

EMPLOYEE HANDBOOK

PEOPLE | ACCOUNTABILITY | INTEGRITY | LEADERSHIP



COWLEY[®] COLLEGE

Employee Handbook Acknowledgment and Receipt



The employee handbook describes important information about Cowley College, and I understand that I should consult my supervisor or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Cowley College voluntarily and acknowledge that there is no specified length of employment.

Accordingly, either I or Cowley College can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that, other than the President of the College, no manager, supervisor or representative of Cowley College has any authority to enter into any employment agreement. Only the Board of Trustees of Cowley College has the ability to adopt any revisions to the policies in this handbook.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Cowley College. By distributing this handbook, the College expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein. **If there is a discrepancy between language in this Handbook, College Policy will always supersede.**

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Cowley College, and the College reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

(Non-Faculty): I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Cowley College is employment at will, which may be terminated at the will of either Cowley College or myself. Furthermore, I acknowledge that this handbook is not a contract of employment. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Cowley College or myself.

(Faculty): I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Cowley College is determined by my Faculty Contract. I acknowledge that this handbook is not a contract of employment. I also understand that the terms of my employment are outlined by my current Faculty Contract and the current Faculty Master Agreement.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Faculty: I have received this handbook, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to the policies except when the subject of the policy is superseded by a provision in the Faculty Master Agreement or is included as a term and condition of professional service under the Kansas Professional Negotiations Act, K.S.A. 72-5413 *et seq.*

Printed Name

Signature

Date

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Cowley College Employee Handbook (rev.02/13/2024)

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Message from the President

Welcome to Cowley College!

Thank you for choosing Cowley College as your work place. The College is celebrating 100 years of serving students and the community, made possible through the vision, hard work and dedication of faculty and staff. Cowley College has a long history of quality improvement and I encourage employees to “step outside the box” to develop new initiatives and improve current processes. I am always open to new ideas on ways to improve on the services we provide as a comprehensive community college.

It is a great time to be a Tiger!

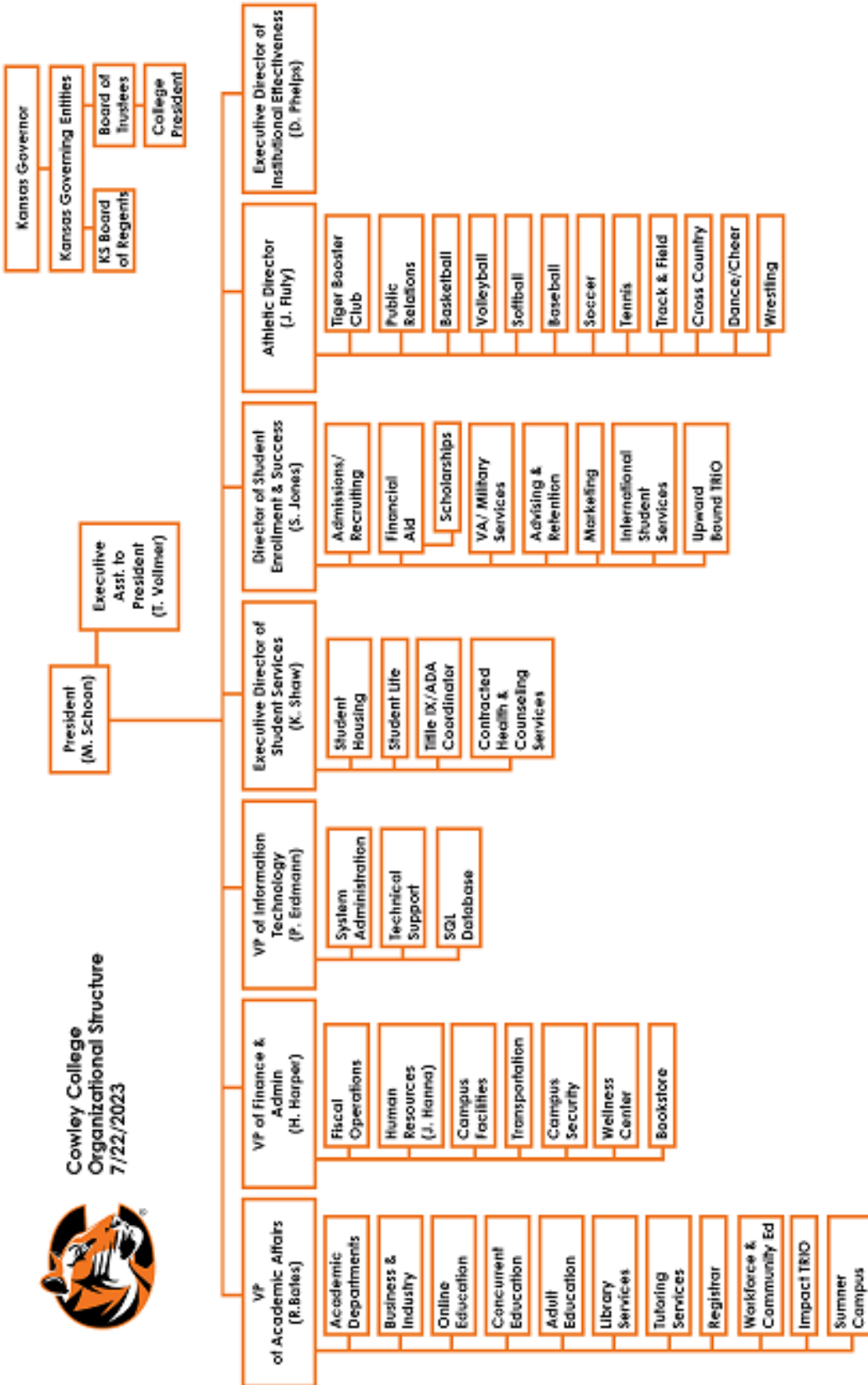


Dr. Michelle Schoon

Interim President and Vice President of Academic
Affairs



**Cowley College
Organizational Structure
7/22/2023**



Cowley College Mission Statement & Commitments (Policy 101.00)

Mission Statement

Cowley College is committed to providing opportunities for learning excellence, personal achievement, and community engagement.

Cowley College Vision Statement

Champion the relevance of two-year colleges in higher education through holistic learning and workforce development opportunities.



Strategic Theme

With integrity and passion, Cowley College advances its mission and vision by supporting the attainment and demonstration of life skills in the areas of critical thinking and problem solving, communications, citizenship, computation, and technology.



Core Values

Cowley College is dedicated to the continual pursuit of excellence by embracing our core values, the fundamental principles that guide our actions: People, Accountability, Integrity and Leadership.

People

- We emphasize the importance of human relationships, diversity, and a sense of community.
- We provide student-centered instruction.
- We provide a safe, learning environment where joy, humor, and teamwork are embraced.
- We encourage open communication and the sharing of ideas.



Accountability

- Our students will receive a quality education.
- The College will provide students the opportunity to take an active role in their success.
- All employees are responsible and committed to excellence.
- We are accountable to the community to educate students and to sustain and improve society.



Integrity

- We regard honesty, trust, and respect as essential principles in our academic, personal and professional standards.

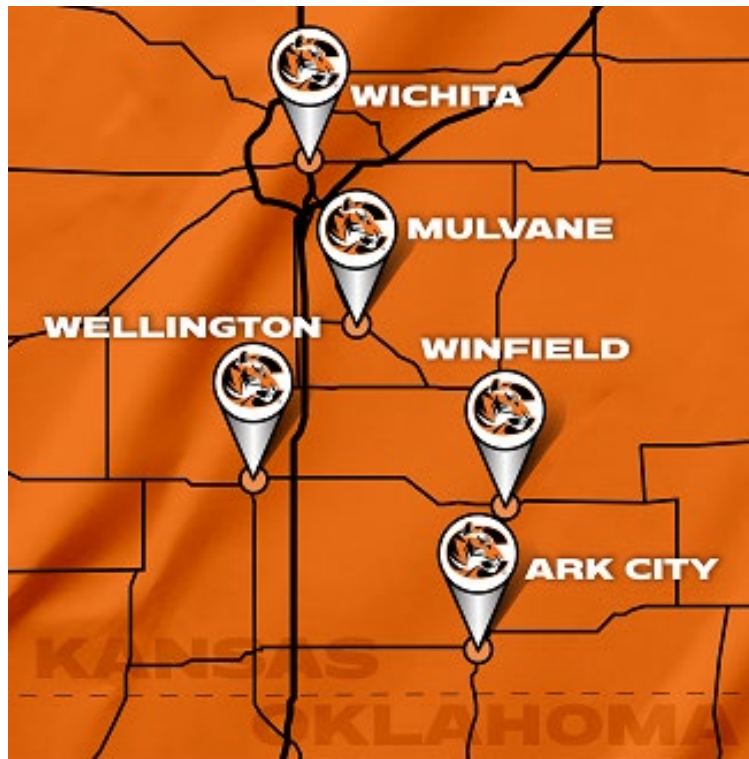


Leadership

- We provide a positive atmosphere that fosters personal and professional growth.
- We empower students and employees to be innovative and visionary.
- We are an ethical leader in the field of education



Campus Locations



Arkansas City Main Campus

Although we are a two-year college, Cowley College's main campus is like a university, but with that hometown, family feel. Cowley offers over 120 program pathways in the areas of: Natural Science, Mathematics & Computer Science; Humanities, Visual & Performing Arts; Business and Social Sciences; Career & Tech Education; and Health & Human Services.



Winfield Campus Allied Health Center

Winfield Campus is home to the Emergency Medical Services and Allied Health programs at Cowley College including Emergency Medical Services (EMT), paramedic (MICT), Critical Care Emergency Medical Transport (CCEMPT), CNA/CMA, pre-nursing, phlebotomy, long range adult care, medical transcription, and pre-athletic training. Our programs are nationally recognized with certification rates as high as 100% for our Paramedic, EMT and CNA graduates.

Mulvane

The Mulvane Center offers classes scheduled to accommodate working adults with face-to-face, online and hybrid offerings. The Mulvane campus main focus is on SEA (Science,



Engineering and Academics) curriculum. The Mulvane Technical Education Center focus on certificates and associate's degrees in Automotive Technology and Welding.

Wichita



At our Wichita location, our advisors can assist you in exploring a new career or major. They can help enroll you in classes held at any of our Cowley locations and can also assist you with financial aid procedures.

Wellington

Cowley College's newest campus features two state-of-the-art facilities: The Technology & Innovation Center and the Short General Education Building. Programs offered here include: Agricultural Studies (Farm & Ranch Development), Computer Science and Information Technology (App Development, App Development-Databases & Applications, Software, Security and Development Game Development, Information Security and Information Technology Foundations), and Manufacturing (Welding, Machine Tool and Mechatronics).



Cowley College Accreditation and Recognition

Cowley College is accredited by the Higher Learning Commission and member of the North Central Association. (230 North LaSalle Street, 7-500, Chicago, IL 60604; 312.263.0456; or info@hlcommission.org) also accredited by the Kansas State Board of Education.



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Individual Program Accreditations

The Cosmetology program is accredited by the Kansas State Board of Cosmetology.

The EMS Education program is accredited by the Committee on Accreditation of Educational Programs for EMS Professions.

Employment Policies

At-Will Employment (Policy 109.00)

Cowley College is an "at-will" employer, and as such, employment with Cowley is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the College (except the President or Board of Trustees) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Equal Opportunity (Policy 128.00)

Cowley College is an equal opportunity employer. The College prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender and identity expression, genetic information, marital status, political affiliation or other legally protected category. Cowley College conforms to the spirit as well as to the letter of all applicable laws and regulations. In addition to federal law requirements, Cowley College complies with applicable state and local laws governing nondiscrimination in employment in every location in which the College has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Statement of Non-Discrimination

Cowley College is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender and identity expression, genetic information, marital status, political affiliation or other legally protected category. The College will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College programs, activities and facilities. The College does not discriminate in admissions, educational programs, or employment on the basis of

any factor outlined above or prohibited under applicable law. This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity. Inquiries concerning the college's compliance with its



non-discrimination policies may be referred to the Student Affairs Office or the Human Resources Office at 125 S Second St, Arkansas City, KS 67005 or by calling 620.442.0430.

Harassment

Harassment is a form of unlawful discrimination and violates Cowley College policy. Cowley College prohibits harassment, of any kind. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender and identity expression, genetic information, marital status, political affiliation or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individuals' employment opportunities.

Employee Complaint Policy (Policy 150.00)

Cowley College provides its employees with a fair process to present and resolve employment relationship problems or concerns that negatively impact the workplace. Any employee may bring forward a work-related complaint that is not covered by another policy or procedure. If the complaint is from a faculty member regarding the interpretation or application of the Master Agreement, the faculty member must adhere to the Grievance Procedure guidelines. If the complaint is regarding illegal harassment, discrimination or retaliation, the employee should submit the written complaint directly to the Director of Human Resources.

Retaliation

No employee shall retaliate or discriminate against another employee because of an employee's filing of or participating in the review of a complaint. Retaliation includes

taking any action which may have a materially adverse impact on the terms or conditions of employment including, but not limited to, increasing discipline, demotion, changes in pay or hours, or material changes in job duties or functioning, if such action is taken because of the employee's filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid. Any person believing that retaliation has taken or is taking place should immediately report the matter to the Director of Human Resources

Personnel Records (Policy 121.00)

Cowley College's Human Resources Department is responsible for maintaining various types of information on each employee to ensure complete, accurate and current information. Personnel files serve as the historical record of information concerning the employee from date of hire to separation. Employee personnel records will be retained according to state and federal requirements.

An employee may contact the Human Resources Department to view their personnel file. If an employee disagrees with information contained in their file, the employee may submit a written rebuttal to Human Resources that will be placed in their file. A written request is required from a former employee when requesting access to their employment information.

Performance Appraisals (Policy 114.00)

The performance of every full-time classified employee in the organization will be annually evaluated, by their immediate supervisor, to make sure that all employees know how they are doing in terms of carrying out their job duties and requirements. Newly hired employees will be evaluated after a 90-day introductory period. These performance appraisals may be used as a factor in pay-increase decisions, performance-improvement counseling efforts, and determinations of training needs. They will also be a significant factor in promotion decisions made to fill vacant positions within the organization.



Performance appraisals will be conducted annually according to the schedule determined by the Director of Human Resources. While formal appraisal sessions are an annual event; supervisors are expected to observe, and provide feedback on, their employees' performance throughout the year. Supervisors should document information or incidents that would be

helpful in making appraisals.

Weapons Policy (Policy 126.00)

Cowley College will abide by State of Kansas Statute for higher education institutions regarding weapons on campus. If there should be an illegal use of a weapon, Cowley College reserves the right to terminate, expel, and/or prosecute the individual, as deemed necessary, to the full extent of the law.

BloodBorne Pathogens (Policy 184.00)

The College recognizes that employees and students may be exposed to human blood and body fluids that could be infectious. The College shall adopt an exposure control plan which conforms with current regulations of the Kansas Department of Human Resources (KDHR), Kansas Department of Health and Environment (KDHE) and consistent with the Occupational Safety and Health Administration (OSHA) standards. The Plan shall be accessible to all employees and shall be reviewed annually. All staff shall receive the training and equipment necessary to implement the plan.

Identity Theft Protection (Policy 148.00)

The risk to the college, its employees and students from data loss and identity theft is of significant concern to the college and can only be reduced through the combined efforts of every employee and contractor. The college adopts this sensitive information policy to help protect employees, students, contractors and the college from damages related to the loss or misuse of sensitive information. This policy and protection program applies to employees, contractors, consultants, temporary workers, and other workers at the college (volunteers, student ambassadors), including all personnel affiliated with third parties.

Employee Code of Conduct (Policy 111.00)

College employees are expected to follow acceptable business and professional practices and to exhibit personal and professional integrity and objectivity at all times. General expectations of behavior and conduct acceptable to the college and/or the community at large:

- Ethics and integrity are the responsibility of each individual. Every college employee, and any other person acting on behalf of the College, is responsible for behaving in a professional and courteous manner when engaging with their fellow employees, students, the Board of Trustees, and members of the public. Such behavior will exemplify ethical conduct consistent with the policies and core values of the College while upholding the reputation of the College.
- No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions per College policy 140.00 Exemption from Alcoholic Beverages and 127.00 Drug-Free Workplace.
- Smoking is not permitted in College facilities per College policy 125.00 Use of Tobacco on Campus.
- College employees are expected to be clean and dress within the limits of general trends of dress at this college per College policy 159.00 Professional Attire.
- College employees are not to be disruptive, but demonstrate professional conduct.
- College employees are expected to respect the rights and property of others.
- Falsification of college records will not be tolerated.
- Compliance with college policies, procedures and/or regulations is expected of all college employees.



Drug-Free Workplace (Policy 127.00)

The College supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989.

The College, in fulfilling the requirements thereof, states the following regarding the work-related effects of drug use and the unlawful possession of controlled substances on company premises.

- Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College premises or while conducting College business off College premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.



- In the event a supervisor of an employee has a reasonable basis to believe that an employee possesses or is under the influence of illegal drugs or alcohol on the job, the supervisor may send the employee home, with an escort if appropriate, require a test by urinalysis or blood sample to determine the presence of drugs or alcohol, or take other action reasonably believed necessary under the circumstances. The determination of a reason to believe that a person is under the influence of drugs or alcohol includes, but is not limited to, any of the following criteria: slurred speech, smell of alcohol, impaired motor coordination, radical mood swings, disorientation, change in demeanor, bloodshot or dilated eyes, and other similar observations. Supervisors will be educated to recognize these and other signposts or symptoms of drug or alcohol use/abuse.
- The College recognizes drug dependency as an illness and a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use our employee assistance program in health services and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any non-medical record.
- Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College

business. A report of a conviction must be made to the Director of Human Resources within five (5) days after the conviction.

- An employee, who violates this policy, including a refusal to submit to alcohol/drug testing upon request, will be subject to appropriate disciplinary action including suspension, demotion, non-renewal and/or termination.

Use of Tobacco on Campus (Policy 125.00)

Tobacco use of all forms is prohibited in all college buildings. Smoking is permitted outdoors on campus; however, smoking is prohibited within 25 feet of any building entrance and is also prohibited within 25 feet of any designated "smoke free" outdoor table. Student violations are to be dealt with per Policy 403.00. Staff violations are to be dealt with per policy 111.00.

Attendance (Policy 163.00)

Employees are expected to report to work at their scheduled starting times on each scheduled work day.

- Excessive absenteeism shall result in disciplinary action which can include discharge. "Excessive absenteeism" is defined to include but not be limited to those absences beyond allowed leave, or repeated and unexcused absences.
- There are occasions when employees cannot report to work. In those circumstances, the employee must notify the supervisor at least 15 minutes prior to the scheduled starting time if he/she is to be absent from work or late. If the supervisor cannot be reached, a message should be left with the person answering the phone and the employee shall then notify the director of Human Resources. Notification to a fellow employee is not proper notice. Employees must give the reason for the anticipated tardiness or absence, where they can be reached, and their anticipated time away from work.
- Employees must either notify the supervisor on each consecutive day of absence or give an anticipated return date. The supervisor may require a physician's certificate in the event of a medical absence.
- An employee who is absent from work two consecutive days without notifying the college is considered a voluntary quit and will be terminated for cause.
- Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. Employees who must leave

work before the end of their scheduled shift must notify a supervisor immediately.

Inclement Weather – Implications to College Operations

The safety of our employees and students is very important. There may be occasions when our service areas experience inclement weather. Inclement weather is a weather condition that causes a major disruption to transportation and the operations of business and schools. Such examples may include: hurricanes, tornados, floods, blizzards, snow and ice storms.

In the event of inclement weather, it is the College's discretion whether to remain open, delay the start or suspend on-campus operations and classes for the day.

If the college decides to delay the start of operations or close for the entire day, all employees will receive their regular rate of pay for the hours delayed or closed. *Delays and closing are not considered paid personal days (sick or vacation).* As such, employees may be required to *work remotely*, in other words, to perform certain required work duties during such time from their home location.

Employees must decide for themselves whether they can arrive safely to work when inclement weather exists. If an employee is not able or comfortable to come to work *on a day when the college is open*, then the employee must notify their supervisor and may use their personal leave (i.e. non-sick) time for the day.

Crisis Management/Workplace Violence (Policy 130.00)

The College shall establish a crisis management plan to deal with various crises which might threaten the resources of the College and the physical safety of students, employees, and the general public. Such plans should address, without limit; natural disasters, fire, industrial accidents, criminal activities, workplace violence, and similar situations which require the orderly management of resources and processes to protect life and property. Each such plan shall provide for effective means of communication with students, employees, and the public.

In the development of such crisis management plans, the following underlying principles shall apply: The protection of human life and health is of the utmost importance.

- College property and other resources shall be protected and preserved wherever possible consistent with the primacy of human health and safety.
- The College shall, whenever possible, assist federal, state and local governments, disaster management and relief agencies, etc., and may allocate facilities, equipment and personnel to assist in the event of natural disasters.
- The College shall cooperate with federal, state, and local disaster management and law enforcement agencies with respect to any crisis occurring on College property and/or involving College personnel or students.
- Plans should provide for coordinated efforts of appropriate campus or agency staff, such as physical plant, campus security, student affairs, health services, etc., and for the designation of a single individual as coordinator supported by a designated crisis management team.
- The College attorney shall be consulted in cases where the legal responsibilities of the College are unclear.



- Any act of violence by any college member – staff, faculty, student, guest, or visitor shall not be tolerated and shall be grounds for repercussions, discipline, and/or dismissal. Physical or verbal abuse, harassment of any person, or any action or conduct that threatens or endangers the health or safety of any such person

will not be tolerated against any person on College-owned, at College-sponsored events, or while performing their essential functions for the College.

- "Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with this college, including students and employees, never feels threatened by any employee's actions or conduct.
- Communications shall be from the President or his/her designee with respect to crises affecting the College.
- The Crisis Management Team shall inform the President and the Clerk of the Board of any crisis that has occurred or that is threatening life, health, or College property, and give periodic status reports as information is available. The Clerk of the Board shall, in turn, keep members of the Board of Trustees property informed.
- Appropriate information shall be provided routinely to College employees and students to enable their cooperation in a potential crisis.

Conflict of Interest (Policy 137.00)

A potential conflict of interest arises whenever a person is identified pursuant to this policy as having a direct or indirect financial interest with The College.

A person has a financial interest if the person has, directly or indirectly, through business, investment or family (a) an ownership or investment interest in any entity with which The College has a transaction or arrangement, or (b) a compensation arrangement with The College or with any entity or individual with which The College has a transaction or arrangement, or (c) an actual or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which The College is negotiating a transaction or arrangement. Compensation includes direct or indirect remuneration as well as gifts or favors that are more than incidental.

It is the intent of Cowley College to avoid whenever possible, even the appearance of impropriety, each employee and Board member will:

It is the intent of Cowley College to avoid whenever possible, even the appearance of impropriety, each full-time employee and Board member will:

- Immediately disclose any direct or indirect arrangement, agreement, investment or other activity with any vendor, supplier, or other party doing business with the College, or changes therein
- Refrain from participation in any discussion, selection, award, vote or administration of a bid or proposal, purchase, or contract with which the employee or Board member has a potential conflict of interest.

The provisions of this policy do not apply to expenditures for materials, goods, wares, or services required to reconstruct, remodel, repair or equip buildings, vehicles and/or equipment when such purchase is necessitated by the occurrence of a loss because of an emergency situation. An emergency is classified as any event or activity that is life-threatening or jeopardizes the safety of the college, and/or the wellbeing of the constituents of the college. Reference Board Policy 132.00 for additional clarity.

5. For purposes of this policy, immediate family shall mean the spouse, child, parent, in-laws, siblings, step-parent, step-child, grandparent, or grandchild.

Whistleblower Policy (156.00)

Cowley College requires all employees to conduct the business of the College in an ethical, honest, and legal manner. It is the policy of the College to comply with all applicable federal, state, and local laws in the conduct of College business.

Serious, unlawful misconduct includes illegal, fraudulent, unethical, or dishonest activity. Examples include but are not limited to:

- Violations of federal, state, or local laws
- Fraudulent financial reporting
- Billing for products or services not received or performed
- Improper supplier, vendor, or contractor activity
- Theft or inappropriate use of College funds or property • Malicious use of College technology resources
- Negligent or reckless behavior directed at a person or property
- Forgery or unauthorized alteration of documents or college records
- Computer fraud or data security breaches • Other unethical or illegal misconduct involving the College's business or financial affairs

Acceptance of Gifts (Policy 136.00)

It is Cowley College policy that no employee shall benefit personally from purchases made with College funds. In implementing this policy:

- No employee may receive kickbacks, refunds, products, or discounts in any form from vendors as a result of business transactions with the College.
- No employee may solicit or accept any items of value for personal gain from any person or company known to have a business or professional relationship with the College in exchange for a promise for future College business.

- Vendors who provide such benefits make such benefits to the College and as such, benefits should be directed to the President so that the benefit may be acknowledged and used for College purposes.
- Employees may accept meals offered in the conduct of College business.
- Employees who receive such benefits from vendors or persons with business relationships with the College and use such for personal gain are subject to appropriate discipline, up to and including termination.

Pets and Animals on Campus (Policy 145.00)

Pets and/or other animals are prohibited from all college facilities except:

1. Animals used for teaching with prior approval of the Chief Academic Officer.
2. Service animals assisting an individual with a disability.
3. Approved emotional support animals (residence rooms only).
4. Animals used by law enforcement or search and rescue.



For purposes of this policy, a service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, and an emotional support animal is any animal that provides emotional support alleviating one or more symptoms or effects of a person’s disability. Where it is not readily apparent that an animal is a service animal or emotional support animal, the College may ask if the animal is required because of a disability and what work or task the animal has been trained to perform. Individuals requesting an emotional support animal as an accommodation must register with the Student Accessibility Coordinator and complete all necessary documentation.

Technology Use (Policy 143.00)

The purpose of all technology resources at Cowley College is to promote and enhance education, instruction, and research activities in accordance with the College's mission statement. College employees are not to participate in the following activities while using College technologies. These activities are unethical and/or unacceptable and may

violate state or federal laws:

- Loading or installing software on any computer or on the network without approval by the Computer Center staff.
- Attaching or installing any equipment not owned by the College on any computer or on the network without approval by the Computer Center staff.
- Modifying or moving (on or off campus) any technology equipment or software without prior authorization from the appropriate college administrator.
- Performing any act that will interfere with the normal operations of the College's technology. This includes connecting any unauthorized equipment to the computer network.
- Excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks.
- Unauthorized personal use. Information technology resources, including e-mail and the web, shall not be used for personal commercial gain, for charitable solicitations unless these are authorized by the appropriate college administrator, for personal political activities such as campaigning for candidates for public office, or for lobbying of public officials.
- Use of technology resources to threaten, harass or offend others. Technology resources shall not be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation. Fraudulent, threatening, obscene, or pornographic use for distribution, to harass, or intimidate is prohibited.
- Attempting to gain or gaining unauthorized access to the network, any computer, or the files of another person.
- Undermining password security. No one should use the username or password of another; nor should anyone provide his or her username or password to another, except in the cases necessary to facilitate computer maintenance and repairs by the Computer Center staff.



- Willful misrepresentation of yourself as another person in any electronic communication.
- Distributing unsolicited mass mailings. This includes information not directly dealing with College business, events or announcements such as electronic chain letters, advertisements of for-sale items, community events, etc., without authorization from the appropriate College administrator.
- Using any College technology resource to violate local, state, or federal law, or another College policy.
- Violating libel, copyright, fair-use, or trademark laws while using Cowley technology resources.

Social Networking (Policy 149.00)

Cowley College recognizes the benefits of social networking for use by our institution, employees, and the public. Social networking platforms and other internet communications are valuable, supplemental forms of communications for the purposes of recruiting students, enriching academic programs, recruiting athletes, promoting student activities, distributing information about the college's programs and services, and networking alumni. To balance the risk associated with engaging in social networking, Cowley College shall maintain Social Networking Procedures that establish guidelines for each of these groups.



Employees are an extension of the Cowley College brand and are encouraged to use good judgment and exercise personal responsibility when engaging in social networking through personal accounts. Users will be expected to abide by applicable laws and regulations. The college has the authority to make use of disciplinary measures including suspension, dismissal and termination with respect to any faculty or non-student staff member who is found to have made an improper use of social media

Assignment / Use of Employee Work Area (Policy 110.00)

Employees may be assigned a designated work area. This work area is to be used by the employee for the benefit of the College and its students. Such area should be kept in a

neat and orderly fashion, presentable to the public. Employees may display personal items in their workspace, provided they meet the following:

- No tape should be used on walls, ceilings, or equipment to hang items.
- No permanent fasteners should be used, if needed, please submit a work order to maintenance.
- Personal items should not be offensive to the public or co-workers.
- Personal items should be appropriate to the educational environment.
- Lit candles and other open flames will not be allowed in any indoor space, including offices, conference rooms, or commons areas. This is not intended to restrict any faculty supervised open flame educational demonstrations, such as are common in science labs or vocational program shops, nor any uses by maintenance personnel in the repair of College property or equipment.
- Employees may not paint or otherwise modify their work areas. If specific improvements need to be made to any work area, those requests should be submitted through a Facility Change request form with the appropriate signatures.
- Employees will follow any guidelines set forth by the Fire Marshall to maintain a safe workspace.

Use of College Property (Policy 141.00)

College property is purchased for the use of the institution in the pursuit of established educational goals. Property will not be used for other than College purposes nor moved from the building or facility without permission of the appropriate administrator

College Vehicles (Policy 153.00)

The College Vehicles are for use by College personnel for College business and student activities. The vehicles are scheduled upon receipt of an approved Trip Request



Employees must obey all traffic laws, whatever the jurisdiction. All passengers must wear seat belts at all times while traveling, and all equipment and luggage must be secured in a safe manner. Smoking, including electronic cigarettes, and tobacco products of any kind are not to be used in any college vehicle. No pets or animals are

allowed in college vehicles, except an approved service animal. Texting while driving is prohibited.

Keys to College Facilities and Equipment (Policy 155.00)

College property should be kept as secure as possible, yet remain available for its intended uses. Keys to College facilities and equipment will be issued on an as needed basis as authorized by College Administration. Keys will only be issued with a properly completed approval form which has been signed by both the appropriate supervisor and Vice President of Finance and Administration. Temporary employees or official volunteers of the College will be issued keys only for the duration of their contract. Vendors needing keys to complete an approved contract must sign in with the Director of Maintenance or designee.

Employee Pay

Each employee's salary is subject to Federal Insurance Contributions Act (FICA) withholdings as required by the Internal Revenue Service (IRS), which includes FICA (Social Security) and/or FICA-Medicare (Medicare), and such withholdings are paid directly to the IRS through payroll deduction

All Cowley College employees will be paid on a monthly schedule. The official payday will fall on the last business day of each month.

Employees are required to have direct deposit for the payment of their wages using either a savings or checking account at the financial institution of their choice. Employees using direct deposit must have appropriate financial institution information provided to Human Resources. An employee does not have a financial institution for direct deposit purposes, the employee will be issued a pay card where wages are loaded onto it for usage like a debit card.

If the employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 and Form K-4 must be submitted to the Human Resources office.

Cowley College does not allow for pay or salary advances.

A work hour is any hour of the day that is worked. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Monday and ending on Sunday.

A normal workday begins at 8:00 a.m. and ends at 4:30 p.m., Monday through Friday. All full-time employees are provided a 45-minute lunch break. Lunch breaks should be scheduled within the department, allowing for the best operation of the College.

Non-Exempt Employee Pay

Non-Exempt employees will be paid in accordance to the Fair Labor Standards Act (FLSA). The College will pay for all hours worked. A non-exempt employee is not permitted to provide work for the College without getting paid for all time worked. Time worked includes all time that an employee is required to be performing duties for the College. Time worked is used to determine overtime pay required for non-exempt employees.

Overtime is defined as hours worked by an hourly or non-exempt employee in excess of 40 hours in a workweek. Non-Exempt employees who exceed 40 hours of work time in a workweek will be paid time and one half for the hours worked over 40 hours. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time. The workweek begins at 12:00 a.m. on Monday morning and ends at 11:59 p.m. on Sunday night.

Employees are required to obtain approval from managers prior to the use of overtime. Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. During busy periods, employees may be required to work extended hours.

Non-exempt employees must accurately record the time they begin and end their work,

as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. All non-exempt employees are to record their time worked through the College time keeping system.

It is the employee's responsibility to certify the accuracy of all time recorded. The supervisor of the department will review and then approve the time record before submitting it for payroll processing. In the event of an error in reporting time, employees must immediately report the problem to the department supervisor.

Altering, falsifying, tampering with time records or recording time on another employee's time record will result in disciplinary action, up to and including termination of employment.

Exempt Employee Pay (Policy 120.00)

In accordance with the Fair Labor Standards Act (FLSA), exempt employees who are required to be paid on a salary basis may not have their pay reduced in certain circumstances.

Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform NO work at all for the organization.

Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are therefore specifically prohibited by Cowley College, regardless of the circumstances. Managers or supervisors violating this policy will be subject to discipline up to and including termination:

- Jury duty.
- Attendance as a witness.
- Temporary military leave.
- Absences caused by the employer.
- Absences caused by the operating requirements of the College.
- Partial day amounts other than those specifically discussed below.

- The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases, deductions may be permissible as long as they are consistent with other College policies and practices.
- Absences for personal reasons other than sickness or disability, including vacation leave (partial days must be paid).
- Absences of one or more full days due to sickness or disability.
- Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due the employee for the week. No deductions can be made for failure to work for these reasons, however.
- Penalties imposed in good faith for infractions of safety rules of major significance or serious workplace misconduct. Examples of workplace conduct that would be appropriate for reducing the wages of an exempt worker include: sexual harassment, violence, drug or alcohol citations, violations of state or federal laws. Safety rules of major significance include those relating to the prevention of serious danger in the workplace or to other employees.
- Unpaid disciplinary suspensions of one or more full days in accordance with Cowley County Community College's employee discipline procedures.
- Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
- Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act (FMLA).

Benefits: Full-Time Employees (Policy 112.00)

Kansas Public Employee Retirement System (KPERs)

Each full-time employee of the College is required by state law to be a member of the Kansas Public Employee Retirement System (KPERs) and must contribute a part of their salary toward retirement benefits with KPERs.

Health and Dental Plan Participation

All full-time employees are required, as a condition of employment, to participate in the college sponsored health and dental group insurance at the single level. Coverage for family members under both insurances is available to the employee. All full-time employees are eligible to receive medical and dental insurance the first of the month upon completion of 30 days of employment. If hired on the first of a given month,

benefits will become effective on the first day of the coming month.

Plan/Deductible Year

Our Benefits Plan and our Deductible year run from September 1st to August 31st each year.

Open Enrollment

August is our Open Enrollment period where employees can review and make changes to their plan selections. Elections made during this open enrollment period remain effective for 12 months unless you experience an IRS-approved “qualifying event”.

Qualifying Event

Examples of qualifying events include:

- Marriage or Divorce,
- Death,
- Birth or adoption of child,
- Change in employment status,
- Change in dependent eligibility status,
- Loss of or significant change to your current coverage, or
- Judgement decree or court order

A qualifying event change must be made within 60 days from qualifying event to make the change.

Benefits at Termination

Upon separation of employment, an employee’s elected medical and dental coverage will remain in effect until the last day of the month following the date of separation. A COBRA (Consolidated Omnibus Benefit Reconciliation Act) packet of information will be mailed to the employee’s address on file detailing continuation of coverage details.

Benefit Stipend

The Board of Trustees shall pay to a fringe benefit plan, or through a benefit stipend to each full-time employee. The amount of the benefit shall be pre-approved by the Board and applied to the full-time employees’ fringe benefit options available in the college’s approved Internal Revenue Code (I.R.C.) Section 125 Plan Cafeteria Plan. Each full-time employee may allocate the sum paid on his/her behalf or benefit stipend among the

various fringe benefits available in the approved pool of benefit plans. Full-time employees may receive the monetary difference between the Board's approved fringe benefit plan/stipend and the cost of the health and dental insurance plan at the single (employee) rate as salary or to pay for other fringe benefits offered in the I.R.C. 125 plan.

Voluntary Insurance Plans

Cowley College offers a variety of voluntary insurance plans and services to full-time employees including: vision, voluntary life insurance (employee, spouse and children), short term disability, accident, cancer and 403(b).

Wellness Center

All full-time employees, employee's spouse, and dependent children age sixteen (14) and over receive membership at the Wellness Center at no cost to the employee.

Cowley College Bookstore

All employees (full-time, part-time and adjunct instructors) will receive a 10% discount on regular priced merchandise (textbook and other exclusions may apply). Employee must show college employee ID card for discount. During the employee's birthday month, the employee will receive an email coupon for 25% off one regular priced item.

Visual & Performing Arts Plays, Musicals, and Events

Full-time employees are entitled to one free admission ticket for each Cowley College produced theatre performance

Cowley College Athletic Events

All employees, and their families get free general admission into all home athletic games (must show college employee ID card)

Tuition and Textbook Scholarship

The Board will grant tuition and scholarship books for each full-time employee, Board of Trustees, spouses and/or dependents (per Federal guidelines) enrolled at Cowley College. Any fees will be the responsibility of the employee/board member. All textbooks must be returned back to the bookstore at the conclusion of each semester, or the costs of the textbooks will be the responsibility of the employee.

Tuition Reimbursement

The College will establish a pool of funds to reimburse tuition of full-time employees to continue their education at an accredited institution of higher education. Only courses that Cowley does not provide are eligible for tuition reimbursement. An employee can receive reimbursement for a maximum of \$750.00 (tuition only) per fiscal year.

Employee must have completed a minimum of three years of continuous services at time of application.

Employee Assistance Program

Empac is an Employee Assistance Program (EAP) dedicated to providing excellent services and the members or their households. Empac's employer sponsored services



are designed for personal or family issues including mental health, substance abuse, marital problems, parenting challenges, emotional issues as well as financial and legal concerns. Empac offers up to 12 face to face visits per issue.

Empac will make an appropriate referral based on the assessment. The benefit gives employees and their family members up to six sessions with an Empac counselor *free of charge*. EMPAC is available 24/7/365 and is completely confidential. **1-800-234-0630**

Telemedicine

We offer all benefits-eligible employees access to a telemedicine option through BC/BS Telemedicine. This will provide employees and *covered* family members with an alternative to waiting for a doctor's appointments or having to go to the emergency room for non-emergency treatment. Employees will have the option of calling toll free number and talking directly to a licensed physician. Telemedicine offers members 24/7/365 access to tele-health consults via phone (1-8447-SEE-DOCS) or secure video/audio connections — whenever they need it.

Disability Insurance (Administrative Council Members only)

The Board of Trustees shall pay at the single membership premium for disability insurance in an approved disability insurance plan for each administrative council member.

Paid Time Off Benefits

Cowley College offers a healthy paid-time-off benefit to all full-time employees (full-time faculty follow a different plan as outlined in the Faculty Master Agreement).

Holidays

Full-time employees will be granted twenty-one (21) paid holidays each year. For a listing of these paid holidays, please refer to the Academic Calendar online at www.cowley.edu.



Should a holiday fall on a weekend, the holiday may be observed on the workday closest to the holiday.

Time off (unpaid) may be granted to employees who desire to observe a religious holiday that is not recognized by the College.

Professional Development Day: Each Fall and Spring semester, Cowley College closes its operations for one day each semester to educate our employee with information and topics designed professional growth and development. *Attendance to these dates is mandatory for all full-time faculty and staff.*

Vacation Leave: (Full-Time, Non-Faculty Employees) (Policy 166.00)

Cowley College recognizes the importance of employees' having leisure time to tend to non-work matters. Therefore, the College will attempt to grant all employees vacation leave at the time they desire to take it. However, the College must maintain adequate staffing at all times and may require full-staff within departments for special times in the College calendar. Therefore, vacations must be scheduled in advance and with prior written approval from the employee's supervisor.

Eligibility and Accumulation

Earned vacation for all regular, full-time employees (non-faculty) accrues 30 days after the date of hire and is reflected on the first of each month. All regular, full-time, employees (non-faculty) are eligible to use their accrued vacation after the first month of full-time employment. Employees on a 10-month contract do not accrue vacation hours.



Administrators/Executive Level Employees

Vacation is earned by the eligible Administrators at a rate of 13.33 hours per month of full-time employment (equivalent to approximately 20 days per year).

Administrators are allowed to accumulate a maximum of 30 days (240 hours). Once 30 days of vacation are accumulated, no further accumulation will be allowed.

Directors and Staff Instructors

Vacation is earned by the eligible Directors and Staff Instructors at a rate of 10 hours per month of full-time employment (equivalent to approximately 15 days per year).

Directors and Staff Instructors are allowed to accumulate a maximum of 22.5 days (180 hours). Once 22.5 days of vacation are accumulated, no further accumulation will be allowed.

After 10 years of full-time service, eligible Directors and Staff Instructors earn vacation at a rate of 12 hours per month (equivalent to approximately 18 days per year).

Director and Staff instructors are allowed to accumulate a maximum of 27 days (216 hours). Once 27 days (216 hours) of vacation are accumulated, no further accumulation will be allowed.

Hourly and Salaried Staff

Vacation is earned by the eligible hourly and salaried staff at a rate of 6.67 hours per

month of full-time employment (equivalent to approximately 10 days per year).

Hourly and Salaried Staff are allowed to accumulate a maximum 15 days (120 hours). Once 15 days of vacation are accumulated, no further accumulation will be allowed.

After 10 years of full-time service, eligible Hourly and Salaried Staff earn vacation at a rate of 10 hours per month (equivalent to approximately 15 days per year). Hourly and Salaried Staff are allowed to accumulate a maximum of 22.5 days (180 hours). Once 22.5 days (180 hours) of vacation are accumulated, no further accumulation will be allowed.

Category	0-10 years Full-time Service		10+ years of Full-time Service	
	Accrual Hours Per Month	Maximum Accrual Hours Allowed	Accrual Hours Per Month	Maximum Accrual Hours Allowed
Administrators	13.33	240	13.33	240
Directors and Staff Instructors	10	180	12	216
Hourly and Salaried Staff	6.67	120	10	180

Use

Employees may use their vacation leave in any way that meets their needs. An employee’s supervisor must approve all paid vacation leave in advance, except in the case of an emergency. Approval of vacation leave is contingent upon the needs of the department and the overall College operations. Vacation time may be used in ½ hour increments.

Employees must take vacation leave in at least one-hour increments. Vacation leave pay is calculated based on the employee’s base pay rate at the time of absence, and it will not include any special forms of compensation, such as overtime or shift differentials.

Accrual of Vacation Leave Benefits during Paid Leave

All employees who are actively at work or on paid leave-such as vacation leave or sick leave days- will continue to accrue paid leave benefits provided by Cowley College.

Accrual of Paid Leave Benefits during Unpaid Leaves

Employees on unpaid leave by the College are not entitled to accrue vacation leave. This applies to employees who are receiving income replacement benefits such as short-term disability, long-term disability or workers’ compensation. However, employees on

eligible military leave may be entitled to reinstatement of all benefits that would have been accrued, but for being absent on military leave, upon returning from military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

When an employee is on leave that is protected by the Family and Medical Leave Act (FMLA), that employee will continue to accrue paid leave as long as the employee is using paid leave benefits. If an employee on FMLA leave uses all paid leave in accordance with the College's FMLA policy and remains unable to return to work, the remainder of the FMLA leave will be unpaid. An employee will not accrue vacation leave during any period of unpaid FMLA leave.

Termination of Employment

Upon termination of employment, all accrued but unused vacation time may be paid to the employee in the final paycheck. Resignations from director level positions and higher are required to provide a 30-day written notice to receive vacation leave payout. All other positions will be required to provide a two-week written notice to receive vacation leave payout. Vacation leave pay is calculated based on the employee's base pay rate at the time of termination of employment, and will not include any special forms of compensation, such as overtime or shift differentials. The College will not pay

Sick Leave – Full-Time Non-Faculty Employees (Policy 165.00)

All regular, full-time, non-faculty employees earn sick leave pay at the rate of one (1) working day [eight (8) hours] per month.

Employees are eligible to use accrued sick leave after the first month of full-time employment.

Unused sick leave is cumulative to a maximum of one hundred (100) working days [eight hundred (800) hours]. The College will pay each full-time, non-faculty employee with sick leave in excess of one hundred (100) days twenty-five dollars

(\$25.00) per day over the one hundred (100) day maximum accumulation limit. Sick leave pay is calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation such as overtime or shift differentials.



- Sick leave shall be granted for personal illness only, however may be considered for serious illness or death of immediate family members. Immediate family, for purposes of this policy, includes spouse, child, parent, grandparent, grandchild, sibling, mother or father-in-law, son or daughter-in-law, and brother or sister-in-law. In addition, sick leave may be utilized by the employee parent of a minor child to provide care as required due to illness or need for medical treatment of the child or for care of spouse, parent or adult child per FMLA guidelines. Use of sick leave for immediate family as defined above is not automatic and is contingent upon the recommendation of the immediate supervisor, approval of the appropriate administrator, and the needs of the college at the time of the request. Absence is not to exceed a reasonable amount of time, usually three days. More time may be granted at the recommendation of the supervisor and approval of the appropriate administrator.
- Employees must take sick leave in at least half hour increments. Employees absent for an entire day must claim eight (8) hours of sick leave during regular operating hours, and adjusted appropriately for summer hours. Absences of more than two (2) days may require certification by a physician before the salary for the period of absence is paid. Employees desiring to use sick leave for any reason should make arrangements with their supervisor as far in advance as possible and submit a sick leave request. If not completed before the absence, employees must submit a sick leave request on the first day of return to duty.
- Employees may utilize accumulated vacation leave in lieu of sick leave.
- Employees who are on paid sick or vacation leave will continue to accrue paid sick leave benefits as provided by the College. Employees on unpaid leave are not entitled to accrue sick leave. This applies to employees who are receiving income replacement benefits such as short-term disability, long-term disability or workers' compensation. However, employees on eligible military leave maybe entitled to reinstatement of all benefits that would have been accrued, but for being absent on military leave, upon returning from military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Please see policy 129.00 for leave related to the Family and Medical Leave Act (FMLA).

- Absences in excess of accumulated sick leave are deducted from the employee's salary for the amount in excess of accumulated leave. See Attendance Policy for guidelines regarding excessive absences.

Sick Bank/Parental Leave

Employees who have encountered a qualifying event such as childbirth, placement of child for adoption, or catastrophic illness or injury and who do not have sufficient sick leave or vacation days may apply for days from the Sick Leave Bank/Paid Parental Leave.

- Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee. Such illness or injury must be severe enough in nature to force the employee to exhaust all personal leave (sick and vacation) and potentially lose compensation.
 - Parental leave is defined as leave granted during the first four (4) weeks immediately following the birth of a child or placement of a child with an employee in connection with adoption. The purpose of paid leave is to enable the employee to care for and bond with their newborn or newly adopted child. In no case will an employee receive more than four (4) weeks of paid parental leave in a rolling 12-month period.
 - If the employee is approved for leave beyond the four (4) weeks of paid parental leave, they must use their sick and vacation time.
 - Employees not returning to work after paid parental leave may be required to reimburse the sick bank hours used with the employee's remaining leave hours.
- All applications for Sick Leave Bank/Paid Parental Leave for catastrophic illness or injury must be accompanied by a licensed physician's statement which states the beginning date of the condition, a description of the illness or injury, and the anticipated date the employee will be able to return to work. Employees whose sick leave days from the bank are not required to pay them back.
- Full-time employees, including those employees who have contributed to the bank and who have been employed by the College for one full year, may apply for Sick Leave Bank/Paid Parental leave.
- Sick leave bank days run concurrently with FMLA.
- Approved applicants may be granted days from the requested start date until a combination of their sick leave, vacation days and bank days have reached a

maximum of one hundred twenty (120) days or until the bank is exhausted. Each day equates to 8 hours. Days may be taken in whole or half day increments.

- Employees may qualify for absence-without-pay under the same provisions as professional employees provided written permission is given by the employee's supervisor and approved by the appropriate administrator.

Family and Medical Leave Act (FMLA) (Policy 129.00)

Cowley College will comply with the Family and Medical Leave Act (FMLA), as amended. The company posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act. Information is posted in the office of Human Resources and in each Academic Center. In addition, the policy will be available to all employees on the Intranet and College website.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Director of Human Resources.

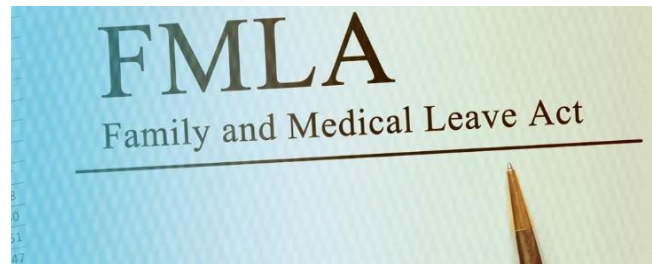
General Provisions

Under this policy, the College grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered Service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination (paid and unpaid leave), depending on the circumstances of the leave and the availability of the employee's paid-time-off benefits.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted,



provided that the break in service does not exceed seven years (unless the break is due to National Guard or Reserve military service obligations).

- The employee must have worked at least 1,250 hours during the 12 -month period immediately before the date when the leave is requested to commence. Time spent on paid or unpaid leave will not be counted while determining the 1,250 hours of eligibility.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and the ability to care for the newborn.
- The placement of a child for adoption or foster care and to care for the newly placed child.
- To care for a spouse, child or parent with a serious health condition (as defined by the FMLA regulations).
- The serious health condition of the employee (as defined by the FMLA regulations). An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee’s position. Employees with questions about what illnesses are covered under this FMLA policy are encouraged to consult with the Director of Human Resources.
- Qualifying exigency leave for families of members of the National Guard, Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty (as defined by the FMLA regulations) or called to covered active duty.
- Military caregiver leave (also known as covered Service member leave) to care for an injured or ill Service member or veteran.

Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. Cowley College will

measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the college will compute the amount of leave the employee has taken under this policy in the last 12-months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above during a single 12 - month period. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the College and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the College and each wish to take leave to care for a covered injured or ill Service member, the husband and wife may only take a combined total of 26 weeks of leave. Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Employee Status and Benefit During Leave

While an employee is on leave, the College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status after Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The College may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Use of Paid and Unpaid Leave

An employee who is taking FMLA leave must use all paid sick and vacation leave prior to being eligible for unpaid leave. Once all sick and vacation leave is exhausted,

the remaining FMLA leave will be unpaid.

Intermittent Leave or a Reduced Work Schedule



The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total

of 12 workweeks (or 26 workweeks to care for an injured or ill Service member over a 12- month period).

The College may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Certification for the Employee or Family Member's Serious Health Condition

The College will require certification for the employee or the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. The College has the right to ask for a second opinion. The College will pay for the employee or employee's family member to get a certification from a second doctor, which the College will select. The College may request recertification for the serious health condition, as allowed by the FMLA regulations.

Certification of Qualifying Exigency and/or Serious Injury or Illness of Covered Service member for Military Family Leave

The College will require certification of the qualifying exigency for military family leave or for the serious injury or illness of the covered Service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. The College may request recertification for the serious health condition, as allowed by the FMLA regulations.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Director of Human Resources. Within five business days after the employee has provided this notice, the Director of Human Resources will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the College with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the College's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Director of Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Workers Compensation Benefits (Policy 117.00)

Cowley College believes the best approach to containing incidents and costs is to keep injuries and illnesses from occurring. We are committed to utilizing our resources to provide a safe work environment for everyone.

The College is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must *immediately* notify their department supervisor and Human Resources. All medical treatment must be pre-authorized by the Director of Human Resources, except in emergency situations.

The following medical facilities are the designated workers' compensation treatment centers.

Ark City Clinic
510 W. Radio Lane
Arkansas City, KS 67005
Phone: (620) 442-2100

Wichita Clinic
3311 E. Murdock St.
Wichita, KS 67208
Phone: (316) 689-9111

Mulvane Family Medical Center
1004 SE Louis Drive
Mulvane, KS 67110
316-777-0176

Sumner County Family Care
507 E. 16th St. #1
Wellington, KS 67152
620-326-3301

Urgent Care of Cowley County
1305 E. 19th Street
Winfield, KS 67156
620-705-5050

For a SERIOUS INJURY OR ILLNESS (or any treatment that should not wait until clinic hours the next day) seek emergency treatment at the nearest emergency medical center to you.

Our employees are our greatest asset and we are committed to providing prompt, high quality medical care and return our injured employees to productive employment as soon as medically possible.

An injured employee will work with a team including the treating medical provider, our insurance carrier, and Cowley's administration to return them to their original position if possible.

Injured employees will work modified or transitional work if available until they are able to resume normal duties.

All of our modified work is temporary and our intention is to facilitate a return to regular work duties as soon as possible when medically feasible.

Again, we are excited to have you as part of the Cowley College family. We look forward to your success and contribution in making Cowley the very best. Should you have any questions about anything contained in this Employee Handbook, please do not hesitate to contact the Human Resources Department. We wish you the very best! Again, welcome to our Cowley family!