

All-College Policies, 2024-25

Employment and Benefits

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Employment and Benefits

Background Checks

Gustavus Adolphus College is committed to providing a safe and secure campus for its students, staff, and faculty, and to protect the material resources of the College. As part of the strategy to achieve this goal, the College conducts background checks on newly hired and rehired employees, as well as those employees who move to a substantially different position on campus, volunteers, and students in certain positions.

Background checks are conducted to confirm the accuracy of the information received and to ensure that the College has taken reasonable care in selecting its new employees and in placing students and volunteers. All job offers are conditional based on the successful completion of a background check. If a candidate refuses to authorize a background check or has falsified or withheld information during the application process, Gustavus Adolphus College reserves the right at its sole discretion to disqualify candidates from further consideration or immediately terminate an employee whose employment has commenced.

Approved by the President's Executive Leadership Team: August 20, 2024.

Benefits Continuation

Gustavus provides optional Benefits Continuation coverage to employees and their eligible dependents. Several circumstances may result in an individual becoming eligible to continue health, vision, dental, and/or life insurance benefits. These are called Qualifying Life Events (refer Insurance Program policy). Once the Office of Human Resources receives notice that a qualifying event has occurred, Benefits Continuation coverage will be offered. Other circumstances, such as a leave of absence may also initiate Benefits Continuation. In all cases, the Office of Human Resources will provide the employee with Benefits Continuation election materials.

The Benefit Continuation elections must be returned to the Office of Human Resources within 60 days, but ideally sooner so that no disruption to benefit coverages will occur. Payments for Benefits Continuation elections must be received timely or benefits will be stopped. An individual can cancel their Benefits Continuation elections at any time with proper written notification. Once a benefit has ended under Benefits Continuation, it cannot be reinstated. The maximum Benefits Continuation coverage time frame is typically 18 months.

Questions related to Benefits Continuation should be directed to the Office of Human Resources.

Leaves of Absence

With appropriate premium payments, your active benefit coverage will continue:

- While on FMLA
- For up to one (1) year while on Paid/Unpaid Sabbatical
- For up to one (1) month while on Paid/Unpaid Leave
- For up to one (1) month while on Paid/Unpaid Military Leave

See the Office of Human Resources if you need a leave of absence.

Approved by the President's Executive Leadership Team: August 20, 2024.

Benefits Insurance Program

An overview of the Gustavus benefits insurance program, including premiums and annual limits, can be found in the Benefits Guide located on the Benefits Enrollment Resources website.

Plan Documents

The descriptions of the insurance and other plan benefits will highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Office of Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions (“SPDs”) for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern the language of any descriptions of the plans, including the SPDs and the College policies.

Gustavus Adolphus College (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility, and entitlement. While the College intends to maintain these faculty and staff benefits, it reserves the absolute right to modify, amend, or terminate these benefits at any time and for any reason. When changes occur, eligible employees will be notified. In the event of a conflict between the provisions of College policies and the actual plan documents, the plan documents govern.

Pre-Tax IRS Section 125 (Cafeteria Plan) Offering

All employees are eligible to participate in a program that allows employees to establish reimbursement accounts for either dependent care or pay benefit premiums with pre-tax dollars. Money set aside in these programs is exempt from social security, Medicare, federal income tax, and state income tax. Contributions to these plans cannot exceed 100% of pay. If the full value of an account is not used during the plan year (January 1 –December 31), the employee will forfeit the remaining amount.

The IRS regulations governing these programs limit the types of changes that participants may make during the plan year. Participants who elect to set aside money are bound to those amounts for the entire plan year. Participants are not allowed to discontinue or change the amount of the contribution, except in very limited circumstances. Changes must be made typically within 60 days of a qualifying event.

Life Events and Information Changes

Changes to an individual's situation will often affect payroll deductions, insurance coverage, beneficiary designations, and the status of other employee benefits provided by the College. The following are called “qualifying life events” and notification to the Office of Human Resources needs to occur typically within 60 days of the event to ensure the necessary paperwork is completed:

- Birth, Adoption, or Placement of a Child
- Marriage
- Divorce
- Family Member Changes to Benefits Eligibility:
 - Age 26 Limit
 - Job / FTE Changes
 - Medicaid
 - Medicare
- Death of a Family Member

It is very important for faculty and staff to also notify the Office of Human Resources of changes to their personal situation and/or contact information (see Employment Records policy). Questions regarding benefits, and reports of personal information changes and/or life events should be directed to the Office of Human Resources at humanresources@gustavus.edu.

Approved by the President's Executive Leadership Team: August 20, 2024.

Chapel Break

The College offers structured opportunities for spiritual self-renewal during weeks when classes are in session, known as Chapel Break. Chapel Break is a period to pause from regular work and focus on spiritual and emotional well-being. This dedicated time in the academic schedule provides various opportunities, including Christian worship services, interfaith programs, and non-denominational activities such as meditation, yoga, and small group discussions. The College supports employee well-being by prohibiting meetings during Chapel Break and allowing employees to participate. Attending a daily chapel service is not considered part of an employee's Break Period.

Approved by the President's Executive Leadership Team: August 20, 2024.

Direct Deposit

The College strongly encourages employees to have their pay directly deposited in a bank account. In order to initiate direct deposit, employees will need to provide their account information and advance written direct deposit authorization to Gustavus. An itemized statement of wages can be viewed online by signing on to MyGustavus > Employee > Earnings Statements.

Approved by the President's Executive Leadership Team: August 20, 2024.

Employment Records and Information

Human Resources maintains a personnel file for each employee. The personnel file includes information such as an employee's job application, resume/CV, documentation of performance appraisals, wage increases, and other official employment records consistent with Minnesota law.

Employees may review their personnel file once every six months, by making a written request to Human Resources. After termination of employment, an employee may review their personnel file once per year for as long as Gustavus maintains the personnel file. The Office of Human Resources will respond to requests to review a personnel file within seven working days after receipt of the written request. An employee may review their file in the Office of Human Resources or another College-designated location nearby, and in the presence of an individual appointed by the College to maintain the file during the College's regular business hours, but not necessarily the employee's normal working hours. Upon written request, the College will provide an employee with a copy of their personnel record.

Employees and former employees have the right to submit a written position statement, no longer than 5 pages, to the personnel record if the record contains any disputed information which the employee/former employee and the College cannot agree to remove or revise. The position statement will be included along with the disputed information for as long as that information is maintained in the employee's personnel record. A copy of the employee's position statement will also be provided to any other person who receives a copy of the disputed information after the position statement is submitted. The College will not retaliate against any individual for asserting their rights or remedies under this policy.

Personal Information

During the hiring process, faculty and staff provided personal information such as address, and telephone number, and this information is maintained as part of their employment records. As employment with the College continues, faculty and staff are urged to keep this information up to date by informing the Office of Human Resources or the Provost Office of any changes. Changes to an individual's personal situation will often affect payroll deductions, tax withholdings, insurance coverage, beneficiary designations, and the like (refer Insurance Policy). The College relies on this contact information on record to provide tax documents,

benefits-related information, and other important communications. Further, an “out of date” emergency contact or an inability to reach employees in a crisis could pose a severe health or safety risk. Additionally, faculty and staff should inform the College of any specialized training or skills acquired, and changes to any required visa work authorization status.

Approved by the President’s Executive Leadership Team: August 20, 2024.

Equal Employment Opportunity and Reasonable Accommodations

Equal Opportunity

Gustavus Adolphus College is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race (and traits associated with race, including but not limited to hair texture and hairstyles such as braids, locs, and twists), color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, familial status, military service and veteran status, physical or mental disability, genetic information, public assistance, local human rights commission activity, gender identity or any other characteristic protected by applicable federal, state or local laws and ordinances. Gustavus Adolphus College is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employment activities, access to facilities and programs, and general treatment during employment.

Reasonable Accommodations

The College will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the College's business operations. Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact the Office of Human Resources to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The College then will review and analyze the request, including engaging in an interactive process with the individual, to identify if such an accommodation can be made. The College will evaluate requested accommodations, and as appropriate identify other possible accommodations, if any. The individual will be notified of The College's decision regarding the request within a reasonable period. The College treats all medical information submitted as part of the accommodation process in a confidential manner.

Further, upon request, the College will provide reasonable accommodations for employees with health conditions related to pregnancy or childbirth. Reasonable accommodations may include, but are not limited to more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. The College will not require an employee to take a leave or accept an accommodation. The College will not require documentation from a licensed health care provider or a certified doula in connection with the accommodations listed in the foregoing sentence. However, documentation may be required for other accommodations, which will be provided as long as the accommodation is reasonable and does not impose an undue hardship. An employee seeking an accommodation in connection with health conditions related to pregnancy or childbirth should contact the Office of Human Resources.

Any faculty, staff or students with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Office of Human Resources. The College will not allow any form of retaliation against individuals who raise issues of equal employment

opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Office of Human Resources. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

Approved by the President's Executive Leadership Team: August 20, 2024.

Group Health Plans Notice of Privacy Practices (HIPAA)

This Notice of Privacy Practices (the “Notice”) describes the legal obligations of the Gustavus Adolphus College and the employee’s legal rights regarding their Protected Health Information held by the Plans under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH Act).

Generally, Protected Health Information (also called “PHI”) is information meeting these conditions:

- An individual can be identified from the information,
- The information relates to an individual’s past, present, or future health, or to an individual’s health care, or to payment for their health care, and
- The information was created, received, transmitted, or maintained by the Plans.
- An individual’s PHI includes any genetic information as defined in the Genetic Information Nondiscrimination Act of 2008 (“GINA”).

HIPAA and HITECH require that PHI used or disclosed by the Plans in any form, whether electronically, on paper, or orally, be kept properly confidential. These laws also give individuals significant rights to understand and control how an individual’s PHI is used. HIPAA provides penalties for covered entities that misuse PHI.

As required by HIPAA, the College has prepared this explanation of how Gustavus is required to maintain the privacy of an individual’s health information and how the College may use and disclose their health information.

The College may use and disclose an individual’s health information for treatment, payment, and healthcare operations:

- Treatment means providing, coordinating, or managing healthcare and related services by one or more healthcare providers. An example of this would include case management.
- Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be adjudicating a claim and reimbursing a provider for an office visit.
- Healthcare operations include the business aspects of running our health plans, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assessment review. The College may disclose an individual’s PHI for underwriting, premium rating, or other activities relating to the creation, renewal, or replacement of a contract of health insurance or health benefits. However, the College cannot use an individual’s medical information as genetic information for underwriting purposes.

The College may also create and distribute de-identified health information by removing all references to individually identifiable information.

The College may contact an individual to provide information about treatment alternatives or other health-related benefits and services that may be of interest to them.

The College may contract with individuals or entities known as Business Associates to perform various functions on our behalf or to provide certain types of services. To perform these functions or to provide these services, Business Associates will receive, create, maintain, transmit, use, and/or disclose an individual's PHI, but only after they agree in writing with us to implement appropriate safeguards regarding an individual's PHI. For example, the College may disclose an individual's PHI to a Business Associate to process their claims for benefits under the Plans or to provide support services, such as utilization management, pharmacy benefit management, or subrogation, but only after the Business Associate enters into a Business Associate contract with us.

The uses and disclosures listed above are the most common uses and disclosures the Plans may make of an individual's PHI. However, in special circumstances, there are additional purposes for which the College may use or disclose an individual's health information:

- **Required by Law.** The College will disclose an individual's PHI when required to do so by federal, state, or local law. For example, the College may disclose an individual's PHI when required by national security laws or public health disclosure laws.
- **To Avert a Serious Threat to Health or Safety.** The College may use and disclose an individual's PHI when necessary to prevent a serious threat to their health and safety, or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat. For example, the College may disclose an individual's PHI in a proceeding regarding the licensure of a physician.
- **For the College to administer the Plans,** certain employees of Gustavus Adolphus College may disclose PHI. However, those employees will only use or disclose that information as necessary to perform plan administration functions or as otherwise required by HIPAA, unless the individual has authorized further disclosures. PHI cannot be used for employment purposes without an individual's specific authorization.
- **Organ and Tissue Donation.** If an individual is an organ donor, the College may release an individual's PHI after their death to organizations that handle organ procurement or organ, eye, or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.
- **Military.** If the employee is a member of the armed forces, the College may release their PHI as required by military command authorities. The College may also release PHI about foreign military personnel to the appropriate foreign military authority.
- **Workers' Compensation.** The College may release an individual's PHI for Workers' Compensation or similar programs, but only as authorized by, and to the extent necessary to comply with, laws relating to Workers' Compensation and similar programs that provide benefits for work-related injuries or illness.
- **Public Health Risks.** The College may disclose an individual's protected health information for public health activities such as prevention or control disease, injury, or disability; reporting of births and deaths; reporting child abuse or neglect; reporting reactions to medications or problems with products; notifying people of recalls of products they may be using; notifying a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; notifying the appropriate government authority if the College believes that a patient has been the victim of abuse, neglect, or domestic violence. The College will only make this last disclosure if an individual agrees, or when required or authorized by law.
- **Health Oversight Activities.** The College may disclose an individual's PHI to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

- **Lawsuits and Disputes.** If an individual is involved in a lawsuit or a dispute, the College may disclose their PHI in response to a court or administrative order. The College may also disclose an individual's PHI in response to a subpoena, discovery request, or other lawful process by someone involved in a legal dispute, but only if efforts have been made to tell the individual about the request or to obtain a court or administrative order protecting the information requested.
- **Law Enforcement.** The College may disclose an individual's PHI if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons, or similar process; to identify or locate a suspect, fugitive, material witness, or missing person; about the victim of a crime if, under certain limited circumstances, the College is unable to obtain the victim's agreement; about a death that the College believes may be the result of criminal conduct; and about criminal conduct.
- **Coroners, Medical Examiners, and Funeral Directors.** The College may release PHI to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. The College may also release medical information about patients to funeral directors, as necessary to carry out their duties.
- **National Security and Intelligence Activities.** The College may release an individual's PHI to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.
- **Inmates.** If the individual is an inmate of a correctional institution or are in the custody of a law enforcement official, the College may disclose their PHI to the correctional institution or law enforcement official if necessary (1) for the institution to provide the individual with health care; (2) to protect an individual's health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.
- **Research.** The College may disclose an individual's protected health information to researchers when the individual identifiers have been removed; or when an institutional review board or privacy board has reviewed the research proposal and established protocols to ensure the privacy of the requested information and approves the research.
- **Government Audits.** The College is required to disclose an individual's PHI to the Secretary of the United States Department of Health and Human Services when the Secretary is investigating or determining our compliance with the HIPAA privacy rule.

Any other uses and disclosures will be made only with an individual's written authorization. For example, an individual can authorize us to disclose their PHI to a representative. The College cannot sell an individual's protected health information, and the College cannot use or disclose their protected health information for marketing purposes unless the College first has an individual's authorization. An individual may revoke such authorization in writing, and the College is required to honor and abide by that written request, except to the extent that the College has already taken actions relying on an individual's authorization.

Individuals have the following rights concerning their Protected Health Information, which they can exercise by presenting a written request to the Office of Human Resources.

- The right to request restrictions on certain uses and disclosures of Protected Health Information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by the individual. The College is, however, not required to agree to a requested restriction. If the College do agree to a restriction, our agreement must be in writing, and the College must abide by it (except in an emergency) unless the individual agrees in writing to remove it.
- The right to receive confidential communications of Protected Health Information from us by alternative means or at alternative locations.

- The right to inspect and obtain copies, including electronic copies, of an individual's Protected Health Information that may be used to make decisions about their Plan benefits. If the information an individual may request is maintained electronically, and they may request an electronic copy, the College will provide a copy in the electronic form and format they request, if the information can be readily produced in that form and format; if the information cannot be readily produced in that form and format, the College will work with the individual to agree on form and format. If the College cannot agree on an electronic form and format, the College will provide the individual with a paper copy.
- The right, upon written request, to amend an individual's Protected Health Information, subject to certain conditions.
- The right to receive an accounting of non-routine disclosures of Protected Health Information.
- The right to be notified if the College (or a Business Associate) detects a breach of an individual's unsecured PHI.
- If the individual receives this notice electronically or on a website, the College should provide and the individual has the right to obtain a paper copy of the current Notice of Privacy Practices from the College every three years.

With only limited exceptions, the College will send all mail to the employee. This includes mail relating to the employee's spouse and other family members who are covered under the Plan and includes mail with information on the use of Plan benefits by the employee's spouse and other family members and information on the denial of any Plan benefits to the employee's spouse and other family members. If a person covered under the Plans has requested restrictions or confidential communications, and if the College has agreed to the request, the College will send mail as provided by the request for restrictions or confidential communications.

The College is required by law to maintain the privacy of an individual's Protected Health Information and to provide them with notice of the College's legal duties and privacy practices with respect to Protected Health Information. The College is required to provide notice to individuals if ever there is a breach of their unsecured Protected Health Information.

The College is required to abide by the terms of the Notice of Privacy Practices currently in effect. The College reserves the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all Protected Health Information that the College maintain. The College will post and individuals may request a written copy of a revised Notice of Privacy Practices from the Office of Human Resources.

Individuals have recourse if they feel that their privacy protections have been violated. Individuals have the right to file a formal, written complaint with us at the address below, or with the appropriate regional Office of the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of the company. The College will not retaliate against an employee for filing a complaint.

Approved by the President's Executive Leadership Team: August 20, 2024.

Leaves

Bereavement Policy

When a death occurs in an employee's immediate family, all regular full-time and part-time employees may take up to three (3) days off with pay, commensurate and prorated with the employee's work schedule, to attend the funeral or make funeral arrangements. Arrangements regarding days off should be made with the

employee's supervisor. Immediate family members are defined as an employee's spouse, domestic partner, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, legal guardian, or grandchild. Gustavus understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted upon supervisor approval.

Approved by the President's Cabinet: September 5, 2017.

Bone Marrow Leave

Employees who work 20 or more hours per week are entitled to up to 40 hours of paid leave to donate bone marrow. Verification of donation and the length of necessary leave may be required by the College. Reasonable notice of leave must be provided.

Approved by the President's Executive Leadership Team: August 20, 2024.

Crime Victims Leave

Employees who are victims of a violent crime and are subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case. Employees who are a victim's spouse or immediate family member may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case.

Employees must give 48 hours' advance notice of the request for time off pursuant to this policy, unless impracticable or an emergency prevents the employees from doing so.

Employees must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the College. See also [Earned Sick and Safe Time \(ESST\) policy](#).

Approved by the President's Executive Leadership Team: August 20, 2024.

Domestic Abuse or Harassment Leave

Employees are entitled to reasonable unpaid time off to obtain or attempt to obtain an order of protection and/or other relief from a court related to domestic abuse or harassment.

An employee who is absent from the workplace shall give 48 hours' advance notice to the College except in cases of imminent danger to the health or safety of the employees or the employee's child, or unless impracticable.

Employees must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the College. See also [Earned Sick and Safe Time \(ESST\) policy](#).

Approved by the President's Executive Leadership Team: August 20, 2024.

Earned Safe and Sick Time (ESST)

Policy effective date: September 1, 2024

Earned Sick and Safe Time (ESST) is paid leave provided to employees that can be used for reasons related to illness of themselves or a family member, to seek assistance related to domestic violence for themselves or a family member, and for all other purposes outlined in this policy. All Gustavus Adolphus College employees who work at least 80 hours in a year in Minnesota are eligible for ESST.

Covered Uses

Employees can use ESST for:

1. the employee's mental or physical illness, treatment, or preventive care
2. a family member's mental or physical illness, treatment, or preventive care
3. absence due to domestic abuse, sexual assault or stalking of the employee or a family member
4. closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency
5. when determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease
6. Effective January 1, 2025, to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member.

Employees may use earned sick and safe time for their following family members:

1. their child: including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent)
2. their spouse or registered domestic partners registered with the State of Minnesota
3. their sibling, stepsibling, or foster sibling
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child
5. their grandchild, foster grandchild or step-grandchild
6. their grandparent or step-grandparent
7. a child of a sibling of the employee
8. a sibling of the parents of the employee
9. a child-in-law or sibling-in-law
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
12. up to one individual annually designated by the employee

Use, Accrual, and Carryover

Accrual begins at the start of employment. Employees may use available paid sick and safe time as it accrues. Employees can use leave in 15-minute increments.

All eligible employees accrue one hour of ESST for every 30 hours worked, up to a maximum of 48 hours each year. For non-exempt (hourly) employees who are also eligible for PTO and under the College's policy, ESST accrual is part of PTO or vacation and not a separate portion of paid time off and will therefore follow PTO accrual rates and maximums.

Exempt (salaried) employees are presumed to work 40 hours in each workweek for purposes of accruing earned sick and safe time, except that an employee whose normal workweek is less than 40 hours will accrue earned sick and safe time based on the normal workweek. Exempt employees, and non-exempt employees ineligible for PTO, may carry over accrued, unused ESST leave into the following year, but the total amount of accrued, unused ESST leave may not exceed 80 hours. If/when an employee's bank of accrued ESST hits 80 hours, no further ESST will accrue unless and until the employee uses it such that the bank drops below 80 hours (at which point ESST will begin accruing again as normal, always subject to the 80-hour cap).

Notice and Documentation Requirements

If the need for leave is foreseeable, the employee must notify their supervisor/chair at least 7 days in advance. If the need for ESST is not foreseeable, the employee must follow the call-in procedure to notify their supervisor of their absence as soon as practicable. Employees should provide the reason for their absence or tardiness when calling it in so that ESST can be appropriately tracked. If an employee does not provide notice as soon as practicable (usually when calling in), the College reserves the right to deny ESST coverage, in accordance with applicable law.

If the employee uses ESST for more than three consecutive scheduled work days, the College may request reasonable documentation to verify the absence, such as from a health care provider, in accordance with applicable law. Any information disclosed as a result of using ESST time will be kept confidential and in accordance with the College's policies and applicable law.

Other Forms of Time Off

Employees will still be entitled to other forms of leave such as Vacation, Holidays, FMLA, and Short-Term Disability, as applicable. ESST will be used in conjunction with other leaves when possible. Employees should contact the Office of Human Resources with questions.

Separation and Rehire

Accrued, unused ESST is not paid out upon separation of employment, for any reason.

Employees who are rehired within 180 days of separation will receive and be eligible to use all previously accrued but unused ESST. Employees who are rehired more than 180 days after separation shall begin accruing ESST as though a "new" employee.

No Retaliation

The College expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking ESST or filing a complaint or bringing a civil action for violations of this policy, or applicable state or local law.

The College is committed to enforcing this policy and prohibiting retaliation against employees who request or take ESST under this policy, or who file a related complaint. However, the effectiveness of the College's efforts depends largely on individuals reporting inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to their supervisor or the Office of Human Resources. If employees do not report retaliatory conduct, the College may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Approved by the President's Executive Leadership Team: August 20, 2024; revised September 3, 2024. Approved by the Board of Trustees: October 11, 2024.

Family and Medical Leave Act (FMLA)

(See also the [Parental Leave Policy](#))

Under the provisions of the Family and Medical Leave Act (FMLA) the College provides eligible employees with up to 12 weeks of unpaid leave in a 12-month period for the purpose of birth, adoption, or foster care placement; medical care of a child, spouse, or parent, or when the employee has a serious health problem. Gustavus Adolphus College also reserves the right to run FMLA concurrently with absences falling under Workers Compensation.

The College administers a “rolling” 12-month period measured backward from the date of any FMLA leave usage. (Each time an employee takes FMLA leave, the remaining leave is the balance of the 12 weeks not used during the 12 months immediately before the FMLA leave is to start.)

To be eligible for an FMLA leave, an employee must have been employed for a total of 12 months and must have worked at least 1250 hours during the 12-month period preceding the commencement of the leave. Employees exempt from overtime requirements of the Fair Labor Standards Act are presumed to have worked the required hours unless the College clearly demonstrates that the employee did not work the required amount during the preceding 12 months.

The College will require a medical certification to support requests for a medical leave. For an employee’s own medical leave, the certification must include a statement that the employee is unable to perform the functions of his or her position. In cases of illness, the employee may be required to report periodically on his or her leave status and intention to return to work, and may require periodic recertification of the medical condition. An employee taking leave due to the employee’s serious health condition is required to obtain certification that the employee is able to resume work prior to the return from the medical leave. For leave to care for the medical needs of a child, spouse, or parent, the certification must include an estimate of the amount of time the employee is needed to provide care.

Employees who have paid leave available may be required to use their paid leave during a FMLA leave.

Any employee who is granted a FMLA leave is advised to provide for the retention of his or her group insurance coverage by arranging to pay the premium contributions during a period of unpaid absence. In the event that an employee elects not to return to work upon completion of an approved unpaid leave of absence, the College may recover from the employee the cost of any payments made to maintain the employee’s coverage, unless the failure to return to work was for reasons beyond the employee’s control. Paid leave accruals will be calculated as of the last paid work day prior to the start of the unpaid leave of absence.

A request for Family and Medical Leave of Absence should be originated by the employee and communicated to their immediate supervisor and the Human Resources department. If possible, the form should be submitted 30 days in advance of the effective date of the leave. All agreements on the leave, including extensions, should be in writing. Upon return to work at the end of the leave, the employee will be reinstated to the same or a comparable position without loss of status, pay, or accrued benefits.

Revised by the Gustavus Adolphus College Board of Trustees: January 21, 2021.

Jury Duty and Witness Leave

Gustavus Adolphus College supports the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected to provide proper notice to their supervisor/Chair and the Office of Human Resources by providing a copy of the jury duty summons or witness subpoena at least one week in advance.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty. Verification of service must also be provided to the Office of Human Resources.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law. Whenever an employee is required to report for jury duty, they are entitled to a leave of absence with full pay up to a maximum of two (2) weeks per year. However, it is understood that jury duty pay (not to include reimbursed expenses) will be returned to the College. Time served on a jury will not count as hours worked for overtime purposes.

Approved by the President’s Executive Leadership Team: August 20, 2024.

Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask the Office of Human Resources for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give their supervisor or Chair as much advance notice of their need for military leave as possible so that Gustavus Adolphus College can maintain proper coverage while employees are away.

Family Military Leave

An employee who is the grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancé or fiancée of a member of the United States armed forces who has been ordered into active service in support of a war or other national emergency (“mobilized service member”) is eligible for an unpaid leave of absence of up to one (1) day per calendar year in order to attend a send-off or homecoming ceremony for the mobilized service member. Employees must provide their supervisor or Chair as much notice as possible of their intent to take this leave as is practicable under the circumstances.

Additionally, any employee who is the parent, child, grandparent, sibling or spouse of a member of the United States armed forces who has been injured or killed while engaged in active service is eligible for an unpaid leave of absence for up to 10 days. The employees must provide their supervisor or Chair as much notice of their intent to take this leave as is practicable. Any accrued paid time off which is used during this period will run concurrently with leave under this policy and will not extend the length of leave.

Approved by the President’s Executive Leadership Team: August 20, 2024.

Organ Donation Leave

Employees who work 20 or more hours per week are entitled to up to 40 hours of paid leave to donate an organ or partial organ to another person. Verification of donation and the length of leave needed may be required by the College. Reasonable notice of leave must be provided.

Approved by the President’s Executive Leadership Team: August 20, 2024.

Parental Leave

Gustavus Adolphus College is committed to supporting faculty and staff in managing their professional and parental responsibilities. A primary goal of the parental leave policy is to allow both the faculty or staff member and the College the opportunity to maintain the integrity of the classroom and supporting services while avoiding an undue burden on either the individual or the department. All provisions and applications of this policy are meant to be consistent with federal and state law and the Family and Medical Leave Act (FMLA).

Eligibility

Full-time employees, part-time employees who have worked an average of 20 hours or more per week for 12 months, and part-time faculty employed for at least 12 months preceding the commencement of a parental leave, are eligible for six weeks of paid parental leave for maternity, paternity, or adoption. If a female employee needs a leave longer than six weeks due to medical complications of pregnancy and/or childbirth, she has the right to additional paid leave on the same basis as others with temporary health-related disabilities.

Terms and Conditions

Under the provisions of the Family and Medical Leave Act (FMLA), the College provides eligible employees with up to six weeks of paid leave and an additional six weeks of unpaid leave for the purpose of birth, adoption, or foster care placement; medical care of a child, spouse, or parent, or when the employee has a serious health problem.

Parental Leave may be completed anytime within a twelve-month period following the birth or adoption. Parental Leave will run concurrently with leaves available under the FMLA and Minnesota Parental Leave Law. An employee who has already used FMLA leave for purposes other than birth or adoption may be eligible for up to six weeks of unpaid leave.

Parental leave shall count as time in service toward salary determination and eligibility for sabbatical leave. The College's contribution for health, disability and life insurance premiums shall be paid in full during all parental leave arrangements. Retirement benefits will be proportionate to salary or wages earned.

Application Process

A request for Parental Leave of Absence should be originated and signed by the employee as soon as the need for a leave is identified, submitted to the immediate supervisor or chair, and forwarded through the appropriate Vice President or Dean to the Human Resources Department. All agreements on the leave, including extensions, should be in writing. Upon return to work at the end of the leave, the employee will be reinstated to the same or a comparable position without loss of status, pay, or accrued benefits.

Faculty members should refer to the additional policies below.

Terms and Conditions

Eligible faculty members who welcome a child in the summer may take leave anytime within nine months of the resumption of their contract period to be arranged with the department and the Provost's Office. Parental Leave will run concurrently with leaves available under the FMLA and Minnesota Parental Leave Law. A faculty member, who has used FMLA leave for purposes other than birth or adoption, may be eligible for up to six weeks of unpaid leave.

The *Faculty Manual* governs the timing of tenure decisions.

Menu of Possible Options

The following is a sample of several past parental leave arrangements with full benefits. This list is not comprehensive, nor is it guaranteed that all of these past arrangements will be possible in every instance. The Provost's Office recognizes that circumstances may necessitate arrangements not covered by this list; faculty should work with their Department Chair and Dean to develop a mutually agreeable leave plan.

- six weeks paid and an additional 6 weeks unpaid
- one semester leave at 2/3 salary
- one course release at full salary
- combination of one course release and shifting remaining course load to January or a different semester at full salary
- teaching courses on an accelerated schedule at full salary (must be approved by the AOC)
- co-teaching courses that will allow the faculty member going on leave to be absent for a portion of those courses
- six weeks paid leave and administrative duties for the remainder of the semester
- intermittent leave arrangements

Adopted by the Gustavus Adolphus College Board of Trustees: April 24, 2015.

School Conference and Activities Leave

Gustavus Adolphus College will provide employees with up to 16 hours of leave during any 12-month period to attend school conferences or school-related activities related to an employee's child (including conferences related to a pre-kindergarten program or childcare services), provided the conferences or school-related activities cannot be scheduled during nonwork hours. When leave cannot be scheduled during non-work hours and the need for leave is foreseeable, the employees must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the College's operations. Leave under this policy is unpaid. However, the employees may substitute accrued paid time off for leave under this policy.

Approved by the President's Executive Leadership Team: August 20, 2024.

Voting Leave

Gustavus encourages its employees to exercise their right to vote in any regularly scheduled state primary, Presidential primary, general election or Congressional election. Since the polls are open for extended hours, in most instances, employee will be able to vote before or after work. However, if an employee's work schedule does not provide them with time to vote during non-working hours, they will be granted reasonable time off to vote during work hours in accordance with legal requirements, without loss of pay. The College requests that the employee notify their supervisor in advance if they anticipate a need to take time off work to vote.

Approved by the President's Executive Leadership Team: August 20, 2024.

Weather Related Closure

For more information, please refer to the [Cancellation/Delay/Closure Policy](#).

Minnesota Wage Theft / Payroll Law

Gustavus complies with the Minnesota Wage Theft Law, which requires all employers to provide each employee with a written notice at the start of their employment, and make available the notice in English or other languages upon request. The notice and/or offer letter must contain the following specific information about an employee's employment status and terms of employment. The following is the specific information employers must provide in writing to employees when they start employment:

- Employee's employment status and whether an employee is exempt from minimum wage, overtime, and other state wage and hour laws, and on what basis.
- Number of days in the employee's pay period and the regularly scheduled payday. Date the employee will receive the first payment of wages earned.
- Employee's rate or rates of pay and the basis thereof, including whether the employee is paid by the hour, shift, day, week, salary, piece, commission, or other method and the specific application of any additional rates.
- Allowances, if any, may be claimed for permitted meals and lodging.
- Provision of paid vacation, sick time, or other paid time off (PTO), how the paid time off will accrue, and terms for its use.
- A list of deductions that may be made from the employee's pay.
- Employer's legal name and the operating name, if different.
- Physical address and telephone number of the employer's main office or principal place of business and a mailing address, if different.

The College will maintain a copy of the notice and/or offer letter signed by each employee. Employees will be provided in writing regarding any changes to the information related to the Minnesota Wage Theft Law prior to the date the changes take effect.

Approved by the President's Executive Leadership Team: August 20, 2024.

Technology Use Policy for Employees

Purpose of Policy

Computers and other information technology resources are essential tools in accomplishing the work of the College. Information technology resources are valuable community assets to be used and managed responsibly to ensure their integrity, confidentiality, and availability for appropriate research, education, outreach, and administrative objectives of Gustavus. College employees are granted access to these resources in support of advancing the College's mission. This policy is constructed in a way to allow for complete academic freedom to exist, as outlined in the *Faculty Manual* Appendix A, while maintaining the integrity of the college's technology resources. In the use of technology resources, College employees must follow College policies and federal, state and local laws. These include but are not limited to policies and laws related to information security, data privacy, commercial use, and those that prohibit harassment, theft, copyright and licensing infringement, and unlawful intrusion and unethical conduct.

Owner(s)

Director of Gustavus Technology Services and CFO, VP of Finance and Treasurer, Provost and faculty, staff and students employed by Gustavus Adolphus College.

Scope

The purpose of this policy is to outline the acceptable use of technology resources at the College in order to comply with legal and contractual requirements, safeguard these resources, and protect the College against damaging legal consequences that could result from unacceptable use.

1.0 Acceptable Use

Technology resources provided by Gustavus Adolphus College are intended to be used for the work and activities directly associated with employment. In their use of technology resources, employees should respect the rights of other users, avoid actions that jeopardize the integrity and security of information technology resources, and comply with all pertinent licensing and legal requirements.

Employees must comply with applicable contractual agreements and licensing agreements.

Gustavus Technology Services will determine and authorize use of technology resources in collaboration with Gustavus Vice Presidents or designees. Employees must use only technology resources they are authorized to use and only in the manner and to the extent authorized. Ability to access information technology resources does not, by itself, imply authorization to do so.

Users are responsible for protecting their College-assigned accounts and authentication (e.g., password) from unauthorized use. User passwords should be unique, secure, and never shared with others, including other Gustavus Adolphus College users.

Employees are responsible for the content of their personal communications and may be subject to liability resulting from those communications. The College accepts no responsibility or liability for any personal or unauthorized use of its resources by employees. Employees should be aware that communications sent from Gustavus Adolphus College-owned devices or accounts could be construed as representing a College position.

Copyright

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of original works of authorship including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Employees should assume materials found on the Internet are copyrighted unless a disclaimer or waiver is expressly stated or the material that is clearly in the public domain (e.g., published before 1923 or a U.S. federal 43 document).

Some examples of copyright violations would include:

- Displaying pictures or graphics you have not created yourself.
- Offering sound recordings you have not produced yourself.
- Using programs to distribute copyrighted files.
- Placing any materials owned by others on your web page (or any other medium) without the expressed permission of the original owner.

Fair Use

In some circumstances the use of a copyrighted work may be considered a 'fair use.' For more information see:

- <https://www.copyright.gov/fair-use/more-info.html>
- <http://cmsimpact.org/program/fair-use/>
- <https://www.lib.umn.edu/copyright/fairthoughts>

2.0 Unacceptable Use

Employees are not permitted to share authentication details or provide access to their College accounts to anyone else.

Employees must not circumvent, attempt to circumvent, or assist another in circumventing the security controls in place to protect information technology resources and data.

Employees must not knowingly download or install software onto College information technology resources which may interfere with or disrupt service, or does not have a clear business or academic use.

Employees are prohibited from willingly engaging in activities that interfere with or disrupt network users, equipment or service; intentionally distribute viruses or other malicious code; or install software, applications, or hardware that permits unauthorized access to information technology resources.

Employees must not engage in inappropriate use, including but not limited to:

- Activities that violate state or federal laws, regulations or College policies.
- Widespread dissemination of unsolicited and unauthorized electronic communications.

Employees must avoid excessive use of system information technology, including but not limited to network capacity.

Excessive use means use that is disproportionate to that of other users, or is unrelated to academic or employment-related needs, or that interferes with other authorized uses. Individual divisions within the College (e.g., academic affairs) may require employees to limit or refrain from certain activities in accordance with this provision.

Gustavus discourages the installation of personal software and files on College technology resources that are not directly associated with the work and activities of the College. Gustavus Technology Services is unable to support any personally installed software unrelated to work and activities of the College. Gustavus Technology Services assumes no obligation to transfer or retain any personally licensed software, personal files, or other non-college information or materials.

3.0 Privacy and Security Measures

Employees must not violate the privacy of other technology users. Technical ability to access others' accounts does not by itself imply authorization to do so.

The College takes reasonable measures to protect the privacy of its information technology resources and accounts assigned to individuals. However, the College does not guarantee absolute security and privacy. Users should be aware that any activity on information technology resources may be monitored, logged and reviewed by College-approved personnel, or may be discovered in legal proceedings. Circumstances under which such review and discovery may occur are described immediately below.

Responsibility for protecting the College's resources and data is a shared responsibility by all employees and Gustavus Technology Services. Gustavus Technology Services treats the contents of individual assigned accounts and personal communications as private and does not examine or disclose the content except:

- as required for system maintenance, including security measures;
- when there exists reason to believe an individual is violating the law or College policy; and/or
- as permitted by applicable policy or law.

Before disclosing the contents of individual files or reassigning the ownership of a user's account, GTS is required to receive authorization from two Gustavus Vice Presidents that a credible reason exists to take this action.

Employees may add additional measures for protection of information if required by grants or research agreements. If additional protection is added to College technology resources, system administrators must be given access to those resources upon request.

Employees should ensure the security and confidentiality of Gustavus' data and student information. Student records are subject to heightened confidentiality requirements through legislation such as the Family Educational Rights and Privacy Act (FERPA). College-owned computers are issued with software tools that encrypt data stored on the machines; employees should not disable these tools. When sharing confidential and protected data, all employees should do so using a secure method approved by the College. Confidential Gustavus data or student records should not be created, downloaded or saved to any device in an unprotected format.

The College reserves the right to employ security measures. When it becomes aware of violations, either through routine system administration activities or from a complaint, it is the College's responsibility to investigate as needed or directed, and to take necessary actions to protect its resources and/or to provide information relevant to an investigation.

4.0 Enforcement

Individuals who use information technology resources to violate a College policy, law(s), contractual agreement(s), or violate an individual's rights, may be subject to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both. Alleged violations will be referred to the appropriate College office or law enforcement agency.

The College may temporarily deny access to information technology resources if it appears necessary to protect the integrity, security, or continued operation of these resources, or to protect itself from liability.

Help with this Policy

Contact the Director of Gustavus Technology Services for questions and comments on this policy.

Policy Authority

The Director of Gustavus Technology Services has responsibility for this policy and will obtain necessary approvals and changes to this policy.

Related Policies or References

Staff Handbook; All College Policies.

Approved by the President's Cabinet: August 29, 2017.

Tuition Remission

Dependent Children Scholarship and Exchange

Gustavus Adolphus College provides a **Tuition Scholarship Program** to eligible dependent children of faculty and staff, allowing for the completion of a Gustavus Adolphus College bachelor's degree with no out-of-pocket costs for tuition. The **Tuition Scholarship Program** is less need-based-aid, requiring the submission of the FAFSA and Verification of Dependency form for all students applying for admission to Gustavus.

Eligibility

Dependents are eligible for the **Tuition Scholarship Program** after the parent has completed two years of aggregate full-time employment. Benefits begin at the start of the semester following the qualifying full-time anniversary date. Eligibility is based on employment status and date of hire.

- Employees must remain full-time, benefits-eligible (i.e., work a minimum of 30 hours per week for 39 weeks) during benefit use.
- A parent's service at a regionally accredited higher education institution immediately preceding employment at Gustavus will be considered for the two years of full-time employment requirement. Regionally accredited institutions include schools accredited by:
 - Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges (ACCJC)
 - Higher Learning Commission (HLC)
 - Middle States Commission on Higher Education (MSCHE)
 - New England Commission of Higher Education (NECHE)
 - Northwest Commission on Colleges and Universities (NWCCU)
 - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - WASC Senior College and University Commission (WSCUC)
- A dependent child for tuition benefits is defined as biological children, adopted children, stepchildren, children under legal guardianship; must be under the age of 25; and must be dependent upon an eligible employee's household for at least one-half of the household's financial support and/or claimed as a dependent for tax purposes.
- The dependent may not have earned a prior baccalaureate degree.

Tuition Scholarship Program Details

- Dependent must be accepted to the College by completing the required application for admission process. <https://gustavus.edu/admission/apply/>
- FAFSA submission and verification of dependency document completion is required annually when participating in the **Tuition Scholarship Program** for students starting and/or continuing at Gustavus.

- Should a benefits-eligible employee drop below full-time status or terminate employment, the **Tuition Scholarship Program** terminates at the end of the current semester.
- Employees who are on approved leaves of absence with pay and benefits will continue to be eligible for the Tuition Scholarship Program for their dependents as long as they were eligible prior to leave.
- If an eligible employee is an Official Retiree as defined by College policy, is permanently disabled, or is deceased, any eligible children enrolled in the program or enrolled in grades 9-12 at the time of change will remain eligible for the Tuition Scholarship Program.
- Tuition Scholarship Program is limited to a maximum of eight semesters.
- Tuition Scholarship Program does not cover housing, meals, or fees.
- Dependents must maintain satisfactory academic progress as defined by the College to continue receiving the tuition scholarship benefit.
- Gustavus reserves the right to amend this benefit at any time for any reason.
- Eligible employees must complete the Verification of Dependency form and provide all necessary documentation as communicated by the College's Human Resources department.

Additionally, Gustavus Adolphus College provides the following exchange scholarship programs to eligible employee dependents who may wish to attend college at another participating institution:

ELCA Exchange Scholarship

Dependents of benefits-eligible employees are certified as “exports” on this program as long as the appropriate forms are submitted to the Gustavus Financial Aid Office by the designated deadlines. The receiving institution will determine admission, the amount of the benefit, and eligibility. Learn more about the [ELCA Exchange Scholarship program](#). View a list of [participating colleges](#).

ELCA Eligibility

Dependents are eligible after the parent has completed two years of aggregate full-time employment. Benefits begin at the start of the semester following the qualifying full-time anniversary date. Eligibility is based on employment status and date of hire.

1. The employee must complete the Verification of Dependency form each year. New dependents to the program must list all of the colleges that they are applying to for enrollment. Dependents already enrolled in the program must verify the institution that they are planning to continue to attend and their year of college achieved.
2. Gustavus Human Resources will validate eligibility for this benefit and will notify the Gustavus Financial Aid Office.
3. The Gustavus Financial Aid Office will notify other participating ELCA institutions of the student’s eligibility based on the Tuition Benefit Application. The host institution will communicate with the Gustavus employee’s dependent regarding the benefit amount.
4. Following the decision of the Gustavus employee’s dependent, the employee must complete the online Enrollment Confirmation Form by May 1st each year.
5. All final enrollment decisions and financial aid awards are made by the importing college.
6. If an eligible employee retires as defined by College policy, is permanently disabled, or is deceased, any eligible children enrolled in the program or enrolled in grades 9-12 at the time of change will remain eligible for the ELCA Tuition Exchange Program.

Tuition Exchange (TE) Scholarship

Tuition Exchange (TE) is a reciprocal scholarship opportunity for eligible faculty and staff dependents at all 700+ individual member schools. Tuition Exchange is not an employee benefit but an opportunity because of

employment. All Gustavus eligible employee dependents are certified for this program. It is up to the receiving institution to determine admission and eligibility for TE scholarships. TE can be a competitive award. The minimum scholarship amount is set by TE and the member school. Notification that Gustavus has certified the eligible dependent as an export on this program will be sent to the employee by January 15 of each year. Detailed exchange program information and participating colleges can be found at <https://www.tuitionexchange.org/>

TE Eligibility and Participation Fee

Dependents are eligible after the parent has completed two years of aggregate full-time employment. Benefits begin at the start of the semester following the qualifying full-time anniversary date. Eligibility is based on employment status and date of hire. Employees must complete the [Tuition Exchange application](#). Gustavus employees participating in the Tuition Exchange program are required to pay the \$50 Participation Fee to Gustavus upon successful export.

Employees and Spouses Tuition Remission Program

Gustavus Adolphus College provides a Tuition Remission Program to eligible employees and their spouse, allowing for the completion of a bachelor's degree and courses for professional development and personal enrichment with no out-of-pocket costs for tuition at the College.

Eligibility

Employees are eligible after completing two years of aggregate full-time employment. Benefits begin at the start of the semester following the qualifying full-time anniversary date. Eligibility is based on employment status and date of hire.

Employees must remain full-time, benefits-eligible (i.e., work a minimum of 30 hours per week for 39 weeks) during benefit use.

Should an employee drop below full-time status or terminate employment, the tuition remission benefit terminates at the end of the current semester.

Tuition Remission Program Details

- Special course fees and program fees are not covered as part of the remission program.
- Enrollment may not interfere with work duties and responsibilities. Therefore, whenever possible, classes should be arranged so as to not interfere with normal work schedules. However, because part-time students register for courses on a space-available basis, employees may, with departmental approval, manage their work hours to attend classes.
- Paid time will not be provided to attend class. Time away from work will either be accommodated through an adjusted (not reduced) work schedule or charged to PTO or vacation.
- Tuition remission is limited to a maximum of two classes per semester for employees. An employee's spouse may enroll full time.
- Gustavus reserves the right to amend this benefit at any time for any reason.

Interested employees, or their spouses, should complete either the [Degree Seeking Application](#) or the [Non-Degree Seeking Application](#).

Approved by the President's Executive Leadership Team: August 20, 2024.

Unemployment Insurance

The State of Minnesota will determine a departed employee's eligibility for unemployment benefits based on the application submitted. Employees who leave their jobs voluntarily usually do not qualify to receive unemployment benefits. Unemployment benefits will be extended to individuals who separate employment with the College due to sexual assault, domestic abuse, or stalking of the departed employee or their immediate family member. For more information, visit the [Minnesota Unemployment Insurance \(UI\) website](#).

Approved by the President's Executive Leadership Team: August 20, 2024.

Wage Disclosure Protections

Employees are allowed to share information about their wages and working conditions with other people. The employer cannot stop the employee from telling anyone about the employee's wages or conditions of employment, require the employee to sign a waiver that takes away the employee's right to tell others about the employee's wages or working conditions; or treat the employees differently because the employee told someone about the employee's wages or working conditions.

The College will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for asserting rights or remedies under this section.

Nonetheless, this policy should not be construed to:

- Create an obligation on Gustavus Adolphus College or on employees to disclose wages
- Permit employees, without the written consent of the College, to disclose confidential or proprietary information, trade secret information, or information that is otherwise subject to legal privilege or protected by law
- Diminish any existing rights under the National Labor Relations Act (NLRA)
- Permit employees to disclose wage information of other employees, absent the affected individual's consent and authorization to disclose, especially to a competitor of Gustavus Adolphus College

Approved by the President's Executive Leadership Team: August 20, 2024.

Workers' Compensation

In accordance with The Minnesota Workers' Compensation Act, the College carries Workers' Compensation insurance for its employees in the event of an occupational illness or accident incurred in the course of employment. If the claim is accepted, the insurance carrier will typically provide payment of medical expenses, lost wages, vocational rehabilitation, and other benefits provided at no cost to the employee.

Reporting Injuries

If any employee, including student workers, are injured on the job, no matter how slightly, they must report the incident immediately to their supervisor. Employees have the right to report work-related injuries and illnesses and are encouraged to do so, free from any retaliation. An injury report should then be prepared by the injured employee (or their supervisor if they are able to do so), and sent to the Office of Environmental Health, Safety and Risk Management.

Reporting information can be found on the Accident, Injury, Incident Reporting Procedures Workers' Compensation website. Failure to follow College procedures may affect the ability of an employee to receive Workers' Compensation benefits.

Recording of Lost Time

On the date of injury or illness, a non-exempt (hourly) employee who is unable to complete the remainder of their regularly scheduled shift will receive pay for the remainder of the shift. The employee or supervisor should note “Work Comp” on the employee’s timesheet for lost time while the Workers’ Compensation provider determines the eligibility of the claim. Whenever possible, employees should schedule doctor or therapy appointments outside of their work schedule.

Lost Time Wages

During an approved Workers’ Compensation absence, in accordance with the Minnesota state statute, employees will receive lost time wages at 66.6% of pay from the insurance carrier, which are not subject to Federal or state taxes. Employees may not supplement lost-time wages with any other paid leave benefits from the College.

Workers’ Compensation absences longer than one week will typically run concurrently with an FMLA leave. Refer to the Family Medical Leave Act policy in the All College Policies for further details. During this leave time, the employee is responsible for paying the employee portion of health care premiums and any other payroll deductions during the period of the leave to ensure continuation of coverage. Arrangements for payments must be made through the Payroll Office.

Approved by the President’s Executive Leadership Team: August 20, 2024.