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MESSAGE FROM THE PRESIDENT

We are pleased to provide you with a copy of the Luther College Staff Handbook. The handbook is intended to serve as both a guide and a reference source. If you have questions concerning any of the information, I encourage you to talk with your supervisor or contact the Office of Human Resources.

The strength and resiliency of the Luther College community is directly related to the dedication shown by its most valuable resource, the faculty and staff. Each of you plays a vital role in the teaching and learning mission of this institution, and it is a joy and privilege to join with you in this important work.

Sincerely,

Paula Carlson

Paula Carlson, Ph.D.
President
INTRODUCTION

This staff handbook is designed to acquaint staff with Luther College and to provide information about working conditions, benefits, and some of the policies affecting employment. It is your responsibility to read, understand, and comply with all provisions of this handbook.

No handbook can anticipate every circumstance or question regarding college policy. Accordingly, the college reserves the right to amend, supplement, interpret, rescind, or deviate from any policies or portions of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. This handbook supersedes and revokes all prior statements of policy at the college, whether oral or written, as well as any provisions of prior individual employment agreements.

If this handbook does not address a matter of interest to you, or if you are uncertain about something after you have read the applicable policy, please do not hesitate to ask your supervisor or to contact the Office of Human Resources.

Nature of At-Will Employment

Employment at Luther is voluntarily entered into, and as an employee you are free to resign at will at any time, with or without cause, and with or without notice. Similarly, the college may terminate the employment relationship at will at any time, with or without cause, and with or without notice. None of the policies in this handbook are intended to alter the at-will nature of your employment, nor does anyone at the college have authority to alter the at-will nature of the employment relationship, except through a written agreement signed by the President of the college.

The policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Luther College and any of its employees.
HISTORY OF LUTHER COLLEGE

After discussions extending over several years, the Norwegian Evangelical Lutheran Church in America decided on October 10, 1857, to found a college and began to gather subscriptions for a building fund. In the same year it also decided that, until such time as suitable buildings could be erected, students should be sent to Concordia College and Seminary in St. Louis, and that a Norwegian professorship should be established there. The first three students went to St. Louis in 1858 and five more followed the next year. The Norwegian professorship was filled in 1859, when Rev. Laur. Larsen was appointed, entering officially upon his duties October 14, 1859. Hence October 14 was designated as Founders’ Day by the college.

With the outbreak of the Civil War, disorders arose in St. Louis. Concordia College and Seminary closed in April, 1861, and Professor Larsen and students returned home. At its meeting in June 1861, the church decided to proceed at once to establish its own college. In August, although a building in Decorah had been rented and partially renovated, college authorities decided to make use of a newly erected vacant parsonage at Halfway Creek, Wis., about 13 miles north of La Crosse. There the school opened September 1, 1861, with two teachers, Laur. Larsen and F. A. Schmidt. Larsen and Schmidt also served as pastors for the immigrants then living in the area. The enrollment for the year was 16.

In the summer of 1862 the school was transferred to Decorah; its first home was the building, still standing, at the northwest corner of Winnebago and Main streets. The first building on the college campus was “Main,” dedicated October 14, 1865. The present Main building is the third “Main” to stand on the same site, the two preceding having been destroyed by fire in 1889 and 1942. Though college work was begun in 1861, the Civil War, illness, and other causes left none of that year’s freshman class to graduate in 1865. The first graduating class, therefore, was that of 1866.

The classical curriculum established by the founders of the college was changed in 1932 when the requirement that all students take both Greek and Latin was dropped.

For 75 years the school admitted men only; then in 1936 Luther College became coeducational. When the institution celebrated its centennial in 1961, it had an enrollment of 1,357 and a staff of 74 full-time and 12 part-time teachers.

Expansion has marked the college’s second century, and when Luther celebrated its sesquicentennial in 2011, there were 2,500 students and 180 full-time faculty. The college has grown physically as well with an extensive building program that began in the 1960’s.

Luther has also expanded its academic program to include the professional areas of nursing and social work, several preprofessional programs, and a robust study abroad program—all grounded in the college's commitment to the liberal arts.
MISSION OF LUTHER COLLEGE

In the reforming spirit of Martin Luther, Luther College affirms the liberating power of faith and learning. As people of all backgrounds, we embrace diversity and challenge one another to learn in community, to discern our callings, and to serve with distinction for the common good.

As a college of the church, Luther is rooted in an understanding of grace and freedom that emboldens us in worship, study, and service to seek truth, examine our faith, and care for all God’s people.

As a liberal arts college, Luther is committed to a way of learning that moves us beyond immediate interests and present knowledge into a larger world—an education that disciplines minds and develops whole persons equipped to understand and confront a changing society.

As a residential college, Luther is a place of intersection. Founded where river, woodland, and prairie meet, we practice joyful stewardship of the resources that surround us, and we strive to be a community where students, faculty, and staff are enlivened and transformed by encounters with one another, by the exchange of ideas, and by the life of faith and learning.
It is the policy of Luther College to provide equal educational opportunities and equal access to facilities for all qualified persons. The college does not discriminate in employment, educational programs, and activities on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law. This commitment includes the provision of a campus environment that is free from discrimination and harassment. The college will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such. See Nondiscrimination Statement Policy at www.luther.edu/hr/policies

Any employee who believes that he or she has been unlawfully discriminated against should contact his or her supervisor or the Director of Human Resources.

Guidelines for Diversity in Employment

Luther College is committed to recruiting and retaining a diverse workforce through specific guidelines regarding employment searches, diversity training, assessment of recruitment and retention for diversity, and curricular and co-curricular programs that seek to enhance intercultural understanding. See Guidelines for Diversity in Employment Policy at www.luther.edu/hr/faculty-staff/guidelines-for-staff-diversity/

Persons with Disabilities

The college will make reasonable accommodations in accordance with the Americans with Disabilities Amendment Acts, Amended 2008. An employee who believes that he or she needs reasonable accommodations should contact his or her supervisor or the Director of Human Resources.
CLASSIFICATIONS OF EMPLOYEES, WORK SCHEDULE, ATTENDANCE AND PAY

Classifications of Employees

Positions at Luther College are divided into two classifications, consistent with the Fair Labor Standards Act (FLSA). These classifications determine how hours of work are recorded and compensated. Some benefits at the college also vary according to whether a position is classified as exempt or nonexempt.

Those positions exempt from minimum wage and overtime provisions of the FLSA are paid on a salaried basis. Nonexempt positions are paid on an hourly basis.

Nonexempt Employees
Nonexempt employees are eligible for overtime pay for hours worked in excess of 40 hours per week.

Exempt Employees
Exempt employees are paid on a salary basis and do not receive payment for overtime.

Employment Categories

In addition, the benefits an employee receives may depend on whether he or she holds a regular or temporary position, and whether the position is full-time or part-time. These categories are defined below.

Regular and Temporary Employees

Regular Employees
A regular employee is one who works on an ongoing basis and may be eligible for benefits.

Temporary Employees
A temporary employee is one who is employed for a short term to complete a special project or to be on call during a department’s peak load period, etc. Temporary employees may be paid on an hourly or monthly basis, depending on the variability of their work schedules and whether the position is classified as exempt or nonexempt. Generally, temporary employees are not eligible for benefits. See Temporary Employee Policy at www.luther.edu/hr/faculty-staff/policies

A temporary employee with a .75 or more FTE who is subsequently appointed to regular status will be credited with length of service from the date hired in the temporary assignment. However, if there has been a break in service, the date of
hire will be determined from the date hired in the regular position.

Full-Time Equivalent (FTE)

Full-time equivalent (FTE) is a unit that indicates the annual workload of an employee that is comparable across various contexts. An FTE of 1.0 is equivalent to a full-time worker, while an FTE of .50 signals half of a full workload. Luther College uses FTE and weekly FTE to determine benefit eligibility, holiday pay, vacation time, and leave programs.

To calculate FTE, divide the number of hours scheduled annually by a full workload (40 hours per week, 52 weeks per year).

For example:
- a) A 12-month, 40 hour per week employee will have a 1.0 FTE.
- b) A 12-month, 32 hour per week employee will have a .80 FTE.
- c) A 9-month, 40 hour per week employee will have a .75 FTE.

Similarly, weekly FTE is the normal number of hours scheduled per week divided by a full workload (40 hours per week).

For example:
- a) A 12-month, 32 hour per week employee will always have a .80 FTE.
- c) A 9-month, 40 hour per week employee will have a 1.0 weekly FTE during those 9 months and a 0.0 FTE during the three months off.

Full-time and Part-time Employees

Full-time Employees
Full-time employees are those who are scheduled to work 40 hours per week with a scheduled work year of at least 9 months.

Part-time Employees
Part-time employees are those who are scheduled to work fewer than 40 hours per week or fewer than 9 months per year.

Orientation Period

All new employees enter into an orientation period of employment. The period is generally set for an initial period of 60 days. The supervisor may direct that the orientation period be terminated, curtailed, or extended depending upon the progress being made by the new employee.

During the orientation period, new employees should receive the necessary advice and training from their supervisors to help them learn their assignments and perform to
expectations. A written performance review will normally be conducted at the end of the 60-day orientation period for all staff employees.

Normally, employee vacations will not be scheduled during the 60-day orientation period. Successful completion of the orientation period does not alter the employment-at-will status or confer any greater right to employment than previously existed.

**Hours of Work**

Normal operating hours for the college are 8:00 a.m. to 5:00 p.m. Monday through Friday. The hours of work in particular departments or for particular employees are established by the appropriate vice president and/or the supervisor.

The normal work week for full-time employees is 40 hours. Overtime may be required under certain circumstances. Every effort will be made to give the employee as much advance notice as possible.

**Recording Work Time**

**Nonexempt Employees**
Nonexempt employees record their hours of work through the online Colleague Web Time Entry process. The lunch period may not be included as hours worked if it is longer than 20 minutes. However, 15-minute breaks are normally taken in the middle of each four-hour work period and are counted as time worked. The supervisor must approve scheduling of break times. Break time will not be used to compensate for time away from work and will not be accumulated.

Employees must electronically “sign and submit” their hours worked by noon on the Monday following the end of the pay period. The appropriate supervisor will then electronically approve the time record. Authorizations must be completed by Wednesday noon following the end of the pay period.

**Exempt Employees**
On a monthly basis, exempt employees must complete a Monthly Absence Report indicating any vacation, medical, or other leave taken during the period. This form must be submitted to the Office of Human Resources by the 15th of the following month.

**Overtime**

**Nonexempt Employees**
Nonexempt employees are entitled to overtime pay at the rate of one-and-a-half times the normal hourly rate of pay for all hours worked, including holiday hours, in excess of 40 hours in a workweek. Time off can be taken in lieu of overtime during the same workweek at an hour per hour exchange. If an employee works over 40 hours in the first week of a pay period, they may take time off at time-
and-a-half during the second week of a pay period. Luther’s workweek for payroll record-keeping purposes commences at 12:01 a.m. on Saturday and ends the following Friday at midnight.

Time off permitted under vacation, sick, or other paid time off will not be counted as hours worked for purposes of determining whether an employee is entitled to receive overtime pay or compensatory time off.

Anyone who works on a holiday will receive overtime pay for actual hours worked.

**Working overtime will only be permitted if authorized in advance by an employee supervisor.**

Information about the federal wage and hour regulations may be found on the U.S. Department of Labor website: https://www.dol.gov/whd/overtime/general_guidance.htm

**Exempt Employees**  
Exempt employees are ineligible for overtime pay.

**Regular Attendance and Punctuality**

Punctuality and regular attendance are important to the smooth operation of departments. If an employee is late or absent, Luther’s ability to serve its students and perform other work is affected, and an extra unfair burden is placed on an employee’s fellow workers. Unless an absence is permitted under Luther’s holiday, vacation, sick, or leave programs, employees are responsible for being at work and arriving on time. If an employee is going to be absent or late, it is the employee’s responsibility to call his or her supervisor as soon as possible (but not later than one hour after the start of the workday). An employee must notify his or her supervisor each day that he or she is absent.

An employee who is absent for reasons other than those permitted by Luther’s holiday, vacation, sick, or leave programs, or who fails to provide notice as required, will be subject to appropriate corrective action ranging from a spoken warning to termination. Employees who have more than three days of absences not permitted under a holiday, vacation, sick, or leave program in a 12-month period will be subject to review by the employee's immediate supervisor.

**Pay Periods and Deductions from Pay**

Payments are made by direct deposit into the bank account(s) authorized by the employee. Payroll deposits will be made the 25th of the month for exempt positions. Payroll deposits for nonexempt positions will be made on Wednesday, the 12th day following the end of the pay period. If a payday falls on a holiday, Saturday, or Sunday,
direct deposits will be made on the previous workday.

The college is required by law to take certain deductions from an employee’s pay. These include federal income tax, state income tax, and withholdings for Social Security and Medicare (listed as FICA). Employees wishing to change the amount being withheld should contact the Office of Human Resources.

Luther College prohibits improper deductions from pay and promptly reimburses employees for all improper deductions. If you have questions about deductions from your pay, please contact Human Resources immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns to a supervisor immediately. If a supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply within three business days), you should immediately contact the Director of Human Resources at ext. 1415. If you have not received a satisfactory response within five business days after reporting your concern to Human Resources and you are unsure who to contact to correct the problem, please immediately contact your vice president.

In addition, an employee may authorize the college to make voluntary deductions for such purposes as flexible benefit plan, a supplemental retirement annuity, or a contribution to the United Way, etc. Information concerning these voluntary deductions is available from the Office of Human Resources.

In rare and extenuating circumstances, salary advances may be arranged through the immediate supervisor and the Office for Financial Services, not to exceed two per 12-month period.

**Performance and Salary Review**

Both exempt and nonexempt employees usually receive annual performance reviews conducted by their supervisor. The performance review process for employees provides an intentional means for a position description, professional development, and job performance to be discussed by the supervisor and staff member.

Compensation increases are normally made on an annual basis and are based upon the college’s financial position. Employees whose performance needs improvement may not receive the full salary increase. This determination is made by the employee's vice president with the advice of the employee’s supervisor. Employees are advised each summer of their salary for the following academic year.
HOLIDAYS, VACATION AND SICK PAY

Holidays

The college observes a total of nine paid holidays per academic year. These holidays are normally as follows, but may be adjusted from year to year as appropriate.

- Thanksgiving Day
- Day after Thanksgiving
- Christmas Holiday (2 days)
- New Year’s Holiday (2 days)
- Good Friday
- Memorial Day
- Independence Day

When the holiday falls on Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, it will be observed on the preceding Friday. A college holiday that falls on a normal business day during an employee’s vacation is not counted as a day of vacation.

If an individual is a regular, full-time employee, he or she will be eligible for holiday pay. Holidays will be pro-rated based on weekly FTE and will not exceed 8 hours. Holidays during unscheduled periods are without pay. (Unpaid leaves will not be eligible for holiday pay.)

Temporary employees scheduled to work at least 20 hours per week and at least 9 months per year will be eligible for pro-rated holiday day pay based upon their normal weekly FTE.

If work is required on a day which is observed as the paid holiday, a nonexempt employee will be paid at the rate of one-and-a-half times the normal hourly rate of pay for hours worked plus 8 hours holiday pay. Holiday pay is included in the overtime calculation.

Personal Day

The personal day must be used in a single day. A personal day not used from September 1 - August 31 will be lost.

Part-time, regular employees scheduled to work at least 20 hours per week and at least 9 months per year will be eligible for pro-rated holiday and personal day pay based upon their normal weekly FTE. Any employee hired after January 1, 2003, who is scheduled to work less than 20 hours per week, will not be eligible for holiday and personal day pay.

New employees will be eligible for their personal day after the 1st of September following their date of hire.
For example:

An employee is hired on November 13. The employee is not eligible for a personal day until September 1 of the following year.

For example:

a) A regular, full-time nonexempt employee will receive 8 hours pay for each holiday and personal day.

b) A 12-month, 6 hour per day, 5 days per week nonexempt employee will receive 6 hours pay (8 hours x .75 weekly FTE) for each holiday and personal day.

c) A 12-month, 8 hour per day, 4 days per week nonexempt employee will receive 6.4 hours pay (8 hours x .80 weekly FTE) for each holiday and personal day.

d) A 12-month, 10 hour per day, 4 days per week nonexempt employee will receive 8 hours pay for each holiday and personal holiday. The supervisor should adjust the employee's schedule in order to complete a 40-hour work week.

e) A 9-month, 40 hour per week nonexempt employee will receive 8 hours pay (8 hours x 1.00 weekly FTE) for each holiday that occurs during the 9-month period. Holidays during the 3-month unscheduled period are without pay.

Veteran's Day

An employee who is a veteran may take time off on Veteran's Day, November 11. Employees must provide reasonable notice to their supervisor if they intend to take this day off. It will be unpaid unless the employee uses vacation time.

Vacation

The college provides paid vacation for employees to normally be used during their scheduled work year. Any employee hired after January 1, 2003, with an FTE of less than .50 will not be eligible for vacation pay. To administer the vacation program fairly, the following guidelines have been established:

• Vacation time off requires approval by the supervisor. Departmental guidelines restricting the number of employees who may take vacation at the same time or not allowing vacation at particularly busy times may also apply.

• Vacation not taken during the vacation year will be lost. Exceptions will only be
granted by VP approval.

• Time off permitted under vacation will not be counted as hours worked for purposes of determining whether an employee is entitled to receive overtime pay or compensatory time off.

• Normally vacations will not be taken during the first 60 days of employment.

• A designated college holiday, which falls on a normal business day during an employee’s vacation, is not counted as a vacation day. If an employee or a member of his or her immediate family is hospitalized during an employee’s vacation, those days do not necessarily need to be charged to vacation time.

• Staff working fewer than 12 months must use their vacation during their paid employment period. Staff positions are budgeted for the appointment period only and therefore there are no funds available for unused vacation pay outside of the appointment period.

• In order to coordinate paid vacations with Family and Medical Leave, an employee will be required to provide enough information about the purpose of the leave to allow a determination of whether the vacation will also qualify for Family and Medical Leave. If the paid vacation also qualifies for Family and Medical Leave, an employee must take both simultaneously. For more information, consult the Family and Medical Leave policy, pages 24-25.

• Vacation time will not accrue during unpaid leave time.

**Nonexempt Employees**

For nonexempt employees, the vacation year begins the first day of their anniversary month (the month in which they started employment) and ends on the last day of the month preceding their anniversary month.

Vacation eligibility depends in part on length of service. Any vacation not used by the first of the employee’s anniversary may not be carried over into the next year without approval of the vice president.

All vacation time must be recorded through the web time entry process.

The following table illustrates the vacation hours based on length of service for regular, full-time employees. Part-time, regular employees will be eligible for a pro-rated amount of vacation based upon FTE.

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<td>Hire date through 5 years</td>
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<td>Start of 6th year (5th anniversary)</td>
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<td>Start of 13th year (12th anniversary)</td>
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For example:

a) A 10-month (Aug. 1 – May 31), 40 hour per week employee was hired on August 15 and is in his or her 7th year of service. The employee is eligible for 100 hours (120 hours x .83 FTE) of vacation to be used within his or her scheduled work year (August 1 – May 31).

b) A 12-month, 40 hour per week employee was hired on June 25 and is in his or her 15th year of service. The employee is eligible for 160 hours of vacation to be used from June 1 through May 31.

c) A 12-month, 30 hour per week employee was hired on December 3 and is in his or her 1st year of service. The employee is eligible for 60 hours (80 hours x .75 FTE) of vacation to be used from December 1 through November 30.

d) A temporary employee is hired for a 9-month, 32 hour per week assignment. The employee is eligible for 24 hours (40 hours x .60 FTE) of vacation pay to be used during his or her employment.

If an individual’s employment at the college is terminated, whether by the employee or the college, he or she will be paid for a pro-rated number of that year’s vacation days, based on the number of months worked since their anniversary month, less the amount of vacation already used that work year. Employees whose employment terminates prior to completing the first 60 days of work will not receive any vacation pay. Unused “earned” hours will be paid in the final payroll check. Temporary employees will not receive pay for unused vacation time.

For example:

A nonexempt employee has a vacation start date of June 1 and is allocated 80 hours of vacation. He or she resigns as of December 31. If the employee has not used any vacation, the employee is eligible for 7/12 of the 80 hours vacation or 46.7 hours.

Exempt Employees
Full-time, 12-month exempt employees are entitled to 22 days of vacation a year, normally measured from September 1 through August 31. Part-time employees are eligible for a pro-rated number of vacation days based on their FTE to be taken during their scheduled work year.

For example:

An 11-month employee (September 1 – July 31) is entitled to 20 days (22 days x .92 FTE) of vacation to be taken from September – July.
Any vacation not used by the end of the scheduled work year will be forfeited.

If an individual’s employment at the college is terminated, whether by the employee or the college, he or she will be paid for a pro-rated number of that year’s vacation days, based on the number of months worked since their anniversary month, less the amount of vacation already used that work year. Unused “earned” days will be paid in the final payroll check.

For example:

A full-time exempt employee is allocated 22 days of vacation beginning September 1. He or she resigns as of December 31. If the employee has not used any vacation, the employee is eligible for 4/12 of the 22 days or 7 days.

All vacation time will be recorded on a monthly basis on the Monthly Absence Report.

**Sick Pay**

If an employee is going to be absent or late, it is the employee’s responsibility to call his or her supervisor as soon as possible (but not later than one hour after the start of the workday). An employee must notify his or her supervisor each day that he or she is absent.

**Nonexempt Employees**
The college provides sick pay for nonexempt employees for absences due to illness, accident, surgery, medical/dental care, or exposure to a contagious disease that prevents them from being at work. Covered absences will also include attendance to the employee’s immediate family resulting from illness, an accident, surgery, or serious medical condition. Immediate family includes parents, dependent children, or spouse. Employees may use up to three weeks of sick pay per year to care for immediate family members. Any employee hired after January 1, 2003, with an FTE of less than .50 will not be eligible for sick pay.

The sick pay accrual is calculated by multiplying actual regular hours paid by the accrual rate as follows:

\[
\text{1st year of employment accrual} = \text{hours paid at regular pay rate} \times 0.0463 \\
\text{Beginning 2nd year of employment accrual} = \text{hours paid at regular rate} \times 0.0231
\]

Sick pay hours are not accrued on overtime hours. All sick pay hours used must be recorded through the web time entry process. Accumulated sick pay hours are not reimbursable at termination of employment.

**Exempt Employees**
Employees in exempt positions receive their regular pay for absences due to illness, accident, surgery, medical/dental care, or exposure to a contagious disease that prevents
them from being at work. Covered absences will also include attendance to the employee’s immediate family resulting from illness, an accident, surgery, or serious medical condition. Immediate family includes parents, dependent children, or spouse. Employees may use up to three weeks of sick pay per year to care for immediate family members.

Time away will be recorded on a monthly basis on the Monthly Absence Report.

### LEAVE PROGRAMS

To apply for any leave offered by the college, an employee should contact the supervisor or the Office of Human Resources. If an employee applies for a leave, he or she will be required to complete the appropriate leave of absence forms. The supervisor or the Office of Human Resources will inform the employee what type and duration of leave, if any, has been approved and will also tell him or her requirements, such as certification of a health condition, he or she must fulfill.

All leaves are granted for a specific period of time. If an employee foresees being unable or unwilling to return to work at the end of the leave period, he or she should apply for any other leave for which he or she is eligible, including an extension of the current leave. If an employee does not return to work at the end of an approved leave period including any extensions, his or her employment will be terminated as of the date the leave ends.

**Medical Leave (Short Term Disability)**

Employees with .75 or more FTE may take a paid medical leave for up to six months when they are unable to perform their duties due to illness, injury, mental, or physical disability not covered by workers compensation. Medical leave should also be taken if an individual presents a risk of infection to others.

An employee must alert his or her supervisor and the Office of Human Resources as soon as possible if he or she will be taking medical leave. When the need for leave is foreseeable (such as non-emergency surgery), an employee should tell his or her supervisor well in advance so arrangements can be made to cover his or her absence.

Leaves for illness that extends between 6 consecutive days and six months require a physician’s statement indicating the nature and expected duration of the illness and any work restrictions that apply upon an employee’s return to work.

In order to allow coordination of paid medical leave with Family Medical Leave, an employee will be required to provide enough information to allow a determination of
whether the leave would also qualify for Family Medical Leave. Paid medical leave and Family Medical Leave will be taken simultaneously.

Paid medical leave may not exceed six months. After six months, employees may apply for long-term disability benefits (see page 24). Unless he or she is eligible for another type of leave offered by the college, his or her employment will normally be terminated if he or she does not return to work at the end of the approved leave period.

Nonexempt employees taking medical leave must record the leave through the web time entry process. Exempt employees must report it on the monthly absence report.

**Nonexempt Employees**

During the first 20 working days of medical leave, an employee may use accrued sick hours and/or accrued vacation hours to be paid. If the employee does not have sufficient sick pay or vacation pay to reach 20 days, the remaining time will be unpaid. After 20 days, the employee will receive medical leave pay at their regular rate of pay for the remainder of the medical leave.

**Parental/Adoption Leave**

The college recognizes the need for parents to have time away from work following the arrival of a newborn, adopted, or surrogate child. Accordingly, the following benefits are available upon hiring to all employees who have an FTE of .75 or more.

An employee who is the parent of a newly born, adopted, or surrogate child may request an extended parental leave of six weeks continuous leave to be taken immediately following the birth or arrival of the child. If both parents are employees of Luther College, only one extended paid parental leave is permitted per family. Instead, the parent not eligible for paid parental leave may take one week of paid leave and up to 11 weeks of unpaid leave under our Family Medical Leave Policy below.

Parents do not receive additional leave for multiple births or adoptions.

If a female employee needs a leave longer than six weeks due to medical complications of pregnancy, childbirth, or related conditions, she has the right to additional leave under the College medical leave policies.

Parental leave will be extended by the number of holidays that fall during the paid leave period. If, because of the employee's normal work schedule, the employee would not be working and unpaid during some or all of the period of the parental leave, the leave period will also be unpaid. For example, if the employee typically works from August through May of the academic year and the baby is born or adopted during June, the employee would not be eligible for paid leave because the time missed is not part of the employee's regular paid work schedule.
Paid parental leave will count as time in service for salary increases. During all paid parental leaves, the College's contribution to benefits will continue. Retirement benefits will be proportionate to salary earned.

Employees who become foster parents are not eligible for paid parental leave. However, they are entitled to up to twelve weeks of unpaid leave under the Family Medical Leave policy below.

All paid leave taken for childbirth or parenting will count toward the twelve weeks of leave that may be taken under the Family and Medical Leave Act.

A request for parental leave should be made in writing, signed by the employee, and submitted to the employee’s supervisor and Human Resources as soon as the need for a leave is identified, so that arrangements to cover workload can be made in a timely fashion.

Example:
An employee is expecting the birth of a baby and is eligible for twelve weeks of Family Medical Leave. The first six weeks are paid under parental leave. The remaining six weeks will be unpaid under the Family Medical Leave Act. Only earned vacation may be taken in conjunction with the Family Medical Leave.

Family Medical Leave

Family medical leave is available to eligible employees pursuant to the Federal Family and Medical Leave Act.

The Family Medical Leave Policy states:
Employees who have worked for Luther College for at least 12 months and have worked at least 1,250 hours for Luther College during the previous 12 months are eligible to take up to 12 weeks of unpaid family/medical leave within any 12 month period and be restored to the same or an equivalent position upon their return from leave. A “rolling” 12-month period measured backwards from the date an employee takes leave will be used for computing the period within which the 12 weeks of leave may be taken.

Reasons for Leave
Employees may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with an employee for adoption or foster care and to care for the newly placed son or daughter; (3) to care for a spouse, son, daughter or parent (“covered relation”) with a serious health condition; or (4) because of the employee’s own serious health condition which renders the employee unable to perform an essential function of the employee’s position.

Notice of Leave
Employees must notify Luther College of their need for leave by completing a Request for Family/Medical Leave Form, available from the Office of Human Resources. Employees should give 30 days prior written notice, or as much advance written notice as possible, prior to the requested leave.

**Medical Certification**

If employees are requesting leave because of a serious health condition (their own or that of a covered relation), they and the relevant health care provider must supply appropriate medical certification of their eligibility for leave. Employees may obtain the Medical Certification Form from Human Resources. Whenever possible, the Medical Certification should be supplied prior to the commencement of leave. Further, Luther College, at its expense, may require an examination by a second health care provider designated by the College. If the second health care provider’s opinion conflicts with the original Medical Certification, Luther College, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Luther College may also require a subsequent medical re-certification. Failure to provide requested certification within 15 days, if such as practicable, may result in delay of further leave until it is provided.

**Reporting While on Leave**

If employees take leave because of their own serious health condition or to care for a covered relation, they must contact the Associate Director of HR or supervisor at least once every two weeks regarding their status and their intention to return to work. In addition, employees must give notice as soon as practicable (within 2 business days if feasible) if the dates of leave change, are extended, or initially were unknown.

**Intermittent and Reduced Scheduled Leave**

Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked each workday) if medically necessary. If leave is unpaid, Luther College will reduce salary based on the amount of time actually worked. In addition, while employees are on an intermittent or reduced schedule leave, Luther College may temporarily transfer them to an available alternative position that better accommodates their recurring leave and which has equivalent pay and benefits.

**Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
Family medical leave also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Leave is Unpaid**

Family medical leave is unpaid leave, although employees may be eligible for other paid time off during a family medical leave. All unpaid leaves will not be eligible for holiday pay. Vacation time will not be accrued during this unpaid time. Other policies providing for paid time off are generally described elsewhere in this handbook. If employees wish to use accrued sick and vacation pay as part of their family medical leave, they must indicate the sick and vacation time on the my.luther.edu web time entry timecard or absence report. For more information regarding use of accrued paid time off, or eligibility for disability and/or workers compensation insurance payments, employees should talk with their supervisor.

**Medical and Other Benefits**

During an approved family medical leave, Luther College will maintain employee health benefits as if the employee continued to be actively employed. However, if an employee elects not to return to work at the end of the leave period, the employee will be required to reimburse Luther College for the cost of the health insurance premiums paid by Luther College for maintaining coverage during the leave, unless the employee cannot return to work because of a serious health condition or because of other circumstances beyond the employee’s control.

**Returning From Leave**

When an employee is able to return to work following a leave because of the employee’s own serious health condition, the employee should attempt to give Luther College at least one week’s notice by mailing to his/her supervisor medical certification stating that the employee is able to resume work. Employees may obtain Return to Work Medical Certification Forms from their supervisor.

**Military Leave**

Military leave is granted in full compliance with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA), which was amended December 10, 2004. If an employee is a participant in the military reserve or National Guard unit and is required to spend time on active duty, Luther will pay the difference between military pay and regular pay for a period of up to 20 consecutive days and continue all benefits. For military leaves longer than 20 days, health care benefits will be continued during the period of military leave for up to 24 months with the employee responsible for the
COBRA premium. All other benefits will be discontinued. For details concerning the processing of military leaves, please consult the Office of Human Resources.

**Jury Duty**

If an employee is required to serve on a jury, he or she will be paid his or her regular pay for a period of up to 20 consecutive days. Upon completion of jury duty, the employee must submit a check to Payroll for the amount of the jury duty stipend received from the government. Regular benefits will be continued during the period of jury duty. If an extended trial is expected, the immediate supervisor will discuss with the Director of Human Resources means of covering the expected absence.

**Funeral Leave**

Funeral leave with pay, generally three consecutive work days per occasion, will be granted a regular employee in the case of a death in the immediate family (spouse, child, parent, or sibling) of either employee or spouse. A one-day leave on a scheduled workday will be allowed a regular employee for attending the funeral of a grandparent, grandchild, niece/nephew or aunt/uncle of either employee or spouse, and brother/sister-in-law (of a spouse). If an extended absence is required, vacation or unpaid time may be used.

**General Leave of Absence**

If an employee requires a leave of absence longer than the standard leave policies allow, he or she may request a general leave of absence from his or her vice president. In most cases, a general leave of absence will be without salary or benefits, although other arrangements may be negotiated in particular circumstances. Whether to grant a general leave of absence and/or the conditions of any such leave will be determined solely by the college. In most cases, a general leave of absence will not be granted for a period exceeding one year. A return to the same position may not be guaranteed.

**Study or Training Leave**

The purpose of a leave is to provide an opportunity for study, research, and creative activities that foster professional growth and revitalization, thereby enhancing Luther College. Sabbaticals or study leaves need to be directly related to the staff member’s job responsibilities. See Sabbatical or Study Leave Policy for Exempt Staff at www.luther.edu/hr/faculty-staff/policies

**Elections**

Pursuant to Iowa law, if an employee does not have three consecutive non-working hours available during the time the polls are open; he or she may leave work, with pay, for the period of time necessary to vote in municipal, state, or federal elections. This period shall not exceed three hours and must be arranged in advance with his or her supervisor.
**Blood Donation**

The college encourages all who are able to participate in the periodic college-sponsored blood donation. When occurring on a regularly scheduled workday, any employee may, with the approval of their supervisor, be given the necessary time off with pay for purposes of donating blood.

**Chapel and Convocation Attendance**

Chapel is an integral part of life at Luther College, and all employees are encouraged to attend. Employees wishing to participate in the chapel service may do so as their morning break.

An all-campus convocation is held at the beginning of each fall and spring semester. Except for essential services, offices should be closed to allow employees to attend convocation.

**INSURANCE PROGRAMS AND OTHER EMPLOYEE BENEFITS**

The following is a brief description of benefits made available by Luther College to its employees. The details of these benefit programs are outlined in separate summary plan descriptions and can be obtained from the Office of Human Resources.

Eligibility for each of these programs depends upon the terms of the benefit plan involved. In the event of any inconsistency between the language of this handbook and the language of a benefit plan, the language of the benefit plan will control.

From time to time, the benefits described in this section may be changed. Further, although the college does not expect to terminate any benefit, plan, or program, it reserves the right to do so. In addition to the benefits outlined below, all employees also receive Social Security, workers compensation, and unemployment compensation benefits in accordance with applicable laws.

Most benefits become effective the first of the month following the date of hire, unless the hire date is the first working day of the month, in which case benefits become effective on the date of hire.

**Health Care Plan**

All employees of the college that either:
- have at least a .50 FTE, or
- work at least 30 hours per week, for six or more months per year
may elect health care coverage for themselves, their spouses, and their children until
December 31st of the year following their 26th birthday.

Coverage for employees with less than .75 FTE (and who work less than 30 hours per week) will be on a pro-rated, cost-sharing basis.

Employees electing coverage will pay a health care premium, based on the coverage selected, that will be deducted from their pay. As explained in the summary plan description, covered services are subject to an annual deductible and out-of-pocket maximum.

Contact the Office of Human Resources for more information or visit the Human Resources website at www.luther.edu/hr/benefits/plan-info/health-plan.

**Dental Care Plan**

The college sponsors a voluntary dental care plan, with all premiums paid by the employee. All regular employees with a .50 or more FTE are eligible to participate in this plan.

Contact the Office of Human Resources for more information and a summary plan description or visit the Human Resources website at www.luther.edu/hr/benefits/plan-info/health-plan.

**COBRA Coverage**

In compliance with federal law, Luther College provides employees, their spouses, and their dependent children with the opportunity to temporarily extend their health and/or dental care coverage if the employee loses coverage as a result of a reduction in hours or the termination of employment. COBRA coverage is administered through a third-party administrator.

**Flexible Benefit Accounts**

The college sponsors a program allowing employees to allocate specific, pre-tax amounts of each paycheck for medical/dental premiums and for the reimbursement of certain medical/dental care and/or dependent care expenses.

Additional information on flexible reimbursement accounts, as well as reimbursement forms, is available from the Office of Human Resources.

**Health Savings Accounts (HSA)**

For employees enrolled in the high deductible health plan, the college sponsors a program allowing employees to allocate specific, pre-tax amounts of each paycheck for medical/dental premiums and for the reimbursement of certain medical/dental care and/or dependent care expenses.
Additional information on health savings accounts is available from the Office of Human Resources.

**Group Life Insurance**

Every regular employee with a .50 or more FTE is provided with group life insurance. The college pays all premiums.

The amount of life insurance is twice the annual base salary for death due to natural causes, subject to certain limitations as outlined in the plan description. In the event of accidental death, the amount of life insurance is four times the annual base salary.

The policy also provides benefits in the event of dismemberment, loss of sight, hearing, or speech. In the event of total disability, group life insurance premiums are waived and full coverage remains in force.

In compliance with state regulations, Luther College provides employees, their spouses, and their dependent children the opportunity to continue their life insurance if the employee loses coverage as a result of a reduction in hours or the termination of employment. This option is available at the expense of the employee.

Contact the Office of Human Resources for more information and a summary plan description.

**Long-Term Disability Insurance**

All regular employees with .75 or more FTE are eligible for long-term disability insurance coverage. Benefits begin after six months of total disability. The college pays all premiums. The benefit received, in conjunction with Social Security disability pay, is 60% of monthly base salary up to a maximum of $5,000.

Contact the Office of Human Resources for more information and a summary plan description.

**Employee Assistance Program**

The Work-Life Balance employee assistance program helps you find solutions to simple and complex life concerns through confidential and professional services. Contact the Office of Human Resources or visit the Human Resources website at [www.luther.edu/hr/faculty-staff/eap](http://www.luther.edu/hr/faculty-staff/eap).
**Worldwide Emergency Travel Assistance**

Worldwide emergency travel assistance services are available with one phone call. When traveling for business or pleasure, in a foreign country or just 100 miles or more away from home, you and your family can count on getting help in the event of a medical emergency. Contact the Office of Human Resources or visit the Human Resources website for more information.
Retirement Plan

Eligibility
All regular employees working at least 1,000 hours per year and at least age 21 will begin participation in a TIAA/CREF retirement plan the first of the month following the date of hire. Participation will begin the first day of employment if the employee start date is the 1st of the month. Contact the Office of Human Resources to determine eligibility.

Contributions
Under this plan, the college will make regular monthly contributions to TIAA equal to 7% of an employee’s base salary as long as the employee contributes a minimum of 2% to either a pre or post tax supplemental retirement account in 2018. The minimum employee contribution will increase to 3% in 2019. Contact the Office of Human Resources for more information and a summary plan description or visit the Human Resources website at www.luther.edu/hr/benefits/plan-info/tiaacref.

Retirement Planning
Employees considering retirement are encouraged to contact the Director of Human Resources at least three months prior to the intended date of retirement to obtain information concerning procedures for applying for retirement benefits. The college is interested in assisting in the period of transition to retirement and encourages exploration of alternatives with appropriate individuals.

Tax Deferred Annuity (TDA) Plan

All employees (regardless of whether they are eligible for the college’s 7% contribution) are eligible to participate in a tax deferred salary reduction program. This allows employees to receive a tax advantage while saving for their own retirement. All employees are also eligible to participate in an after-tax Roth account.

Contact the Office of Human Resources for more information and a summary plan description.

Staff Retiree Designation

Exempt and nonexempt staff members will be considered a “Luther staff retiree” if they worked for Luther a minimum of 15 years and are at least 62 years old, and do not work somewhere else directly after Luther. The retiree and his/her spouse:

- Are invited to campus events like the August service of dedication and the annual faculty/staff Christmas party
- Receive an ID card, which allows access to campus facilities, athletic events and book shop discounts, etc.
**Retiree Health Insurance**

Staff between the ages of 62 and 65 who retire after 15 years of service are eligible to continue health insurance with Luther contributing 50% of the single full monthly premium. (Their actual coverage may be single, employee + 1, or family.)

**Employee Education Benefits**

Luther College offers several education benefit options for employees, their spouses, and their dependents. To be eligible for any of the education benefit programs, the employee must have a .75 or more FTE in the year in which the benefit is received.

Luther College provides two general categories of education benefits: 1) the education benefit for enrollment at Luther College for employees, spouses, and dependents; and 2) three different tuition exchange benefit programs that allow dependents to receive full or partial tuition remission at participating ELCA institutions, institutions participating in the National Tuition Exchange program, or the Associated Colleges of the Midwest program.

The education benefit policy at Luther is subject to change by the Board of Regents and is not considered a contractual obligation. These programs are currently not taxable; however, should these benefits be declared compensation subject to either federal or state taxes, Luther College will not be financially liable for such taxes. All inquiries concerning benefits should be directed to the Vice President for Enrollment Management's office. The Tuition Benefit Program Guidelines, Application for Tuition Benefit Program, and the Tuition Benefit Confirmation forms are available on the Human Resource website at [www.luther.edu/hr/benefits/tuition-benefit](http://www.luther.edu/hr/benefits/tuition-benefit).

Should a full-time employee who has been with the college for at least seven years retire, his/her dependent children are eligible, if enrolled as Luther students or are to be enrolled within a year, for the same tuition remission and/or exchange as would have accrued to the children had the person remained in active service to the college.

The term “retire” is used herein to mean retirement either at age 65 or earlier. If the retirement is at an earlier age than age 65, it will be either as the result of a special mutual agreement between the employee and the college, or because of a disability as defined under the terms of the long-term disability insurance program carried by the college.

Should a full-time employee die (after completing a minimum of one year of service), his/her dependent children are eligible, if enrolled as Luther students or are to be enrolled within a year, for the same tuition remission as would have accrued to the children had the person remained in active service to the college.

“Dependent” will herewith be defined according to the criteria as outlined on the Free Application for Federal Student Aid (FAFSA) form. If the employee has more than one dependent child attending college at one time, the eligibility for education benefits
applies to each dependent separately. For more information visit https://fafsa.ed.gov/

The maximum time period during which a dependent or spouse will be eligible to receive any of the education benefits is the equivalent of eight full-time semesters or completion of the undergraduate degree, whichever comes first. Full-time is defined as 12 or more credit hours per semester. Summer courses taken at Luther College will not be counted against the 8 semesters of eligibility.

**EDUCATION BENEFIT FOR ENROLLEMENT AT LUTHER COLLEGE**

**Part-Time Enrollment**
Eligible employees, spouses, and dependents may each enroll at Luther College for a maximum of eight credits per academic year without cost on a space-available basis. Post-Secondary Enrollment Options Act (PSEO) funded classes do not count towards the eight eligible credits. An academic year is defined as September 1 of a given year through May 31 of the following year. Employees must receive approval from their supervisor and complete the Part-Time Tuition Credit Application found in the Registrar's Office and at www.luther.edu/hr/faculty-staff/common-forms.

An eligible dependent high school student may enroll for classes at Luther with permission of the high school. The student is required to sign up for the college classes through the Post-Secondary Enrollment Options Act if available. Information on this program is available through the high school guidance office. If a student wishes to enroll for a Luther class that cannot be covered by the act, he or she may enroll for one class per semester without affecting the eight full-time college semesters of education benefit eligibility. Participation and continuation in this program is dependent on the student’s ability to successfully undertake college-level work at Luther College.

Eligible spouses and dependents may each enroll for summer courses at Luther College without cost on a space-available basis. As a general rule, a full-time, 12-month employee will not be eligible to enroll in either a J-term or summer course unless the employee’s supervisor and vice president approve the request. If a spouse or eligible dependent registers part-time for credits above the eight free credits but below 12 credits, the benefit will be a 65% reduction in the per credit charge for the additional credits. The length of service, as outlined below, determines the proportion of the full benefit that applies.

Part-time enrollment at Luther College (less than 12 credits per semester) for eligible employees, spouses, and dependents is on a space-available basis. Registration for courses must take place at the Office of the Registrar on the first day of classes. Course fees, music lesson fees, technology fees and other miscellaneous fees are not part of the tuition benefit and must be paid by the student.

**Full-Time Enrollment**
The regular full benefit for full-time enrollment at Luther College (12-17 credit hours per
semester) for spouses and dependents is a maximum of 90 percent of the established tuition at Luther College. This benefit is dispersed based on the length of service by the employee at Luther College according to the following schedule:

1st year employed………...20% of regular full benefit
2nd year employed……….40% of regular full benefit
3rd year employed………..60% of regular full benefit
4th year employed………..80% of regular full benefit
After 4th year…………….100% of regular full benefit

Dependents and spouses enrolled full-time are required to file the Free Application for Federal Student Aid form (FAFSA) to determine eligibility for state and federal aid programs. The FAFSA is available in the Student Financial Aid Office. Eligibility for state and federal need-based programs may increase the overall assistance up to full tuition depending on demonstrated financial need and current federal regulations. The Student Financial Aid Office will send an aid award highlighting the total financial assistance.

If an eligible spouse or dependent receives a grant or scholarship from Luther College (such as a Regent Scholarship, Presidential Scholarship, Music Scholarship or EPIC matching grant), the grant or scholarship will become a portion of the total education benefit.

If an eligible spouse or dependent receives a scholarship or grant from an outside agency, the amount of the scholarship may be applied above the benefit. If the spouse or dependent is eligible for need-based financial assistance, the outside scholarship will adjust the benefit only if required by federal aid regulations. For specific eligibility questions concerning the coordination of the education benefit with other assistance, contact the Student Financial Aid Office.

**Tuition Exchange Benefit Programs**

**Application**

Applications are processed through the Vice President for Enrollment Management's office. The application must be turned in by November 1 each year with notification of approval of this benefit by January 15 each year.

All tuition exchange agreements with other institutions are subject to the following conditions:

a) Eligibility for the program is determined by Luther College to ensure that only eligible dependents may participate. The receiving institution shall retain the privilege of admitting the student on the basis of tuition exchange availability.

b) The maximum time during which a dependent will be eligible for tuition exchange is eight semesters of undergraduate education. The receiving institution, not
Luther College, determines terms of eligibility. Eligibility for summer school depends upon regulations established at the receiving institution.

**ELCA**
Luther participates in the ELCA Tuition Exchange program. Eligible dependents of employees may attend another participating ELCA college (receiving institution) through this program. Dependents receive a tuition benefit at the receiving institution that is generally equivalent to the benefit that the receiving institution provides for its own full-time employees. Luther dependents applying at other ELCA institutions should contact the admissions office at the receiving institutions to determine their eligibility. Applications for the ELCA Tuition Exchange program are processed through the Student Financial Aid Office. Applications for this program must be mailed to the receiving institution early to determine eligibility for these benefits.

**National Tuition Exchange**
Luther participates in the National Tuition Exchange program with many other colleges and universities. A list of participating institutions can be found on the Internet at [www.tuitionexchange.org](http://www.tuitionexchange.org). The tuition benefit at the receiving institution is normally the equivalent of full tuition at the receiving institution, subject to a tuition exchange cap. The program may be limited at the receiving institution by student import and export quotas placed on each member institution. Generally, only undergraduate programs leading to the baccalaureate degree are included in the Tuition Exchange program. Contact the Vice President for Enrollment at Luther to apply for this program.

**Associated Colleges of the Midwest (ACM) Tuition Remission Exchange Program (TREP)**
Luther participates in the Associated Colleges of the Midwest (ACM) Tuition Remission Exchange Program (TREP). Eligible dependents of employees may attend another participating ACM college (receiving institution) through this program. The benefit at the receiving institution is 80% of tuition (50% of the tuition cost is covered by the receiving institution and 30% is provided by Luther).

**RESIGNATION AND TERMINATION**

**Resignation**

Employees who voluntarily terminate their employment with Luther College are expected to provide at least a two weeks’ notice. Employees are expected to contact the Office of Human Resources to complete the checkout process and schedule an exit interview.

**Termination**

Employment with Luther College is at will, meaning that either the college or the employee may terminate the employment relationship at any time, with or without cause, and with or without notice. Luther College does not have tenure or guaranteed
employment for staff employees. An employee’s service may be terminated because of changes in the college’s needs, when the employee’s performance or conduct does not meet the college’s expectations, or for other reasons determined by the college. Although inadequate performance of specific job duties, failure to comply with college policies, or other misconduct may result in the termination of employment, the college may also terminate employment without cause at its sole discretion. Employees are expected to contact the Office of Human Resources to complete the checkout process and schedule an exit interview.

**Reinstatement/Re-employment**

When an individual who has previously been a regular employee of the college is reinstated/re-employed, a new appointment is subject to the same 60-day orientation period as a new employee. If the individual returns to the college within a period of 12 months or less, previous service with the college is credited to establish the vacation allowance and years of service but may not be used to establish eligibility for the dependent tuition program.

**CORRECTIVE ACTION AND PROBLEM-SOLVING PROCEDURES**

**Corrective Action**

All college personnel are expected to comply with college policies, to uphold professional standards, and to perform satisfactorily their job responsibilities. Failure to do so may result in corrective action, up to and including termination of employment.

The corrective action process used in response to employee performance problems and employee misconduct will be determined by the college in light of the facts and circumstances of each case. Corrective action measures may include oral or written warnings, probation, suspension without pay, or immediate discharge. Each situation will be considered in light of a variety of factors, including but not limited to:

- The seriousness of the situation
- The employee’s past conduct and length of service
- The nature of the employee’s previous performance or incidents involving the employee

**Examples of Misconduct**

The following are examples of misconduct that could result in corrective action, up to and/or including immediate termination of employment. This list is not intended to be exhaustive, but only illustrates the kinds of behavior that violate professional expectations at the college.

- Violation of the Inappropriate Conduct and Anti-Harassment Policy (refer to page 32)
- Acts or threatened acts of violence, as described in the Anti-Violence Policy
Theft or misappropriation of college funds or supplies, including misuse of campus computing resources
- Unexplained absences from work
- Refusal or failure to follow directions from his or her supervisor
- Uncivil behavior, such as discourtesy, rudeness, or profane language, whether directed at colleagues, students, or guests of the college
- Unauthorized disclosure of confidential information (refer to page 42)
- Violation of the Drug and Alcohol Policy (refer to pages 40-42)
- Unsatisfactory performance of the functions of his or her position

Employee Problem-Solving Procedure

Luther strives to provide a positive work environment. Where an employee has a problem or concern, the college will endeavor satisfactorily to resolve the problem wherever possible. The college cannot guarantee that a consensus will be reached on every issue, however, or that every issue will be resolved in the manner requested.

In general, employees seeking to resolve problems or concerns should refer to the following procedures:

**Supervisor Accessibility**
All supervisors at the college are available to their employees as an avenue for resolving problems or concerns. Thus, if an employee has a problem or concern about work-related issues, he or she is strongly encouraged first to communicate those issues openly and directly with his or her immediate supervisor. If reporting to his or her immediate supervisor would be uncomfortable or inappropriate, he or she should discuss the issues with another supervisor or with the Director of Human Resources.

**Additional Avenues**
If, after discussing the situation with a supervisor, the problem or concern remains unresolved, an employee may request a meeting with his or her vice president. If the situation remains unresolved after involving his or her vice president, he or she may proceed to the final level of authority by contacting the President.

Luther College is committed to conducting its operations with integrity by engaging in lawful, ethical, and respectful practices. For this reason, we have encouraged members of the campus community to make any concerns known to the college. Whether these concerns relate to fraud or crime, security or internet abuses, or fraudulent financial or business practices, violations, or ethical concerns, the doors of college administrators, supervisors, and the Office of Human Resources are always open.

Occasionally, though, an employee has a concern that he or she would like to express anonymously. For these occasions, the college provides a confidential
conduct and ethics hotline service. Because the hotline is operated by an independent organization, any calls made through this hotline are completely confidential. More information is available at the following:

- [www.luther.edu/hr/faculty-staff/conduct-and-ethics-hotline/](http://www.luther.edu/hr/faculty-staff/conduct-and-ethics-hotline/) Conduct and ethics hotline (24 hours/day) 1-877-409-0108

**PROFESSIONAL CONDUCT**

Luther College, in keeping with its mission to be “a community of faith and a community of learning,” is committed to creating and maintaining an atmosphere in which all members of the community—students, faculty, and staff—are treated with respect and dignity. The following policies were designed not to limit the legitimate exercise of academic freedom, but rather to achieve and maintain the common good. Employees are expected to comply with the policies; non-compliance will be subject to corrective action.

**Inappropriate Conduct and Anti-Harassment Policy**

All members of the college community are responsible for the maintenance of an atmosphere that fosters openness, tolerance, and diversity. Toward this end, the college is committed to maintaining a campus environment that is free from discrimination and harassment. Discrimination, harassment, and other inappropriate conduct on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law is against college policy and will not be tolerated. Voice-mail and electronic communication (such as e-mail and Internet use) are covered by this policy in the same manner as other communication and actions. The college encourages its employees and students to report any incident of possible discrimination or harassment to the college’s harassing conduct officers as listed in the current Faculty/Staff Directory.

**Prohibited Conduct Defined**

For the purpose of this policy, prohibited conduct relates to another person’s age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law. It includes verbal, visual, or physical conduct where such conduct may have the purpose or effect of unreasonably interfering with an individual’s work or educational performance, or creating an intimidating, hostile, or offensive working or educational environment.

Prohibited conduct may include, among other things, telling racist or sexist jokes or making offensive or derogatory remarks about another person’s race, ancestry, national origin, age, sexual orientation, or disability. Prohibited conduct may occur through personal contact, comments, telephone communication, visual displays, e-mail, Internet sites, or other material or information intentionally displayed on computer monitors.

Prohibited conduct also includes sexual misconduct as defined below.
Sexual Misconduct Defined
Luther College’s policy provides the following definitions for purposes of clarity and navigation of the policy. This policy uses the term “sexual misconduct” to refer to all forms of inappropriate sexual communication or behavior, including that which takes the form of sexual harassment, stalking, non-consensual sexual activity, sexual exploitation, dating violence, and intimate partner violence (defined below). This policy also uses the term “complainant” to refer to a person who is the victim/survivor of a violation of this policy and the term “respondent” to refer to a person accused of committing a violation of this policy.

- **Sexual Harassment**
  Luther College is a vibrant academic environment that encourages discussion of competing ideas both inside and outside the classroom and in both formal and informal settings. Some topics may make a person uncomfortable or take a student outside his or her comfort zone. This policy is not intended to ban debate over socially controversial ideas or issues. Rather, it is intended to protect individuals from being subjected to offensive, humiliating or intimidating sexual or gender-based conduct that has no merit in or relevance to the academic setting.

  Sexual harassment refers to unwelcome sexual or gender-based conduct. When sexual harassment becomes so severe or pervasive as to interfere with an individual’s ability to work, learn or participate in the college’s programs, it is called a sexual or gender-based “hostile environment”. Harassing conduct can occur in various forms. The following list provides examples of the kind of behavior that may be harassing.

  - **Verbal** — such as vulgar or lewd statements, gender-based name-calling, sexually suggestive or graphic comments, or comments that demean a person because of his or her gender.

  - **Physical** — such as unwanted rubbing of a person’s back, neck, buttocks or thighs, pinching, sexual gestures, or sexual intimidation through physical means.

  - **Visual** — such as exposing another person to unwanted pornographic magazines or videos, or displaying suggestive or lewd pictures.

  - **Communication-based** — such as sexually graphic, threatening or vulgar phone calls, social media, email, text messages, chats or blogs.

  - **Or any combination of these.**

  A determination as to whether a hostile environment has been created depends on the totality of the circumstances, such as the severity of a particular incident, the context in which it occurred, whether the conduct was repeated, whether the
conduct was verbal or physical, and whether it was threatening or merely annoying. Luther College reserves the right to discipline offensive conduct that is inconsistent with community standards even if it does not rise to the level of a hostile environment as defined by applicable law. Further, the college encourages faculty members and others to report incidents that concern them even if the incidents are not particularly egregious, as early reporting assists the college to address and correct situations before they become so severe or pervasive as to create a hostile environment.

Luther College also prohibits “quid pro quo” harassment. “Quid pro quo” (or “this for that”) harassment occurs when a person in a position of authority or control links the receipt of some benefit (such as a grade, or the ability to join a group or participate in a program) to another’s submission to unwelcome sexual advances or sexual conduct or requires the other to perform or submit to demeaning or degrading sex or sexually-charged acts. “Quid pro quo” harassment can be expressly stated, but it also can be implied by words, actions or the surrounding circumstances.

The above definitions and explanations are provided for educational and illustrative purposes. A person reporting an incident of concern need not worry about which category of sexual misconduct applies to the situation or whether all elements of a particular definition of misconduct have been met. An individual reporting an incident of concern is expected only to relay the facts in good-faith; college representatives trained in responding to sexual misconduct will assist the complainant in determining whether the incident may constitute a violation of this policy. Students should never feel pressured to engage in sexual relationships or activity of any kind with any Luther College faculty or staff member. In fact, Luther College faculty and staff are prohibited from engaging in a dating, romantic, or sexual relationship with students who are currently enrolled in their courses or who are under their direct supervision in any way. While not strictly prohibited in other situations, any romantic relationship or interaction between employees and students is strongly discouraged. If a employee believes that a faculty or staff member is behaving in an inappropriate way, the employee should report the situation immediately.

- **Stalking**
  Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking includes, but is not limited to, repeatedly engaging in contact, face-to-face communication, via social media, telephone calls or messages, text messages, emails, letters, the giving of unwanted gifts, threatening or obscene gestures, surveillance, following, trespassing or vandalism.

- **Non-Consensual Sexual Activity**
  Non-consensual sexual contact refers to any intentional sexual touching, however slight, with any object or body part by a person upon another person without consent.
Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner. Non-consensual sexual contact also includes any disrobing of another or unwelcome exposure from one person to another without consent.

Non-consensual sexual intercourse refers to any sexual penetration or intercourse (anal, oral or vaginal), however slight, with any object or body part, by a person upon another person without consent. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

- **Sexual Exploitation**
  Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Non-consensual Sexual Contact or Non-consensual Sexual Intercourse.

  - Examples of sexual exploitation include, but are not limited to:
    - Sexual voyeurism (such as watching a person undressing, using the bathroom or engaging in sexual acts without the consent of the person observed).
    - Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without or beyond the limits of the photographed person’s consent).
    - Sexual Exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection; includes administering alcohol or drugs (such as “date rape” drugs) to another person without his or her knowledge or consent; and acts of incest.
    - Fee for services (such as collecting financial payments collected for the purpose of sexual acts).

- **Dating Violence**
  Dating violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor and where the existence of such a relationship shall be determined based on a consideration of factors that include the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. This violence can occur in opposite-sex or same-sex relationships.

- **Domestic Violence**
  Domestic violence refers to physical violence between spouses or former spouses, cohabitating romantic partners or individuals who were formerly cohabitating
romantic partners, individuals who share a child in common, or others in a family relationship.

- **Consent**
  Consent is knowing, voluntary and clear permission by word or action, by all participants to a sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

  A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

  *Incapacitation* is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of the sexual interaction). This policy also covers a person whose incapacity results from mental disability or physical restraint.

  Consent can’t be given in situations where force was used to gain sexual access. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation and coercion that overcome resistance or produce consent.

  Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Past consent to engage in sexual activity cannot be presumed to be consent to engage in sexual activity in the future. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

  Please recall that no person who is underage can ever consent to sexual activity of any kind. Therefore, sexual contact with or behavior toward a minor is prohibited. The age of consent in Iowa is 16. However, federal law criminalizes certain activity (even if consensual) with a person under the age of 18. A person engaging in sexual activity is responsible for ensuring that his/her sexual partner is of legally consenting
age. Any sexual contact or activity with a person under the age of consent is necessarily non-consensual for the purpose of this policy and the law. Any person who believes that any minor may have been abused or subjected to sexual behavior or content of any kind on our campus or by one of our students or employees should report the situation immediately.

Persons Covered
Unlawful discrimination and harassment is prohibited whether it is committed by faculty members, administrators, supervisors, co-workers, or non-employees, including students, vendors, or suppliers. Similarly, college personnel must not engage in prohibited conduct against students, college employees, or employees of the college’s vendors or suppliers.

Complaint Procedure
Individuals who become aware of or think they have been subject to discriminatory or harassing conduct are strongly encouraged to contact the college’s harassing conduct officers, (who are listed in the current Faculty/Staff Directory), their immediate supervisor, or the Director of Human Resources.

Individuals who become aware of or think they have been subject to discriminatory or harassing conduct may also wish to talk to a member of the counseling staff, members of the Health Service professional staff, or to one of the college pastors. Because these staff members are professionals with special requirements regarding confidentiality, they are not required to report the incident to the college’s harassing conduct officers unless the individual decides to release the information.

After these discussions, if the individual decides to file a complaint with one of the harassing conduct officers, a written summary will be completed by the complainant or the officer in conjunction with the complainant. The summary will include the following information: name, address, and phone number of the complainant; name of the accused; nature of the complaint; date(s) and location(s) of the alleged incident(s); evidence on which the complaint is based.

Once the written summary has been completed, the officer will begin an investigation of the complaint as soon as possible. The officer will also inform the employee’s supervisor, vice president, and the Director of Human Resources.

Even if a written complaint is not filed, the college may undertake an independent investigation as circumstances warrant and implement remedial measures.

Reporting Requirements of Supervisors or Department Heads
Supervisors or department heads who become aware of any incidents or alleged incidents of discrimination, harassment, or sexual misconduct must immediately report them directly to the college official(s) identified above. Any supervisor or department head who fails to report allegations of discrimination, harassment, or other prohibited conduct or who otherwise fails to deal properly with such allegations will be subject to corrective action, up to and including dismissal.
Investigation and Response
The harassing conduct officer will take prompt action to investigate complaints of discrimination or harassment. The investigation will gather sufficient information from both the complainant and the accused in order to determine an appropriate response.

Investigations of alleged sexual misconduct will be conducted according to the Staff Sexual Misconduct Policy.

Upon conclusion of the investigation, the college will take immediate and appropriate action to resolve the complaint informally or through corrective action. Any employee found to have engaged in unlawful discrimination, harassment, or other prohibited conduct will be subject to corrective action, from an oral or written warning up to and including discharge. Immediate and appropriate steps will also be taken if any non-employee (such as a student, vendor, or supplier) is found to have unlawfully discriminated against or harassed any students, college employees, or employees of the college’s vendors or suppliers.

The college reserves the right to institute temporary measures to respond to reported incidents of harassment or discrimination pending the completion of any applicable complaint resolution process.

In cases of incidents of anonymous harassment as determined to be serious by the appropriate harassment officers, the Office of the President will ensure a timely, campus-wide release of information regarding the incident.

Files and Confidentiality
Files related to complaints of discriminatory or harassing conduct will be kept confidential to the extent possible, consistent with the need for a thorough investigation.

The harassing conduct officer(s) shall record the following information in a confidential file for each complaint:

a) Names of the complainant, the accused, the officer

b) Written summary of the complaint

c) Notes pertaining to the investigation

d) Findings of the investigation

e) Measures related to the resolution of the complaint

Harassing conduct investigation files will be placed in confidential envelopes within employee files.
Non-Retaliation
The college will not retaliate or take any form of reprisal against any victim of or witness to discrimination or harassment, and any such retaliation or reprisal by a college employee is forbidden. Any employee who retaliates against another employee, student, or witness because of a complaint of discrimination or harassment, or because of participation in any investigation, will be subject to corrective action up to and including termination of employment.

Implementation
The college’s intent in preparing, implementing, and distributing this policy is to maintain a campus environment free from inappropriate conduct and harassment. The college expects the cooperation of all employees in making this policy work in compliance with federal, state, and local laws. This policy is not intended to impose any contractual obligations on the college or any of its employees or representatives. Questions about this policy should be directed to the college’s harassing conduct officers or the Director of Human Resources.

Consensual Relations Policy
A dating, romantic, or sexual relationship between an employee and a student carries risks of conflict of interest, breach of trust, and abuse of power. Under some circumstances—such as those involving teaching, supervising, advising, or counseling students—a student’s freedom of choice is greatly diminished, even in relationships that appear to be based on mutual consent, because of the power differential between the employee and the student.

Luther College faculty and staff shall not engage in a dating, romantic, or sexual relationship with students who are currently enrolled in their courses or who are under their direct supervision in any way. In all other situations, faculty and staff considering a dating, romantic, or sexual relationship with a student are required to consider seriously the exploitative possibilities that may be inherent in such relationships. Such relationships are strongly discouraged by the college. Individuals engaging in such relationships render themselves vulnerable to later allegations of sexual harassment or other serious legal claims, as well as the possibility of corrective action for unprofessional conduct.

Anti-Violence Policy
Any acts or threats of violence against employees, students, or visitors on college property are strictly prohibited. Specifically:

a) No form of weapon is permitted on college property or at college sponsored events. Examples of weapons include switchblades, guns or other firearms, explosives, and toxic substances. Employees who bring such weapons or substances on college property or to college-sponsored events, or who state or imply that they have such weapons or substances, will be subject to appropriate corrective action up to and including termination of employment.
b) Threatening or intimidating behavior or assaults against any person on the campus or at college-sponsored events are strictly prohibited. This includes verbal or nonverbal threats to another employee or person, or an expression of intent to inflict injury or damage to another employee or person. This also includes such disorderly conduct as fighting or using abusive or threatening language toward another. Employees engaging in such behavior will be subject to appropriate corrective action up to and including termination of employment.

c) Defacing or damaging property of the college, its employees, or students is strictly prohibited. Employees engaging in such actions will be subject to appropriate corrective action up to and including termination of employment.

Employees are encouraged to report immediately any threatening behavior or the presence of weapons or other prohibited substances on college property or at college sponsored events to their supervisor or to the Director of Security. Reprisals against an employee who reports or experiences any form of workplace violence will not be tolerated.

If the situation warrants, employees should not hesitate to alert local authorities by calling 911.

**Drug and Alcohol Policy (Federal Drug Free Workplace Act)**

Luther College highly values its students and employees and is therefore committed to maintaining a safe and healthful learning environment and workplace free from chemical substance abuse. To help fulfill this commitment, the college has established a Lifetime Wellness Program. The following policy outlines ways the college will also fulfill this commitment while complying with the provisions of the Drug Free Workplace Act (1988) and the Drug Free Schools and Communities Act of 1986 and Amendments of 1989. This policy will be shared annually with all students and employees by the Student Life Office.

The college prohibits its employees (“employees” or “employee” includes student workers in this policy) from reporting to work or performing work for the college while impaired by or under the influence of illegal drugs or alcohol.

The illegal use, possession, dispensation, distribution, manufacture, or sale of alcohol or other drugs by an employee in the workplace, or while the employee is on duty or official college business or by a student is prohibited. This standard of conduct applies to all college-sponsored on-campus and off-campus activities.

Federal law contains further prohibitions against the manufacture, possession with the intent to distribute, or distribution of controlled substances, including narcotic drugs, marijuana, depressant, or stimulant substances.

Iowa law prohibits the manufacture, delivery, possession with the intent to manufacture or deliver, and possession of controlled substances. Local and state laws prohibit
possession of open containers of alcoholic beverages outside of a residence or licensed liquor establishment. Possession of alcoholic beverages is prohibited for persons under the age of 21. Operating a motor vehicle while intoxicated is also prohibited.

The college recognizes all these regulations in its commitment to maintaining a healthful campus and workplace. A summary of federal, state, and local sanctions applicable to violations mentioned above is on file in the Human Resources and Student Life offices.

Luther College promotes wellness and recognizes chemical dependency as a major threat to wholeness of personal health. The college is therefore committed to seeing that all its students and employees understand that:

- The use of alcohol and/or illegal drugs can interfere physically, mentally, socially and spiritually with the ability to perform important functions
- These drugs impair physical coordination and mental alertness and may damage the immune system, resulting in irreversible health problems and death
- Social behavior following use of alcohol or illegal drugs may be destructive to relationships

A summary of the effects of using controlled substances is available from the Lifetime Wellness Program Office. This office coordinates programs to inform employees and students about the dangers of drug and alcohol abuse, the college’s policy, counseling or rehabilitation programs in the community, and penalties for violations.

The Luther College Counseling Service provides evaluation and counseling for students in relation to abuse of alcohol and other drugs and refers students to other resources that might be appropriate for them. Lists of community and area evaluation and counseling services are available from the following offices: Counseling Services (1375), Health Service (1045), and the Lifetime Wellness Program Office (2075).

Violations of the standards of conduct described previously will result in:

- corrective action up to and including dismissal/termination as described in the respective staff, student and faculty handbooks, and students’ residence hall contracts and/or
- required satisfactory participation in a drug and alcohol abuse evaluation or rehabilitation program

Any employee or student employee who is convicted of violating any criminal drug statute in such workplace situations as described above, must report that conviction to the Office of Human Resources no later than five days after the conviction.²

Within 10 days after receiving notice of such conviction from an employee who is a participant in a federal grant or contract, the Office of Human Resources will notify the granting agency of an employee’s conviction for violation of the standards of conduct identified for the workplace. Within 30 days of the employee’s conviction the college
will impose corrective action on the employee, and/or require satisfactory participation in the drug abuse assistance program.²

¹The Drug Free Workplace Act [1988] applies to employees of the college and students who are Pell Grant recipients. It requires the college to certify that as a federal grantee it will provide a drug-free workplace. The Drug Free Schools and Communities Act [1986] and Amendments [1989] require that as a condition of receiving funds or any other form of financial assistance under any federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students. While these are distinct regulations, the college is stating with this single policy its intent to comply with both.

²Stipulation of the Drug Free Workplace Act

STATEMENT OF RESPONSIBILITY FOR THE SECURITY AND CONFIDENTIALITY OF DATA AND DATA NETWORKS

Statement of Responsibility

Security and confidentiality of all data is a matter of concern for all members of the Luther community who have access to records and files, paper and computerized, and the data infrastructure and networks owned by Luther College. Employees are asked to electronically sign an agreement with Library and Information Services. For more information visit www.luther.edu/lis/about/policies/data networks.

HEALTH AND SAFETY

Emergency Procedures

Accident or Injury
If an employee is seriously ill or injured, call 9-911. Describe the emergency and location, and then call the Security Office at 2111. The Office of Human Resources should also be notified so that family members can be contacted if appropriate.

Report of Accidents
Any employee sustaining an illness or injury on the job must complete a Workers Comp Reporting Worksheet as soon as possible. This report is needed even if the injury does not appear serious enough to justify consulting a doctor. See Workers Compensation Reporting Worksheet at www.luther.edu/hr/faculty-staff/common-forms
Emergency Procedures Guide
Procedures detailing emergency conditions are explained in the Emergency Procedures Guide. All employees will receive this document and updates as necessary. Additional copies are available at the Office of Human Resources.

Workers Compensation Insurance

Every Luther employee is covered by workers compensation insurance for work-related illnesses and injuries while on duty. Any illness or injury, however small, should be reported immediately to an employee’s supervisor. In addition, a Workers Compensation Reporting Worksheet, available from his or her supervisor or the Office of Human Resources must be completed. Failure to report an illness or injury in a timely manner may result in a claim denial. The college will not retaliate against any employee for reporting a workplace illness or injury or for seeking workers compensation insurance.

Contact the Office of Human Resources for more information. See Workers Compensation Reporting Worksheet at www.luther.edu/hr/faculty-staff/common-forms

College Keys

Campus security is important to all college employees. If you are issued a building or office key, it should be kept in your possession; you should not loan it to anyone. The privilege of carrying a key is not transferable. A lost key must be reported at once to the employee’s supervisor and the Facilities Services office. See College Key Policy at www.luther.edu/policies

Smoking Policy

On July 1, 2008, the State of Iowa passed a law that prohibits smoking on all property maintained or owned by Luther College. The use of pipes, hookahs and other smoking devices such as e-cigarettes or vapor cigarettes is also prohibited. For a complete description please refer to the Iowa Code 142D: The Smokefree Air Act (the Act). Individuals in violation of the Act will be subject to the following Luther College penalties:

- Employees who have been reminded and continue to smoke will be reported to Human Resources. A $50 fine may be levied to individuals after adequate warning. Corrective action, including possible termination, may occur if smoking on campus continues.
- See Smoking Policy at www.luther.edu/policies/O-Z

Bloodborne Pathogens

Current medical evidence indicates that the actual safety risks created for the
transmission of Hepatitis B (HBV) and HIV (AIDS) viruses are low in the college’s normal academic and employment setting. Any employee who may be exposed to body fluids in the course of employment duties will be given protective wear in order to minimize the risk of transmission of communicable disease. The college will make available the Hepatitis B vaccination series to all employees who have the potential for occupational exposure. Training is provided at the time of initial assignments to tasks where occupational exposure may occur and will be repeated within 12 months of the previous training.

Faculty and staff are not authorized to clean any spills of body fluids unless they have received training in infection control and been offered a Hepatitis B vaccine. For more detailed information, contact the supervisor or the Office of Human Resources.

**Campus Security Act**

The college is in willing compliance with the Campus Security (Clery) Act and, supported by compiled statistics, believes the environment to be a low crime area, particularly when individuals use common safety precautions. A complete report is available, upon request, from the Student Life or Admissions office, or via the Student Life website.

**Solicitation Policy**

To protect employees, no outside solicitors will be permitted to approach employees on the college’s premises. Employees may engage in solicitation only as described below.

During working time, employees should focus on their work duties and not interfere with other employees’ work. Therefore, no employee may engage in solicitation or accept solicitation on behalf of any club, society, religious organization, political party, labor union, or similar association, or for any other purpose, during the working time of either the solicitor or the person being solicited. “Working time” means the time during which an employee is required to be performing work duties.

**Pet Policy**

With the exception of small fish and service animals, the college prohibits any person from bringing or keeping pets in student residences, academic, administrative offices and buildings, and all other general buildings. Employees should notify Facilities Services, ext. 1010, if there are pets in any campus buildings or college vehicles. Facilities Services will contact the vice president of the appropriate department for appropriate action. See Pet Policy at [www.luther.edu/policies/O-Z](http://www.luther.edu/policies/O-Z).