



COLORADO COLLEGE

OFFICE OF HUMAN RESOURCES

o (719) 389-6421

f (719) 389-6926

14 E. Cache La Poudre St.
Colorado Springs, CO 80903

Staff Policy Handbook

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A Message from The Vice President of People and Workplace Culture

We believe that Colorado College is an outstanding place to work with its strong sense of community, commitment to our students, and the beautiful surroundings of Colorado Springs. The HR team and I are committed to supporting the people of CC and to helping each achieve excellence in all that they do on behalf of the college.

Please feel free to call on us if we can be of assistance to you. Become acquainted with the HR staff by clicking [here](#).

Ryan Simmons, Vice President of People and Workplace Culture

About This Staff Handbook – Updated February 2024

The information in this handbook is intended to provide general information and summarize various college policies, procedures, expectations and benefits. It replaces and supersedes all prior versions of the staff handbook.

You should never construe the staff handbook, any [Colorado College policies](#) or procedures, or any written materials or statements by supervisors or leadership as a contract guaranteeing the rights, compensation, or benefits of any employee. The college reserves the right to unilaterally modify or cancel any of these provisions or its policies at any time without notice. If you have questions that are not fully answered in the handbook, please ask your supervisor or contact Human Resources.

Mission Statement

At Colorado College, our mission 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 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;

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- 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.

Equal Opportunity

Colorado College has a foundational commitment to equal opportunity and diversity in the workplace. We want to make sure that everyone feels our willingness to hear about issues and do everything possible to make this a welcoming, inclusive, and supportive place to work.

Anti-Discrimination

Colorado College is an equal opportunity employer committed to increasing the diversity of the college community and to not discriminating in its employment practices or educational programs and activities on any basis protected by law, *e.g.*, race, color, national or ethnic origin, sex, age, religion, gender identity or expression, marital status, veteran status, disability, or sexual orientation. The college values a diverse workforce and engages in recruitment strategies designed to increase the diversity of its applicant pool.

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 equitably, and individual contributions are valued and rewarded.

Staff who feel that they have been discriminated against may choose to pursue the matter through informal or formal procedures, or both. The college will respond promptly to all complaints, and will respect, insofar as possible, the right to confidentiality of all members of the college community. Retaliation against staff who bring complaints of discrimination in good faith is prohibited and is also considered a form of discrimination that is actionable under the policy.

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Inquiries regarding the [Anti-Discrimination Policy](#) may be directed to the college's Title IX Coordinator.

Sexual discrimination and harassment is a unique form of discrimination based on sex, sexual orientation, and gender identity or expression. Please refer to the college's [Gender-Based Discrimination, Sexual Harassment, and Sexual Violence Policy](#) for more information.

Harassment

Colorado College strives to provide the most professional and positive work environment for its employees. As such, the college will not tolerate any form of unlawful harassment (*e.g.*, sexual, racial, ethnic, *etc.*) at work. It also will not tolerate retaliation for opposing harassing behavior, for reporting instances of harassment, or for providing statements or evidence related to alleged harassment.

Harassment may be verbal (epithets, derogatory statements, slurs, innuendo), physical (unwelcome touching, assault, gestures, physical interference with one's work), or visual (posters, drawings, faxes, email, messaging or texting). It may involve unwelcome sexual advances or unwelcome invitations to participate in offensive conduct. Harassment may originate from staff, faculty, supervisors, students, the general public, or vendors. In whatever form and whatever source, it will not be tolerated by the college.

Reporting Harassment

In some situations, a person may not realize that his or her behavior is inappropriate or unwelcome. If you consider any person's behavior to be inconsistent with college expectations, you are encouraged (but not required) to tell that person that his or her behavior is considered inappropriate and request that the conduct stop. Persons so told should comply immediately and graciously with such requests.

The college must learn of harassment before it can stop it. If you suspect that harassment has occurred, or you believe that you are a victim of harassment, you should immediately report the circumstances to the Title IX Coordinator. You should not presume that the college is already aware of the situation, nor should you presume that it is someone else's duty to report.

If you believe your immediate supervisor is discriminating against or harassing you, you should report the situation directly to the Title IX Coordinator.

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Protection from Retaliation

Supervisors or college leadership may not retaliate against a victim, reporter, or witness of harassment because of his or her report or his or her participation in an investigation into a report of harassment. Any suspicion of retaliation should be reported immediately to the Director of Human Resources.

Respectful Interactions

All of us should understand that standards of respect, consideration, and tolerance must shape our interactions with one another, regardless of whether the violation of such standards is considered unlawful under these Equal Opportunity guidelines. Certain types of behavior may be inappropriate even though they may not be violations of the Anti-Discrimination and Harassment policies.

Title IX

Title IX of the Education Amendments of 1972 prohibits gender discrimination against any participant in an educational program or activity that receives federal funds. In general, no person, on the basis of gender, may be excluded, denied benefits, or be otherwise discriminated against in any academic, extracurricular, research, occupational training, or any other program or training at Colorado College. Concerns related to gender discrimination may be brought to the attention of the Title IX Coordinator.

Disability Accommodation

The college will consider requests for reasonable accommodations for a staff member's disability. If you need an accommodation, it is your responsibility to make an accommodation request. You may make the request through your immediate supervisor or contact The Hartford at 888-301-5615.

Religious Accommodation

The Colorado College community is enriched by individuals of many faiths that have various religious observances, practices, and beliefs. In affirming this diversity, it is our policy and practice to provide religious accommodations for staff unless the accommodation would create an undue hardship to the department or to the college. You may request a religious accommodation to your immediate supervisor or contact Human Resources.

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General Employment Information

Colorado College is committed to assisting all staff to become familiar with information regarding employment at the college. This section provides a general overview of items that all staff members should be aware of during their career with the college.

Unless staff have a signed written contract with Colorado College with contrary provisions, either party may terminate the employment relationship at will without notice, cause, or any prior disciplinary action. The President of the College is the only person authorized to create a contract with any staff member. While Colorado College is an at-will employer, it strives to maintain open and honest communication with staff regarding their performance and to provide staff with an opportunity to be heard regarding any performance concerns.

Hours of Operation

The college's general hours of operation during the academic year are 8:30 a.m. to 5:00 p.m. Monday through Friday. Summer hours may differ depending on the department. Because some departments operate 24 hours a day, staff work schedules are varied and based on departmental need. You are encouraged to talk with your supervisor about schedules for your department.

Meal and Rest Periods

Meal and rest periods, as outlined below, are not intended to be "saved" and "stacked" so that staff can adjust their regular work schedule. Staff and supervisors should discuss scheduling of meal and rest breaks in order to clarify expectations.

If employees are consistently unable to take their meal and/or rest periods after speaking with their supervisor, they should contact HR at: hr@coloradocollege.edu.

Meal Periods

Non-Exempt employees are entitled to and are authorized, permitted, and expected to take a 30-minute, duty-free, unpaid meal period if working in excess of 5 consecutive hours. The meal period should occur during a window that is at least one hour after the shift starts and at least one hour before it ends. If you are not able to take your meal

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period at the regularly scheduled time, notify your supervisor so it may be taken at another time during your shift.

All exempt staff are encouraged to take at least a 30-minute duty-free lunch break.

Rest Periods

Non-exempt employees are entitled to and are authorized, permitted, and expected to take 10-minute, paid rest periods as set forth below:

| Work Hours | Rest Periods Required |
|-----------------------|----------------------------------|
| 2 or fewer | 0 |
| Over 2, and up to 6 | 1 |
| Over 6, and up to 10 | 2 |
| Over 10, and up to 14 | 3 |
| Over 14, and up to 18 | 4 |
| Over 18, and up to 22 | 5 |
| Over 22 | 6 |

If you are not able to take your break(s), notify your supervisor so he/she may help you arrange time for breaks.

Exempt staff are encouraged to take a 10-minute paid rest period for each four hours, or major portion thereof, of work.

Records

The college maintains a personnel file on each staff member that contains records important to timely payment of wages and benefits, and other employment-related matters. You must contact Human Resources (hr@coloradocollege.edu) whenever a change occurs that affects your employment records, such as changes to the following:

- Name;
- Social security number;
- Home address and telephone numbers;
- Marital status and number of dependents (if you have dependent benefits coverage);

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- Beneficiary (if you have benefits coverage);
- Driving record or status of driver license (if you drive on College business); and
- W-4 tax exemptions.

You may make changes to your W-4, race, ethnicity and gender designations, and emergency contacts directly in [Self Service Banner](#).

You may review your personnel file by scheduling an appointment with Human Resources during regular business hours. You may not remove or alter documents in the file; however, you may add employment-related information to the file with approval from Human Resources.

Complete information can be found in the [Personnel Records Policy](#).

Outside Employment

Staff of Colorado College may accept employment outside the college as long as it does not interfere with their normal work schedule, affect their work performance, or represent a conflict of interest.

Complete information can be found in the [Outside Employment and Secondary Employment Policy](#).

Telecommuting

Working in locations other than the regular work site (telecommuting) can be an alternative means of achieving the mission of the college. Supervisors may allow telecommuting when doing so will benefit the college and the staff member.

Employment Definitions

Full-time: Regularly scheduled to work 1400 hours or more per fiscal year (an average of about 27 hours per week).

Part-time: Regularly scheduled to work 1000 to 1399 hours per fiscal year (an average of 19 to 26 hours per week).

Regular Employment: No predetermined end date or an end date that is more than 6 months from the date of hire.

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Temporary Employment: Employment of six months or less. The existence of a predetermined end date does not guarantee employment until that date.

Occasional Employment: A schedule that totals less than 1000 hours per rolling 12 month period.

Exempt: Not eligible for overtime as determined by federal wage and hour regulations. Exempt staff are paid on a salaried basis.

Hourly: Eligible for overtime as determined by federal wage and hour requirements.

Compensation

Compensation Philosophy

Colorado College determines pay for staff positions using applicable market studies. More detailed information regarding [staff compensation](#) is located on the Human Resources website.

Colorado College strives to provide a high-quality liberal arts education to a diverse community of students. Achieving this mission requires an equally diverse group of highly qualified employees who are rewarded and recognized for their contributions. Therefore, the college supports a compensation program that:

- Is aligned with the college's mission, is administered in a financially sustainable manner, and is in compliance with all applicable legal requirements.
- Provides compensation that is competitive within appropriate labor markets and takes into account living wage principles.
- Promotes performance excellence and encourages career development and advancement by rewarding achievements and outcomes.
- Administers compensation in a fair and flexible manner.
- Values campus and community engagement and work/life balance.

Paychecks and Pay Periods

Staff are paid on the 15th of the month and the last working day of each month. For hourly staff, the paycheck on the 15th covers the period of time from the 22nd of the previous month through the 6th of the current month. The paycheck on the last working day of the month covers the period of time from the 7th through the 21st of the current

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month. For exempt staff, the paycheck on the 15th covers the period of time from the 1st to the 15th and the paycheck on the last working day of the month covers the period of time from the 16th through the last working day of the current month. If a payday falls on a weekend, staff will be paid on the Friday before that weekend. Staff may make arrangements for direct deposit of their paychecks through Human Resources or Payroll.

On rare occasions, an error may be made in the calculation of your pay. If an error occurs, you are responsible for immediately reporting the error to your supervisor and to the Payroll office for correction. If an error occurs related to benefit deductions, you must contact Human Resources.

Recording Time

Hourly staff must report all hours worked using the electronic timesheet in Self Service Banner. Hours worked or taken as leave is recorded in 15-minute increments. If you are paid on an hourly basis, you must submit a completed timesheet for your supervisor to review and approve every payroll period to ensure timely payment of wages. The payroll schedule is located on the HR website.

Exempt staff are not required to complete a timesheet, but must complete a leave report every payroll period (even if no leave was taken) in [Self-Service Banner \(SSB\)](#) for the supervisor to approve. Exempt staff record sick leave in 1-hour increments and vacation leave in 4-hour increments.

Overtime

Working extra hours is occasionally necessary at Colorado College. If you are paid on an hourly basis and you need to work hours in addition to your regular schedule, you must have your supervisor's approval before working the hours and you must record all hours worked. If you fail to obtain prior approval, you must still record the hours worked and the college will pay you as appropriate, though you may be subject to discipline for failing to obtain prior approval. Any staff member who is aware of others working "off-the-clock" or who is asked to do so must report this situation immediately to Human Resources.

Hours worked over forty in the workweek by hourly staff will be paid at time-and-one-half the staff member's regular rate of pay. At Colorado College, the workweek begins at 12:01 am on Sunday morning and ends at midnight the following Saturday.

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Vacation time, sick time, holiday time, and other paid but unworked time does not count toward hours worked for overtime purposes. The total of worked time each workweek must exceed forty hours to receive overtime pay.

Exempt staff are not eligible for overtime pay.

Holiday Pay

For all hourly staff required to work on:

Memorial Day, Thanksgiving Day, Christmas Day, New Year's Day - Paid their regular pay plus one and one-half times their regular rate of pay for hours worked OR will be given equivalent time off during the next pay period or an agreed-upon future date within the current fiscal year. The immediate supervisor will determine which option is used.

Independence Day - Paid their regular pay for hours worked and given equivalent time off during the next pay period or an agreed-upon future date within the current fiscal year.

For regularly scheduled work days during the staff spring break, fall break, winter break (which generally includes Christmas Eve and New Year's Eve), (other than Christmas Day and New Year's Day) - Paid their regular pay plus one time their regular rate of pay for hours worked OR given equivalent time off during the next pay period or an agreed-upon future date within the current fiscal year. The immediate supervisor will determine which option is used.

Full- and part-time benefit-eligible exempt and hourly staff are paid their regular scheduled hours for any hours not worked during a holiday or recognized break. Staff must work for at least 5 days following winter break to be eligible for pay during winter break.

Exempt staff who are required to work on a holiday or during fall, winter, or spring break may take time off at a later date with supervisor approval.

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Benefits

We provide a variety of benefits to support our staff during illness, injury, or disability. Other benefits are intended to provide staff with services they will value. All are intended to attract and retain the most talented and qualified staff members for the ultimate benefit of our students and their education.

Complete information on the College's benefit programs can be found at www.mybensite.com/coloradocollege

To learn about enrollment and other common questions, please review the FAQ and various drop-down menu items at the "Benefits & Wellness" section of Colorado College's Human Resources website:

<https://www.coloradocollege.edu/offices/humanresources/benefits/benefits-faq.html>

Eligibility

Staff at Colorado College are eligible for benefits as shown below. If there is a discrepancy between this chart and the summary plan documents, the summary plan documents will control. Regular full- and part-time staff members who have been rehired may receive credit for their previous service if their first period of employment was at least twelve consecutive months. [Please read the complete policy list here.](#)

| | Full-Time | Part-Time | Occasional | Temporary |
|---|---|---|---|---|
| <u>Medical Insurance</u> <u>Dental Insurance</u> <u>Vision Insurance</u> <u>Life Insurance</u> | Eligible the first of the month following the date of hire (DOH), or on the DOH if hired on the first | Eligible the first of the month following the date of hire (DOH), or on the DOH if hired on the first working | Not eligible unless eligible for medical coverage under The Affordable Care Act | Not eligible unless eligible for medical coverage under The Affordable Care Act |

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| | Full-Time | Part-Time | Occasional | Temporary |
|---|---|---|--|--|
| | working day of the month | day of the month. | | |
| <u>Tax-Deferred Annuities</u> | Eligible from DOH | Eligible from DOH | Eligible from DOH | Eligible from DOH |
| <u>Retirement Plan</u> <u>Long Term Disability</u> | Eligible based upon plan requirements | Eligible based upon plan requirements. | Not eligible | Not eligible |
| <u>Business Travel Accident Insurance</u> | Eligible from DOH. | Eligible from DOH. | If working a minimum of 17.5 hrs./week | If working a minimum of 17.5 hrs./week |
| <u>Workers' Comp. Insurance</u> | Eligible from DOH | Eligible from DOH | Eligible from DOH | Eligible from DOH |
| <u>Emeriti Retiree Health Insurance</u> | Eligible from date of hire for employee contributions and at age 40 for college contributions | Eligible from date of hire for employee contributions and at age 40 for college contributions | Not eligible | Not eligible |
| <u>Employee Assistance Program</u> | Eligible from DOH | Eligible from DOH | Not eligible | Not eligible |
| <u>Education Assistance Programs</u> | 1-5 years of full-time service | Not eligible | Not eligible | Not eligible |
| <u>Children's Center</u> | Eligible from DOH | Eligible from DOH | Eligible from DOH | Eligible from DOH |
| <u>View Additional Benefits</u> | Eligible from DOH | Eligible from DOH | Eligibility based on plan documents | Eligibility based on plan documents |

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DOH=Date of Hire

Time Off

Eligibility

Regular full- and part-time staff members who have been rehired may receive credit for their previous service if their first period of employment was at least twelve consecutive months. Please contact Human Resources for more information on previous service credit.

| | Full-Time | Part-Time | Occasional | Temporary |
|---|--|---|-------------------|------------------|
| <u>Vacation</u> | 9-12-month hourly staff members eligible from date of hire (DOH) 12 month exempt staff eligible from DOH | Not eligible | Not eligible | Not eligible |
| <u>Health & Safety (Sick) Leave</u> | Eligible | Eligible | Eligible | Eligible |
| <u>Short-term Disability (STD)</u> | 9-12 month staff eligible after one year of continuous employment | 9-12 month staff eligible after one year of continuous employment | Not eligible | Not eligible |
| <u>Family and Medical Leave</u> | Eligible after 12 months | May be eligible after 12 months | Not eligible | Not eligible |
| <u>Colorado Paid Family Medical Leave (COPFML)</u> | Eligible | Eligible | Eligible | Eligible |
| <u>Holidays</u> | Eligible from DOH | Eligible from DOH | Not eligible | Not eligible |

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| | Full-Time | Part-Time | Occasional | Temporary |
|---|--------------------------|---|--|--|
| <u>Religious Holidays</u> | Eligible from DOH | Eligible from DOH | Eligible on an unpaid basis | Eligible on an unpaid basis |
| <u>Spring, Fall, & Winter Break</u> | Eligible from DOH | Eligible from DOH | Not eligible | Not eligible |
| <u>CC Sponsored Community Service</u> | Eligible from DOH | Eligible from DOH | Not eligible | Not eligible |
| <u>Military Leave</u> | Eligible from DOH | Eligible for DOH | Not eligible | Not eligible |
| <u>Jury & Witness Duty Service & Pay</u> | Eligible from DOH | Eligible from DOH | Eligible on a limited basis | Eligible on a limited basis |
| <u>Time Off for Voting</u> | Eligible from DOH | Eligible from date of hire but on a limited basis | Eligible from DOH but on a limited basis | Eligible from DOH but on a limited basis |
| | | | | |
| <u>Leave of Absence</u> | Eligible after 12 months | Eligible after 12 months | Not eligible | Not eligible |
| <u>Victim Protection Time</u> | Eligible after 12 months | Eligible after 12 months | Eligible in limited situations | Eligible in limited situations |
| <u>Nursing Mothers' Break Time</u> | Eligible from DOH | Eligible from DOH | Eligible from DOH | Eligible from DOH |

Vacation

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You must receive prior approval from your supervisor for vacation time. Consideration will be given to all requests for vacation time and your request will be approved whenever practical. However, your supervisor may deny vacation leave requests that conflict with the operation of the department or if you do not have vacation leave available. Paid vacation is limited to the time accrued and may not be taken in advance.

Complete information can be found in the [Vacation Leave and Accrual Policy](#).

Health & Safety (Sick) Leave

Full- and part-time benefit eligible hourly staff accrue sick leave upon hire at the rate of .0462 hours for each hour worked. Accrual for full- and part-time benefit eligible exempt staff is based on their FTE using .0462 as the multiplier. The maximum accrual is 160 hours.

Non-benefit-eligible staff and student employees accrue sick leave upon hire at the rate of .0333 hours for each hour worked. The maximum accrual is 48 hours.

Employees who are rehired within 6 months of termination will have any Health & Safety Leave balance restored upon rehire.

Short-term Disability

Regular 9-12 month, full-time and part-time staff members are eligible for short-term disability leave when suffering from a non-work-related medical condition and are unable to perform their normal job duties. The amount of short-term disability leave available is based upon medical certification. Employees make leave requests directly to The Hartford at 888-301-5615. The Hartford will review your claim for all leaves available and all leaves available run concurrently.

Colorado College may require a physician's certification of the staff member's ability to safely return to work. In some situations, if a staff member does not return to work following his or her leave or does not continue to work after the end of the leave for a period of time equal to the leave period, the college may recover insurance premiums paid during the leave.

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Complete information can be found in the [Health & Safety \(Sick\) Leave Policy](#).

Family and Medical Leave (FML)

The federal Family and Medical Leave Act (FMLA) guarantees employees who have been employed at Colorado College at least 12 months and worked at least 1250 hours, as much as 12 weeks of unpaid time off annually for the following reasons (26 weeks if caring for a recovering service member):

- The need to care for a spouse, child, or parent with a serious health condition
- The inability to work because of a serious health condition
- The birth, adoption, or placement for foster care of a child
- The need for a spouse, child, or parent of a military member to handle a "qualifying exigency" related to the military member's call to covered active duty. Examples of a "qualifying exigency" may include short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling by someone other than a health care provider, rest and recuperation, post-deployment activities, parental care, or other limited related events or activities, or
- The need to care for a spouse, child, parent, or next of kin who is a recovering service member or covered veteran with a serious health condition incurred in the line of duty

You are required to use paid time available before accessing unpaid time. Such time will still be counted toward, and run concurrently with, any FML to which you may be entitled. You should notify your supervisor and The Hartford of the need for this time at least 30 days in advance or as quickly as practicable after the need for time off becomes known. Employees make leave requests directly to The Hartford at 888-301-5615. The Hartford will review your claim for all leaves available and all leaves available run concurrently.

Staff who need four or more consecutive workdays off must notify their supervisor and request leave from The Hartford. Eligible staff have a right to restoration to the same or an equivalent job upon return from leave of absence under most circumstances. Full insurance benefits continue during this leave of absence unless the staff member fails to pay his or her share of the cost of the benefit.

If a staff member does not return to work following his or her leave or does not continue to work after the end of the leave for at least thirty days, the staff member must

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reimburse Colorado College for insurance premiums paid during leave unless the staff member does not return due to continuation or onset of a serious health condition beyond the staff member's control.

In some cases, a leave of absence for the above reasons may be taken on an intermittent leave or reduced leave basis. In some situations, Colorado College may transfer the staff member to an equivalent position which may better accommodate recurring periods of time off.

Staff absent from work because of their own serious health condition or the serious health condition of an eligible family member may be required to submit certification from a physician at any time during the absence, and also a certification of fitness for duty before returning to work. Staff absent from work because of a qualifying exigency related to an eligible call to active duty, or because of the need to care for a recovering service member may also be required to provide certifications related to these situations. Failure to obtain any of these certifications may disqualify the staff member for approved time off.

Colorado Family Care Act

The Colorado Family Care Act provides up to 12 weeks of leave, using the same eligibility requirements as the FMLA, for employees to care for a civil union or domestic partner.

Complete information can be found in the [Family Medical Leave Policy](#).

Colorado Paid Family Medical Leave (COPFML) The college has a private COPFML plan to provide up to 12 weeks of paid leave to employees who are unable to work due to specific reasons. The paid leave can be up to 16 weeks in cases of complications related to childbirth.

Employees make leave requests directly to The Hartford at 888-301-5615. The Hartford will review your claim for all leaves available and all leaves available run concurrently.

Complete information can be found in the Colorado Paid Family Medical Leave Policy.

Return to Work from Medical Leave of Absence

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Colorado College (through The Hartford) may require a physician's certification of the staff member's ability to safely return to work. In some situations, if a staff member does not return to work following his or her leave or does not continue to work after the end of the leave for a period of time equal to the leave period, the college may recover insurance premiums paid during the leave.

Holidays

Colorado College offices are closed on the following holidays. Regular full-time and part-time staff are paid their regularly scheduled hours on these days.

| | |
|---------------------|--|
| New Year's Eve | Thanksgiving Day |
| New Year's Day | Wednesday before and Friday following Thanksgiving |
| Memorial Day | Christmas Eve |
| Independence Day | Christmas Day |

If July 4th falls on a Saturday it will usually be observed the prior Friday. If it falls on a Sunday it will usually be observed the following Monday. All other holidays are observed on the holiday as it falls in the calendar.

Religious Holidays

The Colorado College community is enriched by individuals of many faiths that have various religious observances, practices and beliefs. In affirming this diversity, it is college policy and practice to provide religious accommodations for staff unless the accommodation would create an undue hardship to the department or to the college. If you wish to request vacation or leave without pay for a religious holiday, contact your supervisor at least five working days prior to the holiday.

College Breaks (Spring, Fall, Winter)

In conjunction with the academic schedule, the college normally closes most operations for a period of time in March, November, and late December for a break. The specific dates of the break are announced each year in the administrative calendar.

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College Sponsored Community Service

Regular full- and part-time staff may request time off with pay to voluntarily participate in any of the college sponsored community activities. Colorado College offers this paid time off 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 time or part of a staff member's job duties, and, therefore, is not compensated except for those days the staff member is normally scheduled to work.

Complete information can be found in the [College Sponsored Community Service Policy](#).

Military Leave

No staff member will be subjected to any form of discrimination on the basis of that person's membership in or obligation to serve in any of the Uniformed Services of the United States. Regular full-time staff members will receive regular base pay for the two week period of reserve duty. Eligible staff may elect to use vacation time or unpaid time for the remaining time away from work.

All staff in the military reserve training program should provide a copy of their report orders to their immediate supervisor and Human Resources as soon as possible.

Jury and Witness Duty

Colorado College recognizes the civic responsibility of its staff members to serve, when called, for jury duty and to appear, when subpoenaed as a witness. When summoned for jury duty or to serve as a witness, a staff member must notify his/her supervisor immediately so staffing needs can be anticipated.

The college will continue the staff member's regular pay during the first ten days of jury duty. The staff member must forward a copy of the Juror Service Certificate to Human Resources in order to receive regular pay. When excused from jury duty early during regular work hours, staff are expected to report for work promptly.

Jury duty pay does not reduce a staff member's vacation or sick time accrual. Any payment made by the court as compensation to the staff member for such service, other than a meal or parking allowance, shall be submitted to the college during the first ten days of jury duty. If a staff member serves on a jury for more than ten days and, as a

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result, is not receiving regular pay from the college, then the staff member may keep the court's compensation.

Time off for Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Because polling places in Colorado are generally open from 7:00 a.m. until 7:00 p.m. it is possible for employees to vote either before or after work and you are encouraged to either vote by mail or vote in person during hours outside your workday or flex your hours on election day. However, if you are voting in person, cannot flex your hours, and do not have at least three unscheduled work hours between 7:00 a.m. and 7:00 p.m. to vote and you need to arrive late or leave early on election day to allow you time to vote you must notify your supervisor not later than the day prior to the date of the election. Hourly employees may code the time for late arrival/early departure on timesheets as Other Paid Leave.

Leave of Absence (LOA)

Following completion of 12 consecutive months of employment, a leave of absence may be granted for up to 4 months for personal reasons. Regular full- and part-time staff must request a leave of absence in writing from their supervisor and human resources must be notified of the request in order to ensure that insurance premiums are accounted for during the leave. LOA's may be granted taking into consideration the work needs of the college. A LOA is not approved for staff to work elsewhere unless such work is related to the staff person's job at Colorado College and has the approval of the immediate supervisor and the respective division head.

You will be required to use any applicable paid leave available to you before unpaid time will be granted for an LOA. Vacation and health & safety (sick) leave accrual will continue during a leave of absence as long as paid time is being used. When unpaid time begins, vacation and sick leave will stop accruing. Full insurance benefits continue during a leave of absence; however premiums paid by the college for dependent coverage, if previously carried, will be reimbursed by the staff member.

A job guarantee may be available, but must be in writing and signed by the division head and the Director of Human Resources to be in effect.

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Termination from LOA Status

Employees may be terminated from LOA status for the following reasons:

- Failure to be present on the first day of work after the leave has expired.
- Falsification of documents or statements to gain LOA.
- Failure to provide certification of fitness for duty or of medical condition from a designated medical provider when requested.
- Reductions in force or layoff.
- Other reasons for dismissal unrelated to the request for leave.

Victim Protection Time

Following one year of employment, a staff member who is a victim of domestic abuse, stalking, or sexual assault may be eligible for up to three days of unpaid time off in a 12 month period to seek a civil restraining order, obtain medical care or seek mental health counseling (for the staff member or dependent children), make the home secure, or seek new housing or legal assistance. The staff member may choose to use any available paid time (vacation, health & safety, or COPFML if eligible).

Requests for victim protection time should be made to the supervisor and to Human Resources in advance of taking the time off unless the staff member is in a situation of imminent danger, in which case the supervisor or Human Resources should be notified as soon as possible. If requesting protection time under COPFML, apply with The Hartford at 888-301-5615. The Hartford will review your claim for all leaves available and all leaves available run concurrently.

If the threat to the staff member might also put other Colorado College employees at risk, the staff member must also notify the Campus Safety Department.

Complete information can be found in the [Victim Protection Time Policy](#).

Nursing Mothers' Break Time

The college will provide a reasonable amount of break time for nursing employees to express milk or nurse for up to two years after the birth of the child. Reasonable may vary based on the individual. Requests should be made to Human Resources.

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Staff will be paid their regular rate of pay for up to two 15-minute breaks per day. Time used during the staff member's lunch break or time used beyond the first two breaks will not be compensated.

The college will provide a private space that is separate from a bathroom area, is shielded from view, and is free from intrusion. Space in the Children's Center will be dedicated to this use, but if that is not convenient, another space will be identified.

Complete information can be found in the [Nursing Mothers/ Break Time Policy](#).

Expectations

The college expects the highest level of professionalism and integrity from employees. The quality of the education we provide depends on the quality of your work and the respectful interactions we have with each other.

Standards of Conduct

Ethical and Professional Behavior

During your interactions with other staff, faculty, students, and members of the community, you must demonstrate respect and civility. You are expected to be present for work on a regular and punctual basis and be competent, honest, and have a positive attitude. You should avoid appearances of impropriety and preserve the confidentiality of sensitive information.

Colorado College staff are discouraged from establishing personal relationships with CC students, because such relationships could make it difficult or impossible to maintain clear and appropriate boundaries. Intimate relationships between staff and students are strictly prohibited. In general, personal activities outside of working hours, personal phone calls/texts that are unrelated to CC, and personal contacts via social networking with students are discouraged.

The college also encourages staff and supervisors to refrain from personal social networking relationships. "Friending" a manager on Facebook, for example, can make it more difficult or impossible to maintain clear and appropriate boundaries for supervisory responsibilities and is strongly discouraged.

Confidentiality

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Depending upon your job duties, you may have access to information that is sensitive, personal, or confidential. Examples of this type of information include:

- Information regarding students and their families;
- Information regarding other employees;
- Information regarding the College and its operations;
- Information about legal or financial matters; or
- Information arising from an allegation of harassment, discrimination, or misconduct.

The information may be in written or verbal form. Regardless of the form and regardless of the source, you must protect the confidentiality of this information. At no time should confidential college information be downloaded or removed from the college without supervisory approval.

Conflict of Interest

A potential conflict of interest exists whenever a person performing in an official, institutional capacity has the ability to choose among options and the choice may affect his/her own welfare or the welfare of a member of his or her family. Potential conflicts of interest are most likely to arise in employment decisions and purchasing decisions. It is everyone's responsibility to identify conflicts of interest and bring them to the attention of the college.

Complete information can be found in the [Code of Ethical Conduct and Conflict of Interest Policy](#).

Misuse of College Funds/Resources

You are expected to follow all college procedures concerning using college resources, cash handling, college credit cards, expense reporting, computer use, personal phone use, and maintenance of a secure work environment. Dishonesty and theft will not be tolerated. Any concerns regarding such behavior should be reported immediately to your supervisor or Human Resources.

Freedom of Expression

Free speech is essential in an academic community and is vigorously defended at Colorado College. However, standards of civility, consideration, and tolerance must

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shape our interaction with each other. Freedom of speech does not include a right to harass, injure, or silence others. Speech by one person that infringes upon the expression of views by someone else will not be tolerated.

Complete information can be found in the [Freedom of Expression Policy](#).

Nepotism in Employment

The college strives to avoid any appearance of a conflict of interest with regard to hiring and promotion decisions.

Complete information can be found in the [Nepotism in Employment Policy](#).

Gifts and Gratuities

The college's [Code of Ethical Conduct policy](#) states that staff may not give to, or receive gifts from, persons doing business with the college unless of a nominal value (\$100 or less).

Business Attire

The generally accepted attire at Colorado College is business casual although each department may establish different requirements based upon the services provided by that department. The customary expectation is that staff members will not wear clothing with any printed message, with the exception of the Colorado College logo or messages related to Colorado College. Questions about the expectations in your department should be directed to your supervisor.

Attendance

Regular and timely attendance is an essential duty of all positions at Colorado College. If you need to be gone for a planned absence, you must make sure you have the approval of your supervisor and you must request the time off in advance. Staff who fail to report to work for three consecutive days without notifying their supervisor or division head may be deemed to have abandoned their jobs and voluntarily resigned.

Attention to Written Guidance

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You are expected to become familiar with this handbook and any policies and procedures that are specific to your role and department and adhere to all as stated. Questions or concerns about any such information should be brought to the attention of your supervisor, division head, or human resources.

Safety and Efficiency

You are expected to be a good steward of the college's resources by avoiding wasteful practices, to perform your job as efficiently as possible, and to make suggestions about methods that make the college more productive. You are expected to observe safety rules and contribute to a safe workplace.

Performance Excellence

The college understands the importance of a workforce that is highly prepared for the work they are being asked to do. Performance Excellence implies that every staff person is prepared to bring a high level of expertise every day and that each person is engaged in ensuring that the mission of the college is achieved.

Performance Feedback

You should receive feedback from your supervisor throughout the year regarding the success that you are achieving as well as feedback on any performance issues that need attention.

New employees typically receive a review of their performance following completion of 90 days of employment. Annual performance reviews are generally conducted in the spring and take into account the employee's job knowledge and skill, achievement of goals, and success related to core competencies.

Performance Improvement

Although the college anticipates that all staff will be successful, performance issues do occur from time to time that require specific attention from the supervisor. To address concerns that are ongoing or have reached a critical level, your supervisor may complete a Performance Improvement Plan (PIP) with you that identifies the outcomes that are expected. The PIP is intended to provide you with an opportunity to address concerns and seek out additional resources to help you be successful.

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Professional Staff Development

The college is committed to assisting staff to increase and improve their job knowledge, skills, and abilities, and to provide promotional opportunities, to the extent possible. Human Resources offers a variety of learning events through the [EXCEL@CC program](#). Staff are encouraged to talk with their immediate supervisor regarding professional development opportunities.

Corrective Action

Each staff member is responsible for maintaining high standards of behavior and performance. Supervisors are expected to work closely with staff who are not meeting expectations by providing timely coaching and counseling that assists the staff in their efforts to improve. In the absence of improvement, the college will use a more formal level of corrective action that may include a performance improvement plan, verbal and/or written warnings, suspension, or termination of employment. Depending on the severity and other circumstances related to the staff member's behavior, the college reserves the right to immediately terminate employment.

Problem Solving Procedures

Problems arising in the workplace should be addressed as quickly and efficiently as possible so that everyone involved can focus on the successful completion of their job duties. If you have concerns related to your employment with Colorado College, your first step should be to discuss your concerns with your immediate supervisor. If unresolved at that level, you can seek assistance from your respective division head. You may contact Human Resources at any time to discuss your concerns. The college expressly forbids retaliation for voicing a concern provided it is done in good faith.

Drug and Alcohol Free Workplace

The unlawful use, possession, distribution, manufacture or dispensing of controlled substances or alcohol is prohibited on Colorado College property or as part of any of the college's activities.

As an educational institution, Colorado College attempts to educate its community members about unlawful use of controlled substances and alcohol, and to encourage appropriate, responsible behavior. The college recognizes that chemical dependency of any sort is a major health problem and encourages staff who need help in overcoming

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such dependency to use the counseling, treatment and rehabilitation programs available to them.

If you are convicted under a criminal drug statute, you must notify the Director of Human Resources within 5 days from the date of the conviction.

Prescription drugs prescribed by your physician may be taken during work hours as long as they do not constitute a safety risk, do not cause mental impairment, and are not illegal under federal law. You must notify your supervisor if the use of prescribed drugs may adversely affect your work performance. The college will not tolerate abuse of prescription drugs at work. In addition, being under the influence of substances, such as marijuana, that may be legal under State law but remain illegal under federal law, will not be tolerated.

The college reserves the right to conduct a drug or alcohol test as a condition of employment for new employees. The college may also conduct a drug or alcohol test for any employees on a random basis or on the basis of a reasonable suspicion of drug or alcohol use. If you are notified of a required test, you must report to the testing facility immediately and you must release the results of the test to the college.

Staff attending college related social functions or serving as a representative of the college at other events may consume alcohol at such functions provided they engage in limited use and conduct themselves in a manner that reflects favorably upon themselves and the college.

Complete information can be found in the [Drug-Free Campus and Workplace Policy](#).

Workplace Safety

Colorado College is committed to creating and maintaining a work environment that is free from intimidation, threats, and violent acts. Prohibited acts include, but are not limited to, verbal abuse, stalking, harassment, inappropriate aggression, assault, and other threatening behaviors. Acts of intimidation, violence, or threats will be considered serious misconduct.

The possession of weapons of any kind on campus is prohibited. This prohibition also applies to anyone with a concealed weapons permit. You should report any concerns regarding threatened or actual workplace violence to Campus Safety, your immediate

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supervisor, and Human Resources immediately. The college will maintain the confidentiality of any such report to the greatest extent possible.

Complete information can be found in the [Workplace Safety Policy](#).

Computers and Information Technology Services

College Business Only

The information systems provided to staff, including telephone systems, computer systems, and access to the internet, are provided for college purposes. Personal use of these systems should be kept to a minimum and at no time should personal use of college systems interfere with the timely completion of job duties or of any other college operations. Staff may not access or download personal items, including music, pictures, or inappropriate sites or information (gambling, pornography, chat rooms, etc.).

Harassment Prohibited

You should never send messages that contain sexually explicit images, messages, or cartoons, or any ethnic slurs, racial epithets, or any other material that could be construed as harassment or disparagement of others based on their race, national origin, sexual orientation, gender, gender identity or expression, age, disability, religious or political beliefs, or any other classification protected by law.

Password and Security Code Protection

The college expects everyone to respect password-protected information. With the exception of the management review or inspection mentioned in the next paragraph, the college will not tolerate sharing passwords or using others' passwords.

College Property

All computer and information systems, as well as the data that are transported over, stored by, or transmitted by the systems, are the property of the college regardless of their origin or intent. Consequently, these systems, including password-protected files, telephone messages and conversations, email messages, and social networking activity, may be reviewed or inspected by college management at any time. Staff members should never have an expectation that any information they access, store, or provide using college systems is private. This information may also be included on back-up disks for an indefinite amount of time.

Copyrightable Works and Work Product

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The college shall own the copyright to any copyrightable work conceived in whole or in part during the course of your employment involving or relating to the use of college resources.

Social Media Use

Personal social networking activity should not be conducted during working time but rather before or after work, or during breaks or the lunch period. Personal social networking activity should never contain confidential information regarding our students, faculty or other staff. In addition, in order to prevent the appearance of a conflict of interest, the college prefers that employees not identify themselves as employees of Colorado College on these personal sites.

You should also be aware that there may be times when a particular posting may call into question a staff member's ability to work at Colorado College (e.g., comments reflecting a tendency to violence, extreme poor judgment, or an inability to perform the functions of a job). You are encouraged to think carefully about the impact of any posting on the college's ability to carry out its mission effectively.

Telephone Use

Colorado College telephones are for college business use only. Personal telephone calls should be kept to a minimum.

If you bring a personal cellular phone to work, you must keep its use to a minimum. You should turn the ringer to "vibrate" or "silent" and calls on these phones should never result in an interruption to college activities or business.

Driving on College Business

If you drive your personal vehicle on college business, you must maintain insurance with an insurance carrier. In the event of an accident on college business, you will be required to submit a claim to your personal insurance carrier.

If your job requires you to drive a college vehicle, we will require proof of a valid driver license. In addition, a motor vehicle review is conducted on a regular basis to determine your insurability under the college's vehicle insurance policy. Violations that prevent you from driving a college vehicle as part of your job may disqualify you from performing your job with the college.

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Whether you drive your personal vehicle or a college vehicle on college business, you must report any moving violation or driving convictions (including DWI or DUI) to your supervisor and the Director of Human Resources within 5 days of the conviction.

Inspections and Searches

The college reserves the right to conduct searches and inspections to protect college property, equipment, and operations as well as to help maintain a safe and efficient working environment for the benefit and protection of all college faculty, staff, and students. You are expected to cooperate in the conduct of such inspections and searches, which may involve college vehicles, offices, computers, lockers, desks, filing cabinets, and files as well as any items brought on to college premises, including (but not limited to) staff vehicles, backpacks, purses, lunch bags, and briefcases.

Complete information can be found in the [Inspections, Searches and Confiscation Policy](#).

Political Activity

As a tax-exempt organization, the college may not endorse or oppose any candidate for public office or engage in more than minimal activity to influence legislation. Accordingly, the college expects all staff to scrupulously avoid anything that might appear to violate these restrictions on political activity. However, these restrictions do not forbid presentations for educational purposes. Further, there is a distinction between endorsement by the college as an institution and endorsement by others who might be using our facilities.

The college is also prohibited from using campus mail for the distribution of political campaign materials.

Solicitation

The college strives to establish a work environment that is productive and without undue disruptions to the workday. Therefore, solicitation by one staff member 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.

Complete information can be found in the [Distribution of Printed Materials and Solicitation Policy](#).

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Fund-Raising

Any fund-raising efforts undertaken on behalf of Colorado College must receive prior approval from the Advancement Division. Questions about the college campus fund-raising policy should be directed to the Vice President for Advancement.

General Campus Information

Safety and Security

Colorado College makes every attempt to ensure that the environment is safe for students, faculty, staff, and visitors and places a high priority on the identification and remediation of situations which are potentially unsafe or damaging.

When potential safety concerns are observed, staff must:

- Contact Campus Safety at 719-389-6707 OR
- Call 911

When potential environmental protection concerns exist, staff must:

- Immediately report the concern to the appropriate supervisor, and
- Contact the [Environmental Health and Safety office](#).

Emergency Telephones

Emergency telephones are located at strategic points around the campus. These telephones are for use in the event of an emergency. Campus Safety will respond immediately to the location of the call. Please see the [Campus map](#) for the locations of these telephones.

Campus Safety Services

Staff are encouraged to call 719-389-6340 for an escort if they arrive or leave the campus during the dark or work on weekends or holidays.

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The [Campus Safety Department](#) has professional safety officers who are dedicated to providing a safe environment 24/7. Campus Safety has formed a cooperative relationship with the Colorado Springs Police Department, which assists in patrolling the campus to keep our community safe.

The security of faculty, staff, and students, along with college and personal property is a 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.

Severe Weather

Absent the college closing due to hazardous weather conditions, staff should consider their safety in determining when, or if, to report to work and communicate their availability to their supervisors during periods of severe weather. Staff who choose not to report to work due to weather conditions even though the college is open must use a vacation day, personal day, leave without pay, or adjust their work schedule.

Complete information can be found in the [Severe Weather Policy](#).

Smoking in the Workplace

Smoking is not allowed in any college-owned, -leased, or -operated buildings, building entrances, or in college owned vehicles. Effective January 1, 2018, smoking and the use of other tobacco products is prohibited on all college property.

Complete information can be found in the [Smoke and Tobacco Free Campus Policy](#).

Personal Property

The college assumes no responsibility for the loss or damage of a staff member's personal property.

Bicycle Use

Bicycles are not permitted inside buildings, with the exception that staff may bring their bicycles into their offices for safekeeping.

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COLORADO COLLEGE

OFFICE OF HUMAN RESOURCES

o (719) 389-6421

f (719) 389-6926

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Bicycles blocking entryways, doors, stairwell banisters, or ramps will be picked up and held by Campus Safety or residence hall staff. Hindering traffic flow in and out of buildings violates both the City fire code and College policy. Parked bicycles should be kept locked at all times.

Complete information can be found in the [Bicycle, Motorized Scooter, Inline Skate, and Skateboard Policy](#).

Children in the Workplace

Under most circumstances, bringing children to your office or workspace during regular business hours is not appropriate. When a situation exists where you feel it is necessary to bring your child to work, please obtain prior approval from your supervisor.

Dogs on Campus

Dogs may be allowed in college buildings with prior approval from your immediate supervisor. Dogs should not be left unattended in offices or tethered on campus. Any dog that becomes a nuisance will be permanently barred from the building and/or the campus.

Complete information can be found in the [Campus Dog Policy](#).

The Campus Dog Policy does not apply to service animals. The College complies with the [Americans with Disabilities Act \(ADA\) on Service Animals](#).

College Identification Card (Gold Card)

Eligible CC employees will be issued an identification card that allows them and eligible dependents access to Tutt Library, the college fitness center, and tickets for campus events. Please contact the staff at [the Worner Center desk](#) for additional information.

Keys

Campus keys are issued at Facilities Services and can only be duplicated by Facilities Services. You will be charged for lost keys and you may not pay the charge from departmental funds. Broken keys will be replaced without charge when returned to

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Facilities Services. When your employment ends, you must return all keys to Facilities Services.

Lost and Found

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

Parking

Colorado College parking hang tags are required for students, faculty, and staff for all vehicles parked on campus during the academic year. Vehicles must be registered at Campus Safety within one week after arrival and a payment plan selected if parking on campus.

Ending Employment

Colorado College strives to ensure that employees who leave the college have all the information necessary to making their exit as smooth as possible.

Resignation

Colorado College requests that you provide at least 14 calendar days' notice before the effective date of your resignation. Your letter of resignation should be addressed to your supervisor with a copy to Human Resources for your personnel file. The letter should include the last day of work, your reason for leaving, and any changes in your forwarding address.

Retirement

Staff members who wish to retire from Colorado College must meet specific age and length of service requirements. Please contact Human Resources if you are planning on retiring.

Regular full- and part-time staff are eligible for retirement on the date the staff member attains:

- Age 55 with at least 10 years of service, or
- Age 60 with at least 5 years of service.

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Exit Interviews

You are responsible for scheduling an appointment with Human Resources prior to your last day of employment to return college property, discuss termination of benefits, arrange for any outstanding debts you may have to the college, and address any questions about your final paycheck. The meeting may also include a review of your employment experience, and discussion of any suggestions you might have for improvements to the college.

Key Staff Contacts

| | |
|--|----------------|
| Vice President of People & Workplace Culture | 389-6202 |
| Assoc. VP, People Operations | 389-6422 |
| Assoc. VP, Workplace Culture | 389-6194 |
| Talent Acquisition Specialist | 389-6331 |
| Payroll Manager | 389-6420 |
| Title IX Coordinator | 389-6881 |
| Ombudsperson | 389-6110 |
| Chaplain | 389-7986 |
| Assistant Director, Wellness Resource Center | 227-8101 |
| Employee Assistance Program | 1-800-272-7255 |
| Campus Safety | 389-6707 |
| Facilities | 389-6568 |
| Worner Campus Center Desk | 389-6607 |

Staff Resources

At any time during your career with Colorado College, you may have the need for guidance and support related to your employment or related to personal circumstances. At such times, you are encouraged to contact any of the following resources.

Human Resources - HR is available to assist staff with concerns that are impacting their success at the college. HR staff can provide counsel on resolving conflict, effective communication strategies, and creating positive work relationships.

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Assistant VP, Civil Rights/Title IX Coordinator - The Civil Rights/Title IX Coordinator is a resource to staff who believe they have been discriminated against or harassed because of gender or another protected class.

Staff Council - Comprised of representatives from across the college, Staff Council acts to promote the interests of all staff and advises the President and campus leadership on matters that impact staff.

Ombuds Office - The Ombuds Office provides a confidential resource for staff who wish to discuss concerns or obtain information about college policies and processes.

Employee Assistance Program (EAP) – Guidance Resources provides short term counseling, crisis services, and legal/financial services to benefits-eligible staff, their spouses/domestic partners, and dependent children.

Chaplains - The chaplain fosters the life of the spirit by inviting authentic spiritual exploration and meaningful religious commitment.

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