
Concordia College

Employee Handbook

January 2021

Table of Contents

Introduction	7
History and Lutheran Heritage	8
Leadership	9
Board of Regents	9
President William J. Craft	10
Mission	10
Employment	11
Alcohol and Drug	12
Alternative Work Arrangements	13
Americans with Disabilities Act	13
At-Will Statement	13
Bias Incident and Response	13
Business and Travel Expenses	14
Career Opportunities	14
Clear Desk, Clear Screen	14
Computing Resources, Acceptable Use	15
Confidentiality	15
Consensual Relationships	15
Copyright, Digital Millennium	15
Criminal Background Check	16
Employee Records	16
Employment of Relatives	16
Equal Opportunity	17
Exit Interview	17
Flex-Time	17
Garnishment of Wages	17
Grievance Procedure	18
Health Information Privacy and Accountability Act (HIPAA)	18
Immigration and Naturalization Service Requirements	18
Key Access	18
Onboarding – New Employee	18
On Call/Call Back (Non-Exempt Employees)	18
Outside Employment	19
Overtime (Non-Exempt Employees)	19
Passwords	19
Payroll	19
Performance Management	20
Personal Changes – Address, Phone, Name and Other	20
Personal Phone Calls and Mail	20
Personnel Records Access	21

Professional Development	21
Promotion	21
Recognition Program – FLAAT Award	22
Recognition Program – Years of Service	22
Resignation	22
Retirement	22
Rest Periods	22
Separating Employment	23
Prohibiting Sexual Harassment	23
Smoking	24
Social Media Policy	24
Student Employment Handbook	25
Time Records/Leave Reporting	25
Travel Outside Country	25
Wage Disclosure Policy	25
Whistleblower Policy	26
Work Week	26
Benefits	27
Benefit Eligibility	28
Cafeteria Plan	29
Chiropractic Care Program – Preventative	29
Continuing Healthcare Coverage (COBRA)	30
Dental Insurance	31
Employee Assistance Program	31
Flexible Spending Accounts	31
Health Insurance	32
Holidays	32
Life Insurance	32
Long-Term Disability Insurance	33
Nursing Moms	33
Retirement Plan	33
Travel Assistance Program	34
Tuition Allowance / Education Benefits	34
Worker’s Compensation	37
Leaves of Absence	38
Bereavement Leave	39
Bone Marrow Donation Leave	39
Extended Illness Benefit (EIB)	39
Family and Medical Leave	40
Habitat for Humanity	41
Inclement Weather	41

Leaves of Absence Cont.

Jury Duty	41
Military Leave	41
Parental Leave	41
Planned Time Off (PTO)	42
School Conference & Activity Leave	43
Unpaid Leave	43
Voting Leave	43

[Safety and Security](#)..... 44

Blizzard	45
Bomb, Biological, Chemical Threats	45
Campus Communication in the Event of an Emergency	46
Chemical Spill	46
Criminal Situations	47
Fire	48
Flooding	49
Gas Leaks	49
Injury	49
Personal Property	49
Right to Know, Minnesota	50
SAFEwalk Service	50
Suspicious Person/Illegal Activity	50
Tornado	50
Work Injury	50

[Resources and Services](#)..... 51

Athletic Events	52
Athletics Facilities Use	52
ATM	52
Calendar of Events	52
Campus Directory	52
Campus Emergency Notification	53
Campus Room Reservations	53
Cashier Services	53
Center for Student Success	53
Chapel	54
Concordia Daily Message	54
CobberNet	55
Cobber Bookstore	55
Cobber Cash	55
Communications and Marketing	55
Cultural Events and Series and Lectures	56

Resources and Services Cont.

[Digital Media Services](#).....56

[Employee Identification Card](#).....56

[Employee Meal Plans](#).....57

[Facility Repairs](#)57

[Human Resources](#)57

[Identity and Standards Guide](#).....58

[Information Technology Services](#).....58

[Instructional Research and Assessment](#)58

[Keys](#).....58

[Library](#).....59

[MAT Bus Service](#).....59

[Parking](#).....59

[Post Office](#)59

[Reporting an Emergency](#)60

[Security/Public Safety Office](#)60

[Student Development and Campus Life](#)61

[Swimming Pool](#).....62

[Valleyfair](#).....62

[Vehicle Usage](#).....62

[Verizon Wireless](#)63

[Wellness](#)63

[Appendix A – Full Policies](#)..... 64

[Americans with Disabilities Act and Amendments Act](#).....65

[Bereavement Leave](#)68

[Bias Incident and Response](#).....69

[Clear Desk, Clear Screen](#).....72

[Copyright, Digital Millennium Policy](#).....73

[Criminal Background Checks](#).....75

[Extended Illness Benefit](#)80

[Emergency Evacuation and Lockdown Procedures](#)82

[Equal Employment Opportunity](#)83

[Faculty and Staff Circulation Policy](#).....85

[Family and Medical Leave](#)87

[Grievance Procedure](#)94

[HIPAA Privacy](#)96

[Holidays](#).....100

[Inclement Weather](#).....102

[Laptop Circulation Policy](#).....104

[Mail Distribution Policy](#).....105

[Overtime](#).....106

[Planned Time Off \(PTO\)](#).....109

Right-To-Know/Hazard Communication	113
Separating Employment	119
Time Records/Reporting	121
Tuition Allowance / Exchange	122
Concordia College Tuition Allowance Policy	122
Concordia Language Villages Tuition Allowance Policy – Summer Programs	124
Concordia Language Villages Tuition Allowance - Adult and Family Guidelines	126
Unpaid Leave Policy	127
Vehicle Usage Policy	128
Visual Identity Standards Guide	132
Whistleblower Policy	133
Appendix B – Manuals	135
Alternative Work Arrangements	136

Introduction

As an employee of Concordia College, you play a vital role in Concordia's mission to "influence the affairs of the world by sending into society thoughtful and informed men and women dedicated to the Christian life."

The students we serve benefit greatly from the rigorous academic programs and caring environment created at Concordia. Students appreciate and fondly remember the personal ways in which faculty and staff members have made a difference in their days at Concordia.

Handbook Purpose

The Employee Handbook serves as a reference to guidelines, procedures, benefits and general information pertinent to Concordia College employees. All employees are responsible for accessing the handbook and complying with the contents therein.

This handbook is not intended to create, nor to be interpreted as creating a contract, between Concordia College and any of its employees. Concordia retains the right to make changes at any time. This handbook replaces all previous employee handbooks. Departments may have additional policies/procedures that are specific to a department. When the Employee Handbook and Department Handbook conflict, the Employee Handbook supersedes.

Handbook Updates

The handbook is maintained on CobberNet to provide an avenue for maintaining current information for employees. Employees will receive notification when changes occur to the handbook. It is the employee's responsibility to read and abide by those changes. A printed hardcopy is available by contacting Human Resources.

➤ HISTORY AND LUTHERAN HERITAGE

History

Concordia College was dedicated Oct. 31, 1891, only 10 years after the first Norwegian settlers had made their home in the Red River Valley. These settlers valued education and their religious heritage, and one of their first priorities was to establish a quality school.

Concordia opened with 12 students, three instructors and courses in English literature, natural sciences, mathematics, and piano. Enrollment steadily increased, reaching 60 students by the end of the first semester and 200 one year later. Academic programs were quickly added as well, including religion, business, Norwegian, voice, geography, and history. Twenty-one students graduated June 7, 1893, during the college's first Commencement.

As the country and the Norwegian settlement matured, so did the college. Regular liberal arts courses on the college level were soon offered. A complete college department was organized in 1913.

Lutheran Heritage

Concordia College is one of 26 U.S. colleges and universities associated with the [Evangelical Lutheran Church in America \(ELCA\)](#).

The college maintains close relationships with the denomination's congregations in northern Minnesota, North Dakota and Montana. These congregations, through the ELCA structure, send voting delegates to the annual Corporation Assembly, which elects the regents of the college. The associate director for educational partnerships of the Vocation and Education Unit, ELCA, serves as an advisory member of the Concordia College [Board of Regents](#).

Being associated with the Lutheran church means that our students receive a college education where faith and intellect are active partners. We've created a safe learning environment where personal religious beliefs are examined and nurtured, and religious differences are embraced and explored. Above all, our students learn how to become responsibly engaged in the world with an emphasis on service to others.

➤ LEADERSHIP

Concordia is a college of the Evangelical Lutheran Church in America with ownership vested in the Concordia College Corporation, the ELCA membership in the Corporation Territory, which means the Eastern North Dakota Synod, Western Minnesota Synod, the Montana Synod, the Northeastern Minnesota Synod, the Northwestern Minnesota Synod, and the Minnesota counties of Big Stone, Stevens, Pope, Stearns, and Benton in the Southwestern Minnesota Synod of the ELCA.

The Corporation Assembly elects the members of the Board of Regents. Arguably the most important responsibility of the Board of Regents is the election of the president of the college. [Dr. William J. Craft](#) became the 11th president of Concordia College in 2011.

The president's leadership team, the cabinet, comprises the dean of the college and vice president of Academic Affairs, treasurer and vice president for Finance, vice president for Enrollment and Marketing, vice president for Advancement, vice president for Student Development and Campus Life, chief information officer, campus pastor, and senior associate to the president.

Board of Regents

The Board of Regents consists of 30 voting members, at least 16 of whom are members of congregations of the Evangelical Lutheran Church in America. At least four of the elective members must be pastors of the ELCA, of whom at least one shall be a bishop of a synod within the Corporate Territory of the College. In addition, at least three elective members must be alumni of the College.

Each of the voting members of the Board of Regents is elected by the Corporation Assembly for a term of four years and subsequently may be re-elected for two additional full consecutive terms.

PRESIDENT WILLIAM J. CRAFT



William Craft began serving as president of Concordia College in July 2011. Prior to his election as president, he served as the dean of Luther College and vice president for academic affairs, holding a faculty appointment as professor of English.

He is chair of the Lutheran World Relief Board of Directors and serves as a member of the board of directors for the Association of American Colleges and Universities. He is past chair of the Wye Seminar Advisory Council, a program of the Aspen Institute.

He serves on the Executive Committee and the Public Policy Committee of the Minnesota Private College Council, on the regional board of U.S. Bank and on the board of the Greater Fargo-Moorhead Economic Development Corporation.

➤ MISSION

We welcome students from a variety of backgrounds who seek to understand what it means to live in a global society and are passionate about making a difference in their communities.

*The purpose of Concordia College is to influence the affairs of the world
by sending into society thoughtful and informed men and women
dedicated to the Christian life.*

Written more than 50 years ago, the Concordia College Mission Statement continues to be a guiding force that connects our past to our future.

In particular, the mission highlights our commitment to the Lutheran academic tradition shaped by Martin Luther's convictions. These include:

- freedom to search for truth, with nothing off limits for inquiry and critique.
- education in the liberal arts as the best preparation for leadership.
- excellence in all we do.
- the engagement of faith and learning as a creative dialogue, where inquiry and scholarship enlighten religious life and faith practice enriches the educational experience.
- intellectual humility in the face of the paradoxes and ambiguities of life.

The Lutheran theological tradition emphasizes that we are all called to serve our neighbor and care for creation in response to God's love.

Employment

As an employee of Concordia College, there are standards that you can expect from us, and that we need to expect from you. This section outlines these expectations.

➤ ALCOHOL AND DRUG

Concordia College strives to promote healthy living in both community and individual life. Concordia College supports those who choose not to consume alcohol, and expects those who do consume to do so legally and in moderation.

Concordia College complies with both the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

- *View [Annual Notification for Students, Faculty and Staff: Drug Free Schools and Communities](#).*

The college recognizes that illegal use and abuse of alcohol and drugs is a serious health problem that affects every aspect of human life.

The college prohibits unlawful possession, use or distribution of illegal drugs by employees at all facilities of the College, or as part of the College's activities. Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace is also prohibited.

The College prohibits possession and consumption of alcoholic beverages on College property, or as part of the College's activities, except as described in the Policy on Possession and Service of Alcoholic Beverages.

- *View [Policy on Possession and Service of Alcoholic Beverages](#).*

Employees found in violation of the prohibitions stated above will be subject to disciplinary action, up to and including termination.

Employees reporting to work under the influence of drugs or alcohol are not allowed to remain on the College property, and should be escorted home.

The Drug-Free Workplace and Drug-Free Schools Act requires that any employee convicted of any criminal drug statute for a violation occurring in the workplace must notify the Director of Human Resources no later than five days after the conviction.

Employees experiencing problems resulting from drug or alcohol abuse are encouraged to seek help through the Employee Assistance Program. Job performance, not the fact that an employee seeks counseling, is to be the basis of all personnel actions.

➤ ALTERNATIVE WORK ARRANGEMENTS

Concordia College offers alternative work arrangements to assist employees in the balance of personal and professional responsibilities. Arrangements need to be of mutual benefit to the employee and college, enabling staff and management to serve students and customers well and to meet college goals. These arrangements are at the discretion of department heads and vice presidents or their designees. Employees are encouraged to connect with their immediate supervisor to initiate the conversation and process.

- [View Alternative Work Arrangements Form.](#)
- [View Alternative Work Arrangements Manual in Appendix B.](#)

Added 4/2016

➤ AMERICANS WITH DISABILITIES ACT AND AMENDMENTS ACT

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) protect applicants and individuals with disabilities from discrimination and, when needed, provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

- [View ADA and ADAAA Policy in Appendix A.](#)

➤ AT- WILL STATEMENT

Employees at the College are considered extremely valuable and it is the intent of the College to provide a work environment that promotes career opportunities within the spirit of this handbook. Concordia College employees who do not have a written employment contract authorized by the President may resign their employment with the College at any time, for any reason. The College also retains the right to separate employment, with or without cause or notice, at any time.

Nothing contained in this employee handbook, nor any other materials provided to the employee in connection with their employment, prohibits the College from terminating an employee at any time for any reason.

➤ BIAS INCIDENT AND RESPONSE

As an academic community, Concordia College welcomes and values diversity, civil discourse, and the examination of multiple ideas and perspectives.

Concordia College aspires to be a diverse community that affirms an abundance of identities, experiences, and perspectives in order to imagine, examine and implement possibilities for individual and communal thriving. Critical thinking grounded in the liberal arts compels us to participate in intentional dialogue, careful self-reflection, and honest interactions about difference, power, and inequity. As responsible engagement in the world calls us to recognize worlds that are familiar or unfamiliar, visible or less visible, Concordia will act to increase and support diversity in all areas of college life. (Concordia Diversity Statement)

In Accordance with the Diversity Statement Concordia College is committed to the right of every

individual to be treated with dignity and respect. All members of our community deserve to feel safe, supported and respected. In support of this commitment, Concordia College will not tolerate bias incidents that cause harm to individuals or the campus community.

- [View Bias Incident and Response Policy.](#)

➤ BUSINESS AND TRAVEL EXPENSES

Employees are expected to ensure cost effective use of College resources for business and traveling purposes.

Travel and business related expenses incurred will be paid by the College if the expenses are reasonable, necessary, documented and properly authorized for the purpose of official College business in accordance with College policy.

Employees must submit the required forms with adequate documentation of business expenses (original itemized receipts with the date, place, amount, description, participants, and business purpose) to the Business Office within 30 days of the date of the expense or, if an advance was issued, within 30 days of the date of the advance. Reimbursement requests submitted after the 30 day deadline will not be eligible for reimbursement.

The Concordia Purchase Card (P-card) is a cost-effective method of paying for business and travel expenses. Concordia employees with college P-cards should use their card instead of cash or personal funds (except for purchases on campus). P-card purchases require the same documentation as described above in order to qualify as legitimate business expenses.

Whenever possible, avoid paying sales tax by using a college P-card or by having charges billed directly to Concordia College (the sales tax exemption does not apply to prepared meals or lodging).

- [View Business and Travel Expense Policy.](#)

➤ CAREER OPPORTUNITIES

The College has established procedures for advertising, selecting, and hiring applicants for regular, temporary, and seasonal positions. Available positions are listed on the Human Resources website.

➤ CLEAR DESK, CLEAR SCREEN

Concordia College is committed to maintaining the confidentiality, integrity, and accessibility of the information assets it owns or controls.

All users are expected to protect the information for which they are responsible. This includes:

- Configuring a screen saver password that activates after ten minutes, or less, of inactivity
- Filing or otherwise clearing paper containing information protected by privacy laws and rights from your work area when leaving your work area

Unattended work areas should be clear of College information classified as Private, Confidential, or Registered Confidential whether it is in electronic or paper form.

- [View Clear Desk, Clear Screen Policy in Appendix A.](#)

➤ **COMPUTING RESOURCES, ACCEPTABLE USE**

Computing resources are provided to employees consistent with the needs of the position held by the employee. Computing resources are to be used for official, college-related business, in accordance with the College's mission.

- [View Computing Resources, Acceptable Use Policy.](#)

➤ **CONFIDENTIALITY**

In the course of performing your duties, you may receive information that is confidential in nature. The college expects confidential information will be discussed only with those employees who have a demonstrated "need to know".

Any information regarding students and employees, with the exception of "directory information", will be regarded as confidential. Access to confidential or sensitive information will be limited to those employees who "need to know." Verification of employment should be handled through the department of Human Resources. In the absence of a written release of information by the employee, information provided for verification of employment will be limited to the employee's job title and dates of employment.

Employees handling confidential information are responsible for its security. Extreme care must be used in the storage and/or destruction of confidential information. Disclosure of confidential information may subject an employee to disciplinary action.

➤ **CONSENSUAL RELATIONSHIPS**

Relationships between a faculty or staff member and a student should be considered that of the professional and client in which sexual relationships are inappropriate. The power differential inherent in such relationships, as well as those between a supervisor and an employee, compromises the ability of the person in the position of less authority to freely decide or act.

Such behavior is also unacceptable in terms of the values, standards and expectations of the College. It is important to note that consensual relations between individuals with unequal status in the college community, does not constitute a defense against charges of sexual harassment.

➤ **COPYRIGHT, DIGITAL MILLENNIUM**

Concordia College respects the rights of holders of copyrights, their agents and representatives. Information on copyright law and these rights can be found in a number of places, but general information can be found by visiting the following sites:

-
- United States Copyright Office
 - Digital Millennium Copyright Act (DMCA)

Concordia College's designated agent to receive notification of alleged infringement under the DMCA is:

Chief Information Officer
Concordia College
901 8th Street South
Moorhead, MN 56562
219-299-4737

- [View Copyright, Digital Millennium Policy in Appendix A.](#)

➤ CRIMINAL BACKGROUND CHECK

Concordia conducts criminal background checks for each new hire or when an employee transfers positions within Concordia. The position held by the employee dictates the type of criminal background check to be completed.

In addition to the background check, training on preventing and recognizing sexual misconduct is required. Key students and camp counselors will be trained prior to working or leading activities with minors.

- [View Criminal Background Check Policy in Appendix A.](#)

➤ EMPLOYEE RECORDS

The College retains information on each employee that is directly related to the employee's position with the College. The information retained will include, but is not limited to, a job application and/or resume, payment authorization forms, personal data changes, performance reviews, letters of commendation and disciplinary records.

These records are kept in the Office of Human Resources. Faculty files are kept in the Office of Academic Affairs. An employee may view their file by submitting a written request to the Human Resources Office. Access will be granted within seven working days of receiving the request during regular office hours. Employee may submit a written statement concerning any disputed information which will become part of their personnel record.

➤ EMPLOYMENT OF RELATIVES

Relationship by family or marriage will be neither an advantage, or disadvantage in considering employment with the College. When the College identifies conflicts of interest, the College will identify processes/procedures to minimize or eliminate the conflict of interest.

Updated 2/01/2015

➤ EQUAL OPPORTUNITY

Concordia College is an equal opportunity employer to all employees and applicants for employment. The College will not discriminate against or harass any employee or applicant for employment because of race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, marital status, public assistance status, membership or activity in a local human rights commission, or any other legally protected status.

Concordia College will take affirmative action to ensure that all employment practices and the work environment are free from discrimination or harassment. Such employment practices include but are not limited to recruitment or recruitment advertising, application, selection for training or apprenticeship, hiring, placement, orientation, on-the-job and formal training, education assistance, transfer opportunity, upgrading, promotion, compensation, discipline, company sponsored social and recreational activities, benefits, lay-off, recall, termination, and all other terms and conditions of employment.

Concordia College will make good faith efforts to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for projects that this company engages in as well as to utilize said businesses for the purchase of services and supplies.

Concordia College has appointed the Director for Human Resources, to manage the Equal Opportunity Program. The Human Resources Director's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Concordia College's Affirmative Action Plan and by Federal, State and Local Agencies. If any employee or applicant for employment believes he/she has been discriminated against, please contact Peggy Torrance, Human Resources Director, Room 150 Lorentzsen Hall, (218)299-3339.

- [View Equal Opportunity Policy in Appendix A.](#)

➤ EXIT INTERVIEW

An exit interview will be conducted through the Human Resources Office for employees resigning or retiring.

➤ FLEX-TIME

Flex-time can be utilized, which allows employees to work hours that are not within their standard work schedule. In this case, the schedule is flexed to meet peak work periods during the same work week. FLSA still applies and the non-exempt employee who works over 40 hours in the week will qualify for overtime.

➤ GARNISHMENT OF WAGES

Concordia College will comply with all court orders relative to garnishment of wages from any Concordia employee. The Human Resources Office will notify the employee upon receipt of a court order requiring Concordia to garnish the employee's pay.

➤ GRIEVANCE PROCEDURE

It is the responsibility of every Concordia employee to maintain collegial, open and collaborative working relationships, characterized by mutual trust, respect, and care. When normal efforts to resolve problems and disputes fail, the College provides a procedure employees may use to express their grievances and seek resolution.

- [View Grievance Policy in Appendix A.](#)

➤ HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The Health Insurance Portability and Accountability Act (HIPAA) and its privacy regulations require health plans and health care providers to establish and follow policies and practices designed to safeguard the confidentiality of protected health information and to protect against unauthorized access.

- [View Privacy Notice in Appendix A.](#)

➤ IMMIGRATION AND NATURALIZATION SERVICE REQUIREMENTS

Employees who do not have permanent work authorization to work in the USA (such as is granted to citizens and permanent residents) are required to obtain and maintain appropriate visa and work authorization status. A variety of visa types will be considered based on your situation and the position you hold. While Concordia may assist you, ultimately each employee is responsible to assure the proper work authorization and visa requirements are maintained.

More information can be obtained from the Human Resources Office.

➤ KEY ACCESS

The possession of a key/fob to a college facility carries specific responsibilities to ensure safety and security of the campus and employees. It is important employees take steps to ensure unauthorized use does not occur. Any unauthorized duplication of college keys may result in disciplinary action, up to and including termination. Employees may request key access by submitting a Key-Fob Request form available from Facilities Management.

➤ ONBOARDING – NEW EMPLOYEE

New employees receive a general introduction to the College and services available on campus, including HR policies, the employee handbook, benefits information, safety issues, security, and parking.

➤ ON CALL/CALL BACK (Non-Exempt Employees)

Some positions may be designated to have on call responsibilities and to be available for a call back to work in the event of emergency, maintenance or security situations. When employees are called back to work, the status and time will be reported on the employee's time record.

When called back for emergency service after completing the regular day's work the employee shall receive compensation at the rate of time-and-one-half. Guaranteed minimum pay for call-back when required to return to the worksite will be two hours. Guaranteed minimum pay for call-back when a

return to the work site is not required, for example, when services are provided from home by telephone, is fifteen minutes at time-and-one-half.

➤ **OUTSIDE EMPLOYMENT**

The College realizes that some employees may have a job in addition to their employment with the College. Outside employment must not compromise the College's interests or adversely affect the employee's job performance. Employees will be expected to meet expected job performance standards.

➤ **OVERTIME (Non-Exempt Employees)**

Supervisors are responsible for authorizing and scheduling overtime, therefore, an employee shall not work overtime unless authorized in advance by their supervisor. Overtime will be used only after other alternatives have been explored, such as rescheduling priorities, reassigning work, re-balancing workloads, offsetting excess hours in one day with reduced hours in another day in the same workweek, and revising the work schedule so that weekend work can be performed as a regular part of the affected workweek. When the actual hours worked in a work week (excluding paid leave hours and holidays) exceed 40, the employee will be granted overtime pay at the rate of time and one-half.

- [View Overtime Policy in Appendix A.](#)

➤ **PASSWORDS**

To protect confidentiality, integrity and accessibility to college owned information, passwords must be created and protected in a manner that minimizes the likelihood of unauthorized persons gaining access to the assets they protect. Account holders are held responsible for any activity done under their account.

It is the responsibility of each account holder:

- To create a password for each application
- To not share passwords with anyone
- To protect passwords from unauthorized use
- To change passwords at intervals specified in application's procedures
- To immediately notify the Executive Director of Information Technology if they believe their password has been compromised.

- [View Password Policy.](#)

➤ **PAYROLL**

Electronic Pay

In an effort to enhance payment to employees, Concordia offers two electronic pay options in lieu of paper paychecks. To support choice, the employee has the option of direct deposit or the Global Cash

Card program. Direct Deposit signup may be completed through CobberNet and employees can deposit payroll funds into multiple accounts. If direct deposit is not chosen a Global Cash Card will be issued.

Payroll information can be accessed through CobberNet (cobbernet.cord.edu) and is available 24/7 with an internet connection. Instructions are available on CobberNet for viewing payroll information including pay, deductions and benefits.

Bi-weekly

Certain exempt staff, non-exempt staff, adjunct faculty and students are paid bi-weekly with a Friday pay date. If the payday falls on a holiday observed by the College, payday is advanced to the preceding workday. Each payroll will include all time and leave submitted and approved within defined timelines. Corrections to payroll will be made with the next payroll.

Monthly

Certain exempt staff and faculty (except adjuncts) are paid in 12 equal installments on the last business day of each month. If the payday falls on a holiday observed by the College, payday is advanced to the preceding workday. Corrections to payroll will be made with the next payroll.

➤ **PERFORMANCE MANAGEMENT**

People are Concordia's most valuable investment. To support employee growth, thus improving organizational effectiveness in the accomplishment of the College's mission, goals, and objectives, the College utilizes identified systems to provide feedback, planning, and review of employee performance.

While continuous feedback is important to accomplishing goals and supporting employee development, the documentation of an annual conversation provides the formal basis for recognizing contributions made during the year.

Staff and supervisors may utilize tools that document an employee's achievements, goals, development, and performance. While it can be used at a frequency that is most helpful to the department needs, it is important that this conversation occur over the course of the year September 1 through August 31.

- [*View Performance Review information on CobberNet.*](#)

➤ **PERSONAL CHANGES - ADDRESS, PHONE, NAME AND OTHER**

It is the responsibility of the employee to report to the Human Resources Office changes in marital status, dependents, legal name, residential and mailing addresses, phone number, beneficiaries for benefits and emergency contacts. These need to be reported as soon as available or effective. Failure to do so promptly may result in loss of certain benefits in some employee benefit programs.

➤ **PERSONAL PHONE CALLS AND MAIL**

The telephone and mail facilities at the college are important communication tools for employees and the college's customers and business associates. For that reason, the college's phone lines should be confined to business calls. Personal calls should be limited to those that are absolutely necessary and

should be as brief as possible. In unusual circumstances, long distance calls may be made if arrangements are made with your department head to reimburse the college for the call.

To avoid an increase in volume of mail, employees should not use the college's address for receiving personal mail. Outgoing personal mail, however, may be handled through the college's post office.

College stationery is used for official college business only.

➤ PERSONNEL RECORDS ACCESS

Employees may review their personnel file once every six months while employed with Concordia College.

Within seven working days of receiving a written request from a current employee (fourteen days if personnel record is stored out of state) a file will be made available for your review during normal business hours, with a human resources representative present. The file may be the original file or an accurate copy. After review and upon written request, a copy of the items in the file will be provided at no charge. Employees may submit a written statement concerning any disputed information which will become a part of the personnel record.

Separated employees may receive one copy of their file at any point after separation, utilizing the request process outlined above. Records are maintained in accordance with the College's record retention practices.

➤ PROFESSIONAL DEVELOPMENT

Employee development opportunities are offered through instructor-led and online courses. Opportunities are announced periodically. Information Technology Services staff are available to provide computer training courses.

Atomic Learning is an online technology training and professional development tool. Tutorials for 21st Century skills are available 24/7. Access this valuable tool in CobberNet by clicking Atomic Learning.

Employees may participate in relevant workshops, seminars, and conferences off campus with approval of their department head.

➤ PROMOTION

Promotions are defined as a non-temporary movement of an employee to a position with a definite increase in responsibilities and authority, and clear-cut change in duties (e.g., Clerk to Supervisor). Excluded are temporary changes in duties necessitated by typical staffing issues.

Prior to a promotion, the duties and responsibilities of the vacancy must be updated within a position description. To be promoted, an employee must have had a formal performance review completed within the past twelve months, and must currently meet required position responsibilities and education/experience requirements. If there is no review on file, a performance review must be

conducted at that time. Subsequent to approval, the promotion and corresponding salary increase, if applicable, will be communicated to the employee by his/her Vice President or designee.

➤ **RECOGNITION PROGRAM – FLAAT AWARD**

The Ole & Lucy Flaate Distinguished Service Award recognizes the work of outstanding staff members who have served Concordia with diligence, vision, and commitment to the mission of the college.

➤ **RECOGNITION PROGRAM – YEARS OF SERVICE**

Concordia recognizes staff members who have demonstrated a commitment to Concordia through their years of service to the College. Recognition starts at five years of service and continues every five years thereafter.

➤ **RESIGNATION**

To allow the department time to plan for transition with minimal disruption of service, an employee should notify their immediate supervisor and the department of Human Resources in writing.

Non-exempt employees who decide to leave the College are encouraged to provide at least a two week notice.

Exempt employees are encouraged to provide at least a one month written notice.

Notice of resignation is expected to be a "working" notice to allow the supervisor an opportunity to spend productive work time with the employee to complete projects or to assist with training of person(s) assuming the responsibilities.

The employee may rescind a written notice of resignation if approved by the supervisor and director.

➤ **RETIREMENT**

There is no mandatory retirement age at the college. It is requested that an employee planning to retire notify his/her supervisor, department head, and the department of Human Resources in writing at least 90 days in advance of the anticipated retirement date.

Benefits-eligible faculty and staff are qualified to be classified as a retiree, provided they have at least 10 years of continuous benefits-eligible service immediately preceding the employee's retirement date, the sum of age and years of service equals at least 70, and they are in good standing. Service is considered continuous if there is a break in service of one year or less.

Retirements are recognized at the appreciation banquet and with a gift from the College.

Approved by President's Cabinet on August 19, 2013.

➤ **REST PERIODS**

Employees are eligible for paid rest periods. Rest periods are to be 15 minutes in the morning and 15 minutes in the afternoon and cannot be accumulated or "banked".

➤ SEPARATING EMPLOYMENT

There are four categories of employment separation from the College: voluntary, layoff, non-reappointment, and involuntary.

- [View the Separating Employment Policy in Appendix A.](#)

➤ PROHIBITING SEXUAL HARASSMENT

Prelude

Concordia College is committed to diverse community in an atmosphere of mutual respect and appreciation of differences. In accordance with Title IX, this policy addresses the college's prohibition of sex discrimination. Sexual harassment, sexual assault, and other forms of sexual misconduct are forms of sex discrimination. Not only are they prohibited by this policy, but they are also prohibited by various federal and state laws, including Title IX of the Educational Amendments of 1972 and the Minnesota Human Rights Act.

Non-Discrimination Statement

Concordia College does not discriminate on the basis of race, color, creed, sex, religion, national origin, age, disability, genetic information, status with respect to public assistance, or sexual orientation in administration of its educational policies, financial aid program, athletics and all other programs. Harassment based upon an individual's legally protected status is a form of prohibited discrimination.

Sexual Harassment includes a variety of unwelcome behaviors of a sexual nature, and in its most severe form includes sexual misconduct. Examples of sexual misconduct include, but are not limited to: sexual assault, domestic violence, dating violence, and stalking.

Inquiries regarding compliance may be directed to the Human Resources Director/Title IX Coordinator, Concordia College, Office 150, Lorentzen Hall, Moorhead, MN 56562, (Phone) 218-299-3339.

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education at: U.S. Department of Education Office for Civil Rights Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544 Tel: 312.730.1560 TDD: 877.521.2172 Email: OCR.Chicago@ed.gov

Policy Prohibiting Sexual Harassment

Concordia College is committed to a safe and healthy environment and as such will not tolerate sexual misconduct in any form. Any form of sexual misconduct is a violation of federal and state laws and a violation of individual rights and dignity. Members of the Concordia community, guests and visitors have the right to be free from sexual misconduct.

When an allegation of sexual misconduct is brought forward, and a respondent is found to have violated this policy, serious sanctions will be used to ensure that such actions are not repeated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Concordia Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated.

Scope of Policy

The College will apply the policy on Prohibiting Sexual Harassment to address all concerns relating to unwelcome conduct of sexual nature when alleged to have been committed by or directed toward a

current or prospective student or employee, or any other individual participating or seeking to participate in a Concordia program or activity. It is the intent of Concordia College that this policy will apply to the following:

1. Allegation of sexual harassment within the scope of Title IX pursuant to 34 C.V.F. Section 106;
2. Allegations of sexual assault, dating violence, domestic violence and stalking involving members or prospective members of the Concordia community that may otherwise fall outside the scope of Title IX because the alleged incident(s) occurred outside the United States, or occurred outside of a Concordia program or activity; and
3. Any other allegations of unwelcome conduct of a sexual nature (NOTE: The ability of the College to apply every aspect of the Grievance Process to allegation that do not fall within #1 and #2 above may be limited by legal requirements).

Concordia College is committed to addressing sexual harassment and encourages any individual who knows of or has been subject to sexual harassment to report the incident to appropriate College authorities in accordance with the College's reporting procedures.

- [*View the full Prohibiting Sexual Harassment Policy here.*](#)

➤ SMOKING

Concordia College, Moorhead Campus, is a tobacco-free campus. Use of tobacco products are prohibited in all college buildings and on campus grounds. Tobacco products are defined as any lighted cigarette, cigar, pipe, clove cigarette, hookah smoked product, electronic cigarette, and any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, or snus. Promotion, sale, and distribution of such products are also prohibited on campus or at college-related events.

Effective 08/18/2014

➤ SOCIAL MEDIA POLICY

This policy is adopted in order to support college employees as they seek to take advantage of the new opportunities opened by social media applications. These applications have the power to open new opportunities to conduct the mission of the College but also to blur the boundary between personal voice and institutional voice. The intent of this policy is to articulate the College's expectations with respect to this boundary.

- [*View the full Social Media Policy on CobberNet.*](#)

➤ STUDENT EMPLOYMENT HANDBOOK

A handbook for students, setting out regulations and providing general information is available online, and is maintained by the Human Resources Office. Employees are responsible for reading this handbook and are held to the policies contained therein.

➤ TIME RECORDS/LEAVE REPORTING

A time record is an important legal, time-recording document. Concordia utilizes Banner Web-time Entry, Time Clock Plus, Tele-time, and TMA (Facilities) to capture time worked.

- [*View Time Records/Leave Reporting Procedure in Appendix A.*](#)

➤ TRAVEL OUTSIDE COUNTRY

All travel to foreign countries that is part of your employment with Concordia College Corporation should be well planned and undertaken only after careful consideration of all the risk and potential for risk that will be encountered. Each Concordia department should take all the necessary steps to insure that employees participating in foreign travel have taken all pre-departure steps necessary. The Concordia Office of Global Education can assist you with a list of all recommended foreign travel precautions and consideration.

The College provides foreign travel insurance as well as foreign medical, liability, and auto coverage. Additional information can be found on the Risk Management website.

➤ WAGE DISCLOSURE POLICY

An employee's wages are personal. Each employee has the right to keep their personal wage information private or to share their personal wage information with others. There is nothing in this policy that creates an obligation on the part of any employee to disclose his or her wage. Employees are free to refrain from such discussions and may not be subject to retaliation of any kind for choosing not to discuss his or her wage.

Concordia will not take an adverse employment action against an employee who chooses to disclose his or her own wages to others, or who discussed another employee's wages if the other employee has already disclosed those wages to the employee.

Nothing in this policy permits employees to disclose proprietary information, trade secret information, or information that is otherwise subject to a legal privilege or protected by law. For example, nothing in this policy permits employees to disclose patient information protected by HIPAA or other similar state laws/confidential company financial information/intellectual property/ etc.

This policy does not permit an employee to disclose wage information of other employees to a competitor of Concordia College. This policy also does not diminish any existing rights under the National Labor Relations Act.

Any suspected violations of this policy by Concordia College or another individual should be reported immediately to the Director for Human Resources. Consistent with Concordia's policies, employees who make good faith reports are protected from adverse employment action.

An employee who believes his or her rights regarding wage disclosures have been violated may bring a civil action under Minn. Stat. §181.172. Concordia will not retaliate against an employee for asserting rights or remedies pursuant to Minn. Stat. § 181.172.

Effective 2/01/2015

➤ WHISTLEBLOWER POLICY

The College is committed to maintaining the highest ethical standards in all of its business practices. It accepts responsibility for the stewardship of resources and private support it receives, which enables the College to pursue its mission and strategic objectives. Supervisors, managers, or other College officials shall not compel or attempt to compel faculty, staff, students, applicants for employment, or

other college constituents to violate a law, statute, or College policy. At Concordia, accountability is the cornerstone of ethical business practice, and this policy is one of the mechanisms for assuring this institutional value.

The general purpose of this policy is to encourage College, faculty, staff, students, applicants for employment, and other constituents, who engage in good faith, to report an alleged improper activity (or make a protected disclosure) with reassurance they will be protected from retaliation or reprisal.

More specifically, this policy

- encourages employee, students, applicants for employment, and other college constituents to disclose breaches of conduct covered by College policies or relevant local, state or federal statute;
- provides information about how an individual can make a protected disclosure and to whom,
- protects employees from retaliation or reprisal by adverse employment action as a result of having disclosed or reported an improper activity to university officials who can take corrective action, and
- provides individuals a fair process to seek relief from retaliation or reprisal when they believe they have been subjected to such prohibited acts.

Although not required, faculty and staff may report any protected activity to their immediate supervisor, department head, dean, or vice president who, in turn, shall follow the guidance of this policy. In the case of undergraduate or graduate students, they may report such activity to the Office of the Dean of Students in the Division of Student Affairs. Nothing in this policy is intended to interfere with legitimate employment decisions.

- [View Whistleblower Policy in Appendix A.](#)

➤ WORK WEEK

For payroll recordkeeping purposes, the work week at the College begins at 12:01 a.m. on Sunday and ends at 12:00 a.m. Saturday.

Benefits

The employee benefits information provided in this section is an overview of the benefits program available at Concordia. This information does not replace the official Plan Documents or the Summary Plan Descriptions, which describe in detail each benefits plan provided by the College. The Plan Document and Summary Plan Descriptions are the only official and binding documents concerning the College's benefits. In case of a discrepancy, the official documents will govern. The College reserves the right to modify, amend or terminate any employee benefit. Employees interested in obtaining a copy of a Plan Document or Summary Plan Description should contact the Human Resources Department at 218.299.3339 or visit CobberNet.

➤ BENEFIT ELIGIBILITY

Concordia offers a wide variety of benefits to provide our employees with income protection, security and an enriched quality of life. Eligibility for each benefit is determined by the employee's full-time equivalency (FTE).

Regular Employment - any employment not specified to be on-call or temporary. Status is based on budgeted hours September 1st - August 31st each year.

Full time 1.0 FTE	Employment for which paid hours are equal to 2080 hours per year
Three-quarter .75 to .99 FTE	Employment for which paid hours are identified as equal to 1560 hours per year, but less than 2080
One-half 0.48 - 0.749 FTE	Employment for which paid hours are equal to 1040 - 1,559 per year
Less than half-time less than 0.47 FTE	Employment for which paid hours are 1,039 hours per year or less

Term Employment - benefit eligible, term employment is expected to be more than one year in duration with a projected end date.

Temporary and Seasonal Employment - not benefit eligible, temporary and seasonal employment is specified to be one year or less in duration or less than .5 FTE.

On-call - not benefit eligible, on-call employment is generally not on a regular schedule and is based on demand of the work load.

Most benefits become effective the first of the month following the date of hire, or immediately if the date of hire is the first of the month. Exceptions to this are noted in the benefit summary material below and in the official Plan Documents. Many of the benefit summaries are posted on [CobberNet](#).

It is the employee's responsibility to notify Human Resources of family status changes due to divorce or legal separation, death of your spouse or dependent, or if dependent ceases to meet the definition of a "dependent child" under the plan. Taking this action protects continuation rights for spouse and/or dependent(s).

The following benefit information is provided as a brief outline and is not intended to replace the official Plan Documents or the Summary Plan Descriptions received by the employee. Benefits are described in official documents that are kept on file in Human Resources and are available for examination by any plan participant or beneficiary. These official documents are the only binding documents concerning Concordia's benefits. In case of a discrepancy, the official documents will govern. Concordia always has the right to modify, amend or terminate any benefits offered to employees.

➤ CAFETERIA PLAN

The College's employee benefits program provides employees with the opportunity to select benefits that meet their individual and family needs. Currently, employees may choose from any of the following benefit areas: Medical and dental coverage, health care spending account and dependent care spending account. This plan allows employees to fund their portion of these benefits with pre-tax dollars. This means the employee's share of the medical and dental insurance premiums, and the amounts elected to be set aside by the employee in flexible spending accounts are not subject to Federal, State or Social Security taxes.

The plan year for the College's employee benefits program is January 1 through December 31. If eligible, employees must complete an election form at the time they first become eligible to participate to enroll in one or more aspects of the program. Annual Enrollment occurs in the fall of each year during which time employees may change identified plan election(s). All benefit changes are effective the following January 1. Spending account elections must be made each year during the Annual Enrollment period. If an employee does not complete an election form each year, the opportunity to participate in the spending accounts is lost, but the employee retains current medical and dental coverage as elected.

Benefit information and Annual Enrollment notices are provided annually, and outline changes to the flexible compensation package.

The tax advantages of the College's employee benefits program are based on current state and federal tax laws which are subject to change at any time.

➤ CHIROPRACTIC CARE PROGRAM - PREVENTATIVE

(Eligibility .5 FTE or greater)

Concordia provides a preventative chiropractic care program as part of the college's worker's compensation program. Data has shown that back-related injuries are the most frequent type of workers' compensation injury, and carpal tunnel-related injuries are the most costly type of workers' compensation injury. A preventative chiropractic care program is beneficial for both kinds of injuries.

This program is voluntary for all benefit eligible college employees and is for preventative care only.

This program is separate from workers' compensation itself, which covers work-related injuries, and separate from the college's health insurance plan, which covers personal injury and illness. This program will not cover treatment of injuries occurring on-the-job or off the job.

- [View Chiropractic Care Program.](#)

➤ CONTINUING HEALTHCARE COVERAGE (COBRA)

As required by the Consolidated Omnibus Budget Reconciliation Act (COBRA), if an employee (or the employee's dependent) is no longer eligible to participate in the College's healthcare plans, including the dental and flexible spending accounts, then the employee and eligible dependents may have the right to continue to participate in the same plan(s) for up to 18 months. If an employee is disabled, as provided under the Social Security Act, at the time of termination, reduction in hours, or within 60 days of these events, the employee may be entitled to continuation coverage for up to 29 months.

Eligible dependents may also extend coverage, at their expense, for up to 36 months in Concordia's group health insurance plans in the event of an employee's death, divorce, legal separation, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan.

An employee may extend the 18-month continuation coverage period to 36 months for an employee's spouse and dependent children if, within that 18-month period, the employee dies or becomes divorced or legally separated, or if a child ceases to meet dependent status. In addition, if an employee enrolls in Medicare during the 18-month period, the employee's spouse and dependent children may be entitled to extend their continuation period to 36 months, starting on the date that the employee becomes eligible for Medicare.

If an employee or the employee's eligible dependents elect to continue as members of the College's plans, the employee must pay the full premium plus two percent. The premium is subject to change if the rates increase or decrease.

Continuation coverage may end if any of the following events occur: (1) failure to make timely payments of all premiums; (2) assumption of coverage under another group health plan, which does not exclude or limit coverage to the employee on account of a preexisting medical condition; (3) the College's termination of its group health plans; or (4) you voluntarily cancel your continuation coverage. If the employee becomes entitled to Medicare after termination, the employee will no longer be eligible for continued coverage, but, as noted earlier in this statement, the employee's spouse and dependent children may be entitled to extend their continuation coverage.

Minnesota Extension of Life Insurance Benefit requires that employees who are no longer eligible to participate in the Group Life Insurance policy have the right to continue to participate in the same plan(s) for up to 18 months. The continuation applies to the employee and the Dependents for up to 18 months after the employee ceases to be a Member because of a voluntary or involuntary layoff, whether partial or total, or termination of employment.

Discovery Benefits, working on behalf of Concordia College, will contact an employee concerning these options at the time termination occurs or when work hours are reduced. Discovery Benefits will also contact an employee's qualified beneficiaries in the event of the employee's death. However, in the event that an employee becomes divorced or legally separated, or one of the employee's dependents ceases to be eligible for coverage under Concordia's group health insurance plans, the employee and/or his or her dependent are responsible for contacting the Human Resources Office within 31 days of the event to discuss continuation rights.

➤ DENTAL INSURANCE

(Eligibility .5 FTE or greater)

The dental plan provides coverage administered through Metropolitan Life Insurance Company "MetLife". Employees may select either single coverage or a family plan, which includes coverage for spouse and dependent children. Dental insurance does provide an orthodontic coverage option which is available for dependents age 8-18. A rate schedule is available from Human Resources. Employees pay the premium based on the plan chosen.

➤ EMPLOYEE ASSISTANCE PROGRAM

(Eligibility .5 FTE or greater)

Concordia's Employee Assistance Program (EAP) provides employees confidential assistance with a wide variety of concerns including individual, family, or relationship concerns, legal questions and consultation, work concerns, career issues, financial concerns, elder care and childcare concerns, chemical dependency, stress, anxiety, and depression.

EAP services may be accessed in two ways; an employee may refer themselves or be referred by their supervisor. If encouraged to attend by a supervisor the employee's confidentiality is maintained between the supervisor and the EAP in a way that does not jeopardize the employee's confidentiality but assures the supervisor that the employee is obtaining the necessary assistance.

This service is available 24 hours a day, 365 days a year. The confidential contact information is:

The Standard

800.327.1833

www.standard.com

➤ FLEXIBLE SPENDING ACCOUNTS

(Eligibility .5 FTE or greater)

Medical Spending Accounts are an avenue for employees to set aside pre-tax dollars for eligible medical and dental expenses that are not covered by insurance. Concordia's medical spending accounts may also be used for eligible medical and dental expenses for legal spouse and/or eligible dependents, even if they are not covered by Concordia's medical and/or dental plans.

Funds not used (services not rendered) during the calendar year will be forfeited in accordance with IRS regulations and official Plan Documents.

Dependent Care Spending Accounts are an avenue for employees to set aside pre-tax dollars for dependent care expenses. Dependents include children up to 13 years of age, and other eligible dependents (regardless of age) who require such care. Funds not used (services not rendered) during the calendar year will be forfeited in accordance with IRS regulations and official Plan Documents.

➤ HEALTH INSURANCE

(Eligibility .5 FTE or greater)

Concordia offers three medical plan options to employees. These plans are administered through Blue Cross and Blue Shield of Minnesota. Employees may select either single coverage, a family plan which includes coverage for spouse and dependent children, or a high deductible plan with an option for a health savings account.

➤ HOLIDAYS

(Eligibility .5 FTE or greater)

This policy supports long-standing national customs and traditions, giving employees time to celebrate holiday with families and friends. Planned Time Off (PTO) may be used to augment the holiday schedule, giving employees opportunities to observe other days that may have special meaning or significance.

- [View Full Holiday Policy in Appendix A.](#)
- [View Calendar of Events and Holidays.](#)

➤ LIFE INSURANCE

(Eligibility .75 FTE or greater)

Full-time, benefit eligible employees receive life insurance coverage on the first of the month following the date of hire or immediately if the date of hire is the first of the month. Concordia's life insurance provider is The Standard.

Employee Coverage - is provided at no cost to full-time employees in the amount of 1x their annual base salary, to a maximum benefit of \$500,000. Life insurance coverage provides payment to the employee's beneficiary in the event of death. In the case of a terminal illness, life insurance proceeds may be accelerated.

Supplemental Life - the employee may purchase an additional 1x or 2x their annual salary to a maximum of \$300,000 without evidence of insurability, if the employee signs up for the insurance at the time of hire (within 30 days of start date). Up to \$600,000 of additional coverage may be purchased, with evidence of insurability required after \$300,000.

Spousal and Dependent Insurance - can be purchased only when an employee is enrolled in optional supplemental insurance for themselves. Spouse insurance is available in units of \$5,000 increments up to \$300,000, not to exceed 100 percent of the employee's life coverage. The rates for spousal coverage are based on the spouse's age. Evidence of insurability is required for any amounts greater than \$50,000.

Dependent insurance can be purchased by the employee at \$.60 per family for \$10,000 of coverage for each dependent.

➤ LONG-TERM DISABILITY INSURANCE

(Eligibility .75 FTE or greater)

Full-time, benefit eligible employees are eligible to enroll in long-term disability (LTD) coverage on the first of the month following the date of hire or immediately if the date of hire is the first of the month. Concordia's LTD provider is The Standard.

Employees must be unable to work for six consecutive months before they are eligible to receive a benefit under the LTD plan. Application for this benefit must be made to the LTD insurance carrier and can be completed at Human Resources. It is recommended that the application be completed during the 4th consecutive month of the absence from work. The approval of a disability is granted solely by the insurance carrier. Concordia has no liability to employees if long-term disability benefits are denied.

The long-term disability benefit pays 60% of base salary for the period during which the employee is entitled to disability benefits, up to a maximum of \$4,500 per month. For more information, please review the LTD summary plan document.

➤ NURSING MOMS

Employees may be granted unpaid break time each day to express milk for her infant child. When possible, the break will run concurrently with a break time already provided. The College will make reasonable efforts to provide a room or other location in close proximity to the work area which has an electrical outlet. Employees may access the Kjos Health Center designated space by calling extension 3662 or visit with their immediate supervisor for the purposes of designating private space.

The college will not retaliate when an employee makes a request.

Updated 2/01/2015

➤ RETIREMENT PLAN

(Eligibility .5 FTE or greater)

Partnering with TIAA, Concordia offers employees the opportunity to save for retirement.

Supplemental Contributions - Eligible employees are able to start saving for retirement upon hire via a traditional or Roth 403(b) account. This option is entirely contributed to by the employee on a voluntary basis. Interested employees should contact Human Resources for more information.

Employer Match - After one year of employment with Concordia, employees are eligible for the employer match contribution of seven percent of the employee's gross salary when the employee contributes five percent of their salary. Employees who work at least 1,000 hours annually are eligible for the RA. Eligible employees are automatically enrolled. The annuity is fully "vested" immediately. This means both the employee and employer contributions are permanently part of the employee's personal retirement fund even though the employee may terminate employment with Concordia. Tax shelter for contributions is available.

The one year waiting period will be waived for employees who have worked at least one year and at least 1,000 hours in the past 12 months at the following defined organization immediately prior to

employment with Concordia:

- a) educational organization;
- b) organization meets the eligibility requirements of Code Section 403(b)(1);
- c) a teaching institution,
- d) an institution of higher education;
- e) a non-profit (research) institution.

Advice and Planning Resources

Objective investment advice based on employees' individual needs (including life stage and career stage) is the cornerstone of TIAA's suite of advice services. To enhance employees' retirement readiness, they offer personalized, objective advice on all funds they record keep on their platform. This is delivered by noncommissioned advisors and consultants to help ensure the participants' best interests are always being served. All participants have the opportunity to receive objective advice from licensed advisors and consultants.

Online Tools

TIAA's suite of online tools, webinars, and calculators can help participants determine the best approach to meeting their objectives including savings rates and asset allocation.

More information regarding Concordia's TIAA accounts can be found online or by calling 800 732-8353 Monday - Friday, 8 a.m. to 8 p.m. (ET).

➤ **TRAVEL ASSISTANCE PROGRAM**

Concordia College offers employees emergency travel assistance services provided by Travel Assist. This service is not insurance, but a worldwide emergency medical service that can provide help in times of crisis. When working or traveling on business or pleasure 100 or more miles away from home or outside of their home country, you may qualify. For a full listing of services see the International Travel Insurance Q & A Fact Sheet.

➤ **TUITION ALLOWANCE / EDUCATION BENEFITS**

Concordia College offers several options for tuition waiver benefits for eligible employees, their spouses, and dependent children.

For more information on any of the Tuition and Education Benefits visit [CobberNet](#).

CONCORDIA COLLEGE

Concordia College encourages the enhancement of your personal development and education. The College provides the following opportunities:

- Employees may take one class per semester at Concordia College with a 90 percent discount. Classes must be scheduled in accordance with the work needs of the department, and arranged in advance with your supervisor. To take advantage of this program, a Concordia College Tuition Allowance Request form must be completed and returned to Human Resources.

-
- In-service training is regularly scheduled.
 - Attendance at seminars, conferences and workshops may be financed or partially financed by the College when deemed beneficial.

Spouses and dependents, including legally adopted children and stepchildren of Concordia College employees are eligible for a Concordia College tuition allowance. The tuition allowance is for tuition only and does not include room, board and fees.

- [View Concordia College Tuition Allowance Policy in Appendix A.](#)

CONCORDIA LANGUAGE VILLAGES

SUMMER RESIDENTIAL PROGRAM –Concordia College’s Language Village tuition discount benefit provides opportunities for language development for dependent children of eligible employees in the summer youth programs.

- [View Concordia Language Villages Summer Program Policy in Appendix A.](#)

ADULT & FAMILY PROGRAMS – Concordia College invites and encourages employees of the college to participate in Adult and Family programs offered by the Language Villages during the academic year.

- [View Concordia Language Villages Adult & Family Programs Procedure and Guidelines in Appendix A.](#)

TUITION EXCHANGE OPPORTUNITIES

Children of employees with one year of service are eligible for tuition exchange programs. Qualified dependent children must fulfill all criteria for admission and meet deadlines as established by the institution they wish to attend.

For more information on any of the Tuition Exchange Opportunities, and links to their websites, visit [CobberNet.](#)

OAK GROVE LUTHERAN SCHOOL – *Eligibility .50 FTE or greater*

Tuition reduction may be granted to children of Concordia College employees. For purposes of this tuition program, children are defined as those naturally born, legally adopted or dependent on the employee through marriage.

Participants in the tuition program must meet the regular admission requirements for Oak Grove. The tuition reduction is applicable to tuition only. Other charges such as pre-kindergarten enrollment, housing fees, application fee, books, music lessons, etc. are not included. Recipients for tuition reduction remain eligible for scholarships administered by Oak Grove. An Oak Grove Application for Tuition Reduction, located on HR website, must be completed and returned to the Human Resources Office.

View Oak Grove Tuition Allowance Policy and Application Form on CobberNet

COUNCIL OF INDEPENDENT COLLEGES TUITION EXCHANGE PROGRAM (CIC-TEP)

Eligibility .75 FTE or greater and at the 90% Concordia College tuition discount step

CIC-TEP is a national network of private, four-year colleges and universities. The CIC-TEP provides an opportunity for the children of eligible Concordia employees to attend one of the participating CIC-TEP schools, tuition free, for full-time undergraduate study.

Eligible employees are required to complete a CIC-TEP Participation Form and a Tuition Discount Interest and Eligibility Form as the student is applying to the various institutions participating in the CIC Tuition Exchange Program. Completed forms should be returned to the Human Resources office. The Concordia Human Resources Office certifies the student's eligibility for the waiver and forwards it to each institution to which the student has applied. The importing school(s) decide(s) whether to accept, reject or wait list the student. This is a competitive program and schools may select participants based on academic achievement.

CIC-TEP tuition waiver, when granted, is for one year. The employee must reapply each year by completing a new CIC-TEP Application form

View CIC-TEP Information and forms on CobberNet

ELCA TUITION EXCHANGE PROGRAM – Eligibility .5 FTE or greater

Concordia College is a participant in a tuition exchange program with other ELCA Colleges that allow dependent children of employees to receive tuition waivers at other ELCA schools. The amount of the waiver varies by institution, and the "host" institution has the authority to establish policies regarding the student's eligibility, amount of the waiver, and how many waivers will be awarded.

Eligible employees are required to complete an ELCA Tuition Exchange Program Application form and a Tuition Discount Interest and Eligibility Form as the student is applying to the various institutions participating in the ELCA tuition exchange program. Completed forms should be returned to the Human Resources office. The Concordia Human Resources Office certifies the student's eligibility for the waiver and forwards it to each institution to which the student has applied.

The employee must reapply each year by completing a new ELCA Tuition Exchange Program Application form

View ELCA Information and forms on CobberNet

TUITION EXCHANGE, INC. – *Eligibility 1.0 FTE and at the 90% Concordia College Tuition discount step*

Students who are eligible dependents of Concordia employees, who are eligible for the tuition waiver (.75 or greater and 90% discount step) are eligible to participate in the Tuition Exchange program. The Tuition Exchange program is for first time, undergraduate dependents who are applying for enrollment at one of the participating colleges/universities. A Tuition Discount Interest and Eligibility Form must be completed and returned to the Office of Human Resources no later than November 1st for the following academic year (i.e. due November 1, 2020 for the 2021-2022 academic year).

Updated 11/1/2020

View TE, Inc. Information and forms on CobberNet

➤ **WORKER'S COMPENSATION**

The workers' compensation system provides benefits if you become injured or ill from your job. Workers' compensation covers injuries or illnesses caused or made worse by work or the workplace. Workers' compensation benefits are paid regardless of any fault of either the employer or employee. Your employer pays the cost of the insurance.

Concordia also offers a preventative chiropractic care program (Appendix C) through workers' compensation - designed to help keep you healthy and prevent accidents.

Workers' compensation pays for:

- Medical care related to the injury, as long as it is reasonable and necessary
- Wage-loss benefits for part of your income loss
- Benefits for permanent damage to a body function
- Benefits to your dependents if you die of a work injury
- Vocational rehabilitation services if you cannot return to your job or to the employer you had before your injury

Leaves of Absence

Numerous leave options are available to eligible faculty members. Depending on the situation, more than one type of leave may apply. When appropriate under applicable laws and College guidelines, those leaves will run concurrently.

➤ BEREAVEMENT LEAVE

(Eligibility .5 FTE or greater)

Concordia College recognizes that bereavement is a difficult life event requiring time to grieve and fulfill family obligations.

Concordia will provide eligible employees with paid bereavement leaving following the death of an immediate family member. An employee is allowed up to three (3) working day per occurrence. For employees working an alternative, part-time, or compressed work schedule, the allotment is prorated based on their regular weekly schedule.

Immediate family members are: spouse, parent, sibling, child, mother/father-in-law, sister/brother-in-law, daughter/son-in-law, grandparent/spouse's grandparent, grandchild, an adult who stood "in loco parentis" during an employee's childhood.

- [View Bereavement Leave Policy in Appendix A.](#)

➤ BONE MARROW DONATION LEAVE

(Eligibility .5 FTE or greater)

Up to one week paid leave is available for those employees undergoing medical procedures to donate bone marrow. This is separate from PTO or Extended Illness Benefit.

➤ EXTENDED ILLNESS BENEFIT (EIB)

(Eligibility .5 FTE or greater)

EIB is intended solely to provide income protection in the event of illness or disability or to receive assistance because of sexual assault, domestic abuse or stalking, acting as a short term disability plan for the employee. EIB may also be used to care for an employee's child (under the age of 18), or to care for another member of the immediate family, who is unable to care for him/herself. Family for this policy includes the employee's adult child (*biological, adopted, step or foster child*), spouse, sibling, parent, step-parent, mother-in-law, father-in-law, grandparent, grandchild or step-grandchild. In the cases of an adult child, sibling, parent, step-parent, mother-in-law, father-in-law, grandparent, grandchild or step-grandchild, the employee may use up to 160 hours of accrued EIB balance during a twelve month roll-back period.

A full-time employee working 2080 paid hours will receive 96 hours on an annualized basis (.046154 per hour). The maximum accrual of EIB hours is 1040. EIB amounts are based upon a maximum of 40 hours worked each week. Actual hours worked and any paid leave taken will count towards the 40 hours. If an employee works fewer than 40 hours in the week and doesn't take any paid leave, the employee will receive EIB hours credited on a pro-rated basis. EIB hours have no monetary value upon separation of employment.

Updated 9/01/21016; Updated 1/19/2015

- [View EIB Policy in Appendix A.](#)

➤ FAMILY AND MEDICAL LEAVE

Employees who have been employed for at least one (1) year and for at least 1,250 hours during the preceding 12-month period are eligible for Family and Medical Leave (FMLA). Eligible employees are provided up to 12 weeks unpaid leave (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness). The leave is granted on a rolling year, measured in a 12 month look back period from the date an employee uses leave under this policy.

FMLA will consist of appropriate accrued paid leave and unpaid leave. If leave is requested, the employee must use all appropriate, accrued paid leave. The remainder of the leave period will then consist of unpaid leave.

Reason for Leave

All employees who meet the applicable time of service requirements may be granted family or medical leave consisting of appropriate accrued paid leave and unpaid leave until the leave

- The birth and care for the employee's newborn child;
- The placement and care of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent with a serious health condition;
- The serious health condition that renders the employee incapable of performing the
- Qualifying exigency leave for families of members of the National Guard and Reserves who are on active duty in support of a contingency operation.
- Military caregiver leave to care for an ill or injured service member.

Advance Notice and Medical Certification

- An employee must provide 30 days advance notice when leave is "foreseeable".
- Medical certification is required to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.
- If leave is for the employee's own medical needs or to care for a family member, you must complete a Certification of Health Care Provider form.

Job Benefits and Protection

- 1) For the duration of FMLA leave, Concordia will maintain the employee's health coverage under any "group health plan" at current levels.
- 2) Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. The use of FMLA leave cannot result in any loss of any employment benefit that accrued prior to the start of an employee's leave.

Request Leave

- In all cases, an employee requesting leave must complete the appropriate forms and return them to the Benefits/Compensation Coordinator in the Human Resources Office. The completed application must state the reason for the leave, the duration of the leave, and the start and end dates of the leave.
- [View Family and Medical Leave Policy in Appendix A.](#)

➤ HABITAT FOR HUMANITY

(Eligibility .5 FTE or greater)

Paid time off may be provided to a limited number of employees who volunteer for a Habitat for Humanity project. The project must be administered through Concordia College. Requests for this time off require the approval of the appropriate vice president.

➤ INCLEMENT WEATHER

Concordia's scheduled operations are rarely interrupted because it has a predominantly residential student population. The College recognizes, however, that severe weather conditions or other emergencies may require the College to close or cease parts of its campus operations. Should this occur, the College will follow the guidelines provided below:

- Since the timing of a campus closing decision is important, as employees may already be in route to the campus, the College will make the decision prior to 6:30 a.m., whenever possible, regarding campus operations.
- Decisions regarding modified campus operations will be announced on radio and television, through campus e-mail messages, and on the information line (218.299.4000).

Updated 1/08/2014

- [View Inclement Weather for Staff in Appendix A.](#)

➤ JURY DUTY

Employees who are called to serve on jury duty or are serving as a court witness in answer to a subpoena or other court order are granted time and pay. When jury fees exceed \$50 in total, the employee needs to turn over the jury fees to the College to receive jury duty pay. Employees are expected to return to work immediately upon being released from jury duty service.

Updated 1/08/2014

➤ MILITARY LEAVE

Employees who are members of the National Guard or organized reserves are eligible for required military training leave each year. The College will reimburse employees for the difference between their military training pay and their regular college salary for up to two weeks per year. Military training leave not exceeding two weeks annually will be provided in addition to your regular vacation.

Military leave in excess of two weeks annually will be considered a leave of absence without pay and will be handled according to the Uniformed Services Employment and Reemployment Rights Act (USERRA). Concordia will not reimburse employees for the difference between their military pay and their regular college salary for leaves that exceed two weeks.

➤ PARENTAL LEAVE

(Eligibility .5 FTE or greater)

Minnesota Law provides up to twelve weeks of unpaid leave to employees who work at least half time and have been with the College for at least 12 consecutive months. This leave is available to a mother or father upon birth or adoption of a child. The leave must begin within six weeks after the birth or adoption; however, if the child must remain hospitalized longer than the mother, the leave may not

begin more than six weeks after the child is discharged. The same or comparable position will be provided upon the employee's return. The employee intending to take parenting leave should inform their supervisor as soon as possible, but at least 30 days in advance. Parental leave may run concurrently with other provided leaves.

➤ **PLANNED TIME OFF (PTO)**

(Staff - Eligibility .5 FTE or greater)

Concordia College recognizes employees have diverse needs for time off from work. Planned Time Off (PTO) provides staff with more flexibility in scheduling time off to support work/life balance.

Any accrued leave is available for use with no waiting period. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves to cover vacation, illness, appointments, emergencies and other purposes that require time off from work. When processing payroll, PTO will be deducted from current PTO balance and then the accrual will be applied. The new balance will be available for use in the next pay period. Employees are required to use all available accruals prior to time off without pay.

The maximum amount of PTO an employee can accrue at any given time is 120 hours for employees employed less than ten years, and 160 hours for all other employees.

*Annual PTO is based on a 1.0 FTE, 2080 regular hours.

**No PTO Hours will accrue beyond the maximum listed.

Employees are expected to request PTO and get their supervisor's approval in advance of when PTO is to be used. Requests for PTO may be granted depending on the circumstances, time of year, workload, business needs, replacement availability, etc. We realize that emergencies do arise and it will be necessary to take time off. In these instances, it is the employee's responsibility to notify his or her supervisor as soon as the employee becomes aware of the need for the absence. The College or department can designate PTO time for employees. This designation generally occurs in cases when the College or department is closed or managing non-peak times due to academic year breaks.

PTO Advanced Placement

New and current employees have the opportunity to request an advanced placement within the PTO structure if they had a higher accrual benefit from their immediate employer prior to Concordia, provided there was less than a one year gap in employment between the most recent employer and becoming benefit eligible at Concordia.

- [View PTO Policy in Appendix A.](#)

➤ SCHOOL CONFERENCE & ACTIVITY LEAVE

(Eligibility .5 FTE or greater)

Up to sixteen hours of unpaid time may be taken to attend school conferences and activities of employee's children, which cannot be scheduled outside of the regular work day. Requests for this time off require the approval of the employee's supervisor.

➤ UNPAID PERSONAL LEAVE OF ABSENCE

Occasions may arise when employees need time off from work because of unusual circumstances or for personal reasons. In an effort to recognize the need of employees who require time off in addition to other types of leave, an Unpaid Personal Leave of Absence policy has been developed.

All regular employees employed by Concordia College for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. A regular employee is one who works on an ongoing basis and may be eligible for benefits. Each request will be considered individually, taking into account work record, length of service, nature of the request, and work needs of the department.

Personal leaves of absence will not exceed a combined total of one year for any specific personal circumstance.

- [View Unpaid Personal Leave of Absence policy in Appendix A.](#)

➤ VOTING LEAVE

Employees may be absent from work for the purpose of voting in state and presidential primaries, as well as in state general elections and congressional elections. The employee absent during their scheduled work day will be paid for time spent to appear at the employee's polling place, to cast a ballot, and to return to work on the day of the election.

Safety and Security

Concordia makes every effort to provide a safe and healthy working environment for all employees. Employees are expected to follow the safety and health requirements established by the College as well as Federal, State and local laws.

Campus emergency procedures are available on the Security/Public Safety Office website. The College's Website is the primary source of information and resources for preparing for and responding to emergencies. All employees are encouraged to review this information for future reference.

Reporting an Emergency

Calling from Campus Phone
9-911 for Emergency Dispatch
3123 for Security/Public Safety

Calling from-Non Campus Phone
911 for Emergency Dispatch
299-3123 for Security/Public Safety

➤ BLIZZARD

If you are not on campus and would be traveling to reach campus, weather-related updates, including any announcements about canceled classes or closing the campus, will be posted on our emergency site www.ConcordiaEmergency.com and also shared with local media.

➤ BOMB, BIOLOGICAL, CHEMICAL THREATS

If the threat is contained in a written message, do not throw it away. Keep the message and any envelopes and give to police. Limit handling of the message and envelope. Keep track of the following information:

- 1) To whom in particular, if anyone, was the message sent?
- 2) How was the message sent (campus mail, U.S. mail, email)?
- 3) Have previous threats been made?

If the threat is made by e-mail, do not delete the message - leave it open. Read the e-mail threat to determine if you are in immediate danger. Call Emergency Dispatch (911) and Security/Public Safety (3123). Follow police and Security/Public Safety instructions.

If the threat is received by telephone, remain calm and try to get as much information as possible about the threat and the caller. Do not hang up the phone. Call Emergency Dispatch (911) and Security/Public Safety (3123) from a different phone or have someone else make the emergency calls while you remain on the line with the person calling in the threat. Keep track of the following information:

- 1) Date and time of call
- 2) Time and location where the incident will occur (name of building, location in the building, location on campus grounds).
- 3) What type of bomb, biological agent or chemical will be used?

-
- 4) What is the reason for the threat?
 - 5) Who is the target?
 - 6) Who is responsible for the threat?
 - 7) Who is the caller - sex, estimated age, emotional state (excited, calm, upset, etc.)?
 - 8) Did the caller have a particular accent, voice pattern or unusual/distinct word usage?
 - 9) Did you hear any background noises (music, traffic, trains, voices, etc.)?

Suspicious Items/Packages

Report any suspicious items/packages to Emergency Dispatch (911) and Security/Public Safety (3123) from another location. Tell others to stay away from the item or package. Do not investigate or touch the item or package.

➤ **CAMPUS COMMUNICATION IN THE EVENT OF AN EMERGENCY**

Emergency Preparedness and Response

Concordia's crisis management plan was developed in consultation with Clay County Emergency Management and involves extensive coordination with city and county emergency services. Accurate communication during an emergency is crucial thus the Office of Communications and Marketing will be the source of official college information in a crisis situation. College employees should refrain from public comment and instead direct all media inquiries to Amy Kelly (3642 or akelly@cord.edu).

Emergency Notification

Depending on the origin and nature of a campus wide emergency, the campus community will be alerted by one or more of the following methods:

- **e2Campus:** This is a system that sends emergency messages to designated cell phones and e-mail addresses. Those registering for the service will receive timely information during college emergencies. Normal fees from cell phone providers apply, but there is no charge from the college to use the service.
- **E-mail:** Any correspondence from emergency@cord.edu should be opened immediately. This address is reserved exclusively for emergency information.
- **Web site:** In the event of an ongoing campus emergency, regular updates will be provided on the following Web site: www.ConcordiaEmergency.com. This will help ensure access to online emergency information, even if the college server is not operational.

➤ **CHEMICAL SPILL**

Chemical spills that do not pose an obvious threat

Attempt to confine the spill if you have been trained and it is safe to do so. If you have contact with the spilled material, remove contaminated clothing immediately and flush all areas of the body affected with large amounts of water for at least 15 minutes. Get away from the spill area to fresh air.

Notify Security/Public Safety (3123) and report the following:

- 1) Building name
- 2) Floor and room number
- 3) Type of accident
- 4) Chemicals and quantities involved

Chemical spills that pose an obvious threat

Notify Emergency Dispatch (911), followed by Security/Public Safety (3123) and report the following:

- 1) Building name
- 2) Floor and room number
- 3) Type of accident
- 4) Chemicals and quantities involved

Evacuate the building immediately.

- [View Emergency Evacuation and Lockdown Procedures in Appendix A.](#)

➤ **CRIMINAL SITUATIONS**

Intruders, Assault, Weapons

After first making sure that you are safe, call 911 or 3123 immediately. Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

Be prepared to provide the following information:

- 1) Exact location of the incident
- 2) Exact location of any victims
- 3) Number of suspect(s) involved
- 4) Description of suspect(s) - sex, race, height, weight, hair color, age, clothing
- 5) Direction of travel of suspect(s) and how they fled the scene - on foot or vehicle
- 6) Vehicle description - car, pick-up, SUV, make, model, color, license plate number
- 7) Your name, current location and telephone number

Acts of Violence - Sexual Assault

After first making sure that you are safe, call 911 or 3123 immediately. Be prepared to provide information as noted in the previous section on All Acts of Violence. In addition:

- 1) Get medical treatment promptly.
- 2) Do not shower or change clothing - important physical evidence can be gathered after an assault.
- 3) Seek support and counseling from the Concordia Counseling Center (3514) and/or the Rape and Abuse Crisis Center of Fargo-Moorhead (293-7273).

Hostile Intruder

Inside Building

When an intruder in a campus building is posing a threat of or causing deadly harm, seek cover immediately and call Emergency Dispatch (911) and Security/ Public Safety (3123).

- 1) Do not pull the fire alarms to evacuate the building. People attempting to evacuate may be put in harm's way.
- 2) Look for all available exits if it becomes necessary to flee.
- 3) Go into a classroom, residence hall room or office and lock the door.

-
- 4) Stay low, away from windows, and barricade the doors if possible.
 - 5) Students and college employees should not attempt to leave the building until told to do so by security or police personnel - unless it is clear that you are in more danger by staying in the building.

On Campus Grounds

When a hostile intruder is posing the threat of or causing deadly harm on the campus grounds, act as follows:

- 1) Run away from the threat.
- 2) Do not run in a straight line. Use cars, buildings, trees and shrubs for cover.
- 3) If you get away from the immediate danger area, call Emergency Dispatch (911) and Security/Public Safety (3123) and warn others not to go near the danger area.
- 4) If you decide it is too dangerous to run from the person(s) and you must hide, try to find a spot where you will remain out of sight.
- 5) If you are unable to run or hide and the person(s) has/have already caused serious injury or death to others, you may choose to play dead if other victims are around you.
- 6) If hiding or playing dead, do not give up your position or move until the police give the all-clear sign.

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

Weapons

If you suspect a person is carrying a weapon on campus, alert Security/Public Safety immediately (3123). Report the following information:

- Where is/are the person(s)
- What is happening
- Physical and clothing description
- Type of weapon
- Vehicle description and license plate number (if applicable)
- Where last seen or direction of travel

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

➤ FIRE

Familiarize yourself with the locations of fire extinguishers and all exits in your building.

If you see or smell smoke or fire, do the following:

- 1) Call 911 and activate the building's fire alarms at a red pull station.
- 2) Always assume that an emergency exists if fire alarms are sounded.
- 3) Get out of the building. All rooms must be evacuated. Walk quickly to the nearest exit. Do not use elevators.
- 4) Test doors to see if they are hot. If they are hot, the fire may be blocking your exit. Seal the crack under the door with clothing or towels, preferably wet.

-
- 5) Open a door or window in the room and hang clothing, a sheet or a towel outside to attract the attention of emergency rescue personnel.
 - 6) If possible, wait for a rescuer to come get you.
 - 7) Shout at regular intervals to alert emergency crews of your location.
 - 8) If smoke is present - stay close to the floor and hold your breath if possible.
 - 9) Once outside, stay at least 500 feet from the building and out of the way of emergency personnel.

➤ FLOODING

In the case of river flooding, the college typically will have a few days' notice of the potential problem. Directions will be given at that time by residence hall staff or department heads to all students and employees whose rooms or offices are located on the lower levels.

In the event of flooding from abundant rainfall, do the following:

- 1) Remove belongings from the floor if possible.
- 2) While keeping valuables on campus is not advised, small items of value can be taken with you if water is encroaching on your area.
- 3) Move to a higher floor.
- 4) If sidewalks and streets are overcome with water, do not evacuate the building. Just move to a higher floor.

➤ GAS LEAKS

If you detect or are aware of a gas leak, follow these instructions:

- 1) Stop what you are doing and evacuate the area.
- 2) Do not switch on any electrical equipment, as that could cause an explosion.
- 3) Call 911 and Security/Public Safety (3123) immediately.

➤ INJURY

If you become aware of a person who is seriously injured, call 911 and Security/ Public Safety (3123). Be prepared to provide the following information:

- 1) Exact location of the injured person.
- 2) Condition of the injured person - level of consciousness, breathing, blood loss, legal or illegal drug and alcohol use, apparent nature of injuries.
- 3) Name, address, phone number(s) of injured person if possible.
- 4) Your name, address, phone number.

➤ PERSONAL PROPERTY

The College does not assume responsibility for the loss or theft of your personal belongings. You are advised to take caution with your valuables. Never leave valuable items unattended on the top of your desk.

Personal property found on college premises should be returned to the owner, if known, or turned in to Lost and Found at the Information Desk. Contact the Public Safety Office if you have any questions regarding lost or stolen property.

➤ RIGHT TO KNOW, MINNESOTA

If your job requires you to be routinely exposed to products, compounds or work processes which contain or generate hazardous substances or harmful physical agents, you are entitled to receive training and specific information to enable you to perform your work safely. Your supervisor will contact you concerning any necessary training. In addition, all employees have the opportunity to view the videotape, "Health Hazards in the Workplace". You will be informed of scheduled showings or you can contact the Office of Human Resources to arrange to see the tape.

- [View Right to Know policy/procedure in Appendix A.](#)

➤ SAFEWALK SERVICE

The Security/Public Safety Office provides escorts within a three block perimeter of campus. Call 218.299.3123.

➤ SUSPICIOUS PERSON/ILLEGAL ACTIVITY

If you believe you are witnessing a crime or a person seems suspicious, trust your instincts and call Emergency Dispatch (911) and Security/Public Safety (3123). Report everything you observed about the crime or suspicious person including:

- 1) Where the suspected crime or person is located
- 2) What the person(s) is/are doing
- 3) Description of the person(s) involved
- 4) If you saw any weapons
- 5) Vehicle description
- 6) Direction of travel

Do not attempt to detain the suspect(s). Never place yourself or others in danger to obtain any information.

➤ TORNADO

If the National Weather Service issues a tornado warning for the Fargo-Moorhead area, the citywide Civil Defense Sirens will sound (these sirens are tested the first Wednesday of the month at 1 p.m.). If the sirens sound during the non-testing time:

- 1) Go to the lowest level of the building you are in and stay away from windows and any exterior doors.
- 2) Monitor emergency weather statements and developments on a battery-operated radio, since violent storms can often lead to power outages.
- 3) If power remains available, monitor weather radar from computers by going to any gateway off the college's homepage and clicking on the weather bug.

➤ WORK INJURY

Report any injury to your supervisor as soon as possible, no matter how minor it may appear. Failure to report the work injury right away may result in loss of workers' compensation benefits.

For more information, visit [CobberNet](#).

Resources and Services

The College offers employees a range of facilities, services and other resources aimed at providing opportunities for recreation, learning and social interaction, and promoting health and welfare.

➤ **ATHLETIC EVENTS**

Employees their spouses and children receive free admission to all regular season athletic contests by showing the employee's Concordia ID. Pass cards for family members may be obtained at the Athletic Office. Ticket fees are charged for post season championships held on our site as they are conducted by the MIAC and NCAA.

➤ **ATHLETICS FACILITIES USE**

Concordia offers employees and their family access to all athletic facilities, including the sauna, swimming pool, basketball and tennis courts, weight room, workout balcony, and indoor track. Contact the Olson Forum desk (4310) for schedules of open hours. The I.D. card will allow you to use the facilities and your key fob will provide access to the workout balcony. One family member above the age of 18 may join you for your workout.

➤ **ATM**

For the convenience of students and employees a Wells Fargo ATM is located in the Knutson Campus Center.

➤ **CALENDAR OF EVENTS**

A master calendar of all foreseeable events in the coming year is prepared each year by a committee composed of representatives of student activities and college departments which actively engage in sponsoring campus activities. This group also approves major calendar additions or revisions during the school year. The director of Student Activities is the chair of this committee. The committee helps to bring about an integration of the various activities on the campus for the sake of proper scheduling and avoidance of conflicts. The key objective of the committee is to establish effective lines of communication among all those scheduling activities.

Three activities calendars are prepared: the weekly activities calendar, the monthly tri-college calendar, and the yearly activities calendar.

All meetings and organized events sponsored by a Concordia organization or group, held on or off campus, are to be scheduled through the Office of Campus Information. The master activity calendar of the college resides in the Campus Information Office.

➤ **CAMPUS DIRECTORY**

The Concordia College Directory lists employees and students alphabetically. It includes addresses, phone numbers, positions and photos of employees. The directory is intended for internal use only; use for commercial purposes is not authorized by the College. All employees are encouraged to have their photos taken, free of charge, in the College's Photo Lab for use in the directory. Employees are encouraged to keep their photo up to date.

➤ CAMPUS EMERGENCY NOTIFICATION

Depending on the origin and nature of a campus wide emergency, the campus community will be alerted by one or more of the following methods:

- **e2Campus:** This is a system that sends emergency messages to designated cell phones and e-mail addresses. Those registering for the service will receive timely information during college emergencies. Normal fees from cell phone providers apply, but there is no charge from the college to use the service. Register here.
- **E-mail:** Any correspondence from emergency@cord.edu should be opened immediately. This address is reserved exclusively for emergency information.
- **Website:** In the event of an ongoing campus emergency, regular updates will be provided on the following Web site: www.ConcordiaEmergency.com. This will help ensure access to online emergency information, even if the college server is not operational.

➤ CAMPUS ROOM RESERVATIONS

Campus Information and the Calendar Committee are ready to help you schedule your events on campus. Thousands of events and meetings are scheduled each year. We ask that you make your reservations early, by e-mail, and follow posted guidelines.

The Event Planning Form is required three weeks in advance for all events needing setup or services, or held in special event spaces.

➤ CASHIER SERVICES

The Business Office provides a free check cashing service provided the following criteria are met:

- The person presenting the check has a current Concordia College ID card.
- The check is drawn on a bank in the United States.
- The person presenting the check is the payee on the check.
- The amount of checks being cashed on any one day does not exceed \$150 per person.

The College reserves the right to refuse to cash any check that it suspects may be fraudulent or any check that is stale dated (more than six months from the date of issue). A check returned to the College by the bank because of insufficient funds will require the individual who cashed the check to reimburse the College for the amount of the check and any NSF (nonsufficient funds) fees.

Cashier hours are 9 a.m. - 12 noon and 1-4 p.m., Monday-Friday.

➤ CENTER FOR STUDENT SUCCESS

The Center for Student Success offers a variety of academic services and support programs to students including Orientation, First Year Transition Labs, Tutoring, Peer Mentoring, and the Writing Center. The Center exists to assist students in navigating key transition periods, any college-related issues and concerns, as well as referring to other resources at Concordia. In collaboration with faculty, staff and other campus offices, our services allow students to connect with professional staff and student leaders in an effort to create a rewarding and successful college experience.

Orientation

The purpose of Orientation is to assist new students in making a healthy beginning to life at Concordia College. During Orientation, new students will become familiar with the campus, academic life, student activities, and college procedures. It is the first step in a student's successful transition to their college career both socially and academically.

First Year Transition (FYT) Labs

The FYT Labs are an extension of the orientation program facilitated by a student leader. During the FYT Labs new students will dig deeper into important topics like: overcoming failure, how to manage time as a student, ways to meet new people in a new place, and campus resources.

Tutoring

Center for Student Success tutors are students who provide content tutoring in a variety of subject areas and help students find effective study strategies for specific academic programs. Tutors are recommended by faculty members and complete a thorough training program to make sure they are well prepared to assist you.

Writing Center

Writing Center staff can assist with any stage or aspect of the writing process: brainstorming topics or thesis statements, organizing outlines and research, working with citations and grammar. Assistance from the Writing Center is available by appointment or for walk-ins.

Peer Mentors

Peer Mentors are here to help you navigate the college experience and will assist you in any way they can. These student leaders are available to provide assistance, support, guidance, or mentoring, as well as make referrals to the right resource here on campus to help resolve any concerns.

Center for Student Success

Normandy

218.299.4551

success@cord.edu

➤ **CHAPEL**

Chapel services are held daily, Monday through Thursday. The campus pastor has the responsibility of scheduling chapel events.

➤ **CONCORDIA DAILY MESSAGE**

Daily Message is an online and email publication designed to inform the Concordia constituency of events happening within the college community. Among topics discussed are promotions, new policies, job vacancies, new personnel and campus events. This is a highly informative newsletter, which you are encouraged to read. You are also invited to submit news items.

➤ COBBERNET

Employees can access [CobberNet](#), Concordia's Intranet by logging in with Concordia e-mail user name and password. Once logged in, employees can easily access an array of information. Some examples include:

- E-mail
- College related messages/news
- Payroll earnings/deductions
- Leave accrual, usage and balance

➤ COBBER BOOKSTORE

The Cobber Bookstore is your official source for Cobber gear, gifts, supplies and more. Employees receive a discount of 10% at the Cobber Bookstore. Some exclusions apply.

➤ COBBER CASH

Cobber Cash is a declining balance account available to students, faculty and staff of Concordia College. It is similar to a checking account without the checks. Money is deposited into your Cobber Cash account, with each purchase debited from the account balance. You can receive a current balance after each transaction.

Cobber Cash funds can be used throughout campus anywhere cash is accepted such as the post office, Coffee Stop, Korn Krib, The Maize, Anderson Commons, the bookstore, and more. Access your online card account to post funds to your Cobber Cash account and view the balance of your Cobber Cash, Dining Dollars and meal plan. Your account is activated through your college user ID and password, which you receive from Information Technology.

Deposits can also be made at load stations throughout campus or in the Dining Services office. When you leave Concordia, any remaining balance over \$10 will be refunded in full, at your request.

➤ COMMUNICATIONS AND MARKETING

We want to help you with your messaging and reaching your audiences. As the brand management arm of the college, the Office of Communications and Marketing is here to help you create what you need to communicate effectively. From print pieces to social media plans, the office can assist you with your communication needs.

Specialty Areas

- Graphic Design
- Social Media
- Website Updates
- Photography
- Videography
- Media assistance
- Marketing Data Analysis

-
- Sports Information
 - Writing
 - Editing
 - Printing

The Print Shop

From business cards and letterhead to posters and pull-up banners we can help you with your printing needs both large and small. Our on-campus print shop is a huge asset to the college with fast and affordable printing. Our staff can assist you with design work or some jobs can be printed with your design.

If you need help with any of these areas, you can contact us through our [project request form](#) or you can call Kim Kappes at 218-299-3147.

➤ **CULTURAL EVENTS SERIES AND LECTURES**

Employees and their spouse can attend most cultural events and lectures by presenting the employee's Concordia Identification Card.

➤ **DIGITAL MEDIA SERVICES**

Digital Media Services (DMS) supports instructional use of video by classes, and also provides video services to campus and community groups. DMS is located in Olin 131 and includes a multi-configuration television studio, digital and analog video editing studios, a master control center with off-air recording and video transfer facilities, and staff offices.

Services provided by DMS include taping of classroom presentations, maintenance of classroom video equipment, taping and video playback services for campus and community events (Athletics, C-400, synod meetings, etc.), satellite downlinks, two-way videoconferencing, off-air recording, video copying and transferring among all formats (when copyright law allows), video production projects, and use of studio facilities. DMS also maintains the Concordia Cable system, which provides local broadcast, cable, and college programming to the residence halls.

➤ **EMPLOYEE IDENTIFICATION CARD**

The Concordia College ID Card is the property of Concordia College and identifies an individual as an employee. This card contains a unique nine digit number assigned to each employee. By presenting this card, an employee can access services across the campus. The services include Library, Meal Plan, Cobber Cash, Vending/Concessions, and Cultural/Athletic Events.

Concordia College ID card

Your Concordia College ID card serves many important functions on campus, including:

- **Identification Card:** This card identifies you as a student, faculty, or staff member of the College. This is also required when purchasing tickets to on-campus events, usually to get in free or at a reduced price.

-
- **Library Card:** This card is required to check out books at the library and is useful when performing other functions like using the copier.
 - **Meal Plan Access Card:** This card is required when going through the dining center on campus. In other words, it is your ticket to eat!
 - **Cobber Cash Card:** The card owner or other designated members (such as parents of students) can load the Cobber Cash balance of the ID card, for use as detailed on the Cobber Cash page. These funds are accessed by specifying to the checker to use Cobber Cash for the transaction, then by swiping the card. The amount of the transaction is automatically deducted from the Cobber Cash account on the card.
 - **Vending/Concession Card:** In addition to paying cash, employees may use their Cobber Cash accounts to pay for items from equipped vending machines.

Since the technology is already embedded into ID Cards, there is no additional charge for all ID card cashless services. They are a benefit of attending or working at Concordia. You will not have to worry about carrying cash on campus again!

All balances must be prepaid. Checkers and vending machines will not allow these accounts to descend into negative balances.

➤ **EMPLOYEE MEAL PLANS**

Faculty and staff can purchase a meal plan to be used in Anderson Commons. The meal plan is purchased in increments of five meals that can be used at any time throughout the year. The meals are accessed through your Concordia ID card. You can order meals online.

➤ **FACILITY REPAIRS**

Facilities Management is responsible for the physical structures and utilities on campus. When a repair is needed, submit a work order through the online system or call x3362.

Situations that are life threatening or likely to cause ever damage to a college building or facility should be called in immediately. During normal business hours call 3362. During the night, weekends or holiday call Public Safety at 3123.

➤ **HUMAN RESOURCES**

Concordia College's Human Resources Department is committed to providing quality services in a professional, respectful and consistent manner in the areas of recruitment/retention, training/professional development, compensation/benefits, employee relations, talent management, and payroll. In providing these services, we are dedicated to, integrity, clear communication, progressive thinking and resourceful solutions toward meeting Concordia College's mission, vision, values and strategic objectives.

➤ IDENTITY AND STANDARDS GUIDE

Concordia is a recognized leader in K-16 global education. Concordia's distinctive position is created through the integrated and continually evolving strength of Concordia College and Concordia Language Villages.

United in a mission to influence the affairs of the world by preparing people of all ages for responsible global citizenship, the College and Villages are working in harmony to provide innovative and life-shaping educational experiences.

Concordia's new visual identity program reflects the direct relationship between the College and Villages, while also portraying the complementary nature of their respective brand personalities. Ensuring the integrity and clarity of Concordia's brand identity will require consistent adherence to these guidelines. Your assistance and cooperation is greatly appreciated.

- [View the Visual Identity Standards Guide in Appendix A.](#)

➤ INFORMATION TECHNOLOGY SERVICES

Information Technology Services (ITS) is the central division that supports academic and administrative computing on campus. Concordia College is committed developing technology resources to support the mission and strategic goals of the college, and to enhance student learning and faculty scholarship.

- [View more information about ITS on CobberNet.](#)

➤ INSTRUCTIONAL RESEARCH AND ASSESSMENT

Instructional Research and Assessment conducts a continuing program of studies on the effectiveness of the college's programs and environment. These studies include the core curriculum; major/minor programs; student academic achievement; student development; and alumni studies. The office also conducts special institutional studies as needed.

➤ KEYS

Facilities Management handles key access for the campus. The possession of a key/fob to a college facility carries specific responsibilities to ensure safety and security of the campus and employees. It is important employees take steps to ensure unauthorized use does not occur:

- Do not leave keys/fob unattended where they may be exposed to unauthorized use or theft.
- Do not loan to anyone.
- Do not identify the key/fob with building/room names or numbers.
- In the event of the loss or theft of any key/fob, Campus Public Safety must be notified within 24 hours by calling 3123.
- Employees may request key access by submitting a Key-Fob Request form.

➤ LIBRARY

Employees may access the Carl B. Ylvisaker Library resources and services by presenting a valid College ID. Library services include reference, instruction, materials acquisition, cataloging and circulation. Concordia students, staff and faculty may use all library public computers, laptops, data ports, and wireless access. The Instruction Lab in the Curriculum Center will be available for general use when not booked for instruction. A limited number of laptops are available for check-out by Concordia College students, faculty, and staff for use in the Library.

- [View Faculty and Staff Circulation Policy in Appendix A.](#)
- [View Laptop Circulation Policy in Appendix A.](#)

➤ MAT BUS SERVICE

Employees can ride the MAT bus for free by presenting their College ID. Bus schedules are available at the Campus Information Desk.

➤ PARKING

All motor vehicle (car, van, motorcycle, motorbike, etc.) and bicycle operators are expected to be registered and familiar with the parking and traffic policies. Concordia students, faculty, staff, and guests may park in designated campus parking lots with the appropriate parking permits. Employee permits are issued at no cost in the Facilities Management office.

- [View the Parking Policies on CobberNet.](#)

➤ POST OFFICE

Concordia College provides mail distribution of U.S. Mail, and public communication (campus mail) as service for both administrative and academic offices/departments and individual members of the college community.

- [View the Mail Distribution Policy in Appendix A.](#)

The Concordia post office is located on the mezzanine level of the Knutson Campus Center. Postage stamps and specialty mailing envelopes are available at the post office window, which is open designated hours. These purchases may be paid for with cash, check, or Cobber Cash. Intra-campus mail does not require postage.

Window Hours

Monday-Friday

Academic Year: 9:30 a.m.-3:30 p.m.

Academic Breaks & Summer: 9:30 a.m.-2 p.m.

Advanced postal services such as c.o.d's, money orders, and registered and insured mail may be obtained at the Moorhead Post Office which is located at 119 5th Street South, Moorhead, MN 56560.

➤ REPORTING AN EMERGENCY

Calling from Campus Phone

9-911 for Emergency Dispatch

3123 for Security/Public Safety

Calling from-Non Campus Phone

911 for Emergency Dispatch

299-3123 for Security/Public Safety

➤ SECURITY/PUBLIC SAFETY OFFICE

One of the Security/Public Safety Office's primary responsibilities is to ensure that all members of the Concordia community may pursue their occupation and/or education without fear for their mental, emotional, and/or physical wellbeing. Security/Public Safety is also responsible for providing a safe academic, working, and living environment for all of the Concordia community and its visitors.

The Security/Public Safety Office is located on the first floor of the Knutson Campus Center near Campus Information. Security/Public Safety is open 24 hours a day, seven days a week, including holidays.

Security/Public Safety Office

Purpose:

One of the Security/Public Safety Office's primary responsibilities is to ensure that all members of the Concordia community may pursue their occupation and/or education without fear for their mental, emotional, and/or physical wellbeing. Security/Public Safety is also responsible for providing a safe academic, working, and living environment for all of the Concordia community and its visitors.

Contact Information

The Security/Public Safety Office is located on the first floor of the Knutson Campus Center near Campus Information. Security/Public Safety is open 24 hours a day, seven days a week, including holidays.

Critical Information:

Emergency Communication (how the campus community will be notified)

Emergency Operations Plan

Evacuation/Lockdown Procedures

Criminal Emergencies (intruders, weapons offenses, assault)

Chemical Spills

Medical/Mental Health Emergencies

Weather-Related Emergencies

Utility Emergencies

For More Information, Contact:

William MacDonald

Director of Security/Public Safety

➤ **STUDENT DEVELOPMENT AND CAMPUS LIFE**

The Division of Student Development and Campus Life facilitates several other offices and programs dedicated to helping you succeed on campus. The division is intended to help meet the personal and academic needs of students and to enhance the total student-learning experience at Concordia. Students with any problems, concerns or questions are encouraged to visit or call the Office of Student Development and Campus Life for assistance.

Residence Life

Residence Life at Concordia is more than dorms and dining halls. It's the place many students call home for four exciting years of their lives. Whether living in one of our on-campus residence halls or townhouses —or close by in an off-campus apartment —Residence Life helps students stay connected to the Concordia community.

The mission of Residence Life is to provide a safe living environment that promotes personal growth, fosters student learning, stresses responsible behavior and encourages community involvement.

Counseling Center

Concordia's Counseling Center is here to help you grow emotionally, socially and educationally through increased self-understanding. They offer free individual, couple and group counseling services to all enrolled students. At times, you may experience personal, relational, social or academic difficulties that you are unable to resolve on your own – and you may find it helpful to talk to a professional counselor about your concerns.

Services include, but are not limited to: personal growth, interpersonal relationships, grief and loss, self-esteem, sexuality, anxiety, depression, eating problems/body image, alcohol/drug abuse referral source, rape and crisis counseling, psychological testing, including the MMPI and MBTI, and consultation with faculty and staff regarding student-related issues. The Counseling Center also offers disability services to students with long-term or temporary disabilities.

Career Center

The task of landing the internship of your dreams or that perfect first job can be more than a little daunting. The staff at Concordia's Career Center understand that, and that's why they've developed numerous programs to help you with the entire process – from making a career choice to gaining valuable experience during a co-op, searching through job openings, building an exceptional resume and fine tuning your interview skills.

Services provided include:

- College majors and career choices counseling
- Job search tools, such as job boards, resume help, and interview preparation
- Graduate & professional school preparation
- Research Opportunities

-
- Co-op & internship assistance
 - Student jobs & volunteer opportunities
 - Events including career fairs, workshops, and on-campus recruiting
 - Appointments are recommended, but staff members are often available for walk-in questions and other assistance.
 - Their Career Planning Guide is an excellent place to begin planning! Whether you're choosing a major, writing your first resume, or planning for a co-op/internship - it's all inside!

Contact:

Career Center
Concordia College
Parke Student Leadership Center
901 8th St S
Moorhead, MN 56562
Phone: 218.299.3020

➤ **SWIMMING POOL**

The swimming pool is available for open swim and lap swim during designated hours. Employees and their immediate family members are allowed to use the swimming pool free of charge during pool hours. The employee's ID card must be shown before entry. Children under the age of 9 must be accompanied by an adult. Swimming lessons are offered to employees and community members year round. Employees are allowed to register their children or grandchildren for swimming lessons one week prior to the start of public registration.

➤ **VALLEYFAIR**

Valley Fair provides a discount for regular admission and parking from May – October.

➤ **VEHICLE USAGE**

Concordia strives to provide a safe and healthy environment for all students, employees and visitors. Driving a college vehicle (owned, leased or rented) is a privilege and Concordia reserves the right to deny or revoke driving privileges. Before the College grants the privilege to drive a College vehicle (owned, leased or rented), the College must determine the individual meets all requirements of policy, including having an acceptable Motor Vehicle Record (MVR). Your personal auto insurance will supersede any other insurance in the event that you use your own vehicle for college business.

All drivers must:

- Possess a valid United States driver's license for the appropriate vehicle class.
- Submit a completed Motor Vehicle Record (MVR) consent form authorizing the College to check the driver's MVR.
- Maintain a MVR that satisfies the standards as outlined in policy.
- Immediately notify supervisor in the event a driver's license is suspended, revoked or has any limitations or restrictions.
- Meet the College's insurability standards set forth by the College's insurance carrier.

-
- Observe all applicable federal, state and local motor vehicle laws, ordinance and regulations.
 - Report all incidents in accordance with established College procedures and cooperate in any investigation of the incident and any subsequent proceedings.
 - Wear a seat belt at all times and ensure all passengers wear seat belts.
 - The College does not recommend the use of cellular phones while driving. It is recommended the driver pulls completely off the road and come to a complete stop in a parking area or other safe place before accepting or placing a call. It is illegal in Minnesota to be texting or accessing the web from a cell phone while driving.
 - [View the Complete policy in Appendix A.](#)

➤ **VERIZON WIRELESS**

Verizon Wireless provides up to an 18% discount on services and up to 25% off accessories. Visit with a Verizon representative or go online for more information regarding employee discounts.

➤ **WELLNESS**

Employees and their immediate family can access on-campus athletic facilities. Contact the Health and Physical Education Department (4130) for schedule.

Appendix A

Full Policies

AMERICANS WITH DISABILITIES ACT AND AMENDMENTS ACT

Purpose

To comply with the Americans with Disabilities Act (ADA), the Americans with Disabilities Amendments Act (ADAAA) and the Minnesota's Women's Economic Security Act which protects applicants and individuals with disabilities from discrimination and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Policy

It is the policy of Concordia College to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is college policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The College will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Concordia. Contact HR with any questions or requests for accommodation.

The college will reasonably accommodate employees with health conditions related to pregnancy or child birth if the employee so requests, with the advice of licensed health care provider or certified doula, unless the accommodation would impose an undue hardship on the College's operations. An accommodation request of more frequent restroom, food and water breaks, seating or limits on lifting over 20 pounds must be granted and does not require medical advice from medical provider.

All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The college will not retaliate against and employee for requesting an accommodation.

Definitions

As used in this ADA policy, the following terms have the indicated meaning:

Disability means a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment or being regarded as having such an impairment.

Major life activities include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

The ADAAA also includes the term “**major bodily functions**,” which may include physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity **requires an individualized assessment, and** an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include, but are not limited to, epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment such as cancer that is in remission but that may possibly return in a substantially limiting form also is considered a disability under EEOC final ADAAA regulations.

Direct threat means a significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship means an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources; or the impact of such accommodation upon the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.

-
- The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.
 - The impact of the accommodation on the operation of the facility.

Essential functions of the job refer to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

Procedures

The HR department is responsible for implementing this policy, including resolution of reasonable accommodation, safety/direct threat and undue hardship issues. The college will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

History Updated 2/01/2015; Updated 01/01/2009; Reviewed 01/01/2005; Reviewed 01/01/1998; Approved 1990

BEREAVEMENT POLICY

Purpose

Concordia College recognizes that bereavement is a difficult life event, requiring time to grieve and fulfill family obligations.

Eligibility

All active employees at .5 FTE and above in a regular position.

Policy

Concordia will provide eligible employees with paid bereavement leave following the death of an immediate family member. An employee is allowed up to three (3) working days per occurrence. *(For employees working an alternative, part-time, or compressed work schedule, the allotment is prorated based on their regular weekly schedule).*

Immediate Family Members are:

- Spouse
- Parent
- Sibling
- Child
- Mother/father-in-law
- Sister/brother-in-law
- Daughter/son-in-law
- Grandparent/spouse's grandparent
- Grandchild
- An Adult who stood "in loco parentis" during an employee's childhood

Procedures

An employee should notify their supervisor of the need to take bereavement leave as soon as possible. The College's bereavement leave policy is intended to be administered in a respectful and flexible manner. The department head and the employee should agree on how much time is needed. The basis for the decision might include the employee's relationship to the deceased, travel distance, and his or her involvement in funeral arrangements. PTO and unpaid leave (in cases when PTO is exhausted) are also options that may be used to extend bereavement leave beyond the three (3) days. Generally, bereavement leave is taken immediately following the death. However, there may be circumstances when a department head will recognize the need for flexibility, for example, if a memorial service is scheduled at a time in the future. The college reserves the right to request documentation, such as an obituary or funeral program.

History: Effective 9/01/2016; Approved 7/25/2016;

BIAS INCIDENT AND RESPONSE POLICY

Effective Date: February 1, 2020

Scope: The College

As an academic community, Concordia College welcomes and values diversity, civil discourse, and the examination of multiple ideas and perspectives.

Concordia College aspires to be a diverse community that affirms an abundance of identities, experiences, and perspectives in order to imagine, examine and implement possibilities for individual and communal thriving. Critical thinking grounded in the liberal arts compels us to participate in intentional dialogue, careful self-reflection, and honest interactions about difference, power, and inequity. As responsible engagement in the world calls us to recognize worlds that are familiar or unfamiliar, visible or less visible, Concordia will act to increase and support diversity in all areas of college life. (Concordia Diversity Statement)

In Accordance with the Diversity Statement Concordia College is committed to the right of every individual to be treated with dignity and respect. All members of our community deserve to feel safe, supported and respected. In support of this commitment, Concordia College will not tolerate bias incidents that cause harm to individuals or the campus community.

Bias incidents include activity that intimidates, demeans, mocks, degrades, stereotypes, marginalizes, or threatens individuals or groups based on that individual's or group's actual or perceived age, ancestry, ethnicity, national origin, ability, sex, gender identity or expression, citizenship or immigration status, marital status, socio-economic class, race, religion, religious practice, sexual identity or veteran status. Bias incidents may involve using offensive words, symbols, speech, posters, graffiti and other actions. These examples are not intended to provide an exhaustive list. A bias incident can occur whether an act is intentional or unintentional, and may or may not be a legal act.

Persons experiencing or witnessing bias incidents are strongly encouraged to report such experiences. All reports will be investigated and acted upon in a timely and sensitive manner. Reporting these incidents helps the College provide support to individuals or groups who have been targeted, provide information and/or education to the campus community, prevent further occurrences and, when applicable, hold individuals accountable for their actions.

Reporting an Incident

In emergency situations, or where an immediate threat of safety exists, call Public Safety or 911.

Individuals are encouraged to report incidents immediately and, when possible, preserve physical evidence (emails, text messages, graffiti, written statements, social media posts, etc.) related to the incident. Reports may be made anonymously, though a decision to report anonymously may constrain the College from responding fully.

Reporting Options

- **Online**

Upon submitting an online report, the sender will receive an automatic response confirming the receipt of the report.

[Bias Incident Report Form](#)

- **Reach out to the following:**

Reporting Person	Office
Student	Dean of Students Office of Diversity Human Resources Public Safety
Faculty	Office of Diversity Dean's Office Human Resources Public Safety
Staff	Office of Diversity Human Resources Public Safety

Established disciplinary procedures for handling complaints against students, faculty or staff will be followed in cases involving bias incidents. Disciplinary procedures are laid out in the Concordia College [Student Code of Conduct](#) and in appropriate handbooks for [faculty](#) and [staff](#).

Prohibition of Retaliation

The college prohibits retaliation against any individual who makes a good faith report of a potential violation of this policy, who supports another person's report, or who acts as a witness in any investigation into a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Response

The College's response to reports of bias incidents will depend on various factors including the nature of the incident, whether the alleged violator or violators can be identified, the wishes of the person reporting, the College's obligations to the campus community and the College's obligations under its policies and the law.

The College's Bias Incident Response Team (BIRT) will coordinate Concordia's response to reported bias incidents. The Bias Incident Response Team is appointed by the President and is charged with the following:

- Receiving, and as appropriate, referring reports for investigation or adjudication to appropriate disciplinary processes (Student Code of Conduct, Employee Handbooks, Title IX, etc.)
- Assessing immediate safety concerns, and providing support to individuals and populations
- Ensuring appropriate policies, procedures, and protocols are applied
- Coordinating a timely and comprehensive approach in addressing incidents

-
- Assisting with communication to the campus community
 - Promoting educationally driven outcomes
 - Collecting and tracking BIRT bias data and reporting to the Office of Diversity annually

History – 02/01/2020 Revised Bias-Related Violence, Intimidation and Harassment Policy;

CLEAR DESK, CLEAR SCREEN

Effective Date: June 1, 2008

Scope: The College

Purpose

This policy ensures that all forms of protected information used in and around a work area is protected from unauthorized viewing or altering while that area is unattended.

Policy

Concordia College is committed to maintaining the confidentiality, integrity, and accessibility of the information assets it owns or controls. To assist in this effort, the College will develop and promulgate policies, standards, and guidelines across the College. These information assets can be in many forms. They can range from a piece of paper or a Post-It® note to digital forms such as data stored on a hard-drive or College information accessible from computer workstations. When a work area is left unattended, anyone passing by could have access to all information left on or around the desk as well as all electronic information that a user has access to if that user remained logged onto their workstation. Unattended work areas should be clear of College information classified as Private, Confidential, or Registered Confidential whether it is in electronic or paper form. The President or designee must approve any exceptions to this policy.

Scope

This policy applies to all persons entrusted with access to information protected by privacy laws and rights.

Enforcement

Supervisors are responsible for ensuring that their employees follow this policy. Information Technology Services is responsible for monitoring College workstations for compliance with this policy. In all cases, the College will disclose information as required by controlling law.

Procedures/Guidelines

All users are expected to protect the information for which they are responsible. This includes:

- Configuring a screen saver password that activates after ten minutes, or less, of inactivity
- Filing or otherwise clearing paper containing information protected by privacy laws and rights from your work area when leaving your work area.

History:

Approved 04/07/2008; Effective 06/01/2008

COPYRIGHT, DIGITAL MILLENNIUM POLICY

Effective Date: June 1, 2008

Scope: The College

Purpose

This policy sets forth College policy with regard to the Digital Millennium Copyright Act (DMCA) and specifically 17 U.S.C. Section 512 (c).

Concordia College respects the rights of holders of copyrights, their agents and representatives and implements appropriate policies and procedures to support these rights of holders of copyrights, their agents and representatives and implements appropriate policies and procedures to support these rights without infringing upon the legal use, by individuals, of those materials.

Policy

It may be a violation of copyright law to copy, distribute, display, exhibit or perform copyrighted works without authority of the owner of the copyright. It is Concordia policy that users of Internet services and equipment provided by the College are responsible for their compliance with all copyright laws pertaining to information they place on or retrieve from the Internet. Information on copyright law and these rights can be found in a number of places, but general information can be found by visiting the following sites:

- United States Copyright Office
- Digital Millennium Copyright Act (DMCA)

All individuals who use Concordia, or Concordia contracted Internet services are responsible for their compliance with copyright laws. All instances of reported copyright violations will be reported to the appropriate College authority in accordance with the Concordia Policy Manuals and the Acceptable Use Policy for possible disciplinary actions.

The President or designee must approve exception to this policy.

Scope

This policy applies to all users of the Internet Services provided by Concordia College or its contractors.

Enforcement

The Chief Information Officer (CIO) is responsible for monitoring and reporting compliance with this policy.

Designated Agent

Concordia College's designated agent to receive notifications of alleged infringement under the DMCA is:

Chief Information Officer
Concordia College
901 8th Street South
Moorhead, MN 56562
218-299-4737

Upon receipt of proper notification of claimed infringement, Concordia will follow the procedures outlined in applicable law.

Procedures/Guidelines

Complaint Notice Procedures for Copyright Owners

The following elements, as set for in 17 U.S.C. 512(c) (3), must be included in the DMCA copyright infringement claim:

-
1. An electronic or physical signature of the copyright owner or a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.
 2. Identification of the copyrighted work claimed to have been infringed, or if multiple copyrighted works at a single on-line site are covered by a single notice, a representative list of such works at that site.
 3. Identification of material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit Concordia to locate the material.
 4. Information reasonably sufficient to permit Concordia to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted.
 5. A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.
 6. A statement that the information in the notice is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

Notice and Takedown Procedure

Upon the Designated Agent's receipt of proper notification of claimed copyright infringement, the Designated Agent will attempt to notify the user and Information Technology Services. ITS, or its contractor, shall respond expeditiously by removing, or disabling access to, the material that is claimed to be infringing or to be the subject of infringing activity. Concordia and its contractors will comply with the appropriate provisions of the DMCA in the event a counter notification is received.

Repeat infringers

Under appropriate circumstances, ITS or its contractor, may, at its discretion, terminate authorization of users of its system or network who are found to intentionally or repeatedly violate the copyright rights of others.

History: Approved 04/04/2008; Effective 06/01/2008

CRIMINAL BACKGROUND CHECKS

Effective Date: 05/01/2011

Applies To: All Employees, including key students and camp counselors

Purpose

The purpose of this policy is to describe the terms and conditions under which criminal background checks are conducted.

Policy

Concordia will conduct a criminal background check for each new hire or when an employee transfers positions within Concordia. The position dictates the type of criminal background check to be completed. Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment with Concordia. Depending on a variety of factors (for example, the nature of the position, the nature of the conviction, and age of the candidate when the illegal activity occurred), the candidate may still be eligible for employment. If unreported convictions are revealed in the criminal history check, the offer of employment may be withdrawn and, if employed, the individual maybe separated from employment, unless the individual shows that the report is in error. The decision to reject or terminate an individual with an unreported conviction is solely at the discretion of Concordia. Concordia will make reasonable efforts to keep related information confidential except on a need-to-know basis or as required by law. An offer of employment may be extended to an applicant prior to the completion of the criminal background check. However, the applicant's first day of work in the position will not be prior to the satisfactory completion of the appropriate criminal background check. When a candidate is not selected based on the criminal background check results, the results will be provided and the candidate will be given three business days to refute the information. Additional time extensions may be provided to the candidate at the sole discretion of Concordia. Non-US citizens will be subject to a criminal background check upon hire, when they have been in the United States more than six months.

Definitions

Camp Counselor is defined as a volunteer, employee, student or third party. Key Student is defined as students in practicum, student teachers, overnight hosts, resident assistants, students working with minors, and in public safety. New Hire is defined as any prospective employee that is not currently an employee of Concordia. Employees who have not had an active job for 18 months or more are considered to have separated employment from the College, thus considered a new hire for purposes of this policy. Transfer is defined as a current employee who changes positions or becomes a supervisor (i.e.: Dept. Chair, Division Chair, Lead, Supervisor, Manager, Director, Dean, VP, etc.) and does not have the appropriate criminal background check on file. When a current employee obtains a different position which requires a different background check due to policy or law, the appropriate criminal background check will be conducted.

Procedures/Guidelines

Criminal Background Checks Conducted

The Human Resources office or designee will be responsible for all activities involved with background checks including determining the scope, conducting checks, referring checks to outside vendors and making recommendations based on results. A key component of this role involves keeping information confidential, except on a need-to-know basis or as required by the Minnesota Public Records Act. A breach of confidentiality or the inappropriate use of criminal background check information may constitute a work violation and may be grounds for disciplinary action up to termination.

General Background Check

A general background check will be conducted for all new hires or transfers unless they are subject to another background check defined below. This background check will include a National Criminal Database search and a National Sex Offender Database search performed through Orange Tree. When potential criminal information is discovered, the vendor will comply with the Fair Credit Reporting Act (FCRA) and de-archive the records in the appropriate jurisdiction. The factors outlined in Substantial Relationship Considerations will be utilized for those candidates with a criminal history in determining whether to hire the external candidate or transfer or promote the internal candidate.

National Sex Offender Check/Criminal Disclosure

On an annual basis, the American Camp Association (ACA) requires completion of a criminal disclosure statement and a check of the National Sex Offender Registry for all camp staff –paid, volunteer and contracted.

Sensitive Positions with Key Access or Access to Keys for Residence Halls

The Kari Koskinen Act (Minnesota Statutes sections 299C.66 to 299C.741) requires background checks on “managers” and defines the term very broadly to include any individual “that has or would have the means, within the scope of the individual’s duties, to enter tenants’ dwelling unit. “The College has determined a background check is required when an employee has key access or access to keys of a residence hall.

The Human Resources office will work with the Facilities office in identifying individuals who have access to keys or key access to residence halls. The Minnesota Bureau of Criminal Apprehension will conduct the background check for each identified employee. A FBI national criminal records search will be conducted for candidates or transferred employees who have lived in Minnesota for less than ten years. Human Resources or designee will fingerprint employees subject to the FBI national criminal records search. The Act precludes employment in identified positions for conviction of committing or attempting to commit any of the following crimes as stated in Minnesota Statute 299C.67:

- First, second and third degree homicide
- First and second degree manslaughter
- Criminal vehicular homicide and injury
- First, second, third, fourth and fifth degree assault
- Kidnapping
- First, second, third and fourth degree criminal sexual conduct
- Simple robbery
- Aggravated robbery
- False imprisonment
- Theft
- Burglary
- Terroristic threats
- First degree arson
- Any violation of any level of harassment and stalking statute

Child Care Staff

Cobber Kids is licensed by the Minnesota Department of Human Services (DHS).

Pursuant to the DHS Background Studies Act (Minnesota Statutes, Chapter 245C), Concordia College performs background study on certain persons. This is completed through DHS's online background study system (NETStudy) and will also be mailed or electronically transmitted to the subject of the study by the commissioner of human services (or the commissioner's designated representative) within 15 working days after the commissioner's receipt of the background study form. The DHS Background Studies Act (Minnesota Statutes, section 245C.13) prohibits "the subject of the background study from performing any activity requiring a background study until the commissioner has issued one of the following notices":

(a) the individual is not qualified; (b) the individual is disqualified; or more time is needed to complete the study but the individual is not required to be removed from direct contact or access to people receiving services prior to completion of the study. The notice that more time is needed to complete the study will also indicate whether the individual is required to be under continuous direct supervision prior to completion of the background study.

(c) a notice that a disqualification has been set aside;

(d) A notice that a variance has been granted related to the individual.

Upon receipt of the background study on any candidate, the Cobber Kids Director will notify Human Resources of results that indicate a candidate is disqualified. The Cobber Kids Director will notify the candidate of the results. An employee who has transferred or been promoted, pending results of the background study, will be terminated immediately if the College determines no reassignment or transfer to another position is available.

The results should be filed in the office of Cobber Kids Director with a copy forwarded to Human Resources.

Counselor and Pastoral

Pursuant to Minnesota Statutes, section 604.202

Concordia College requires a background check of candidates concerning the occurrence of sexual contact between the candidate and current or former patients. The College conducts this background check by making inquiries of all the candidate's employers, whose name and address have been disclosed by the candidate and who employed the candidate in a psychotherapy role (including counselors and members of the clergy) within the last five year. These types of positions also require a general criminal background check as defined above.

Recruitment Process

Vacancy Announcement

All full ads and vacancy announcements should contain the following statement:

"Employment will require a criminal background check." People Admin will indicate the criminal background check as an employment contingency.

Position Offer

When verbally making an offer of employment to the successful candidate, the candidate will be informed the offer is contingent upon the successful results of a background check. Written offers will include the following statement: "This offer is contingent on the College's verification of information

required by state law and Concordia's policies, including the completion of a criminal background check."

Consent Form

Before Concordia requests a criminal background check, the candidate must authorize the criminal background check by signing a consent form (may be electronically) and providing identified information. Some candidates will be asked to do this electronically through Orange Tree. Other candidates will need to provide identified information and sign a consent form. This form will specifically ask a candidate to self-disclose if he or she has ever been convicted of a crime or is currently facing criminal charges. Individuals who decline to sign the consent form will no longer be considered candidates for the vacancy. The consent form will be either electronic or paper, as defined by process. As required by law, Minnesota and California residents may select to have a copy of the completed criminal background check.

Substantial Relationship

Consideration

In reviewing the results of a criminal history background check on an individual candidate, Concordia will review each candidate on a case-by-case basis and consider the following factors in order to determine whether there is a substantial relationship between the pending charge or conviction and the position.

The Offense

The nature, severity and intentionality of the offense(s) including but not limited to:

- The statutory elements of the offense (rather than the individual's account of the facts of the offense)
- The individual's age at the time of the offense(s);
- Number and type of offenses (felony, misdemeanor, traffic, other);
- Time elapsed since the last offense;

- The individual's probation or parole status;
- Whether the circumstances arose out of an employment situation; and
- Whether there is a pattern of offenses.

The Position.

The duties, responsibilities and circumstances of the position applied for, including but not limited to:

- The nature and scope of the position, including key access to residential facilities, key access to other facilities, access to ash and access to vulnerable population, including minor children;
- The nature and scope of the position's student, public or other interpersonal contact;
- The nature and scope of the position's autonomy and discretionary authority;
- The amount and type of supervision received in the position or provided to subordinate staff;
- The sensitive nature of the data or records maintained or to which the position has access;
- The opportunity presented for the commission or additional offenses; and

-
- The extent to which acceptable job performance requires the trust and confidence of the employer, Concordia or the public.

Notification

When the criminal history check indicates there are no convictions, the third party vendor will inform the Human Resources office or designee of the results who in turn will inform the hiring manager or designee the employment offer is confirmed.

If the criminal history check indicates there are convictions, the third party vendor will inform the Human Resources office. The Human Resource office will provide a copy of the report to the individual. Concordia will make reasonable efforts to keep related information confidential except on a need-to-know basis or as required by law.

If the criminal background check reveals convictions which the individual disclosed in the application, the Human Resource office will determine the next course of action when state law or College policy disqualifies the candidate. When state law or College policy provides for discretion, the Human Resource office will review the report with the hiring department and jointly evaluate each conviction, including any additional information the individual provides, before the offer of employment is confirmed or withdrawn. Relevant considerations may include, but are not limited to, the nature and number of convictions, their dates, and the relationship of the conviction to the duties and responsibilities of the position. Any decision to accept or reject an individual with a conviction is solely at the discretion of Concordia.

Adverse Action Notification

In the event that the results of the background check influences a decision to withdraw an employment offer or terminate employment and the timeframe for disputing the information as inaccurate has passed, the Human Resources office will inform the hiring manager and the individual.

The Office of Human Resources or designee will contact the candidate to inform them

Concordia is rescinding its contingent offer of employment. The candidate will then receive written notification and a summary of the candidate's rights under FCRA. The candidate will be given the opportunity to review a copy of the report, which outlines candidate's rights to dispute inaccurate information.

Training

Key students and camp counselors will be trained prior to working or leading activities with minors. All other new hires receive training within six months of hire. Training will be conducted on a biennial basis for the organization.

New Policy 05.01.2011

EXTENDED ILLNESS POLICY

Purpose

Concordia College recognizes employees may need extended time away from work for illness or disability.

Policy

Concordia College provides an Extended Illness Benefit program (EIB) for all benefit eligible employees scheduled to work at least .5 FTE (1040) hours on a regular, annual basis. On-call, temporary, seasonal employees and work-study students are not eligible to accrue EIB.

EIB is intended to provide income protection in the event of illness, disability or to receive assistance because of sexual assault, domestic abuse or stalking.

Should an employee suffer a disability preventing them from performing their job, EIB is designed to act as a short term disability plan for an employee. EIB may also be used to care for an employee's child (*under the age of 18 or under the age of 20 if attending secondary school*), or to care for another member of the family who is ill or injured. EIB is also available for an employee to receive or provide assistance to a family member because of sexual assault, domestic abuse or stalking. Family for this policy includes the employee's adult child (*biological, adopted, step or foster child*), spouse, sibling, parent, step-parent, mother-in-law, father-in-law, grandparent, grandchild or step-grandchild. In the cases of an adult child, sibling, parent, step-parent, mother-in-law, father-in-law, grandparent, grandchild or step-grandchild, the employee may use up to a combined total of 160 hours of accrued EIB balance during a twelve month roll-back period.

EIB is granted upon hire or transfer into a benefit-eligible position. Each eligible employee will receive four weeks of leave, pro-rated on FTE, upon hire or first becoming eligible for benefits. An employee working 2080 paid hours will also receive 96 hours on an annualized basis (.046154 per hour). The maximum accrual of EIB hours is 1040. EIB amounts are based upon a maximum of 40 hours worked each week. Actual hours worked and any paid leave taken will count towards the 40 hours. If an employee works fewer than 40 hours in the week and doesn't take any paid leave, the employee will receive EIB hours credited on a pro-rated basis. EIB hours have no monetary value upon separation of employment.

EIB is not considered worked time for overtime calculations. No payment for unused time is provided. When an employee separates from employment and returns to a benefit eligible position within one year of separation date, the EIB balance the employee had credited upon separation will be re-instated.

Usage

An employee may utilize EIB hours after an absence from work equivalent to the lesser of 3 scheduled workdays or 24 scheduled hours for each incident/occurrence. Any available PTO must be used during the three day EIB waiting period. If an employee does not have enough PTO time available, the three day waiting period will be unpaid. The three day qualification period will be waived when the employee, employee's dependent child or spouse are hospitalized or have medically necessary surgery. Medically necessary is defined as surgery provided for treating an illness, injury, or disease.

A medical provider's statement verifying the employee's need for absence is required for requesting EIB. For any absence longer than three days, completed FMLA paperwork will also be required to receive EIB.

Human resources, in its sole discretion, may determine a medical provider's certification is not necessary for absences of 5 days or fewer, where a medical provider's statement isn't available.

Intermittent absences or reduced work schedule resulting from an illness or disability may be eligible for EIB benefits once the EIB three day waiting period has been satisfied through either the full day or hours counting process. EIB may only be taken after it has been granted. Employees should schedule non-emergency leaves of absence with their direct supervisor as far in advance as possible.

When EIB benefits are paid under this policy, the leave will automatically be designated as Family and Medical Leave Act (FMLA) in cases when the employee is eligible and the absence qualifies for FMLA.

An employee must provide Concordia with a return to work verification from the medical provider before returning to work from a medical absence greater than five days in length or an absence where a medical provider was seen. Employees are expected to cooperate in obtaining a complete return to work verification. Lack of cooperation may be cause for disqualification of EIB benefits and can lead to disciplinary action, up to and including termination of employment.

USAGE – Family

An employee may request EIB hours after an absence from work equivalent to the lesser of three scheduled workdays or 24 scheduled hours for each incident/occurrence. Any available PTO must be used during the three day EIB waiting period. If an employee does not have sufficient PTO time available, the three day waiting period will be unpaid.

A medical provider's statement verifying employee's attendance is necessary to care for an ill or injured family member is required.

Intermittent absences may be eligible for EIB benefits once the EIB three day waiting period has been satisfied through either full day or hours counting process. The three day qualification period will be waived when the employee's dependent child or spouse are hospitalized or have surgery. EIB may only be taken after it has been granted.

When EIB benefits are paid under this policy, the leave will automatically be designated as Family and Medical Leave Act (FMLA) in cases when the employee is eligible and the absence qualifies for FMLA.

History Effective 09/01/2016; Revised 07/25/2016; Revised 01/19/2015; Revised 08/01/2013; Effective 02/03/2013; President's Cabinet Approved 01/14/2013

EMERGENCY EVACUATION AND LOCKDOWN PROCEDURES

A. Evacuation

Evacuation procedures may vary depending on the nature of an emergency. Buildings will be evacuated when an alarm sounds or with emergency personnel notification. Be prepared for the following:

-
1. Activate the building's alarm if emergency officials tell you to do so, or it is apparent people will be in harm's way if they do not leave (i.e. fire).
 2. When the building evacuation alarm is sounded or when you are told to leave by emergency personnel, walk quickly to the nearest marked exit. Do not use elevators. Do not take time to shut down computers.
 3. Once outside, move clear of the building.
 4. Do not return to the evacuated building until advised to do so by emergency personnel.
 5. Be ready to assist people with disabilities who may have difficulty evacuating.

B. Lockdown

Some emergencies may require students, faculty, staff and campus visitors to take shelter inside buildings. Incidents such as a hostile intruder, severe weather or a hazardous material release are examples of times the campus community might be asked to stay in a specific area.

Security/Public Safety or law enforcement and emergency personnel will instruct you to evacuate or remain in place depending on the nature and context of the emergency.

In the event you are ordered to lock down an area:

1. All people should move to the closest building.
2. Close windows and doors and stay away from them.
3. Lock doors if possible.
4. Turn off air conditioning, ventilation and lighting if possible.
5. Close window coverings.
6. Remain quiet and in place until notified by emergency personnel.
7. Silence cell phones and do not use them unless you are in contact with emergency personnel.
8. Barricade doors and take cover to protect yourself.

EQUAL EMPLOYMENT OPPORTUNITY

Effective Date: 11.01.2012

Scope: The College

Purpose

To affirm Concordia College's commitment to equal opportunity and affirmative action in employment.

Policy

Concordia College affirms its policy to provide Equal Employment Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment/Affirmative Action laws, directives and regulations of Federal, State, and Local governing bodies or agencies, specifically Minnesota Statutes Chapter 363.

Concordia College will not discriminate against or harass any employee or applicant for employment because of race, color, creed, sex, religion, national origin, age, veteran's status, disability, genetic information, sexual orientation, gender identity, marital status, familial status, public assistance status, membership or activity in a local human rights commission, or any other legally protected status.

Concordia College will take affirmative action to ensure that all employment practices and the work environment are free from discrimination or harassment. Such employment practices include but are not limited to recruitment or recruitment advertising, application, selection for training or apprenticeship, hiring, placement, orientation, on-the-job and formal training, education assistance, transfer opportunity, upgrading, promotion, compensation, discipline, company sponsored social and recreational activities, benefits, lay-off, recall, termination, and all other terms and conditions of employment. We will provide reasonable accommodation to applicants and employees with disabilities.

Concordia College will make good faith efforts to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for projects that this company engages in as well as to utilize said businesses for the purchase of services and supplies.

Concordia College will commit appropriate time and resources, both financial and human, to achieve the goals of this Affirmative Action and Equal Employment Opportunity Plan.

Concordia College fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Concordia College will, in part, evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving the Affirmative Action and Equal Employment Opportunity Objectives. Any employee of Concordia, or subcontractors to Concordia who do not comply with this Affirmative Action and Equal Employment Opportunity Policy may be subject to disciplinary action. Specifically, it is the policy of Concordia to take appropriate disciplinary action against any employee who engages in sexual harassment or any other harassment of fellow employees as a result of their protected class status.

Concordia College has appointed the Director for Human Resources, to manage the Equal Employment Opportunity Program. The Human Resources Director's responsibilities will include monitoring all Equal

Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program, as required by Concordia College's Affirmative Action Plan and by Federal, State and Local Agencies. If any employee or applicant for employment believes he/she has been discriminated against, please contact Peggy Torrance, Human Resources Director, Room 150 Lorentzsen Hall, (218)299-3339.

History: Effective 09/01/1988; Reviewed 11/01/1989; Reviewed 09/01/1990; Reviewed 11/01/1991; Reviewed 10/01/1992; Reviewed 10/01/1993; Reviewed 01/01/1996; Reviewed 07/01/1996; Reviewed 01/01/1998; Reviewed 09/01/1999; Revised June 1, 2008; Revised 12/01/2010; Revised 07/01/2012; Revised 10/22/2012, Revised 01.19.2015

Sources

Minnesota Statutes 363A.08
Civil Rights Act of 1964, Title VII
Civil Rights Act, Title IX
Equal Pay Act, 1963
Age Discrimination in Employment Act
Americans with Disabilities Act (Title 1 and 5)
Civil Rights Act of 1991

FACULTY AND STAFF CIRCULATION POLICY

Borrowing Information

You must present a valid Concordia ID to check out materials. A maximum of 200 items may be checked out at one time. A maximum of 100 interlibrary loan requests may be active at one time.

Loan Periods

Main Collection materials End of the semester.

Curriculum materials	21 days
Serendipity	21 days
Music and films	21 days*
Periodicals	2 days
Time sensitive periodicals	See below.**
Reference books	Ask a librarian.

*Due date can be changed to 4 weeks (28 days) at the Circulation Desk.

** Current issues of *Business Week*, *Der Spiegel*, *Newsweek*, *Entertainment Weekly*, *People*, *Rolling Stone*, *Sports Illustrated*, *Time*, and *U.S. News & World Report* are kept at the Circulation Desk and may be checked out for two hours.

Retrieval Service

Library staff will retrieve up to 3 books, videos, or CDs for faculty and administrators with a limit of 15 items per semester. Periodicals are not included.

1. E-mail Leah Anderson at landerso@cord.edu.
2. Items will be available at the Circulation Desk 24 hours later. A valid Concordia ID is required to borrow these items.

Overdue Materials

A courtesy notice is sent when an item becomes overdue.

Main Collection and Curriculum Materials (includes CDs and DVD): If an item is not returned within 18 days, a fee of \$100 for replacement and processing will be charged.

Periodicals: If a periodical is not returned, a fee totaling the cost of replacement will be charged.

Renewals

You may renew your materials at the Circulation Desk or online.

Maximum renewals:

Main Collection materials	2
Curriculum materials	1
Serendipity	1
Music and films	1
Interlibrary loan materials	1

Blocked Records

There are many situations that can cause a library record to become blocked. Two common examples are too many overdue materials and excessive fines. If your card becomes blocked, you will be unable to check out materials, renew materials, place orders for interlibrary loan materials, etc. To determine

what has caused the blocked record and to reactivate your library privileges, please visit the Circulation Desk in the library.

FAMILY AND MEDICAL LEAVE

Effective Date: December 1, 2009

Applies To: All Employees

Purpose

To outline the provisions and procedures for requesting and designating leave under the Family and Medical Leave Act (FMLA).

Policy

Concordia College will grant up to 12 weeks of leave (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Types of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) *The birth and care for a newborn child.*
- 2) *The placement of a child with the employee for adoption or foster care and to care for the newly placed child.*
- 3) *To care for a spouse, child or parent with a serious health condition.*
- 4) *The serious health condition of the employee.*

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing treatment by a licensed health care provider.

Generally, an employee whose condition requires continuing treatment must first visit the health care provider within seven days of the onset of the incapacity. Any second visit must occur within 30 days of the incapacity in order for the two visits to be considered "continuing treatment" and entitle the employee to leave under this policy. Alternatively, the employee may visit the health care provider within seven days of the onset of the incapacity and then undergo a regimen of continuing treatment under the supervision of the health care provider in order to be eligible for FMLA leave under this policy. This policy also covers chronic illnesses and those of a long-term nature. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the College may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5) *Qualifying exigency leave for families of military service members*

An FMLA-eligible employee may take a Military Exigency Leave if the qualified exigency is related to or caused by the employee's spouse, child or parent's active military duty or call to active

military duty in the United States, National Guard, Reserves, or in any branch of the United States Armed Forces. The qualifying exigency must be one of the following:

- 1) short-notice deployment,
- 2) military events and activities,
- 3) child care and school activities,
- 4) financial and legal arrangements,
- 5) counseling,
- 6) rest and recuperation,
- 7) post-deployment activities and
- 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

FMLA-eligible employees may take Military Caregiver Leave to care for a spouse, child, parent or next of kin ("qualified family member") who is a member of the United States Armed Forces and who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or on the temporary disability retire list, for an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty while on active duty in the Armed Forces), and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

Next of kin is defined as the closest blood relative of the injured or recovering service member or the single blood relative designated by the service member as the next of kin.

This leave may also be used for the care of an employee's qualified family member who is a veteran. For the purpose of this leave, a veteran is defined as "a person who served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable." The veteran must have been a member of the Armed Forces at some point in the five years preceding the date on which the veteran undergoes the medical treatment or receives the therapy that necessitates the leave.

The maximum period of leave for Military Caregiver Leave is up to 26 weeks of leave in a 12-month period. Military Caregiver Leave is generally a one-time entitlement, and has a special 12-month leave period which begins on the first day the employee takes Military Caregiver Leave. Additional Military caregiver Leave is available, however, if the military family member sustains a later injury or illness or for the injury or illness of a different military family member. When both

spouse work for the College they are limited to a combined total of 26 weeks of Military Caregiver Leave.

Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) listed above under "Types of Leave Covered". The College will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the College will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the College will measure the 12-month period measured forward from the first day the employee takes Military Caregiver Leave. If a husband and wife both work for the College and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may each take a combined total of 12 weeks of leave. If a husband and wife both work for the College and each wishes to take leave to care for a covered injured or ill service member, the husband and wife each may only take a combined total of 26 weeks of leave.

While an employee is on leave, the College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the College will require the employee to reimburse the College the amount it paid for the employee's health insurance premium during the leave period.

Use of Accrued Benefits

An employee who is taking FMLA leave because of the employee's own serious health condition, the serious health condition of a family member, or to care for an ill or injured service member must use all accrued vacation, sick time, and banked hours prior to taking the remainder of the FMLA leave unpaid. Disability leave for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. An employee who is taking leave for the birth, adoption or foster care of a child and the leave does not qualify as a serious health condition, the employee must use all accrued vacation and banked hours prior to taking the remainder of the FMLA leave unpaid. An employee who is using military FMLA leave for a qualifying exigency must use all accrued vacation and banked hours prior to taking the remainder of the FMLA leave unpaid.

Procedures/Guidelines

Qualifying for Family or Medical Leave

The employee must have worked for the College for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week.

The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave will not be counted in determining the 1,250 hours eligibility test for an employee under FMLA. However, an employee returning from fulfilling his or her National Guard or Reserve military obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether the employee worked the 1,250 hours of service.

Employee Status and Benefits during Leave

Under current College policy, the employee pays a portion of the health care premium. While on paid leave, the College will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Human Resources Office by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

The College will continue making payroll deductions for enrolled benefits while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the College will discontinue coverage during the leave.

Employee Status After Leave

An employee who takes leave for their own serious health condition under this policy must provide report of workability clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms, unless the employee would have been terminated for reasons unrelated to the leave (for example, position elimination), or if the employee can no longer perform the essential functions of the job.

The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The College may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to

reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 work weeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The College may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the College and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the College before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Certification for the Employee's Serious Health Condition

The College may require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

Form: <http://www.dol.gov/esa/whd/forms/WH-380-E.pdf>

The College may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The College will not use the employee's direct supervisor for this contact. Before the College makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the employee must grant his or her health care provider permission to clarify individually identifiable health information for the College. The College has the right to ask for a second opinion if it has reason to doubt the certification. The College will pay for the employee to get a certification from a second doctor, which the College will select.

The College may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the College will require the opinion of a third doctor. The College and the employee will mutually select the third doctor, and the College will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification for the Family Member's Serious Health Condition

The College may require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

Form: <http://www.dol.gov/esa/whd/forms/WH-380-F.pdf>

The College may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The College will not use the employee's direct supervisor for this contact. Before the College makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the employee's family member must grant his or her health care provider permission to clarify individually identifiable health information for the College. The College has the right to ask for a second opinion if it has reason to doubt the certification. The College will pay for the employee's family member to get a certification from a second doctor, which the College will select. The College may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the College will require the opinion of a third doctor. The College and the employee will mutually select the third doctor, and the College will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification of Qualifying Exigency for Military Family Leave

The College will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Form:
<http://www.dol.gov/esa/whd/forms/WH-384.pdf>

Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The College will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member

Form: <http://www.dol.gov/esa/whd/forms/WH-385.pdf>

Recertification

The College may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employee receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the College may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The College may provide the employee's healthcare provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Benefits/Compensation Coordinator. Within five business days after the employee has provided this notice, the Benefits/Compensation Coordinator will complete and provide the employee with the DOL Notice of Eligibility and Rights

Form: <http://www.dol.gov/esa/whd/fmla/finalrule/WH381.pdf>

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the College's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice

Form: <http://www.dol.gov/esa/whd/forms/WH-382.pdf>

Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the College may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

History: Revised 12/01/2009; Revised 11/01/2009; Effective 1998;

GRIEVANCE PROCEDURE

Purpose

It is the responsibility of every Concordia employee to maintain collegial, open and collaborative business relationships, characterized by mutual trust, respect, and care. When normal efforts to resolve

programs and disputes fail, the College provides a procedure employees may use to express their grievance and seek resolution.

Policy

A grievance is a work-related complaint that alleges a violation, misinterpretation or misapplication of College policies or regular practices, other than harassment or discrimination. Allegations of harassment or discrimination are to be resolved through the College's Harassment Policy.

Only the employee directly affected by an alleged improper decision or action may file a grievance. All employees have the right to present grievances to their supervisors or department heads as provided for in this policy without experiencing discrimination, coercion, restraint or reprisal as a result.

All parties are expected to file and respond to grievances within the specified time limits. The Human Resources Director may grant additional response time at any step for good cause, upon receiving a written request within the grievance timelines. As the grievance progresses, a copy of all documents will be submitted to the Human Resources Office who will keep official records.

Failure by the employee to follow time limits will result in either rejection of the grievance, or the findings of the preceding step will be viewed as final. Failure on the part of administration officials to respond within designated time limits will allow the employee to proceed immediately to the next step in the grievance procedure. Time spent by employees in formal grievance meetings during normal work hours will be considered hours worked for pay purposes.

This employee grievance procedure is available only so long as no party has filed, nor has initiated a proceeding with a court or agency outside of the College. In the event proceedings are initiated with a court or outside agency, all proceedings under this policy will be deferred pending resolution of the external proceedings.

Procedures/Guidelines

Steps for Filing

The complainant will first seek informal resolution of the grievance by discussing the issue with his or her immediate supervisor within ten (10) business days of the date the incident or action occurred. If the grievance is not resolved informally, a formal grievance may be filed by using the steps outlined below.

Step 1

If the discussion with the immediate supervisor does not bring resolution, the employee may submit a formal written grievance to the immediate supervisor within twenty (20) business days of the occurrence of the event or action that is the subject of the grievance. The employee's written grievance will describe the management action which is the cause of the grievance, cite the policy, procedure, or

practice involved and provide a suggested remedy. The immediate supervisor will have ten (10) business days from receiving the written grievance to provide a written response. Every effort should be made to resolve grievances at this stage.

Step 2

If the grievance is not resolved at step one, the employee may advance the grievance to the next level of supervision by making a written request for review within ten (10) business days of receiving a final written step one response. The request for review must include a copy of the original written grievance, the supervisory responses and a brief statement describing the employee's dissatisfaction with the resolution of the grievance.

The supervisor reviewing a step two grievance will have ten (10) business days from receipt of the written request to provide a written response.

Step 3

An employee who is not satisfied with the resolution of a grievance at step two may advance the grievance by submitting a written request for review to Human Resources within ten (10) business days of receiving a written step two response.

Advance of the grievance may not exceed more than three levels (not including the President). The third level review will be at the Vice President level except in the case of direct reports to the President. To facilitate the process when an employee has multiple layers of supervision, the Director for Human Resources will designate the responding supervisors.

Step 4

If a grievance is not resolved in steps one through three, the employee may advance the grievance to the President or the President's designee by making a written request for review within ten (10) business days of receiving a step three written response. The President or the President's designee shall review the grievance and render a decision within ten business days or provide written notice to the complainant that additional time is required. The President or designee will make a good faith effort to resolve all grievances in a timely manner. The determination of the President or the President's designee is final.

HIPAA PRIVACY

Notice of Health Information Practices

THIS NOTICE DESCRIBES THE PRACTICES OF THE FOLLOWING GROUP HEALTH PLAN AND BENEFITS (COLLECTIVELY, THE "PLAN") SPONSORED BY CONCORDIA COLLEGE AS WELL AS HOW INFORMATION

**ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.
PLEASE REVIEW IT CAREFULLY.**

- Concordia College Comprehensive Major Medical Health Care Plan
- Concordia College Dental Plan
- Medical Care Reimbursement Benefit component of the Concordia College Flexible Benefits Plan
- Concordia College Employee Assistance Program (EAP)
- This notice will apply to you in the extent you participate in these plans/benefits. If you participate in other health plans, you may receive other notices.
- The group healthcare plan collects the following types of information in order to provide benefits:
 - Information that you provide to the plan to enroll in the plan, including personal information such as your address, telephone number, date of birth, and Social Security number.
 - Plan contributions and account balance information.
 - The fact that you are or have been enrolled in the plans.
 - Health-related information received from any of your physicians or other healthcare providers.
 - Information regarding your health status, including diagnosis and claim payment information.
 - Changes in plan enrollment (e.g., adding a participant or dropping a participant, adding or dropping a benefit).
 - Payment of plan benefits.
 - Claims adjudication.
 - Case or medical management.
 - Other information about you that is necessary for us to provide you with health benefits.

UNDERSTANDING YOUR HEALTH RECORD/INFORMATION

Each time you visit a hospital, physician, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment.
- Means of communication among the many health professionals who contribute to your care.
- Legal document describing the care you received.
- Means by which you or a third-party payer can verify that services billed were actually provided.
- Tool in educating health professionals.
- Source of data for medical research.
- Source of information for public health officials charged with improving the health of the nation.
- Source of data for facility planning and marketing.
- Tool with which the plan sponsor can assess and continually work to improve the benefits offered by the group healthcare plan.
- Understanding what is in your record and how your health information is used help you to:
- Ensure its accuracy.

-
- Better understand who, what, when, where, and why others may assess your health information.
 - Make more informed decisions when authorizing disclosure to others.

YOUR HEALTH INFORMATION RIGHTS

- Although your health record is the physical property of the plan, the healthcare practitioner, or the facility that compiled it, the information belongs to you. You have the right to:
- Request a restriction on otherwise permitted uses and disclosures of your information for treatment, payment, and healthcare operations purposes and disclosures to family members for care purposes.
- Obtain a paper copy of this notice of information practices upon request, even if you agreed to receive the notice electronically.
- Inspect and obtain a copy of your health records by making a written request to the plan privacy officer.
- Amend your health record by making a written request to the plan privacy officer that includes a reason to support the request.
- Obtain an accounting of disclosures of your health information made during the previous six years by making a written request to the plan privacy officer.
- Request communications of your health information by alternative means or at alternative locations.
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

GROUP HEALTH PLAN RESPONSIBILITIES

The group healthcare plan is required to:

- Maintain the privacy of your health information.
- Provide you with this notice as to the plan's legal duties and privacy practices with respect to information that is collected and maintained about you.
- Abide by the terms of this notice.
- Notify you if the plan is unable to agree to a requested restriction.
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.
- The plan will restrict access to personal information about you only to those individuals who need to know that information to manage the plan and its benefits. The plan will maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information. Under the privacy standards, individuals with access to plan information are required to:
- Safeguard and secure the confidential personal financial information and health information as required by law. The plan will only use or disclose your confidential health information without your authorization for purposes of treatment, payment, or healthcare operations. The plan will only disclose your confidential health information to the plan sponsor for plan administration purposes.

-
- Limit the collection, disclosure, and use of participant's healthcare information to the minimum necessary to administer the plan.
 - Permit only trained, authorized individuals to have access to confidential information.

Individuals who violate this policy will be subject to the company's established disciplinary process and will face discipline, up to and including possible termination of employment.

OTHER POSSIBLE LIMITED USED OF HEALTHCARE INFORMATION

Benefit Coordination

The plan may disclose health information to the extent authorized by and to the extent necessary to comply with plan benefit coordination.

Law enforcement

The plan may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

Business associates

There are some services provided to the plan through business associates. Examples include accountants, attorneys, actuaries, medical consultants, and financial consultants, as well as those who provide managed care, quality assurance, claims processing, claims auditing, claims monitoring, rehabilitation, and copy services. When these services are contracted, it may be necessary to disclose your health information to our business associates in order for them to perform the job we have asked them to do. To protect employees' health information, however, the company will require the business associate to appropriately safeguard this information.

Workers' compensation

The plan may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs established by law.

Sale of business

If the plan sponsor's business is being sold, then medical information may be disclosed.

The plan reserves the right to change its practices and to make the new provisions effective for all protected health information it maintains. Should the company's information practices change, it will mail a revised notice to the employees.

The plan will not use or disclose employees' health information without their authorization, except as described in this notice.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have questions and would like additional information, you may contact the Director of Human Resources (HIPPA Privacy Officer) at 218-299-3339.

If you believe your privacy rights have been violated, you can file a complaint with the Director of Human Resources (HIPPA Compliance Officer) at 218-299-3339, or with the Secretary of Health and Human Services. There will be not retaliation for filing a complaint.

The effective date of this notice is April 14, 2004. The plan reserves the right to change the terms of this notice and to make the new notice provisions effective for all protected health information that it maintains. Any new notice will be sent to you by mail or electronically if you so agree.

HOLIDAY POLICY

Purpose

This policy supports long-standing national customs and traditions, giving employees time to celebrate holidays with families and friends. Planned Time Off (PTO) may be used to augment the holiday schedule, giving employees opportunities to observe other days that may have special meaning or significance.

Policy

Concordia College observes the following holidays each year, at which time the institution is officially closed. The holidays include:

- New Year's Day
- Easter Sunday (observed on Good Friday)
- Memorial Day
- Independence Day*
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Four Christmas Break Days

*Concordia Language Villages recognizes Labor Day, instead of Independence Day as a holiday. Holiday pay and time off will coincide with CLV's schedule.

Employees who are benefit eligible and scheduled to work at least .5 FTE (1040 hours) on a regular, annual basis will be eligible for holiday pay. On-call, temporary, seasonal employees and work-study students are not eligible for holiday pay.

Employees with a full-time equivalence (FTE) of 1.0 will receive 8 hours of pay for holidays. Those employees with an FTE less than 1.0 will receive pro-rated holiday pay, based on the normal hours scheduled for that position.

NON-EXEMPT STAFF

Non-Exempt Staff required to work on the actual holidays of New Year's Day, Memorial Day, Independence Day, Easter, Thanksgiving Day or Christmas Day will receive time-and-one-half compensation for that day's work.

In addition, if you are required to work Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day or any of the 4 additional holidays between Christmas and New Year's, you will be eligible to bank leave and take the holiday banked time off between November 15th and August 31st.

If you are required to work Memorial Day, Independence Day (Labor Day for CLV), or Easter, you will be eligible to bank leave and take the time off until August 31st.

Banked holiday hours have no monetary value upon separation of employment.

Any holiday banked time accumulated between September 1 and July 31 and not taken by August 31st will be forfeited. Usage of holiday banked time is not considered worked time for overtime calculations. No payment for unused time is provided when an employee separates employment with the College. When the amount of holiday banked leave taken exceeds what was banked at the end of each usage period, the college will substitute PTO or deduct from your paycheck.

EXEMPT STAFF

Exempt Staff required to work Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day or any of the 4 additional holidays between Christmas and New Year's will be eligible to take the time off between November 15th and August 31st.

If you are required to work Memorial Day, Independence Day (Labor Day for CLV), or Easter, you will be eligible to bank leave and take the holiday banked time off until August 31st.

Banked holiday hours have no monetary value upon separation of employment.

Any holiday banked time not taken within the designated time- periods will be forfeited. No payment for unused time is provided when an employee separates employment with the College. When the amount of holiday banked leave taken exceeds what was banked at the end of each usage period, the college will substitute PTO or deduct from your paycheck.

The Human Resources Office will be responsible for securing President's Cabinet approval for the annual holiday schedule and publishing.

History: Updated 01/17/2020; Updated 12/15/2019; Effective 9/01/2016; Approved 8/16/2016

INCLEMENT WEATHER

Concordia's scheduled operations are rarely interrupted because it has a predominantly residential student population. The College recognizes, however, that severe weather conditions or other emergencies may require the College to close or cease parts of its campus operations. Should this occur, the College will follow the guidelines provided below.

- Since the timing of a campus closing decision is important, as employees may already be in route to the campus, the College will make the decision prior to 6:30 a.m., whenever possible, regarding campus operations.
- Decisions regarding modified campus operations will be announced on radio and television, through campus e-mail messages and on the information line (218.299.4000).

Personal safety is an important consideration when evaluating the ability to commute to work during severe weather.

Employees who are unable to come to work because of severe weather conditions should notify their supervisor as early as possible following department procedures.

When the College remains open, employees who come in late, leave early, or are absent because of weather conditions may use one of three options: 1) use PTO; 2) take unpaid time; or 3) make up the time during the work week with supervisor's approval. If no PTO or other appropriate leave is available, the time will be unpaid.

In the event the college closes, employees will be paid for any missed work hours for which they were scheduled. Some essential services must continue to operate even when the college is closed.

PROCEDURES

Non-Exempt Employees On the rare occasions when the College closes, there are essential services that must continue to be available. When non-exempt, essential employees are expected to report to work during a closure, their time will be handled in the following manner. Time worked during the closure will be recorded as "REG" regular time. The payroll system will calculate overtime pay if the employee works over 40 hours during the identified work week (Sunday through Saturday). Employees identified as essential, and who worked, will receive up to 8 hours of time off at another time. To record this additional time off, use "HBK", which will bank the hours for later use. When the employee takes the time off, record "HBU", which draws from the banked hours. Time off will need to be coordinated with the direct supervisor. Employees who did not report to work will be paid based on their normal work schedule for that day. Hours should be recorded as "CLS" closure. (This is a new code that is being set up in Banner) Non-benefitted employees will be paid for any time worked. No additional day off with pay will be provided.

Exempt Employees On the rare occasions when the College closes, there are essential services that must continue to be available. When exempt essential employees are expected to report to work during a closure, their time will be handled in the following manner. Employees required to work will receive up to 8 hours of time off at another time. This will be recorded as "HBK". To record taking this time off, the

employee will use “HBU”. Time off will need to be coordinated with the direct supervisor. Employees who did not report to work will be paid based on their normal work schedule for that week. No additional recording is required.

Time Reporting Examples

- *Essential employee* worked 14 hours during the closure. Normal schedule on Tuesday was 8 hours. REG: 14 hours; HBK: 8 hours
- *Essential employee* worked 5 hours during the closure. Normal schedule on Tuesday was 8 hours. REG: 5 hours; CLS: 3 hours; HBK: 5 hours
- Employee *did not work*. Normal schedule on Tuesday is 6 hours. CLS: 6 hours
- Employee was not identified as essential employee and worked 3 hours during closure. Normal schedule on Tuesday was 8 hours. REG: 3 hours; CLS: 5 hours

History: Policy collapsed to one staff 9/15/2017; Updated 01/08/2014

LAPTOP CIRCULATION POLICY

A limited number of laptops are available for check-out by Concordia College students, faculty, and staff for use in the Library.

Laptop check-out is for 4 hours, renewable for additional time if no other patron is waiting for one.

Laptops cannot be reserved for individual use.

You must present a Concordia College ID to check out a laptop.

Laptops are due 45 minutes before the library closing time.

Laptops may not be taken out of the library.

Laptops not returned on time will be subject to overdue fees consistent with other library equipment.

Replacement of a lost or stolen laptop is no less than \$1500. Damages will be billed the cost of repair/replacement part(s) plus labor costs. Borrowers will be billed the replacement cost of lost or stolen peripherals: laptop case, power cord, wireless adaptor cord, CD drive, floppy drive, network card.

Laptop Information

Printing is available from the laptops. Users are asked to limit printing on the laptops as large documents will slow down wireless access for everyone.

Software should not be installed on the laptop. Documents should be saved to USB flash drives or to individual X drives. Files saved or downloaded to the laptop's hard drive will not be accessible after the laptop is returned.

Battery life is limited. Power cords are available for checkout.

July 2006. Updated January and August 2007.

MAIL DISTRIBUTION POLICY

Concordia College provides mail distribution of U.S. Mail, and public communication (campus mail) as service for both administrative and academic offices/departments and individual members of the college community.

In order to provide this service in a professional, reliable and efficient manner, the following expectations/guidelines apply:

1. Campus mail may not be used to promote activities that are illegal or contrary to college policy.
2. Anyone tampering with communications distributed through campus mail will be in violation of college policy.
3. Usually, only paper products will be accepted for distribution
4. All mail must be distributed by Post Office employees.
5. The Campus Post Office and the President's Sustainability Council are seeking to reduce the amount of paper waste generated by bulk mailing of materials. Mass mailings to students and faculty result in a pile of discarded pieces of paper (thousands of them over the course of one year) collecting near the post office boxes. With this in mind, we strongly encourage the use of electronic methods of distribution. On August 15, 2013, a new policy concerning mailings sent through the campus post office will go into effect. From that day forward, any person, unit, or organization wishing to send a mailing out through the campus post office to more than 50 people will be required to pay a charge of 5 cents per item. Exceptions will be granted only for material that (1) must be distributed in paper form for legal reasons (for example, the Clery Report) or (2) cannot be sent via email (for example, paper movie tickets). Any funds collected as a result of this charge will go directly into the President's Council's Sustainability Fund. However, the hope is that no payments will be necessary and that paper waste will be greatly reduced. The President's Cabinet approved this policy on February 13, 2013 and directed that it be put into place starting August 15, 2013. Questions about implementing the new policy may be directed to Paulette Dixon, Manager of the Campus Post Office, at pdixon@cord.edu.
6. Electronic communication - as opposed to paper mailings - should be the primary method of sending notices and announcements to the entire college community.
7. All Mailings should be compiled in post office box order.
8. Large mailings will be distributed on a first-come, first-serve basis - with priority given to administrative and academic offices/departments. Advance notice of bulk mailings is required. Distribution deadlines for large mailings cannot be guaranteed without 3 days advanced notice.
9. Students are expected to collect their mail on a regular basis. Mail left uncollected in boxes for more than one month will be returned to sender when possible or discarded.
10. Public communication may not be used to promote or conduct private business without permission of the Post Office manager.
11. Any mailing that is from an outside organization will be charged 10 cents per item to be distributed. Example: A mailing to all students would be charged 10 cents times 2500 students for a total of \$250. A mailing to all faculty, staff and administration would be charged 10 cents times 700 for a total of \$70. All outside mailings must be approved by the manager of the campus post office in advance and scheduled ahead to time.
12. The Post Office manager has discretion to determine the suitability of distributing flyers and Postcards that are not U.S. Mail

OVERTIME

Effective Date: 09/01/2008

Scope: Hourly Staff (non-exempt) and Student Work Study

Purpose

To identify the work week and circumstances when employees are paid overtime.

Policy

In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees are to receive overtime pay, at a rate one and one-half times their regular pay, for time worked in excess of 40 hours per workweek. Individuals employed by identified Language Villages establishments should refer to the Language Villages employee handbook that outlines pay provisions. Vacation, sick leave and paid holidays, etc., do not count toward “hours worked” and will be paid as straight time. The work week begins at 12:01 A.M. on Sunday and ends at 12:00 AM Saturday. Supervisors are responsible for authorizing and scheduling overtime in advance; therefore, a nonexempt employee shall not work overtime unless authorized in advance by their supervisor. Overtime will be used only after other alternatives have been explored, such as rescheduling priorities, reassigning work, re-balancing workloads, offsetting excess hours in one day with reduced hours in another day in the same workweek, and revising the work schedule so that weekend work can be performed as a regular part of the affected workweek. All overtime designated by a supervisor is approved overtime. If an employee works overtime without approval, the overtime must be paid, however the employee may be subject to disciplinary action. A non-exempt employee called back for emergency service after completing the regular day’s work shall receive compensation at the rate of time-and-one-half. Guaranteed minimum pay for call-back when required to return to the worksite will be two hours. Guaranteed minimum pay for call-back when a return to the work site is not required, for example, when services are provided from home by telephone, is fifteen minutes at time-and-one-half. Any non-exempt employee, regardless of FTE designation, required to work on the actual state or federal holiday recognized by the College will receive time-and-one-half. These holidays are New Year’s Day, Easter, Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day. The Language Villages will identify the holidays in a separate handbook that qualify for time-and-one-half under this policy.

Record Keeping

Nonexempt employees must accurately record the number of hours worked each day utilizing the designated system. Exempt employees record “exceptions to regular work schedules”.

An employee may not be allowed or may not be asked to “adjust the books” by recording more or less hours than were actually worked. Such an action is not only a violation of college policy, but is also illegal under the FLSA and may subject the employee and/or supervisor to disciplinary/legal action (up to and including termination).

Payment Calculation

Overtime will be calculated on all “straight time hours worked”. When calculating overtime for employees who have two or more pay rates, Concordia uses a weighted average method to compute the hourly rate for overtime purposes.

Exempt Status

Overtime provisions are not applicable to exempt employees as identified by federal wage and hour criteria. Exempt employees are expected to work as many hours as required to perform the duties of the position. The department head, however, may arrange time off in recognition of required, continuous or excessive hours for employees exempt from overtime. In order to be considered “exempt” from the overtime provisions of the Fair Labor Standards Act, an employee must meet the minimum salary requirements and be in a position that can be substantiated to meet an “exemption designation”.

The Office of Human Resources is responsible for determining exempt or non-exempt classification, pursuant to definitions provided within the Fair Labor Standards Act.

Procedures/Guidelines

Flexing Time

Flex-time can be utilized, which allows employees to work hours that are not within their standard work schedule. In this case, the schedule is flexed to meet peak work periods during the same work week. FLSA still applies and the non-Exempt employee who works over 40 hours in the week will qualify for overtime.

Meal Periods

Under the FLSA, bona fide meal periods of at least 30 minutes long generally are not compensable time if the employee is relieved completely from duty for the purpose of eating.

Rest Periods

Department heads have the authority, but are not required, to establish and permit rest periods for nonexempt employees of up to 15 minutes each four-hour work period. Rest periods are paid work time, and are included as work time on the employee time record.

Rest periods are not to be used (1) to offset late arrival or early departure from the work site, (2) to extend the meal period, or (3) to accumulate paid time off from one day to the next.

Training Time

Generally, when an employer requires or permits a nonexempt employee to attend training during the employee’s regular work hours, the time is compensable time. Therefore, nonexempt employee training time is typically paid unless all four of the following criteria are met: (a) attendance is outside of the employee's regular working hours; (b) attendance is in fact voluntary; (c) the course, lecture, or meeting is not directly related to the employee's job; and (d) the employee does not perform any productive work during such attendance.

Travel Time

In ordinary situations where a nonexempt employee commutes to and from the work site, the employee is not entitled to compensation for travel time.

1. Excluding normal commuting time, the general rule is that nonexempt employees should be compensated for all travel time unless it is overnight, outside of regular working hours, on a common carrier, where no work is performed.
2. Single-day out-of-town travel is considered compensable time, excluding normal commute home-to-work travel time.
3. Overnight out-of-town travel is compensable time when it cuts across the employee's workday. This is true for hours worked on regular working days during normal working hours and during the corresponding hours on nonworking days. For example, an employee regularly works from 8 a.m. to 5 p.m. from Monday through Friday. The employee travels on business to a location that requires two hours of travel time. The employee leaves Friday at 8 a.m., works the remainder of Friday and Saturday morning, and returns on Saturday at 2 p.m. The two hours of travel time on Friday and the two hours of travel time on Saturday are compensable time. Of course, the work hours on Friday and Saturday are also compensable time.
4. Regular meal period time, sleeping, and participation in social activities where attendance is not required are not considered compensable time.
5. Time the employee spends in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile and is free to relax, is not considered compensable time.

History:

Approved 07/14/2008; Effective 09/01/2008

Reference

Fair Labor Standards Act

MN Fair Labor Standards Act

PLANNED TIME OFF

Purpose

Concordia College recognizes employees have diverse needs for time off from work. Planned Time Off (PTO) provides staff with more flexibility in scheduling time off to support work/life balance.

Policy

Concordia College provides a PTO system for all benefit eligible staff scheduled to work at least .5 FTE (1040 hours) on a regular, annual basis. On-call, temporary, seasonal employees, and work study students are not eligible to accrue PTO.

The PTO program incorporates vacation, sick leave, and floating holidays into one bank, thus replaces existing leave programs of vacation, sick leave, and floating holidays. Employees have the opportunity to accumulate time to be used for rest, relaxation, illness, personal, and family needs.

PTO will begin to accrue upon hire or transfer into a benefit-eligible position. The accrual rate will be based on employee's length of benefit eligible years of service as defined below. PTO will accrue on regular and paid leave hours reported (maximum 40 hours per week). Paid leave hours eligible for counting towards accrual include PTO, Extended Illness Benefit, Holidays, Jury Duty, and Military Leave. PTO will not accrue during authorized unpaid leaves of absence and unpaid FMLA leave.

Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves to cover vacation, illness, appointments, emergencies or other purposes that require time off from work. When processing the bi-weekly payroll, PTO used will be deducted from current PTO balance and then the accrual will be applied. The new balance will be available for use in the next pay period. Because the monthly payroll does not have a lag, the PTO balance will be accrued first and then the leave will be deducted through the leave reporting process.

To support flexibility in managing leave, the college will manage maximum leave accrual and usage on an annual basis. The employee can accrue leave above the maximum payout during the year. While this program supports employees in managing their leave across a twelve-month period, the maximum payout upon separation remains at 120 hours or 160 hours respectively. The leave balances will roll in the pay period that includes September 1st. The total number of hours carried over from one year to the next cannot exceed 120 hours for employees with nine years of service or less and 160 hours for all other employees. Any PTO in excess of the annual carryover will be forfeited, unless extenuating business circumstances have prevented the employee from taking scheduled PTO. In these rare cases, PTO may be carried over and taken in the first half of the next year with the approval of the department head and human resources. This approval does not increase the maximum payout upon separation.

The roll-over will be managed in the following way to support the differences in processing the bi-weekly and monthly payrolls.

Bi-weekly

The roll will occur with the bi-weekly pay period that includes the date of September 1st. The system will calculate and apply the leave accrual first and then adjust the balance to the maximum accrual level.

Monthly

The roll will occur with the monthly pay period that includes September 1st, which is the September 30th paycheck date. This roll will first calculate and apply the accrual for September and then adjust the balance to the maximum accrual level. Please note that any leave taken in September is not subtracted from the leave balance until the September leave report is approved by the supervisor by October 15th, thus is not a part of the calculation of the leave balance prior to the September roll.

The accrual schedule below shows accrual rates for employees working 40 hours per week. PTO accrual will pro-rate when hours worked and paid leave are less than 40 hours.

Years of Service	Bi-weekly Accrual Rate/Hour	Bi-weekly Payroll (40 hours per week)	Monthly Payroll (1.0 FTE)	Annual PTO Accrual*	Annual Carryover and Maximum Payout upon Separation
Less than 2 years	.069231	5.54 hours	12 hours	18 days (144 hours)	120 hours
2 through 4 years	.076923	6.15 hours	13.33 hours	20 days (160 hours)	120 hours
5 through 9 years	.09225	7.38 hours	16 hours	24 days (192 hours)	120 hours***
10 through 14 years	.107692	8.62 hours	18.67 hours	28 days (224 hours)	160 hours
15 through 19 years	.115385	9.23 hours	20 hours	30 days (240 hours)	160 hours
20 plus years	.123077	9.85 hours	21.33 hours	32 days (256 hours)	160 hours

*Annual PTO is based on 1.0 FTE, 2080 regular hours.

**PTO Hours will be paid out upon separation at the maximum payout (based on years of service) or the employee's current accrued balance, whichever is less.

*** Current employees accruing at 160 hours will be grandfathered into the 160 hour accrual level.

Placement

A new hire or newly benefit eligible employee may seek a higher placement on the accrual schedule if the employee received paid leave benefits at his or her most recent employer that exceed the amount of PTO and holiday pay that the employee would otherwise receive under this policy, provided that there is less than a one year gap in employment between the most recent employer and becoming benefit eligible at Concordia. Paid leave benefits that may be considered for the purpose of determining eligibility for a higher placement under this policy include paid time off, paid vacation, and paid holidays.

In order to be eligible for a higher placement, the employee must present sufficient documentation to Human Resources. The employee will be required to provide documentation that establishes the amount of paid leave benefits the employee actually received at his or her most recent employer. Such documentation may include, without limitation, copies of paid leave benefit policies, payroll records, executed employment agreements, or signed offer letters. Upon verification by Human Resources, the employee will receive a higher placement that is commensurate with the amount of paid leave benefits the employee received at his or her most recent employer. Placement under this policy, shall not exceed the last step of the accrual schedule (32 days).

By way of example, if a new hire can establish that she received 22 days of PTO and 14 paid holidays at her most recent employer, the employee would be eligible to start at the third step on the accrual schedule and receive 24 days of annual PTO accrual. This would be based on the fact that the employee previously received four more days of PTO and two more paid holidays at her most recent employer than she would receive as a new benefit eligible employee at Concordia.

In another example, if a newly benefit eligible employee can show that he received 30 days of PTO and 15 paid holidays at his most recent employer, the employee would be able to begin at the last step of the accrual schedule and receive 32 days of annual PTO accrual. In this case, although the newly benefit eligible employee received 12 more days of PTO and five more paid holidays at his most recent employer, he is only eligible to receive the maximum amount of annual PTO accrual.

Usage

Employees may use their PTO bank in 15 minute increments.

Employees may not borrow against their PTO banks; therefore, no advance of leave will be granted when the balance is zero. When PTO is used, an employee is required to request payment of PTO hours according to his/her regularly scheduled workday. For example, if an employee works a six-hour day, he/she would request six hours of PTO when taking that day off. An employee's actual work time and PTO cannot exceed the number of hours the employee was scheduled to work.

In general, employees are required to use all available accrued PTO prior to taking time off without pay. This includes, but is not limited to worker's compensation payment waiting periods. However, employees who take leave that is covered by USERRA are not required to use PTO to cover these leaves. If any employee elects not to use PTO (or Extended Illness Benefits, if applicable) for leave covered by USERRA then that leave will be unpaid.

Schedule Time Off

Employees are expected to request PTO and get their supervisor's approval in advance of when PTO is to be used. Requests for PTO may be granted depending on the circumstances, time of year, workload, business needs, replacement availability, etc.

We realize that emergencies do arise and it will be necessary to take time off. In these instances, it is

the employee's responsibility to notify his or her supervisor as soon as the employee becomes aware of the need for the absence. If the absence extends beyond one day, the employee must coordinate with his or her supervisor for each unscheduled absence. In addition, the College may require certification or documentation for absences of more than three days and such absences may be designated as Family and Medical Leave Act ("FMLA") Leave. Excessive use of unplanned PTO that is not designated as FMLA Leave may lead to disciplinary action including termination of employment. Absences during an approved leave of absence will not be considered for disciplinary purposes.

In addition, the College or department can designate PTO time for employees. This designation generally occurs in cases when the College or department is closed or managing non-peak times due to academic year breaks.

Payment

Payment for PTO is made at base pay on regular payroll dates. PTO is paid at the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation. PTO does not count towards overtime.

During an employee's employment, accrued PTO hours are for use only and have no cash pay-out value. The College follows a practice of paying any accrued, but unused PTO hours at the time of separation, up to the maximum payout level of either 120 or 160 hours, respectively.

Holidays

The following holidays are handled separately and not part of the PTO balance.

- New Year's Day
- Easter
- Memorial Day
- Independence Day (Not CLV)
- Labor Day (CLV Only)
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Four Christmas Break Holidays identified on an annual basis.

History: Revised 02/01/2021 Effective 9/15/2017; Effective 9/01/2016; Revised 07/25/2016; Effective 02/03/2013

RIGHT-TO-KNOW/HAZARD COMMUNICATION

Purpose:

Concordia College is firmly committed to providing all its employees with a safe and healthy work environment. In order to do this, Concordia will provide employees with information about hazardous substances, harmful physical agents, and infectious agents that may be present in the workplace. This program will be reviewed annually, when a new process or product is introduced, and if job hazard analysis provides evidence that further review is needed.

Responsibility:

The Risk Management & Safety office will be responsible for auditing this program, ensuring effective communication between supervisors and employees, and determining when revisions shall be made to the program. Supervisors shall ensure employees follow safe working practices and procedures in accordance with this program. Supervisors will also, in conjunction with Risk Management & Safety, determine training needs of employees. Employees shall follow the requirements of this program and are also expected to notify their supervisor or Risk Management & Safety when there are questions relating to Right-to-Know program.

Material Safety Data Sheets (MSDS)

1. Material Safety Data Sheets (MSDS) for hazardous substances used, stored, or transported on Concordia College property (Moorhead campus) will be made available, maintained, and updated in a timely fashion to reflect the hazardous substances actually in use in specific Concordia departments and/or buildings.
2. MSDS binders are located in the following departments.

Department	MSDS binder location
Chemistry	Chemistry Department office
Biology	Biology stockroom
Art	Olin 202; Art Department office
Physics	Ivers 134; Physics Department office
Physical Plant/Delivery	Delivery office
Physical Plant/Carpentry	Carpentry office
Physical Plant/Painting	Painting office
Physical Plant/Grounds	Grounds office
Physical Plant/Electrical and Plumbing	Plumbing office
Physical Plant/Photo Lab	Photo Lab
Physical Plant/Print Shop	Front Desk
Physical Plant/Heating Plant	Heating Plant office
Auxiliary Services/Knutson Center	Bottom of steps; west entrance
Auxiliary Services/Grant Center	Custodial supervisor office
Auxiliary Services/Normandy	Kitchen/meal prep area

3. Each department is responsible for updating their MSDS binder with any product changes.

-
4. A master list of all hazardous substances used by Concordia College is located in the Risk Management & Safety office.

Labeling:

Labels can be obtained through the Delivery Department located in the Physical Plant. All departments must comply with the following Label/Warning requirements. The responsibility for ensuring this requirement shall rest with the person(s) originating the order for the substance, the person(s) receiving the substance, and the user of the substance.

1. Containers of hazardous substances must be labeled, tagged, or marked with the identity of the substance contained and must show hazard warnings appropriate for employee protection.
2. Labels must be legible, written in English (plus other languages if desired), and prominently displayed.
3. The word, term, or phrase that is used on the label to identify the hazardous substance must also be used on the associated MSDS.
4. Labels on incoming containers should not be removed, destroyed, or defaced.
5. Labels are not required on portable containers into which substances are transferred if the following conditions are met:
 - The contents of the container are for **immediate** use of the person making the transfer.
 - The container is used only by the person transferring materials and remains under the control of the person making the transfer.
 - The unlabeled portable container is used within the work shirt in which it was originally filled.
 - The unlabeled container is filled from a properly labeled container

Training

1. Employees
 - a. All employees that have the potential to be exposed to hazardous substances through use, handling transport, or other exposure shall be trained for proper precautions to such exposure of the substance.
 - b. New or transferred employees will be trained on the substances in the work area and precautions upon initial assignment to areas where exposure may occur.
2. Frequency of training

Training will be provided annually, when new processes are introduced, or when hazard analysis gives evidence that further training is needed.
3. Documentation of Training

Training documentation shall be readily available for review and approval upon request of all employees and/or supervisors. Training documentation shall also be readily available for review and approval upon inspection by representatives of The Occupational Safety and Health Division of the Minnesota Department of Labor.
4. Training Components (Hazardous Substances)
 - a. Explanation of the requirements of the Minnesota Right-to-Know standard.
 - b. Employee rights and responsibilities
 - c. Introduction to Right-to-Know/components
 1. Written Right-to-Know program
 2. Hazardous Substance list/location
 3. Labels
 4. Material Safety Data Sheets

-
- d. Hazard determination
Methods and observations that the employee must use to detect the presence of accidental release or spill of hazardous substance.
 - e. Labeling procedures
 - f. MSDS availability and interpretation
 - g. Methods of protection (i.e. personal protective equipment, work practices, emergency procedures), as well as first aid/medical procedure.
 - h. Procedures of non-routine tasks
 - i. Informing other employers.
Outside contractors will be responsible for informing their employees of the Concordia College, Moorhead, Right-to-Know/Hazard Communication program.

Records

The following information will be located in the Risk Management & Safety office for review:

1. Location and maintenance of Hazardous Substance Lists
2. Location and maintenance of Material Safety Data Sheets (MSDS) binders.
3. Employee training records.
4. New employee orientation acknowledgments.

Responsibility

1. The Risk Management & Safety office is responsible for coordinating and/or conducting training and revising the Right-to-Know/Hazard Communication program to assure compliance with the Hazardous Substance requirements of the Right-to-Know standard.
2. Supervisors will be responsible for ensuring that established work rules for substance handling and use to avoid or reduce exposures are being followed.
3. Every employee will accept responsibility for safely performing his/her work in line with established work practices and precautions outlined on hazardous substance labels.

Non-Routine Task

Periodically, employees may be required to perform non-routine tasks. Prior to starting such work, each affected employee will be informed by the supervisor or the Risk Management & Safety office about potential hazards and the appropriate protective and safety measures.

How to Read and Understand an MSDS

Manufacturers, importers, distributors, and suppliers are required to provide MSDS for each hazardous substance. As an employer, Concordia College, Moorhead, is required to maintain a file of MSDS for the hazardous substance in use. According to federal and Minnesota OSHA, a hazardous substance is identifiable by referring to the substance's

MSDS and label. The standard specifies the information required on each data sheet, and all the information must be in English.

An MSDS must precede or accompany the initial shipment but does not have to be physically attached to it. If the chemical makeup of a substance does not change, subsequent shipments of a material do not need to have an MSDS.

Make sure the latest version of an MSDS is the one on file. If an MSDS comes in with a product that already has an MSDS, compare the two to determine which is the most recent.

To ensure proper record keeping and maintenance of MSDS's, Concordia shall:

1. Make sure all chemical purchases include the pertinent MSDS and labels.
2. Request an MSDS for any material bearing a label indicating it is a hazard if there is no MSDS already on file.
3. If a Concordia College employee is exposed to a contractor's hazardous substances, the contractor will provide Concordia with any and all pertinent MSDS information.

While MSDS's will appear in many different formats, all MSDS are required to provide the following information:

Section I – Identification

1. Chemical name as it appears on the label.
2. Manufacturer's name and address.
3. Emergency telephone number.
4. Date MSDS was prepared and the name of the person who prepared it.

Section II – Hazardous Ingredient/Identify Information

1. Hazardous components: the specific chemical identity, its formula, and any common names of the chemical.
2. OSHA permissible exposure limit. (PEL) The maximum amount of the substance a person can be exposed to without harm.
3. American Conference of Governmental Industrial Hygienist Threshold Limit Values (TLV): TLV is the concentration of a chemical in the air that can be breathed for five consecutive eight-hour work days by most persons without harmful effects. It is generally expressed as part per million (PPM).
4. Other recommended limits: Any other recommended limitations on the use of the substance by an agency, scientific group, or organization.

Section III – Physical /Chemical Characteristics

1. Boiling Point: The temperature at which liquid boils.
2. Vapor Pressure (mm Hg): Measure a liquid's tendency to evaporate.
3. Vapor Density: Indicates the weight of the vapor compared to an equal volume of air.
4. Solubility in water: Indicated whether the substance can mix with water in any ration without separating.
5. Appearance and odor. A brief description of the substance's color and smell.
6. Specific Gravity: Ratio of the weight of the substance to the weight of an equal volume of water. This is an indicator whether a material will sink or float in water.
7. Melting Point: Indicates at what temperature a solid changes to a liquid.

-
8. Evaporation Rate (Butyl Acetate = 1) Indicates the temperature at which a substance evaporates

Section IV – Fire and Explosion Hazard Data

1. Flash Point: the lowest temperature at which a liquid gives off enough vapor to ignite in air when exposed to a flame
2. Flammable Limits: The range of vapor concentrations which will explode when an ignition source is present. The Lower Explosive Limit (LEL) is the minimum amount of vapor in the air that can be ignited. The Upper Explosive Limit (UEL) is the maximum amount of vapor that will sustain a fire.
3. Extinguishing Media: Materials suitable for extinguishing a fire involving the substance. The most common firefighting agents are water, fog, foam, alcohol foam, carbon dioxide, and dry chemical.
4. Special Fire Fighting Procedures: Any special fire characteristics of the substance.
5. Unusual Fire and Explosion Hazards: Any special type of hazard requiring attention.

Section V – Reactivity Data

1. Stability: Conditions that contribute to the ability or instability of a substance when it is exposed to heat, pressure, or excessive shock.
2. Incompatibility: Material or conditions to avoid.
3. Hazardous Decomposition: Gases or vapors released when a substance is burned or decomposes.
4. Hazardous Polymerization: The molecules of one substance chemically react to the molecules of another substance to create a different substance. Large amounts of energy are used in this process which may produce a fire or other hazard.

Section VI – Health Hazard Information

1. Routes of Entry: The routes available for entry into the body. The typical routes of entry are inhalation, absorption, ingestion, or injection.
2. Health Hazards: Long term (chronic) or short term (acute) effects of a substance to the human body.
3. Carcinogenicity: Whether a substance is known to cause cancer.
4. Signs and Symptoms of Exposure: Describes the effects of exposure to the substance, such as employee's appearance and condition. (Head ache, nausea, dizziness)
5. Medical Conditions Severely Aggravated by Exposure: How the substance will affect pre-existing medical conditions.
6. Emergency and First Aid Procedures: First aid procedures to use in order to reduce the hazardous effects of the substance.

Section VII – Precautions for Safe Handling and Use

1. Waste disposal method: Indicates proper disposal of substance.
2. Steps to be taken in Case of Accidental Spill or Release: Indicates precautions such as avoid breathing gases or vapors; avoid contact with substance; remove ignition sources; use of special equipment for cleanup. This section also gives recommended techniques for control of spills.
3. Precautions for Handling and Storage: Indicates safe practices in handling and storage and steps to be taken to avoid hazardous reactions.
4. Other Precautions: Indicates special precautions in handling or disposal.

Section VII – Control Measures

1. Respiratory Protection: If needed, specifies type of respirator required when working with the substance.
2. Ventilation: Indicates type of ventilation needed to prevent overexposure.
3. Protective Gloves: Indicates if gloves should be worn. If indicated, will specify type of glove needed.
4. Eye protection: Indicates appropriate eye protection.
5. Other Protective Clothing or equipment: Indicates other equipment, and the material they should be made of, to prevent skin contact.

Infectious Agents

The following job classes have been identified as being at risk of exposure or possible exposure to Infectious Agents. Job Classes at risk for exposure:

1. Health Center Staff
2. Nursing Department Staff
3. First Aid Responders
4. Athletic trainers
5. Custodial Staff

Persons in these job classes are required to follow the procedures outlined in the Concordia College, Moorhead, *Blood borne Pathogen and Exposure Control Plans* found in sections _____ of this manual. Information contained in these programs include:

1. Explanations of the Minnesota Right-to-Know Standard, relating to infectious agents.
2. Explanation of the Federal Regulation on Blood Borne Pathogens.
3. Training
4. Record keeping
5. List of infectious agents employees may be exposed to during course of duties
6. Signs and Labels used to identify agents.

Harmful Physical Agents

For safety and control measures of radiation, please refer to the Concordia College, Moorhead, *Radiation Safety Policy Manual*, which can be found in room 155S of the Science Center. Contact Dr. Ellen Aho at 3797 for more information.

SEPARATING EMPLOYMENT

Effective Date: 06/01/2008

Scope: Staff

Purpose

To outline options for separating employment with Concordia College.

Policy

There are four categories of separation for employment from the College: voluntary, layoff, non-reappointment, and involuntary. Voluntary separations include resignation, initiated by the employee or by mutual agreement between the employee and the College; retirement; and completion of the term appointment. Concordia College recognizes Minnesota's state law giving employees and the College the right to terminate the employment relationship at any time and for any reason, with or without notice.

RESIGNATION

To allow the department time to plan for such a transition with minimal disruption of service, appropriate written notice is expected. Non-exempt staff are expected to give at least two weeks written notice. Exempt staff are expected to give at least one month written notice. Notice of resignation is expected to be a "working" notice to allow for productive work time to complete projects or to help train the person(s) assuming the responsibilities of the position. For that reason, it is seldom possible to allow a resignation notice to be taken as vacation time or other paid time off. However, any accrued, unused vacation will be included as part of the final paycheck. There is no payout for sick time. Failure to give appropriate written working notice may affect consideration for future employment at Concordia.

PERMANENT LAYOFF / END OF POSITION

On occasion, organizational needs or changes may require existing positions to be eliminated. When it becomes necessary to eliminate regular positions Concordia strives to handle such layoffs in a systematic and consistent way throughout the organization and to help identify opportunities that may be available to employees that will be affected.

Layoff procedures and eligibility for severance maybe different for staff employed on a limited-term basis or who are paid through grants or other externally-funded resources.

In general, departments are expected to give at least as much layoff notice to staff as is expected of employees when they resign. At a minimum, non-exempt staff should be given two weeks' notice of layoff or position elimination; exempt staff should be given one month. The department may offer comparable pay in lieu of notice. However, any accrued vacation should be paid as part of the final paycheck. There is no payout for sick time.

NON-REAPPOINTMENT

Administrative Staff are employed at will; therefore, no specific reason is required for non-reappointment. Typical reasons for non-reappointments of Administrative Staff by the College, however, may include, but are not limited to the following: quality of performance, budget constraints, program change, inability to perform position responsibilities, personal misconduct. There is no defined length of

time required for notice of non-reappointment for administrative personnel. Each notice of non-reappointment will be handled on an individual basis

DISCHARGE

Supervisors must consult with their department head and Human Resources before discharging an employee for performance or misconduct related issues. Discharge, either for failure to meet performance expectations or for misconduct, should be documented in accordance with established College guidelines for performance improvement counseling or warnings as appropriate. Discharge due to performance issues or misconduct may affect consideration for future employment with Concordia College. Discharge for gross misconduct may result in disqualification from COBRA continuation rights. Once discharge based on employee performance or misconduct has been established as the appropriate action according to College guidelines, the discharge is effective immediately and there is no provision for severance pay. Any accrued vacation should be paid as part of the final paycheck. There is no payout for sick leave.

SEVERANCE

Severance agreements are not an entitlement and are not guaranteed. In general, severance agreements consider the position held and length of service to the College, with each situation evaluated on an individual basis. In the case of certain involuntary terminations, the College may, at its discretion, provide for severance to separated employees, contingent upon a release of claims. No severance agreement will be valid or authorized unless approved by the President or designee. Employees expressly ineligible for severance include those who:

- Are covered by an enforceable written employment agreement that has a specified end date of employment.
 - Are terminated for gross misconduct, policy violation, or poor performance
 - Voluntarily resign
- Are offered another comparable position with Concordia College or an affiliate and decline that position. Only the President of the College has the authority to negotiate or award severance agreements.

History:

Approved 05/19/2008; Effective 06/01/2008

TIME RECORDS/LEAVE REPORTING

Bi-weekly Payroll

Non-Exempt Employees: A time record is an important, legal, time-recording document. Concordia utilizes Banner Web-time Entry, Time Clock Plus, Tele-time and TMA (Facilities) to capture time worked. Employees must accurately maintain their own time record and forward for approval purposes based on timekeeping system utilized. Employees with supervisory responsibilities must confirm the time worked each pay period and attest the time record is accurate. Time records must be submitted and approved to the Human Resources Office by the deadlines outlined on the Payroll Schedule. The Payroll Schedule will be published annually and posted on CobberNet. Time records submitted after the posted deadline date will be processed with time records for the following pay period.

An employee may not be allowed or may not be asked to "adjust the books" by recording more or less hours than were actually worked. Such an action is not only a violation of college policy, but is also illegal under the FLSA and may subject the employee and/or supervisor to disciplinary/legal action (up to and including termination).

Exempt Employees: Exempt Staff must complete and submit a time record in Banner for each pay period, indicating the source of benefit (PTO, EIB, bereavement, jury duty, etc.) for days not worked. If no leave hours are taken, the time record is submitted with zero hours.

Monthly Payroll

Employees must submit a leave report through CobberNet each month that indicates the source of benefit (PTO, EIB, bereavement, jury duty, etc.) for days not worked or indicating zero if no benefit was utilized. The Staff member must submit their leave report to their supervisor by the 7th of each month for the preceding month. The supervisor is to approve the leave report by the 15th of each month.

Leave Accrual Note

In the bi-weekly payroll, the system first deducts leave taken and then accrues leave. In the monthly payroll, the system accrues leave during payroll processing. The system deducts leave after the leave report is approved. It is important to monitor accruals that are close to the maximum accrual level.

TUITION ALLOWANCE POLICY – CONCORDIA COLLEGE

Purpose

Concordia College’s tuition waiver benefit provides continuing opportunities for education development for eligible employees, their spouses and dependent children.

Policy

Employee

Concordia College encourages the enhancement of your personal development and education. You may choose to take one class per semester at Concordia College with a 90% discount. An employee may also audit a course with all fees waived, when space is available and written consent is secured from the instructor. The list of classes that cannot be audited are listed on the form, “Registration for Course Audit”. Classes must be scheduled in accordance with the work needs of your department, and arranged in advance with your supervisor.

Spouse

A spouse of a Concordia College benefitted employee, with at least half-time status, may take one class per semester (up to four credits) at a 90% tuition discount. A spouse who has not earned a bachelor’s degree and has taken fewer than 153 course credits at any higher education institution may take more than one class a semester and receive a discount on all classes based on the schedule below. Tuition allowance does not qualify towards graduate level or accelerated nursing program courses.

Children

Children who meet the following criteria are eligible for the Concordia College tuition discount:

- Meet Concordia’s admission standards;
- Be age 24 or younger;
- Be a full-time student;
- Attended less than nine-semester of any college or university or the equivalent;
- Has not obtained a bachelor’s degree; and
- Has earned fewer than 153 academic tuition credits or the equivalent at any higher education institution. Credits for music ensembles, lessons or other similar non-academic tuition credits do not count towards this total. Post-Secondary Options Program (PSEOP) and Advanced Placement credits will not count toward the 153 credits.

Married children and step-children who do not qualify as a dependent (as defined by the IRS), remain eligible for the tuition allowance when they meet the criteria identified above. The IRS requires the employee to be taxed on the amount of the tuition allowance granted to a child who is not a dependent.

The tuition allowance relates to the tuition, not including room and board, as listed in the College catalog. The tuition allowance is granted as follows, pro-rated based on FTE:

Employees .5 FTE and greater (benefit eligible) and child is defined as dependent	Employees .5 FTE and greater and (benefit eligible) and child is defined as non-dependent
1 st Year – no discount	1 st Year – no discount
2 nd Year – 23% discount x FTE	2 nd Year – 13% discount
3 rd Year – 45% discount x FTE	3 rd Year – 35% discount
4 th Year – 68% discount x FTE	4 th Year – 58% discount
5 th Year – 90% discount x FTE	5 th Year – 80% discount

The discount in effect prior to the start of the semester, will apply. To continue to qualify for the discount for the semester, an employee must remain employed past mid-semester. In the event an employee separates from employment prior to mid-semester, the discount will be forfeited.

An employee with a break in service of one year or more will begin at the 1st tier.

It is important an applicant for tuition allowance apply for financial aid, as tuition allowance is not intended to replace gift assistance available from state, federal or private sources. Dependents of employees who are recipients of Concordia-sponsored scholarships may receive a combination of our scholarships and employee tuition discount which would not exceed tuition. Total gift assistance, through the tuition allowance and other sources, cannot exceed the College comprehensive fee (tuition, fees, room, and board).

Upon the death of an employee who has served seven years or more, the student tuition discount will remain intact for a student that is already enrolled at the college or will be enrolled within a year.

Procedures/Guidelines

Tuition discount applies to May Seminar, Summer Sessions I and II, Fall and Spring Semesters. Once a student has been accepted through admissions or approved for attending May Seminar, the parent/ employee can apply for the tuition discount by completing the Concordia College Tuition Allowance Request form located on the Human Resources page of CobberNet and returning the form to Human Resources.

An employee can enroll in a course by completing the Concordia Tuition Allowance Request form located on the Human Resources page of CobberNet and returning the form to Human Resources. If the employee wishes to explore auditing a course, the employee must complete the "Registration For Course Audit" form located on the Registrar page within CobberNet and return to the Registrar's office. The employee needs to contact the instructor to determine expectations for class participation, assignments, and exams. If lack of attendance is reported by the instructor, registration for the course will be voided as of that date.

A child who meets the eligibility requirements defined above, qualifies for the tuition allowance.

Dependent Child

There are no IRS taxable consequences when the child is defined as a dependent child. The following requirements must be met:

- Natural or legally adopted;
- Unmarried;
- 24 years of age or under;
- Full-time student; and
- Primarily dependent on the employee for financial support.

Step-Children can qualify as a dependent child in the calendar year in which the student attends at least one semester and they are claimed as a dependent on the employee's taxes.

IRS Form 8332 – Release/Revocation of Release of Claim to Exemption for Child by Custodial Parent must be completed and accompany the Concordia Tuition Allowance Request Form or a copy of your tax return must be provided for the year in which the tuition waiver was utilized.

Non-dependent Child

Married children and step children who are not a tax dependents remain eligible for the tuition discount. In accordance with IRS regulations, the amount of the tuition discount will be reported as income on the employee's W-2.

History: Revised and approved 10/16/2017; Revised and approved 6/27/2016; Revised 08/01/2011; Effective 06/01/2008; Approved 05/19/2008;

Sources

FAFSA Eligibility Requirements
President's Cabinet

TUITION DISCOUNT POLICY - CONCORDIA LANGUAGE VILLAGES SUMMER RESIDENTIAL

Purpose

Concordia College’s Language Village tuition discount benefit provides opportunities for language development for dependent children of eligible employees in the summer youth programs.

Policy

Dependent children of Concordia College benefitted employees with at least a half-time status, are eligible for a Language Village tuition discount. The tuition allowance discount is adjusted based on the employee’s FTE status and years of service. The discount can be applied to one youth residential summer program (subject to availability), per calendar year, per dependent. This discount is not available for study abroad for high school credit, day camps, family sessions, Village Weekends, and Concordia Global Seminars, including Global Language Villages.

An option to send a child for a second summer youth session, during the calendar year, under the discount program may be available if there is still an opening (as determined by the director of summer programs) and the dependent has attended less than four weeks of programming.

The tuition discount program parallels the Concordia College tuition waiver schedule and is granted as follows:

Full-Time Employees = 1.0 FTE	Part-Time Employees = .99 FTE or less
1 st Year – no discount	1 st Year – no discount
2 nd Year – 23% discount	2 nd Year – 23% x FTE
3 rd Year – 45% discount	3 rd Year – 45% x FTE
4 th Year – 68 % discount	4 th Year – 68 % x FTE
5 th Year – 90% discount	5 th Year – 90% x FTE

The tuition discount is based on the portion of registration fees that is apportioned to tuition only. There will not be a discount for the portion of the registration fee to cover room and board, transportation or other like expenses. The Language Village registration fees are comprised of 80% tuition and 20% room and board. To receive the discount, an employee must be employed at the time the dependent attends the Language Village summer youth session. This discount cannot be combined with any other discount.

Procedures/Guidelines

To qualify for the tuition discount a dependent must meet the following eligibility requirements:

Dependents are defined as those unmarried children, 18 years of age or under, and child is primarily dependent upon employee for financial support.

Children include:

- Natural or legally adopted children;
- Stepchildren if:
 - a. They have a permanent parent-child relation with you; and
 - b. You claim them as tax dependents for the previous year tax return; and they are a dependent as defined above.

The discount in effect prior to the start of the summer session will apply. To continue to qualify for the discount for the summer session, an employee must remain employed during the length of the summer session. In the event an employee separates from employment prior to the end of the session, the discount will be forfeited.

The parent can apply for the tuition discount by completing the Language Village Tuition Discount form and forwarding to Human Resources. Human Resources will verify employment and forward the form to the registration department of Concordia Language Villages. The Language Village registration department will apply the discount as appropriate.

History: Approved and Effective 03/09/2009; Approved 06/30/2008; Effective 09/01/2008

Source:

President's Cabinet

TUITION DISCOUNT – CONCORDIA LANGUAGE VILLAGES ADULT AND FAMILY PROGRAMS GUIDELINES AND PROCEDURES

Employee Discount: Participation in Adult & Family Programs

Concordia College invites and encourages faculty and regular employees of the college (in Bemidji, Moorhead and St Paul) to participate in Adult and Family programs offered by the Language Villages during the academic year. This tuition allowance may be used for one CLV Adult or Family Program during the academic year (Sept – May). Examples are: 1 adult weekend, or 1 adult week, or 1 family weekend all subject to availability. This discount applies only to the employee and their spouse since the fee for children attending family programs is already discounted significantly. Benefits include:

- a. Introducing family members to the importance and adventure of language studies.
- b. Advancing language studies for those with prior experience and/or heritage connections.
- c. Experiencing the language and culture immersion programs of Concordia Language Villages first hand.

To support participation in Adult and Family programs, Concordia Language Villages offers the following discount policy to regular employees (minimum .50 FTE status).

- a. 1st through 3rd year of service to the college: 30% discount off the published program fees for adults.
- b. 4th year of service and beyond to the college: 50% discount off the published program fees for adults.

Please also note the following:

- a. Each program can accept no more than 10% of college employee participants at discounted rates. This is determined on a first-come, first-served basis.
- b. The discount policy for adult and family programs applies only to the employee and their spouse. Since the fee for children attending family programs is already discounted significantly, there are no discounts on those published rates.
- c. Concordia Language Villages reserves the right to make changes to this policy. Call the Bemidji office at 1-800-450-2214 for the latest information and availability of discounted slots.
- d. It is important to note that this discount policy only applies to regular employees of the college and not to (1) staff contracted for the summer programs. (2) staff contracted for programs during the academic year, or (3) on call employees.

UNPAID LEAVE POLICY

Purpose

Occasions may arise when employees need time off from work because of unusual circumstances or for personal reasons. In an effort to recognize the need of employees who require time off in addition to other types of leave, an Unpaid Personal Leave of Absence policy has been developed.

Policy

All regular employees employed by Concordia College for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. A regular employee is one who works on an ongoing basis and may be eligible for benefits. Each request will be considered individually, taking into account work record, length of service, nature of the request, and work needs of the department.

An employee who wishes to request a personal leave of absence must make a request in writing to the supervisor as soon as the need for personal leave is known. This can be documented through the Leave of Absence Request Form. The supervisor, in consultation with Human Resources, may choose to approve or deny the request for personal leave.

Personal leaves of absence will not exceed a combined total of one year for any specific personal circumstance. Upon returning, an employee will be returned to the original position if the job is available and the employee is able to perform the job. If the previous position is no longer available, the employee may be considered for other open positions which he/she may be qualified for and as they become available.

An employee is required to return from the unpaid personal leave on the originally scheduled return date. If the employee is unable to return, he or she must request an extension of the leave in writing. If Concordia College declines to extend the leave, the employee must then return to work on the originally scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will be considered on a case-by-case basis.

Benefits

Typically, benefits will not accrue during the period of absence. However, there may be differences in eligibility based on various regulations so consultation with Human Resources will be needed to determine the benefits options for the leave of absence.

History: Effective 09/01/2016; Approved 8/16/2016;

VEHICLE USAGE POLICY

APPLICATION: All persons operating vehicles owned, leased, or rented for purposes of official College business.

I. PURPOSE

The purpose of this policy is to set forth the requirements applicable to all drivers of College owned, leased, or rented vehicles. The College intends to provide a safe and healthy environment for all students, employees, and visitors. This policy is intended to safeguard people, protect equipment, and reduce the frequency and severity of accidents on and off campus involving College vehicles.

Driving a College vehicle is a privilege and Concordia College reserves the right to deny or revoke the driving privileges of any driver in the event that the driver does not meet the requirements of this policy.

II. SCOPE AND APPLICATION

This policy applies to all Concordia College employees, students or any other persons to whom the College grants the privilege of operating a College owned, leased, or rented vehicle for College business.

III. DEFINITIONS

MVR- Motor Vehicle Record

Violation -Any motor vehicle driving violation

College Vehicle --Any vehicle owned, leased, or rented by the College for College business intended to be insured by the College's automobile insurance policy

IV. DRIVER REQUIREMENTS

The college may grant the right to drive a College vehicle to an employee or student only if the driver meets all of the criteria set forth in this policy. The College may revoke a driver's right to drive a College vehicle in the event that the driver does not meet the criteria outlined in the policy or fails to follow the requirements of this policy.

All drivers of College vehicles must comply with the following:

- Have a valid United States driver's license for the class of College vehicle that the individual drives or seeks to drive.
- Immediately notify their supervisor or manager if their driver's license is suspended, revoked, or has any limitations or restrictions. The supervisor should notify the Director of Risk Management & Safety in these instances.
- Meet the insurability standards set forth by the College's insurance carrier as defined in this

policy

- Observe all applicable federal, state, and local motor vehicle laws, ordinances and regulations.
- Report all incidents in accordance with established College procedures and cooperate in any investigation of the incident and any subsequent proceedings.
- Wear a seat belt at all times and ensure that all passengers wear their seat belts as well.
- Submit a complete MVR consent form to the Director of Risk

Management & Safety authorizing the College to check the driver's MVR.

- Maintain an MVR that satisfies the standards for an acceptable MVR as set forth in this policy.

All drivers of College vehicles are prohibited from engaging in the following:

- Knowingly operating an unsafe vehicle.
- Consuming or being under the influence of alcohol or any substance that may cause impairment while operating a College vehicle.
- Offering rides to unauthorized passengers.
- Driving College vehicles for unauthorized personal use.

V. CELL PHONE USAGE AND SAFETY

Concordia College does not recommend the use of cellular phones while driving. If user decides to utilize a cell phone while driving, it is recommended that he/she pull completely off the road and come to a complete stop in a parking area or other safe place before accepting or placing a call. It is illegal to be texting or accessing the web from a cell phone while driving a vehicle in the state of Minnesota.

VI. ACCIDENTS

In case of an accident, the driver should do the following:

- Notify the proper police authority
- If there are injuries, notify the Office of Risk Management immediately at 218-299-3682. Voice mail is available after business hours. You should confirm that the message was received on the next business day at 8 A.M.
- Complete and submit within 24 hours of the "On-Site Accident Form" (which should be maintained in the vehicle's glove compartment)
- Driver is responsible for obtaining a copy of the police/accident report, and attach same to a completed Concordia College "Vehicle Accident Report" available on line at the Car Pool.

VII. PROCEDURES

- A. Before the College grants the privilege to drive a College vehicle, the College must determine that the individual meets the requirements of this policy, including having an acceptable

MVR.

- B. In order to determine that the driver has an acceptable MVR, the prospective driver must submit a completed Request for Abstract of Driving Record to the Director of Risk Management & Safety authorizing the College to obtain and review the driver's MVR. The Request for Abstract of Driving Record can be found on page 5 of this policy. It is the department's responsibility to ensure the drivers in their department have submitted Request for Abstract of Driving Record forms.
- C. The College may at any time review a driver's MVR to determine if the driver has an acceptable MVR in accordance with College criteria. The College expects to review a prospective driver's MVR upon receipt of a department's request to add a new driver, and annually thereafter for any employees or students who drive College vehicles.
- D. Once the MVR has been obtained from the appropriate state, it will be evaluated using the criteria outlined below:

MVR Criteria

Key to Types of Violations

Type A Includes (but is not limited to) DWI/DUI/OWI/OUI, Refusing Substance Test, Careless Driving, Reckless Driving, Manslaughter, Hit & Run, Eluding a Police Officer, any Felony, Drag Racing, License Suspension, and Driving While License Suspended.

Type B Includes all at fault vehicle accidents, and speeding violations of 26 miles per hour or more over the posted speed limit.

Type C Includes all moving violations not classified as Type A or Type B (Speeding 25 miles per hour or less, Improper Lane Change, Failure to Yield, Running Red Lights, or Stoplights, etc.)

Type D Includes all non-moving violations (Illegal Parking, Vehicle Defects, etc.)

If a driver has been cited for or involved in the following violations, the driver will no longer have an acceptable MVR and will have their Concordia driving privileges declined or terminated:

- One or more Type A Violations in the preceding 36 months, or
- Two or more Type B Violations in the preceding 36 months, or
- Three or more Type C Violations in the preceding 36 months, or
- One Type B Violation and Two Type C Violations in the preceding 36 months.

If a driver has been cited for or involved in the following violations, the driver will no longer have an acceptable MVR and will have their Concordia driving privileges suspended for a period of 6 months:

- Two Type C Violations in the preceding 36 months, or
- Three or more Type D Violations in the preceding 36 months.

A driver may only be placed on probation twice. Any violations of any type following two probationary periods will lead to the immediate revocation of driving privileges.

- E. In the event a driver's MVR is found to be unacceptable, the Director of Risk Management & Safety will contact the driver's supervisor, as well as Human Resources if driving is a requirement for employment, to notify them of the revocation or suspension of driving privileges.

VIII. REINSTATEMENT OF DRIVING PRIVILEGES

Reinstatement of driving privileges will be considered on a case by case basis as appropriate.

IX. ENFORCEMENT OF POLICY

Failure to meet the conditions of this policy, including maintaining an acceptable MVR, may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action up to and including termination of employment.

X. CONCLUSION

After reading the above policy:

- A "Request for Abstract of Driving Record" should be completed and submitted to the Business Office, Lorentzsen 240 or to the Car Pool.
- The form should be submitted at least one week prior to driving date.
- Applicants will be notified by email when they have been added to the Approved Drivers List.
- Drivers on the approved list will remain on the list until they request to be removed or are removed by the College.
- Drivers consent to the College a Motor Vehicle Record check annually to verify the Driver's driving record.

Updated 6/2009

VISUAL IDENTITY STANDARDS GUIDE

Concordia is a recognized leader in K-16 global education. Concordia's distinctive position is created through the integrated and continually evolving strength of Concordia College and Concordia Language Villages.

United in a mission to influence the affairs of the world by preparing people of all ages for responsible global citizenship, the college and Villages are working in harmony to provide innovative and life-shaping educational experiences.

Concordia's new visual identity program reflects the direct relationship between the college and Villages, while also portraying the complementary nature of their respective brand personalities.

This style guide is intended to provide concise and user-friendly instructions for implementing the Concordia identity program.

Ensuring the integrity and clarity of Concordia's brand identity will require consistent adherence to these guidelines. Your assistance and cooperation is greatly appreciated.

WHISTLEBLOWER POLICY

I. Purpose and Applicability

The purpose of this policy is to set forth Concordia College Corporation's policy on disclosure of misconduct and to protect individuals from retaliation in the form of an adverse employment action for disclosing what they believe evidences certain unlawful or unethical practices. This policy is applicable to all employees of Concordia College and Concordia College Language Village and to applicants for jobs at Concordia College and Concordia College Language Villages.

II. Statement of Policy

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

III. Process for Disclosure

- A. An employee or applicant shall disclose all relevant information regarding evidenced misconduct to the President or her/his designee in a signed written document within ninety (90) days of the day on which he or she first knew of the misconduct. If the employee or applicant would prefer to contact a source outside of Concordia College or Concordia College Language Village, he or she may contact the confidential Campus Conduct Hotline.
- B. The President or his/her designee shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.
- C. In the case disclosure of misconduct involving the President, the disclosure shall be directed to the Chairperson of Concordia College Board of Regents. The Chairperson of the Board of Regents shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.
- D. The disclosure recipient will be responsible for:
 - Ensuring all investigations are carried out in a fair and unbiased manner.
 - Ensuring that those making complaints and/or reporting compliance concerns are treated fairly, their confidentiality is protected to the extent the law allows, and no retaliation takes place.

IV. Complaints of Retaliation as a Result of Disclosure

- A. If an employee or applicant believes that he or she has been retaliated against in the form of adverse employment action for reporting possible misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy.
- B. For purposes of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms conditions or privileges of employment. This policy does not prohibit an employment action that would have been taken regardless of a disclosure of information.

V. Process of Adjudication of Complaints Stemming from Disclosure

-
- A. An employee or applicant must file a complaint with the President or his/her designee within ninety (90) days from the effective date of the adverse employment action or from the date on which the employee or applicant should reasonably have had knowledge of the adverse employment action.
- B. Complaints shall be filed in writing and shall include:
1. Name and work address of the complainant;
 2. Name and title of Concordia College or Concordia College Language Villages official(s) against whom the complaint is made;
 3. The specific type(s) of adverse employment actions(s) taken;
 4. The specific date(s) on which the adverse employment actions(s) were taken;
 5. A clear and concise statement of the facts that form the basis of the complaint;
 6. A clear and concise statement of the complainant's explanation of how her or his report of possible misconduct is related to the adverse employment action; and
 7. A clear and concise statement of the remedy sought by the complainant.
- C. Within sixty (60) calendar days of receipt of complaint, the President or his/her designee (or the Chairperson of Concordia's Board of Regents in the case involving the President) shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall report to the complainant the conclusions of the investigation absent overriding legal or public interest reasons. The identity of the complainant and the subject of the complaint shall be kept confidential to the extent possible within the legitimate needs of law and the investigation.
- D. The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the finding. The decision of the President or Chairperson of Concordia's Board of Regents shall be final.

VI False Allegations of Wrongful Conduct

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

VII. Policy is not a Contract

This policy is not a contract and it can be modified at any time, with or without notice. It does not provide greater or lesser rights than applicable law provides.

Appendix B

Manuals

Alternative Work Arrangements Manual

(Including Flexible Scheduling)

Concordia College

Human Resources

Adopted

April 2016

Contents

Introduction	1388
Alternative Work Arrangements Parameters.....	14040
Types of Alternative Work Arrangements.....	14040
Staggered Scheduling.....	14141
Flexible Work Hours.....	14141
Flexible Lunch Periods	14141
Compressed Work Week	14141
Telecommuting.....	14141
Reducing FTE/Job Sharing.....	14242
Responsibilities	14242
Staff.....	14242
Supervisors and Managers.....	14242
Department Heads, Deans, and Directors	1433
Vice Presidents and President.....	1433
Human Resources Office.....	1433

Introduction

Many reasons exist to offer alternative work arrangements within departments at Concordia College. Here are some benefits that have been documented in other organizations after implementing alternative work arrangements:

- Improved morale and reduced stress by giving staff more options to balance work and family demands
- Increased customer service by expanding department hours
- Decreased traffic and parking congestion, energy consumption, and air pollution
- Retention of valued staff
- Increased staff productivity
- Better planning for staff absences
- More time for personal pursuits and parental participation in schools

This guide contains suggestions for those interested in exploring the privilege of alternative work schedules. The suggestions offered are not the only ones possible. We encourage you to contact the Human Resources Office with other options you would like to explore.

Guiding Principles

While it is apparent that the benefits of alternative work arrangements can extend to the individual staff member, the department, and the community, it is important to keep in mind alternative work arrangements serve vital business interests as well. To be sure the use of alternative work arrangements serves organizational as well as individual interests, we have developed some guiding principles for you to use in planning and implementing these options.

Guiding Principle #1 – *Link alternative work arrangements to Concordia’s mission, goals, and objectives.*

The business needs of both the department and of Concordia are the first consideration in any alternative work arrangement. At the same time, Concordia recognizes staff health and welfare are critical in the ability to achieve our mission. A major contributor to staff wellness is maintaining balance between work and personal family responsibilities. Departments may identify positions suitable for alternative work arrangements and implement alternative work schedules in such a fashion that the work of the office is enhanced. Actions taken to implement any alternative work arrangements must be balanced with everyone’s need to perform assigned job responsibilities.

Guiding Principle #2 - *Support managers and staff by providing information and guidance to increase the participation in alternative work arrangements.*

Managers and supervisors working together with staff can explore options that meet staff, department and college needs. Open communication between managers and staff will increase the program’s success. Supervisors need to carefully consider the requests of staff before making decisions about alternative work arrangements.

Guiding Principle #3 – *Ensure consistent approach in the use of alternative work arrangements.*

All staff, depending on the work requirements of the position, are given fair and reasonable consideration in the establishment of alternative work arrangements. While consistency in approach for consideration is important, it is recognized not all staff are equipped to manage an alternative work arrangement. The options provided can be used to motivate and increase productivity.

Guiding Principle #4 – *Evaluate program effectiveness periodically.*

Managers and Human Resources may use a variety of tools, including surveys, focus groups, customer service standards and organizational performance measures to assess the effectiveness of the program.

Alternative Work Arrangements Parameters

One of the many advantages of working at Concordia is the quality of work life. While numerous factors contribute to a positive working environment, a major benefit is having flexibility in work schedules that allows staff to balance their work and family life. There are, however, parameters on what the College can offer staff because of the regulations found in federal and state laws as well as College policy. The most prominent regulations that require additional consideration in managing alternative work arrangements are found within the Fair Labor Standards Act (FLSA).

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) generally categorizes staff in one of two groups, either “Exempt” or “Non-exempt”.

Exempt employees are those managerial or professional employees that are “exempt” from the overtime compensation provisions of the FLSA. Exempt employees are paid on a salaried basis. They are expected to complete the job whether 40 hours or more are required to finish the work.

Non-exempt employees are subject to the mandatory overtime provisions of the FLSA. Non-exempt employees are paid an hourly wage. Hourly wage employees are paid for all time worked. It is also noted that non-exempt employees must receive overtime pay for all hours worked in excess of forty hours in any workweek. The workweek is defined as 12:00 am Sunday through Saturday at 11:59 pm.

Concordia Policies/Practices

The “traditional work schedule” is defined as Monday through Friday from 8:00 am to 5:00 pm including one hour off for an unpaid lunch break.

The need for non-traditional work schedules in many of the College’s seven-day a week operations (such as heating plant, public safety, language villages) is recognized.

One 15-minute rest period for each four-hour work period can be provided.

Alternative work arrangements are allowed. In considering alternative work arrangements, it is important for supervisors to maintain the efficiency and continuity of operations. Given this responsibility, it is recognized that not all departments may be able to grant alternative work arrangements to any or all staff.

Types of Alternative Work Arrangements

The options described below for alternative work arrangements are all dependent on the operational needs of the department and college.

Staggered Scheduling

Staggered scheduling is creating fixed, staggered daily attendance schedules for employees within a department. Each staff employee would be able to select a “shift” from a list that best fulfills their individual needs and meets department needs. This would become the regular schedule. For example:

- Three different 8-hour schedules such as; 7-4, 8-5, 9-6 OR 7-4, 7:30-4:30, 8-5.

Flexible Work Hours

This option offers flexibility in arrival, departure and/or lunch times, typically with designated core times during the day in which all staff are present. Flexible Work Hours do not alter the total number of hours worked in a week. This type of scheduling can support meeting both customer needs and other departmental needs. For example:

- 7:00 a.m. – 3:30 p.m. Monday-Friday (with a half-hour lunch)
- 9:00 a.m. – 6:00 p.m. Monday-Friday (with an hour lunch)

Flexible Lunch Periods

Flexible lunch periods would create flexibility for the employee to either shorten or lengthen a lunch break with corresponding adjustments to the start and/or the end of the normal workday. To comply with FLSA requirements, the lunch break must be a minimum of thirty minutes.

Compressed Work Week

This option creates fixed work schedules that allow an employee to work a 40-hour work week in less than the traditional 8-hour day, 5-day work week. It is noted this option is more complex to administer due to time tracking and leave/holiday hours management. It will be important to interact with Human Resources prior to creating this arrangement. Examples of compressed work week:

- An employee works four 10-hour days
- An employee works four 9-hour days and a half day on Friday

Telecommuting

This option creates flexibility in which an employee carries out all or some of the duties of the job at home or another alternate work location. While most positions at the College require staff to report to College locations, some employees can accomplish the duties of their jobs while working off-campus. If the location of work is outside the state of Minnesota it will be important to interact with human resources to establish this arrangement. It will also be important to work with ITS regarding equipment needs. Examples of telecommuting arrangement:

- An employee works in the office Monday-Thursday and telecommutes from a home office on Friday.
- An employee works in the office 6:30 a.m. – 12:30 p.m. and telecommutes from a home office for two hours each afternoon.

-
- An employee works most hours at a remote location and works in the office on occasion.

Reducing FTE/Job Sharing

This option reduces an employee's FTE, working fewer than 40 hours per week. Salary is prorated for the actual number of hours worked. Eligibility for benefits, PTO and other leave benefits may be affected. With this option it may be possible to readjust the work arrangements of two or more employees to become a job-sharing relationship, in which part-time employees share the duties and responsibilities of one FTE over an 8-hour day or a 40-hour week. Reducing FTE examples:

- An employee on a 50% time appointment works Monday-Friday, 8:00 a.m. – 12:00 p.m.
- An employee on a 75% time appointment works Monday – Wednesday, 6:30 a.m. – 5:00 p.m.

Job Sharing example:

- Two employees with a 50% time appointment works Monday – Friday. One employee works 8:00 a.m. – 12:00 p.m. and the second employee works 1:00 p.m. to 5:00 p.m.

Responsibilities

Successful alternative work arrangements are dependent upon staff, managers, directors, vice presidents and the Human Resources Office. The responsibilities are described below.

Staff

- Help identify appropriate alternative work arrangements in cooperation with their supervisors
- Ensure that the mission of Concordia is still being met while using alternative work arrangements
- Contact Human Resources to obtain information regarding the program
- Inform supervisors when a conflict occurs or may occur
- Provide feedback on ways to improve the program

Supervisors and Managers

- Ensure that the program supports Concordia's mission, goals, and objectives
- Stay up to date on all programs offered at Concordia
- Ensure both equity and consistency in the use of alternative work arrangements
- Obtain input from staff
- Ensure information is distributed to staff about alternative work arrangements
- Promote use of alternative work arrangements
- Forward suggestions and seek guidance from Human Resources
- Provide feedback on ways to improve the program

-
- Support completion of Alternative Work Arrangement Agreement Form
 - Review approved alternative work arrangements at initial 90 days and annually thereafter

Department Heads, Deans, and Directors

- Ensure that the program supports Concordia's mission, goals, and objectives
- Help identify appropriate work arrangements in cooperation with their staff
- Ensure both equity and consistency in the use of alternative work arrangements
- Allocate resources as needed, including cost of additional or specialized IT hardware or software
- Provide feedback on ways to improve the program
- Approve, modify or deny Alternative Work Arrangement
- Complete Alternative Work Arrangements Agreement form
- Review approved alternative work arrangements at initial 90 days and annually thereafter

Vice Presidents and President

- Ensure that the program supports Concordia's mission, goals and objectives
- Ensure both equity and consistency in the use of alternative work arrangements
- Allocate resources as needed, including cost of additional or specialized IT hardware or software
- Identify and facilitate program improvements for the institution
- Approve, modify or deny Alternative Work Arrangements

Human Resources Office

- Provide information for managers, supervisors, and staff
- Provide guidance to all departments on campus regarding alternative work arrangements
- Distribute general information regarding alternative work arrangements
- Offer feedback and suggestions
- Obtain input from staff
- Maintain complete alternative work arrangement forms
- Track alternative work arrangement review periods

Added 4/2016