

Gustavus Adolphus College

Staff Handbook

GUSTAVUS  [®]

GUSTAVUS ADOLPHUS COLLEGE

Last Updated: December 2022

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help staff find the answers to many questions that they may have regarding their employment with Gustavus Adolphus College. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Gustavus Adolphus College adheres to the policy of employment at will, which permits the College or the staff to end the employment relationship at any time, for any reason, with or without cause or notice.

No College representative other than the President may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate College documents. These College documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general College guidelines. The College may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the staff and the President.

This handbook supersedes all prior handbooks.

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Section 1 - Governing Principles Of Employment

1-1. Introduction

For all non-faculty staff who are commencing employment with Gustavus Adolphus College ("Gustavus Adolphus College" or "the College"), on behalf of Gustavus Adolphus College, let me extend a warm and sincere welcome.

For staff who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at Gustavus Adolphus College. We understand that it is our staff who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

Rebecca Bergman, President

1-2. Equal Employment Opportunity

Gustavus Adolphus College is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, 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's leadership team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, staff activities, access to facilities and programs and general treatment during employment.

The College will endeavor to make a reasonable accommodation of an otherwise qualified applicant or staff 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 staff 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.

Any staff with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Office of Human Resources. The College will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If staff feel they have been subjected to any such retaliation, they should contact 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 staff must cooperate with all investigations conducted pursuant to this policy.

1-3. Pregnancy Accommodations

Under Minnesota law, Gustavus Adolphus College will endeavor to provide staff a reasonable accommodation for health conditions related to pregnancy or childbirth, unless doing so would impose an undue hardship on the operation of the College.

The staff and the College will engage in an interactive process to determine what accommodations may be needed.

The pregnant staff will not be required to obtain the advice of a licensed health care provider or certified doula, nor will the College claim an undue hardship for the following accommodations:

- more frequent restroom breaks;
- more frequent food and water breaks;
- seating; and
- limits on lifting over 20 pounds.

The College may request medical certification from the staff's licensed health care provider or certified doula for other reasonable accommodations, including temporary transfer to a less strenuous or hazardous position.

The College is not required to create a new or additional position to accommodate the staff, nor is the College required to discharge any staff, transfer any other staff with greater seniority or promote any staff.

The College will not retaliate against the staff for requesting or obtaining a pregnancy accommodation under the law. Furthermore, the College will not require the staff to take a leave or accept an accommodation.

Any staff who has questions about this policy or who needs to request a reasonable accommodation should contact the Office of Human Resources.

1-4. At-Will Employment

Gustavus Adolphus College staff employees are considered "at will" employees. At will employees are free to resign at any time (with appropriate notice), for any lawful reason, or for no reason at all. Similarly, Gustavus may end the employment relationship at any time, for any lawful reason with or without cause, as long as there is no violation of applicable local, state or federal law.

Nothing contained in this staff 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.

1-5. Respect For Others

In order to ensure that the relationships between all members of the campus community are good and that inappropriate actions are avoided, the College has adopted the following policy:

All students, employees, and visitors at the College deserve to be treated with dignity and respect. Gustavus will not condone actions of any employee or student that can be interpreted as threatening or intimidating to another. The administration will take disciplinary action in any case in which such action occurs.

1-6. Code Of Conduct

The five core institutional values of excellence, community, justice, service and faith guide us in choosing priorities, objectives, and strategies to pursue in the face of various challenges and opportunities. These values reflect a common language and act as a guiding principle in our work. Gustavus requires all employees to live these values through their attitude at work. All work behaviors must be non-disruptive toward other Gustavus employees and the colleagues of partners (such as suppliers and students) and any other people we interact with while at work. Failure to meet this requirement may result in disciplinary action, up to and including termination of employment.

A respectful workplace is viewed as one that promotes honesty and a healthy and positive work environment in which employees treat one another as they would like to be treated.

It is the responsibility of all of our employees to help in fostering and maintaining such a workplace. Respectful behaviors and actions that would help to foster this environment include but are not limited to:

- Listening to others in a respectful, professional and non-judgmental manner,
- Being accountable for your own behavior and actions,
- Being calm and objective in instances of conflict and lack of respect
- Being sensitive to others' concerns and interests
- Avoid making assumptions, blaming, gossiping, and/or ridiculing of others
- Being honest about issues and concerns and express these concerns in a respectful manner

Behaviors and actions that do not foster a respectful workplace and may lead to disciplinary action, up to and including termination, may include but are not limited to:

- Unsatisfactory performance of job functions, attendance issues, or other behaviors that prevent an employee from accomplishing his or her work.
- Disorderly conduct including fighting, attempting bodily injury, or using abusive or threatening language toward another employee or in a work-related setting.
- Violation of Gustavus values
- Unprofessional behavior including disruptive behavior or behavior such as (but are not limited to):
 - Raising your voice
 - Ridiculing, belittling, embarrassing, or giving the "silent treatment" to employees
 - Using inappropriate or profane language
 - Engaging in hostile or intimidating interactions

- Insubordination, including refusal or failure to perform assigned work.
- Possessing or using alcohol, drugs or any other controlled substance on the premises or reporting for work under the influence of such substances.
- Dishonesty, including the falsification of records or reports and other fraudulent activities.
- Employees arrested or found guilty for a violation of laws, which may affect performance or ability to perform their duties.
- Negligent or intentional damage to Gustavus property or unauthorized removal or use of property belonging to Gustavus or another employee.
- Breach of confidentiality or release of confidential information in violation of the Code of Conduct, the Confidentiality Policy or other policies or contracts.
- Breach of the Code of Conduct or any Gustavus policy.
- Any act or behavior that has an adverse impact on Gustavus or its employees.
- Failure to make good faith reports of illegal activities or violations of Gustavus policies. Those who report concerns about wrongdoing in good faith will be protected from Retaliation.

1-7. Employee Relations

Gustavus believes that the work conditions, wages, and benefits it offers are competitive with those offered by other employers in the area. However, if employees have concerns about work conditions, job related issues, or compensation, they are encouraged to voice their concerns openly and directly to their supervisors. When employees deal openly and directly with supervisors, an excellent work environment can be maintained, communications can be clear, and attitudes can be positive.

The Office of Human Resources also maintains an open door atmosphere. If at anytime an employee needs assistance in resolving a job related matter, you are welcome to speak with a member of the Human Resources team, which is located in the Carlson Administration Building.

1-8. Non-Harassment

It is Gustavus Adolphus College's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our staff personal morality, but to ensure that in the workplace, no one harasses another individual.

If the staff feels that he or she has been subjected to conduct which violates this policy, they should immediately report the matter to the Office of Human Resources. If the staff is unable for any reason to contact HR, or if the staff has not received a satisfactory response within five (5) business days after reporting any incident of what the staff perceives to be harassment, the staff should contact the Vice President for Mission, Strategy, and Innovation. If the person toward whom the complaint is directed is one of the individuals indicated above (ie. HR or VP), the staff should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the College will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the staff feels they have been subjected to any such retaliation, they should report it in the same

manner in which the staff would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All staff must cooperate with all investigations.

For more information on College's Non-Harassment policy, please click on this [link](#) to the All College Policies.

1-9. Sexual Harassment Procedure

It is Gustavus Adolphus College's policy to prohibit harassment of any staff by any supervisor, staff, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the College. It is to ensure that at the College all staff are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about the staff's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct directed toward a person because of their gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If the staff feel they have been subjected to conduct which violates this policy, they should immediately report the matter to Title IX Coordinator. If unable for any reason to contact the Title IX Coordinator, or if the staff has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the staff should contact the Office of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the staff should contact any higher-level manager in their reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the College will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the staff feel they have been subjected to any such retaliation, they should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All staff must cooperate with all investigations.

For more information on this important policy, please click on this [link](#) to the All College Policies.

1-10. Drug-Free And Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our staff and others, to protect College property, and to ensure efficient operations, Gustavus Adolphus College has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all staff and other individuals who perform work for the College.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on College premises, is strictly prohibited. Staff and other individuals who work for the College also

are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the staff's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the staff or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the staff is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. This restriction does not apply to responsible drinking of alcohol at College related social gatherings.

Violation of this policy will result in disciplinary action, up to and including discharge.

The College maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, staff may not request an accommodation to avoid discipline for a policy violation. We encourage staff to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any College staff, including themselves.

Staff must notify the College within five calendar days if they are convicted of a criminal drug violation in the workplace.

All staff are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the College.

Any staff who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of the College, any staff who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the College's satisfaction in an approved drug assistance or rehabilitation program.

Residential Employees

Employees who reside on campus are expected to conduct themselves in a professional manner while on campus. These expectations include responsible drinking during their "home time," and adhering to all other college policies on drugs and alcohol.

1-11. Workplace Violence

In order to maintain a violence-free workplace, the College has adopted a zero tolerance policy toward workplace violence. Accordingly, all acts or threats of violence will be taken seriously. For purposes of this policy, a threat or act of violence shall include, but not be limited to, any act or gesture intended to harass or intimidate another person; any act or gesture likely to damage property; and any act or gesture likely to leave another person injured or fearing injury.

All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to govern him or herself accordingly. In addition, any employee experiencing an act or threat of violence is asked to report such act or threat to his or her immediate supervisor and/or the Department of Campus Safety ext. 8888.

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Each act or threat of violence will be investigated, and appropriate action will be taken. Any such act or threat may lead to discipline, up to and including termination. See Code of Conduct for more information.

Section 2 - Operational Policies

2-1. Employee Classifications

For purposes of this handbook, all Gustavus Adolphus College staff fall within one of the classifications below.

Full-Time Staff - Staff who regularly work at least 30 hours per week who were not hired on a short-term basis. As a general rule, full-time employees are eligible for the College's full benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-Time Staff - Staff who regularly work fewer than 30 hours per week who were not hired on a short-term basis. Part-time employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security). They are not generally eligible for College sponsored benefits, with the exception that they may be eligible for the College's Tax Sheltered Annuity Program subject to the terms, conditions, and limitations of the program.

Temporary Staff - Staff who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term staff generally are not eligible for College benefits, but are eligible to receive statutory benefits. This category also includes all on-call employees. Temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), but are ineligible for other College benefit programs.

In addition to the above classifications, staff are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Staff classified as **exempt** do not receive overtime pay; they generally receive the same monthly salary regardless of hours worked. **Non-exempt** staff are eligible for overtime pay under the specific provisions of federal and state laws. The staff will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-2. Job Postings And Hiring Process

Supervisors and department heads who need to fill a non-faculty position should request approval to post the position through the appropriate Vice President. Positions will then be evaluated by the Office of Human Resources and forwarded to Cabinet for approval. Once a position is approved, Human Resources will post the position, if warranted.

Not all positions are guaranteed to be posted. The College reserves the right to seek applicants solely from outside sources, inside sources, or to post positions internally and externally simultaneously.

The College reserves the right to fill an opening without posting the position in the following cases:

- A qualified employee wishes to make a job transfer because of injury or health problems and both supervisors and the Office of Human Resources view the move as in the interest of the College and the employee.
- A qualified employee is promoted or asked to transfer to the position and both supervisors and the Office of Human Resources agree to this move.

If the position is posted, hiring managers are responsible for conducting timely, effective interviews of qualified candidates. The hiring manager may form a search committee, if warranted. During an on-campus interview, a general session for all-campus constituents will be reserved for top leadership search processes. The Office of Human Resources is available to advise hiring managers on interview techniques and final candidate selection.

- Upon the selection of the final candidate, the hiring manager and the Office of Human Resources will collaborate to develop an appropriate offer of employment.
- The Office of Human Resources will extend the verbal offer of employment to the candidate selected.
- The Office of Human Resources will prepare a written offer of employment that is contingent upon the successful completion of required background checks.

Gustavus Adolphus College is dedicated to assisting staff in managing their careers and reaching their professional goals through promotion and transfer opportunities. For a current staff member to be eligible to apply for an open position, staff must meet the following requirements:

- maintain a favorable performance evaluation;
- not be on a performance improvement plan or related warning;
- meet the job qualifications listed on the job posting; and
- provide their current supervisor with notice prior to applying for the position.

If staff find a position of interest and they meet the eligibility requirements, an online job posting application must be completed in order to be considered for the position.

2-3. 90 Day Review

It is the policy of the College to employ applicants who are qualified or trainable for positions as determined by College standards of education, training, experience, and personal qualifications. Although the College attempts to employ applicants who will be successful employees, occasionally, an applicant may be hired who is not successful.

Therefore, new and rehired staff employees will work on an introductory basis for the first ninety calendar days after their date of hire. If the College determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. At the end of the introductory period, an employee who is doing a satisfactory job will be continued on an "at will" basis.

During the introductory period, new employees are eligible for benefits required by law, such as Social Security and workers' compensation insurance. They may also be eligible for other College-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

A formal review will be conducted after the first 90 days of employment. If during the introductory period, a problem is seen by either the College or the new employee, an effort will be made to resolve that problem. If the problem cannot be resolved, it is likely that both the employee and the College will benefit from ending the employment relationship.

2-4. Performance Review

Depending on the staff's position and classification, Gustavus Adolphus College endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of leadership.

In addition to these formal performance evaluations, the College encourages staff and supervisors to discuss job performance on a frequent and ongoing basis.

2-5. Progressive Discipline And Termination

Gustavus Adolphus College's progressive discipline process for all non-faculty employees is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Disciplinary procedures for Gustavus faculty members will be conducted in accordance with Faculty Manual section 3.2.4.2

Outlined below are the steps of the College's progressive discipline process for all staff. The College reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this process provides any contractual rights regarding employee discipline or counseling, nor should anything in this process be read or construed as modifying or altering the employment-at-will relationship between the College and its employees. All steps in this process should be in consultation with Human Resources.

Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of Gustavus policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation of the verbal counseling. This will be emailed to the employee and to Human Resources.

Step 2: Written warning

The Step 2 written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor and/or the division manager will meet with the employee to review

any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action may be issued at this time. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 3: Final written warning and/or Suspension

The final warning will include a statement indicating that the employee will be terminated if there are any further instances in which they are found to be in violation of policies and procedures.

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline process and procedures are subject to approval from a next-level manager and the Office of Human Resources.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws. Non-exempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, the College will try to exercise the progressive nature of this process by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, the College reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by human resources (HR) and the divisional Vice President. Final approval may be required from the President or designate.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

Approved by the President's Cabinet on October 29, 2019.

2-6. Your Employment Records

In order to obtain their position, staff have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Staff should keep their personnel file up to date by informing the Office of Human Resources of any changes. Staff also should inform the Office of Human Resources of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach staff in a crisis could cause a severe health or safety risk or other significant problem.

2-7. Right To Review Personnel Records

Under Minnesota law, active staff have the right to review their personnel record once every six (6) months. Staff who leave Gustavus Adolphus College may review their personnel record once every year as long as the College maintains the personnel record.

To review their personnel record, staff must make a good faith request in writing to the Office of Human Resources. Staff may also request a copy of the record at the time they review it. The copy will be made available to the staff at no cost.

The College will provide staff an opportunity to review their personnel record within seven (7) working days of the written request.

What is contained in the personnel record is carefully defined under Minnesota law. The law does not require staff access to information that is not contained in the personnel record.

If staff dispute information contained in their personnel record, they may request that it be removed from the record. However, if the College does not agree the information should be removed, the staff may submit a written response to the denial (not to exceed five (5) pages).

No action can be taken against staff who appropriately ask to review their personnel records.

If staff are improperly denied their rights as provided by this law, the law provides certain remedies.

This notice only describes some of the staff's rights under the law. For more information, the Minnesota statutes detailing staff rights can be found at Minnesota Statutes. § 181.960 through Minnesota Statutes §181.965. These laws can be found on the internet at <https://www.revisor.mn.gov/pubs/> or in public libraries throughout the state.

2-8. Religious Accommodations

Gustavus Adolphus College respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the company's business.

Requesting a Religious Accommodation

An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with Gustavus's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to his or her immediate supervisor. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

Providing Religious Accommodation

The immediate supervisor will evaluate the request considering whether a work conflict exists due to a religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on Gustavus. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code that does not affect safety or uniform requirements, or for other aspects of employment. Depending on the type of conflict and suggested accommodation, the supervisor may confer with his or her leader and with the Office of Human Resources.

The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he or she may appeal through the general grievance policy and procedure.

2-9. Working Hours And Schedule

Gustavus Adolphus College normally is open for business from 8:00am to 4:45pm, Monday through Friday.

Staff will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the College, at some point Gustavus Adolphus College may need to change individual work schedules on either a short-term or long-term basis.

Non-exempt staff will be provided meal and rest periods as required by law.

2-10. Flexible/Remote Work Environment Guidelines

Gustavus recognizes that there may be situations where flexible work arrangements are appropriate. Flexible work arrangements offer alternative approaches to getting work done through nontraditional work hours, locations, and/or job structures. They offer employees creative approaches for completing work, while promoting balance between work and personal commitments.

Typical flexible work options include flextime and flexplace (working remotely). Flexible work options require supervisor and departmental leadership approval and depend on a partnership between the supervisor

and employee to ensure that the needs of both the employee and the College are being met.

Remote/flexible work arrangements include:

1. **Flextime:** This offers flexibility in arrival and departure, with a designated core midday schedule during which employees are customarily at the work site.
2. **Flexplace:** This option allows for a portion of the job to be performed off-site, on a regular, recurring basis. The majority of work time is spent at the office and the off-site work typically is performed at home. Employees who are working with this arrangement are expected to work their normal schedule and in a distraction-free environment.
3. **Full-time Remote:** This option is reserved for positions, where this is written into the job description and external expectations of the position.

When considering flexible/remote work arrangements, the needs of the College must take precedence. Remote work arrangements may be approved as long as departmental needs and productivity standards are met. Any approved remote work arrangement is a privilege and not a right, and may be revoked at any time for any reason.

1. Flexible work option should support the goals of Gustavus, including cost-effectiveness and customer service.
2. Jobs should be appropriate for the flexible work option. Many positions are not conducive to a flexible option and will be determined by departmental leadership.
3. The staff member's work style and performance history should support the requirements of the option (e.g., ability to work independently without direct supervision and past/current performance designated at least as fully achieved expectations).
4. Written plans should be developed and approved for the flexible work arrangement to document the understanding between all involved parties.
5. Special arrangements for communication and accountability should be established.
6. Employees are expected to regularly discuss their ongoing work and remote work arrangement with their supervisor.
7. An effort should be made to maintain a collaborative environment, through special opportunities for staff members to have shared hours and constructive interactions with the rest of the department.
8. A pilot period is often helpful for trying out a flexible work arrangement prior to making a longer term commitment by either the supervisor or staff member.
9. All should be prepared to return to pre-flexibility arrangements if the goals of the arrangement are not being met.

2-11. Timekeeping Procedures

Staff must record their actual time worked for payroll and benefit purposes. Non-exempt staff must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the staff to discipline, up to and including discharge.

Exempt staff are required to report full and half days of absence from work for personal time away.

Non-exempt staff may not start work until their scheduled starting time.

It is the staff's responsibility to enter time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

2-12. Direct Deposit

The College encourages employees to have your pay directly deposited in a bank account. In order to initiate direct deposit, you will need to provide account information and advance written direct deposit authorization to Gustavus. An itemized statement of wages can be viewed on-line by signing on to WebAdvisor - Employee HR Information - View Pay Information.

2-13. Your Payday

Non-exempt Staff will be paid bi-weekly for all the time worked during the past pay period, 26 pay periods.

Exempt Staff will be paid monthly for all the time worked during the past pay period, 12 pay periods.

Payroll stubs itemize deductions made from gross earnings. By law, Gustavus Adolphus College is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any staff's pay, the staff should bring the matter to the attention of Finance Office immediately so the College can resolve the matter quickly and amicably.

2-14. Overtime

Gustavus Adolphus College experiences periods of extremely high activity. During these busy periods, additional work is required from all of us. Supervisors are responsible for monitoring activity and requesting overtime work if it is necessary. Effort will be made to provide staff with adequate advance notice in such situations.

Any non-exempt staff who works overtime will be compensated at the rate of one and one-half times (1.5) their normal hourly wage for all time worked in excess of 40 hours each week, unless otherwise required by law.

Staff may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt staff, the workweek begins at 12 a.m. on Saturday and ends 168 hours later at 12 a.m. on the following Saturday.

2-15. Mn Wage Theft/Payroll Law

Gustavus complies with the Wage Theft Law, which requires all employers to provide each employee with a written notice at the start of their employment. The notice 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 the notice 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, that 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 of employer's main office or principal place of business and a mailing address, if different.
- Employer's telephone number.

Employers are required to keep a copy of the notice signed by each employee. All employers must provide the notice to employees in English. The notice must include a statement, in multiple languages, that informs employees they may request the notice be provided to them in another language. The employer must provide the notice in another language if requested by the employee. The Department of Labor and Industry (DLI) is preparing and will make available to employers the statement in multiple languages that must be included with the notice. Employers are also required to provide employees in writing any changes to the information in the notice before the date the changes take effect.

2-16. Wage Disclosure Protections

Under Minnesota law, an employer may not:

1. require nondisclosure by staff of their wages as a condition of employment;
2. require staff to sign a waiver or other document which purports to deny them the right to disclose their wages; or
3. take any adverse employment action against staff for disclosing their own wages or discussing another staff's wages which have been disclosed voluntarily.

Nonetheless, this policy should not be construed to:

1. create an obligation on Gustavus Adolphus College or on staff to disclose wages;

2. permit staff, without the written consent of the College, to disclose proprietary information, trade secret information or information that is otherwise subject to legal privilege or protected by law;
3. diminish any existing rights under the National Labor Relations Act; or
4. permit staff to disclose wage information of other staff to a competitor of Gustavus Adolphus College.

An employer may not retaliate against the staff for asserting rights or remedies set forth in this policy.

Staff may bring a civil action against the College for a violation of this policy. If a court finds that the College has violated this policy, the court may order reinstatement, back pay, restoration of lost service credits, if appropriate, and the expungement of any related adverse records of the staff who was the subject of the violation.

2-17. Volunteering At Gustavus

From time to time, different departments will ask for help, outside of the regular working hours (ie. Christmas in Christ Chapel, Commencement, Student Organization Advising). For a non-exempt employee, FLSA regulations state that public and nonprofit employees may volunteer their services, but the services they volunteer **must not be part of their regular job duties**, and often cannot be performed during their regular working hours.

2-18. Travel Time For Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt staff will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt staff also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt staff who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the staff's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel

Non-exempt staff will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the staff goes directly home from the final job site, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt staff regularly reports to a worksite near their home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt staff, the staff will be

compensated at an overtime rate of one and one-half (1-1/2) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

2-19. Safe Harbor Policy For Exempt Employees

It is Gustavus Adolphus College's policy and practice to accurately compensate staff and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, staff must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried staff will receive a salary which is intended to compensate them for all hours they may work for Gustavus Adolphus College. This salary will be established at the time of hire or classification as an exempt staff. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day and half-day absences for personal reasons;
- full-day and half-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt staff's full-day absences due to sickness or disability before the staff has qualified for the plan, policy or practice or after the staff has exhausted the leave allowance under the plan);
- full-day and half-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the staff works less than a full week; and
- any full work week in which the staff does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 403(b).

In any work week in which the staff performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the College has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the staff performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If staff believe they have been subject to any improper deductions, they should immediately report the matter

to a supervisor. If the supervisor is unavailable or if the staff believes it would be inappropriate to contact that person (or if the staff has not received a prompt and fully acceptable reply), they should immediately contact the Finance Office or any other supervisor at Gustavus Adolphus College with whom the staff feels comfortable.

Section 3 - Benefits

3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is Gustavus Adolphus College's policy to provide a combination of supplemental benefits to all eligible staff. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as time away and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Gustavus Adolphus College provides staff and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely 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 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 over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, 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 staff benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If staff have any questions regarding benefits, they should contact the Office of Human Resources.

3-2. Eligibility Definition For Benefits

As you read through the section on benefits and the *Benefit Enrollment Booklet*, you should keep in mind some basic information.

First, you need to know your employee category, because benefits may vary based on whether you are a regular full-time, regular part-time, or part-time employee. Temporary employees are generally not eligible for College sponsored benefits.

Second, eligibility for benefits is based on the hours that you are regularly scheduled to work, not on the hours you "might" work during a particular week or pay period. However, an employee must have a minimum of ten paid days in any given month to receive the College contribution towards insured benefits.

Third, all benefits are subject to periodic change. When changes occur, you will be notified. If you have questions about any changes, you should call the Department of Human Resources.

3-3. Paid Holidays

Starting from the first day of employment, regular full-time and part-time staff will be paid for the following calendar year holidays:

New Year's Day
Good Friday
Independence Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

One Floating Holiday may be used for an additional day off to honor a holiday or other day of your choosing.

Holiday Closure days to be determined by the President's Cabinet each year that fall between Christmas and New Year's Day when the College is officially closed.

When holidays fall or are celebrated on a regular work day, eligible staff will receive up to eight hours of holiday pay at their regular straight-time rate. If services are required on a Gustavus recognized holiday, non-exempt staff will be paid their regular holiday pay plus time-and-one-half for the actual hours worked on the holiday. An exception to this occurs during the floating holidays between Christmas and New Year's Day. Staff who are required to work on a floating holiday during the Christmas break will receive regular pay for hours worked plus normal holiday pay.

To be eligible for holiday pay, the employee concerned must work the scheduled shift before and the scheduled shift following the holiday, unless on an approved paid leave of absence or approved day off.

If a staff member is on an unpaid leave of absence for any reason, they are ineligible for holiday pay for holidays that are observed during the period they are on unpaid leave.

3-4. Non-Exempt Staff Paid Time Off (Pto)

Gustavus Adolphus College appreciates how hard staff work and recognizes the importance of providing time for rest and relaxation. Gustavus Adolphus College fully encourages staff to get this rest by taking paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs. All planned time off must be approved by the employee's supervisor.

Paid Time Off (PTO) is designed to provide flexibility in scheduling time away from work. PTO benefits begin to accumulate from the first day of employment for non-exempt, full-time employees and part-time employees who are scheduled to work 20+ hours a week on a regular basis. Eligible employees accumulate hours each payroll period. Accumulations are calculated by multiplying actual paid hours (to a maximum of 80 hours in a pay period) by the appropriate accrual rate based on years of full-time service as follows:

0-5 years = (hours paid/80 hours) x 5.54

Maximum Accrual = 288 hours

6-10 years = (hours paid/80 hours) x 6.77

Maximum Accrual = 352 hours

11-15 years = (hours paid/80 hours) x 7.69

Maximum Accrual = 400 hours

16-20 years = (hours paid/80 hours) x 8.61

Maximum Accrual = 448 hours

21 years and over = (hours paid/80 hours) x 9.23

Maximum Accrual = 480 hours

Accumulation of PTO benefits will cease once the maximum is reached and will recommence only when accumulated vacation drops below the maximum level. Upon retirement or termination of employment, PTO benefits cease and a maximum one hundred ninety-two (192) hours of unused accumulated PTO shall be paid, if the employee leaves under favorable terms with the College.

3-5. Exempt Staff Vacation

Gustavus Adolphus College appreciates how hard staff work and recognizes the importance of providing time for rest and relaxation. Gustavus Adolphus College fully encourages staff to get this rest by taking vacation. Time off under this policy includes extended time off, such as for a vacation or to handle personal affairs. All vacation time, must be approved by the employee's supervisor.

Exempt Staff

Full-time exempt staff (minimum of 30 hours of work per week for at least nine months) are eligible to accrue vacation by at a rate of 1.667 days per month. Vacation should be used for vacation and days away from campus. The Fair Labor Standards Act requires exempt employees report no less than half-day increments. Only increments of full and half day absences should be recorded.

Examples:

12 month appointment - $12 \times 1.67 = 20$ days

11 month appointment - $11 \times 1.67 = 18.33$ days

10 month appointment - $10 \times 1.67 = 16.67$ days

9 month appointment - $9 \times 1.67 = 15$ days

Vacation benefits begin to accrue from the first day of employment and accumulate each month. The Office of Human Resources will supply a tracking process for vacation tracking. Days accrued in excess of days used will be carried forward to the next fiscal year with the provision that vacation carried forward shall not exceed 40 days of accrual. Upon retirement or termination of employment, vacation benefits cease and a maximum of 24 days of unused accumulated vacation shall be paid if the employee leaves under favorable terms.

3-6. Pto And Vacation Donations

Non-exempt and exempt staff may donate PTO or vacation to a regular, full-time, non-exempt or exempt employee who has an approved Family and Medical Leave Act (FMLA) leave of more than two consecutive weeks and who lacks sufficient paid leave time to cover the leave duration. PTO or vacation donations may be made up to a maximum of the unpaid length of the FMLA or two (2) times the recipient's annual PTO or vacation accrual whichever is less.

Employees donating PTO or vacation may donate up to one half of their accrued balance.

Donations will be made in writing to Human Resources and will be signed to authorize the transfer of PTO or vacation.

Donated hours will be converted to dollars at the donator's rate of pay and will be converted back to hours by dividing the dollar amount by the recipient's rate of pay.

Persons donating PTO or vacation will remain anonymous.

The HR department will send a notice to a recipient stating the number of hours of PTO or vacation that have been donated. The receiving employee may decline the donation by notifying the payroll department with a signed statement.

No solicitations will be made to employees for PTO or vacation donations; however, a general announcement stating that donations are being accepted for a qualifying employee (without naming the employee) may be coordinated through the Department of Human Resources to appear in Inside Gustavus, Summer Scoop, or Human Resources News. The Request for transfer of PTO/Vacation Hours form may be obtained in the Human Resources Office or on the Gustavus HR website.

3-7. Recognition Of Years Of Service

Gustavus values the contributions, knowledge and experience of long-term employees. In appreciation of this dedicated service, the College recognizes employees as they reach milestone anniversaries of employment and retirement.

Eligibility

Full-time and part-time, active employees become eligible for a years of service award in the year in which they complete five, 10, 15, 20, 25, 30, 35 and 40 years of service.

Retirement

Retirement recognition awards are given upon retirement, when staff meet the following criteria:

- a. Be age 60 or older;
- b. Have completed at least 15 years of full-time and benefit eligible service with Gustavus Adolphus College; for this purpose, years of service means the years of service that have elapsed between the employee's hire or rehire date; and
- c. Have a combined age and years of service with Gustavus Adolphus College equal to or greater than 80 (for example, age 60 plus 20 years of service, or age 65 plus 15 years of service).

3-8. Volunteer Time Off (Vto)

Gustavus encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within these communities.

All full-time, benefit eligible employees may receive up to one day of paid time off in each fiscal year (prorated based upon FTE) to perform volunteer services through non-profit organizations. This is an addition to, and not charged to, an employee's PTO/vacation balance. Volunteer Time Off may be taken in full or half-day increments (but not less) during regular scheduled work hours with advance notice to and approval by the employee's supervisor. Volunteer Time Off must be used in the fiscal year in which it is granted. If the time is not used, it is not paid out at termination of employment and unused time may not be carried over into the next fiscal year.

3-9. Tuition Scholarship Plan For Dependent Children

Gustavus offers a Tuition Scholarship Plan for eligible employees and their dependents. Eligibility is based on employment status and date of hire.

Dependent children of employees hired after June 1, 2009, will be eligible for the full tuition benefit after four (4) years of the parent's full-time employment. Benefits begin at the start of the next semester following the anniversary date.

To be considered a dependent, children must be claimed as tax dependents for the previous and the current calendar years. In order to apply for the tuition benefit for dependent children, the employee must either file a completed FAFSA or a verification form certifying appropriate dependency status.

3-10. Lactation Breaks

Gustavus Adolphus College will provide a reasonable amount of break time to accommodate staff desiring to express breast milk for their infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

To provide privacy, the College will make reasonable efforts to provide staff with the use of a room or location in close proximity to the work area, other than a bathroom or a toilet stall, that is shielded from view and free from intrusion by coworkers and the public and that includes access to an electrical outlet. This location may be the staff's private office, if applicable. The College may not be able to provide additional break time if doing so would seriously disrupt the College's operations, subject to applicable law. Staff should consult the Office of Human Resources if they have questions regarding this policy.

Staff should advise management if they need break time and an area for this purpose. Staff will not be discriminated against or retaliated against for exercising their rights under this policy.

3-11. Workers' Compensation

On-the-job injuries are covered by Gustavus Adolphus College's Workers' Compensation Insurance Policy, which is provided at no cost. If staff are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. An injury report should then be prepared by you and sent to the Office of Environmental Health, Safety and Risk Management. If you are unable to prepare the report, it is your supervisor's responsibility to prepare it and send it to the Office of Environmental Health, Safety and Risk Management. Failure to follow College procedures may affect the ability of staff to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Staff who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-12. 403(B) Retirement Plan

The Gustavus Adolphus College Retirement Plan is a Defined Contribution, Tax-deferred Annuity Plan as allowed under section 403(b) of the Internal Revenue Code. The College can enter into salary reduction agreements with its employees in which a portion of the employee's compensation (selected by the employee and within the limits imposed by the Internal Revenue Code) is applied on a before-tax basis to an annuity contract owned by the employee. These amounts, together with any investment earnings, are not subject to federal income tax until they are paid to the employee (or beneficiary) in the form of benefits. Participation in this tax-deferred annuity plan is voluntary.

You must be employed for one year before the College will make automatic contributions equal to seven percent (7%) of your salary/wage to the fund sponsor. The fund sponsor is TIAA, the principal retirement system for the nation's education community.

Eligibility

An eligible employee will be sent the Plan's summary plan description for review and all necessary forms to participate in the Plan.

An eligible employee is any employee of the College except:

- Employees who normally work less than 20 hours per week
- Students performing certain services
- Employees whose maximum contribution would be less than \$200

Eligible employees will begin participation **12 months after their start date.**

Employees who terminate employment and are not rehired within 30 days will lose their credited service, except as relates to qualified benefits plans in which the employee was vested. Employees will also lose their credited service if they fail to be reinstated from a leave of absence in accordance with the provisions of the applicable leave of absence law(s) and policies.

Contributions

- The College contribution is 7% of regular pay for eligible employees
- It is recommended that employees contribute a percentage of regular pay towards retirement
- Contributions will be made by the College to the fund sponsor(s) that an employee chooses
- An employee's salary reduction agreement will remain in effect until it is modified (at any time) or terminated
- Eligible employees age 50+ are eligible for a "catch up" contribution
- Eligible employees may contribute to a Roth 403(b) plan, an alternative to a tax-deferred plan, where the contributions are made post-tax and are irrevocably designated as Roth contributions at the time of the deferral. You can contribute to both pre-tax and Roth 403(b) plans.

Gustavus Adolphus College reserves the right to change or terminate the Plan at any time.

3-13. Long-Term Disability (Ltd)

After you have been disabled for 180 days, you will receive 66 2/3% of your base pay, up to a maximum of \$11,111 per month. Your LTD benefit will be offset by any other disability payments you may receive, like Social Security or Workers' Compensation. Benefits continue until you are no longer disabled or you reach Social Security Normal Retirement Age, whichever comes first.

NOTE: Pre-existing condition limitations apply and your disability must be approved by Reliance Standard on a periodic basis.

3-14. Short-Term Disability (Std)

Exempt Employees

If disabled, the College will continue to pay 100% of your regular pre-disability earnings until you are either no longer disabled, or for a period of up to six months, whichever happens first.

Non-exempt Employees

Gustavus offers short term disability coverage free of charge to employees. In the event of a disability, you may be eligible to still be paid 100% of your pre-disability weekly earnings for up to 135 days. Benefits begin paying after 45 days of continuous disability. It is important to review Gustavus' Short Term Disability policy for all benefits, provisions and limitations.

3-15. Employee Assistance Program

Gustavus Adolphus College provides the Employee Assistance Program, which offers qualified counselors to help staff cope with personal problems they may be facing. Further details can be obtained by clicking on this [link](#).

3-16. Employee Referral Program

Gustavus Adolphus College encourages all staff to refer qualified job applicants for available job openings. Other than managers in the line of authority, Cabinet members and all Human Resources personnel, all staff are eligible to receive staff referral awards.

This program applies to everyone who refers a candidate to Gustavus for full-time, permanent positions in Physical Plant or Dining Service. For every candidate you refer who is hired and successful in their role for 90 days, Gustavus will provide an incentive to the referring employee of \$250. If the employee remains in good status for one year, the referring employee will receive an additional \$250.

- We may modify or cease this policy based on need. We'll communicate any change clearly and timely.
- Employees who referred candidates before a reward was changed will still receive the appropriate reward.
- There's no cap on the number of referrals an employee can make.
- If two or more employees refer the same candidate, only the first referral will count.
- The referral payment will be paid as a bonus and subject to taxes.
- For each application submitted, the candidate must list the employee's name each time or it won't count as a referral.
- The applicant cannot have worked at Gustavus for at least one year.
- The applicant cannot be a current or recently graduated student.

3-17. Attending Class At Gustavus

Eligible employees will not be charged for tuition at Gustavus, but are subject to pay any and all special fees. You must be a full-time employee on the first day of classes to be eligible for tuition benefits. Benefits cease upon termination of status as an eligible employee.

Paid time will not be provided to attend class. Therefore, whenever possible, classes should be arranged so as not to interfere with normal work schedules. However, because part-time students register for courses on a space-available basis, you may, with departmental approval, manage your work hours to attend classes. Time away from work will either be made up, or charged to PTO or vacation. Break time may not be "saved" to make up time away from work.

3-18. Daily Sabbath

The College offers structured opportunities for self-renewal from 10:00 to 10:20 a.m. on days that classes are in session, a period referred to as Daily Sabbath. These opportunities include Christian worship services and non-denominational activities such as meditation, yoga, or small group discussions. The College encourages employees to take this time for self-renewal by prohibiting the scheduling of meetings between 10:00 and 10:20 am and by allowing employees to participate in Daily Sabbath activities as a substitute for their 15 minute morning break.

Section 4 - Leaves Of Absence

4-1. Leaves And Sabbaticals

With appropriate premium payments, your 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.

4-2. Family And Medical Leave

Staff may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA"). Please click on [link](#) to be taken to the All College Policies on this important benefit.

Gustavus reserves the right to run FMLA concurrently with Workers' Compensation leaves.

If staff have any questions concerning FMLA leave, they should contact the Office of Human Resources.

4-3. 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). Please click on this [link](#) to be taken to the All College Policies on this important benefit.

4-4. Personal Leave

Gustavus Adolphus College recognizes the need for employees to request a personal leave. An unpaid personal leave of absence may be granted upon request to regular full-time employees who are in good standing with the College and employed for more than 12 months. All available paid leave time must be used and based on normal work hours. The employee will not receive holiday pay or accrue paid time off hours during any portion of this leave which is unpaid. Except in an emergency, requests for unpaid leave should be made in writing to the employee's supervisor at least 30 days prior to the expected start of the leave.

A personal leave of absence must not exceed 60 days within a rolling 24-month period. If leave is one month or more, employees are eligible to continue to receive the College contributions to benefits. However, employee must pre-pay employee insurance premium(s) and any other deductions during the leave.

Approval of a personal leave of absence will be at the discretion of an employee's supervisor in conjunction with the Vice President of the area, considering the needs of the College and affected department(s). Position availability is not guaranteed upon return from a personal leave of absence.

4-5. Military Leave

If staff 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, staff 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, staff will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Staff should ask management for further information about eligibility for Military Leave.

If staff 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 management as much advance notice of their need for military leave as possible so that Gustavus Adolphus College can maintain proper coverage while staff are away.

4-6. Jury Duty Leave

Gustavus Adolphus College realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All staff will be allowed time off to perform such civic service as required by law. Staff are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Staff 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, staff may be asked to try to postpone jury duty.

Staff on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt staff will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the College during such week. Whenever an employee is required for jury duty in court, he/she is 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.

4-7. Voting Leave

The College encourages its employees to vote by allowing registered voters a reasonable period of time off to vote without loss of pay. Employees are allowed time off during the day of an election for any regularly scheduled state primary, Presidential primary, general election or Congressional election.

4-8. Bereavement Leave

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

4-9. Crime Victims Leave

Staff 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. Staff 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.

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

Staff must provide verification that supports the staff's reason for being absent from the workplace. All information related to the staff's leave pursuant to this section shall be kept confidential by the College.

4-10. Family Military Leave

Any staff who is the grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiance 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. Staff are asked to give Gustavus Adolphus College as much notice of their intent to take this leave as is practicable under the circumstances.

Additionally, any staff 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 staff must give the College as much notice of 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.

4-11. Bone Marrow Donation Leave

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

4-12. Organ Donation Leave

Staff who work 20 or more hours per week are entitled to up to 40 hours of paid leave for the purposes of donating 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.

4-13. Domestic Abuse Or Harassment Leave

Staff 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.

The staff 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 staff or the staff's child, or unless impracticable.

Staff must provide verification that supports the staff's reason for being absent from the workplace. All information related to the staff's leave pursuant to this section shall be kept confidential by the College.

4-14. School Conference And Activities Leave

Gustavus Adolphus College will provide staff with up to 16 hours of leave during any 12-month period to attend school conferences or school-related activities related to the staff's child (including conferences related to a pre-kindergarten program or child care 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 staff 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 staff may substitute accrued paid time off for leave under this policy.

4-15. Meetings, Trainings, And Other Activities

Staff employees may request College support to attend a meeting seminar, or workshop. Based on the job relatedness of the activity and departmental funds available, the supervisor will determine if the employee's request for paid time and/or registration fees and travel expenses can be approved. If approved, time should only be paid for the employee's normally scheduled work hours.

Non-exempt staff required to attend an activity should be paid for the actual time spent in the activity, even if the activity extends beyond their normally scheduled work hours. Meal breaks lasting 30 minutes or more should be recorded as unpaid time. In order to minimize overtime pay, departments may require employees to adjust their hours worked during the work week such that no more than 40 hours are worked.

Section 5 - General Standards Of Conduct

5-1. Punctuality And Attendance

Staff are hired to perform important functions at Gustavus Adolphus College. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow staff and Supervisors. We expect excellent attendance from all staff. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, staff are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another staff, friend or relative to give this notice is improper and constitutes grounds for entering into the progressive discipline process. Staff should call, stating the nature of the illness and its expected duration, for every day of absenteeism.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the College.

5-2. Acceptable Use Of Technology Policy

Technology resources provided by Gustavus Adolphus College are privileges made available to students, faculty, staff and approved guests of the College to facilitate and enhance their work, teaching, learning, and scholarly research. These resources include college-owned hardware, software, accompanying network resources, and technology support personnel. All constituents are expected to exercise responsibility, use technology resources ethically, respect the rights and privacy of others, and operate within the bounds of state and federal law, as well as the educational mission of the College.

Intended use of technology

The intended use of the College's technology resources is to support teaching, learning, research and campus services. All use of technology must be consistent with this purpose. Activities that are not in keeping with the intended use will not be tolerated, and may result in revocation of privileges. Such activities may include, but are not limited to

- Activities that interfere with or deny access to other users
- Activities that jeopardize the security or integrity of the system
- Activities that are harassing, fraudulent, or threatening
- Activities that significantly diminish or impede the educational use of these resources or flow of network traffic to other users, such as email spamming, file sharing or game playing
- Activities that alter the configuration of college-owned equipment in campus labs and other public areas, including the installation of software
- Activities that are commercial in nature
- Activities that create a hostile or offensive work environment
- Activities that violate copyright laws or other federal and state statutes

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. You should assume materials you find on the [Internet](#) are copyrighted unless a disclaimer or waiver is expressly stated. 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

Educational institutions enjoy special exemptions from copyright protection called Fair Use, whereby reasonable portions of copyrighted material may be distributed by instructors to students in a class. For further information see the Library of Congress's Copyright Office Circular 21: Reproduction of Copyrighted Works by Educators and Librarians.

Violations

The College strives to direct its efforts to the enhancement of technology resources and not the policing of the use of those resources. Engaging in any activity that violates the intended use of campus technology will result in the disabling of the offender's technology privileges, and will be referred to the appropriate college judicial organization for review and any disciplinary recourse. Violations of state or federal law may be reported to the appropriate authorities.

The College's policies prohibiting harassment, in their entirety, apply to the use of College's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

5-3. Use Of Social Media

Gustavus Adolphus College respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook, Twitter, Instagram, and LinkedIn. However, to protect College interests and ensure employees focus on their job duties, they must adhere to the following rules:

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the College and also expresses either a political

opinion or an opinion regarding the College's actions that could pose an actual or potential conflict of interest with the College, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the College's position. This is necessary to preserve the College's goodwill in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. College policies apply equally to employee social media usage.

Gustavus Adolphus College encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Staff should also refrain from posting on social media, during work hours. Employees with any questions should review the guidelines above and/or consult with their supervisor. Failure to follow these guidelines may result in discipline, up to and including discharge.

5-4. Inspections

Gustavus Adolphus College reserves the right to require staff while on College property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on College or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the College or to its clients. Staff are expected to cooperate in the conduct of any search or inspection.

5-5. Smoking And Tobacco Policy

As of July 1, 2018, Gustavus Adolphus College is a [tobacco free college](#). Tobacco use is prohibited within all college campus grounds, college owned or leased properties, and in campus-owned, leased, or rented vehicles even when used outside campus grounds.

Tobacco products include but are not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, chewing tobacco, snus, snuff, electronic cigarettes and any non-FDA approved nicotine delivery device.

5-6. Personal Calls And Messaging

Disruptions during work time can lead to errors and delays. Therefore, personal calls and messaging must be kept to a minimum. If possible, these calls and messages should be made or received after working time, or during lunch or break time.

5-7. Children In The Workplace

The College strives to provide employees with a professional environment that is conducive to work. Therefore, the workplace is not to be used in lieu of child care. Except for occasional short visits, it is inappropriate for minor children and other minor relatives of employees to be in the workplace during working hours. A child visiting an employee in the workplace is the responsibility of the employee/parent and must be accompanied and supervised by the employee/parent at all times during the visit. A child with an illness may not visit an employee at work. As necessary, supervisors may grant leave at their discretion in an emergency or unforeseen circumstance.

5-8. Pet Policy

The purpose of this policy is to promote the wellbeing and safety of Gustavus Adolphus College students, faculty, staff, and visitors and to protect the College's property/assets. This policy is intended to provide clear guidelines for the allowance of pet/service animals on campus.

This policy applies to all on-campus, College-controlled properties, including the arboretum and all athletic facilities. This policy standardizes the College's position on the management of animals on Gustavus property. Campus Safety is charged with enforcement of this policy.

Pets can pose various health and safety risks to the campus community including allergic reactions to animal dander, excessive noise, discomfort around animals, fear of animal bites, and disease transmission. Individuals that require the use of a service animal are at particular risk. For example, a dog running at large poses a hazard to an individual using a service dog, should there be a confrontation between the two animals.

Please click on the [link](#) to read the full policy.

5-9. Solicitation And Distribution

To avoid distractions, solicitation by the staff of another staff is prohibited while either staff is on work time. "Work time" is defined as the time the staff is engaged, or should be engaged, in performing his/her work tasks for Gustavus Adolphus College. Solicitation of any kind by non-staff on College premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the College is prohibited at all times. Distribution of literature by non-staff on College premises is prohibited at all times.

5-10. Confidential Information

During the course of work, staff may become aware of confidential information about Gustavus Adolphus College's business, including but not limited to information regarding College finances, donations, student information, software and computer programs, and marketing strategies. Staff also may become aware of similar confidential information belonging to the College's partners. It is extremely important that all such information remain confidential. Any staff who improperly copies, removes (whether physically or

electronically), uses or discloses confidential information to anyone outside of the College may be subject to disciplinary action up to and including termination. Staff may be required to sign an agreement reiterating these obligations.

5-11. Conflict Of Interest And Business Ethics

It is Gustavus Adolphus College's policy that all staff avoid any conflict between their personal interests and those of the College. The purpose of this policy is to ensure that the College's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no staff should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the College.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the College, by any staff who is in a position to directly or indirectly influence either the College's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the College;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the College or which competes with the College; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the College.

A conflict of interest would also exist when a member of the staff's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the staff's responsibility to report any actual or potential conflict that may exist between the staff (and the staff's immediate family) and the College.

5-12. Use Of Facilities, Equipment And Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, staff are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Staff should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to staff or others. Supervisors can answer any questions about the staff responsibility for maintenance and care of equipment used on the job.

Staff also are prohibited from any unauthorized use of the College's intellectual property, such as audio and

video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the College is not responsible for any damage to staff's personal belongings.

5-13. Health And Safety

The health and safety of staff and others on College property are of critical concern to Gustavus Adolphus College. The College intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon staff to ensure that work areas are kept safe and free of hazardous conditions. Staff are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the College's premises, or in a product, facility, piece of equipment, process or business practice for which the College is responsible should be brought to the attention of management immediately.

Periodically, the College may issue rules and guidelines governing workplace safety and health. The College may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All staff should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the staff's supervisor as soon as possible, regardless of the severity of the injury or accident.

5-14. Clean Work Area

Gustavus 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:

- Locking a computer screen, when it will be left unattended.
- Clearing paperwork containing protected information from your work area, when you will be leaving your area.

Unattended work areas should be clear of College information classified as Private and Confidential.

5-15. Employee Dress And Personal Appearance

Staff are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some staff may be required to wear uniforms or safety equipment/clothing. Staff should contact their supervisor for specific information regarding acceptable attire for their position. If staff report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire. Under such circumstances, an employee will not be compensated for the time away from work.

5-16. Hiring Relatives/Employee Relationships

It is the policy of Gustavus to avoid hiring, transferring, or promoting close relatives of employees into situations where the possibility of favoritism or conflicts of interest might exist. Therefore, close relatives of persons currently employed by Gustavus may not be hired or promoted into a position that would place that person in a supervisory relationship with another close relative. If already employed, close relatives cannot be transferred into such a reporting relationship.

For the purposes of this policy, a close relative is defined to include spouse, domestic partner, parents (including in-laws), children (including in-laws), brothers and sisters (including in-laws), stepparents, stepsiblings, and stepchildren.

This policy will be administered in accordance with applicable laws. If you perceive that an application of this policy violates a law, it is your obligation to report your perception to the Office of Human Resources.

5-17. Publicity/Statements To The Media

All media inquiries regarding the position of the College as to any issues must be referred to Office of Marketing and Communication. Only this office is authorized to make or approve public statements on behalf of the College. No employee, unless specifically designated by Office of Marketing and Communication, are authorized to make those statements on behalf of College. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the College must first obtain approval from the Office of Marketing and Communication.

5-18. Operation Of Vehicles

All staff authorized to drive College-owned or leased vehicles or personal vehicles in conducting College business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Staff must have a valid driver's license in their possession while operating a vehicle off or on College property. It is the responsibility of every staff to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

College-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Staff who drive on College business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, staff may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Under no circumstances should staff feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any staff to use a PCD while driving, staff who are charged with traffic

violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-19. Employment Verification

Gustavus Adolphus College will respond to reference requests through the Office of Human Resources. The College will provide general information concerning the staff such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Office of Human Resources.

Only the Office of Human Resources may provide employment verification.

5-20. Fire Safety Regulations

1. Candles/Flammable Materials/Incense: Candles, incense, oil lamps, etc., (generally anything utilizing a wick, flame, open heating element, or consuming flammable material are NOT allowed in offices, residence hall rooms, or College-owned apartments or houses. Violations are subject to citations and/or other disciplinary action. Storage of volatile materials or other flammables (e.g., gasoline) is likewise not permitted.

- Exceptions to this policy will be made for Christ Chapel and the Bonnier MultiFaith Center for religious purposes. An exception will also be made for approved College functions in the dining services areas.

2. Fire Safety: All employees are expected to respond appropriately whenever a fire alarm is sounded. Each person is expected to observe the fire safety guidelines. Violations are issued as citations.

Whenever an alarm is sounded: 1) leave lights on in the room; 2) close and lock the door; 3) all individuals must leave the building using the nearest exit; 4) remain outside until the staff gives the all-clear sign. Failure to leave the building in case of a fire alarm is a violation of both state and College codes. Violations are issued as citations.

3. Fire Safety Equipment: Fire extinguishers, fire alarms, smoke detectors, sprinklers, and other fire and safety equipment are placed in the buildings for the safety of the occupants in the building. Misuse of fire and safety equipment is a serious violation of both state and College codes.

Employees violating these directives are legally liable for both civil and criminal negligence should a fire or other related problem occurs. Additionally, should violations be discovered by the College, the employee(s) responsible are subject to the progressive discipline process.

5-21. Campus Safety Escort Service

An on-campus walking escort service is provided for members of the College community during evening hours by the Department of Campus Safety. Handicap escorts are available 24 hours per day. An officer will meet you at your location and accompany you to your destination on campus. Escorts may be requested by phoning ext. 8888, and will be provided as other safety and security duties permit.

5-22. If You Must Leave Us

Should any staff decide to leave the College, we ask that they provide a Supervisor with at least two weeks advance notice of departure. Thoughtfulness will be appreciated. All College property including, but not limited to, keys, security cards, parking passes, laptop computers, uniforms, etc., must be returned at separation. Staff also must return all of the College's Confidential Information upon separation. To the extent permitted by law, staff will be required to repay the College (through payroll deduction, if lawful) for any lost or damaged College property. As noted previously, all staff are employed at-will and nothing in this handbook changes that status.

An employee will be considered as having voluntarily quit employment for failure to report for work on the first day after expiration of an approved leave or for failure to report for work as scheduled for two consecutive days without appropriate notification except for reasons beyond the employee's control acceptable to the College.

In order to be eligible for a payout of PTO/vacation time, the employee must leave under favorable terms with the College.

5-23. A Few Closing Words

This handbook is intended to give staff a broad summary of things they should know about Gustavus Adolphus College. The information in this handbook is general in nature and, should questions arise, any member of leadership should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Gustavus Adolphus College, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Staff should not hesitate to speak to leadership if they have any questions about the College or its personnel policies and practices.