



## **Employee Handbook 2014-15**

This Employee Handbook ("Handbook") is provided to educate employees about the personnel policies of Doane College ("College"). This Handbook applies to all College employees, on all campuses, unless contradicted by the terms of a specific handbook applicable to a particular class of employees such as faculty, in which case the terms of any handbook applicable to a particular class of employees shall control. This Handbook does not create a contract for employment and does not alter any employee's status as an "at will" employee. Either the employee or the College may terminate the employment.

The College retains all authority to interpret the provisions of this Handbook and to determine applicability or inapplicability of its provisions to the particular facts of any given situation. If you have any questions with regard to the policies contained herein, please contact your supervisor, the Human Resources department or the Vice President for Finance.

### **Preface**

This Handbook supersedes previous handbooks for employees. The College reserves the right to amend this Handbook as the College deems necessary or advisable. This Handbook was published and is effective March 1, 2014, and is written to comply with existing state and federal laws.

- I. Doane College Workplace Environment and Procedures
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# I. Doane College Workplace Environment and Procedures

## Notice of Nondiscrimination

Applicants for admission and employment or professional agreements with the College are hereby notified that this institution does not discriminate on the basis of race, color, religion, sex, genetic information, national origin, disability, age, marital status, sexual orientation or any other protected class recognized by state or federal law in admission or access to, or treatment, or employment in its programs and activities. Sexual Harassment and sexual violence are prohibited forms of sex discrimination.

Any person having inquiries concerning the College's compliance with the regulations implementing Title VI, of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973, is directed to contact Laura Sears, Director of Human Resources at [laura.sears@doane.edu](mailto:laura.sears@doane.edu), or 1014 Boswell Ave. Crete, NE 68333; (402) 826-6773. Laura Sears has been designated by the College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the Regulations implementing Title VI, Title IX, or Section 504.

## Grievance Procedure

Doane College wants to ensure prompt and equitable resolution of complaints alleging any discrimination or other conduct prohibited by the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. 794.) If at any point a student, faculty or staff member believes that there has been a violation of ADA or Section 504, he or she should follow these steps:

- a. To file a grievance, the student, faculty or staff member must contact the college's Section 504 Coordinator within 30 working days of the alleged discrimination or other conduct. (In special circumstances an extension may be granted for filing a grievance.) All grievances should be filed with Laura Sears, Director of Human Resources and the College's designated Section 504 Coordinator. She may be contacted at (402) 826-6773 or via email at [laura.sears@doane.edu](mailto:laura.sears@doane.edu).
- b. The 504 coordinator will make contact with the student or employee filing the grievance within two business days. The 504 coordinator will make a record of the meeting and may request person filing the complaint to present the grievance in writing.
- c. The 504 coordinator or her designee will conduct a thorough and impartial investigation of the complaint, during which all parties will have the opportunity to present witnesses and other evidence.
- d. Upon review of the documentation and information gathering, the 504 coordinator will render a findings report to Doane College and will provide a copy of the findings report to the student or employee grievant. The parents or guardians of a student grievant, if FERPA (Family Educational Rights and Privacy Act) permits, may request a copy of the findings report within 30 days after its filing.
- e. The person filing the complaint may request reconsideration of the report determination and findings if he or she is dissatisfied with the resolution. This request should be made to the Section 504 Coordinator within 10 working days. The findings report will be provided to the Vice President for Student Leadership when a student requests reconsideration and to the Vice President for Finance and Administration when a faculty or staff member requests reconsideration. The designated Vice President will be responsible for reviewing the report findings and resolution and making a determination in writing and providing copies of the written determination to the person filing the grievance within 10 working days. Report findings will also be filed with the 504 Coordinator.

The college will take steps, as appropriate, to remedy the effects of and prevent the recurrence of discrimination of which it has notice.

# Doane College: Vision, Purpose, Mission, and Values

## Vision

Doane College aspires to be nationally recognized for distinguished academic excellence and exceptional student engagement and achievement.

## Purpose

The purpose of Doane College is to educate students to serve and lead in the state, nation, and the world.

## Mission

Doane College's mission is to provide an exceptional liberal arts education in a creative, inclusive, and collaborative community where faculty and staff work closely with undergraduate and graduate students preparing them for lives rooted in intellectual inquiry, ethical values, and a commitment to engage as leaders and responsible citizens in the world.

## Values

Our four core values help us continue to put the student experience first.

**Community:** Doane is an engaged and cohesive community comprised of individuals and smaller communities, in which everyone can contribute and participate.

**Empowerment:** Doane encourages its community members to take initiative-to act effectively and ethically by making principled decisions and taking responsibility for them.

**Excellence:** Doane sets high standards of teaching, scholarship, service and leadership.

**Impact:** It is the heart of the Doane experience. At Doane, one can make a positive difference on oneself, on others, on the environment, and on life.

## Employment Questions or Concerns

Employees are encouraged to visit with their direct supervisor regarding questions or concerns they have with employment policies or procedures or they may contact the Director of Human Resources, Laura Sears.

Laura Sears  
Human Resources Department  
Laura.sears@doane.edu  
402-826-6773

## Code of Conduct

**Authority:** The Board of Trustees adopted this Code of Conduct on May 8, 2009.

**Applicability:** This Code of Conduct applies to (hereinafter referred to as "college community members"):

- a. all Doane College employees, including faculty, staff and student-staff, when working for the college or otherwise engaged in activities that are in the course and scope of their employment;
- b. students
- c. individuals who perform services for the college as volunteers, including the trustees, and those who assert an association with the college; and
- d. consultants, vendors, and contractors as they do business with the college when required by contract;

## **Introduction and Purpose**

- a. Introduction - As college community members, we are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The college values honesty, integrity, fairness and responsible stewardship, and strives to integrate these values into all that we do. This Code of Conduct is intended to provide an overarching general statement that supplements but does not replace existing published college policies and codes. Other published college policies and codes provide more specific guidance and must be used whenever appropriate.
- b. Purpose - In this spirit, this Code of Conduct (the "Code") is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We will all be cognizant of and comply with the relevant policies, standards, laws, and regulations that guide our efforts. We are each individually accountable for our own actions and, as college community members, are collectively accountable for upholding these standards and for compliance with all applicable laws and policies.
- c. Violations - Adherence to this Code also makes us responsible for bringing possible violations of applicable standards, policies, laws or regulations to the attention of the appropriate office. Raising such concerns is a service to the college and will not jeopardize one's position or employment. Alleged violations will be pursued according to the established processes for faculty, staff, students, and others, respectively.

## **Standards of Integrity and Quality**

Doane College recognizes the importance of maintaining a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Doane College strives at all times to maintain the highest standards of quality and integrity.

Frequently, Doane College's operating activities and conduct of its college community members are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others govern our conduct at all times.

In addition, each individual is required to conduct college business transactions with the utmost honesty, accuracy and fairness. Each situation is examined in accordance with this standard. No unethical practice is tolerated on the grounds that it is "customary" outside of Doane College or that it serves other worthy goals. Expediency should never compromise integrity.

## **Confidentiality and Privacy**

College community members receive and generate on behalf of the college various types of confidential, proprietary and private information. Each community member will comply with all federal laws, state laws, agreements with third parties, and college policies and principles pertaining to the use, protection and disclosure of such information, and such policies apply even after the community member's relationship with the college ends.

## **Conflict of Interest**

College community members are responsible for being familiar with and are bound by applicable Doane College conflict of interest policies. Outside professional activities, private financial interests or the receipt of benefits from third parties can sometimes cause an actual or perceived divergence between the college mission and an individual's private interests.

## **Human Resources**

Doane College is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the college prohibits discrimination and harassment and provides equal opportunities for all college community members and applicants regardless of their race, color, religion, sex, national origin, disability, age, marital status or sexual orientation, or any other basis prohibited by local, state, or federal laws. Where actions are found to have occurred that violate this standard the college will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

## **Financial Reporting**

All college accounting entries, accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including supporting documentation, are to be accurate, clear and complete, and in accordance with applicable policies, agreements, standards and regulations.

## **Compliance with Laws**

College community members will conduct college activities in compliance with applicable laws, regulations, and college policy and procedure. Managers and supervisors are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, the individual with a question should contact the appropriate individual or office.

- a. Contractual Obligations - The acceptance of an agreement may create a legal obligation on the part of Doane College to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate college official are authorized to enter into agreements on behalf of the college.
- b. Environmental Health & Safety, including Workplace Health and Safety - College community members are committed to protecting the health and safety of its members by providing safe workplaces. The college will provide information and training about health and safety hazards and safeguards. College community members will adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
- c. Professional-Specific Standards - Some professions and disciplines represented at the college are governed by standards and codes specific to their profession. Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards by which their members are guided. Those belonging to such organizations are expected to adhere to college policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and college policy, he/she will consult with the appropriate Vice President.

## **Use of College Resources**

College resources are reserved for operating purposes on behalf of the college in the pursuit of its mission. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the person's role and responsibilities. College resources include, but are not limited to, the use of college systems, such as telephone systems, data communication and networking services, and Doane College domain for electronic communication forums; and the use of college equipment, such as computers and peripherals, college vehicles and other equipment; and the use of procurement tools such as credit/purchasing cards and petty cash; and the time and effort of other staff, students and others at the college.

## **Reporting Possible Violations**

Reporting of possible violations should be done in accordance with Doane College's Whistleblower policy.

# **Whistleblower Policy**

## **Purpose**

The Doane College Code of Conduct (hereinafter referred to as the Code) requires faculty and staff, students, Trustees, and other volunteers to observe high standards of professional and personal ethics in the conduct of their duties and responsibilities. Faculty and staff and representatives of the college must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. In line with this commitment and the College's commitment to open communication, this Policy aims to provide an avenue for faculty and staff, students, Trustees, and other volunteers to raise concerns and reassurance that they will be protected from reprisals or victimization for whistle blowing in good faith.

## **Scope:**

This Policy is intended to cover:

- a. The submission of serious concerns that could have a serious impact on Doane College, such as actions that:
  - may lead to incorrect financial reporting,
  - are unlawful,
  - are not in line with college policy, including the Code, or
  - otherwise amount to improper conduct.
- b. The receipt, retention, and treatment of complaints received by the college regarding accounting, internal controls, or auditing matters.
- c. The protection of faculty and staff, students, and Trustees reporting Concerns from retaliatory actions

## **Authority of Audit Sub-Committee of the Board**

All reported Concerns will be forwarded to the Audit Sub-Committee in accordance with the procedures set forth herein. The Audit Sub-Committee shall be responsible for investigating, and making appropriate recommendations to the Board of Trustees, with respect to all reported Concerns.

## **No Retaliation**

This Whistleblower Policy is intended to encourage and enable faculty and staff, students, Trustees, and other volunteers to raise Concerns within the college for investigation and appropriate action. With this goal in mind, no faculty and staff, students, Trustees, and other volunteers who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an faculty and staff, adverse employment consequences. Moreover, faculty and staff, students, Trustees or volunteer who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

## **Reporting Concerns**

### **Faculty and staff**

Faculty and staff should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the Concern is valid, the individual should report the Concern to the Director of Human Resources. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the Concern, the individual should report his or her Concern directly to the Director of Human Resources.

## **Students**

Students should first discuss their Concern with the Vice President for Student Leadership. If, after speaking with the Vice President for Student Leadership, the individual continues to have reasonable grounds to believe the Concern is valid, the individual should report the Concern to the Director of Human Resources. In addition, if the individual is uncomfortable speaking with the Vice President for Student Leadership or the Vice President for Student Leadership is a subject of the Concern, the individual should report his or her Concern directly to the Director of Human Resources.

## **Trustees and Other Volunteers**

Trustees and other volunteers should submit Concerns in writing directly to the Chair of the Audit Sub-Committee. Contact information for the Chair of the Audit Sub-Committee may be obtained from the Director of Human Resources or the Administrative Assistant to the President.

## **Handling of Reported Violations**

The reporting individual shall document the Concern in writing upon request. The Director of Human Resources is required to promptly report the Concern to the Chair of the Audit Sub-Committee, who has specific and exclusive responsibility to investigate all Concerns (the Chair of the Audit Sub-Committee may delegate this responsibility as appropriate).

If the Director of Human Resources, for any reason, does not promptly (within 5 business days) forward the Concern to the Audit Sub-Committee and notify the reporting individual that he/she has done so, the reporting individual should directly report the Concern to the Chair of the Audit Sub-Committee. Contact information for the Chair of the Audit Sub-Committee may be obtained through the Administrative Assistant to the President.

The Audit Sub-Committee shall address all reported Concerns. The Chair of the Audit Sub-Committee shall immediately notify the Audit Sub-Committee, the President, and the Board Chair of any such report. The Chair of the Audit Sub-Committee will notify the sender and acknowledge receipt of the Concern within five business days, if possible.

All reports will be promptly investigated by the Audit Sub-Committee (who may delegate certain individuals at the college to assist in the investigation), and appropriate corrective action will be recommended to the President and/or the Appropriate Vice Presidents, who will promptly respond to such corrective actions.

The Board of Trustees will only be notified of violations and corrective actions taken. However, if warranted by the investigation and a Concern is determined to need a higher degree of involvement by the Board of Trustees (such as a violation involving the President or Vice Presidents), the Board Chair and the Audit Sub-Committee could involve the Board of Trustees. All actions taken must include a conclusion and/or follow-up with the reporting individual for complete closure of the Concern.

The Audit Sub-Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resources deemed necessary to conduct a full and complete investigation of the allegations.

## **Acting in Good Faith**

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Codes. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## **Confidentiality**

Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Confidentiality**

During our normal course of work, employees encounter confidential information regarding our students, parents, alumnus, and other customers or guests of the college. Confidential information is only to be shared with those who have a business need to know. Our customers rely on the college to protect their privacy. Employees who violate this policy are subject to disciplinary action. The Family Educational Right to Privacy Act mandates confidentiality of information concerning students.

## **Family Educational Right to Privacy Act (FERPA)**

As employees of Doane College we all share the responsibility for ensuring the security and privacy of the students' records and data. While your supervisor can assist you in understanding the FERPA policy and how you must operate within it, you should become familiar with its provisions.

### **What is FERPA?**

- Federal law designed to protect the privacy of education records (definition below). It also provides guidelines for appropriately using and releasing student education records.
- It is intended that students' rights be broadly defined and applied. Therefore, consider the student as the "owner" of his or her education record, and the institution as the "custodian" of that record.

### **What is an Educational Record?**

Any record maintained by the institution that is related to the students (in whatever format or medium) is an Educational Record. There are a few defined exceptions:

- Records in the "sole possession of the maker" (e.g., private advising notes).
- Law enforcement records created by a law enforcement agency for that purpose.
- Employment records (unless the employment is based on student status). The employment records of student employees (e.g., work-study, wages, and graduate teaching associates) are part of their education records.
- Medical/psychological treatment records (e.g., from a health or counseling center).
- Alumni records (i.e., those created after the student was enrolled).

### **What are the Students Basic Rights according to FERPA?**

- They must be notified of their FERPA rights at least annually.
- They can inspect and review their records.
- They can amend an incorrect record.
- They must give consent to disclose records (exceptions listed below).
- They have a right to file a complaint to the U.S. Department of Education.

## **When Is Student Consent Not Required?**

The institution may release records without consent, Examples include:

- School officials who have a "legitimate educational interest" or "need to know" in order to perform their job duties;
- Disclosure to another institution where student seeks to enroll or is enrolled;
- Disclosure to Department of Education, state/local education authorities;
- Disclosure in connection with the receipt of financial aid (validating eligibility);
- Disclosure to state/local officials in conjunction with legislative requirements;
- Disclosure to organizations conducting studies to improve instruction, or to accrediting organizations;
- Disclosure to parents of dependent students (IRS definition);
- To comply with a judicial order or lawfully issued subpoena;
- Disclosure for a health/safety emergency;
- Disclosure of directory information (see definition below);
- Disciplinary information (Warner Amendment):
  - Disclosure to the alleged victim, information from disciplinary proceedings;
  - Only when found in violation, and only for crimes of violence-release of name, sanction and outcome (public information);
- Disclosure to parents of any student under the age of 21, a violation of federal, state local or institutional laws/regulations related to substance abuse (Foley Amendment).

## **What is considered Directory Information?**

Directory information is data that is publicly releasable, so long as the student does not have a "No Release" on his or her record. Examples include: name, address (local, home and e-mail), telephone (local and home), academic program of study, dates of attendance, date of birth, and degrees and awards received.

- Directory information does not include: race, gender, SSN, grades, GPA, country of citizenship, or religion.
- Every student must be given the opportunity to have directory information suppressed from public release. That is referred to as a "No Release." Everyone within the institution must respect a student's No Release on his or her record.

## **When do FERPA rights begin?**

FERPA begins for college students when he or she becomes 18 or enrolls in a higher education institution at any age.

## **If I have FERPA questions, who do I talk to?**

For information about FERPA and the role it plays in your job position, please talk with your supervisor. Additional information, a tutorial, Doane's policy, and forms, can also be found on the Doane web site at <http://www.doane.edu/about-doane/offices/registrar/faq>.

Questions and concerns can be sent the Registrar, Denise Ellis, at [denise.ellis@doane.edu](mailto:denise.ellis@doane.edu) or 402-826-8251.

# Identity Theft Prevention Policy

## Purpose

Doane College adopts this policy to help protect students, employees and the college from identity theft. This policy is intended to comply with federal regulations concerning business arrangements which involve the creation and maintenance of consumer accounts and the use of consumer reports from consumer reporting agencies.

This policy will enable the college to (1) protect students and employees by reducing risk from identity fraud, and (2) minimize potential damage to the college from fraudulent new accounts. The program will help the college:

- a. Identify patterns, practices, or specific activities that signify potentially fraudulent activity ("red flags") within new or existing covered accounts;
- b. Detect red flags when they occur in covered accounts;
- c. Respond to red flags to determine if fraudulent activity has occurred and act if fraud has been attempted or committed; and
- d. Update the program periodically, including reviewing the accounts that are covered and the identified red flags that are part of the program.

## Scope

This policy and protection program applies to students, employees, contractors, consultants, temporary workers, and other workers at the college, including all personnel affiliated with third parties.

## Identity Theft Prevention Program

### a: Covered accounts

A covered account includes any account that involves or is designed to permit multiple payments or transactions. This program includes every new and existing account that is offered or maintained for personal, family or household purposes. For purposes of this policy, persons who have covered accounts are referred to as "customers."

### b: Red flags

The following red flags are potential indicators of fraud. When a red flag is apparent, it should be investigated for verification.

#### b.1: Alerts, Notifications or Other Warnings.

- a. Alerts, notifications or warnings from a consumer reporting agency;
- b. A fraud or active duty alert included with a consumer report;
- c. A notice of credit freeze from a consumer reporting agency in response to a request for a consumer report; or
- d. A notice of address discrepancy from a consumer reporting agency as defined in § 334.82(b) of the Fairness and Accuracy in Credit Transactions Act.

#### b.2: Suspicious documents

- a. Documents provided for identification that appear to have been altered or forged.
- b. Identification in the photograph or physical description which is not consistent with the appearance of the applicant or customer presenting the identification.
- c. Other information on the identification which is not consistent with information provided by the person opening a new covered account or customer presenting the identification.

- d. Other information on the identification which is not consistent with readily accessible information that is on file with the college, such as a signature card or a recent check.
- e. An application which appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

### **b.3: Suspicious personal identifying information**

- a. Personal identifying information provided is inconsistent when compared against external information sources used by the college. For example:
  - The address does not match any address in the consumer report;
  - The Social Security number (SSN) has not been issued or is listed on the Social Security Administration's Death Master File; or
  - Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.
- b. Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the college. For example, the address on an application is the same as the address provided on a fraudulent application.
- c. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the college. For example:
  - The address on an application is fictitious, a mail drop, or a prison; or
  - The phone number is invalid or is associated with a pager or answering service.
- d. The SSN provided is the same as that submitted by other persons opening an account or other students.
- e. The customer or the person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
- f. Personal identifying information provided is not consistent with personal identifying information that is on file with the college.
- g. When using security questions (mother's maiden name, pet's name, etc.), the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

### **b.4: Unusual use of, or suspicious activity related to, a covered account**

- a. Shortly following the notice of a change of address for a covered account, the college receives a request for new, additional, or replacement goods or services, or for the addition of authorized users on the account.
- b. A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:
  - Nonpayment when there is no history of late or missed payments;
  - A material change in purchasing or usage patterns.
- c. A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).
- d. Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.
- e. The college is notified that the customer is not receiving paper account statements.
- f. The college is notified of unauthorized charges or transactions in connection with a student's covered account.
- g. The college receives notice from students, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the college
- h. The college is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

## **c: Detection of Red Flags**

The Program's general Red Flag detection practices are described in this document. Each department will develop and implement specific methods and protocols appropriate to meet the requirements of this Program.

### **c.1: New Accounts**

In order to detect any of the Red Flags identified above associated with the opening of a new account, College personnel will take appropriate steps to obtain and verify the identity of the person opening the account. Such steps may include the following:

- a. Require certain identifying information such as name, date of birth, residential or business address, driver's license or other identification;
- b. Verify the customer's identity (for instance, review a driver's license or other identification card);
- c. Independently contact the customer.

### **c.2: Existing Accounts**

In order to detect any of the Red Flags identified above for an existing account, College personnel will take appropriate steps to monitor transactions with an account. Such steps may include the following:

- a. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
- b. Verify the validity of requests to change billing addresses; and
- c. Verify changes in banking information given for billing and payment purposes.

## **Responding to Red Flags**

**a: Once potentially fraudulent activity is detected, the college will act promptly to protect students and the college from damages and loss.**

**a.1:** The college will gather all related documentation and write a description of the situation, then present this information to the Vice President for Finance and Administration, or his/her designee for determination.

**a.2:** The Vice President for Finance and Administration, or his/her designee will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic.

**b: If a transaction is determined to be fraudulent, appropriate actions must be taken immediately. Actions may include:**

1. Canceling the transaction or the account;
2. Notifying and cooperating with appropriate law enforcement;
3. Determining the extent of liability of the college; and
4. Notifying the actual student that fraud has been discovered.

## **Periodic Updates to Plan**

- a. At periodic intervals established in the program, or as required, the program will be re-evaluated to determine whether all aspects of the program are up-to-date and applicable in the current college environment.
- b. Periodic reviews will include an assessment of which accounts are covered by the program.
- c. As part of the review, red flags may be revised, replaced or eliminated. Defining new red flags may also be appropriate.

## **Program Administration**

### **a: Involvement of the administration**

1. The Identity Theft Prevention Program is the responsibility of the Board of Trustees. Approval of the initial plan will be appropriately documented and maintained.
2. Operational responsibility of the program is delegated to the Vice President for Finance and Administration, who may also delegate to appropriate personnel.

### **b: Staff training**

1. Staff training will be conducted for all employees, officials and contractors for whom it is reasonably foreseeable that they may come into contact with accounts or personally identifiable information that may involve a risk to the college or its customers.
2. These employees will receive annual training in all elements of this policy; they may continue to receive additional training as changes to the program are made.

### **c: Oversight of service provider arrangements**

1. The college will ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. Each employee working with service providers is responsible for informing those providers of the requirements of this policy.
2. A service provider that maintains its own identity theft prevention program, consistent with the guidance of the red flag rules and validated by appropriate due diligence, may be considered to be meeting these requirements.
3. Any specific requirements should be specifically addressed in the appropriate contract arrangements.

## **Anti-Harassment Policy**

A fundamental policy of the College is that employees and students at the College should be able to work and study at the College in an environment free of discrimination and any form of harassment based on race, color, religion, sex, national origin, disability, age, marital status, genetic information, sexual orientation or any other protected class recognized by state or federal law. Sexual harassment and/or sexual violence are prohibited forms of sex discrimination. To further this fundamental policy, the College prohibits the harassment of any person, student or employee and the prohibition extends to harassment based on race, color, religion, sex, national origin, genetic information, disability, age, marital status, or sexual orientation. Harassment is counterproductive to the College's goals and will not be tolerated. Such behavior is unacceptable because it is a form of unprofessional behavior threatening to the academic freedom and personal integrity of others. Failure to follow this policy will result in disciplinary action up to and including termination.

The type of harassment that is prohibited may take many forms and includes, without limitation, verbal harassment (derogatory comments and/or slurs), physical harassment (assault or physical interference), visual harassment (posters, cartoons, drawings), use of the Internet or e-mail to harass or embarrass, and innuendo or false rumors. Further, harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Harassment is prohibited both during normal work or school hours and outside the normal work or school hours if such harassment is determined by the College to affect the normal working or student/faculty/staff relationships.

Harassment can take a number of forms, but of particular concern is sexual harassment, which is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, sexual assault, sexual violence, domestic violence, stalking, and other verbal or physical conduct, or visual forms of harassment of a sexual nature.

Harassment includes, but is not limited to, the following forms:

- Unwelcome or unwanted advances, including sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- Unwelcome requests or demands for favors, including sexual favors. This includes subtle or blatant expectations, pressures or request for any type of favor, including a sexual favor, whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequences concerning academic or employment status.
- Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that which is sex-oriented and considered unwelcome. This includes offensive comments which harass an individual based upon his or her sex, race, age, national origin, disability, or marital status; telling "dirty jokes" that are inappropriate and considered offensive, or any tasteless, sexually oriented comments, innuendoes, or actions that offend.
- Creating a work or academic environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts, or attentions, whether sexually oriented or otherwise related to a prohibited form of harassment.

The College's concern is to provide a working and academic environment that is comfortable, conducive to the academic enterprise, and free from this type of behavior. This policy is written to be sure that everyone understands our intent to provide an academic and working environment free of harassment.

Obviously, the College cannot prevent violations of this policy unless such behavior is observed or the College is told of the violations. The procedures regarding complaints of harassment are described below.

All persons are assured that they will not suffer negative consequences as a result of bringing their concerns to the College's attention. Failure of any person involved in the investigation of a harassment complaint to keep the complaint confidential shall be a separate violation of this policy. A separate violation shall also occur if any retaliatory action is taken against or directed at any person who has made a harassment complaint or participated in an investigation of such conduct. Violations will result in disciplinary action. The College reserves the right to provide information regarding any harassment complaint or retaliatory conduct to the necessary legal authorities if the College, in its sole discretion, believes illegal conduct has occurred.

#### Procedures Regarding Complaints of Harassment

- a. Any member of the College community who believes that he or she has been the victim of harassment as defined above may bring the matter to the attention of the individuals designated to handle complaints of harassment. If the potential offender is a staff member, reports should be made to the Vice President for Finance. If the potential offender is a faculty member, reports should be made to the Vice President for Academic Affairs. If the potential offender is a student, reports should be made to the Vice President for Student Leadership. If the potential offender is an outside party, such as a vendor or contractor of the College, reports should be made to the Vice President for Finance and the procedures for handling complaints against staff members shall apply. Any person shall also have the option of reporting the concern to the College Nurse in the Health and Wellness Office or to the Director of Human Resources who will inform the appropriate individual of the concern. If the person designated to receive the report is part of the problem, a report can be made to any other person designated to handle complaints of harassment.
- b. All harassment complaints will be reported to the designated Title IX official.
- c. The complainant should present the complaint as promptly as possible after the alleged harassment occurs.
- d. The person receiving the complaint can and should provide to the complainant a written memorandum advising the complainant that in order for the College to best investigate the complaint, a written complaint should be submitted under these procedures.

- e. After the initial meeting with the person designated to receive the complaint, the complainant should submit or verify a written statement to the person designated to receive the complaint describing with particularity the alleged harassment. The written statement should identify any persons with knowledge of any facts relevant to the harassment complaint.
- f. Except as reasonably necessary to investigate the written complaint and to give the person accused of harassment an opportunity to respond, all written complaints of harassment shall be kept confidential.
- g. The written complaint shall be promptly forwarded to the person accused of harassment and the person accused of harassment shall submit a written response to the allegations within seven days. The response should identify any persons with knowledge of any facts relevant to the harassment complaint.
- h. Upon receipt of the response, the person designated to receive the complaint or an impartial investigator appointed by the person receiving the complaint shall promptly investigate the complaint. Normally, the investigation period should not exceed 21 days. During the investigation, the person receiving the complaint may take whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to the College, the person making the complaint and the person accused of harassment.
- i. In determining whether there is sufficient evidence to support a complaint of harassment, the investigator shall use a preponderance of evidence standard (i.e., that it is more likely than not that harassment occurred). This same standard shall be applied in any appeal from the investigator's decision.
- j. Upon completion of the investigation and if an informal resolution has not been reached, the person receiving the complaint shall promptly provide a written statement regarding the outcome of the investigation to both the person making the complaint and the person accused of harassment.
- k. Either the person making the complaint or the person charged with harassment may appeal the findings or the decision to impose or not to impose disciplinary action by filing a written appeal within two business days of receipt of the findings.
- l. All appeals shall be communicated to the office of the College President, and the President or his or her designee shall convene a Committee to hear the appeal. The Committee shall consist of three members selected from the Doane community who have been trained to hear cases as a Special Hearing Board member pursuant to Doane's Sexual Assault and Rape Policy §5.02 in the Crete Student Handbook. The three Committee members shall reflect the appropriate faculty and student populations as appropriate under the circumstances as determined by the President or his or her designee. The written appeal must state the specific basis for the appeal, including whether the appealing party is challenging (1) whether a violation occurred; (2) whether the sanction is appropriate; or (3) that new evidence not previously considered is now available. The Committee may call witnesses and receive as evidence the information it deems necessary to assist it in reaching a determination of the merits of the allegation. Once such a determination has been reached, the Committee shall simultaneously communicate its findings in writing to the person making the complaint and the person accused of harassment. A finding that harassment has occurred requires a majority vote of Committee members. If the Committee finds harassment and further finds that reasonable cause exists for seeking sanctions, the Committee shall forward its recommendations for sanctions directly to the College President or his or her designee in the matter. A recommendation for sanctions requires the majority vote of Committee members. The College President or his or her designee, although not bound by the recommendations, shall promptly act in response to the recommendations of the Committee. If the person accused of harassment holds a tenured faculty position and the potential discipline includes dismissal, the College President or his or her designee, in reviewing the matter, shall comply with the procedures for dismissal proceedings for faculty on continuous tenure as set forth in the Faculty Handbook.

The Committee may have legal counsel present to provide technical and legal advice to the Committee and shall observe the following guidelines in conducting its proceedings:

- a. An opening statement by the chair regarding the nature of the case, the identity of the parties, and the nature of the allegations.
- b. Sequence of presentation of evidence:
  - Complainant presents evidence;
  - Person accused of harassment presents evidence;
  - Complainant presents rebuttal evidence;
  - Chair or investigator presents additional evidence from initial investigation of the matter;
  - Closing statements from complainant, person accused of harassment, and Chair or investigator.

Both the complainant and accused have the right to have present an advisor of their choice from the Doane community but they shall not be represented by legal counsel in the proceedings.

All written records of harassment complaints made pursuant to this policy shall be kept in a separate confidential file and not in the faculty evaluation files, personnel files or permanent student records.

## **Fraternization and Inappropriate Relations**

The relationship of a Doane College employee and student or subordinate should be professional in nature. All employees have a responsibility to conduct themselves in a manner that will maintain an atmosphere that is conducive to learning, both inside and outside the classroom, and which is aligned with the Doane College mission and values.

The College considers it inappropriate for any member of the faculty or staff to establish an amorous, intimate or otherwise unprofessional relationship or a perceived amorous, intimate or otherwise unprofessional relationship with a student or subordinate employee.

It is of particular concern for:

- Faculty or staff to establish an amorous, intimate or otherwise unprofessional relationship, or perceived amorous, intimate or otherwise unprofessional relationship with a student, subordinate employee, or colleague upon whose academic or work performance he or she will be required to make professional judgments.
- Faculty or staff who are in a position of authority and influence and whose integrity may be compromised or appear to be compromised, to establish an amorous, intimate or otherwise unprofessional relationship, or perceived amorous, intimate or otherwise unprofessional relationship with a student, subordinate, or colleague.

Faculty and Staff are expected to disclose any such relationships to their supervisor or to Human Resources, and all Faculty and Staff are expected to report suspected violations of this policy. If it is determined that a violation of this policy has occurred, the Faculty or Staff member will be subject to disciplinary action, up to and including termination.

There are exceptional circumstances in which the spouse or partner of a college employee is a student at the College. This fraternization policy does not apply in such circumstance. Based on the individual circumstances, the supervisor with the guidance of Human Resources will determine if the relationship violates this policy. All reasonable efforts will be made to remove the student or employee from circumstances in which their spouse or partner is required to evaluate their work or academic performance or make professional judgments regarding their work or academic performance.

## **Drug-Free Workplace Policy and Drug-Free Awareness Program**

### **I. Purpose.**

The purpose of this policy and program is to identify the College as a drug-free workplace, and to outline a continuing program of drug-free awareness for all employees.

### **II. Policy.**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. Employees who violate this prohibition will be subject to immediate corrective action and criminal prosecution. Depending on the nature and circumstances of the violation, corrective action may include immediate discharge, disciplinary suspension, mandatory treatment and rehabilitation, some combination of the above or other action deemed appropriate to the circumstances. Other policies relating to corrective discipline or substance abuse

may provide guidance in determining an appropriate response, but shall not limit the College's authority to implement any corrective action deemed appropriate.

This policy shall apply to all employees, and compliance shall be a condition of employment. In addition, it is specifically noted that employees engaged in the performance of a federal contract or grant shall, as a condition of employment, agree to abide by the terms of this policy, and agree to notify the Vice President for Finance of any criminal drug statute conviction no later than five days after such conviction.

### **III. Program.**

The College will maintain an ongoing drug-free awareness program that will aim to educate employees about the dangers of drug abuse in the workplace, the College's drug-free workplace policy, the penalties that may be imposed for drug abuse violations, and the availability of counseling, rehabilitation, and employee-assistance services. The program will include:

- Circulation of the drug-free workplace policy to all employees at the time of its adoption, and inclusion of the policy in the employee handbook;
- Review of the drug-free workplace policy with all new employees at the time of hire and orientation;
- Listing of counseling centers to counsel and assist employees with drug or alcohol-related problems; and
- An ongoing program of communication and education on drug/alcohol awareness and related topics, which includes annual notification of the policy.
- Biennial review of the program and policy to determine program effectiveness.

Employees who violate the Drug Free Workplace Policy or an employee, who the College, based upon a reasonable suspicion, believes is under the influence of drugs or alcohol, may be subject to disciplinary action including, without limitation, dismissal. A reasonable suspicion of being under the influence shall be based upon behavioral observations including, without limitation, slurred speech, unsteady gait, staggering, alcohol on the breath, excessive absenteeism, excessive tardiness, unacceptable interrelationships with employees or students or decreased performance. As an alternative to, or in conjunction with, other disciplinary actions, The College may, at its sole discretion, offer an employee the opportunity to successfully complete a drug-abuse program sponsored by an approved private or governmental institution.

### **Description of Applicable Legal Sanctions Under Federal, State or Local Law for Unlawful Possession or Distribution of Illicit Drugs and Alcohol**

The information on the following pages summarizes selected provisions of Federal, State, and local laws which provide criminal and civil penalties for unlawful possession or distribution of drugs and alcohol.

#### **Federal Penalties and Sanctions for Illegal Possession of Controlled Substances:**

- **21 U.S.C. § 844(a)**
  - 1st Conviction: Up to 1 year imprisonment and fine of at least \$1,000 or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fine of at least \$2,500.
  - After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fine of at least \$5,000.
  - Special sentencing provisions for possession of crack cocaine: Mandatory minimum 5 years in prison, maximum 20 years and minimum fine of \$1,000, if:
    - 1st conviction and the amount of crack possessed exceeds 5 grams.
    - 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
    - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

- **21 U.S.C. § 853(a) (2) and 881(a) (7)**  
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)
- **21 U.S.C. § 881(a) (4)**  
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- **21 U.S.C. § 844(a)**  
Civil fine of up to \$10,000.
- **21 U.S.C. § 862**  
Denial of Federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.
- **18 U.S.C. § 922(g)**  
Ineligible to receive or purchase a firearm.
- **Miscellaneous**  
Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

**Note:** These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

The United States Department of Justice, Drug Enforcement Administration, provides information on Federal trafficking penalties on the following web link: <http://www.justice.gov/dea/druginfo/ftp3.shtml>

## **State Penalties and Sanctions for Illegal Possession of Controlled Substances**

The framework for the regulation of most drugs, also called controlled substances, is set out in the Uniform Controlled Substances Act. In addition, there are other Nebraska State laws which establish penalties for various drug related offenses which are summarized below. Information on the Nebraska state law penalties is available by clicking the following link: <http://uniweb.legislature.ne.gov/laws/statutes.php?statute=28-416>

### **Crimes Involving Minors:**

Any person 18 years of age or older who distributes, delivers or sells controlled substances to a person under the age of 18 years shall be punished by the next higher penalty classification for a first offense or second offense involving drugs such as heroin, speed, cocaine, LSD, or pentazocine. The law also provides for an enhanced penalty for anyone 18 years of age or older to employ, use, persuade, or coerce any person under the age of 18 years to manufacture, transport, distribute, carry, deliver, dispense, or possess with intent to do the same of a controlled substance or a counterfeit controlled substance. Neb. Rev. Stat. § 28-416(4) and (5) (Supp. 1999).

### **Tax Provisions:**

Anyone who possesses or sells the following amounts of controlled substances must pay the appropriate taxes to the Nebraska Department of Revenue and have the stamps attached to the controlled substances:

- Marijuana is taxed at \$100 for each ounce or portion of an ounce.
- Any controlled substance which is sold by weight or volume (i.e., cocaine, crack, methamphetamine, etc.) is taxed at \$150 for each gram or portion of a gram.
- Any controlled substance which is not sold by weight (i.e., LSD, quaaludes, methamphetamine in tablets, PCP, etc.) is taxed at \$500 for each 50 dosage units or portion thereof.
- Failure to have the proper tax stamps attached to the controlled substance carries a criminal penalty of up to five years imprisonment or a \$10,000 fine or both. A penalty equal to 100% of the unpaid tax will also be

assessed and both the tax and the penalty may become a lien upon the property owned by the person against whom the tax is assessed. Neb. Rev. Stat. §§ 77-4301 to 77-4316 (Reissue 1996).

### **Property Forfeiture:**

Property used to manufacture, sell or deliver controlled substances can be seized and forfeited to the state. Property subject to forfeiture may include cash, cars, boats, and airplanes. Neb. Rev. Stat. § 28-431 (Cum. Supp. 1998)

### **Being Under the Influence of Any Controlled Substance for Unauthorized Purpose:**

It is a violation of Nebraska law to be under the influence of any controlled substance for a purpose other than the treatment of a sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. Neb. Rev. Stat. § 28-417(1) (g) (Reissue 1995).

### **Drug Paraphernalia Offenses:**

It is a violation of Nebraska law to use, or to possess with intent to use, drug paraphernalia to manufacture, inject, ingest, inhale or otherwise introduce into the human body a controlled substance. Neb. Rev. Stat. § 28-441(1) (Reissue 1995). "Drug paraphernalia" is defined to include such things as hypodermic syringes, needles, pipes and bongs and other items used, intended for use or designed for use with controlled substances. Neb. Rev. Stat. § 28-439 (Reissue 1995). It is unlawful to deliver or manufacture drug paraphernalia. Neb. Rev. Stat. § 28-442 (Reissue 1995). It is a violation of Nebraska law for a person 18 years of age or older to deliver drug paraphernalia to a person under the age of 18 who is at least 3 years his or her junior. Neb. Rev. Stat. § 28-443 (Reissue 1995).

A violation of Neb. Rev. Stat. § 28-441 is punishable by a fine of not more than \$100 for first offense, not less than \$100 and not more than \$300 for second offense, and not less than \$200 and not more than \$500 on third or subsequent conviction. Neb. Rev. Stat. §§ 28-441 and 29-436 (Reissue 1995). The penalty for violation of Neb. Rev. Stat. § 28-442 is not more than six months imprisonment or \$1,000 fine or both. Neb. Rev. Stat. § 28-442 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998). The penalty for violation of Neb. Rev. Stat. § 28-443 is imprisonment for not more than one year, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-443 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

### **Imitation Controlled Substances:**

It is a violation of Nebraska law to knowingly, intentionally manufacture, distribute, deliver or possess with intent to distribute or deliver an imitation controlled substance. "Imitation controlled substance" is a substance which is not a controlled substance but which is represented to be an illicit controlled substance. Neb. Rev. Stat. § 28-445 (Reissue 1995). First offense violations of this law are punishable by three months imprisonment, or \$500 fine, or both. A second offense violation of this statute is punishable by not more than six months imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 28-445 (Reissue 1995) and § 28-106 (1) (Cum. Supp. 1998).

### **Controlled Substance Analogue:**

For purposes of Nebraska's Uniform Controlled Substance Act, analogue controlled substances (often called "designer drugs") are treated as controlled substances. Such an analogue is defined as (a) substantially similar in chemical structure to the chemical structure of a controlled substance or (b) having a stimulant, depressant, analgesic or hallucinogenic effect on the central nervous system that is substantially similar to or greater than the effect of a controlled substance. Neb. Rev. Stat. § 28-401 (36) (Supp. 1999).

## **Selected Nebraska Alcohol Offenses**

### **Minor In Possession:**

It is against the law for a person under the age of 21 years to possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 1998). Violation of this law is punishable by three months imprisonment, or \$500 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998). As part of sentencing a judge may order an offender to become part of a public work detail under the supervision of the County Sheriff for not more than 10 days in lieu of the above penalties. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998)

### **Procuring Alcohol:**

It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 1998). Violation of this law is punishable by not more than 1 year imprisonment, or \$1,000 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998).

### **Consumption on Public Property:**

It is a violation of Nebraska law for any person to consume alcoholic liquors in the public streets, alleys, parking areas, roads or highways, or inside vehicles while upon the public streets, alleys, parking areas, roads, or highways; or upon property owned by the state or any governmental subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties. Neb. Rev. Stat. § 53-186 (Supp. 1999). A violation of this statute is punishable on the first offense by a fine of up to a maximum of \$100; a second offense within two years is punishable by a fine not less than \$100 and not more than \$300; a third offense within two years is punishable by a fine of not less than \$200 and not more than \$500. Neb. Rev. Stat. § 53-136 (Reissue 1998) and § 29-436 (Reissue 1995).

### **Driving While Intoxicated:**

Driving while under the influence of intoxicating liquors or drugs is a violation of Nebraska law. Neb. Rev. Stat. § 60-6,196 (Supp. 1999). Violation of this law is punishable on first offense by not more than 60 days, not less than 7 days imprisonment and not more than \$500 fine but not less than \$400 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). In addition, an offender's driver's license is revoked for six months and the offender is ordered not to drive any motor vehicle for any purpose for a like period. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999). Suspended sentence of probation includes mandatory requirement that probation or suspension be conditioned on order that offender will not drive any motor vehicle for any purpose for sixty days. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999).

Penalties for second offense result in a mandatory thirty days imprisonment and \$500 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). As part of the judgment of conviction the offender is ordered not to drive any motor vehicle for any purpose for a period of one year and the offender's operator's license is revoked for a like period. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999). If an offender is placed on probation or the sentence is suspended, one of the mandatory conditions of probation or sentence suspension is that the offender must be ordered not to drive any motor vehicle in the state for any purpose for a period of six months, and the probation order shall include as one of its conditions confinement in the city or county jail for forty-eight hours or the imposition of not less than two hundred forty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999).

Third or subsequent convictions result in not more than five years imprisonment or ten thousand dollars fine, or both. Neb. Rev. Stat. § 28-105 (Cum. Supp. 1998). Offenders in this class may not drive any motor vehicle in the state for any purpose for a period of fifteen years and their operator's license is revoked for like period. Neb. Rev. Stat. § 60-6,196 (2) (d) (Supp. 1999). Probation or suspension of sentence for this offense must be conditioned so that the offender is ordered not to drive any motor vehicle in the state for any purpose for a period of one year and probation

must be conditioned on an offender's confinement in the city or county jail for ten days or the imposition of not less than four hundred eighty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (d) (Supp. 1999).

Local laws may also make it a crime to operate a motor vehicle under the influence of alcohol or to commit certain acts involving the consumption or possession of alcohol, e.g. "open container" laws.

The following health risks are associated with alcohol abuse and illicit drug use.

### **Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

### **Other Drugs**

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation, and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants such as cocaine and crack can cause increased alertness of euphoria, and increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, and increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and/or disorientation.

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

### **Prescription Drugs**

These drugs are not illicit if they are used in accordance with a physician's prescription. However, sharing prescription medication with someone else is illegal and could be very harmful. Using prescription drugs in any manner other than the prescribed method can also be harmful.

The following agencies are available resources for staff, students and faculty:

Drug/Alcohol; Drug Crisis Line: 402-475-5683  
Houses of Hope: 402-435-3165  
Lincoln Valley of Hope: 402-464-0033  
Blue Valley Mental Health Center: 402-826-2000  
Continuum EAP: 402-476-0186

## **Smoking Policy**

### **Scope**

In order to provide a safe and healthy work/study environment for all employees and students and to comply with the Nebraska Clean Indoor Air Act, the College prohibits smoking in campus buildings.

### **Practice**

Smoking is not allowed inside any campus buildings or college vehicles. Smoking will be permitted outdoors in designated smoking areas at least 20 feet away from building entrances. All employees share responsibility for adhering to and enforcing this policy, and have responsibility for bringing it to the attention of visitors.

### **Employee Assistance**

Research consistently indicates that smoking tobacco products is hazardous to your health, as well as the health of those around you. Doane College encourages employees to quit smoking and offers resources available to assist employees through the College's employee assistance program, Continuum EAP.

## **Workplace Violence**

Doane College is committed to maintaining a safe and healthy environment for all students, faculty and staff, and will not tolerate any form of violence committed by or against any member of the Doane College community. All reports of violence will be taken seriously.

Violence and abusive behavior include any attempted, threatened or actual conduct that endangers or is likely to endanger the health or safety of a campus community member or visitor.

Sexual harassment, sexual violence, and sexual assault and other forms of illegal harassment are dealt with under the Anti-harassment policy and the Sexual Assault and Rape Policy, §5.02 in the Crete Student Handbook.

Employees who engage in activity or threats of violence will be subject to the appropriate discipline up to and including termination.

Examples of workplace violence include, but are not limited to the following:

- Causing or attempting to cause physical injury to another person
- Committing or attempting to cause acts of sexual assault or sexual violence towards another person
- Domestic violence, stalking and dating violence (See definitions in the Violence and Unacceptable Behavior Policy, §5.01 in the Crete Student Handbook)
- Making threatening remarks
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Brandishing a weapon or an object, which appears to be a weapon in a threatening manner

- Intentionally damaging college property or the property of a member of the college community or a visitor
- Hate/bias incidents based on the victim's membership in a legally protected class, which shall include but not be limited to sexual orientation and gender identity (See Hate/Bias Incident Policy §5.01 in the Crete Student Handbook)

## **Procedures:**

Any individual who experiences or witnesses violence, threats of violence or who has reason to suspect that these acts or behaviors are occurring should immediately notify a supervisor, Campus Safety Officer, the Vice President for Finance and Administration or the Director of Human Resources.

## **Supervisor Responsibilities:**

Any Supervisor who receives reports of workplace violence or threats of violence should immediately report the behavior to the Director of Human Resources or to the Vice President for Finance and Administration.

Once a report is received an investigation will take place. Confidentiality will be maintained to the extent possible. All parties involved in a situation will be counseled and the results of investigations will be discussed with them.

Retaliation or harassment against a person making a report in good faith will not be tolerated and may result in disciplinary action.

## **No Weapons Policy**

The college is committed to providing a safe workplace for its students, faculty and staff. All employees are prohibited from carrying handguns, other guns, knives or other such devices on campus or on other college property. Questions regarding this policy should be directed to the Human Resources department. An employee who violates this policy is subject to disciplinary action, up to and including termination of employment. Further, the college will contact the appropriate law enforcement agency if it learns that an employee has violated or is violating this policy. Anyone aware of a potential violation of this policy should contact the Human Resources department.

## **Use of Equipment and Vehicles**

When using College property, employees are expected to exercise care, comply with maintenance requirements, and follow all operating instructions, safety standards, and use guidelines.

You must notify your supervisor immediately if any equipment, machines, tools or vehicles appear to be damaged, defective, or in need of repair or maintenance. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic or parking violations, can result in disciplinary action, including termination of employment.

A College employee may not take a College owned vehicle from work to home or keep a College owned vehicle at home overnight, unless authorized by the employee's supervisor. An employee authorized to drive a College vehicle from work to home shall take the shortest route. If an employee is authorized to drive a College vehicle from home to work or keep the vehicle at home overnight, they shall be required to record personal miles on a monthly summary sheet.

In general, non-employee and non-student passengers are not allowed to ride in college-owned vehicles due to the additional liability. Exceptions to this arise when transportation is necessary for individuals who are dealing directly with or are involved in college business; examples include those who volunteer at the College.

Personal use of College vehicles is taxable income to the employee. An employee may not use College vehicles or equipment for personal use unless prior authorization has been obtained from the employee's supervisor.

An employee may use a College vehicle in the performance of duties as a member of a fire department or rescue squad only as authorized by the employee's supervisor. Other unusual situations will be handled on a case by case basis.

Employees must become certified drivers to operate college vehicles. More information regarding the process for certification is available under the "Use of College Fleet Vehicle Policy," located at: [www.doane.edu/about-doane/offices/business-office/vehicle](http://www.doane.edu/about-doane/offices/business-office/vehicle)

Drivers who use personal vehicles to conduct College business or for any other College purpose should be aware that their own personal automobile insurance provides the primary coverage for both liability and physical damage.

## **Keys and Keyless Access**

Doane College is committed to maintaining a safe and secure environment for all students, faculty and staff; this includes managing building and room access on campus. The Safety Office manages the keys/keyless access for all locations. Some locations may have a designated official on campus who works in conjunction with the Safety Office. To find out whom your designated official is, please contact the Safety Office.

### **Requesting Keys/Keyless Access:**

When determining the needs for keys and keyless access for faculty and staff, the person making the request should consider the responsibilities of the position of the individual. Requests for keys/keyless access should be made to the \*Safety Office by the appropriate faculty or staff members' supervisor in advance, as designated below:

- a. Faculty - requests for keys/keyless access will be made by the Academic Affairs Office, Division Chairs or Department Chairs
- b. Staff - requests for keys/keyless access will be made by the department manager/supervisor

All requests for sub-master and general master keys must be approved by the Associate Dean of Student Leadership, Director of Facilities Operations or the Assistant Director of Facilities Operations. Due to administrative procedures, making these requests with as much notice possible is recommended.

### **Issuing Keys/Keyless Access:**

Human Resources will notify the Safety Office when new employees join the College. Keys and keyless access will be granted by the Safety Office once they receive notification from Human Resources and the requests from the appropriate faculty or staff member. Faculty and staff will check out their keys and receive their ID badge at the Safety Office. At that time they will be asked to sign a form indicating that they understand they are responsible for the items they checked out.

### **Provisions:**

- Duplication of keys is prohibited.
- Lending keys or ID badges to another person is prohibited.
- Return any bent or non-working keys to the Safety Office for replacement.
- Loss of keys or an ID badge must be reported to the Safety Office and your supervisor as soon as the loss is discovered.
- The employee may be charged an appropriate fee for the replacement of any lost key(s) up to the maximum dollar limit of \$500. These fees will be deducted from the employee's next paycheck following the loss of the keys. See fee schedule below:

**Fees for Lost Keys:**

Standard key: \$50

Sub Master Key: \$250

General Master Key: \$500

- Upon leaving employment with the College or transferring departments, all keys must be returned to the Safety Office. Failure to return issued keys will result in charging the appropriate fees as described above and will be deducted from the employee's final pay check if possible.
- Failure to comply with these provisions may lead to disciplinary action.

## **Information Technology Acceptable Use Policy**

Information technology and resources include, but are not limited to: computers, software, databases, files, computer accounts, networks, Internet access, and electronic communication. The following are guidelines for acceptable use of information technology at Doane College.

The use of information technology and resources is a privilege extended to Doane College students, faculty, and staff. That use is restricted to academic, educational, research, and/or administrative purposes. Students, faculty and staff should not use these information technology resources to engage in behavior that would violate college policies. These resources may not be used for commercial or business income purposes unless specific, written authorization for such use is given by the college. Any reselling of Doane's network services is prohibited.

All use of information technology and resources must comply with federal, state and local laws, licensing and purchasing agreements, and Doane policies. Users of outside facilities such as libraries, Internet, or other electronic communication facilities must also comply with the acceptable practices and restrictions established by those facilities.

Individuals may not use institutional resources without proper authorization from the assigned user of the resource. Individuals may not use another user's computer account or user I.D. or change another user's password without prior permission from the assigned user. Users are responsible for their use of computer hardware, software, accounts, user I.D.s and passwords. Users are responsible for all resources assigned to them even if another person uses them.

Users must not access, copy, view or change private files without authorization. They may not change, create, or delete public files or directories without proper authorization. Users do not have the right to create or receive unauthorized copies of software. Users must not attempt to modify software, data, or systems in an unauthorized manner.

Information technology and resources must not be used to make unauthorized entry into other communications, computational, or informational devices or resources. Accessing restricted databases requires authorization.

## **Abuse/Misuse of Resources**

Users must not misuse or abuse any information resources. Information technology and resources must not be used to disrupt or interfere with other users, services, or equipment. This includes, but is not limited to:

- Threatening or harassing others. This includes electronically transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws or Doane College regulations.
- Propagating viruses or worms.
- Posting or mailing of obscene materials.
- Displaying obscene, lewd, or sexually harassing images or text on a computer owned by Doane College or in a location that may be easily viewed by others.

- Distributing unsolicited advertising, initiating or propagating electronic chain letters, inappropriate mass mailing, including multiple mailings to newsgroups, mailing lists, or individuals, e.g. "spamming" flooding," or "bombing," or random mailing of messages.
- Originating e-mail in such a manner as to create the impression to the recipient that the mail was originated from another source or individual. All materials sent via the campus network must be attributed to the individual, office or organization sending the material.
- Using the campus network to gain unauthorized access to any computer systems (including other student-owned computers).
- Connecting unauthorized equipment to the campus network (this includes personal hubs, switches, routers, wireless access points, servers, and any other devices that may have a negative effect on network performance).
- Attempting to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- Associating an unapproved domain name with a Doane College-owned IP address.
- Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks (this includes downloading excessive amounts or transferring excessive amounts across the network).
- Deliberately wasting/overloading computing resources, such as printing too many copies of a document or using excessive bandwidth on the network. Individuals who use excessive amounts of bandwidth will be notified and given an opportunity to adjust their usage. If the individual does not voluntarily comply, access for that individual will be electronically restricted.
- Using Doane College resources for commercial activity such as creating products or services for sale.
- Forging or disguising the identity of a user or machine in an electronic communication.
- Attempting to monitor or tamper with other user's electronic accounts; communications; or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
- Violating copyright laws and their fair use provisions through inappropriate reproduction, downloading, and/or distribution of music (including MP3 files), movies, computer software, copyrighted text, images, etc. Note: all Doane network users are expected to comply with the copyright laws of the United States, regardless of the location of the server from which they are downloading.

Violations of the Doane College acceptable use policy are subject to action by the college. Violations will be referred to the Vice President for Information Technology, who will report issues and problems for review by the appropriate Administrator, or the Vice President for Student Leadership and the Vice President for Academic Affairs, and will be referred to the appropriate administrative or judicial proceedings. Violators may be billed or fined for unethical or illegal use of information technology. They may also be subject to dismissal, suspension, loss of network and computing privileges, and/or legally prosecuted.

## **Copyright Infringement**

The software used by the institution is protected under federal Copyright Law. All students, staff, and faculty must comply with these regulations. It is illegal to make personal copies of software unless specifically allowed by a license agreement. Questions regarding specific instances should be directed to a professional staff member of the Office of Technology.

Students found in possession of illegal copies of software (either copies they have made or acquired by other means, or copies of software designated for use in class sessions or through the library that have not been issued to a student) will be subject to disciplinary action.

## **Software and Hardware Maintenance**

Students must share the responsibility for keeping software and equipment in good repair. If a student encounters a problem with a piece of software or equipment, the student should report this to a computer lab aide, a professional staff member of the Office of Technology, or a member of the library staff.

## **Software Purchases**

Doane College students may purchase Microsoft Office Professional in the Doane College Bookstore. This software is made available through a licensing agreement between the college and Microsoft. Therefore, only Doane College students (not other college students) are eligible to purchase this software from the Doane Bookstore. Students who purchase this software are required to abide by the Microsoft End User Licensing Agreement that is included when the software is purchased.

All users are expected to abide by the end user licensing agreements for all other software that is either purchased through the Doane College Bookstore or installed on Doane College computers.

## **Computer Lab Policies**

Students should not save their documents to the hard drives on the lab computers; network file space is made available to all students, faculty and staff for this purpose. Documents and miscellaneous files are periodically removed from the computer lab hard drives and the user could lose his or her data. Users of the computer labs are expected to pick up any extraneous paper and waste that result from their printing and place any computer paper in the receptacles provided for recycling. Excessive printing in the labs is not allowed. If you mistakenly submit a print job that is extremely large, you should notify the network administrator or lab aid on duty to cancel the print job as soon as possible. No equipment supplies, software, or manuals may be removed from computing sites without proper authorization.

All food, drink, and tobacco products are strictly prohibited from entering the computer labs. Students who do not comply with this regulation run the risk of exclusion from the labs for the remainder of the semester in which the violation occurred.

## **Laptop Checkout**

Laptop computers are available in the library. Students may check out a laptop for a period of two days. Failure to return the laptop within one hour of the time it is due results in loss of privileges to check out laptops for the remainder of the semester. From the time the laptop is checked out to the time it is returned, the person who has checked out the laptop assumes full responsibility for the care of the equipment and will return it in full working order or be charged for necessary repairs due to damages incurred. While checking out a laptop, the user assumes full responsibility even if someone else is using it. If a user fails to return a laptop, the user will be charged replacement cost and processing fees for the hardware and software.

## **Connecting a Computer to the Network**

Student computers attempting to connect to the campus network will be scanned prior to allowing a connection. The scan will determine if current operating patches have been installed, along with other security requirements. If a computer fails the scan, it will not be allowed on the network until necessary software has been installed. All computers connected to the Doane network are required to comply with the following:

- Install and run Symantec Antivirus Corporate Edition as provided by the college to all Doane students at no charge.

- Install all current operating system patches and maintain current patches
- Run a spyware removal tool on a regular basis. Freeware tools are provided to all students through the campus network.
- The computer must have an IP address and MAC address that is visible. Using tools to hide or disguise your computer name, IP address and/or MAC address is strictly prohibited.
- Use of personal routers is not allowed. Many multi-port switches have built-in routers and they will not work on our network. If you need to connect more than 2 computers in a room, you may checkout a 4-port switch from the Business Office on campus.
- Personal wireless access points are not allowed and will not work on our network. This includes switches, routers, and setting up your computer as an access point.

Computers acting as servers or running server services are not allowed except where approved by the Office of Technology.

## **Privacy Expectations and Exceptions**

Doane College reserves the right to monitor electronic activity of users when there is activity that appears to be harmful to another user, to the campus systems and/or network (programs being launched to attack the servers, users attempting to break into accounts, etc.), or when there is evidence of violations of the appropriate use policy.

When there is no evidence of inappropriate use or threat to the Doane College system or network, computer users have the right to expect that their materials remain private. No person, regardless of status (i.e., including the system manager, faculty member or college administrator) may view, change or remove another user's files without the user's permission, whether the material exists on network media or on a user's own media. An exception exists for class accounts which are owned and managed by an instructor or system manager and which exist strictly for a class project and which exclude personal electronic mail. In these cases, the administrator of the account is allowed complete access, but persons outside of the class are not. Documents stored on public use computers (labs) have no expectation for privacy and documents may be deleted at any time.

E-mail is protected as much as possible. The e-mail system typically will exclude the content of messages that are returned to the postmaster due to transmission errors or other technical problems. Message contents are to be considered private when inadvertently viewed.

Files which reside in a user's account on a network drive or on a user's personal computer are to be considered private except where a runaway program that could be either accidental or an intentional hack, or a virus is in the process of causing damage or is inhibiting the work of others. In this case, it may be necessary for a system manager to inspect the file that is suspected of causing the problem.

## II. Safety Policies and Procedures

College safety, emergency and security policies and procedures are available on the Doane College web site at: [www.doane.edu/Students/Campus/Safety](http://www.doane.edu/Students/Campus/Safety)

### Safety Committee

The College maintains a Safety Committee whose purpose is to review safety standards at the College and make recommendations to the Cabinet of the College when needed. The Safety Committee Chair will schedule meetings to review and coordinate safety activities throughout the College. Employees are urged to bring safety-related issues to the attention of the Safety Committee and/or the Safety Office. All supervisors must report employee accidents to the Human Resources department. For further information regarding the safety policies and procedures, visit the website at <http://www.doane.edu/students/campus/safety/tips>

### Snowstorms and Other Severe Weather

Occasionally inclement weather necessitates cancellation of classes and/or campus activities. The decision to cancel or delay classes on the Crete Campus will be at the discretion of the President in consultation with the Director of Facilities and the Vice President for Academic Affairs. The decision to cancel or delay classes on the other campuses is at the discretion of the Dean of Graduate and Professional Studies in consultation with the Director of Facilities and the Vice President for Academic Affairs. The decision will be governed by the concern for the safety of students, faculty and staff.

The residential Crete campus may cancel all classes only in rare events since our students are mostly residential. The other campuses may cancel all classes more often due to the commuting nature of those campuses. The College does not completely close even when all classes cancel essential functions will continue on all campuses, such as food service, residential life, safety, facilities, dining, etc... , however there may be times when the College cancels all classes and closes offices. In this instance, most offices will close, but some essential offices or personnel will still be required to work to continue operation of the campus. Each department will have a plan for operation in the event a cancellation or delay of classes occurs, in which essential personnel are identified. The definition of "essential personnel" may vary depending on time of year or month in which the cancellation occurs.

In cases when there is inclement weather and the College does not cancel all classes, faculty and staff should work with their supervisor and use their own personal judgment and personal circumstance to determine whether or not to travel to/from work during inclement weather conditions. Pay for such incidences is subject to the policy below. We ask that as many faculty/staff that are able to report to work safely do so to maintain the operations of the College.

If you have any questions, consult your supervisor or Human Resources.

There are two types of campus closures:

**Cancellation of Classes - Offices Open:** Cancellation of all classes is rare. The Crete campus is a residential setting and most students are able to attend classes. Thus, situations may arise where the Crete campus is open even though another campus has cancelled classes. During a "Cancellation of Classes - Offices Open" employees should plan to work. Employees will be paid only for the actual hours worked. If an individual employee is not able to report to work due to severe weather, the employee may either make up the missed time in the same workweek, use vacation to make up for the missed time, or take the time as unpaid leave. Employees should always use their best judgment for safety.

**Cancellation of Classes - Offices Closed:** Even in situations when all classes are cancelled and offices close, some essential personnel are generally required to continue to work. When all classes are cancelled and offices close, employees that are not considered "essential" or that are in danger of traveling should stay home. All employees will

receive severe weather pay for the hours they normally work on that day. Employees who are considered to be "essential" will still be required to report to work even when all classes are cancelled and offices close. Hourly employees who are considered "essential personnel" will receive severe weather pay for the hours they normally work on that day, plus pay for the hours they actually work. In case of doubt, contact your supervisor.

Should conditions warrant a campus closure for any campus the College will post the cancellation on the website, send out a campus notification using the campus notification system and will notify local radio stations such as, KFOR, KDNE and KFAB and TV station KOLN. The type of closure will be indicated in the message.

## **Severe Weather**

Employees should be aware of signals for severe weather and the location of shelters in case of tornado sightings. Generally, fire and tornado procedures are posted in various work areas.

## **Workspace Fire Prevention**

Many campus offices are decorated for the holiday seasons. Because decorations combine highly combustible materials with additional sources of heat, the potential for fire increases. It is important to ensure that decorations used meet the following guidelines:

- Only artificial trees may be used for decoration.
- Electrical items used in decorations should be in good condition. Use low heat indoor electrical bulbs and make sure they do not come in contact with combustible materials. Use only one grounded electrical plug strip. Do not put multiple plug strips together. Electrical items, including lighting may only be used during normal business hours.
- Extension cords are not allowed above the ceiling.
- Candles and other open flames are not allowed.
- Decorations must not cover fire extinguishers, exit signs and doors.
- Decorations should be taken down after the holidays and properly disposed or stored.

# **III. Employment Policies and Procedures**

## **Employee Records and Employment References**

College policy is to disclose only a verification of employment, including dates of employment and verification of job title(s) held for past and current employees, unless we have an authorized consent from the former/current employee which allows the college to provide additional information. All inquiries for verification of employment should be directed to the Human Resources department.

## **Compensation and Pay Policies**

Compensation Philosophy: The Doane College compensation philosophy is to provide a compensation program which will support and advance the College's mission and strategic goals through its ability to attract and retain talented faculty and staff:

- To increase compensation equity throughout the College, within the financial resources.
- To recognize the various markets within which the College must compete for faculty and staff.

Each position is designated in a particular category of the College budget. Every effort is made to be fair and impartial in salary decisions. The College's policy is to consider such things as education, experience, productivity, merit, and market data in computing an individual's compensation.

Funds for your compensation comes from the regular College budget or the College grants budget. The College budget is prepared annually and, after approval by the Board of Trustees, becomes effective for the fiscal year starting each July 1. Pay increases are typically done on an annual basis effective October 1.

All employees will receive their pay on the last business day of each month through automatic deposit to their bank account. You will not be permitted to receive your pay in advance of the regular pay date. At times you will be requested to estimate the number of hours you will work through the end of a pay period. Estimated hours at the end of one month will be adjusted to actual the next payroll.

The College recognizes, however, that emergency needs do arise. Allowances for emergency advances against wages, not to exceed \$500, for basic needs such as housing, food, clothing and medical care can be arranged by contacting the Payroll office. The College may charge an interest rate on advances that are paid back over time. The College will not routinely fund repeated requests for advances.

## **Deductions**

Withholdings required by law will be deducted from your regular check. Other deductions may include insurance, donations, savings plan and others.

## **Recording Time - Non-Exempt, Hourly Employees**

Non-exempt or hourly employees are those employees who are not exempt from the provisions of the Fair Labor Standards Act (FLSA) and its provisions regarding wages and hours. Hourly employees must personally clock in and out, using the Kronos Timekeeping system. Clocked in or out hours that result in overtime pay must have prior supervisor approval. Employees should use the time keeping method (either time clock or computer) as directed by

their supervisor/manager. Employees are responsible for clocking in and out for themselves. Employees who clock in and out for another employee(s) will be subject to disciplinary action up to and including termination.

The Fair Labor Standards Act mandates that you record all your time when you are on the job and that you be compensated for that time. To be clear about this, you must punch in and out whenever you are working for the College. If you arrive early to work and your supervisor requests that you perform a task, you must be paid for that work. If your supervisor requests that you take work home, you must be paid for the time spent working at home for the College. To also delineate the time that you are clearly not at work, College policy requires that you not eat lunch at your desk.

## **Recording Time - Exempt, Salaried Staff Employees**

Exempt employees are those employees in salaried, administrative positions and they are exempt from the provisions of the Fair Labor Standards Act.

Salaried employees must report all time off on a regular basis. Time-off includes vacation time, sick leave, floating holidays, and unpaid time. Time off requests are done through the Kronos time keeping system.

## **Transfers**

You will be subject to transfer to another position at any time either on a temporary or permanent basis as the College deems necessary or advisable.

## **Hours of Work**

### **Crete Campus:**

Doane College continually strives to meet the needs of our students. Normal business hours for all offices are Monday - Thursday 8:00 a.m. until 5:00 p.m. and Friday 7:30 a.m. until 4:30 p.m. during the school year (beginning the second Monday in August through the Friday prior to commencement in May.) Flexible schedules within the hours of operation are necessary, based on the needs of the department. Full-time employees are typically scheduled to work 8 ½ hour days with an unpaid thirty minute lunch break. Some employees will work 7:30 a.m. - 4:00 p.m.; some 8:00 a.m. - 4:30 p.m.; some 8:30 a.m. - 5:00 p.m.; hours will be determined based on needs of department. Some employees are assigned to work weekends. Summer standard hours commencing the day following graduation through the first Friday in August are Monday-Thursday 7:30 a.m. until 4:30 p.m. and Friday 7:30 a.m. until 4:00 p.m. Some employees will have different hours depending upon the needs of their job. Custodial and maintenance employees generally work 7:00 a.m. until noon and from 1:00 p.m. to 4:00 p.m. Monday through Friday. The work hours that will be normal for you will be outlined by your employment letter or your supervisor.

### **Lincoln, Omaha and Grand Island Campuses:**

Normal business hours are Monday - Thursday 10:00 a.m. until 6:00 p.m. and Friday 9:00 a.m. until 5:00 p.m.

Non-exempt employees will receive overtime pay for hours worked in excess of 40 hours in any one workweek. The normal workweek for College employees is Monday through Sunday. Workweeks may be adjusted for specific groups of employees to serve the needs of that workgroup. Vacation time, sick leave, and holiday pay is not considered work time for purposes of calculating overtime. Rather, overtime is calculated based on actual hours worked.

Notwithstanding the above, there may be instances like graduation or homecoming weekends when the College pays all employees time and one-half pay for special hours worked to reward employees in preparing for these special events or special call-in situations. Overtime work must be authorized in advance by your supervisor and/or the Vice President for Finance.

With supervisor approval non-exempt employees may take comp time in lieu of overtime if the employee works hours that would otherwise result in overtime provided there are workdays remaining in the workweek. For example, an employee scheduled to work 8 hours per day Monday through Friday who worked 10 hours on Wednesday could take comp time of two hours on either Thursday or Friday. To ensure compliance with wage and hour laws, an employee who has overtime at the end of the week will be paid overtime for that workweek and may not take the overtime as comp time in any subsequent workweek.

The compensation for overtime is overtime pay. Fringe benefits do not accrue on overtime compensation.

The College reserves the right to change hours, days of employment and workweek as needed to serve our students. Flexible work schedules may be arranged within departments with supervisor approval as long as student service and workflow are not interrupted.

## **Job Classification**

### **Staff Positions:**

Full-time: Doane College considers employees who are scheduled to work 40 hours or more per week, 12 months per year a full-time regular employee.

Full-time/10 month: Doane College considers employees who are scheduled to work 40 hours or more per week, 10 months per year a full-time 10-month employee.

Part-time: Doane College considers employees who are scheduled to work 39 or fewer hours per week, 12 months per year a part-time regular employee.

Part-time/10 month: Doane College considers employees who are scheduled to work 39 or fewer hours per week, 10 months per year a part-time 10-month employee.

Temporary/Seasonal: Doane College considers employees who are hired for a specific period of time or until a defined event occurs on a temporary basis a temporary or seasonal employee.

### **Faculty Positions: See the Faculty Handbook**

## **Conflict of Interest**

Doane College ("College") is an institution whose trustees, administrators, faculty, and staff are chosen to serve the purposes to which the College is dedicated. These persons have a duty to conduct the affairs of the College in a manner consistent with such purposes and not to advance their personal interests. This conflict of interest policy is intended to permit the College and its Board of Trustees ("Board") to identify, evaluate, and address any real, potential, or apparent conflicts of interest that might, in fact or in appearance, call into question their duty of undivided loyalty to the College.

### **1. Covered Individuals**

This policy applies to the College's trustees, administrators, faculty, and staff (each of whom shall be a "Covered Individual"). Each Covered Individual shall be required to acknowledge, not less than annually, that he or she has read and is in compliance with this policy on the Pledge of Personal Commitment form. This form shall be available for public consideration.

## **2. Covered Transactions**

This policy applies to transactions between the College and a Covered Individual, or between the College and another party with which a Covered Individual has a significant relationship, or between another party and the Covered Individual if the transaction could reasonably be expected to impact the College ("Covered Transaction").

A Covered Individual is considered to have a significant relationship with another party if:

- a. the other party is a member of the Covered Individual's family, including a spouse, parent, sibling, child, stepchild, grandparent, grandchild, in-law or domestic partner;
- b. the other party is an entity in which the Covered Individual has a material financial interest. This shall include any entity in which the Covered Individual and all individuals or entities having significant relationships with the Covered Individual own, in the aggregate, more than 10 percent; or
- c. the Covered Individual is an officer, director, trustee or partner of the other party.

A Covered Transaction shall also include any transaction in which there may be an actual or perceived conflict of interest, including any transaction in which the interests of a Covered Individual may be seen as competing with the interests of the College.

## **3. Disclosure, Refrain from Influence, and Recusal**

When a Covered Individual becomes aware of a proposed Covered Transaction, he or she shall have a duty to take the following actions:

- a. refrain from using his or her personal influence to encourage the College to enter into the Covered Transaction;
- b. excuse him or herself from any discussions regarding the Covered Transaction except to answer questions, including Board discussions and decisions on the subject;
- c. in the event that the Covered Individual is a Board member, immediately disclose the existence and circumstances of such Covered Transaction to the College's Board Chair in writing; and
- d. in the case the Covered Individual is not a Board member, immediately disclose the existence and circumstances of such Covered Transaction to the College President in writing.

In order to assist the College in identifying potential Covered Transactions, each Covered Individual annually shall complete a Conflict of Interest Questionnaire provided by the College and shall update such Questionnaire as necessary to reflect changes during the course of the year. Questionnaires completed by Covered Individuals who are Board members or the President of the Board shall be submitted to the Board Chair. Questionnaires completed by all other Covered Individuals shall be submitted to the College's President who shall be responsible for their custody. All completed Questionnaires shall be available for inspection by any Board member and may be reviewed by the College's legal counsel.

## **4. Standard for Approval of Covered Transactions**

The College may enter into a Covered Transaction where a) such Transaction does not constitute an act of self dealing and b) the Board determines, acting without the participation or influence of the Covered Individual, that such transaction is fair and reasonable to the College. The Board shall document the basis for this determination in the minutes of the meeting at which the Covered Transaction is considered and may consult with and rely on the College's legal counsel as necessary to ensure that the Transaction does not constitute an act of self dealing.

## **5. Administration of Policy**

This policy shall be administered by the Governance and Nominations Committee of the Board, which shall be responsible for:

- a. reviewing reports regarding the Conflict of Interest Questionnaires;
- b. receiving disclosures of proposed Covered Transactions;
- c. reviewing proposed Covered Transactions to determine whether they meet the above-described standard;
- d. maintaining such documentation as may be necessary and appropriate to document its review of Covered Transactions; and
- e. reviewing the operation of this policy and making changes from time to time as it may deem appropriate.

## **Outside Employment**

Part-time or temporary employment outside the College is acceptable as long as it does not interfere with your position at the college or is it a conflict of interest. Refer to the "Conflict of Interest" policy for further information.

## **Attendance**

Being absent or tardy places an unfair burden on your fellow workers who must do your work during your absence. Continued absence and tardiness, for insufficient reasons, will limit your chances for advancement and may result in dismissal.

If you will be delayed in arriving on time, or if you will not be present because of illness or other unavoidable cause, notify your supervisor early so your work will not be delayed.

If you are absent for three consecutive work days, without contact to the College or to your supervisor, the College will consider you to have voluntarily resigned your position.

## **Promotion and Transfer**

The college encourages employees to apply for positions within the college that they are interested in and they feel they are qualified for. The College will attempt to notify the campus of available vacancies when they occur. If you are interested in applying for a position within the college, follow the application process listed on each individual job posting. Your qualifications, past performance, and capacity to assume the responsibilities of the open position will be evaluated when you are being considered for either a promotion or a transfer.

## **Performance Improvement Policy**

Certain standards of performance and conduct must be maintained in any team. Generally these standards are recognized and observed by individual members of the team without any need for action by a supervisor. However, correcting unsatisfactory performance is a vital function of management.

Except in cases of serious misconduct, the following procedures should be followed when dealing with performance or behavior issues. The steps are designed to encourage employees to succeed and to correct the employee's conduct and work performance. Supervisors should assume that all employees want to be productive. The first step is verbal counseling the employee regarding the unsatisfactory performance. In most cases, no further action will be required. If, however, the unsatisfactory performance has not been corrected, the employee should receive a written reminder emphasizing the importance of the situation, describing the deficiency, specifying the time to correct the deficiency, and describing the consequences of failing to correct the deficiency, including possible loss of pay or discharge. If the deficiency has still not been corrected, a final warning should be given with continued unsatisfactory behavior

resulting in formal discipline including, without limitation, loss of pay or discharge. Ultimately, the immediate supervisor, along with consultation with the vice president in charge of their department and the Human Resources department, will determine the appropriate discipline based upon the circumstances in each case.

In cases involving dereliction of duty or serious misconduct, you may be suspended without prior notice, pending review. In such cases, your salary may be terminated immediately. The College may also terminate the employment relationship without following any particular series of steps whenever it determines, at its own discretion, that such action should occur.

## **Grievance Procedures**

Any current staff member has the right to present any personal concern or dissatisfaction regarding his/her employment to the College and have the matter considered on its merits. Employees may not, however, use this Grievance Process to grieve termination decisions. Grievance matters may be handled formally or informally. Employees are encouraged to attempt to first resolve workplace issues informally through communication with the persons involved and to involve their supervisors in the process. Most issues will not need further attention. Employees are also encouraged to make suggestions to improve the workplace or to direct questions regarding the workplace either directly to their supervisor or to the Human Resources department.

If the matter is not resolved through such informal procedures or an employee believes that informal procedures are inadequate to address the conduct involved, employees may file a written grievance with the Vice President for Finance. Fair and prompt consideration shall be given to employee grievances. Grievances should be made within five (5) days after the occurrence of the event claimed to have given rise to the grievance. The Vice President for Finance or a person appointed by the Vice President for Finance will investigate the circumstances giving rise to the grievance. Any person accused of misconduct will have an opportunity to provide a written statement describing the circumstances involved. Where appropriate, the Vice President for Finance may attempt to mediate a solution satisfactory to all parties involved.

If the matter cannot be resolved to the satisfaction of all parties involved, the Vice President for Finance will make a written report describing the circumstances, his or her findings with respect to the grievance, and the discipline to be imposed, if any. The report will be provided to the person making the grievance and any person accused of misconduct.

All grievances shall be confidential except as necessary to fairly investigate the grievance. Employees can be assured that no negative consequences will result as a consequence of making a grievance. All employees involved in the investigation of a grievance shall keep the matter confidential and failure to keep the matter confidential shall subject the offending employee to disciplinary action. Any employee taking retaliatory action against any employee who has filed a grievance shall also be subject to disciplinary action.

## **Appeals from Grievances**

Any person accused of misconduct as well as the person making the grievance may appeal the decision of the Vice President for Finance to the President. This appeal shall be in writing within 48 hours after the Vice President for Finance has communicated his findings to the individual. The President will promptly review the appeal and respond in writing. Any discipline imposed by the Vice President for Finance shall remain in force during the pendency of the appeal unless rescinded in writing by the President. The decision of the President with respect to the appeal shall be final.

## **Job Performance Evaluations**

Supervisors are responsible for evaluating the employees who work under their supervision on a continuous basis. The style and content of the reviews will be tailored to the particular requirements of each job; reviews are typically done on an annual basis.

## **Employment at Will**

All employees are at will employees. This means that employees may resign at any time and the College may terminate their employment at any time with or without notice for any or no reason. Nothing in this Handbook alters an employee's "at will" status. An employee may also be discharged for cause at any time. Examples of conduct which will normally result in discharge include, without limitation, the failure to follow written procedures which may endanger the safety of the employee, students or other employees, frequent lateness, insubordination, theft, unexcused or excessive absenteeism, abuse to students, submission of an intentionally incorrect timecard, falsification of application for employment or breach of any policy contained herein.

## **Resignations**

If you wish to resign from your position with the college the college asks that you file a written resignation at least 14 calendar days prior to your departure date. The written resignation must be filed with your department head and the Human Resources department and state the effective date of the resignation. Giving less than 14 days notice may result in future ineligibility for rehire; however at times employees may not be able to give the full 14 day notice and reasons for giving less notice will be considered in making the decision regarding rehire eligibility.

In the event of your resignation, you should contact Human Resources to schedule an exit interview. If you are a participant in the college's health insurance you will be eligible to participate in COBRA. Your final paycheck will be available the last working day of the month or within two weeks from your last day.

Unauthorized absence from work for a period of three working days in succession is considered a voluntary resignation.

## **Policy on Rest Periods**

You will be allowed rest periods or breaks of 15 minutes each per half-day worked (must work the four hour period), provided such interruption in the work does not interfere with the performance or efficiency of your department. At times your supervisor may request that you do not take a break during a heavy or emergency period.

The rest period is intended to be a recess to be preceded and followed by an extended work period. Consequently, a rest period may not be used to cover your late arrival or early departure or to extend a lunch period.

You will not be permitted to forego breaks to accumulate extra time off in the future.

## **Worker's Compensation and Work-Related Injuries**

The college values safety and supporting a safe work environment. If you are injured while on the job, you are covered under the College Worker's Compensation Insurance for medical and hospital expenses and payment of time lost from work for an extended disability, as provided under the Nebraska Worker's Compensation Law.

If you are injured on the job, first seek medical treatment, if required, then report all accidents to your supervisor and to the Human Resources department. An accident report is available in on the Doane College website at: [http://www.doane.edu/About\\_Doane/Offices/human-resources/forms](http://www.doane.edu/About_Doane/Offices/human-resources/forms) or in the Human Resources department. Accident reports must be filed with the Human Resources department promptly. Failure to do so may result in loss of benefits. The College will investigate all worker's compensation claims.

## **Dress Code**

Our employees represent the face of the College to our students, alumnus and the community. Our dress attire should reflect a professionally operated academic enterprise. Employees should dress in a clean, neat and modest fashion. The exact parameters of this policy will vary from department to department and may vary depending upon the function of the position you are in; please visit with your supervisor about the dress appropriate for your department and position.

## **Uniforms**

The College pays annually the cost of uniforms for employees of the Facilities Operations Department, up to an amount determined by the Vice President for Finance. Uniforms are not a condition of employment, but an appropriate symbol of professionalism and identification. Facilities Operations employees are expected to wear their uniforms when working and keep the uniforms clean and in good condition.

## **IV. Time Away from Your Job**

### **Vacation**

Doane College offers its full-time and eligible part-time staff employees paid vacation on an accrual based system. Vacation time must be requested and approved in advance (the sooner, the better) of the desired day(s).

Each department coordinates vacation time according to the college's needs. If more than one employee in a department or area requests the same vacation period, schedules may be adjusted by the supervisor. Typically, employees shall not take in excess of 2 weeks of vacation consecutively.

Employees qualifying for Family and Medical Leave Act (FMLA) leave must use sick and vacation paid time off concurrent with FMLA time off.

### **Maximum Vacation Earnings:**

Doane College encourages employees to use their vacation time so they can recharge and restore and take time off for personal reasons, therefore based on status and years of service, employees will have a cap on the number of hours they will be eligible to earn. Once the employee reaches their maximum earning cap, they will stop earning vacation hours until they use vacation time and drop below the maximum earning cap.

### **New Employees:**

Earning of paid vacation begins the first pay period following their date of hire; however employees must complete three months of service prior to taking paid vacation. New employees receive a pro-rated vacation accrual amount based on their hire date for their first pay period.

### **Tracking Time Off:**

All employees will be required to track vacation usage. Employees will track vacation use through the Kronos timekeeping system.

### **Anniversary Dates:**

Employees will begin earning vacation at the appropriate accrual rate (based on the Employee Vacation Accrual Schedule below) in the pay period following the employees' anniversary date. This means that when an employee reaches a "milestone" anniversary (5 or 10 years of service) and he or she is eligible for a higher accrual rate, the employee will begin earning at the new rate the pay period immediately following his or her anniversary date.

### **Separating employees:**

When employees terminate (either voluntary or involuntary) from Doane College, they will be paid their earned, unused vacation time the pay period following the termination date or within two weeks, whichever comes first. They will be credited through the last complete pay period that they work regardless if they leave voluntarily or involuntarily.

Non-Exempt (Hourly) employees who have completed at least three months of service may schedule and take vacation time once it has been earned.

Exempt employees may be advanced up to five days of vacation leave, which has not been earned.

If any employee leaves the college and has taken more vacation time than has been earned at the time of termination that amount will need to be refunded at the time of exiting the college.

**Classified Non-Exempt Employee Vacation Accrual Schedule:**

Full time (40 scheduled hours/week):

1-5 years continuous service: 6.66 hours/pay period or 2 weeks/year

\*120 hours/3 weeks = Maximum Earning Cap

5-10 years continuous service: 10 hours/pay period or 3 weeks/year

\*160 hours/4 weeks = Maximum Earning Cap

10+ years continuous service: 13.33 hours/pay period or 4 weeks/year

\*200 hours/5 weeks = Maximum Earning Cap

Non-Exempt employees scheduled to work 20 hours or more per week shall earn vacation based on actual hours worked per pay period. Part-time Non-Exempt employees' Maximum Earning Caps are figured in a ratio equivalent to his/her percent of full-time employment. For Example: A part-time employee, employed for 2 years is scheduled to work 20 hours per week has a Maximum Earning Cap of 60 hours and will earn 3.33 hours/pay period. Note: Vacation time does not accrue on over-time hours worked, unpaid time or Sick Leave.

**Exempt Employee Vacation Accrual Schedule:**

Full time (40 hours/week):

1-5 years continuous service: 10 hours/pay period or 3 weeks/year

\*160 hours/4 weeks = Maximum Earning Cap

5+ years continuous service: 13.33 hours/pay period or 4 weeks/year

\*200 hours/5 weeks = Maximum Earning Cap

**Cabinet & Admission Counselors Vacation Accrual Schedule:**

Full time (40 hours/week):

13.33 hours/pay period or 4 weeks/year

\*200 hours/5 weeks = Maximum Earning Cap

Part-time Exempt employees scheduled to work 20 hours or more per week shall earn vacation in a ratio equivalent to his/her percent of full-time employment. Maximum Earning Caps are figured in a ratio equivalent to his/her percent of full-time employment. Note: Vacation time does not accrue on unpaid time or Sick Leave.

Temporary or Seasonal employees and part-time employees that are not regularly scheduled for 20 hours per week are not eligible for vacation benefits. Exempt employees working less than 12 months per year receive no paid vacation benefits. The date the employee becomes a regular employee scheduled 20 or more hours per week will be used to determine when employees are eligible for an additional week of vacation.

## Holidays

The college recognizes the following eight holidays per year:

- New Year's Day
- Memorial Day
- Thanksgiving Day and the Friday following Thanksgiving
- Independence Day
- Labor Day
- Christmas Day
- Floating Holiday (one per fiscal year; 7/1 - 6/30)

## Holiday Schedule Policy and Holiday Pay

Some employees may be asked to work certain holidays when the college is in session, or for special events. To assist you with holiday planning, the following is the college's policy concerning holidays and holiday pay:

- a. Hourly employees who work on holidays will receive holiday pay at their normal rate of pay for hours the employee is normally scheduled to work, in addition they will receive pay for the hours they actually worked on that day OR employees may substitute a different day as a holiday in lieu of receiving holiday pay. In selecting a substituted holiday, employees should select a date in consultation with their supervisor that is consistent with the needs of their workgroup. Holiday pay is not considered in calculating overtime.
- b. Salaried employees who are required to work on holidays may substitute a different day as a holiday for the holiday on which they worked. In selecting a substituted holiday, employees should select a date in consultation with their supervisor that is consistent with the needs of their workgroup.
- c. For holidays other than Christmas or New Year's, if the holiday falls on a Sunday, the following Monday will be considered the holiday. If the holiday falls on Saturday, the preceding Friday will be considered the holiday.
- d. Holidays not taken during the calendar year will be forfeited. Unused Floating Holidays will not be paid out at the time of termination.
- e. All regular full-time and part-time employees will receive 8 holidays per year. If a holiday falls during a period when an employee is not scheduled to work, the employee may take another day off during that workweek and receive holiday pay. For example if they normally are not scheduled on Thursdays, and Thanksgiving falls on a Thursday, they can take another day off during that same week for the Thanksgiving holiday. In selecting a substituted holiday, employees should select a date in consultation with their supervisor that is consistent with the needs of their workgroup. Holiday pay is not considered in calculating overtime.
- f. Employees must be considered "regular" employees scheduled at least 20 hours per week to qualify for holiday pay. Employees considered temporary or scheduled less than 20 hours per week are not eligible for holiday pay.
- g. Christmas and New Year's holidays will be announced each year by August 1. Christmas and New Year's holidays vary each year based on the dates in which these holidays fall.

## Paid Sick Leave

The College recognizes that employees may suffer illness or injury precluding them from working. Paid Sick Leave can be used to care for the employees' own personal illness or that of an immediate family member (see definition below).

Sick Leave is calculated on an accrual system (see below accrual schedule) and continues to accrue until the Maximum Earning Cap is met.

New employees begin accruing the first pay period following their date of hire; based on the hire date the first month may be pro-rated. All new full-time employees will receive 240 hours or six weeks of Sick Leave in their "account." Part-time regular employees scheduled to work at least 20 hours per week will receive 120 hours or 3 weeks in their "account" on their hire date. Employees who work 40 hours per week and work for 10 months out of the year will earn Sick Leave during the months in which they are working. All new full-time 10 month employees will receive 200 hours or five weeks of Sick Leave in their "account." Employees who work 20-39 hours per week and work for 10 months out of the year will earn Sick Leave during the months in which they are working. All new part-time eligible 10 month employees will receive 100 hours of Sick Leave in their "account." Temporary, seasonal or employees working less than 20 hours per week are not eligible for paid sick time.

Paid Sick leave is to be used strictly for absences due to personal illness or that of an immediate family member. Unused, accrued sick time is not paid to the employee upon termination. At the supervisor's discretion, any absence may require a note from a physician. A physician's note is required for absences extending for more than 3 days. Excessive absences will be addressed through the normal performance improvement process. Every employee is expected to use Sick Leave for bona fide purposes only and this time must be recorded.

## **Sick Leave Accrual Schedule:**

### Full time (scheduled 40+ hours/week):

8 hours/pay period (1 day per month)  
480 hours/ 12 weeks Maximum Earnings Cap

### Part time (scheduled 20-39 hours/week):

4 hours/pay period (1/2day per month)  
240 hours/ 6 weeks Maximum Earnings Cap

### Full time 10 month:

6.66 hours/pay period  
400 hours Maximum Earnings Cap

### Part-time 10 month:

3.33 hours/pay period  
200 hours Maximum Earnings Cap

All forms of paid Sick Leave shall run concurrently with any leave under the Family and Medical Leave Act below and both the College and the employee shall comply with all requirements of the Act in the event of a paid Sick Leave. Paid leave shall be granted only to employees who agree to return to work following the paid leave. Vacation benefits do not accrue on Sick Leave time and Sick Leave time is not counted in calculating overtime.

**Definition of Immediate Family for Sick Leave plan purposes:** Spouse, domestic partner, dependent child, other dependents and parents who depend on you to provide their care.

## **FAQ's for Supervisors and Employees Illustrating the Paid Sick Leave Guidelines**

**Question:** What is the general rule for determining if time missed from work is covered by the paid Sick Leave policy?

**Answer:** The general rule is that paid Sick Leave is granted when the employee is unable to render service because of sickness or disability. Paid Sick Leave can be used for maternity leave and will be treated as any other temporary disability. The disability will begin and end when medically indicated by the employee's physician.

**Question:** How are medical and dental appointments treated under the Sick Leave policy?

**Answer:** Routine dental and medical appointments must be scheduled outside normal working hours whenever possible. If this is impractical, Sick Leave may be used to cover such absences. In emergencies, employees are encouraged to seek medical attention and Sick Leave covers the full amount of time needed to obtain the "emergency" medical assistance.

**Question:** How should I treat time off needed to take an immediate family member to a medical or dental appointment?

**Answer:** The same rules as apply to employees apply to time off to take a family member to a medical or dental appointment. Routine dental and medical appointments must be scheduled outside normal working hours whenever possible. If this is impractical, Sick Leave may be used to cover such absences. In "emergencies", employees are encouraged to seek medical attention for immediate family members and Sick Leave covers the full amount of time needed to obtain the "emergency" medical assistance.

**Question:** If I need Sick Leave, what are my notification requirements?

**Answer:** When an employee is unable to report to work as scheduled due to illness, the employee must notify his/her immediate supervisor as soon as possible during the first day of absence. Normally, the employee should call prior to the time the employee is scheduled to report to work. When medical appointments are involved, the immediate supervisor should be notified as soon as the appointment is made. All employees, hourly and exempt, are required to report Sick Leave time through the Kronos Timekeeping system.

## Family and Medical Leave Act

FMLA requires the college to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees may also be eligible because of a qualifying exigency arising out of the fact that the spouse, son, daughter, parent, or next of kin of the employee is on covered active duty or has been notified of an impending call or order to covered active duty. Employees are eligible if they have worked for the college at least 12 months and for 1,250 hours over the previous 12 months. The USERRA-protections for employees who miss work due to USERRA-covered military service extend to all military members. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

## Basic Reasons for Taking Leave:

Unpaid leave must be granted for any of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth.
- To care for your child after birth, or placement for adoption or foster care.
- To care for your spouse, son, daughter or parent, who has a serious health condition\*.
- For a serious health condition\* that makes you unable to perform your job.

\*Definition of a serious health condition: A serious health condition is an illness, injury or impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with a least two visits to a health care provider or one visit to a regimen of

continuing treatment, or capacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## **Military Family Leave Entitlements:**

Families of members of the National Guard and Reserves are eligible for the normal 12 workweeks of FMLA leave while that family member is on \*\*covered active duty or called to active duty status in support of a contingency operation. This leave may be used for "any qualifying exigency" arising out of the fact that the family member is on active duty or has been called to active duty, including: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) to care for a military member's parent who is incapable of self-care and (9) additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Special Leave entitlement: Employees who qualify under this FMLA provision are eligible to receive up to 26 weeks of unpaid FMLA leave to care for a covered servicemember. A covered servicemember is: (1) a current member of the Armed forces, including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.\*\*\* Or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

\*\*The FMLA definition for "covered active duty" requires that the deployment must be to a foreign country to qualify for FMLA leave.

\*\*\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition." The definition of serious injury or illness for a current servicemember and covered veterans includes injuries or illnesses incurred by a covered servicemember in the line of duty and injuries or illnesses that existed before the beginning of the member's active duty and were aggravated by service in the line of duty on active duty in the Armed Forces.

## **State Family Military Leave**

Spouses or parents of persons called to military service lasting 179 days or longer are also entitled to take an unpaid leave of absence under Nebraska law. If a family member of a service member is eligible for leave under both the federal FMLA and the Nebraska family military leave law, the leave will be deemed to run concurrently (counted toward the employee's entitlement under both laws).

## **Military Leave Questions**

Employees who wish to take family military leave should consult with Human Resources concerning their eligibility for and use of such leave.

Accrued paid sick and vacation leave will be substituted for unpaid leave first, but will run concurrently with the 12 weeks of unpaid leave available under the act. Once the paid leave is exhausted, unpaid leave will be used and run for the remainder of the leave time available under the act. The FMLA year runs on a "rolling calendar" year.

## **Use of Leave:**

Leave can be taken in one block of time, can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to

unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## **Advance Notice and Medical Certification:**

You may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- You ordinarily must provide 30 days advance notice when the leave is "foreseeable." When this is not possible, your obligation is to provide as early of notice as is practical.
- The college may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at college expense) and a fitness for duty report to return to work.
- Upon notice of a request for leave and determination of the employee's eligibility for FMLA leave, the human resources director will notify the employee of the eligibility determination. For eligible employees, the notice will include the date the leave begins, the maximum amount of FMLA leave available, any requirements to provide medical certifications, and other information as required by law.
- For covered active duty leaves, you must provide a copy of the military orders once they have been received, your obligation is to provide as early of notice as is practical.
- For covered active duty leaves for Rest and Recuperation (up to 15 days), you must provide a copy of the military member's Rest and Recuperation leave orders, or other military-issued documentation.

## **Job Benefits and Protection:**

- a. For the duration of FMLA leave, the college must maintain your health coverage under any "group health plan". The college and the employee continue to pay their respective portions of the premium during FMLA leave.
- b. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- c. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of your leave.

## **Military Leave**

The college is committed to protecting the employment rights of employees absent while on military leave. In accordance with Federal and State laws that fall under the Uniformed Services Employment and Reemployment Rights Act (USERRA), it is the policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's past or present membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact Human Resources for assistance. Further information regarding policies under Military Leave can be obtained from the Human Resources department.

## **Leave of Absence (not under protected leave)**

The purpose of a leave of absence is to protect a regular employee's continuous service to the College. A leave of absence is granted only when you express an intention of returning to work at the end of such leave and after you have worked for at least three years at the College. Absence of one continuous month or more is considered a leave of

absence. The College may grant shorter absences without pay, however, all leaves should be requested through the Vice President in charge of your area.

No compensation is payable to you for the time you are on leave of absence. A leave of absence is not an earned right nor is it a guarantee of re-employment.

If a leave of absence is approved, all your benefits including medical and dental insurance will be continued for you. The College will continue to participate in payment of medical and dental insurance while you are on a leave of absence. If you are eligible to make after-tax retirement contributions under the terms of the College retirement plan, any contributions you make will also be matched. Contact the Human Resources department for further information regarding retirement plan contributions. Disability and life insurance will also be paid.

Leave of absence may be granted under the following conditions:

- a. If you can be spared from your duties;
- b. If you agree to return to work and specify the date of your return; and
- c. If a replacement can be found.

## **Bereavement Leave**

In case of death of one of the following: mother/step-mother, father/step-father, mother-in-law/step-mother-in-law, father-in-law/step father-in-law, sister/step-sister, brother/step-brother, son/step-son, daughter/step-daughter, wife, husband, son-in-law/step son-in-law or daughter-in-law/step daughter-in-law, you are paid for any time that you are absent from work commencing with the day of death through the day of burial, up to five days

In the case of the death of any other blood relative, brother-in-law, or sister-in-law of the employee, you are paid for any time you are not at work on the day of burial only. If the deceased relative lived in your home at the time of death, the policy outlined above for immediate family member shall apply.

## **Absence for Jury and Witness Duty**

You are paid for the time absent for jury or witness duty. You may also retain any jury duty payments or witness fees that you receive.

If your services as juror or witness are not required for the entire day, you are expected to return to work the remainder of the day. You are also expected to report for work on any regularly scheduled working day when the court is closed for a holiday not recognized by the College.

## **Other Paid Absences**

Full-time employees are paid for the time spent by them during regular working hours in fighting fires or in answer to other public alarms provided they are members of volunteer fire departments or emergency rescue squads.

## **Nursing Mothers**

Doane College supports new mothers wishing to continue breastfeeding or expressing breast milk during work hours by providing reasonable break times and areas for nursing.

Flexible breaks:

Employees may use regular paid break times or unpaid lunch periods to breastfeed or express milk. Employees needing additional break times throughout the day to breastfeed or express milk should work with their supervisors to establish a flexible schedule which will allow employees to make up any missed work time.

Area(s) for nursing:

Areas for nursing will be established in relatively close proximity to the employee's work area. Areas established for nursing will be in a private area, free from interruptions.

Nursing mothers will be provided with a chair, a place to set a breast pump and an electrical outlet. Employees will provide their own equipment for expressing milk, including breast pump, containers and cooler.

Nursing mothers should contact Human Resources to make arrangements for breastfeeding or expressing breast milk during work hours.

## **V. Employee Benefit Plans**

The College strives to offer a comprehensive and competitive benefits package to employees. The benefits are for employees working on a continuous basis and are not available to temporary employees. Eligibility for benefits for part-time employees is described on a benefit by benefit basis below.

The terms of the benefit plans offered are summarized below. These summaries highlight the benefits under the various programs, but applicable law requires that the plans be operated in accordance with the plan documents. Accordingly, in the event of a conflict between the following summaries and the plan documents, the plan documents will control. The plan documents are available in the Payroll Office.

### **Health and Dental Insurance- PPO**

Health and Dental insurance is available to full-time (40 hours per week) and part-time (at least half-time) employees. Employee, Employee/Spouse, Employee/Child(ren) and Family coverage is available. The premium cost is shared between the employee and the College for these benefits.

New employees desiring enrollment in this plan should do so within 15 days after their first day of employment and normally prepay the first month's premium. Employees experiencing qualified life changing events may also qualify for enrollment in the plan or for plan changes. These events include: loss of employee/dependent coverage, birth or adoption of a child, marriage, divorce, death of a spouse, dependent child reaching age 26. If you suspect you may encounter one of the above listed events, contact the Payroll Office as soon as possible, special enrollments must occur within 30 days of the qualified event.

### **Long Term Disability**

At the College's expense, a long-term disability program for employees who work 32 hours or more per week and are expected to work at least six months is provided. It pays up to sixty percent of your salary if you become unable to perform your duties. Benefits begin after six months disability and generally continue during total disability until age 65. This plan contains a coordination of benefit clause providing for reduction of payments for any Social Security and certain other benefits.

### **Term Life Insurance**

All employees who work 32 hours or more per week and are expected to work at least six months are covered by a term life insurance policy equal to \$30,000. The College pays for this policy which becomes effective the first of the month following the date of your employment. You must complete an enrollment form to become eligible for this benefit.

### **Retirement Plan**

To provide for your retirement, anyone who works more than 1,000 hours per year for the College may participate in the College TIAA/CREF and/or Fidelity Investments Defined Contribution Retirement Plan, with the exception of Adjunct, Faculty, Temporary/Seasonal Employees and Part-Time Coaches.

Participation in these retirement plans may begin upon attainment of age 21 and after the first day of the first month following the completion of one year of continuous service at the College or another institution of higher education. Continuous service must be immediately preceding employment at the College. Employees who own fully-vested, fully-funded, TIAA/CREF or Fidelity individual retirement annuity contracts issued under the terms of an

institutional retirement plan of a previous employer may begin participation in the College retirement plan, through the regular TIAA-CREF or Fidelity annuities used under this plan, on the first day of the first month following employment at the College. Participation is not effective until one month after necessary enrollment forms are completed and submitted to the Payroll Office.

Participants in the retirement plan will be required to contribute 3-5 percent of their regular monthly base salary to be eligible for the employer contribution (overtime hours do not count.) The College will contribute a matching amount plus 1%. Thus, an employee can save up to a maximum of 11% of their regular monthly salary base if the employee contributes the maximum 5% that will be matched by a contribution of 6% by the College. Contributions by participants will be deducted from salary payments or, if the participant desires, will be made on a tax-deferred basis under an agreement for salary reduction executed in accordance with Section 403(b) of the Internal Revenue Code.

A summary document outlining the full program is available from the Payroll Office or on the Doane College web site at: <http://www.doane.edu/sites/default/files/crawled/HRDocs/31621.pdf>

The College also makes available tax-deferred annuities for people who want to set aside extra retirement savings. These annuities are offered through the College's supplementary tax-deferred annuity plan. You arrange for a portion of your salary to be contributed to these plans on a before-tax basis by signing a salary reduction agreement. Contributions and any earnings grow on a tax-deferred basis until your benefits begin. Only one agreement can be signed each calendar year.

In an effort to help you make well-informed decisions about investing for your retirement, the College provides you with information regarding your retirement. Federal regulations require us to provide specific plan and investment information to new employees and on an annual basis that includes detailed information about your investment options and expenses associated with those investments. The plan-related disclosures and investment-related disclosures are available in the Payroll Office or on the Doane College web site at:

<http://www.doane.edu/sites/default/files/crawled/HRDocs/46987.pdf>

<http://www.doane.edu/sites/default/files/crawled/HRDocs/46988.pdf>

<http://www.doane.edu/sites/default/files/crawled/HRDocs/46986.pdf>

## **Supplemental Retirement Account (SRA)**

Employees who would like to make contributions into an SRA may begin to do so immediately. This allows employees to begin saving for retirement without having to meet the Retirement Plan eligibility requirements. A summary document outlining the full program is available in the Payroll Office and on the Doane College website at: <http://www.doane.edu/sites/default/files/crawled/HRDocs/31622.pdf>

## **Flexible Spending Accounts (FSA)**

The College's Flexible Spending Account plan allows employees to pay for certain unreimbursed medical expenses and dependent care expenses before taxes. This is a "cafeteria plan" under Section 125 of the Internal Revenue Code. Up to \$5,000 per year is allowed for dependent care FSA account. Up to \$2,500 per year is allowed for the unreimbursed medical expenses FSA account, with a carryover of up to \$500 of unused medical FSA funds.

Employees must enroll on an annual basis to participate in the FSA.

A separate booklet describing the FSA Plan is available in the Payroll Office.

## **Health Insurance Continuation Provisions Under COBRA**

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), as amended, requires that the college offer you and your dependents the opportunity for a temporary extension of medical and dental insurance coverage at

group rates in certain circumstances when coverage under these plans would otherwise end. You are responsible for the cost of the continued insurance coverage.

Employees may continue coverage for 18 months under the following circumstances:

- a. Reduction in the number of hours you work.
- b. Termination of your employment for reasons other than misconduct.

Your spouse or dependent child covered under the college's group medical and/or dental insurance plans may continue coverage for 36 months under the following circumstances:

- a. Death of you, the employee.
- b. Your divorce or legal separation.
- c. You, the employee, accept Medicare coverage.
- d. Your dependent child ceases to meet the definition of a "dependent" child.

Under the law, the employee or a family member has the responsibility to inform the Payroll office within 60 days of a divorce, legal separation, or a child losing dependent status under one of the group health plans. The college will then provide you or your family members notice of your rights to continuation coverage under the law. The college will automatically provide notice to those involved in the case of an employee's death, termination of employment or reduction in hours, or Medicare eligibility.

Under the law you have 60 days from the later of: (a) receipt of the notice or (b) the date on which Plan coverage terminates because of the qualifying event, in which to elect to continue coverage under the Plan.

If you do not choose continuation coverage, your group health insurance coverage will end.

## Tuition Benefits for Employees and Their Dependents

### Definitions:

**Tuition:** The amount charged for instruction at the College. This does not include the costs of books, fees or room & board.

**Fees:** An amount charged in addition to tuition for a variety of services. Fees vary from campus to campus and can also be associated with a particular course.

**Books:** Books or related materials and/or supplies required or suggested for specific courses.

**Room & Board:** The amount charged to live in residence halls, single housing and for meal plans.

**Benefit:** For this policy, the benefit applies to tuition only. No other costs or charges are eligible for remission under this policy.

**Mandatory Fees:** The amount charged on the Crete campus for library services, travel opportunities, academic and student computing, student publications, Student Congress, Student Center activities, admission to college activities such as athletics, music and drama events, health program, intramurals, and other programs and activities as the college deems advisable.

**Eligible Dependents:** Dependents are defined as the legal spouse of the employee (as allowed by the IRS) and/or children of the employee who are natural, adopted or step-children or legal dependents (where the employee has legal guardianship over the child). Foreign exchange students and foster children do not qualify. In order for children to qualify, at least 2 out of 3 of the following requirements must be met:

- a. The child must be a dependent on the employee's federal tax return;
- b. The child must be living in the employee's home;

- c. The employee or the employee's spouse must be providing more than 50% of the financial support for the child, as determined in accordance with the student FASFA form.

## **A. Rules Applicable to Both Employees and their Eligible Dependents**

Tuition benefits are available for both employees and their eligible dependents, subject to the terms and conditions described below.

Benefits are available at all Doane College campuses regardless of where the employee works. Registration is tentative until the first day of classes.

To qualify for the benefit, all applicants (both employees and their eligible dependents) must satisfy the following prerequisites and the amount of the benefit is determined as follows:

1. Undergraduate benefits are available to all full-time and part-time members of the faculty or staff and to their eligible dependents beginning the academic term following the employees' one year anniversary date. Benefits are based on their prorated share of full-time employment if the employee works at least 1/2 time. Employees and/or dependents of employees employed less than 1/2 time are not eligible. Temporary employees and adjunct faculty and/or their dependents are not eligible.
2. Eligibility for the benefit is determined based on employment status at the beginning of the term. Benefits are provided only so long as an employee remains in service to the college. If an employee terminates employment during an academic term, benefits are available only if the employee is employed through 3/4 of that term.
3. Degree seeking applicants for benefits are required to complete the Free Application for Federal Student Aid (FAFSA) form during the initial year of application to demonstrate eligibility for federal or state entitlement aid. A degree-seeking applicant who qualified or potentially qualifies for federal or state entitlement aid is required to apply for such aid on an annual basis. Failure to apply for entitlement will disqualify the applicant for the tuition benefit
4. For students living on campus, the amount of the tuition benefit shall be the balance of the amount owed for tuition for the term after consideration of other institutional aid for which the applicant is eligible. Federal or state entitlement aid and other governmental aid may be applied to reduce the amount owed for general fees, room and board.
5. For students living off campus, the amount of the tuition benefit shall be the balance of the amount owed for tuition for the term after consideration of federal or state entitlement aid and other governmental or institutional aid for which the applicant is eligible. Total aid from these sources cannot exceed tuition charges.
6. All applicants may apply outside scholarships to other costs of education such as room and board, books, fees, etc. unless the donor of the outside scholarship requires the benefit to be applied only to tuition.
7. A recipient of tuition benefits shall be disqualified from the benefit upon failure to meet the academic or social/disciplinary standards of the college.
8. Tuition benefits may be applied to portfolio credits.
9. Tuition benefits are not available for any study abroad program. With the exception of the study abroad semester trip in Africa. For this reason all students are first awarded institutional aid before applying this policy. As such, the student may be able to retain some aid for study abroad programs. See the Financial Aid office for more details on aid offered for study abroad programs.
10. A federal or state drug conviction will result in the loss of federal student aid eligibility and the loss of all Doane College institutional funding for one year from the date of conviction.

## **B. Specific Details of the Tuition Benefit for Employees Only**

Eligible employees do not have to be degree-seeking to qualify for employee tuition benefits. If an employee already has earned a bachelor's degree, they are not required to complete the FASFA form, as stated in Section A3. An employee may not take more than one full course (3-4 credit hours) per semester/term during normal work hours. The supervisor must approve the time off. The college does not pay wages for the time away from the job to attend

classes. Time missed to attend classes must be made up the same business week or vacation time must be taken in order for the employee to retain employment status for benefits

Doane College provides employees the opportunity to take graduate level courses in its masters programs. The qualifying amount of the benefit is two-thirds of the cost of tuition. Employees may be subject to taxable income if the benefit exceeds a prescribed IRS limit; currently this limit is \$5,250 annually.

Employees enrolled in classes on the Crete Campus will have all "mandatory" fees waived. Specific course fees will still apply.

## **C. Details of the Tuition Benefit for Eligible Dependents**

All eligible dependent applicants must be admitted pursuant to the regular admission process and must be enrolled in an undergraduate degree-seeking program at Doane College

The tuition benefit covers tuition only, and does not cover fees charged by the college, or any special tuition such as portfolio credits. Tuition benefits are available for a maximum of eight (8) semesters on the Crete campus. For eligibility on other Doane College campuses visit with the Financial Aid Office. With respect to transfer students, their eligibility for tuition benefits shall be limited to the number of semesters under a full credit-hour load until graduation as determined by the Financial Aid Office.

A dependent who has already earned a four-year undergraduate or equivalent degree is not eligible for the benefit. Dependent students eligible to receive employee reimbursement from their employer are expected to utilize those benefits before they are eligible to receive tuition benefits from Doane College. It is important to notify the college of their utilization of such employee tuition benefits offered. Enrollment is subject to admission standards in place at the time of matriculation. **Graduate tuition benefits are not available to dependents.**

Dependent students who are currently enrolled on the Crete campus may take summer classes on the Lincoln or Grand Island campuses with tuition waived. Crete campus students wanting to take classes in Lincoln or Grand Island during any other term must have permission from the Vice President of Academic Affairs.

## **Tuition Exchange Program**

Doane College has membership in two tuition exchange organizations, The "Council of Independent College's Tuition Exchange Program" and "The Tuition Exchange Program". Dependent students could be eligible to attend any of the other member institutions tuition free. For the lists of member institutions, go to [www.tuitionexchange.org](http://www.tuitionexchange.org) or [www.cic.edu](http://www.cic.edu).

There are limits to the number of these scholarships that Doane College can use each year. Doane College has an institutional policy for awarding these scholarships. See the Financial Aid office for additional information.

## **Admission to Activities**

All employees are admitted to most College activities such as athletic events, plays and music events free of charge with your ID card. Spouses and children are admitted at student rates. If you carry your ID card, you may be able to take advantage of reduced rates on other campuses as well.

# Facilities

## Haddix Center and Campus Recreational Facility Policies

The Haddix Center and Doane College Recreational Facilities are available to the following authorized users:

- a. Current Doane Students holding a valid Doane student I.D.;
- b. Doane College employees and their dependents that are at least 16 years of age. For purposes of this policy, the term "dependents" means a spouse or partner of the employee or a child of the employee living in the employee's home. Employees and their dependents must present their valid Doane I.D.;
- c. Community Pass Members who have paid the annual community pass member fee outlined in this policy. Community Pass Members must present their valid Community Pass I.D.;
- d. Daily Pass Members who have paid the \$5 daily pass fee; and
- e. Special Guest Pass Members who are sponsored by the President or a member of the President's Cabinet.

## Haddix Center and Recreational Facilities Covered by Policy

The following facilities are available to authorized users:

**Haddix Center:** The Haddix Center offers a state of the art strength and conditioning area on floor one of the facility. This area focuses on free weights and functional training equipment designed to enhance athletic performance. Level two of the Haddix Center offers various types of cardio equipment and circuit weight training equipment designed for those interested in maintaining lifetime fitness. Associated locker space is available to authorized users who should bring their own locks and secure all valuables. Locker space will be closed during volleyball and basketball contests as these spaces also serve as locker rooms for our visiting teams. The Haddix Center Competition Gym is primarily for intercollegiate sports competition and practice. It may also serve as a venue for large public events, such as commencement. Any authorized use of the Haddix Center Gymnasium and other recreational facilities on campus must be coordinated through the Athletic Director and the Doane College Business Office. Recreational space for court sports is available in Fuhrer Fieldhouse. Dutcher Weightroom and the Butler Fitness areas will be closed upon opening of the Haddix Center.

**Haddix Center Tennis Complex:** Authorized users may use the tennis courts so long as such use does not interfere with intercollegiate tennis practice or competition.

**Fuhrer Fieldhouse:** Fuhrer Fieldhouse offers an indoor track as well as basketball courts. The indoor track is available to walkers and joggers during open hours except when the Fieldhouse is being used for intercollegiate sport practice. The basketball facilities are available for community use at noon during weekdays and to authorized users during specified hours during the academic year for recreational purposes. These times vary due to practice schedules for various sports.

**Lauritsen Track:** Lauritsen Track located at Al Papik Field is available to walkers and joggers during open hours.

**Butler Gym:** Butler Gym provides recreational space for students only.

## Facility Hours and Holidays

Holidays: Recreational facilities are closed during all official Doane College Holidays as well as for the period when the college is closed over the Christmas and New Year's Holidays. Special Hours will be posted for periods during the academic year when class is not in regular session.

## **Facility Hours:**

During the Academic year, the hours for recreational facilities are:

### **Haddix Center:**

Monday through Thursday: 6:00 a.m. to 11 p.m.

Friday: 6:00 a.m. to 10:00 p.m.

Saturday: 10:00 a.m. to 4:00 p.m.

Sunday: 2:00 p.m. to 10:00 p.m.

### **Haddix Center Tennis Complex:**

Sunrise to Sunset, Monday through Sunday.

### **Fuhrer Fieldhouse:**

Monday through Friday: 6:00 a.m. to 7:00 p.m., closed weekends.

In addition, Doane students have access until 10 p.m. Monday through Friday.

### **Lauritsen Track:**

Monday through Sunday: 6:00 a.m. to 8:00 p.m., weather permitting.

### **Butler Gym:**

Access for Students only, Monday through Sunday 6:00 a.m. to 11:00 p.m.

During the Summer Months, the hours for recreational facilities are:

### **Haddix Center:**

Monday through Friday: 6:00 a.m. to 9:00 a.m., 11:00 a.m. to 2:00 p.m. and 5:00 p.m. to 7:00 p.m.

Saturday: 9:00 a.m. to 1:00 p.m.

Sunday: closed

### **Haddix Center Tennis Complex:**

Monday through Sunday: 6:00 a.m. to 8:00 p.m.,

### **Lauritsen Track:**

Monday through Sunday: 6:00 a.m. to 8:00 p.m.

### **Fuhrer Fieldhouse:**

Monday through Friday: 6:00 a.m. to 5:00 p.m., closed weekends

Doane College reserves the right to close fitness facilities to accommodate various activities held in these venues.

## **Facility Access:**

### **Student Access:**

Current Doane students access fitness facilities during the hours the facilities are open by using their Doane Student I.D.

### **Employee facility access:**

Employees may access the fitness facilities during the hours the facilities are open by using their Employee I.D. card.

### **Dependent facility access:**

Employees must complete the Fitness Facility Release Form available in the Human Resources or Safety Offices and return it to the Safety Office. Dependents must be at least 16 years of age to use the facilities.

Dependents must obtain a Doane I.D. and carry the I.D. to access facilities. The college will charge a fee of \$10 to cover the cost of issuing the I.D.

### **Community pass facility access:**

Community members must complete the community member application, obtain a community member I.D., and pay the applicable fee to access recreational facilities. The application is available at the service counter in the Haddix Center. The fee is payable to Doane College and should be paid in the business office. The I.D. is issued by the business office or the safety office during normal business hours. Cost per year is \$180 for individuals and \$300 per year for families. A family membership covers the community member, his or her spouse or partner, and dependents living in the member's home that are at least 16 years of age. Dependents must be at least 16 years of age to use the facilities. During the first year of membership only, the fee is prorated based on the number of months remaining in the calendar year. After the first year of membership, the fee is payable in January of each year and the fee will not be prorated in the event that the fee is not paid in a timely manner in January.

### **Daily Pass and Guest Pass Members:**

Daily Pass and Guest Pass Members may access the facility by obtaining the appropriate paper pass in the Business Office and presenting the same at the control desk in the Haddix Center. Daily Pass and Guest Pass Members will present the paper pass and surrender their driver's license or other I.D. to Haddix control desk personnel and a temporary pass card will be issued. The driver's license or other I.D. will be returned to the Member upon return of the temporary pass card.

### **Loss of Privileges:**

Violations of the posted rules in the fitness centers may result in loss of fitness facility access. Any person permitting another person to use their ID may lose fitness facility access.

### **Organizational Usage:**

All organized usage of fitness facilities must be coordinated through the athletic director and the Doane College Business Office. Authorized users may not utilize personal access to open facilities for personal guests or groups. Doane College has an agreement with Crete Public Schools to share fitness facilities for their mutual benefit. The athletic director at Doane College and the activities director at the high school will continue to work together in scheduling these events which at times may require a change in the normal hours of operation for fitness facilities to accommodate Crete Public School events and activities.

### **Facility Reservations:**

Users interested in reserving campus buildings, rooms, gyms, or other facilities beyond those described in this policy should contact Dawn Parks at 826-8226 during regular business hours. Those with reservations will receive first priority for facility access. Fees may apply.

### **Terms of Use of Recreational Facilities:**

General policies for use of the Haddix Center and other recreational facilities are attached in a separate document.

### **Library Usage:**

You and your family are invited to use the College Perkins Library without charge. It is understood that in your use of the library you will abide by the same rules and regulations as students.

## **Tiger Bucks - Dining Discounts**

Employees may enjoy dining at the College dining hall, Tiger Inn and Common Grounds Coffee House at discounted rates. To read more about this benefit click on the following link: [www.doane.edu/About\\_Doane/Offices/human-resources/benefits/](http://www.doane.edu/About_Doane/Offices/human-resources/benefits/)

## **Computer Loan Program**

Doane College offers a computer loan program. To read about this benefit click on the following link: [www.doane.edu/About\\_Doane/Offices/human-resources/benefits/](http://www.doane.edu/About_Doane/Offices/human-resources/benefits/)

## **Additional Benefits**

Additional benefits offered to employees are listed on the Human Resources web site. To read more about these benefits click on the following link: [www.doane.edu/About\\_Doane/Offices/human-resources/benefits/](http://www.doane.edu/About_Doane/Offices/human-resources/benefits/)