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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/.

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.
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, and for guidance and assistance to department heads 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

An Affirmative Action Committee, consisting of faculty, administrative staff, and support staff appointed by the President of the College, serves as a continuing review body to whom the responsible Affirmative Action officers shall turn for discussion and advice. The Affirmative Action Committee shall consider complaints of students and prospective students, employees, and job applicants or their representatives, which arise from the Affirmative Action Program and its implementation. The Committee shall also submit recommendations for disposition of such complaints to the appropriate Affirmative Action officer, who shall implement or modify such recommendations based on the officer’s review of the report of the Committee proceedings.

The Affirmative Action complaint procedure is strictly limited to Affirmative Action issues.

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.

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.

### SMOKING

Smoking in College buildings is permitted only in designated areas and under such circumstances that will create no harm or undue annoyance to non-smokers. The College seeks to provide a healthy environment and satisfactory level of comfort to non-smokers while minimizing the discomfort of those who smoke. Doubtful cases should, in general, accommodate the preferences of non-smokers. All members of a civil community should recognize, however, the desirability of a spirit of mutual tolerance. The following include, but are not all-inclusive of the provisions in support of this general policy.

Smoking is not permitted in classrooms and in common areas, including lobbies, hallways, the campus mail center, College bookstore, and restrooms. All-campus events ordinarily should be held in areas where smoking is not permitted.

Smoking is not permitted in the following buildings or areas: Alumni House - 613 College Street, Colonel Robert H. Morse Library and Richard Black Information Center, Commons (Chapin Hall), Eaton Chapel, External Affairs - 619 College, Field and Career Services, Godfrey, Logan Museum of Anthropology, Mayer Hall, Middle College, Morse- Ingersoll Hall, Neese Theatre, Public Affairs Office – 631 College Street, South College, Sports Center/Flood Arena, Wright Museum of Art, Writing Center/LSSC - 635 College Street, World Affairs Center, 718/720 Church Street, and 726 Church.

Smoking is allowed in the Smith Hall (Physical Plant) break room and the TV Lounge in Pearsons Hall.

Areas where smoking is permitted are clearly designated.
EMPLOYMENT POLICIES

CATEGORIES 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 for the fiscal year beginning June 1. 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:
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**

Employees may leave the employment of the College for a variety of reasons. Normally, when an 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 an employee, 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. The College may provide no notice to an employee who is terminated due to serious performance issues or issues of misconduct.
Employees terminating for any reason will be paid vacation earned, but not yet taken as of the last day of work. Holidays 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.

Employees 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.

**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

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

Administrative Employees

<table>
<thead>
<tr>
<th>Annual FTE or Partial Year Work Schedule</th>
<th>Less than 10 Years Completed Service</th>
<th>10 + Years Completed Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE 1.0 (12 months)</td>
<td>22 days</td>
<td>24 days</td>
</tr>
<tr>
<td>FTE 0.83 (10 months)</td>
<td>18 days</td>
<td>20 days</td>
</tr>
<tr>
<td>FTE 0.75 (9 months)</td>
<td>16 days</td>
<td>18 days</td>
</tr>
<tr>
<td>FTE 0.50 (1/2 time)</td>
<td>11 days</td>
<td>12 days</td>
</tr>
</tbody>
</table>

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 -1/2 day when occurring Tuesday through Friday
  \[\text{Full day when occurring on a Monday}\]
- 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 December 24 falls on a Tuesday through Friday the College will close at 12 noon. Hourly employees who normally work 7.5 hours per day will be paid 3.5 hours of holiday pay. This holiday will be prorated for hourly employees working other schedules. Employees working special or split shifts should consult with their supervisors. When December 24 falls on a Monday, the College will recognize the full day as a holiday.

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 it’s 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.

### FAMILY OR MEDICAL LEAVE

Beloit College provides family or medical leave to all half- to full-time employees who have been employed by the College for a least one year. Family and medical leave, generally referred to as FMLA, allows eligible employees job- and benefits-protected time away from work to care for themselves or qualified family members. The college’s leave policy, for the most part, overlaps the federal and state family and medical leave laws.

When an employee’s absence qualifies as FMLA leave under state and/or federal laws, the employee will use up his/her entitlement under each law at the same time. Where one law or policy provides a greater benefit than the other, the employee will receive the greater benefit. FMLA leave is unpaid. As appropriate, employees may elect or be required to apply Sick Bank leave, PTO, infant care leave or other accrued compensation during the family or medical leave. Leave request forms and information describing rights and responsibilities under state and federal family and medical leave laws are available in the Human Resources Office.

### Eligibility:

Beloit College policy allows employees who have worked at least 1,000 hours in the past 12 months to take leave for eligible medical reasons as described under Wisconsin and Federal leave laws. Leave can be used to care for one’s self, child, spouse, same-sex domestic partner, parent, or an individual living in the same household as the employee.

Wisconsin law allows employees who have worked at least 1,000 hours in the past 12 months to take the following leaves in a calendar year:

- Up to 6 weeks of family leave for the birth or adoption of a child.
- Up to 2 weeks of family leave to care for a child, spouse, parent, or spouse’s parent suffering from a serious health condition.
- Up to 2 weeks of medical leave for an employee to care for his/her own serious health condition which renders him/her unable to work.

Federal law allows employees who have worked at least 1,250 hours in the past 12 months to take up to 12 weeks of leave in a year for one or more of the following reasons:

- Family leave for the birth of an employee’s child or because of the placement of a child with the employee for adoption or foster care.
- Family leave to care for a child, spouse, or parent suffering from a serious health condition.
- Medical leave for an employee to care for his/her own serious health condition which renders him/her unable to work.
Procedures for scheduling and reporting:

Generally, employees needing to take family leave for birth/adoption/foster care placement should request leave from his/her supervisor at least 30 days in advance of the need. Employees should make reasonable efforts to schedule planned medical treatments so as not to unduly disrupt business operations. Generally, employees should provide at least 30 days notice for planned medical treatments for themselves or family members, and as much notice as practicable in emergency situations.

After notifying their supervisor, employees must contact Human Resources to complete the appropriate forms documenting the request and disposition of the leave. Employees will be required to complete a leave of absence form and a medical certification form which must be signed by the health care provider. Failure to return the completed medical certification within 15 days will result in a delay of the leave.

Employees must report family or medical leave on time sheets or absence reports. Paid time must be reported as Sick Bank, PTO or Infant Care Leave, as appropriate to the purpose for the leave and the accrued time available to the employee. Unpaid leave must also be reported to maintain a record of the time used.

Employees are required to provide at least two days advance notice of intent to return to work. Upon return from family or medical leave, an employee will be returned to the position he/she held immediately prior to the leave if the position is vacant. If the position is not vacant, the employee will be placed in an equivalent employment position.

Additional leave beyond the federal or state leave may be granted at management’s discretion in some situations. However, failure to notify the College and/or to return to work at the expiration of the leave may be considered a voluntary resignation.

This policy provides an introduction to the rights provided by family and medical leave laws. Questions you may have about this law or use of this benefit should be directed to Human Resources.

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 following a death in the employee’s immediate or extended family as defined below:

- Up to five working days may be granted when a death occurs in the immediate family. Specifically, this includes spouse, domestic partner, child, mother, or father.
- Up to three working days may be granted at the time of death when death occurs to a mother-in-law or father-in-law, brother or sister.
- One working day may be granted for the purpose of attending the funeral of a grandparent, grandchild, brother-in-law, or sister-in-law.

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 Public Affair’s Office which will assist the employee in sending any appropriate notices to campus.

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

Employees 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.

The Human Resources Office will assist the employee with any applicable 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).
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.


Health Plans

1. Health Benefit Plan - College and employee share costs.

2. Dental Insurance - College and employee share costs.


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.
**RETIREDMENT**

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 the following tuition remission and tuition exchange programs for undergraduate courses:

**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 eight semesters of study or graduation, whichever comes first. Beloit College Tuition Remission generally does not apply to special fee courses or programs.

**ACM Tuition Remission:** Eligible participants may apply to one or more of the 11 participating ACM colleges for Tuition Remission consideration. ACM Tuition Remission is available only to full-time, degree-seeking students. Eligibility for ACM Tuition is determined by Beloit College’s own policies. In every case, it will be the importing college that determines whether or not to award ACM Tuition Remission. In other words, neither eligibility nor admission to an ACM institution guarantees that ACM Tuition Remission will actually be awarded. Application for ACM Tuition Remission consideration is made at the time the student applies for admission at the participating institution. The monetary amount of the benefit is determined by the importing college.
**GLCA Tuition Remission**: The GLCA Tuition Remission program differs significantly 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 12 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 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**: Beloit College is one of 380 institutions of higher education that participates 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 380 participating institutions vary so 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.

Beloit College limits benefits for the 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 Scholarship apply to study abroad or off-campus programs.

Beloit College policy states that any grants received through federal or state sources, as well as any merit scholarships received from the College, will 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.

Tuition Remission and Tuition Exchange benefits generally do not apply to off-campus, non-Beloit programs. Tuition Remission and Tuition Exchange benefits may apply to off-campus Beloit College programs, but require participant payment of all out-of-pocket costs incurred by the College. Applicants to Beloit College off-campus programs should verify any participant cost prior to enrollment.

**Eligibility and enrollment:**

Eligibility for either the Tuition Remission or Tuition Exchange programs will 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 will 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” will be as defined for income tax purposes. A married child will not qualify for the program unless so listed as a dependent on the employee’s tax return, except that a child’s eligibility will 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 program is contingent upon annually filing the FAFSA (Free Application for Federal Student AID), the Beloit College Financial Aid Application, and all requested student and parent federal tax forms according to the policies established by the Financial Aid Office.

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 in effect during the time of matriculation of the student.

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 and has reached the age of 59 1/2 will be eligible to complete the tuition remission benefit provided the student is enrolled at a participating institution prior to the retirement date.

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

Application and registration:

An eligibility verification form is available from the Director of Human Resources. Applicants who will be enrolling full-time must file Admission, Financial Aid, and Registration forms in accordance with standard enrollment procedures. Failure to provide all required information will result in the loss of the benefit for the term.