

The Colorado College  
Staff Handbook



COLORADO COLLEGE

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## GENERAL STATEMENT

This handbook is designed to acquaint you with the general employment policies and benefits of The Colorado College. It is not intended to be all-inclusive and replaces all previous iterations.

Employment with The Colorado College is at-will. Employees have the right to end their work relationship with the college, with or without advance notice for any reason. The college has the same right. The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration.

No employee handbook can anticipate every circumstance or question. After reading the handbook, if you have questions about policies or benefits please contact the Human Resources department. Except for the at-will nature of employment, the organization reserves the right to interpret these policies or to change them at any time without prior notice.

Violation of any of the policies identified in this handbook may be cause for disciplinary action up to and including termination.

Policies and procedures referenced herein are available on the CC web site at <http://www.coloradocollege.edu/hr> or contact Human Resources for additional information.

## A MESSAGE FROM THE PRESIDENT

Enthusiastic greetings to all Colorado College employees. We have the privilege of working together in an important and challenging enterprise. CC's primary goal is to provide the highest quality education to its students. In whatever job you perform, you make a vital contribution to Colorado College students' development. I value and appreciate your commitment, which is essential to the college's mission.

This handbook provides valuable information about CC's policies and benefits. Please refer to it regularly, and don't hesitate to direct questions to Human Resources.

Regards,

Richard F. Celeste  
President

## COLORADO COLLEGE MISSION STATEMENT

At Colorado College our goal is to provide the finest liberal arts education in the country. Drawing upon the adventurous spirit of the Rocky Mountain West, we challenge students, one course at a time, to develop those habits of intellect and imagination that will prepare them for learning and leadership throughout their lives.

## CORE VALUES

As members of the Colorado College Community, we share a commitment to

- Honor the life of the mind as the central focus of our common endeavor;
- Value all persons and seek to learn from their diverse experiences and perspectives;
- Practice intellectual honesty and live with integrity;
- Serve as stewards of the traditions and resources of Colorado College;
- Nurture a sense of place and an ethic of environmental sustainability;
- Encourage engagement and social responsibility at local, national and global levels;
- Seek excellence, constantly assessing our policies and programs.

## **EMPLOYMENT**

### **CLASSIFICATION OF STAFF**

All Colorado College staff are classified as either “exempt” or “non-exempt” (in accordance with the Fair Labor Standards Act) for pay purposes. Non-exempt staff are eligible for overtime pay for all hours worked in excess of 40 in a work week. All overtime must be approved by the supervisor in advance. Exempt staff are not eligible for overtime pay. The classification of each position is made by Human Resources and is identified in each job description and position announcement.

### **CATEGORIES OF EMPLOYMENT**

Full time staff may work 9, 10, or 12 months with hours ranging from 1400 to 2080 per year in an ongoing, permanently funded position. Full time staff are benefit eligible.

Part time staff work between 1000 and 1399 hours per year in an ongoing, permanently funded position. Part time staff are benefit eligible.

Temporary staff may work either full or part time schedules but typically do not exceed six months of employment per year. Temporary staff are not benefit eligible.

Occasional staff work less than 1000 hours on a continuing basis. Occasional staff members are not benefit eligible.

### **HOURS OF OPERATION**

The work week at Colorado College begins 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday. The college’s hours of operation during the academic year are 8:30 a.m. to

5:00 p.m. Monday through Friday. Summer hours are typically 8:30 a.m. to 4:00 p.m. (schedule is announced in the fall). Because certain departments operate 24 hours a day and others are busiest during the summer, staff work schedules are varied and based on departmental needs.

### REVIEW PERIOD

The performance of new, promoted or transferred staff will be monitored closely during the first 90 days in their new job. During this period, supervisors are responsible for monitoring performance and demonstration of the qualifications, skills, and work habits necessary to perform the job. After the initial 90-day review, staff performance is reviewed annually.

### POSITION DESCRIPTION

Staff members receive a copy of their job description during their new employee orientation in Human Resources. The position description identifies essential functions and qualifications required to perform the duties. The success of an employee is measured by their ability to carry out the duties and responsibilities identified in their position description, and it should be updated as job duties/requirements change.

### PAY GRADES

Non-exempt jobs are graded by the Job Evaluation Committee.

Exempt jobs are graded by Human Resources.

## EMPLOYMENT RECORDS

The college strives to maintain accurate and updated information on all employees in Human Resources' files. Employees should report all relevant changes to Human Resources.

## RELEASE OF INFORMATION

Employees, former employees, or their authorized designee may review the employee's employment records during regular business hours. In addition, employment records are available to the employee's supervisor(s) and to HR staff.

## VERIFICATION OF EMPLOYMENT

The college will verify the dates of employment and position(s) held when asked for employment information. Other information, including salary verification, may be released only with the authorization of the employee. Information requested by federal or state agencies will be released as required by law. Supervisors should refer all reference checks and verification of employment to Human Resources.

## TERMINATION OF EMPLOYMENT

Although employees may resign at any time, the College requests that you provide appropriate notice to your supervisor. Your signed resignation letter should include the reason you are leaving and your termination date (last day of work)

## RETIREMENT

Employees 55 or more years of age having at least 10 years of full time (or equivalent part time) service at the college are eligible for retirement with benefits. See the [Benefits at Retirement](#) guidelines for details, and contact Human Resources for additional information.

## EXIT INTERVIEW

Voluntary exit interviews are conducted with all staff upon termination of employment. The exit interview may include a review of your employment experience, discussion of the termination of benefits, and collection of college property. Arrangements for clearing any outstanding debts and receiving final pay will be made at this time.

## REEMPLOYMENT

In the event a full or part time staff member is rehired by the college into another full or part time position, credit will be given for previous service if the initial employment was at least twelve months in duration. Returning staff will be assigned an adjusted service date which will bridge the two periods of employment.

## COMPENSATION

### PAYCHECKS

All employees are paid on the 15<sup>th</sup> of the month and the last working day of each month (semi-monthly). Should the pay date fall on a weekend, staff will be paid on the Friday before that weekend. Questions regarding your paycheck should be discussed immediately with the Payroll Office. Questions related to benefit deductions should be directed to Human Resources.

### PAYROLL

Exempt staff are paid a salary each pay period. Non-exempt staff are paid on an hourly basis and must report hours worked. Full time non-exempt staff may be paid based on a default schedule; but part time, temporary, and occasional staff must submit a timesheet by the payroll deadline in order to receive a paycheck each pay period. See the appropriate [Hourly Time Entry Guidelines](#) for more information.

### SALARY ADVANCES

Salary advances will not be granted except in extreme emergency situations as determined at the sole discretion of the college. Each request will be considered individually by the Vice President for Business and Finance/Treasurer on the basis of its own merit.

### DIRECT DEPOSIT

Employees are strongly encouraged to make arrangements for direct deposit of their paychecks through Payroll or Human Resources.

## PAYROLL DEDUCTIONS

The college will make all required deductions for FICA, federal and state taxes, and certain benefits (see the benefits chapter of this handbook). Upon written authorization from the individual, the Payroll Office will make other deductions including but not limited to Colorado College Annual Giving Fund, Financial Aid to Minority Students, United Way, Community Health Charities, Community Shares, KRCC, parking and optional benefits. Contact the Payroll Office for additional information.

## INCOME ASSIGNMENTS

The Payroll Office processes income assignments or garnishments when served upon the college. Employees will receive notice of the income assignment and will have a specified amount of time in which to respond or contest the order.

## TERMINATION PAY

Staff who resign their employment with Colorado College will receive their final paycheck on the regular pay date for that pay cycle. Individuals leaving the local area who want their final pay on their last day of work must contact Payroll to request special arrangements.

Staff terminated by the college will receive their final paycheck upon termination. Individuals who are terminated on a weekend or at night will be paid on the college's next regularly scheduled business day.

Terminating staff will be paid for all hours worked through their termination date plus all eligible vacation.

Any outstanding account balances, notes, library fines, benefit premiums, tuition assistance payments, personal telephone bills, rent, etc. will be deducted from an employee's final pay before it is issued.

### ADDITIONAL COMPENSATION

Full time exempt staff are not eligible for additional compensation for teaching academic courses during their appointment period. Non-exempt staff will be eligible for additional pay for additional hours worked. Staff who assume additional job duties for a specified period of time may be eligible for supplemental pay (see [Supplemental Pay guidelines](#)).

## **LEAVE**

### **PAID LEAVE**

#### **COMMUNITY SERVICE**

Community service ranks high among Colorado College's priorities. Full and part time staff may request leave with pay to voluntarily participate in any of the civic or charitable trips or activities sponsored by Colorado College. Colorado College offers this paid leave as a benefit to staff scheduled to work during the community service event but does not request or require them to participate in these activities. Such participation is voluntary and not considered work-related or part of an employee's job duties. See [Community Service guidelines](#).

#### **BEREAVEMENT LEAVE**

Upon the death of a close relative, full and part time staff will be allowed up to three days leave with pay to grieve and/or attend the funeral. If out-of-state travel is required, up to two additional days may be granted subject to the distance involved. Total bereavement leave is limited to five working days unless vacation time or leave without pay is used. Staff may be granted one-half day with pay to attend the funeral of a person not considered a close relative. Time off in excess of the above limits or to attend funerals of persons other than relatives may be approved as leave without pay or vacation.

#### **JURY DUTY**

Colorado College recognizes the civic responsibility of its staff members to serve when called for jury duty or to appear

when subpoenaed as a witness. When summoned for jury duty, a staff member is to notify their supervisor and Human Resources and will be paid for all time taken. When excused from jury duty during regular work hours, staff are expected to report to work promptly. A copy of the “Juror Service Certificate” must be forwarded to HR in order to receive regular pay, and the document will be included in the employee’s personnel file. Jury duty does not affect an employee’s vacation or sick leave accrual. Any payment made by the court as compensation to the staff member for such service shall be returned to the College.

When summoned to appear as a witness in a matter involving Colorado College, the individual must notify their supervisor, Human Resources, and the college’s Legal Counsel.

## HOLIDAYS

Full and part time staff are paid for the following holidays:

New Year’s Day	Friday following Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Thanksgiving Day	New Year’s Eve Day

See [Holiday Pay Guidelines](#) for details specific to individual employee classifications.

## WINTER BREAK

In conjunction with the academic schedule, the college normally closes in late December for a winter break. The specific dates of the break are announced each fall. Full time staff are paid their normal scheduled hours during the break. Staff who do not return to work for at least 5 business days after the winter break will not be paid for the break.

## RELIGIOUS HOLIDAYS

Reasonable accommodation of an employee's religious observances, practices, and beliefs will be provided. Time off for religious observance will be provided with pay. All requests for such time off should be made to the supervisor at least five working days prior to the event.

## MILITARY LEAVE

In addition to the protections afforded by the Uniformed Services Employment and Reemployment Rights Act (USERRA), employees who are members of the U.S. Armed Forces Reserve or National Guard will be paid the difference between government compensation and their regular base salary for up to 15 days each year. This time off is in addition to any accrued leave; however, if employee desires to use vacation time they may do so by making a request in writing.

## VACATION

Vacations are an important aspect of the continued working environment at Colorado College. Eligible employees are encouraged to take vacation time each year; however, paid vacation is limited to the time accrued and may not be taken in advance.

Vacation periods are to be arranged at the convenience of the department and must be approved in advance by the employee's immediate supervisor.

Time off during block breaks or spring break must be taken as vacation or unpaid leave.

If injury or illness occurs while on vacation, additional days of vacation will not be granted, nor will substitution of sick leave be allowed in lieu of vacation.

Upon termination, the college will pay out unused vacation according to the policy guidelines.

See [Vacation Leave and Accrual Guidelines](#) for details specific to individual employee classifications.

### MEDICAL LEAVE

Paid medical leave is available for full time staff who, due to a medical condition, are unable to perform their normal work duties. The duration and severity of the medical condition will determine the type of leave taken.

See the [Medical Leave and Accrual Guidelines](#) for details specific to individual employee classifications.

Employees must report all absences to their supervisors as soon as possible when illness or accident prevents them from reporting to work or, at the latest, within the first 30 minutes of their normal work schedule. Staff must keep supervisors informed of when they intend to return to work. Supervisors may request a doctor's statement verifying the need for time off when an individual misses more than three consecutive days of work or if concerns of excessive absence exist.

### SUPPLEMENTAL SICK LEAVE

Full time non-exempt staff who have completed one year of continuous service in an eligible status and have exhausted all sick and vacation accrual are eligible for SSL benefits. See the [Supplemental Sick Leave Policy](#) for details.

## PERSONAL LEAVE

Full time non-exempt staff may use up to three days of accrued sick leave for personal reasons following their initial 90-day employment period. Employees must notify their immediate supervisor prior to scheduling the use of personal leave.

## PROFESSIONAL LEAVE

Full time exempt staff may be eligible for paid professional leave to provide time for professional growth an intellectual enrichment. See the [Professional Leave Guidelines](#) for details.

## VOTING

Because polling places in Colorado are generally open 7:00 a.m. to 7:00 p.m., employees are encouraged to vote either before the workday begins, during their lunch hour, or after work ends. If a staff member wishes to vote during normal office hours, time off must be requested from their supervisor prior to the date of the election to arrange for the use of available vacation accrual or unpaid time off.

## UNPAID LEAVE

### FAMILY MEDICAL LEAVE

Eligible employees will be granted unpaid leave for certain reasons related to their own health, birth or adoption of a child, or to care for a family member's serious health condition. See the [Family Medical Leave Guidelines](#).

### LEAVE OF ABSENCE

Leaves of absence (without pay) may be granted to allow a staff member to conduct personal business, further their own education, or for another worthwhile cause (subject to approval). See the [Leave of Absence Guidelines](#).

### VICTIM PROTECTION LEAVE

A college employee who is a victim of domestic abuse, stalking, and/or sexual assault may be eligible for up to three days of unpaid leave to seek a civil restraining order, obtain medical care or mental health counseling (for the employee and/or dependent children) make the home secure, or seek new housing or legal assistance. Paid leave may be substituted if already accrued.

Requests to take leave are to be made to Human Resources in advance of taking leave unless the employee is in a situation of imminent danger, in which case Human Resources should be notified as soon as possible.

## **GENERAL POLICIES**

### **APPARENT AUTHORITY**

If an individual relies on advice given by an employee concerning a college policy, even though it is erroneous and the employee had no authority to give the advice, the college may be required to uphold the erroneous advice.

So that the apparent authority doctrine will not be invoked against the college, it is the responsibility of employees to:

- Be familiar with all college policies, especially those policies pertaining to the employee's job function
- Refer individuals requesting advice to the college's written policies governing the specific area in question
- Obtain permission for exceptions to college rules through the Dean or appropriate Vice President
- Keep written records of any exceptions/special arrangements.

### **STANDARDS OF CONDUCT**

Staff members have certain responsibilities to the college, their supervisor, and fellow employees. All staff are expected to observe the following standards of conduct:

- Be informed of their conditions of employment and college policies. Consult with their supervisor, department head, or the Human Resources Office if they have questions about their position, employment status, job expectations, benefits, or any other matter concerning their employment.
- Be aware of their personal safety and the safety of others, and observe all safety rules and regulations.

Report any injuries or unsafe conditions to their supervisor immediately.

- Use college time, funds, and property including computer access and telephones, for college business and activities only.
- Do not misuse confidential information.
- Abide by college policies, priorities, and directives in conjunction with the performance of job responsibilities. If there is disagreement with college policies or priorities, staff are expected to refrain from public statements that would damage or misrepresent the college. Instead, staff shall resolve the disagreement through the appropriate internal channels.
- Show concern for the rights and property of others. Abusive language, physical threats, violence and harassment are not tolerated.
- Reporting for work under the influence of alcohol or controlled substances or abuse of alcohol or controlled substances on the job is prohibited. See [Alcohol Use](#) and [Drug Free Workplace Policies](#).
- Immediately address unprofessional conduct and/or job performance concerns to your supervisor or Human Resources.

### MISUSE OF COLLEGE FUNDS/RESOURCES

It is expected that staff uphold a standard of honesty and integrity at all times. Carefully follow all college procedures concerning budget management, inventory control, cash handling, college credit cards, and expense reporting. Dishonesty and theft will not be tolerated. Incidents should be reported immediately, and all employees are expected to cooperate in the investigation of any such situation.

## WORKPLACE VIOLENCE

Colorado College is committed to creating and maintaining a work environment that is free from intimidation, threats, and violent acts. The possession of weapons of any kind on campus is also prohibited. Employees should feel free to report any concerns regarding threatened or actual workplace violence to their immediate supervisor, Human Resources, and/or Campus Security. The college will maintain the confidentiality of any such report to the greatest extent possible.

## CONFLICT OF INTEREST

A potential conflict of interest exists whenever any person performing in an official, institutional capacity has the ability to choose among options and the choice may affect the welfare of a member of his or her family or domestic partner. Potential conflicts of interest are likely to arise in hiring decisions, transfers and promotions, supervision, and performance evaluation.

Because it is impossible to anticipate every circumstance in which a potential conflict of interest may arise, no list of rules can be definitive. However, certain rules are generally applicable:

- Colorado College does not enter into purchasing contracts with students, faculty, staff members, or members of their families. In those circumstances where a purchase is in the best interest of the college, documentation of the reasons for the decision must be sent to the Vice President for Business and Finance/ Treasurer for final approval.

- No staff member shall directly supervise another staff member who is a spouse, domestic partner, or family member. The Director of Human Resources will determine how best to avoid a conflict of interest in such situations.
- If the Director of Human Resources determines that a staff member has a potential conflict of interest, the individual shall withdraw from the decision-making process until the potential conflict no longer exists. Should the individual disagree that a conflict of interest exists or declines to withdraw from the decision-making process, the appropriate Vice President or Dean will make the final decision.

### CORRECTIVE ACTION

It is the staff member's responsibility to maintain high standards of behavior and performance. Failure to meet expected standards will result in corrective action, up to and including dismissal, based on the impact, frequency and severity of the incident. Supervisors should consult Human Resources to discuss incident appropriate actions.

### PROBLEM-SOLVING PROCEDURE

In order to allow staff the opportunity to openly and freely discuss matters of concern, the college is committed to providing a problem-solving procedure for staff. This procedure is available to discuss terms and conditions of employment but cannot be utilized to address issues covered by the college's [Anti-Discrimination Policy](#), disciplinary actions, performance appraisals or salary adjustments. See the [Problem Solving Procedure](#) guidelines.

## DIVERSITY

The Colorado College welcomes all members of its community and reaffirms its commitment not to discriminate on the basis of race, color, age, religion, sex, national origin, sexual orientation, or disability in its educational programs, activities or employment policies and practices. Colorado College is committed to increasing the diversity of the college community and the curriculum and engages in an active recruitment program designed to ensure the most diverse applicant pool. See the [Staff Recruitment Guidelines](#).

Diversity refers to human differences including those based on race, color, ethnicity, gender, age, sexual orientation, culture, background, and interests. At Colorado College, it is everyone's responsibility to promote a work environment in which differences and diverse perspectives are respected, faculty and staff are treated fairly, and individual contributions are valued and rewarded. Supervisors are responsible for hiring a diverse workforce and encouraging awareness and respect for diversity within their departments.

Please see the [Anti-Discrimination Policy](#) for additional information.

## SEXUAL HARASSMENT

Colorado College prohibits sexual harassment by or against its employees. Behavior that may constitute sexual harassment include unwelcome sexual advances, requests for sexual favors, unwelcome verbal or physical conduct of a sexual nature where submission to such conduct is made a term or condition of the individual's employment (or where submission or rejection of such conduct is used as the basis for employment decisions affecting the individual, or such

conduct has the effect or purpose of substantially interfering with an employee's work or of creating an intimidating, hostile, or demeaning employment or learning environment).

Sexual harassment is a form of discrimination and may involve either female or male employees being harassed by persons of the opposite sex, harassment between persons of the same sex, or harassment because of sexual orientation.

Although sexual harassment involves sexual conduct that is unwelcome, employees should understand that even consensual sexual relations may lead to complaints that the policy has been violated where one party to the relationship has power or authority over the other, one party no longer wishes to continue the relationship, actual or potential abuse exists in the relationship, or where third parties not involved in the relationship believe it is affecting their own employment environment.

If you believe you have been or are being sexually harassed by a college community member, you may choose to address the situation by informal consultation procedures or by filing a formal complaint under the college's [Anti-Discrimination Policy](#). The confidentiality of your complaint will be preserved to the greatest extent possible, and you should not hesitate to contact the Human Resources department, the Legal Counsel's office, or any of the specially designated advisors listed in the policy for clarification and guidance.

## SAFETY AND ENVIRONMENTAL PROTECTION

Colorado College makes every attempt to ensure that the environment is safe and supportive of the wellbeing of all students, faculty, staff, and visitors. Identification and remediation of situations which are unsafe and/or potentially damaging to the natural environment are a top priority.

Where safety and/or environmental protection problems exist, employees must:

- Immediately report to their supervisor any situations which may be unsafe and/or potentially damaging to the natural environment
- Contact the Environmental Health & Safety office in Facilities Services and follow any corrective action which may be advised.

### BICYCLE USE

Bicycles are not permitted inside academic buildings, with the exception that staff of the college may bring their bicycles into their offices for safekeeping but may not leave them elsewhere. Employees are responsible for any damage caused by their bicycles.

Bicycle riding is not permitted inside any building at any time. Bicycles blocking entryways, doors, stairwell banisters, or disabled ramps will be picked up and held by College Security or residence hall staff. Hindering traffic flow in and out of buildings violates both the city fire code and college policy. Owners of bicycles that have been impounded will be fined. Parked bicycles should be kept locked at all times.

### DOGS ON CAMPUS

No dogs will be allowed on campus between 8:00 a.m. and 1:00 p.m. daily. Before 8:00 a.m. and after 1:00 p.m. only dogs on leashes will be permitted. Dogs cannot be tethered on campus; they must be accompanied by, and under the control of, a person at all times. The administration reserves the right to remove noisy or menacing dogs at any time.

These restrictions do not apply to guide dogs for disabled persons.

Dogs are not allowed in college buildings at any time, with the exception that staff of the college may take a dog into their office only during non-business hours. Dogs may not be left unattended in offices, and any dog that becomes a nuisance will be permanently barred from the building and/or the campus. Staff are responsible for any damage their dog may cause.

Dog owners assume responsibility for the animal's behavior at all times. The college, with the cooperation of the Colorado Springs Humane Society and its own control procedures, will regularly identify problem dogs and pick up and impound unleashed or menacing dogs.

### FUND RAISING POLICY

Any fund raising efforts undertaken on behalf of Colorado College by individuals, departments, student organizations, athletic teams, etc., MUST receive approval from the Development Office before fund raising occurs. Questions about the college campus fund raising policy should be directed to the Vice President for Advancement.

### GIFTS AND GRATUITIES

The acceptance of gifts for personal use by Colorado College employees from its suppliers and vendors is prohibited. Ethical and traditional business-related functions, or token personal mementos of nominal value are acceptable. Business luncheons or entertainment paid by vendors or potential vendors are permitted provided they do not interfere with the employee's primary responsibility, which is to the college.

## INSPECTION

The college reserves the right to conduct inspections to protect college property, equipment and operations as well as to help maintain a safe, healthy, and efficient working environment for the benefit and protection of all college faculty, staff, and students. Cooperation in the conduct of inspections is required as a condition of continued employment. College vehicles, offices, lockers, desks, filing cabinets, files, etc. remain the property of the college, and searches may be initiated at any time without notice.

## LOGO

The official CC logo symbolizes Colorado College as a consolidated organization and is the graphic signature of the institution. Proper use of the logo is identified in the college's graphic standards manual and can be obtained from the Communications Office.

## SOLICITATION

The college strives to establish a work environment that is productive and without undue disruptions to the workday. Therefore, solicitation or collection by one employee of another is prohibited while either individual is working. Solicitation and distribution of literature on college property by anyone not employed by the college is prohibited.

## PERSONAL AUTOMOBILE INSURANCE

When operating a personal vehicle on college business (i.e. on a reimbursable basis), the college's insurance does not cover physical damage to the vehicle or injury to third parties. Any such damage is a personal responsibility and

should be covered under the employee's existing auto insurance policy.

### PERSONAL PROPERTY

The college assumes no responsibility for the loss or damage of an employee's personal property.

### POLITICAL ACTIVITY

As a tax-exempt organization, the college must be scrupulous in avoiding partisan political activity. This means, in general, that campus facilities cannot be used to promote the candidacy of particular political candidates or parties. However, this restriction does not forbid presentations for educational purposes. Initial questions may be addressed to the Associate Dean of Students. Further questions should be addressed to the Legal Counsel.

### FREEDOM OF EXPRESSION

As a private institution, Colorado College is a voluntary association of persons invited to membership with the understanding that they will respect the principles by which the college is governed. Freedom of thought and expression is essential to any institution of higher learning. Uncensored speech that does not include a right to harass, injure, or silence others is essential in an academic community and will be vigorously defended. Members of the college community should understand that standards of civility, consideration, and tolerance must shape our interaction with each other. Infringing upon the expression of views will not be tolerated. See the [Protest and Dissent Policy](#) for additional information.

## TELEPHONE USE

Colorado College telephones, cell phones and pagers are for college business use only. Personal local telephone calls should be kept to a minimum. Employees wishing to make personal long distance phone calls from work should contact the Telecommunications Office for a personal identification code so that these calls can be charged to the employee rather than the department.

## WEATHER POLICY

The college's rigid scheduling under the Block Plan makes it imperative that classes and supporting operations be maintained during severe weather insofar as prudently possible. Students, faculty and staff will be expected to maintain normal class, office, and other operational schedules unless the college is closed.

In the event of unusually severe weather, employees should listen to KRCC (91.5 FM), KRDO (12.40 AM) or watch one of the local TV channels for notification that the campus is closed. The decision to close the campus will normally be made by no later than 7:00 a.m. If the college is closed, only essential personnel will be expected to report to work. For purposes of this policy, essential personnel are those who work for Facilities Services, Security, Boettcher Health Center, residence halls, Telecommunications, and Sodexo Marriott Food Services. Campus Security will be available to transport essential personnel to campus if needed. All non-essential personnel are not required to report to work when the campus is closed.

In the event of deteriorating weather conditions during the workday, the decision to release employees early will be made by the President's office and communicated to

individual departments. In such event, supervisors are authorized to release their staff with pay until the college reopens. Staff who choose not to report to work when the college is open must use a vacation day, personal day, or leave without pay.

### UNSAFE CONDITIONS

If an event such as a natural disaster, riot, or bomb threat should occur, supervisors are authorized to release staff until the administration deems it safe to return to work. Employees should listen to KRCC (91.5 FM), KRDO (1240 AM) or watch one of the local TV channels for notification as to when the campus will reopen.

### SECURITY

Colorado College Campus Security provides services on campus 24 hours a day, 7 days a week. Security officers are generally positioned on campus in the evenings, and officers also patrol on foot and in a vehicle. Security can be reached at Ext. 6707. Security officers are not police officers; they do not have the power to arrest. However, they can detain and sign formal complaints against individuals who are in violation of local, state or federal laws. Colorado College campus security has formed a cooperative relationship with the Colorado Springs Police Department, which assists in patrolling the campus to keep our community safe.

Security of faculty, staff, and students, along with college and personal property is the responsibility of all persons at Colorado College. All members of the college community should immediately report any unusual or questionable persons or situations. All offices, storage areas and

academic buildings should be locked when appropriate, and personal belongings should be secured out of sight.

### BUILDING ACCESS

Security is everyone's responsibility. Buildings are locked after regular hours and on weekends and holidays. Any employee entering a building after hours should lock the entrance door after gaining access and after leaving. Individuals should call Campus Security at Ext. 6707 to inform them when on campus outside of regular work hours.

### EMERGENCY TELEPHONES

Emergency telephones are located at strategic points across the campus. These telephones are for everyone's use in the event of an emergency. Security will respond immediately to the location of the call. Please see the Security Information Brochure for more information and locations of these telephones.

### SECURITY ESCORT SERVICE

Employees are encouraged to call 389-6340 to arrange for an escort if they work after dark or on weekends, holidays or come to work very early.

### PARKING

Colorado College parking hangtags are required for all students, faculty, and staff for all vehicles parking on campus during the academic year. Vehicles must be registered at the Security office within one week after arrival. Parking areas are designated for authorized vehicles with proper hangtags. Parking fees are due on an annual basis, and employees may

elect to pay these through payroll deductions. Parking and traffic regulation booklets are available at the Security office.

### FACILITIES SERVICES

Facilities Services is responsible for the operation, maintenance, and repair of all physical facilities and grounds at Colorado College. Routine maintenance and repair needs are provided in response to telephone requests, written work orders and e-mail.

### KEYS

Employees may obtain a key for the building, the office, or the facilities they use only with the written approval of their immediate supervisor. Campus keys are issued at Facilities Services and must be signed for by the employee. There will be a charge to replace lost keys (charges for lost keys are personal and may not be paid from departmental funds). Broken keys will be replaced without charge when returned to Facilities Services. When terminating employment, employees must return all keys to Facilities Services prior to their exit interview with Human Resources. Under no circumstances are college keys to be duplicated by anyone other than Facilities Services.

### LOST AND FOUND

Lost or found articles should be reported to the Worner Campus Center information desk. Lost or found keys should be reported immediately to Security.

### CC IDENTIFICATION CARD

All employees will be issued a Colorado College Gold Card that allows them access to Tutt Library, college athletic

facilities, etc. (Temporary staff cards will be issued only at the supervisor's request.) Contact the Gold Card office for additional information.

### CAMPUS MAIL

Employees may use the Worner Center mail facility to purchase stamps, send parcels, mail international letters and packages or use outgoing express services. Postage may be paid by cash, check or Gold Card. Personal mail received at the college's address is considered business correspondence and may be opened, so staff are encouraged to receive personal mail at home.

Since Colorado College is a not-for-profit organization and has tax-exempt status, law prohibits us from using campus mail for the distribution of political campaign materials.

### CHILDREN'S CENTER

Colorado College has a child care center that provides high quality early childhood education programs for the young children of the college community. The Children's Center is accredited through the National Association for the Education of Young Children and promotes the physical, social, emotional and cognitive development of your children. For information on availability and rates, call the Children's Center.

### AMENITIES

Additional benefits that are available to CC employees include discounts at the CC Bookstore, personal check cashing at the cashier's window, dependent ID cards, home computer purchase program, and a variety of vendor discounts. Please see the Amenities Brochure for details.

# **BENEFITS**

## **GOVERNMENT MANDATED BENEFITS**

### **SOCIAL SECURITY**

All employees at Colorado College participate in the federal social security program (FICA), which is designed to protect workers against loss of income due to retirement, disability or death. The program also provides health insurance through Medicare. Both the college and staff contribute equal amounts as specified by law. Additional information may be obtained at the local Social Security office.

### **UNEMPLOYMENT INSURANCE**

Staff who leave the college may be eligible to receive unemployment compensation. For more information on eligibility and benefits, contact the Colorado Department of Labor, Unemployment Division.

### **WORKERS' COMPENSATION**

The college provides Workers' Compensation benefits to cover the cost of a work-related illness or injury. Please follow the procedures below to ensure that you are protected and receive your full entitlement to benefits under the law:

- Any job-related injury or illness, no matter how minor, must be reported to your supervisor and Human Resources immediately, no later than two days from the date of injury or onset of illness. This requirement includes even those accidents that do not require medical treatment
- Complete an employee accident report

- If medical attention is required, Human Resources will schedule an appointment with the college's designated medical provider.

For further details regarding your rights and responsibilities, or if you have any questions or concerns regarding a Worker's Compensation claim, please contact the Human Resources office.

## BENEFITS AVAILABLE TO FULL AND PART TIME STATUS EMPLOYEES

### LIFE INSURANCE

Full and part time employees are provided a death benefit equal to 1.5 times their annual base salary payable to the beneficiary named by the employee (or the estate). This coverage includes an Accidental Death & Dismemberment benefit as well.

### LONG-TERM DISABILITY INSURANCE

The LTD plan is administered by The Standard and requires mandatory participation of full and part time staff upon completion of one year of service. The plan may pay up to 60% of an employee's salary for disability beyond 6 months. See the [Long-Term Disability Policy](#) for additional information.

### RETIREMENT PLAN

Defined Contribution Plan (aka Retirement Annuity) 403(b) plan through TIAA-CREF with mandatory participation at age 30 after one year of service. Employees contribute 5% and college contributes 9.3% of eligible earnings.

## EMERITI

Emeriti Retirement Health Solutions participation begins at age 40. Pre-tax contributions made by both the employee and the college accumulate during the working years to help pay for medical costs in retirement.

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

Provided at no cost to employees, the EAP provides counseling to employees and their families on personal issues as well as to employees and supervisors on work-related problems.

## BUSINESS TRAVEL ACCIDENT INSURANCE

The college provides a benefit for accident and sickness or accidental death and dismemberment while you are traveling for business one hundred miles or more away from your permanent residence.

## EDUCATIONAL ASSISTANCE PROGRAMS

Colorado College provides four different educational programs for eligible employees and their dependents:

- Colorado College tuition remission for eligible dependent children, spouses, or full time employees
- Associated Colleges of the Midwest (ACM) tuition exchange program for eligible dependent children who attend an ACM institution having an exchange agreement with Colorado College
- Partial tuition payment for eligible dependent children of up to \$1,000 per year for a total of four years at an accredited undergraduate college other than Colorado College or another ACM school

- Tuition assistance program to reimburse eligible employees for job-related courses taken at a business or technical school (or an accredited college or university).

Employees who wish to participate in any of these programs should contact Human Resources. See the [Educational Assistance Programs Guidelines](#) for additional information.

### OPTIONAL BENEFITS

Colorado College offers a comprehensive package of benefits to full and part time staff upon employment (coverage typically begins the first of the following month) and at open enrollment.

Open enrollment for most benefits occurs before the end of May each year, and plan years typically coincide with the college's fiscal year, July 1 – June 30.

Pre-tax benefits may not be changed during the plan year unless the employee experiences a change in family status such as marriage, divorce, birth, death, emancipation of a child or a change in job status (reduction in hours, loss of employment by a spouse, retirement).

Benefits are administered by Human Resources, and specific questions related to eligibility, coverage, claims, and premiums should be directed to the HR office. Please see the [Benefit Options brochure](#) to review the current benefit choices, including health and dental insurance, flexible spending accounts, optional life insurance and/or dependents, long-term care, vision insurance, supplemental retirement plan, personal accident insurance, health club memberships, group home, auto and renter's insurance, and pre-paid legal services.

In the event that any information conflicts with the actual forms or the Summary Plan Description (SPD), the SPD shall be the final authority.

Coverage ends on the last day of the month in which an employee terminates or cancels coverage (including cancellation due to lapse of premium payment). In compliance with COBRA law, the college offers eligible employees and their dependents the opportunity to continue certain benefits at their own expense but at group rates when coverage under these plans would otherwise end.

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**THE COLORADO COLLEGE**  
**ACKNOWLEDGEMENT OF RECEIPT**

I have received a copy of The Colorado College's Staff Handbook, revised September 1, 2007. I understand I am to become familiar with the contents of the handbook as it outlines my responsibilities, benefits, and college guidelines. If I have questions, I understand that I should talk with my supervisor and/or Human Resources representative.

Further, I understand:

- This handbook represents a brief summary of some of the college guidelines. It is not all-inclusive.
- The college retains the sole right to change, modify, suspend, interpret, or cancel in whole or in part any of the published or unpublished policies or practices. The college can take such actions without advance notice and without having to give cause or justification.
- The contents of this handbook do not constitute an expressed or implied contract of employment.
- Only the president of the college has the authority to enter into any employment agreement for a specified duration. Such agreement will be valid and binding on the college only if it is expressly set forth in a written document signed by the employee and by the president of the college.
- I have the right to end my work relationship with the college, with or without advance notice or cause. The college has the same right.

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Employee Signature

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Date