</b>
2080 Full-time 40 hrs/wk	16 days or 128 hrs	21 days or 168 hrs	24 days or 192 hrs
1950 Full-time 37.5 hrs/wk	16 days or 120 hrs	21 days or 157.5 hrs	24 days or 180 hrs
1040 hrs full year 20 hrs/wk	16 days or 64 hrs	21 days or 84 hrs	24 days or 96 hrs
1462.5 9 mo. @ 37.5 hrs/wk	12 days or 90 hrs	15.75 days or 118 hrs	18 days or 135 hours

#### Administrative Employees

<b>Annual FTE or Partial Year Work Schedule</b>	<b>Less than 10 Years Completed Service</b>	<b>10 + Years Completed Service</b>
FTE 1.0 (12 months)	22 days	24 days
FTE 0.83 (10 months)	18.5 days	20 days
FTE 0.75 (9 months)	16.5 days	18 days
FTE 0.50 (1/2 time)	11 days	12 days

The Payroll Office will calculate the annual PTO available at the beginning of each fiscal year (June 1) based on employee length of service with the College. For calculation purposes, employees will receive credit for years of active service through December 1 of the current fiscal year.

PTO will be pro-rated for employees working less than full time on an annual basis and for new employees hired after the start of the fiscal year.

New employees may not take PTO during their first 60 days of employment. Any exceptions must be approved by the Director of Human Resources with the concurrence of the department head or supervisor.

PTO is not earned on hours or days reported as absent without pay. Excessive use of unpaid time off will reduce the amount of paid PTO time earned.

### **Procedures for scheduling and reporting PTO:**

PTO is earned and used on the College fiscal year basis from June 1 through May 31 annually. Employees are expected to schedule PTO in advance with supervisory approval, except in cases of illness or emergency.

Scheduled PTO: Employees should request time off as far in advance as possible. Requests are subject to supervisory approval, department staffing needs and established departmental procedures. When requesting time off for periods of one week or more, employees should provide a two-week notice. Employee preferences will be honored insofar as department workloads permit.

Unscheduled PTO (in the event of illness or emergency): Employees should personally contact their supervisor within 15 minutes of their scheduled starting time or other established departmental timeframe. Employees must state the reason for their absence and expected return to work date. For absences lasting three or more days, employees should contact Human Resources to determine whether the time off may qualify for Family Leave and/or use of accumulated Sick Bank.

PTO hours or days must be reported in the appropriate column of the employee time sheet or absence report. The reason for the use of PTO must be accurately recorded in the comments column of the employee time sheet (i.e. vacation, personal business, sick, sick child).

PTO will be paid at the hourly support staff employee's straight time rate and will not be included toward hours worked for overtime calculation.

When a recognized holiday occurs within a PTO period, the day will be paid as a holiday, not charged as PTO.

No pay will be given in lieu of unused PTO. However, at the end of each fiscal year, the equivalent of up to six days, or a maximum of 48 hours for hourly support staff, of earned but unused PTO will be automatically transferred into the staff employee's Sick Bank. Employees working less than full-time on an annual basis will be eligible for a pro-rated transfer of earned but unused PTO.

Time off without pay may not be used unless all PTO has been exhausted. It is the responsibility of the employee to manage his/her PTO to provide paid time off during the year. Poor management or misuse of PTO may result in disciplinary action or termination for excessive absenteeism.

When an employee leaves the employ of the College, PTO will be prorated to reflect the amount of time earned from the beginning of the fiscal year to the last day of work. An employee will receive payment for PTO that has been earned but not used for this time period. An employee will be expected to pay back any overused PTO.

## ■ HOLIDAY OBSERVANCE

It is the policy of Beloit College to recognize the following holidays. When a holiday occurs on a Saturday or Sunday, the College may choose to observe the preceding Friday or the following Monday as the recognized holiday.

- New Year's Day
- Memorial Day (as observed in Wisconsin)
- Independence Day
- Labor Day (as observed in Wisconsin)
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

### **Procedures for eligibility and pay:**

All full-time and part-time hourly support staff employees will receive straight time pay for recognized holidays. All full-time and part-time administrative staff will receive pay at their normal daily rate for recognized holidays. To qualify for holiday pay, an employee must be in pay status on the last scheduled workday before the holiday and the first scheduled workday following the holiday. The qualifying day may be a day at work or a day of paid absence approved by the supervisor.

Employees who work reduced summer hours will receive prorated holiday pay for Memorial Day and Independence Day. Employees who are not scheduled to work during the summer months will not receive pay for the holidays occurring between their last workday prior to the summer break and their first scheduled work day after summer break.

When a recognized holiday occurs within a requested PTO or Sick Bank period, the day will be paid as a holiday, not as PTO or Sick Bank hours.

Holidays recognized by Beloit College policy will be counted as hours worked toward the (40) forty-hour workweek used for calculation of overtime. There will be no pyramiding of premium rates.

When requested to work on a recognized holiday, hourly employees will be paid a premium of time and one-half in addition to regular straight time holiday pay.

## ■ WINTER BREAK

All full-time and part-time staff employees receive four days of paid time off during Winter Break. Winter Break days will normally fall between the observed Christmas Day and New Year's Day holidays. This paid time off is in addition to the recognized paid holidays occurring during this time period to provide a period of rest and relaxation between semesters and to reduce the heating demands upon the physical plant.

To meet the needs of the departments considered to provide essential or seasonal services, alternate days may be substituted for the normal Winter Break days. Supervisors of departments with essential or seasonal responsibilities will schedule alternate Winter Break days in consultation with the Director of Human Resources. Alternate time off will be scheduled

annually by November 30 and must occur within the two-week period starting with the Monday prior to Christmas Day and ending with the Friday following New Year's Day. When Christmas Day falls on a Monday, that day will be the beginning of the two-week time period.

### **Procedures for eligibility and pay:**

To be eligible for paid Winter Break, an employee must be in pay status on the last scheduled work day before and the first scheduled work day after the designated break. The qualifying work day may be a day at work or a day of paid absence approved by the supervisor.

Hourly employees shall receive the equivalent of four work days (up to a maximum of 32 hours) of straight time pay for Winter Break. Winter Break hours will not be counted as hours worked for overtime calculation. Administrative employees shall receive the equivalent of four days pay for Winter Break.

Winter Break hours must be reported in the appropriate column on the employee time sheet or absence report form.

No pay will be given in lieu of Winter Break use. Unused Winter Break hours may not be carried over from one year to the next. When an employee terminates his/her employment, no payout will be made for unused Winter Break.

## **■ SICK BANK – ACCUMULATED SICK LEAVE**

Beloit College recognizes that staff members may require extended time off from work in the event of serious illness or injury. Staff members may also need time to care for an ill or injured child, parent, spouse, domestic partner, or an individual living in the employee's household. Since the College does not have a short-term disability plan, it provides sick leave benefits to protect the income of its full-time and part-time staff during such times. The College's Sick Bank policy allows and encourages staff to accumulate, or bank, sick leave hours from year to year to cover potential periods of extended illness or injury.

### **Earning and accumulating Sick Bank:**

Employees earn and accumulate Sick Bank hours on the basis of approximately one-half day per month worked to a maximum of six days per year. Sick Bank is pro-rated for employees working less than full-time on an annual basis. New employees will earn and accumulate Sick Bank from their first day of employment.

Sick Bank hours or days are not earned during periods of time off without pay or on premium or overtime hours worked.

The Payroll Department shall maintain a record of accrued and used Sick Bank hours or days for each eligible employee. Sick Bank hours may be accrued and carried over from year to year, to a maximum accumulation of 130 working days (Example: 1,040 hours for full-time hourly employees working eight hour shifts).

At the end of each fiscal year, the equivalent of up to six days (or a maximum of 48 hours for full-time hourly staff) of earned but unused PTO will be automatically transferred into an employee's Sick Bank. Employees working less than full-time on an annual basis will be eligible for a prorated transfer of earned but unused PTO.

## Procedures for using Sick Bank:

Accumulated Sick Bank will be applied to absences of three or more consecutive days upon written verification of illness or injury from a physician.

Banked sick time may be used for the following types of absence:

Foreseeable Absences: If an employee has advance knowledge that an absence of three or more days will be necessary, the employee must schedule the absence in advance with both his/her supervisor and the Human Resources Office.

Unforeseeable Absences: To be eligible to use banked sick time an employee must personally notify his or her supervisor on the first day of the absence. An employee must report on each day of the absence unless excused from doing so by the supervisor. An employee must also contact Human Resources as soon as they anticipate needing extended sick leave, but no later than the third consecutive day of absence.

Family Leave: In order to allow coordination of paid sick time with family leave (including state and federal FMLA), an employee requesting leave of more than three days will be required to provide enough information to allow a determination of whether the leave would also qualify for family leave. Family leave should be requested in advance when possible. An employee continuing family leave beyond two weeks (six weeks for infant care leave) must apply any accumulated banked sick time to the remainder of their leave.

Banked sick time can be applied to both extended and intermittent (daily or hourly) use of family leave. Employees must complete the appropriate forms for family leave and provide a completed Physician's Certification of a Serious Health Condition.

Unauthorized or unreported absences will be charged against the employee's PTO balance. This includes absences of three days or less that do not meet the criteria for Family Leave or absences that are not verified with a written physician's statement.

The employee will forward the physician's statement to the Human Resources Office attached to his/her time sheet or absence report.

Employees must report use of Sick Bank in the appropriate section of their time sheet or absence report. A brief description of the reason for Sick Bank use, such as caring for one's self, child, parent or use of family leave must be stated in the comments section of the form. Holidays occurring during a Sick Bank time period will be paid as a holiday and not charged as Sick Bank time.

Payment of banked sick time is limited to the hours or days accumulated and will not be paid in excess of that amount.

Unused Sick Bank will not be paid upon termination or resignation of an employee.

## ■ INFANT CARE — PRIMARY CARE GIVER

After one year of employment, half- to full-time employees who become the primary care giver for a new child due to birth, adoption or placement for foster care may be eligible for up to 6 weeks of paid infant care leave. Only one paid leave may be taken within a 12 month period.

### **Procedures for eligibility and pay:**

An employee requesting an infant care leave must notify the department head or supervisor at least 30 days prior to the beginning date of the leave if possible, and may be required to provide information that substantiates that they are the primary care giver before the leave is approved. Infant care leaves must be approved in advance by both the employee's department head or supervisor and the Director of Human Resources.

Employees must submit time sheets or absence reports while on paid leave. The leave time must be continuous and begin with the entry of a new child into the employee's household by birth, adoption, or placement for foster care. For any eligible staff member who works less than 12 months annually, only that portion of the six week period following the entry of a new child into the household which falls within the staff member's appointment term will be available for paid leave. Paid leave may not extend the employee's appointment.

### **Concurrent use of Family Leave:**

Paid infant care leave is applied concurrently to the twelve weeks available under the College's Family Leave policy, and Federal and State FMLA. Additional leave of up to a maximum of six weeks may be available to the primary care giving parent under the Family Leave policy. Accumulated Sick Bank or PTO leave must be used during this period, with the remainder of the leave unpaid.

Infant care leave for non-primary care givers is governed by the College's Family Leave policy. Leave for a child's illness or injury is governed by the College's Sick Bank Leave and Family Leave policies.

All benefits coverage continues during paid leaves. During unpaid leaves, benefits coverage will be determined according to the unpaid leave plan for which the staff member is eligible. Unpaid leave, or leave in addition to infant care leave, must be requested in accordance with the applicable College leave of absence or family leave policy.

Employees returning from an infant care leave will be assured their current pay level. The College will make a reasonable effort to allow them to return to the position they vacated.

## ■ BEREAVEMENT LEAVE

Beloit College grants leave with pay to all part-time and full-time employees to attend the funeral, memorial service or post-death tribute for a family member. Upon the death of a family member, an individual may take *up* to three days to make arrangements and attend services for the deceased. An employee may request up to two additional bereavement days when family responsibilities require significant involvement in planning funeral arrangements, handling legal matters or disposition of assets.

Family members covered by this policy include any individual related by blood or affinity whose close association with the employee is equivalent to a family relationship.

### **Procedure for eligibility and reporting:**

The employee must notify the department head or supervisor about the need for bereavement leave as soon as possible. The department head, supervisor or employee should notify the Communications and Marketing Office which will assist the employee in sending any desired notices to campus.

The employee may be required to furnish an official record of death such as a newspaper obituary notice.

Staff must report the bereavement leave on their time sheet or absence report. Time in addition to the bereavement leave may be taken with the approval of the department head or supervisor, but such additional days will be counted as PTO time or as leave without pay if no PTO is available. Staff not eligible for PTO may request leave without pay.

The Human Resources Office will assist the employee or family with any applicable Beloit College insurance claims.

## **■ JURY DUTY LEAVE**

On occasion, an employee may be required to serve on jury duty. Beloit College encourages its employees to accept and perform their duties as citizens. All full-time and part-time employees selected for jury duty will be granted a leave of absence with pay for this purpose. Employees are expected to report to work when it does not conflict with jury service requirements.

### **Procedures for eligibility and reporting:**

Employees must notify their supervisors immediately of their selection for jury duty.

Employees must report jury duty leave in lieu of regularly scheduled work hours on their time sheets or absence reports. Employees will receive from the College only such pay that when added to the pay received for jury duty will equal the amount of pay that the employee would have received for working his/her regular schedule of hours.

Employees are responsible for reporting the jury duty pay to the Payroll Office. Hourly support staff should attach a copy of the jury pay voucher or check to his/her time sheet. Administrative staff should contact the Payroll Office regarding reporting requirements.

## **■ MILITARY LEAVE**

Employees are entitled to a military leave of absence without pay for service in the armed forces of the United States or in a military reserve or National Guard unit. Short leaves may be paid if the employee wishes to substitute available PTO time for unpaid time off. When called to duty, employees should contact the Human Resources Office regarding their benefit status during the leave.

## ■ LEAVE OF ABSENCE

At its discretion, the College may grant employees a leave of absence for circumstances that require the employee to be absent from work for an extended period of time. To the extent that an employee would be entitled to a leave under either the state or federal Family and Medical Leave Act, leave will be granted in accordance with the applicable law. Job performance, attendance and departmental requirements will all be taken into consideration before a request is approved.

### **Procedure for requesting and using unpaid leave of absence:**

An eligible employee must submit a written request for a leave of absence to his or her immediate supervisor at least two weeks prior to the scheduled starting date. The supervisor will send the employee's written request to the Human Resources Office along with a recommendation for approval or denial of the request considering the merits of the application and the work load of the department. If the leave of absence is to be used for other employment, such purpose must be detailed in the application and specifically approved by the department head and the Director of Human Resources.

Paid leave time appropriate to the absence, such as earned PTO, Sick Bank leave, infant care leave, etc., must be used prior to using unpaid leave time. No employee benefits or paid leaves accrue during a leave of absence without pay. However, employees may continue insurance benefits in force through COBRA by paying the monthly premium costs to the College. The employee must complete all appropriate COBRA forms to be eligible to continue the insurance.

A leave of absence normally shall not exceed six months in length. If the leave is not used for the purpose for which it was granted, the employee may be subject to termination.

Employees on leave under this policy are not guaranteed reemployment. If it becomes necessary to replace an employee on leave of absence with another employee, or if the employee's job must be eliminated during the leave of absence, Beloit College reserves the right to terminate the employee.

An employee on leave of absence for more than 30 days will be expected to report periodically as to his or her status and intent to return to work.

Extending a leave of absence without obtaining prior approval normally constitutes automatic resignation.

An employee on leave for his or her own medical condition is required to present a physician's statement authorizing fitness for duty before return to work (also see Sick Bank Leave and Family Leave policies).

## ■ FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

Beloit College recognizes that employees may require extended time off from work in the event of serious illness or injury or to care for an ill or injured child, parent, spouse, or domestic partner. As described in the policy below, Beloit College provides FMLA leave in accordance with the federal Family and Medical Leave Act (FFMLA) and Wisconsin Family and Medical Leave Act (WFMLA). This policy outlines Beloit College's administration of its FMLA program.

If, after having reviewed the policy, you have questions about your rights and responsibilities under the FFMLA, WFMLA, or this policy, please contact Human Resources.

## **APPLYING FOR FMLA LEAVE AND THE AMOUNT OF LEAVE AVAILABLE**

### **How Do I Request Leave?**

While an employee does not have to use magic words when asking for FMLA leave, an employee must provide sufficient information for the College to determine if the absence may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that, because of a serious health condition, the employee is unable to perform job functions, a family member is unable to perform daily activities, or the employee or family member require hospitalization or continuing treatment. Sufficient information may also include circumstances supporting the need for military family leave. The College may then collect other information from the employee to properly determine whether the absence will be treated as FMLA leave. In all instances, Beloit College will require an eligible employee to submit a completed Family and Medical Leave Request Form to Human Resources. The forms are available in Human Resources.

If the employee is seeking leave for an FMLA-qualifying reason for which the College has previously provided FMLA-protected leave, the employee must specifically refer to the qualifying reason for leave or the need for FMLA leave which has been previously taken or certified. Failure to do so may result in the delay or denial of FMLA approved leave.

### **Who is Eligible for FMLA Leave?**

- a. FFMLA. To be eligible for FFMLA, you must: (1) have been employed by Beloit College for at least 12 months (whether consecutively or not); (2) have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave; and (3) be employed at a work site where 50 or more employees are employed by the College within a 75-mile radius. You may not count periods of employment preceding a 7-year break in service towards your 12 months of employment with the College unless the break in service was due to National Guard service or Reserve Military service, or where otherwise provided under written agreement.
- b. WFMLA. To be eligible for WFMLA, you must have been employed by Beloit College for more than 52 consecutive weeks and have been compensated for at least 1,000 hours during the 52 weeks immediately preceding the commencement of the leave.

Beloit College Human Resources will inform employees requesting leave whether they meet the basic eligibility requirements for FMLA leave. At the same time, Human Resources will inform the employee of any additional information required to verify that the need for leave is for a FMLA-qualifying reason and employee's rights and responsibilities.

### **What Types of Leave are Covered?**

- a. FFMLA. Generally, Beloit College will recognize FFMLA protection for eligible employees for up to a total of 12 weeks of unpaid leave in a 12-month period for one or any combination of the following reasons:

1. For the birth of an employee's child or for the placement of a child with the employee for adoption or foster care;<sup>1</sup>
2. To care for a child, spouse, domestic partner, or parent suffering from a serious health condition;
3. For an employee's own serious health condition; or
4. To address a qualifying exigency arising out of an employee's spouse's, child's or parent's active duty or call to active duty in support of a contingency operation. However, the FFMLA does not provide for a full 12 weeks of leave for all types of qualifying exigencies.

Further, employees may take up to 26 weeks unpaid leave to care for the employee's spouse, child, parent, or next of kin who is a covered servicemember that incurs a serious illness or injury while in the line of duty on active duty. A covered servicemember includes current members of the armed forces. This leave is available only during a single 12-month period and is available on a per-covered servicemember, per-injury basis. In certain instances, this leave may be combined with all other FMLA leaves, limiting the employee's FMLA leave entitlement for all purposes to no more than a total of 26 weeks of leave during the single 12-month period.

- b. WFMLA. Generally, Beloit College will recognize WFMLA protection for eligible employees for the following unpaid leaves in a calendar year:
  1. Up to 6 weeks of leave for the birth or adoption of a child;<sup>2</sup>
  2. Up to 2 weeks of leave to care for a child, spouse, domestic partner, parent, or parent-in-law (including a domestic partner's parent) suffering from a serious health condition; or
  3. Up to 2 weeks of leave for an employee to care for his or her own serious health condition.

The specific requirements for each type of leave are discussed below.

### **What if Spouses Seeking Leave Both Work for Beloit College?**

Unless WFMLA leave protections apply, spouses who both work for Beloit College and who take FFMLA leave for the birth of a child, because of the placement of a child for adoption or foster care, or to care for a parent may take a combined total of 12 weeks of FFMLA leave in a 12-month period.

Spouses who both work for Beloit College and who take FFMLA leave to care for a covered servicemember are entitled to a combined total of 26 weeks of unpaid FFMLA leave in a single 12-month period.

### **How Much Advance Notice of the Need for Leave Must I Provide?**

Generally, where the need for leave is foreseeable, notice must be provided to Beloit College at least 30 days in advance. When 30 days advance notice is not possible or when the need for leave is unforeseeable, notice must be provided as soon as practicable. Notice of leave for a qualifying exigency must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

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<sup>1</sup> Such leave must generally be completed within 12 months of the birth or placement.

<sup>2</sup> An employee is not entitled to family leave that commences earlier than 16 weeks before the estimated birth or placement for adoption or foster care or commences later than 16 weeks after the actual birth or placement.

## **What if I am Eligible for More Than One Form of Leave?**

FMLA leave taken under this Policy may be covered by federal law, state law, or both. Employees will be required to use any and all leave entitlements simultaneously to the extent permitted by law.

## **ESTABLISHING A QUALIFYING REASON FOR FMLA LEAVE**

### **What is a Serious Health Condition?**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care at a hospital, hospice, or residential medical care facility or “continuing treatment” by a health care provider.

In general, a serious health condition involving “continuing treatment” by a health care provider includes any one of the following: (1) incapacity and treatment; (2) pregnancy or prenatal care; (3) chronic conditions; (4) permanent or long-term conditions; and (5) conditions requiring multiple treatments. Subject to certain conditions, treatment means at least 2 visits to a health care provider or 1 visit and a regimen of continuing treatment.

Employees with questions about whether a medical condition is a serious health condition are encouraged to consult with Human Resources.

### **What is Leave to Care for a Covered Servicemember with a Serious Illness or Injury?**

This leave is to care for the servicemember who incurs an illness or injury in the line of duty on active duty that renders the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating (a “covered servicemember”). This leave is available only to the servicemember’s spouse, children parents, or certain next of kin. The covered servicemember must have become injured or ill in the line of duty on active duty and must be: (1) undergoing medical treatment, recuperation, or therapy; (2) otherwise in outpatient status; or (3) otherwise on the temporary disability list. Individuals on the military’s permanent disability retired list are not covered servicemembers.

### **What is a Qualifying Exigency?**

Qualifying exigencies include one or more of the following: (1) short notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and/or (8) such additional activities agreed to in advance by Beloit College. There are limits on the amount of leave available for a particular qualifying exigency and such limits may be less than 12 weeks. For more information on the maximum amount of leave available for a particular qualifying exigency, please contact Human Resources.

Leave for a qualifying exigency is limited to employees who are the spouse, son, daughter, or parent of certain members the military reserves, National Guard, or retired members of the regular armed forces who are on active duty or call to active duty status in support of a contingency operation. An employee whose family member is a member of the regular armed forces is not eligible to take leave because of a qualifying exigency.

## **How Do I Establish a Serious Health Condition or a Serious Illness or Injury?**

Beloit 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 servicemember. Certification Forms are available in Human Resources. The specific form required will depend upon the reason for the leave request; however, it will be one of the following:

- Certification of Health Care Provider for Employee's Serious Health Condition
- Certification of Health Care Provider for Family Member's Serious Health Condition
- Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

Regardless of the reason for the medical leave, the form must be completed by the treating health care provider (or in the case of a serious illness or injury of a servicemember, an authorized health care provider). An employee must return the certification form to Human Resources within 15 calendar days after the date of the College's request. If an employee cannot comply with this deadline, he or she 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.

Once the certification is complete and sufficient, Beloit College may contact the health care provider to verify that the information contained in the certification was completed and/or authorized by the health care provider who signed the document and/or to understand handwriting on the medical certification or to understand the meaning of a response. Beloit College will use a health care provider, a human resources professional, a leave administrator, or a management official of the College. The employee's direct supervisor will not communicate with the health care provider. FMLA forms include a HIPAA authorization form permitting this communication, if necessary. This authorization also permits the health care provider to send the information directly to the College's FMLA Administrator so the employee does not have to. If Beloit College requires clarification of the certification but: (1) the College is unable to obtain this clarification from the employee; and (2) the employee has not provided HIPAA authorization; then the College may deny FMLA protection for the leave.

### **Additional Provisions Specific to Establishing a Serious Health Condition of the Employee or Employee's Family Member**

Beloit College has the right to ask for a second opinion, and perhaps third opinions, at its discretion. Employees may also be required to provide a periodic recertification supporting the need for leave.

## **How Do I Establish a Qualifying Exigency Due to a Family Member's Active Duty or Call to Active Duty Status?**

Beloit College requires employees to submit a completed Certification of Qualifying Exigency For Military Family Leave form to Human Resources when requesting FMLA leave because of a qualifying exigency. This certification form is available in Human Resources.

The form must be completed by the employee. Employees must return the certificate within 15 days of the date of the College's request. If an employee cannot comply with this deadline, he or she must contact Human Resources and request an extension prior to the date the form was

originally 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.

## **DESIGNATION OF FMLA LEAVE**

### **How Do I Know if FMLA Leave Has Been Approved?**

Beloit College will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the College determines that the leave is not FMLA-protected, it will notify the employee of that determination. In all instances, Beloit College determines whether to designate an absence as FMLA leave. Even where the employee does not request FMLA leave and/or does not submit the documents or other supporting information normally required, Beloit College may waive the requirement that such forms or information be submitted, and it may designate an absence as FMLA leave if the College determines that the absence is protected by FFMLA or WFMLA.

## **RIGHTS WHILE ON FMLA LEAVE**

### **Do I Have to Take Leave on a Continuous Basis?**

Intermittent leave or reduced schedule leave will be permitted when it is medically necessary and in the case of qualified exigencies.

Intermittent leave and reduced schedule leave for planned medical treatment should be scheduled with minimal disruption to the College's operations. If practicable, medical appointments and treatment related to a serious health condition or a covered servicemember's serious illness or injury must be scheduled outside of working hours or at such times as allow for a minimal amount of time away from work.

The College may, in some cases, temporarily transfer or reassign an employee taking intermittent or reduced schedule leave to an available alternative position which better accommodates recurring periods of leave than does the employee's regular position. The alternative position will provide equivalent pay and benefits of the employee's regular position.

### **Will I Be Paid During My FMLA Leave?**

Under the federal FMLA, the employee may substitute or the College may require that the employee substitute accrued, unused PTO, Sick Bank, or Infant Care Leave as long as the employee meets any applicable requirements or conditions of use of such paid leave under these policies. Please consult the Administrative Policy Manual or the Staff Handbook for more information regarding any requirements or conditions of use.

Under the WFMLA, an employee is also entitled to substitute, for any leave requested under the WFMLA, any other unused paid leave which has accrued to the employee. However, the College may not require substitution while the employee is taking leave under the WFMLA.

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 FFMLA and WFMLA.

## **Will My Benefits Continue During My FMLA Leave?**

During a leave taken under the WFMLA or FFMLA, Beloit College will provide group health insurance coverage in the same manner as if the employee continued working (“group health insurance coverage” means the entire health insurance package offered by the College, 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. Therefore, employees will be required to make the employee’s normal employee contribution for group health coverage while on FMLA leave.

To the extent an employee receives pay from the College while on leave the employee’s contribution amount will continue to be deducted from the employee’s paycheck. During any period for which the employee’s leave is unpaid, the employee must make arrangements to pay the employee’s contributions. Failure to pay the employee contribution within the designated grace period may result in cancellation of coverage.

Employees will be notified prior to cancellation of benefits for non-payment. At its option, Beloit College may pay the employee’s share of the premiums during FMLA leave, and recover these payments from the employee upon the employee’s return to work. Upon return to work within the FMLA-protected leave period, the employee’s health coverage will be reinstated on a prospective basis without penalty. If an employee fails to return to work for reasons other than those beyond the employee’s control, the College may recover from the employee the entire cost of the coverage provided during the unpaid leave. Other Beloit College benefits may be continued in the same manner.

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

## **RETURNING TO WORK**

### **What Happens When I No Longer Require Leave and Am Able to Return to Work?**

Assuming the employee is returning to work prior to the expiration of his or her FMLA leave, the employee will be returned to the employee’s former position or, if the position is filled, to equivalent employment with Beloit College. However, an employee may be denied reinstatement if the employee would not otherwise have been employed at the time reinstatement is requested.

Employees who were on leave to care for their own serious health condition must provide a Fitness For Duty Certificate to Human Resources before the employee may return to work. The Fitness For Duty Certificate requires the health care provider to address the employee’s ability to perform the duties and physical requirements of his or her job, but only with regard to the particular health condition that caused the employee’s need for FMLA. Failure to provide a Fitness For Duty Certificate may result in the delay or denial of job restoration. Fitness For Duty Certificates are available at Human Resources.

### **What If My Status Changes or I Want to Come Back to Work Earlier than Anticipated?**

While on leave, employees are required to report periodically to Human Resources regarding their status and their intent to return to work. Any changes in status that would affect their

estimated return to work date need to be reported immediately to Human Resources. If the circumstances of an employee's leave change, and the employee is able to return to work earlier than the date approved, the employee must provide reasonable notice to the College of the employee's intent to return to work (i.e., at least 2 workdays prior to the date the employee intends to report for work).

### **What If I Need an Extension of Leave?**

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. Such absence(s) will be treated in accordance with Beloit College's applicable workplace policies. An employee needing an extension of an approved leave must notify Human Resources of the need for the leave extension as soon as practicable after learning of the need for the extension.

### **MISCELLANEOUS**

The Wage and Hour Division of the U.S. Department of Labor is the federal agency that regulates the federal FMLA. Federal law makes it unlawful for an employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for the involvement in any proceeding under or relating to the FMLA. Nothing in the FMLA affects any federal or state law prohibiting discrimination, or supersedes any state or local law or collective bargaining agreement which provides greater family and medical leave rights. Employees have the right to file a complaint with the U.S. Department of Labor ("DOL") or bring a private lawsuit if they feel Beloit College has violated their rights under the FMLA. For more information, you may contact the DOL at (866) 487-9243 or [www.wagehour.dol.gov](http://www.wagehour.dol.gov). That being said, it is the preference of Beloit College that its employees first bring any concerns to the attention of the Human Resources Department.

# BENEFIT POLICIES AND INFORMATION

## ■ MANDATORY BENEFITS

All staff employees are covered by Social Security (FICA), Worker's Compensation, and Unemployment Compensation. Beloit College pays the full cost of these programs except for Social Security which requires an equal contribution by the employee.

## ■ INSURANCE COVERAGE

Half- to full-time employees (those working 1,000 hours or more per year) are also eligible for insurance benefits subject to the terms of those plans. Beloit College reserves the right to change, suspend, or terminate any or all terms of the plans or a particular plan at any time.

This handbook provides only a list of the plans available. Summary plan descriptions including detailed information about the plans are distributed and explained to all new employees during their sign-in session with Human Resources. Requests for additional copies of the summary plan descriptions or questions regarding these programs should be directed to the Human Resources Office.

### **Life and Long Term Disability Plans**

1. Life insurance:  
Employee coverage - College pays premium.  
Dependent coverage - Employee pays premium.
2. Long Term Disability (LTD) insurance after one year of eligible employment - College pays premium.
3. Travel Accident Insurance - Employee pays premium.
4. Voluntary Life Insurance - Employee pays premium.

### **Health Plans**

1. Health Benefit Plan - College and employee share costs.
2. Dental Insurance - College and employee share costs.
3. Vision Insurance - Employee pays premium.
4. Section 125 Flexible Spending Plan – Employee pays contributions.

The option for enrollment in the health plans listed above normally occurs at the time of employment, with the option for enrollment, reenrollment or cancellation at the beginning of each calendar year, though certain life status changes may allow employees to qualify for enrollment during the year.

**Open Enrollment** — Employees who have previously waived coverage for themselves and/or eligible dependents may enroll in December of each year in any of these plans with coverage effective January 1. This includes changing coverage to include eligible family members not currently covered. Employees will be asked to provide a certificate of continuous health care coverage from the current insurance provider, and pre-existing condition limitations may apply if they have not had previous continuous coverage.

**Special Enrollment** — Employees who previously waived or terminated coverage for themselves and/or eligible dependents because of other insurance coverage may be able to enroll if that coverage ends. Special enrollment or change in coverage to include a dependent or dependents must be requested within 30 days of the qualifying event. If the change or enrollment does not occur within 30 days of the qualifying event, the next opportunity for enrollment will be the open enrollment period. Qualifying events allowing for special enrollment include:

- Acquiring new dependents through marriage, birth, adoption, placement for adoption, or court order.
- Loss of eligibility for other coverage due to legal separation, divorce, death, termination of employment or reduction in the number of hours of employment, or exhaustion of extended coverage related to these events.
- COBRA coverage under another plan has been exhausted.
- Employer contributions under the other plan have been terminated.

**Termination of Coverage** — Terminating health, dental, or vision insurance coverage during the calendar year may be restricted due to the laws governing the Section 125 pre-tax deduction of premiums. Termination may also include changing from a family or limited family plan to a limited family or single plan to reduce the number of dependents covered. The IRS allows termination or change of coverage for qualifying events that change in family or life status, such as:

- Loss of dependent coverage due to legal separation, divorce, death, or a child's loss of eligibility due to age or dependent status.
- An employment status change for you or your spouse.
- Entitlement to Medicare or Medicaid.
- Significant change in premium cost.
- To satisfy provisions of a court order.

## ■ EMPLOYEE ASSISTANCE PROGRAM

The Beloit College Employee Assistance Program (EAP) is a confidential resource provided for full-time employees and their family members who are experiencing personal concerns that may interfere with or interrupt job performance.

The EAP provides up to three confidential assistance and referral sessions for a wide range of concerns, including, but not limited to: dealing with stress, alcohol use, drug use, health, family relationship, bereavement, and depression. The EAP offers referral to a wide range of community-based resources including counseling, treatment and support groups. The EAP administrator is Family Service Association of Southern Wisconsin and Northern Illinois and can be contacted directly at 608-365-1244.

## ■ RETIREMENT

Employees are encouraged to consult with the Human Resources Office regarding the College's retirement plan and other benefit options that pertain to retirement. Employees who plan to retire are expected to notify their department head or supervisor in writing at least three months in advance of the anticipated retirement date, and send a copy of the notice to the Human Resources Office. Upon retirement an employee will be paid for all unused accrued PTO time.

### **Retirement plan benefit:**

The College provides a defined contribution retirement plan for all full-time employees. Teacher's Insurance and Annuity Association and College Retirement Equity Fund (TIAA-CREF) is the retirement program administrator.

### **Procedures for eligibility and enrollment:**

Full-time employees become active members in the retirement plan on the first day of the month in which they first meet all the eligibility requirements. Notification of participation and enrollment forms will be sent to employees prior to the first monthly contribution. Eligibility requirements include:

- Must have two years of eligibility service which includes 1,000 or more hours of service each year,
- Must have attained age 21, and
- Must complete and return the appropriate enrollment form.

The College will make a monthly contribution for employees who are participants in the plan. The amount of each contribution will be equal to a percentage of the monthly wages or base salary for the preceding month. This percentage is based on years of service and is determined from the following schedule

Two years but less than six years of service	5%
Six years of service and thereafter	10%

## ■ SUPPLEMENTAL RETIREMENT PLAN

All employees have the option of saving for retirement in 403(b) tax sheltered annuity plans through payroll deduction. Voluntary contributions must be made by payroll deduction into an approved 403(b) tax sheltered annuity plan. The Human Resources or Payroll Office can provide information about contribution limits and a list of 403(b) vendors currently being used by employees.

## ■ EDUCATION ASSISTANCE PROGRAM

Beloit College offers its full-time employees and their spouses, domestic partners, and eligible dependent children the opportunity to enroll in or audit regular on-campus courses without tuition charge as described below. Eligibility for taking courses under this program begins immediately upon employment.

## **Procedures for eligibility and use:**

Application for participation in the program shall be made to the Registrar and must be approved by Human Resources and the employee's supervisor.

A maximum of one unit of credit per term may be taken under this policy, with a limit of two units of credit per year. Enrollment in a course is subject to the approval of the instructor. Full-time, regular students will have priority in obtaining a place in a course.

Participants in this program ordinarily will be classified as special students, and all regulations governing the enrollment of special students will apply. At their option, participants can apply to become degree-seeking students.

Employees may participate in the program with supervisor approval. A supervisor may refuse a request if a satisfactory work schedule cannot be arranged. Supervisors may require all employees to complete a normal work-week by working compensating hours for those spent in class during normal working hours. Hourly employees who attend classes during regularly scheduled work hours will not be paid for time spent in class and must accurately report hours actually worked on their time sheets. Administrative employees will be expected to complete the normal work week in addition to time spent attending classes.

The Educational Assistance Program applies only to the cost of tuition; program or course fees, books, or other materials are the responsibility of the employee.

Course work taken through the Educational Assistance Program will not count towards the Beloit College Tuition Remission and Tuition Exchange benefit. Employees interested in enrolling in a class through this policy should contact the Admissions Office to complete the appropriate enrollment and eligibility forms.

## **■ TUITION REMISSION AND TUITION EXCHANGE**

Dependent children under 25 years of age and spouses or domestic partners of full-time employees are eligible to apply for tuition remission and tuition exchange programs for undergraduate courses.

### **ELIGIBILITY AND ENROLLMENT**

Eligibility for either the Tuition Remission or Tuition Exchange programs shall take effect only after the faculty or staff member has been employed on a full-time basis by Beloit College for at least the preceding two years, except that this two-year eligibility period shall not apply to spouses or domestic partners, or to dependent children enrolled in no more than one course per term.

In determining eligibility for participation in this program, "dependent children" shall be as defined for income tax purposes. A married child shall not qualify for the program unless so listed as a dependent on the employee's tax return, except that a child's eligibility shall continue until the end of the academic semester in which the marriage takes place. Employees must provide a copy of their current tax return as proof of dependency.

Participation in the programs is contingent upon annually verifying eligibility through Beloit and student enrollment at the chosen college, as well as any requirements with the student's

college. These may include filing the FAFSA (Free Application for Federal Student Aid), an Institutional Financial Aid Application, CSS Profile, and any requested student and/or parent federal tax forms. Tuition Remission or Tuition Exchange benefits will not be credited to a student's account until the completed forms are on file.

In the event of the death or total disability of a full-time employee who has completed a minimum of seven years' service to the college, unmarried dependent children under 25 years of age shall remain entitled to the same tuition remission benefits for which they were eligible during the active service of that staff member. In the event of the total disability of an employee, matriculation must occur within two years of the date the employee becomes eligible for disability benefits.

Unmarried dependent children under 25 years of age and the spouse or domestic partner of a retired full-time employee who has completed a minimum of seven years' service to the college and has reached the age of 62 shall be entitled to the same tuition remission benefits for which they were eligible during the active service of that staff member, providing matriculation occurs within two years of the date the employee retires from the college.

Upon termination of an employee, all benefits applicable to the employee and to his or her spouse or domestic partner and dependent children shall cease immediately.

## **APPLICATION AND REGISTRATION**

An eligibility verification form is available from the director of Human Resources Office and a copy of the employee's most recent tax return must be presented to the director for verification of dependency. Applicants must file Admission, Financial Aid, and Registration forms in accordance with standard institutional enrollment procedures. Failure to provide all required information may result in the loss of the benefit for the term.

## **GENERAL LIMITATIONS**

Any grants received through federal or state sources, as well as any merit scholarships received from the college, may be deducted from the Tuition Remission or Tuition Exchange benefit. These policies apply to all of the Tuition Remission and Exchange programs offered by the college and may apply to any other institution at which an eligible student may enroll.

Tuition Remission and Tuition Exchange benefits often do not apply to off-campus study programs. It is important that a student verify the institutional campus study policies as they relate to use of Tuition Remission and Tuition Exchange benefits. In cases where the tuition benefit does apply to off-campus study programs, there may be additional fees that are the student's responsibility.

## **AVAILABLE PROGRAMS**

### **Beloit College Tuition Remission**

Eligible participants may enroll at Beloit College on either a full-time or part-time basis. Eligibility to participate will continue through the equivalent of eight semesters of study or graduation, whichever comes first. Beloit College Tuition Remission generally does not apply to special fee courses or programs. Students must apply by all admission and financial aid

deadlines. Tuition Remission applies to off-campus Beloit College programs but may require participant payment of any programmatic costs incurred by the college.

## **ACM, GLCA, and National Tuition Remission Programs**

### **ACM Tuition Remission ([www.acm.edu](http://www.acm.edu))**

Eligible participants may apply to one or more of the 11 participating Associated Colleges of the Midwest for Tuition Remission consideration. ACM Tuition Remission is available only to full-time, degree-seeking students. Eligibility for ACM Tuition Remission is determined by Beloit College's own policies. If a student is admitted to a participating ACM College, the ACM Tuition Remission benefit will automatically be awarded. Application for ACM Tuition Remission consideration is made at the time the student applies for admission to the participating institution. The monetary amount of the benefit is determined by the exporting college and as of the Fall of 2008, Beloit College will be awarding 100% of the tuition of the importing institution.

### **GLCA Tuition Remission ([www.glca.org](http://www.glca.org))**

The Great Lakes College Association Tuition Remission program differs only slightly from the ACM program. Eligible participants will apply for GLCA Tuition Remission only after they have been accepted for admission to, and have decided to enroll at, one of the 13 participating institutions. If the student is accepted for admission to the participating college or university, the GLCA Tuition Remission benefit is guaranteed. Each year the student will pay a "participation fee" in order to receive the benefit. The GLCA office determines the average tuition of all participating institutions and sets the participation fee at 10% of the average tuition. The participation fee is determined annually by the GLCA office and will be billed by the importing institution. Failure to pay the participation fee will result in a discontinuation of GLCA Tuition Remission benefits. The GLCA benefit normally covers full tuition, and is available only to full-time, degree-seeking students.

### **National Tuition Exchange ([www.tuitionexchange.org](http://www.tuitionexchange.org))**

Beloit College is one of over 580 institutions of higher education that participate in the National Tuition Exchange Program. Beloit College's involvement in the program confers on eligible participants only the right to apply for a Tuition Exchange Scholarship; eligibility does not guarantee an award. While eligibility is determined by the exporting institution, the selection of scholarship recipients is exclusively the right of the importing institution. Participating institutions are charged with the responsibility of maintaining an overall balance between "imports" and "exports." Therefore, the number of Tuition Exchange Scholarships offered from year to year at a given institution is likely to vary. Since the participating institutions differ greatly in size and type, tuition exchange policies differ from one institution to another. It is necessary to contact each institution directly to determine the amount of that school's Tuition Exchange Scholarship, as well as the policies governing the award. In general, eligible participants should submit Tuition Exchange certification forms to the participating institutions at the same time that they make application for admission.

### **Limitations**

Beloit College limits benefits for the Beloit College, ACM, and GLCA Tuition Remission and the National Tuition Exchange programs to a cumulative total of eight semesters. If

graduation occurs before the participant uses eight semesters of eligibility, the tuition remission or exchange eligibility will cease for that participant upon graduation.

Each participating institution has the right to set its own policies governing the administration of tuition remission and tuition exchange. It is important to verify how each college applies state and federal grants, academic scholarships, and outside grants and scholarships to the tuition remission or exchange award. Similarly, it is advisable to clarify with each institution whether or not Tuition Remission or Tuition Exchange Scholarships apply to study abroad or off-campus programs.