

September 2015



Staff Handbook

PURPOSE

The purpose of this Staff Handbook is to inform all administrators and staff of personnel policies and practices currently in effect at Northwestern College and to serve as a guide to supervisors so that they will apply policies fairly and consistently. The college's Faculty Handbook states all relevant policies governing the employment of teaching faculty. It is the responsibility of all employees of Northwestern College to become familiar with the contents of the appropriate personnel policies manual. Should you have questions concerning any of the policies, practices, or procedures, please bring those to the attention of your immediate supervisor.

Revisions will be issued when new policy practices and procedures have been adopted.

POLICY CHANGES

Every employee is encouraged to make suggestions for improving the working climate of Northwestern College, keeping in mind the college's educational and spiritual mission. Suggestions for changes or revisions of policies and practices should be referred to the Administrative Council. The Administrative Council may deem it appropriate to appoint a study committee for the purpose of formulating a recommendation. In general, proposed policies need approval by the Board of Trustees prior to implementation.

COMPLIANCE STATEMENT

Northwestern College does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission, access to, or employment in its programs and activities. Any person having inquiries concerning Northwestern College's compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1975, or Section 504 of the Rehabilitation Act of 1973 is directed to contact the Director of Human Resources (707-7224) or the Provost (707-7103), Northwestern College, Orange City, Iowa, 51041. These individuals have been designated by Northwestern College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, Age Discrimination in Employment, or Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding this institution's compliance.

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SECTION I. INTRODUCTION

1. MISSION & IDENTITY

A. Mission

Northwestern College is a Christian academic community engaging students in courageous and faithful learning and living that empowers them to follow Christ and pursue God's redeeming work in the world.

B. Identity

Northwestern College is a Christian college in the Reformed tradition, founded in 1882 by the Reformed Church in America. We are committed to providing a Christian liberal arts education in an undergraduate, intercultural and residential environment. We offer bachelor's degrees in a variety of traditional and professional programs.

2. A VISION FOR LEARNING

Northwestern College is a community rooted in Scripture and the confessions of Reformed theology and thus shaped by a robust integrative and transformative vision of the Triune God who creates, redeems, and sustains. This theological background supports a framework within which students, staff, and faculty of various Christian traditions take up the task of loving, understanding, and serving the world whose Savior and Lord is Jesus Christ. We see the pursuit of liberal arts education as worship experienced in community and offered to the glory of God. Embracing this calling with a freedom that arises from confidence in God's saving grace and sovereignty, we are committed to cultivating virtues of heart and mind that will enable us to live out our shared vocation as participants in God's redemptive work. We respond to God's call to proclaim the message of the gospel, be stewards of creation, serve Christ in all persons, and bring all things under his lordship.

In keeping with this commitment, we intend Northwestern graduates to be persons who

Trust, Love, and Worship God

- Understanding that God is the center of life, learning about God through careful and rigorous study, and aspiring to trust, love, and worship God as the sovereign Lord of the universe.
- Recognizing that to love God is also to live joyfully as participants in a variety of communities, valuing the diversity of the human family and seeking opportunities for learning, growth, and transformation through intercultural relationships.

Engage Ideas

- Demonstrating competence in navigating and contributing to the world of ideas and information, having learned to listen, read, question, evaluate, speak, write, create, and perform with a disciplined imagination.
- Gaining a comprehensive understanding of the theoretical foundations, methods, and products of the humanities, the social and natural sciences, and the fine arts
- Pursuing truth faithfully in all aspects of life; developing, articulating, and supporting their own beliefs; and seeking meaningful dialog with those holding different convictions.
- Desiring to continue a life of learning and contemplation.

Connect Knowledge and Experience

- Completing academic majors that enable acquisition of the narrower but deeper knowledge and skills that serve as the basis for mastery of a particular discipline and as preparation for meaningful life and work.
- Exhibiting a broad understanding of the current and historical interplay of different realms of knowledge and experience.

- Seeking opportunities for growth and reflection that integrate faith, learning, and living in community.
- Seeing beauty and finding joy in all pursuits.

Respond to God's Call

- Discerning and developing their unique gifts in service to Christ, the church, and the world Christ loves and redeems.
- Regarding all persons as made in the image of God and thus deserving of understanding, love, and justice.
- Living a balanced and whole life in obedience to God.

3. INSTITUTIONAL COMMITMENTS

We fulfill this vision through the following campus-wide commitments. We promote excellence in teaching, research, scholarship, performance and production. We encourage the development of a Christian community marked by personal devotion, caring interpersonal relationships, and respect for others' unique gifts and perspectives. We seek to create and maintain cultural, ethnic, and racial diversity among our students and staff and in our curricular and co-curricular programs. We make decisions in a participatory system of shared governance.

We provide an attractive and efficient campus plant that is aesthetically pleasing, promotes active stewardship of the environment, and is conducive to serious learning and Christian living. We provide educational, cultural, and recreational opportunities for students, faculty, staff and the surrounding communities that help us attain our vision for learning. We are committed to generating the financial resources necessary to provide educational excellence and maintain fiscal responsibility in all programs and operations.

4. CHRISTIAN IDENTITY

As a Christian college, Northwestern identifies itself as Reformed, evangelical, and ecumenical. We view these Christian theological perspectives as complementary and draw from the strengths of each perspective in fulfilling our mission.

Reformed Commitment

Northwestern College is affiliated with the Reformed Church in America. We accept the ultimate authority of God's written Word and are guided by the wisdom of the ecumenical creeds* and our historic Reformed confessions**. We proclaim the sovereignty and grace of God in every area of creation and human life, our sinfulness and natural inability to have faith in God, God's sovereign and gracious choosing of God's people in Christ based solely on God's good pleasure and will, the Holy Spirit's initiation of the new birth resulting in faith and repentance, the life-giving spiritual union between Christ and believers, and God's compassionate embrace that keeps believers from ever truly falling away from faith. We affirm God's broad redemptive purposes, and we embrace the Christian call to reform the church, reflect critically on worldviews that influence culture, and transform the world.

*The Apostles' Creed, the Nicene Creed, and the Athanasian Creed

**The Heidelberg Catechism, the Belgic Confession, the Canons of Dort, and the Belhar Confession

Evangelical Engagement

As a Reformed institution, Northwestern stands within the broad tradition of evangelical Christianity. We affirm the divine inspiration, infallibility, authority, and sufficiency of Scripture in matters of faith and practice. We seek a warm, personal faith that is the product of conversion through an individual's trust in Christ as Savior and Lord and belief in Christ's redeeming and substitutionary work on the cross. We acknowledge that salvation comes solely through the unmerited, direct, and transforming gift of God's grace. We believe that Christians are called to live holy lives, to make disciples throughout the world by embodying in word and deed the good news of salvation, and to love all people through acts of justice and mercy in Christ's name.

Ecumenical Spirit

As a Reformed institution, Northwestern College identifies with the ecumenical spirit that unites all Christians in every time and place. This spirit is embodied in the unified confession of the historic Church as expressed in the Apostles' Creed. We desire greater unity among the universal Christian family. We celebrate the unique traditions and gifts of other Christian communities. We seek new cooperative relationships with other Christians in our common witness to the gospel and our pursuit of justice for all creation. Our ecumenical spirit calls us to appreciate alternative perspectives in an ethos of peaceful dialogue.

5. A BRIEF HISTORY OF NORTHWESTERN COLLEGE

Northwestern is a Christian college in the Reformed tradition. That tradition goes back to the 16th-century Protestant Reformation and to the work of John Calvin. Calvinist churches spread throughout continental Europe and the rest of the English-speaking world, including North America, where their best-known representatives have been the Puritans and the Presbyterians. Reformed Christianity was the dominant religious influence in colonial America. In the early 17th century, Dutch Calvinist immigrants settled in what is now New York, where the first Reformed Church was organized in 1628. This makes the Reformed Church in America, Northwestern's founding denomination, the oldest Protestant denomination in North America with a continuous ministry.

A second Dutch migration to the New World—this time to the Midwest in the 19th century—brought immigrants who desired freedom of religious expression and opportunities for a better life in general. The best-known settlements of the Dutch Reformed immigrants of this time were Holland, Michigan, and Pella, Iowa, both begun in 1847. Most of these immigrants soon joined the Reformed Church in America. In the 1870s some Pella residents, led by Henry Hospers, moved to inexpensive, fertile land in northwestern Iowa, about forty miles north of Sioux City. They named their main settlement Orange City, after the Dutch royal house.

In 1872, the Reverend Seine Bolks became the first pastor of Orange City's First Reformed Church. One of the founders of what became Hope College in Holland, Michigan, he desired to establish a Christian classical academy in Orange City to prepare students for college and ultimately for ministry in the Reformed Church in America. Grasshopper scourges and intermittent floods, hailstorms and droughts delayed fulfillment of that dream. After considerable economic hardship, the area's Dutch Reformed people, led by Bolks and Hospers, incorporated the Northwestern Classical Academy on July 19, 1882, with the motto "Deus est lux" (God is light). The constitution called for establishing an institution of learning "for the promotion of science and literature in harmony with, and religion as expressed in, the doctrinal standards of the Reformed Church in America."

Hospers donated much of the land on which Northwestern is located. Zwemer Hall, the first permanent building, was erected in 1894; it is now the college's administration building and is listed in the National Register of Historic Places.

The academy grew from 25 students in the first year to around 70 within a decade. The curriculum expanded to embrace subjects such as education and business in addition to classical studies such as Latin. Soon academy graduates included educators and other professionals.

In 1928 the academy added a junior college. The Great Depression hit Northwestern hard, resulting in salary cuts for faculty. Despite the suggestion from the Reformed Church's Board of Education in 1932 that the junior college close temporarily, President Jacob Heemstra kept Northwestern afloat. After World War II enrollment increased steadily. With that growth came the construction of a number of buildings in the 1950s.

Northwestern became a four-year teacher-training college, awarding its first bachelor's degrees in 1961, the same year the academy ceased operation. Four years later, the Board of Trustees approved the development of a liberal arts program. As enrollment doubled to more than 760 in the 1960s, three dorms and Ramaker Library were built.

The North Central Association granted the college full accreditation in 1970. The football team won the college's first NAIA national championship in 1973, and Northwestern began offering opportunities to intern in Chicago and study abroad a year later.

Northwestern's Christian dimension was strengthened in the 1980s as the institution joined the Council for Christian Colleges & Universities, began offering spring and summer short-term mission opportunities, and emphasized discipleship groups. The percentage of faculty who earned doctorates or the highest degree in their field increased from less than 50% to 75%. In addition, majors were added in accounting, Christian education, communication, computer science and social work. Despite Iowa's farm crisis, funds were raised to build Christ Chapel and enrollment grew to more than 1,000 by the end of the decade.

A number of building and renovation projects were completed by the end of the 20th century, and enrollment continued a steady incline. Northwestern's academic reputation was strengthened when faculty members were named Iowa's Professor of the Year in 2004 and 2006. The 2000s also saw an expansion of the study abroad program, construction of new facilities for art and theatre, five national championships in men's and women's basketball, and a campus-wide emphasis on helping students discover their calling by better integrating their academic, service and co-curricular experiences.

Adhering to its original mission of providing a Christ-centered education and still strongly connected to the Reformed Church in America, Northwestern has achieved recognition as a high-quality, genuinely Christian, liberal arts college. As in the past, Northwestern looks to the future with confidence and faith that God's light will continue to guide.

6. NORTHWESTERN AND THE LIBERAL ARTS

Northwestern College claims the liberal arts tradition as its own. That tradition can trace its roots to ancient Rome and Greece, continuing through the Middle Ages in studies designed to develop the human intellect, with the focus on knowledge, reflection and understanding. The seven liberal arts originally included arithmetic, astronomy, geometry, grammar, logic, music and rhetoric. The Renaissance added the ancient languages and the classics, along with a new emphasis on the dignity of the individual. With the Reformation, theology and scriptural studies became central, and people were called upon not only to know God but also to serve him.

The scientific revolution and the Enlightenment ushered in a renewed interest in the natural world and a new approach to truth that stressed experience, observation, and human reason. These developments brought both benefits and problems. Perhaps chief among the latter was the Enlightenment tendency to ignore the Christian theological presuppositions that informed previous intellectual efforts. Even Christian colleges have felt these effects, although many have remained committed to a Christ-centered view of life and to the important role of the liberal arts in developing such a view.

Throughout the development of the liberal arts tradition, the major purposes have been to understand the human and the humane; to liberate and enlarge the intellect to develop, through study and contemplation over time, habits of thought and commitment that become part of a comprehensive worldview; and to refine basic and liberating skills such as communication, critical thinking, and decision-making. As a liberal arts college infused with a distinctively Christian perspective, Northwestern seeks to teach and practice the unity and universality of God's truth. That begins with a general education program which includes biblical and theological studies and foundational courses in the humanities, and natural and social sciences. Beyond this solid base, Northwestern offers majors and professional programs that seek to broaden and deepen the understanding of truth, beauty, and justice, and to prepare students for lives of service and work to the glory of God.

7. TERMS OF APPOINTMENT

Employees are issued letters of appointment with the following understanding:

- a. The appointee shall be in fundamental agreement with the purpose of the college as set forth in the Staff Handbook and the college catalog.
- b. The appointee shall express an active Christian commitment, which in the Reformed tradition includes identification with a local body of believers.
- c. The appointee shall actively support those measures taken by the college to further the Christian understanding and commitment of the members of the campus community.
- d. The appointee shall agree to resign from the Northwestern College staff as a person of integrity if ever in good conscience there is an inability to agree with the Christian stance to which the college is committed or an inability to actively support its program, including the chapel program.

SECTION II.
COLLEGE GOVERNANCE

Northwestern College as a non-profit institution of Christian higher education is governed by an elected Board of Trustees as the controlling body. On-campus governance procedures and responsibilities are vested in the administrative officers.

1. TRUSTEE BY-LAWS

BY-LAWS OF NORTHWESTERN COLLEGE

(Revised April 2014)

Article I.

The Board of Trustees

A. General

Governance of Northwestern College shall at all times be vested in a Board of Trustees, consisting of not more than 32 members. Said Board of Trustees shall hold and control all property acquired by the college and shall have final authority over the total college program, plant, and all college personnel.

B. Qualifications of Trustee

Each trustee shall be a confessing Christian who acknowledges a commitment to the authority of the Bible over all matters of faith and practice, the sovereignty of God, and the lordship of Jesus Christ over all of life.

C. Membership

Section 1. RCA Representation. Fifteen trustees shall be elected or appointed from the Reformed Church in America.

Local Pastors

5 trustees

1. One pastor from the founding church – First Reformed in Orange City
2. One pastor from another Orange City RCA church
3. One pastor from the Sioux Center RCA churches
4. Two pastors from area RCA churches (within 250 mile radius)

RCA Representation

10 trustees

With consideration of geographic representation across the nation, the Board of Trustees of Northwestern College shall elect or appoint not more than ten trustees representing the FCA. Three of the 10 trustees will be General Synod appointments and as such will be approved by the General Synod to serve.

Section 2. At-Large Representation. With a desire for a balanced national representation, the Board of Trustees of Northwestern College shall elect or appoint not more than fifteen trustees.

Section 3. The president of the college shall be an ex-officio member of the Board of Trustees.

Section 4. The college's legal counsel shall be an ex-officio member of the Board of Trustees.

Section 5. Faculty Representation. One tenured member of the faculty shall be elected by the faculty in accordance with the procedures followed for nominating and electing members to standing committees of the faculty. The faculty representative shall have the power to vote.

Section 6. Alumni Representation. The president of the Alumni Association shall be a member of the Board of Trustees during his or her tenure. The alumni representative shall have the power to vote.

Section 7. The immediate past chairperson of the Board of Trustees shall be an ex-officio member of the Board and its Executive Committee for one year. (Note: It is the intent of the Board of Trustees that the immediate past chair does not have the right to vote as an ex-officio member of the Board of

Trustees or its Executive Committee. This action is taken to help ensure continuity of leadership on the Board of Trustees and its Executive Committee.)

D. Term of Service

Section 1. A pastor of the founding church (First Reformed, Orange City) shall serve as a trustee continuously.

Section 2. All other trustees shall serve for a period of four years with all terms to expire at the close of the annual meeting of the Board of Trustees. The faculty representative shall have the same term of service as all other regular trustees, as long as he/she is a member of the faculty.

Section 3. To ensure a regular infusion of fresh experience and insight as well as continuity and experience, a trustee may be elected to two consecutive terms. Following two consecutive terms of service, a trustee shall not be eligible for re-election to the Board of Trustees until a period of at least two years shall have elapsed except as set out herein below. Said trustee may, however, be elected to a second consecutive full term, if immediately prior to the first full term, service was for less than two full years, completing someone's unexpired term.

Section 4. The Board will make a varied number of appointments each year, attempting to keep four classes that are approximately even in size thereby avoiding a large number of trustees serving concurrent terms.

E. Meetings

Section 1. Meetings of the trustees of Northwestern College shall be held at such place as may from time to time be designated by the Executive Committee and stated in the notice of meeting.

Section 2. Commencing in 1973, two meetings of the Board of Trustees shall be held; the first in the spring and the second in the fall, and the spring meeting shall be the annual meeting of the Board. Said meeting shall be held at a time as may be designated by the Executive Committee of the Board of Trustees and stated in the notice of meeting.

Section 3. Special meetings of the Board of Trustees may be called on the order of the chairperson or the Executive Committee of the Board of Trustees.

Section 4. Written notice of all meetings of the Board of Trustees shall be mailed or delivered to each trustee at least two weeks prior to the meeting. Notice of any special meeting shall state in general terms the purposes for which the meeting is to be held.

Section 5. A majority of the trustees present in person shall constitute a quorum for the transaction of business at all meetings of the Board, but if there is less than a quorum the meeting may be adjourned from time to time.

Section 6. The chair of the Board, or, if absent, the vice-chair, shall preside at all meetings of the Board of Trustees, and in the absence of the chair or the vice-chair, the Executive Committee shall appoint any trustee to act as chairperson of the meeting.

Section 7. The chairperson shall appoint a person to act as secretary at each Board meeting.

F. Duties

The duties of a trustee are set forth in the Trustee Handbook.

Article II.

Organization of the Board of Trustees

A. Officers

Section 1. Officers shall consist of a chair, a vice-chair, and secretary.

Section 2. Officers will be elected from the membership of the Board at the annual meeting.

Section 3. Officers will serve until the next annual meeting or until their successors are elected and properly qualified.

Section 4. The officers of the Board of Trustees will discharge the duties which ordinarily pertain to these offices.

Section 5. In the event of the death or disability of both the chair and vice-chair, the Executive Committee shall be empowered to appoint a member of the Board of Trustees to serve as chair until the next annual meeting of the Board.

Section 6. The officers of the Board of Trustees shall have authority to sign all necessary legal documents and papers for the corporation as follows: All legal documents and papers which require the official signature of the corporation shall bear the signature of any two of the following officers of the Board: the chair or secretary of the Board, or the vice president for financial affairs or the president of the college. No special resolution of the Board of Trustees shall be required for the proper execution of such legal documents or papers except in the case of:

- (a) The sale or other disposal of any of the capital assets of the corporation for purposes other than reinvestment under the methods prescribed by the Board, or,
- (b) As the laws of any of the several states of the United States may require.

B. Committees

Section 1. Executive Committee. The Executive Committee shall consist of the officers of the Board of Trustees, the chairperson of the standing committees, the immediate past chair of the Board of Trustees as set forth in Article I(C)7 hereof, and up to four additional persons who shall be elected at each annual meeting of the Board of Trustees for one-year terms. The college's legal counsel will be invited to all Executive Committee meetings, without vote. When vacancies on the Executive Committee occur, they may be filled by election by the remaining members of the Executive Committee from the Board of Trustees membership to serve until the next annual meeting.

The actions of the Executive Committee are to be reviewed and ratified by the Board at its annual meetings

Duties are to:

- (a) Conduct all the business of the Board of Trustees between its stated meetings except the following which shall be the exclusive responsibility of the full Board of Trustees: electing trustees, amending the Articles of Incorporation or the By-Laws, and changing the purposes of the institution.
- (b) Make final decisions on faculty and staff appeals, with recommendations coming from the president. These decisions may require special meetings because of timing requirements.
- (c) Complete a performance review of the President annually.
- (d) Set the salary and perquisites for the President.

Section 2. Committee on Trustees. The Committee on Trustees shall consist of the chair of the Board of Trustees, the college's legal counsel, the president of the college, the vice president for advancement, and three other trustees.

Duties are to:

- (a) Develop and oversee a program for the orientation of new trustees to the purpose and goals of Northwestern, including the development of the Trustee Handbook.
- (b) Evaluate the organization and effectiveness of the Board of Trustees.
- (c) Nominate individuals for membership on the Board of Trustees, and for membership on committees.
- (d) Nominate individuals as officers for the board and as committee chairs at each annual meeting.
- (e) Periodically review and recommend to the Board changes to the By-Laws.

Section 3. Committee on Academic Policies

Duties are to:

- (a) Become familiar with the mission, identity statement, and the *Vision for Learning of the college*.
- (b) Become familiar with the academic structure, curriculum, and graduation requirements of the college.
- (c) Be satisfied that the college provides an academic program that progresses toward excellence in teaching, scholarship, quality of intellectual climate, consistent with the mission and the *Vision for Learning*
- (d) Review policies and patterns of college involvement in consortiums and in the larger academic community.
- (e) Review institutional decisions concerning faculty and administrative appointments, and promotion and tenure, to ensure the academic quality, Christian integrity and fiscal viability of the college.
- (f) Review policies, planning, and development of academic support services (library, computer services, registrar, academic support program).

- (g) Review the cultural affairs program of the college and encourage development of a quality program.
- (h) Recommend to the board of trustees any change to academic policies that might be appropriate.

Section 4. Committee on Campus Life

Duties are to:

- (a) Assure itself that the college maintains a deep and sensitive concern for the individual student while at the same time cultivates its sense of community as Christians gathered together to pursue learning and truth.
- (b) Evaluate the policies and programs of the college that are aimed at promoting Northwestern's mission as a Christian liberal arts college, including those policies relating to the formal expression of Christianity on campus.
- (c) Recommend such policies as may be needed to encourage the imaginative development of opportunities for growth in Christian understanding, maturity, and witness for all members of the college community.

Section 5. Committee on Finance

Duties are to:

- (a) Recommend to the Board of Trustees an annual budget, including any proposal for changes in student tuition and room and board fees.
- (b) Recommend to the Board of Trustees those policies and programs required to ensure the sound and responsible management of Northwestern's financial resources.
- (c) Recommend to the Board of Trustees such actions as may be required to ensure the appropriate coordination of advancement programs and the capital (physical facilities) and operating requirements of the college.
- (d) Review the management and performance of Northwestern's endowment fund(s), making such recommendations for policies to the Board of Trustees regarding the fund(s) as may be necessary.
- (e) Serve as the audit committee for the Board of Trustees and in that capacity perform a review of the annual financial statements of the college, including reviewing the financial statements with an external auditor.

Section 6. Committee on Advancement

Duties are to:

- (a) Recommend to the Board of Trustees advancement initiatives and campaigns to implement and support the goals and objectives of the college.
- (b) Review and report to the Board of Trustees the status of approved advancement and fundraising programs.
- (c) Review those policies and practices designed to maintain and strengthen a warm and effective working relationship between Northwestern College and the Reformed Church in America, its several assemblies, boards, agencies, and sister institutions.
- (d) Recommend to the Board of Trustees appropriate programs and plans designed to encourage endowment and deferred giving.
- (d) Recommend to the Board of Trustees those programs necessary to involve trustees in the advancement and fundraising work of the college.
- (e) Recommend to the Board of Trustees those programs and policies that are necessary to ensure Northwestern's long-range objectives are adequately considered by the Board of Trustees.

Section 7. Committee on Enrollment and Marketing

Duties are to:

- (a) Review admissions, marketing and public relations policies and procedures.
- (b) Assess enrollment to ensure that student qualifications, class composition and class size are at optimal or desired levels.
- (c) Develop a clear and consistent brand identity and messaging platform.
- (d) Cultivate strategic external relationships that advance enrollment, image and reputation.
- (e) Review and discuss financial leveraging models in order to best serve students and maximize revenues.
- (f) Review, evaluate and make recommendations to the Board of Trustees on matters pertaining to the retention of students. Such matters may include, but are not limited to: financial aid, and pricing.

Section 8. The chair of the Board of Trustees and the president of the college shall be ex-officio members of each committee.

Article III. **The President**

The administration of the institution shall be vested in an officer elected by the Board of Trustees as its properly constituted agent.

Section 1. Title of this executive officer shall be the president of the college.

Section 2. The president shall be a member in full communion of the Reformed Church in America.

Section 3. The president shall be a member of the Board of Trustees, ex-officio; head of all departments of the college, exercising such supervision and direction as will promote their efficiency; responsible for executing such measures concerning the academic program and the administration of the college as the Board may enact.

Section 4. In keeping with the Christian educational mission of the college, the president shall appoint such faculty members, administrative officers, and administrative staff persons as are deemed appropriate for developing and carrying on the program of the college. These employees shall be accountable to the president, who shall assign their duties. The president shall establish such administrative organization and procedures as will facilitate carrying out the college program.

Section 5. The president will present to the appropriate committees of the Board all decisions for faculty promotions, raises in salary, and tenure; and shall supervise all hiring within the framework of an annual budget approved by the Board of Trustees.

Section 6. The administrative organization and policies of the college are set forth in the Faculty and Employee Handbooks.

Section 7. The president shall report to the Board concerning the condition of the college, and shall present for its consideration such measures as deemed necessary or expedient for its welfare. In preparation for the annual meeting, the president shall present a preliminary budget for the year to follow. The preliminary budget will initially be presented to the Committee on Finance for review and recommendation to the Board. The budget for the current year is to be reviewed for final approval at the fall meeting of the Board. The president shall present an annual report and an audit of the previous year at the fall meeting of the Board.

Section 8. In case of vacancy in the office of the president of the college, or of the absence of the president, or inability to serve, the Executive Committee may appoint an acting president of the college.

Article IV. **The Faculty**

Section 1. The faculty shall consist of the president of the college, the provost, the dean of the faculty, the members of the teaching faculty, and such officers of administration for whom faculty rank is deemed appropriate for the carrying out of their tasks.

Section 2. Policies and practices governing the faculty as individuals and as a body in their relationship to Northwestern College are set forth in the Faculty and Employee Handbooks. These documents are subject to regular review by the Committee on Academic Policies of the Board of Trustees.

Article V. **Employee Organizational Chart**

(See Appendix A)

The organizational chart is available for viewing at My Northwestern under the “Employees” tab.

2. ADMINISTRATIVE COUNCIL

The administrative officers of Northwestern College serve in an advisory capacity to the President as members of the Administrative Council.

President – Gregory E. Christy

The president is the head of all departments and agencies of the College and is a member ex-officio of each faculty and administrative committee. The president is responsible to the Board of Trustees.

Provost – Dr. Kent Eaton (interim)

The provost is responsible for academic, student development and spiritual formation programs. The library, computer services, learning resource center, academic support program, online learning, institutional research and the registrar also report to the provost.

Dean of the Faculty – Dr. Adrienne Forgette

The dean of the faculty is responsible for faculty development, evaluation and curriculum.

Dean of Student Life – Julie Elliott

The dean of student life is responsible for student housing, co-curricular activities, student discipline, and career development. The dean of student life also gives leadership in areas of spiritual formation – discipleship, missions, and service learning.

Vice President for Financial Affairs – Doug Beukelman

The vice president for financial affairs oversees the business and financial transactions of the College, accounting, human resources, buildings and grounds.

Vice President for Advancement - Jay Wielenga

The vice president for advancement coordinates fund raising, alumni relations, and church relations.

Chaplain – Vacant

The chaplain is responsible for chapel and worship.

Dean of Enrollment Management - Mark Bloemendaal

The dean for enrollment management is responsible for public relations and marketing and for all matters pertaining to the recruitment, admission and financial support of students.

Director of Athletics – Earl Woudstra

The director of athletics is responsible for all athletic programs.

3. FACULTY/STAFF COMMITTEES

Many of the policies of the College are developed through a rather extensive committee system. Several staff members serve on these committees by virtue of their assignments at Northwestern. More detailed information on the campus committee structure can be found in the Faculty Handbook.

SECTION III. SUPERVISOR/EMPLOYEE RELATIONSHIP

1. GENERAL GUIDELINES

- A. Recognize that employees are an organization's greatest resource. Their growth and development are of primary importance.
- B. Acquaint yourself with all aspects of your job and the job others do in your office.
- C. You must familiarize yourself thoroughly with this manual of Northwestern College so that your decisions and/or actions are based on actual policies.
- D. Whenever a supervisor needs additional information or interpretation it is that person's responsibility to seek assistance.
- E. Make every effort to respond to employee complaints or settle grievances at the earliest possible moment. In the case of a grievance follow the procedures outlined in Section XI.

2. COST CONTROL

- A. Continually analyze ways and means of improving work performed in your office or department and look for ways in which your area can become more efficient.
- B. Make every effort to study and use any available cost data pertaining to your area.
- C. Exercise controls over your office or department budget to make sure that you stay within your allocation and have accurate information when submitting your area budget request.
- D. Be an example to your people in the use of supplies and time.

3. PERSONNEL RECORDS

As supervisor, you have responsibility to maintain certain personnel records in your department. Such records are to serve as:

- A. Documentation necessary to show that the legal, regulatory, and procedural requirements have been met in all matters.
- B. A basis for making personnel decisions.
- C. A basis for reports on personnel activities (performance evaluations, work load, vacation and sick days, personal leave, etc.).
- D. A basis for defining and revising job descriptions for each position in your office or department.

SECTION IV.
EMPLOYEE GROUPS

1. FULL-TIME EMPLOYEES

Those employees who work the customary minimum of forty hours per week and maintain continuous regular employment status.

2. PART-TIME EMPLOYEES

Those employees who work less than the customary minimum forty hours per week and maintain regular employment status. Part-time employees are not eligible for Northwestern College benefits, except for those specifically outlined in Section VIII of the Staff Handbook.

3. EXEMPT (SALARIED) EMPLOYEES

Employees who are exempt from the minimum wage, time card and overtime provision of the Fair Labor Standards Act (Wage-Hour law). Exempt positions must meet the Department of Labor's regulations for job responsibility in one of the categories for executive, administrative, professional, computer or outside sales, and be paid a minimum salary of \$455 per week to be considered exempt. Employees who are classified as exempt under the FLSA are not paid overtime in either cash or compensatory time.

All exempt administrative and staff appointments are 12-month appointments and are renewed at the beginning of each academic year, August 1 or September 1, provided continued employment is in the interest of the College. Because of the nature of Northwestern College as an educational institution, some exempt positions (i.e. admissions, athletic, academic, and student development staff) may be for less than twelve months, usually nine or 10 months, unless stated otherwise in their letters of appointment.

4. NON-EXEMPT (HOURLY) EMPLOYEES

Employees who are not exempt from minimum wage, overtime, and time card provisions of the Fair Labor Standards Act (Wage-Hour law). These employees receive overtime at the rate of one and a half times their regular rate for hours worked over the customary minimum of forty hours per week.

SECTION V.

HIRING/TERMINATION PROCEDURE

1. GENERAL PHILOSOPHY

While Northwestern College will not discriminate in hiring on the basis of gender, race, national or ethnic origin, age, or disability, and while the College hopes to assemble a diverse faculty and staff, including representation of minorities and women, the College's mission as a Reformed/evangelical institution of higher learning demands that all who accept a position at Northwestern profess faith in Jesus Christ as Saviour and Lord, are committed to behavior that is in keeping with biblical principles, and desire the growth of Christian convictions and maturity in the College's students.

2. HIRING PROCEDURES FOR STAFF PERSONNEL

- A. A request for hiring a staff member will be made to the President by an Administrative Council member by completing the "Request for Position Approval" form.
- B. Each approved staff position may be advertised in-house, locally, or nationally, depending on position requirements. Each advertisement shall include the following statement: "Northwestern College complies with federal and state requirements for non-discrimination in employment. Women and minorities are encouraged to apply." The advertisement shall identify expected responsibilities, required qualifications, and the need for commitment to the Christian faith.
- C. After sufficient time has elapsed to ensure emergence of a number of strong candidates, the Administrative Council member shall review the files for each applicant and decide which applicant(s) should be invited to the campus for interview. During the interview process the applicant(s) shall be provided with a Staff Handbook.
- D. After all the initial interviews and review of the feedback from interviewers, the Administrative Council member shall recommend the candidate to be offered the position.
- E. If the President approves the offering of a position, the Administrative Council member, in consultation with Human Resources and the President, shall determine the employee status and salary for the offer. If the job offer is accepted, the Administrative Council member shall then complete a "Hiring Authorization" and a letter of appointment shall be issued.
- F. If the offer is declined, these shall be the options:
 1. a job offer can be made to a second interviewed candidate;
 2. a second round of interviews may be initiated among candidates already identified; or
 3. further advertisements may be placed.

3. EMPLOYMENT OF MINORS

As a general policy, employees of Northwestern College must be 18 years of age or older and no one under the age of 16 may be employed. A "minor" is defined as any individual under the age of 18.

Supervisors should be aware that certain employment restrictions apply to minors. These include:

- A. Minors age 17 and under are restricted in the number of hours they may work in a day and week. Restrictions on hours worked vary depending upon the minor's age and whether work is performed on a school day or non-school day.
- B. Minors of any age are not permitted to work under the direct or indirect supervision of a relative.
- C. Employees under 18 years of age are prohibited by law from performing certain types of work deemed hazardous, such as:
 1. Roofing or excavation operations.
 2. Occupations involving the operation of hoisting apparatus or power-driven tools or machinery (including lawn mowers).
 3. The operation of motor vehicles or service as helpers on such vehicles.
 4. Construction (including building trades).

5. Spray painting.
6. Operation of weed eater or floor machines and window cleaning above the second floor.
7. Jobs involving exposure to hazardous materials.

If a supervisor is seeking to offer employment to a minor, prior to the offer he/she must contact the Director of Human Resources.

4. BACKGROUND CHECKS

As part of the employment process, Northwestern College will conduct criminal background checks on applicants hired for all full-time and 3/4x staff, full-time faculty and Class A faculty appointments. Certain part-time positions may also warrant background checking when involvement with or interaction among students is significant (i.e. coaching staff, adjunct faculty).

The college reserves the right to determine which positions will be subject to background checks at any time prior to the beginning of recruitment efforts. Additionally, applicants who indicate on their application they have previously been convicted of or pled guilty to a felony or indictable misdemeanor will also be subject to background checks.

Procedure

At the point of hire, the candidate will be informed that the offer is contingent on a satisfactory background check that will be conducted by an outside vendor for review by the College. The background check will consist of a criminal background search and, depending upon the job description requirements of the position to be filled, may also involve an educational background search and/or motor vehicle driving record search. Credit checks will be conducted for positions with key financial responsibilities (i.e. FP for Financial Affairs, Controller, etc.) or positions that handle large sums of cash on a regular basis.

Background checks will be conducted by the Iowa Department of Criminal Investigation (DCI) or through a third party vendor for national searches. Educational verifications will be conducted through the national student clearinghouse which the college currently uses for degree verifications for academic purposes.

All candidates will be required to have a criminal background check conducted prior to the first day of employment. Under most circumstances, background checks will be completed prior to the first day of employment. However, if employment is begun prior to receipt of the results of the background check, the job offer should state that continued employment is conditioned upon an acceptable background check.

The Office of Human Resources will be responsible for conducting the background check and will obtain the appropriate signed consent or waiver form(s) for the background investigation from the candidate. This form(s) will be kept in strict confidence by the College and will be used only for obtaining the necessary background check from the vendor.

Most checks will be returned in 1-2 days, but are dependent on the counties in which the vendor must search and the record itself.

Criminal history record information will not be made part of the applicant's file or the employee's file or communicated to any unauthorized person,

Candidates will be informed of any findings of concern and be given the opportunity to verify or dispute the accuracy or completeness of the information. The President, in consultation with the division Vice President or Dean and the Director of Human Resources, will consider whether an offer is to be rescinded as a result of any findings based on the background check.

Summary

Criminal history information will be used only for the purpose of evaluating candidates for employment and shall in no way be used to discriminate on the basis of race, color, national origin, gender, disability or age. This policy does not automatically exclude from consideration for employment all individuals with criminal convictions.

5. LETTERS OF APPOINTMENT OR SALARY/WAGE STATEMENT

All letters of appointment will be issued by the President. The information for part-time letters of appointment will be forwarded to the President by the appropriate Vice President, Dean, or Director.

6. CONFLICT OF INTEREST

In an effort to preserve institutional integrity, accountability and fairness, it is appropriate that institutions have conflict of interest policies and accompanying procedures. A conflict of interest exists when the institution's employees or members of its governing board have an outside interest that has the potential of being at variance with the best interest of the institution.

This could include conflicting financial interests, use of confidential information for personal gain, unauthorized disclosure of confidential information, use of institutional time or facilities for personal purposes or other activities. It is also recognized that the appearance of a conflict of interest when in fact it may not exist can be damaging to the institution.

It is unlikely that all conflicts of interest can be avoided. Such conflicts should not inevitably disqualify one from service or employment. Rather, certain safeguarding procedures should be followed.

Members of the governing board, senior administrative officers and certain other faculty and staff will be required to sign a conflict of interest statement indicating their willingness to disclose such conflicts of interest, to resolve them where appropriate and excuse themselves from the discussions and decisions which would/could be self-serving.

7. TERMINATION

When an employee voluntarily terminates employment, the College requires notification in writing, at least two weeks prior to the last working day (both non-exempt and exempt employees). The written notice should be given to the supervisor. The supervisor should forward said notice to the President and notify the Human Resources Office.

If the College must terminate employment for any reason other than unsatisfactory performance, the employee will receive notice at least two weeks prior to termination date. If termination is necessary because of unsatisfactory work or for cause, the College will reserve the right to offer as much notice as the employer deems appropriate.

8. RETIREMENT

- A. Sixty-five is the "normal" retirement age for all Northwestern College employees. There is, however, no mandatory retirement age for employees.
- B. Those eligible for the annuity benefit retain it until they retire from the College.
- C. Early Retirement

The policy of the College to contribute to the College's Retirement Program on behalf of an employee was adopted to ensure that employees will, through the Retirement Program and Social Security, have a reasonable retirement income when they retire. For employees, normal retirement age has been defined in the College's Retirement Program as age 65 and one's normal retirement date is the last day of the academic year during which he/she attained the normal retirement age. The academic year of the College is the 12-month period beginning on August 15 and ending on August 14. (For purposes of determining the age eligibility of this benefit, the academic year is utilized.)

It is recognized, however, that for personal reasons an employee may wish to retire before age 65. In an effort to be responsive to individual aspirations and needs, as well as to the on-going needs of the College, this Early Retirement Program (the "Program") has been developed.

1. **Eligibility:** The early retirement plan at Northwestern College provides two eligibility options for qualified full-time employees.
 - a. Option A: Employees who have reached the age of 57 and have completed 20 years of full-time service to the College. An employee who has attained age 57 and served the College on a full-time basis for at least 10 years, but has not completed 20 years of service to the College, is eligible for these benefits on a pro-rata basis, based on the ratio of years of full-time service to 20 (i.e., an individual with 10 years of service shall pay 50% of the cost).
 - b. Option B: Employees whose age plus the number of academic years of service at Northwestern College as a full-time employee equals or exceeds seventy-seven (77). The employee must meet the 77 point requirement by the requested retirement date. Unless

renewed by the College's Board of Trustees, this Option B is in effect only until **August 14, 2017**, at which time it shall terminate.

2. **Monetary Benefits:**

- a. Early retirement benefits are payable for a maximum of five years or for each year of early retirement preceding age 65, whichever occurs first, with such amount to be paid in twelve monthly installments.
- b. Under Option A, the College will pay to an early retiree an amount equal to 16.25% (plus .25% for each year of service to the College beyond 20) a year of the retiree's last academic year's salary.
- c. Under Option B, the College will pay to an early retiree an amount equal to 16.25% a year of the retiree's last academic year's salary for a combined age and service equal to 77. The College will pay an additional .25% for each 2 points above 77 (i.e. plus .25 at 79, 81, 83, 85, etc.).

3. **Additional Benefits:** For a maximum of five years or until they reach normal retirement age, whichever occurs first, the College will provide employees who retire pursuant to the program with the following benefits:

- a. Annuity
The College will make a contribution to the retiree's annuity as it does for regular benefit-eligible employees. This contribution will be based on the early retirement compensation.

- b. Medical Insurance
Early retirees who participate in the College's group medical insurance plan on the date of early retirement have the option of continuing medical coverage for the early retiree and his or her eligible dependents for a maximum of five years or until they reach normal retirement age (65), whichever first occurs. If the early retiree has 20 or more years of service at the time of his or her retirement, the College shall pay the same share of the cost of the early retiree's coverage under the Plan that it pays for the coverage of its active employees. Early retirees with less than 20 years of service will be required to contribute a pro-rated amount of the cost for the retiree's coverage as established from time to time by the College. The retiree will assume full cost of coverage for his or her eligible dependents. COBRA continuation coverage will be available to a retiree upon the expiration of the retiree medical coverage.

The College may amend or terminate this coverage for retirees in whole or in part, including amending the contributions required for such coverage, at any time and for any reason, without prior notice to any person and without regard to the effect that such amendment or termination may have on the benefits payable to any retiree; provided, that nothing shall deprive a retiree of the right to receive any payment due and owing under the plan as of the effective date of the change. The College may at any time amend, modify, or terminate the medical coverage for retirees without any requirement that the coverage for active employees or other dependents be similarly amended, modified, or terminated.

- c. Life Insurance
Life insurance for early retirees is limited to basic life insurance coverage, with no additional benefits for accidental death or dismemberment insurance. The life insurance benefit will terminate on the first of the month following the attainment of age 65 or after five years of early retirement benefits, whichever occurs first. Early retirees with less than 20 years of service will be required to contribute a pro-rated amount of the cost for the retiree's life coverage.

4. Employees who elect early retirement cannot return to full-time employment by his/her own election.
5. An employee who elects early retirement may accept an invitation, when extended by the College, to work on a part-time basis.
6. An employee who wishes to retire early pursuant to this program must notify the College in writing of this intention no later than October 1 of the academic year at the close of which the early retirement is to commence. Staff members should make this notification to the Vice President for Financial Affairs and faculty members should notify the Provost.

7. A faculty member in early retirement is eligible for emeritus status and all the privileges and benefits accorded emeritus faculty members on the same basis as normal retirees.
8. Early retirement benefits shall not apply to persons who qualify for disability status.
9. Staff employees will be paid any earned but unused vacation or personal time prior to retirement benefits.
10. If an eligible employee dies after electing to participate in the early retirement, the employee's spouse will be eligible for the retirement payments. If there is no surviving spouse, the College is relieved of the responsibility to make payments under this plan. Continuance of payments after death to the employee's spouse will cease in the event of the spouse's death prior to the completion of the payment period.
11. Unless renewed by the College's Board of Trustees, this program is in effect until August 14, 2017, at which time it shall terminate. The benefits of the program are not available to anyone unless a written request for these benefits has been received before October 1, 2016.

9. PHASED RETIREMENT

A. Eligibility

Participation in the Phased Retirement Program is open to all regular, full-time staff in good standing who have completed 10 years of service and whose age plus the number of years of service at Northwestern College as a full-time employee equals or exceeds seventy-seven (77). All requests for participation in the program must be approved at the discretion of the division administrative council member and the president. The College reserves the right to limit participation in the program based on the needs of the college or a particular department. The College reserves the right to deny a request for participation if phased retirement would create a hardship for a department.

In the case of a dean or vice president who requests participation in the program, the request shall be submitted to the president.

B. Terms

Participation in the Phased Retirement Program is limited to no more than three years. After three years, a participating staff member must enter full retirement.

Participating staff members will be allowed to elect a reduced workload for a corresponding fraction of their salary as indicated below, but no less than a 50% reduction:

- $\frac{3}{4}$ staff service = $\frac{3}{4}$ of full-time salary + 10% of last salary
- $\frac{1}{2}$ staff service = $\frac{1}{2}$ of full-time salary + 10% of last salary

During this period, the staff member will continue prorated duties in addition to committee assignments. Overtime will not be allowed.

A participating staff member and the division dean or vice president will establish an agreement specifying the terms of the reduced workload. The dean or vice president and the staff member will review and renew the workload agreement annually up to a maximum of three years.

C. Benefits

1. Participating staff members will continue to receive full **health, dental or vision benefits** at the regular full-time employee rates, provided the employee pays the required employee premium contribution for any coverage.
2. College-provided **life insurance** will continue for the staff member and any family members as long as the staff member is at $\frac{3}{4}$ service. If the staff member has less than $\frac{3}{4}$ service, life insurance is only available to the employee and family members are excluded.
3. College-provided **403(b) contributions** are based on a staff member's actual salary during participation in the Phased Retirement Program.
4. College-provided **disability insurance** is based on a staff member's actual salary provided the staff member is at $\frac{3}{4}$ service during participation in the Phased Retirement Program. Disability benefits are not available at less than $\frac{3}{4}$ service.

5. Participating staff members are also entitled to **tuition remission**.
6. Participating staff members that earn and accrue paid leave benefits (vacation, personal, sick leave) will accrue pro-rated benefits according to their reduced work schedule as long as they are at a $\frac{3}{4}$ schedule or greater. Paid leave benefits will not accrue if the work schedule is less than $\frac{3}{4}$ time.

Northwestern College may modify or terminate the terms of this program at any time in its discretion or if benefits are changed for all College employees generally.

D. Procedures

A written request for participation must be submitted to the division dean or vice president no later than six (6) months before the beginning of the academic year that the staff member wishes to enter into the Phased Retirement Program. For the 2015-16 academic year, this notice period is waived.

After the request is submitted, the dean or vice president and the staff member will meet to discuss the request. The dean or vice president will indicate tentative approval or reasons for denying the request. Denial of a request does not preclude approval of a subsequent request. If the dean or vice president provides tentative approval, the matter will be forwarded to the president for final approval. Upon approval of the president, the dean or vice president and the staff member will develop an agreement establishing the terms of the staff member's participation in the Phased Retirement Program. The Phased Retirement Program agreement will include the reduced workload agreement. The reduced workload agreement is subject to annual review and renewal for up to three years.

Once a Phased Retirement Program agreement has been developed, it will be reviewed by Human Resources before the dean or vice president provides final approval. After review by Human Resources, the dean or vice president will make any required changes to the agreement. When it is finalized, the dean or vice president and the staff member will review and sign the agreement.

SECTION VI.

HOURS

1. GENERAL POLICY STATEMENT

Northwestern College will maintain hours of work which are compatible with Federal and State legislation and maintain an effective and efficient schedule of work. The Federal Wage-Hour laws (Fair Labor Standards Act) require that Northwestern College maintain accurate accounting of hours worked.

2. NORMAL WORK WEEK

A. For record keeping purposes the work week starts at 12:01 a.m. Sunday and ends on midnight Saturday and consists of five working days of eight hours each (40 hours per week).

B. The normal work day consists of eight hours.

1. Normal work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday – an elapsed time of nine hours, while the normal lunch period is one hour. The one-hour lunch period is to be deducted from total elapsed time, providing for a net total of eight hours daily. There are a variety of other work schedules used in various departments.
2. Beginning the first full week in June and continuing through the second full week in August, normal work hours will be from 8:00 a.m. to 4:30 p.m.
3. Staff employees will be given the opportunity to use summer flex time (37½ hours per week) beginning the first full week in June and continuing to—but not including—the first full week prior to classes starting in August. The following option is available:

Monday.....	8:00 to 4:30.....	½ hour lunch break
Tuesday.....	8:00 to 4:30.....	½ hour lunch break
Wednesday.....	8:00 to 4:30.....	½ hour lunch break
Thursday.....	8:00 to 4:30.....	½ hour lunch break
Friday.....	7:30 to 1:00.....	no lunch break

All offices should be personally covered until 4:30 every day, making it necessary for employees to coordinate this option with fellow office workers to accomplish full office coverage. Selection of this flex option must be cleared with your supervisor and will be a weekly option. Employees must work 37½ hours or cover the time with any paid benefit time available to receive the 40 hour pay benefit.

4. Individual work schedules and the number of hours worked per day and/or week may be adjusted to meet particular overload conditions, work requirements, or the desires of certain employees to work less (e.g., during the summer).

3. REPORTING OF HOURS WORKED

In accordance with federal and state laws, accurate records must be kept of hours worked in each work day and each work week. All Northwestern College non-exempt employees are expected to record their actual hours of work through the use of a time card procedure.

Electronic time sheets will be used by all non-exempt employees to record actual hours worked. Hours worked should be recorded to the nearest quarter (1/4) hour. Time sheets must be submitted to your supervisor. Each supervisor will be responsible for the time sheets in his/her department. The supervisor must review the time sheet of each employee, indicate approval of hours worked and/or absences reported, and forward the time sheets to the payroll office.

4. INCLEMENT WEATHER

Since Northwestern is primarily residential and students are usually on campus for classes, employees are expected to report for work even in cases of inclement weather. If, in the judgment of a particular employee, weather conditions preclude reporting for work or necessitate leaving work early, then the employee is

expected to use either personal/vacation hours, take the time off without pay, or make up the time missed during the ensuing week.

If the College decides to close down operations due to inclement weather, absent hours will be excused and treated as paid time off. Weather announcements will be aired on any or all of the following stations: KSOU (FM 93.9, AM 1090), KDCR (FM 88.5), KTIV (Channel 4), KCAU (Channel 9).

5. OVERTIME

Because of the nature of some work, it may be necessary occasionally for employees to work some overtime. When that is necessary, overtime work must be approved in advance by the division or department head. Overtime is all time worked by non-exempt (hourly) employees in excess of forty (40) hours per week and is paid at one and one-half times their regular hourly rate. Paid vacation, personal and sick leave days do not count as hours worked in computing weekly overtime. Holiday hours, however, do count as time actually worked when calculating overtime. (i.e. Hours worked in excess of 32 in a one (1) holiday week will be paid at the overtime rate, etc.)

6. CALL-IN PAY – MAINTENANCE STAFF

When a non-exempt, hourly employee has completed their scheduled work for the day, has left the campus, and is subsequently called-in for an emergency repair call during unscheduled time, they will be guaranteed a minimum of one (1) hour at 1½ times their regular rate of pay. If the repair call exceeds one hour, they will receive one hour of pay at time and one-half for each partial hour worked. Scheduled event coverage is not part of this policy.

7. TRAVEL TIME

Travel time to attend training or a workshop out of town, and the time spent in the training or workshop will be considered hours worked. For more information about pay when attending training, workshops or working at off-site locations, contact the Human Resources Office.

8. ABSENTEEISM

Any employee who is absent from work shall be responsible for notifying his/her supervisor when he/she is off and when he/she will report back to work and complete the appropriate absence form.

9. REST PERIODS OR COFFEE BREAKS

Employees are entitled to two 15-minute rest periods during the day, one in the morning and the other in the afternoon. The purpose of the rest periods is to allow employees a break from the strain of his/her workload away from the work place area. The precise times for these rest periods are to be set in consultation with the supervisor, who will insure that the office has proper phone coverage and that the normal work flow is not encumbered. Employees are strongly urged to attend chapel in lieu of the morning coffee break. Each supervisor will be pleased to arrange as much chapel participation as is fair and practical while at the same time maintaining adequate office staffing.

10. BREAK TIME FOR NURSING MOTHERS

In accordance with section 4207 of the Patient Protection and Affordable Care Act (also known as Health Care Reform), the college will provide reasonable break time* and a private, non-bathroom place for nursing mothers to express breast milk during the workday, for one year after the child's birth.

Supervisors may consider flexible working arrangements. Women may use their break and lunch time to express milk. Additional time used beyond authorized break time will be uncompensated and should be recorded as such unless the employee makes up the additional time needed or uses any paid leave time. The college will also make a reasonable effort to provide the employee with a private location within close proximity to her work area to express milk. Milk should be placed in cooler-type containers and may be stored in college refrigerators.

An employee wishing to be provided a break and/or location for expressing breast milk should notify the Director of Human Resources.

*The frequency of breaks needed to express milk as well as the duration of each break will likely vary.

SECTION VII.
WAGE AND SALARY POLICIES

1. GENERAL POLICIES AND PROCEDURES

Northwestern College makes a sincere effort to pay her employees fairly and to be sure that their pay is in line with the degree of responsibility, skill, and knowledge required in their jobs. It is our goal to have established job descriptions for all full-time positions, permitting individual consideration of job performance and deserved promotion.

Each job has a pay range that is determined through market pricing and external job comparisons, internal job comparisons, the distinctive character and intrinsic value of a job to the institution, and the financial resources of the college. The Administrative Council in consultation with the Human Resources Office determines the appropriate pay range for each position. Pay ranges will be reviewed annually to keep pace with the labor market and preserve pay equity within the college.

Faculty members who assume full-time administrative positions (librarians, provost, etc.) are considered administrators on 12-month appointments with their salaries not being determined by the faculty step system, rather by policies that determine administrative/staff salaries.

2. COMPENSATION REVIEWS

All employees will have their salary or wage reviewed once every twelve months, usually in late spring. If a raise is granted it will go into effect on August 1 or September 1 of a given year. Individual compensation is based on a number of factors including: performance, recommendation by direct supervisor, current compensation as compared to similar positions across campus, length of service, level of compensation as compared to similar positions in the marketplace, and the availability of college resources. Since each position has an established pay range, individuals are also evaluated and paid based on the relation to their position in the range as well as the factors listed above.

3. METHOD AND TIME OF PAYMENT

Paychecks are issued the 25th of each month. Checks will be directly deposited into your bank account and direct deposit is required as a condition of hire. If the 25th day of a month falls on a Saturday, then payroll payments shall be made the day before, on Friday, the 24th. If the 25th falls on a Sunday, payment shall be made on the following Monday, the 26th.

4. BENEFIT ENROLLMENT FORMS & PAYROLL DEDUCTIONS

All employees of Northwestern College must meet with Human Resources within three (3) days of beginning employment to complete various required employment, payroll and benefit forms.

When an employee marries or when the number of dependents changes, a revised W-4 statement must be filed and submitted to Human Resources. The College is required by law to withhold from all employees specified amounts for federal and state income taxes and social security tax. Optional deductions are allowable if authorized in writing by the employee. Some examples would include medical insurance family coverage, participation in the tax sheltered annuity program, and payroll deductions which are contributions to Northwestern College. Each employee will receive a W-2 statement of the annual salary and deductions for income tax purposes.

5. POLICY ON EXEMPT PAY

In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who believe their pay has been improperly reduced should contact the Director of Human Resources. If it is determined that an improper deduction has occurred, the college will reimburse the employee as promptly as possible.

It is also the college's policy to pay exempt employees on 9- or 10-month appointments over 12 months. Exempt employees will not have the option of choosing a payment schedule less than 12 months.

SECTION VIII. EMPLOYEE BENEFITS

1. ADMISSION TO COLLEGE EVENTS

Employee identification cards will admit you, your spouse, and dependent children to college-sponsored events. However, there may be a few campus activities at which everyone will be expected to pay an admission fee.

2. ADOPTION BENEFITS POLICY

Policy Overview

To offer assistance to all employees who are building families, a policy has been developed to provide eligible employees with adoption benefits—including financial reimbursement and adoption leave of absence.

Eligibility

Effective July 1, 2007, all employees working at least 1560 hours per year are eligible for adoption benefits after one year of employment. If an employee and his/her spouse both work at Northwestern College, only one employee can utilize the financial benefit, but leave may be shared between the two parents per the Family Medical Leave of Absence (FMLA). The employee must be actively employed at the time any financial reimbursement is made.

Adopted children, to be considered for this benefit, must be under the age of eighteen and may not be a stepchild or a relative

Financial Reimbursement

Eligible adoption-related expenses will be reimbursed to a maximum of \$2,000 per adopted child. Adoption of a special needs child with a permanent mental or physical disability will qualify for an extra \$1,000 reimbursement per child. (Documentation from the placement organization of special needs will be required.) Most expenses directly related to the adoption are reimbursable. These include:

- Home studies
- Agency and placement fees
- Legal fees and court costs
- Temporary foster care costs
- Medical expenses of the child, not covered by insurance
- Immigration, immunization and translation fees
- Transportation and lodging

Timing and Procedure for Reimbursement

Upon legal placement of the adopted child, obtain an Adoption Financial Reimbursement Form from the Human Resources department. Itemized receipts for expenses are required for documentation.

Financial assistance for adoption expenses are exempt from federal and state income tax withholding, but are subject to social security and Medicare taxation. All qualifying adoption expenses reimbursed will be reported on an employee's W-2. Employees should refer to Internal Revenue Service instructions entitled *Qualified Adoption Expenses* regarding taxation of financial benefits, tax credits and tax exclusions.

Adoption Leave of Absence

- Paid and unpaid leave:

An employee who adopts, whether male or female, is eligible for up to 7 days of paid leave. This time may be utilized both pre or post adoption, and will be applied to leave allowed under the Family Medical Leave Act. Additionally, the employee is eligible for up to 11 additional weeks of unpaid leave per FMLA. If both parents are employees by the college and each wish to take FMLA leave, they may only take a combined total of 12 weeks of leave. Employees may use accumulated sick leave, vacation, personal leave, or other paid time as designated under the college's FMLA benefit during their leave. During Family Medical Leave, employees will continue to receive regular

benefits which are related to date of hire. (Please refer to the Family Medical Leave of Absence, Section VIII. #8 for more detailed information.)

- Procedures for leave of absence:

Employees are requested to provide their supervisor with as much preliminary information on need for time off as early as possible. Though many adoptions are unpredictable as to when they occur, in many cases this will prevent unplanned interruptions in departmental workflow while allowing employees to take necessary leave time. Once an employee knows the dates needed for the leave, they must complete a FMLA leave of absence request form.

3. ANNUITY

Annuity benefits are provided for all employees whose work schedule exceeds 1,000 hours annually on the effective date of their employment.

The college shall contribute a sum equal to 7% of the base salary of employees to TIAA-CREF. Employees may invest additional retirement monies in addition to the college contribution.

Please refer to the Summary Plan Description for the Defined Contribution Plan for additional information regarding this benefit.

4. BEREAVEMENT LEAVE

Bereavement leave is provided for employees working at least 1560 hours annually and will be pro-rated for part-time employees.

Up to three working days of personal leave with pay may be granted in the event of the death of an immediate family member. "Immediate family" includes father, mother, brother, sister, husband, wife, son, daughter, or stepchildren. Two days off with pay may be granted for the following relatives: grandchildren, grandparents, or in-laws. This paid leave is not automatic and actual length of time will depend on your involvement in the arrangements, possible travel time, and your attendance at the funeral. Request for bereavement leave must be submitted to your supervisor.

5. BOOKSTORE DISCOUNT

The College Bookstore offers employees a 15% discount on merchandise other than textbooks or items already discounted. Departmental charges for merchandise do not receive the 15% discount. Books special ordered are without shipping charges and receive a minimum 15% discount. Price quotes are available on special order books before placing an order.

6. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Northwestern College offers an Employee Assistance Program (EAP) to all employees who work 1000 or more hours during the year. The EAP provides access to confidential prepaid professional services which help employees and their family members deal with a wide range of problems including: family or relationship, emotional or mental health, substance abuse or addiction, financial or legal, gambling, or other problems that interfere with daily living.

Benefits

Employees or their family members can call a 24-hour hotline, speak directly to an EAP representative, and give a brief description of their problem. The representative will talk with them and if needed, set up a face-to-face appointment with a counselor at an area agency that deals with a particular problem area.

Individuals can have from one (1) to three (3) counseling sessions per incident at no cost to them. Any additional counseling needed is either at their own expense, or if for a medical condition covered under the college's health plan, can be submitted for reimbursement under the health plan.

Confidentiality

Services are completely confidential. The college receives a report on usage in order to pay for EAP services, but no personal identifying information on any employee or family member. Employees can use a variety of providers, including participating EAP providers outside the immediate area in order to further maintain confidentiality.

IMPORTANT: Consult your EAP information for additional information regarding this benefit, or contact Human Resources for questions on accessing EAP services.

7. FACILITY RENTALS

Current employees of Northwestern College receive a 50% discount on the rental rate for campus facilities (excluding housing facilities) when rented for their own personal use. Employees can contact the Maintenance Office Assistant (ext. 7170) for information and pricing on facilities available for rent.

8. FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA)

Northwestern College understands the importance of family issues as its staff members often face conflicting demands of family obligations and work. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health condition, and in order to comply with the Family and Medical Leave Act (FMLA) as revised January 2009, Northwestern College has established the following family and medical leave policy and procedures.

Northwestern College provides to eligible employees unpaid time away from work for up to a total of 12 weeks or 26 weeks as applicable during a 12-month period for the following reasons:

- The birth and care of an employee's newborn child (12 weeks);
- The placement of a child with an employee for adoption or foster care (12 weeks);
- The care of a spouse, child (under 18 years of age or older child if disabled) or parent with a serious health condition (12 weeks);
- The inability of the employee to work because of a serious health condition (12 weeks);
- A qualifying exigency caused by a family member's active duty or call to active duty in the National Guard or Reserves in support of a contingency plan (12 weeks); or
- The care of a family member seriously injured or made ill in the line of active military duty (26 weeks)

Eligibility

To be eligible for FMLA leave, an employee must have been employed by the college for at least 12 months, and have worked at least 1250 hours during the 12-month period immediately preceding the leave.

GENERAL GUIDELINES

Leave Year (12-Month Period)

The "leave year" will be the 12-month period measured forward from the day an eligible employee's first FMLA begins. The employee may use the leave that is allowed during the year and, if he/she uses the total amount, will not be eligible for another such leave for a period of one (1) year from the FMLA begin date.

Serious Health Condition

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatments in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

Birth, Adoption or Foster Care Placement

Leave must be completed within 12 months of birth, adoption or foster care placement. Additional FMLA leave is not available due to multiple births, such as twins.

Spousal Exception

If spouses both work for Northwestern College and each wishes to take leave for the birth of a child, placement of a child for adoption or foster care, or to care for a child with a serious health condition, the spouses may only take a combined total of 12 weeks of leave.

Qualifying Exigency

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- Short-notice deployment (limited to seven days from notification),
- Military events and related activities,
- Child care arrangements and school activities (but not ongoing childcare),
- Financial and legal arrangements (limited to 90 calendar days if after the termination of active duty),
- Counseling by a non-medical counselor (such as a member of the clergy),

- Rest and recuperation (leave permitted up to five days for each instance),
- Post-deployment activities (limited to 90 calendar days after termination of duty), and
- Additional activities that arise out of active duty provided that the college and employee agree, including agreement on timing and duration of the leave.

Leave to handle qualified exigencies is not available to family members of the Regular Armed Services. Active duty or call to active duty status for purposes of qualifying exigencies applies to retired members of the Regular Armed Forces, the retired Reserves, the Reserves, and the National Guard. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.)

Military Caregiver Leave (also known as covered servicemember leave)

This leave may extend up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered servicemember with a serious illness or injury incurred while on active military duty and who is unable to perform the duties of the servicemember's office, grade, rank or rating. Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.

Intermittent Leave or a Reduced Work Schedule

An employee taking leave for their own serious health condition or to care for a sick family member need not take such leave continuously and may take it on an intermittent basis (a few days at a time), or by reducing the employee's scheduled work hours. The employee must provide certification from the health care provider caring for the employee and/or family member that it is medically necessary for leave to be taken in this manner. If leave is not taken continuously, it will be deducted from the employee's entitlement to leave (i.e., 12 or 26 weeks equivalent during a 12-month period).

Requests for intermittent or reduced schedule (part-time) leave after the birth, adoption, or foster care placement of a child will be considered on a case-by-case basis.

Workers' Compensation Medical Leave

An employee who is injured on the job will receive workers' compensation following 3 days off from work as provided under state law. The workers compensation leave and FMLA will run concurrently.

PROCEDURES FOR REQUESTING LEAVE

Employees must provide 30 days advance notice to the College for foreseeable family or medical leaves. For unforeseen circumstances, notice must be given as soon as possible and practicable. Except in cases of extreme medical emergencies, the employee is expected to advise Human Resources as soon as they know of the need for and expected duration of the leave by completing the FMLA Request Form. Within 5 business days after the employee has provided this notice, the HR Director will complete and provide the employee with the DOL Notice of Eligibility and Rights.

Employees requesting leave must provide the appropriate certification to support a requested leave within fifteen (15) calendar days of the request. Failure to provide certification may result in a denial of continuation of leave. The following DOL Certification forms can be obtained by contacting Human Resources.

- Certification of Health Care Provider for Employee's Serious Health Condition
- Certification of Health Care Provider for Family Member's Serious Health Condition
- Certification of Qualifying Exigency for Military Family Leave
- Certification for Serious Injury or Illness of Covered Servicemember

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

IMPACT OF A LEAVE ON PAY AND BENEFITS

An employee who takes an FMLA qualifying leave is entitled to return to the position held before the leave was taken, or to be placed in an equivalent position with the same benefits, pay, and other terms and conditions of employment. Any leave granted will be unpaid unless employees are eligible for paid time as defined below.

Staff employees on 12-month appointments can use accumulated sick leave or other paid time-off benefits during an FMLA qualifying leave. Health-related leaves of absence for eligible full-time and ¾ time faculty, and for full-time and 3/4x athletics, student development and academic affairs staff on a 9 or 10-month appointment will provide for regular salary payments according to the following schedule during the academic year. Additional periods of medically required absence beyond 12 weeks will be worked out in consultation with the employee's Administrative Council representative and Human Resources.

<u>Years of Service</u>	<u>Weeks Paid (maximum)</u>
1-4	4
5	8
6	9
7	10
8	11
9	11
10+	12

Where necessary, the college will be responsible for arranging and paying substitutes to cover the classes that are missed. The full-time faculty member retains responsibility for course content, class procedures and student grades.

There will be no change in faculty status for faculty members who receive a medically required leave of absence.

Group Medical Insurance

During any period of FMLA, the employee's group medical insurance will remain in effect provided the employee continues to pay their regular premium for medical insurance. Employee contributions will be required either through payroll deduction while on paid leave or direct payment to the college by the 1st of the month if the employee is on unpaid leave. If required premium payments are not paid within 30 days of the date such payments are due, medical coverage will be discontinued for the duration of the leave. The college will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the college will require the employee to reimburse the amount paid by the college for the employee's health insurance premium during the leave period.

If the employee notifies the college that he/she is not returning from leave or does not return after 12 weeks, health benefits will terminate and the employee will be entitled to continuation of health insurance benefits in accordance with COBRA and the provisions of the group medical plan.

Annuity

During a paid leave of absence, contributions to the college's annuity plan will continue to be made based on an employee's compensation paid during their leave of absence. No contribution will be made during an unpaid leave of absence.

Other Benefits

Other benefits normally provided to an employee shall be available only if permitted by the plan document governing the provision of benefits, and if the employee complies with the schedule for any required premiums.

RETURN TO WORK

Employees returning from leave will be reinstated to the same or an equivalent position, benefits, and pay to that which was held prior to leave, unless the employee would have lost their job in the absence of any leave (i.e. layoff, elimination of position, etc.) or any benefit or condition of employment has been discontinued for the college's employees.

The college may require a fitness-for-duty certification prior to reinstatement if an employee wishes to return to work early or where there is any question regarding the employee's ability to perform the essential functions of their job.

Employees who fail to return to work after a leave covered under this policy shall be treated as having voluntarily terminated their employment.

CONFIDENTIALITY

Northwestern College will keep confidential all information relating to requests for family or medical leave. This information will be used only to make decisions in regard to the provisions of this policy. The supervisor must submit all records to Human Resources and should not retain any copies in their files.

SUMMARY

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

If you have any questions, concerns, or disputes with this policy, you must contact Human Resources in writing.

9. GRADUATE EDUCATION TUITION ASSISTANCE

To develop a competent staff, the attainment of graduate degrees or graduate level studies may often be of mutual benefit for both the individual and the college. Where mutual benefit is evident, the college will encourage and support the graduate studies by making available forgivable graduate tuition loans.

Eligibility

1. Employees who hold a regular appointment of 3/4x or more are eligible to apply for a graduate tuition assistance.
2. Graduate studies should be related to the enhancement of the employee's skills for fulfilling her/his current position at NWC.

Amount of Assistance

1. For full-time employees, 50% of graduate tuition and course fees will be covered up to \$5,250 per year with a lifetime maximum of \$21,000.
2. Employees at ¾ time or above will receive a prorated benefit.
 - a. For example, a ¾ time employee would receive 75% of the 50% tuition benefit.
3. Travel, housing, books and supplies will not be covered
4. Funds will be granted on a forgivable loan basis: 25% forgiven for each year of full-time employment following the receipt of tuition funds.
 - a. Staff who resign within four years from the year of participation in the program are required to reimburse the college on the following schedule:

Time Limit

Return of Tuition Refund

Termination at end of year in which loan received	100%
Termination after 1 year	75%
Termination after 2 years	50%
Termination after 3 years	25%
Termination after 4 years	No payback required

- b. The employee will sign a promissory note for the loan agreement upon receiving tuition assistance, stipulating all conditions.
- c. If the employee should resign at the end of the year in which they have received a tuition loan, they shall have a loan repayment term of 4 years, paying back 25% per year, at prime rate interest. If they have worked one year at NWC, gaining 25% forgiveness of the loan amount, the repayment term shall be 3 years, at 25% per year, and likewise for each additional year.
- d. Monthly payments will commence 30 days following the employee's termination date. During the repayment period prime rate is charged on the unpaid balance of the loan principal. Prime rate will be determined at the employee's termination date and will be adjusted annually. Principal and interest not paid when due shall draw interest at the rate of 12% per annum.

Process for Staff Applications

1. Complete an application. The application form can be obtained from Human Resources or the Human Resources web page.
2. Review your application with your supervisor and administrative council member. They must approve the application before it can be submitted to Human Resources. A plan, including rationale, estimated costs, and time line, should accompany the application.
3. Submit your application to Human Resources.
4. Application will be reviewed and approved by the Administrative Council in consultation with the Director of Human Resources.

5. Applicants are encouraged to submit application for the following academic year by October 1. Applications received after this date will be less likely to be funded.
6. Applications for graduate studies during the current fiscal year may be submitted. If funding for the current fiscal year is still available, requests will be funded on a first-come, first-served basis.
7. Preference will be given to those with longer service to the institution.

Other Stipulations

1. An application and approval from your supervisor and administrative council member does not guarantee funds will be available and distributed.
2. Applicants must reapply every year.
3. An initial acceptance year does not guarantee funds will be available or granted for subsequent years. Preference will be given, however, to those who have received funds in the previous year.
4. Yearly and lifetime amounts may change if the IRS changes the allowed amount of tax free educational assistance.
5. Any major variance from funds the employee originally requested in their application form will be discussed with his/her administrative council member. The employee will be notified if the college can only fund up to the amount requested in the original application regardless of the individual program yearly limit.
6. Requests for payment of tuition must be submitted to Human Resources once approved by the administrative council member.
7. Refer to Professional Development (Section VIII. #19) for guidelines regarding time off for graduate studies.

10. HOLIDAYS

All employees working at least 1560 hours per year will receive holiday pay. Part-time employees will be paid in accordance with their usual workday for holidays observed during their employment period. Employees are not eligible to receive pay for holidays not falling within the period of their job assignment (i.e., those employed during the academic year only would, therefore, not be entitled to holiday pay for Memorial Day or the Fourth of July).

The following holidays will be observed and compensation will be granted for hours not worked during these days. It is recognized that some offices may have certain work demands on a holiday or during a holiday period. If an employee needs to work on one of the following designated holidays or on Sunday it is understood that the employee may take equal time off on another day of the week.

A. Good Friday

B. Tulip Festival

Thursday and Friday afternoons of Orange City's Tulip Festival (provided such a festival actually takes place) will be considered as holiday hours. Any staff member (exempt and non-exempt) required to participate in the Tulip Festival beyond those two afternoons must arrange a leave with his/her immediate supervisor.

C. Memorial Day

D. Independence Day

If Independence Day falls on a Saturday it will be observed on Friday; if it falls on Sunday it will be observed on Monday.

E. Labor Day

To accommodate the needs of both faculty and students, administrative offices should remain open on Labor Day. It may be possible to operate with minimal staffing (staff must be able to give assistance). Those working on Labor Day will be given an optional day off (to be taken prior to the end of December).

F. Veteran's Day (November 11)

Employees who are veterans will be provided holiday time off on Veterans Day if the employee would normally be required to work that day. Employees wishing to take the day off must provide their supervisor with at least one month's prior notice of his or her intent to take time off for Veteran's Day and must also provide, if requested, a federal certificate of release or discharge from active duty, or similar federal document, for purposes of determining the employee's eligibility for the benefit.

G. Thanksgiving

All offices will be closed on Thanksgiving and on the Friday following.

H. Christmas and New Year's Holidays

Offices will be closed during the period from Christmas Eve through New Year's Day. A minimum of six (6) days will be designated as holiday time with exact dates to be determined annually by Administrative Council based on where the holidays fall and when classes resume. If Christmas Eve falls on a Saturday, offices will be closed the Friday prior to that date.

11. FLEXIBLE BENEFIT PLAN

All employees working at least 1560 hours annually are eligible for the flexible benefit plan on the first of the month coincident with or following the date of employment.

The flexible benefit plan allows employees to

- Pay employee benefit plan contributions on a pre-tax basis.
- Set aside money on a pre-tax basis in a medical spending account for unreimbursed medical expenses such as: deductibles, cost-sharing amounts, dental services and vision care.
- Set aside money on a pre-tax basis in a dependent care spending account. Day care expenses are babysitting while employees and their spouses are at work.

Due to the tax advantages of flexible benefit plans, the Internal Revenue Service imposes certain rules. Employees must make a commitment to participate for the entire plan year. Elections cannot be changed except in the event of a qualifying family status change (i.e., marriage, birth, adoption, death, or change in employment). Also, if employees do not use the funds during the plan year, they will be forfeited.

If employees participate in a Health Savings Account (see 12.A below), they can only participate in a Limited Purpose Medical Flexible Plan for dental and vision expenses.

Consult your Flexible Plan booklet for additional information regarding this benefit.

12. INSURANCE

A. Group Medical & Health Savings Account

All employees working at least 1560 hours per year (an average of 30 hours per week for the year) are eligible for medical benefits and participation in a Health Savings Account (HSA) on the first of the month coincident with or following the date of employment. Coverage ends on the last day of the month in which termination of employment occurs.

The college will pay a portion of the cost of medical coverage for eligible full-time employees. The college will pay the premium of part-time employees on a pro-rated basis. Employees will pay the cost of medical coverage for eligible, enrolled dependents. Employees can contribute to the HSA on a pre-tax basis and can make changes to contribution amounts throughout the year. The college will determine annually any employer contribution to an employee's HSA account. HSA accounts rollover from year to year and employees take funds with them upon termination of employment.

If eligible employees age 65 and over have both the college medical plan and Medicare, the college's medical plan will be primary and Medicare secondary payer. Medicare participants are not eligible to contribute to an HSA.

COBRA Continuation

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health coverage under the college plan when a "qualifying event" would normally result in the loss of eligibility. Examples of qualifying events include:

- a. Employment for the employee or spouse ends for any reason other than gross misconduct,
- b. Death of an employee,
- c. Reduction in an employee or their spouse's hours,
- d. An employee's divorce or legal separation;
- e. A dependent child no longer meeting the eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage under the college plan plus an administration fee.

IMPORTANT. This information is subject to change. Consult your Medical Benefit Plan booklet for additional information regarding this benefit.

B. Short-Term Disability

Eligibility

Northwestern College has established a short-term disability program for all employees working at least 1560 hours per year. These employees are eligible for short-term disability benefits on the first of the month coincident with or following the first day of employment. An employee's eligibility to receive short-term disability payments will terminate on:

- a. the day the employee is terminated
- b. the day the employee fails to meet the eligibility requirements as stated in the Summary Plan Description.

Benefits

Benefits are payable beginning on the 90th day of disability. Benefits shall end on the earlier of:

- a. the 180th day of disability, or
- b. the end of the employee's disability; or
- c. death.

"Disability" means that the employee, because of injury or sickness, is continuously unable to perform the substantial and material duties of their regular occupation; under the regular care of a licensed physician who verifies disability; and not gainfully employed in any occupation for which the employee is qualified by education, training, or experience. The amount of the monthly benefit will be the lesser of 60% of the employee's salary, or \$5,000. The monthly benefit will be further reduced by the reductions set forth below under "Coordination of Benefits."

"Salary" means 1/12 of an exempt staff member's annual pay. For non-exempt employees, "Salary" means the monthly wage or salary as of the date disability began. Basic monthly salary does not include overtime earnings, incentive pay, bonuses or other compensation earned by the employee.

No benefits shall be paid under the Plan during any period of confinement for any reason in a jail, correctional institution or home pursuant to the order or sentence of a court.

Partial Disability

Partial disability benefits will be paid if the employee, because of injury or sickness, is unable to perform all of the substantial and material duties of the employee's regular occupation on a full-time basis but is able to perform such duties on a partial or part-time basis or only able to perform some of the duties of their regular occupation. Partial disability benefits will be equal to the monthly benefit (as reduced by any Coordination of Benefits), less 50% of the employee's salary during the period of partial disability. An employee must be under the regular care of a licensed physician to remain eligible for partial disability payments.

Coordination of Benefits

The monthly benefit shall be reduced by:

- a. Disability benefits paid, payable, or for which there is a right under:
 1. The Social Security Act because of an employee's disability;
 2. Any worker's compensation or occupational disease act or law which provides compensation for an occupational injury or sickness;
 3. Any disability provision of any group or insurance plan;
 4. Any benefits or salary continuation paid from the college's sick leave plans (if any); or
 5. Any retirement or pension plan.
- b. Any wages, salary, or other compensation received from the college or from any other source which is attributable to work or service.
- c. Disability benefits paid under any state disability law.
- d. Any federal, state, or municipal government disability or retirement plan.
- e. The mandatory portion of any "no fault" motor vehicle plan or state compulsory benefit and or law.
- f. Any benefits or payments received under an unemployment compensation law.

Evidence of Disability

As a condition to receiving short-term disability benefits, the employee must submit such medical evidence as may be reasonably required by the Plan Administrator to establish the existence of the disability, the date of the onset of such disability, and the continuation of such disability. In addition, the employee must submit to all medical examinations as may be requested by the Plan Administrator to establish the existence, onset or continuation of their disability.

Recurrent Disability

If disability for which payments were made ends but recurs due to the same or related causes less than 6 months after the end of the prior disability, it will be considered a resumption of the prior disability. Disability which recurs more than 6 months after the end of a prior disability shall be considered a new disability and require the incurrence of a new 90-day disability period before a monthly benefit becomes payable.

NOTE. This information is subject to change. Consult your Short Term Disability Plan Summary Plan Description for additional information regarding this benefit.

C. Long-Term Disability

Eligibility

All employees working at least 1560 hours per year are eligible for long-term disability insurance on the first of the month coincident with or following the date of employment. Coverage ends on the day employment is terminated. The premium for this benefit is paid by the college.

Benefits

Benefits are payable after 180 days of disability, as defined, until Social Security Normal Retirement Age. The monthly benefit is 60% of earnings with a maximum of \$5,000; it is reduced by the other types of income listed in the policy.

IMPORTANT. This information is subject to change. Consult your Group Long-Term Disability Certificate for additional information regarding this benefit.

D. Life

Eligibility

All employees working at least 1560 hours per year are eligible for life insurance on the first of the month coincident with or following the date of employment. Coverage ends on the day employment is terminated. This benefit is provided by the college.

Benefits

The death benefit is \$50,000. The benefit is reduced for employees over age 65. Benefits are also available for accidental death and dismemberment.

IMPORTANT. This information is subject to change. Consult your Life Insurance Certificate for additional information regarding this benefit.

E. Social Security

The college shall pay the employer's share of social security as prescribed by law.

F. Workers' Compensation

All employees of the college are covered by the Workers' Compensation provisions of the laws of Iowa.

13. JURY DUTY

The college recognizes the civic responsibility of all citizens to serve on jury duty. It is mandatory, however, to obtain in advance the approval for same from your immediate supervisor. In addition, an absence report must be filed. In case of jury duty, your regular salary will be maintained, **minus** any amount paid to you by the Court for your services. Many times a call to jury duty entails only a weekly reporting in at the courts and you are not actually assigned to jury duty. Therefore, you will be expected for regular work schedule on days when you are not actually serving or reporting. Upon **receiving** notice of jury duty, it should be reported to your immediate supervisor.

14. LIBRARY SERVICES

The resources of the library are available at no cost to all employees.

15. MILITARY LEAVE

It is the policy of Northwestern College to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) and applicable state laws which protect job rights and benefits for workers who serve in the military. The law covers all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services and the National Guard.

USERRA gives protection to those individuals who are absent from work for active duty, active duty for training, and initial active duty training (such as drills). USERRA also includes inactive duty training, full-time National Guard duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.

A. Procedure

An employee in a regular full- or part-time position, excluding an employee in a brief or nonrecurrent appointment, who is drafted or called to active duty by the U.S. military services will be granted military leave as specified below. In the granting of such leave, Northwestern College may require verification of an employee's military orders.

Notification

Unless precluded by military necessity or circumstances under which the giving of notice is otherwise impracticable or unreasonable, the employee (or appropriate officer of the uniformed services in which the employee serves) must give as much advance written or verbal notice as possible of the need for military leave. Whenever possible, written notification is preferred along with a copy of the official military orders or other evidence that the employee is performing service in the uniformed services.

Types and Length of Military Leave

Military leave consists of:

Reserve training leave for inactive duty, such as weekly or monthly meeting or weekend drills. Faculty or staff members whose positions required their presence during the academic year when students are on campus should, if possible, arrange such training leave at times when it won't interfere with their job duties.

Temporary military leave when ordered to full-time active military duty for training or a period not to exceed 180 calendar days, including the time spent traveling to and from such duty.

Extended military leave when an employee enlists or is ordered to active-duty service of any length or active-duty training in excess of 180 days or when an employee is ordered to active Federal military duty as a member of the National Guard, Air Force, or Marine Corps. Such leave will be granted for a period not to exceed 5 years.

Emergency National Guard leave when an employee is called to active duty by proclamation of the Governor during a state emergency. An employee who as a member of the National Guard is called to active federal military duty at the request of the President of the United States will be granted extended military leave.

Physical examination leave when an employee is required to take a pre-induction or pre-enlistment physical examination to fulfill a commitment under a Selective Service or comparable law, or during a period of war or comparable national emergency.

B. Benefits and Compensation

Military leaves of absence are unpaid. However, employees may request to use any paid leave benefits (i.e. vacation, personal leave) if they wish to be paid during any portion of this unpaid leave.

An employee granted military leave will receive the following benefits:

1. **Healthcare:** Continuation of health insurance benefits is available as required by USERRA based upon the length of leave. For an employee on active duty for fewer than 31 days, the College will continue healthcare coverage as if he or she is actively at work. Those on active duty for 31 or more days may elect to continue group health coverage for up to 24 months by paying 102% of the full premium cost. The Medical Benefits Plan booklet has more information on USERRA and the continuation of health care coverage. Health insurance benefits will be reinstated, with no waiting period or exclusions, when the employee returns to active employment.
2. **Annuity Plan:** Upon the employee's return to work, the College will make up contributions to the Plan that would have been made on behalf of the employee had the employee not been absent. Employees who also make voluntary contributions through salary reduction will have up to three times their period of service in the military to make missed employee deferral contributions (not to exceed five years).
3. **Other length-of-service credits** related to employment that would have been granted had the employee not been absent, provided that the employee returns to Northwestern College's service at the conclusion of the leave in accordance with the applicable Federal and State laws.
4. **Time-off Benefits:** Sick leave, vacation leave, personal leave and holiday credit will not be earned or accrued during a period of military training when leave without pay has been granted.
5. **Other Benefits:** Group life insurance, short-term disability, and long-term disability insurance will be reinstated, with no waiting period, when the employee returns to active employment with the college.
6. **Tuition Waiver:** Dependents of employees who are eligible or become eligible for tuition benefits will retain this eligibility during the time the employee is on military leave.

If, prior to leaving for military service, an employee knowingly provides clear written notice of intent not to return to work after military service, the employee waives entitlement to leave-of-absence rights and benefits not based on seniority. This does not surrender other rights and benefits, particularly reemployment rights.

C. Reinstatement

Upon the completion of service an employee must return to work based upon the following schedule unless the delayed return is due to factors beyond the employee's control (hospitalization, disability, etc.) and the employee has provided prior notice.

Period of Service	Return to Work Following Release From Duty
Fitness Examination	First full, regularly scheduled day after release.
1-30 days	Return to work on the next scheduled work day following completion of service plus an 8 hour period of rest
31-180 days	Submit a request for reemployment within 14 days of release
181+ days	Submit a request for reemployment within 90 days of release

When returning to work an employee will be provided with a position equal or comparable to the job that would be occupied if the employee had remained continuously employed. The position provided will be comparable if not equal in both seniority and pay. If an employee is disabled while in military service, an extended return date may be granted and reasonable efforts will be made to accommodate the employees' disability so the employee can perform the position they would have held had they remained continuously employed.

An employee who fails to notify the college of his/her intent to return within the specified time periods will be considered to have voluntarily terminated their employment.

NOTE: This policy may not address all items concerning an employee's right during military leave. If issues arise that are not addressed in this policy, the college will abide by USERRA and any controlling state law.

16. MOVING EXPENSES

The College will provide reimbursement of moving expenses excluded from income under IRS regulations for new **full-time faculty/staff members living further than 50 miles from Northwestern**. Deductible moving expenses are limited to the costs of transporting the faculty member/staff member and their family to the new residence and of moving ordinary and customary household goods and personal effects. The Human Resources office will coordinate the reimbursement of moving expenses and can be contacted for the moving assistance policy.

17. NWC I.D. CARDS/ATHLETIC PASSES

At the time of hire, each employee will be issued a Faculty-Staff Identification Card. This I.D. card is issued to all full-time and part-time employees, including adjunct faculty. The following privileges not extended to the general public are available to all holders of a NWC I.D. card:

- a. Free admission for employees, their spouses and dependent children under 24 years of age or the employee and one accompanying guest to regularly scheduled athletic contests, drama and music events sponsored by the college. GPAC conference or NAIA tournaments are not eligible for free admission. Occasionally, programs of a more professional nature are presented on campus for which the I.D. card is not valid (i.e. concerts coordinated through the Student Activities office, Madrigal Dinner, etc.).
- b. Use of the Rowenhorst Student Center (RSC) athletic facilities during regular hours for the employee, spouse and dependent children under the age of 24 or the employee and one accompanying guest. I.D. card holders are expected to follow all RSC policies.
- c. Food discounts at the dining hall, RSC snack bar and Learning Commons coffee shop offered by the college's food service vendor.
- d. A discount of 15% at the college bookstore (textbooks excluded).
- e. Use of library resources at the college library.

Retirees and Emeriti Faculty

ID cards will be issued to faculty and staff who officially retire from the college after at least 10 years of full-time or equivalent service, and to emeriti faculty. This I.D. card allows them the same privileges as current employees such as admission to athletic, drama and music events, use of the RSC athletic facilities, bookstore discount, discount food service and library privileges.

This benefit is intended for Northwestern College retirees and early retirees, not those who leave the college for other employment.

Procedure

At the time of hire the employee will be asked to complete a "Northwestern College Employee Profile Form." They will then be issued a photo Faculty-Staff Identification Card and their family, if requested, will be issued printed I.D. cards without a photo. Each year, new cards will be issued to employees and other eligible individuals at the start of the academic year for use during the current year. The I.D. cards for family members will allow them access to athletic events and the RSC athletic facilities in the absence of the employee.

Employees and other I.D. card holders should not lend their I.D. card to friends to enjoy the benefits reserved for employees, retirees, and emeriti faculty, nor should the family guest passes be lent to those who are not immediate family members.

The I.D. card is required when using the RSC facility and should be presented at the RSC Control Desk for admittance. Students who staff the RSC desk are not expected to know each I.D. card holder personally.

If an employee or other cardholder loses his/her I.D. card or wants to have a new card issued, there will be a charge for that service. The replacement fee for an I.D. card is \$10.00. Cards can be ordered from the Student Development office.

18. PERSONAL LEAVE

Personal leave is provided for full-time and part-time employees working at least 1560 hours per year. It is intended for family and individual needs (personal, voluntary church or civic responsibilities, etc.). Employees will receive a maximum of two personal days per year. Personal leave is accrued at 1 1/3 hours per month (pro-rated for part-time employment). A maximum of two personal leave days may be accumulated and carried forward. Thus, it is possible that four personal leave days might be granted in a year, two unused yet accumulated and carried over from the past year and two earned during the current year. Personal leave requests should be made in hour increments.

19. PROFESSIONAL DEVELOPMENT

Northwestern College encourages the professional development of employees through attendance and participation in approved meetings, seminars, professional certification programs, educational opportunities, etc., which are directly related to Northwestern's operations, activities and mission, and which will place employees in a position to improve their job performance. Employees who are not planning to return the following academic year are generally not eligible to receive professional development support.

Procedure:

- A. An employee shall prepare a written request stating:
 1. Name and location of seminar or educational opportunity
 2. Area pertaining to job performed
 3. Expected outcome
 4. Dates to be absent and attending seminar
 5. Projected cost (include travel, lodging, meals, tuition, and fees)
- B. This written request will be forwarded to the appropriate Vice President, Dean or Director (Administrative Council member), who will designate proper expenditures and notify the employee concerned of the approval or denial of request.
- C. All expenses incurred for professional development will be charged to the proper account, although the college reserves the right to reimburse employees at less than 100% for professional development. In any event, funds available for professional development and previous professional development activities of the employee making the request determine whether or not a particular request can be granted.
- D. Hourly paid employees will receive payment for travel time and time spent at seminars.
- E. When mutual benefit is evident for further education, employees may petition their vice-president or dean for a short-term, paid leave of absence to pursue a recognized degree or professional certification. Up to 10 days in a calendar year may be given for such leave if the time period of attendance for class(es) is required during an employee's scheduled work hours. The decision for granting such leave will be made by the vice-president or dean in consultation with the President. Financial assistance requested for the attainment of a graduate degree will follow the guidelines for graduate education tuition loan assistance (see #9. Graduate Education Tuition Assistance).

20. ROWENHORST STUDENT CENTER

The Rowenhorst Student Center (RSC) is an integral part of the college's total educational program and as such offers to all employees and their immediate families an excellent facility in which you may profitably spend some of your leisure time, including physical fitness activities.

All faculty and staff are automatically considered members of the RSC and are entitled to the privileges that come with such membership. Booklets explaining the philosophy and policies of the RSC, membership privileges, and the facilities are available from the RSC staff.

21. SICK LEAVE

Employees working at least 1560 hours per year are eligible for sick leave. Benefits for part-time employees will be pro-rated and their sick leave will be earned on a pro-rated schedule over the full 12-month period, but will be paid based on the work schedule at the time of illness. Benefits for athletics, student development and academic affairs support staff on 10-month appointments will be paid according to the schedule for medically-related leaves (see 8. Family Medical Leave of Absence in this section).

Policy

Sick leave is intended primarily for sickness of an employee in order to minimize the economic hardships that may result from a short-term illness or injury. Sick leave is provided for the protection and security of the employee during an extended illness. In addition, sick leave may be used for illness, injury, or medical appointments of the employee, dependent child(ren), spouse or parent.

Employees will be eligible to receive one day of paid sick leave for each completed month of active service up to a maximum of 120 days. There is no payment of accumulated but unused sick leave upon termination.

As required by law, employee pregnancy and childbirth will be treated the same as other health conditions for purposes of utilizing sick leave benefits. Accumulated sick leave days may be taken as additional paid time off for maternity or the care of a newborn child. For male employees, one day may be used for taking the mother to the hospital for baby delivery and one day may be used for bringing mother and baby home from the hospital.

Procedure for Sick Leave

When an employee is unable to work because of illness, he/she should notify the supervisor not later than the time the employee is expected to be at work. Sick leave requests should be made in hour increments. The employee may be required to produce a physician's statement whenever sick leave is requested. Since sick leave is not intended for slight indispositions, an employee who is frequently absent from work due to illness may be considered physically unable to continue employment at the college.

If a person becomes seriously ill during a scheduled vacation and can verify this with a medical report, this type of illness would be considered sick leave. If serious illness happens during a vacation period, the supervisor should be contacted as soon as possible.

If an employee has used up all accumulated sick leave and personal leave days, any additional sick days or personal absences will be charged against vacation time earned.

22. SPRING SERVICE PROJECT LEAVE

Many students participate in spring service projects. The maximum time away from campus is ten days. Staff members are encouraged to serve as advisors for the student groups. We consider this to be an opportunity for personnel to build meaningful relationships with students and to show support for their projects. This time away from campus will not be considered vacation time but rather institutional service. Full-time and part-time staff will be paid in accordance with their usual on-campus assignments.

23. TUITION WAIVER

Full-time and part-time employees working at least 1560 hours per year are eligible for the tuition waiver. The tuition waiver will be pro-rated for eligible part-time employees in direct proportion to their work schedule.

For the purpose of attracting qualified employees for Northwestern College, the following tuition waiver policy has been adopted:

- A. A tuition waiver shall be available for Northwestern College's own curricular offerings, both during the academic year and courses offered during the summer, and also for study abroad opportunities that are sponsored solely by Northwestern College and taught by our faculty members (i.e. Sports in Societies, Topics in Cultural Studies). It does not apply to private lessons or summer directed study. The tuition waiver cannot be applied to any off-campus tuition costs. However, all other financial aid may be applied against the off-campus tuition cost.
- B. The tuition waiver is limited to actual tuition costs less grants and scholarships to which the student would be entitled. All tuition waiver students must pay applicable program and miscellaneous fees. The student is required to file the free Application for Student Aid (FAFSA) by June 30 if he/she has been

admitted as a regular degree-seeking student. Failure to file the FAFSA by the deadline when outside grants would be received will reduce the amount the college will waive accordingly.

- C. The employee shall be employed at the time of application for the tuition waiver except for an employee who dies, is totally disabled, is called to military service, or retires (early retirement included) while in the employ of the college. In such exceptional cases a tuition reduction on the balance remaining after all other grants have been applied shall be granted at the rate of 10% for each full year of full-time employment at Northwestern College or prior institutions maintaining a tuition waiver policy.

(For purposes of this benefit, a person “retires” when leaving the full-time employ of the college after age 59 1/2.)

- D. The tuition waiver program applies to undergraduate classes only.
- E. All eligible employees, their dependent spouses, and unmarried dependent children or step-children under 24 years of age who have made application for state and federal tuition grants and scholarships shall be eligible for a tuition waiver following one year of employment. Dependent children or step-children are eligible for the waiver through the end of the semester in which they turn age 24. A married child might be eligible if reported as a dependent on their parent’s income tax return for the year in which they are applying for the tuition waiver benefit. If the child files a joint return with their spouse for the tax year, they cannot be considered a dependent for purposes of this benefit.
- F. Employees must complete the “Tuition Waiver Benefit Verification” form and submit it to the Financial Aid office for each year they or a qualifying dependent apply for the tuition waiver benefit. This form is available from the Financial Aid and Human Resources office, or the Human Resources intranet site <http://intranet.nwciowa.edu/hr/default.asp>.

24. TUITION EXCHANGE

Northwestern participates in a tuition exchange program with the Council for Christian Colleges & Universities (CCCU). The CCCU tuition exchange program uses the same eligibility criteria as found in the “Tuition Waiver” Section A-E. All tuition exchange students must pay applicable program and miscellaneous fees. Students will be required to process the same financial aid application as other student applicants at the receiving college. After completion of the aid application process, the financial aid director at the receiving college will determine the “actual” amount granted by the college to make a full tuition award. Each college in the CCCU reserves the right to choose not to participate in the exchange program or to exempt certain programs. The Financial Aid office has information regarding individual college’s participation details.

Northwestern also participates in the Council of Independent Colleges (CIC) tuition exchange and Tuition Exchange, Inc. For more information about these programs and participating institutions, please [contact](#) the Financial Aid Office.

25. NWC / WESTERN THEOLOGICAL SEMINARY TUITION WAIVER PROGRAM

In recognition of the historic connection as servants of the Church of Jesus Christ and in particular the Reformed Church in America, Northwestern College and Western Theological Seminary agree to a tuition waiver program as stated in the following:

Who is eligible?

- Northwestern College faculty, staff, spouses and their children would be eligible for a tuition waiver as degree-seeking candidates (having met the normal admissions requirements) or as a participant in individual courses in the in-residence and/or distant-learning Master of Divinity program. This waiver would be consistent with that offered by Western Theological Seminary to spouses and children of their own faculty and staff.
- Western Theological Seminary’s faculty and staff members’ children would be eligible for a tuition waiver consistent with Northwestern’s current policy for her faculty/staff dependents (children 24 years of age or younger) and with the tuition waiver available through the Council of Christian Colleges and Universities (CCCU).
 1. Applicants must meet the requirements for admissions acceptance to Northwestern College.
 2. Students and his/her parents need to file annually a FAFSA as the application for all federal and state aid.

3. This waiver applies to tuition only.

How will parity issues be addressed?

- Every three years an audit of actual credits will be made by each institution.
- The maximum imbalance shall be the equivalence of two years' credits.
- Should Western Theological Seminary exceed the program limit, Northwestern College shall be empowered to grant a Northwestern College/Western Theological Seminary Partnership Grant to the graduate of their choice to attend tuition free Western Theological Seminary in order to complete the normal course of studies for the Master of Divinity.
- Should Northwestern College exceed the program limit, new students to the program would pay tuition to Western Theological Seminary at the following discounted rates until the program returned to within the two-year equivalency.
 1. Full-time Master of Divinity candidates would pay 10%.
 2. Part-time or individual courses for credit would pay 50% of the normal tuition rate.

Either institution, Northwestern College or Western Theological Seminary may discontinue this program at the conclusion of any academic year. However, it is the hope of both institutions that a long and successful relationship will continue.

26. SIOUX FALLS SEMINARY TUITION REDUCTION AGREEMENT

Sioux Falls Seminary offers a tuition reduction of 25% for all Northwestern College employees. Dependents are not eligible for this reduction. To receive the tuition reduction, a letter of request should be signed by either the Director of Human Resources or the President. This tuition reduction will be in effect until further notice from Sioux Falls Seminary.

27. VACATION

Full-time employees accrue vacation with pay in accordance with the following rules:

- A. Exempt employees on a 12-month appointment earn 20 working days of vacation over a 12-month period. A person in this category accrues 1.67 vacation days for every month of employment. There are some exempt employees who are by nature of their appointment entitled to vacation days which vary from the above. Such arrangements are made only if in the judgment of the college a particular position is more closely tied to the academic year and justifies a different arrangement.
- B. Non-exempt full-time employees earn vacation days according to the following schedule:

<u>Years of Service</u>	<u>Vacation Days Accrued Per Year</u>
0-5 years	13 days
6-10 years	18 days
11 years or more	20 days

- C. Vacation time for part-time employees working at least 1560 hours will be earned on a pro-rated basis comparable to fulltime staff. Part-time staff on other than or less than 12-month appointments will receive pro-rated benefits comparable to other full-time staff on less than 12-month appointments.
- D. Temporary employees and part-time employees working less than 1560 hours per year are not eligible for paid vacation.
- E. Employees eligible for vacation days must work an entire month to get the full accrual of vacation and be actively employed. No vacation will be earned on partial months either on beginning or termination of employment.
- F. Vacation requests should be made in increments of 1/2 days. Accounting of vacation time will be based on the college's fiscal year (July 1 – June 30). This is necessary because accounting of vacation time is required for auditing purposes and the auditor's report is based on the fiscal year. Therefore, vacation earned by June 30 of the first year of employment will be pro-rated on the basis of the number of months worked.
- G. Full-time faculty, academic year appoints, athletic staff, residence life, and student development staff on less than 12-month appointments, and academic year athletic staff do not accrue vacation as their vacation is governed by the academic year calendar.
- H. Vacation time earned in one fiscal year (i.e., between July 1 and June 30) may be carried over into another fiscal year (i.e., vacation earned by June 30 may be used after July 1 of the new fiscal year), with

the exception that vacation time earned by June 30 must be used by December 31 of that year or it will be forfeited.

- I. Only if it is in the institution's interest may a request to carry over vacation earned beyond the December 31 date be considered. Such a request must be presented by the appropriate Vice President, Dean or Director on behalf of the employee. However, in absolutely no case may vacation earned by June 30 be carried over beyond the March 31 date.
- J. Vacation days earned cannot be paid in lieu of using the time earned for vacation. However, accrued but unused vacation days will be paid upon an employee's termination. These accrued days cannot be used to extend an employee's actual date of termination.

Every supervisor shall maintain accurate records of vacation days earned and taken by all employees reporting to that supervisor and submit records to the payroll office.

28. WELLNESS

In an attempt to emphasize the importance of physical fitness and overall well-being, the college may on occasion offer an incentive-based wellness program for employees. Eligibility, details and guidelines will be distributed to employees prior to the start of any Wellness Program.

To promote individual wellness, the college also offers annually:

- A. An employee physical examination and will waive the co-pay fee for employees covered by the college's medical plan.
- B. Discounted flu shots, and
- C. Free or reduced cholesterol screenings.

SECTION IX. STANDARDS AND EVALUATION

1. PURPOSE AND PROCEDURE

It is the policy of Northwestern College to review and evaluate the performance of each employee regularly. Performance evaluations are written by the supervisor and discussed with the employee at established intervals. Performance evaluations will be conducted at least once a year. The purpose of the performance evaluation is the following: (1) to maintain and improve each employee's job satisfaction and morale; (2) to improve performance; (3) to serve as a basis for promotion and salary wage increases; and (4) to provide an opportunity for each employee to discuss job problems and interests with his/her supervisor.

- A. Performance evaluations are to be conducted annually during the month of May. In April a reminder will be sent to all supervisors of the upcoming performance evaluation, including a review of all procedures for conducting evaluations.
- B. Each supervisor will complete an evaluation form for each of his/her employees and each employee will complete a self-evaluation.
- C. The evaluation and a proposed salary amount for each employee will be reviewed and discussed by the appropriate administrative council member and the President. The supervisor and employee will then meet to discuss the evaluation and the new salary amount. When these reviews have been completed, the evaluation will be returned to the employee for signature. The employee will receive a copy of the evaluation and the original should be retained in the supervisor's file.
- D. Letters of appointment will be issued typically the first week in June of each year.

SECTION X. STANDARDS AND EXPECTATIONS

1. DRUG FREE WORKPLACE

The Northwestern College community faces many challenges as it attempts to facilitate the continued development among the individuals it encounters. One such challenge concerns the use or abuse of alcohol and drugs by employees. In an effort to encourage accountability among employees as well as to establish an additional support system we have prepared information in accordance with the federal guidelines for the Drugfree Workplace Act and the Employee's Assistance Programs. This information is found on the Northwestern College website at <http://www.nwciowa.edu/safety/safecommunity.aspx>. Our hope is that you will utilize its information to continue to assist each other in Christ.

2. SMOKE FREE WORKPLACE

In accordance with Iowa's Smoke-free Air Act, Northwestern's campus, including buildings and outdoor spaces, is required to be smoke free. Smoking is prohibited on our athletic fields, inside or outside of our buildings, on parking lots, or in a vehicle on one of our parking lots.

In addition, Northwestern College has chosen to be a tobacco-free campus and employees are prohibited from using any tobacco products while on college property. Employees are also prohibited from using products that simulate tobacco use, such as e-cigarettes and herbal chew.

3. SUBSTANCE ABUSE POLICY

A. Alcoholic Beverages

The abuse of alcoholic beverages is contrary to Biblical principles in which life, health, and one's rational powers are sacred trusts which must not willfully be destroyed or impaired. While recognizing the principle of individual Christian liberty in certain areas of behavior not specifically prohibited in Scripture, Northwestern believes that it is for the good of the community as a whole that all members agree to abide by a policy which calls for the discipline of abstinence on campus, at all on-campus and off-campus college events, or while officially representing the College. The possession or use of alcoholic beverages on college-owned property or at college-sponsored activities, functions, trips, etc., (on or off campus) is forbidden. Any member of the college community found in violation of this policy will be subject to discipline. Discipline will, at a minimum, be consistent with local, state and federal laws including, but not limited to referral for prosecution, required rehabilitation, suspension, and termination of employment.

B. Drug Abuse

The use of illegal or hallucinogenic drugs or intoxicants and the misuse of prescribed and over-the-counter drugs is destructive of the welfare of our employees. The illegal possession and the disposition or use of drugs (or possession of drug paraphernalia), except as directed on over-the-counter drugs or as prescribed by a medical doctor is prohibited. Any member of the college community found in violation of this policy will be subject to discipline. Discipline will, at a minimum, be consistent with local, state and federal laws including, but not limited to required referral for prosecution, required rehabilitation, suspension, and termination of employment.

C. Reporting Procedure

Employees are required to report substance abuse in the workplace to the Administration. By government regulation an employee will notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The College is then required to notify the appropriate agency within ten days of receiving such notice and taking appropriate personal action against an employee within 30 days of receiving such notice.

D. Voluntary Rehabilitation

If an employee who has been taking drugs or abusing alcohol seeks help from the College, the College reserves the right to suspend normal disciplinary action. The difficulties of freeing oneself from the drug habit or alcohol abuse are well known, and the College wants to surround the person with the best possible support to deal with this problem. Therefore, he/she will be expected to accept such help as is determined necessary after consultation with the campus chaplain or other agreed upon arrangements.

4. APPEARANCE

The personal appearance of employees is important and essential in establishing a business-like atmosphere. Every employee should be dressed in good taste and appropriate to the type of work and position assigned.

5. CHAPEL ATTENDANCE

Joint daily worship offers a vital expression of our mission as a Christian college. It points our academic community to the ultimate goal of honoring God and reflects the discipline we as Christians are expected to practice as we model faith and love to each other. Therefore, the college's Board of Trustees has continued to adhere to a policy of required chapel attendance for all full-time students, and has repeatedly urged that all full-time faculty and staff participate in chapel with a certain regularity.

While it is understandable that not all full-time employees can leave their offices or workplaces regularly to attend chapel it is expected that all full-time employees will join the college community in worship on a semi-regular basis to underscore our common commitment to the Lordship of Jesus Christ.

6. CONSENSUAL RELATIONSHIPS

Consensual dating and romantic relationships between a member of the faculty and a student or between a supervisor and an employee or student worker carry risks of conflict of interest and abuse of power. In the collegiate setting such relationships may have the effect of undermining the atmosphere of trust on which educational or institutional activities depend, diminishing a student's freedom of choice, or interfering with a subordinate's ability to choose freely in the relationship. Examples may include:

- A student or employee may feel forced into an unwanted relationship because he or she fears that refusal to enter or continue in a relationship will adversely affect his or her education or employment;
- Conflicts of interest may arise when a supervisor, faculty member, or other college member is required to evaluate the work of or make personnel or academic decisions with respect to the person with whom he or she is involved;
- A charge of sex discrimination could be brought by a peer of the student or employee if it is perceived that the subordinate person in the relationship has been given unwarranted benefits, such as higher grades or better evaluations;
- A charge of sexual harassment against the person who has the "power" in the relationship could follow the termination of the relationship on "unfriendly" terms.

Faculty and staff should consider seriously the exploitative possibilities that may be inherent in dating and romantic relationships. Because consent cannot be given freely in a situation where one person has power over another, dating and romantic relationships between the following are prohibited: faculty with currently enrolled students and students being recruited, supervisors with any person she/he supervises, or any other college employee with someone over whom she/he has a position of power or control. Faculty members in particular are under a special obligation to preserve the integrity of their relationships with students, and therefore are expected to maintain at all times the highest level of professionalism with students, whether or not any real or perceived authority over the student exists.

Consensual dating or romantic relationships between an employee and a current student, or between supervisors and those they supervise may be construed as, or may in fact be, harassment. Because a position of power or control exists in such relationships, "consent" is ambiguous. Therefore, if a charge of sexual harassment is subsequently lodged, it will be difficult to prove immunity on grounds of mutual consent, and may make one liable for a charge of sexual harassment or discrimination on the basis of sex.

In internal proceedings, the College will in general not be sympathetic to a defense based on consent when the situation is such that the accused had the power to affect the complainant's academic or employment status.

Consistent with the position of the Reformed Church in America (see summary at <http://www.rca.org/homosexuality>), the college lifts up the Christian ideal of marriage between a man and a woman and contends that all sexual intimacy shall be within the bounds of such marriage. Romantic relationships between a married individual with someone other than one's spouse also violates standards of conduct for Northwestern College employees. Any faculty or staff member engaging in such conduct, regardless of issues of consent, will face appropriate disciplinary action up to and including termination.

7. HARASSMENT

Northwestern College deprecates harassment of any kind and will take aggressive action to eradicate such behavior in the work environment. Any incidents of this nature should be reported promptly to your supervisor or directly to the President.

8. TITLE IX SEXUAL ASSAULT & DISCRIMINATION POLICY

Northwestern College is committed to providing a working, learning, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination is contrary to the standards of the college community, as it violates an individual's fundamental rights and dignity as a person made in the image of God. Northwestern College considers sex discrimination in all its forms to be a serious offense and it will not be tolerated. The college is dedicated to preventing and educating all students, faculty, and staff regarding all forms of sexual misconduct. This policy refers to all forms of sex discrimination, including but not limited to: unfair treatment based on sex, sexual harassment, hostile environment harassment, sexual assault, sexual misconduct, sexual exploitation, domestic violence, dating violence, and stalking by other students, employees, or third parties.

The Title IX policy describes how and who to report incidents of sexual harassment or sexual misconduct. All employees are expected to be familiar with their responsibilities in reporting such incidents. Detailed information about the policy, the Title IX Coordinator and other responsible employees is found at: <https://my.nwciowa.edu/ICS/Employees/>

9. MANDATORY CHILD ABUSE REPORTING

Northwestern College ("NWC" or the "College") strives to protect the welfare of minors on its campus. This includes minors who are on NWC's campus or participating in off-campus College-sponsored programs. Consistent with Iowa Code 261.9, the purpose of this policy is to explain who is required to report child abuse, when child abuse reporting is required, and the process for reporting. The scope of this policy is intended to be broad, and any uncertainty about whether reporting is required should be resolved in favor of making a report.

Who Must Report

Any employee who in the scope of their responsibilities, examines, attends, counsels, or treats a child must report suspected physical or sexual abuse of a child. This includes all College employees, including, but not limited to, faculty, coaches, student employees, and staff ("College Reporters"). If you are not sure whether you are required to report, this policy encourages you to err on the side of caution and report. Proof that abuse has occurred is not required in order to be obligated to report.

Raising such concerns is a service to the College. The College depends on each individual to report potential or suspected violations of applicable laws and regulations. Failure to report known or suspected violations and crimes is itself a breach of the College's ethical standards and can lead to discipline of employees and students, up to and including separation from the College. Reports made in good faith will not jeopardize the reporter's position or employment, and retaliatory action against an employee for participation in making a good faith report of child abuse or aiding and assisting in an assessment of a child abuse report is prohibited.

When to Report

College Reporters must report child abuse when they see, know about, or reasonably suspect the abuse of a child. A report must be made as soon as practical, but no later than **twenty-four hours** after becoming aware of the suspected abuse. The types of abuse that are required to be reported under this policy include any physical or sexual abuse of a child.

“**Child**” means any person under the age of eighteen years.

“**Physical abuse**” means any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child. Common indicators could include unusual or unexplained burns, bruises, or fractures.

“**Sexual abuse**” means the commission of a sexual offense according to Iowa law, including rape, sexual assault, molestation, incest, indecent exposure, or exploitation of a child in a manner in which the child is used for gratification or sexual enjoyment by another person.

Reporting Procedures

In the event of an emergency, first call 911.

Suspected abuse must be reported first to:

Department of Public Safety: Phone (515) 725-6010, Email dcinfo@dps.state.ia.us

Then suspected abuse must be reported to any of the following Northwestern College individuals:

- Director of Campus Safety & Security: Office (712) 707-7475 or Cell (712) 395-1077
Email andy.vanommeren@nwciova.edu
- Dean of Student Life: Office (712) 707-7204 or Cell (4842) 318-9063
Email julie.elliott@nwciova.edu
- Director of Human Resources: Office (712) 707-7224 or Cell (712) 441-4246
Email debf@nwciova.edu

When making a report of child abuse under this policy the College Reporter shall provide the following information to the best of their knowledge:

- Name of the alleged victim(s);
- Name of the alleged perpetrator(s);
- Time and date of the incident(s) being reported;
- Location where the incident(s) occurred; and
- Any additional information supporting the allegation that misconduct has occurred.

Mandatory Reporters Under Iowa Code 232.69

It is possible that some College Reporters, as well as others who interact with minors who are on NWC’s campus or participating in off-campus College-sponsored programs may be Mandatory Reporters of child abuse under Iowa Code §232.69. These individuals have additional responsibilities to report *all forms* of child abuse as described in Iowa Code §232.68(2). Under §232.69, Mandatory Reporters must report suspected abuse to the Department of Human Services. Child Abuse can be reported to the Department of Human Services by calling the toll-free child abuse reporting hotline 24 hours a day: 1-800-362-2178.

The College encourages everybody, including those who are not Mandatory Reporters under Iowa Code §232.69, to report all forms of child abuse to the Department of Human Services in addition to reporting to the NWC individuals indicated above and the Department of Public Safety under this policy.

10. WHISTLEBLOWER POLICY

Northwestern College (College) as a Christian institution is dedicated to the highest standards of ethical conduct, professionalism, and high quality in our education and administration. These concepts are consistent with the mission and expected in the behavior of each individual associated with the College.

The College encourages all employees (faculty, staff, student employees, and volunteers) to come forward with credible information on illegal practices or violations of College policies. Any individual is encouraged, in good faith, to report (1) a violation of law or government regulation, (2) a violation of College policy, (3) mismanagement, (4) misuse of College funds, (5) an abuse of authority, or (6) fraudulent or dishonest conduct. Examples of such include, but are not limited to:

- Violation of Law or government regulation;
- False or misleading financial reporting;
- Unauthorized destruction, alteration or manipulation of College records (including computer files);
- Improper financial transaction, including kick backs or financial conflicts of interest;
- Submitting fraudulent or improper expense reports, for example, manipulation of expense report for business transportation, meals and lodging resulting in an unauthorized benefit;
- Authorizing or receiving compensation for goods not received or services not performed, for example, falsification of time sheets;
- Employee theft of College property or assets;
- The use of College property, resources, or authority for personal gain or other non-College purposes except as provided under College policy.

Reporting

In order for the College to take necessary internal corrective action, an employee is encouraged to report, in writing, a disclosure of any activity described above to the College's legal counsel (see Contact Information section below). The disclosure should be factual and contain as much specific information as possible. If an employee is unwilling or unable to put a disclosure in writing, he/she should report the activity orally to the College's legal counsel (see Contact Information section below), who will prepare a written summary of the individual's disclosure, and provide a copy to the individual for accuracy and completeness.

All allegations will be investigated by the appropriate College official. All College employees are expected to fully cooperate in the investigation of the allegations. The appropriate corrective action, up to and including termination, will be administered if the investigation finds that an employee engaged in activity as described above.

Confidentiality

Individuals who report, in good faith, possible activity as described above will be accorded confidentiality and/or anonymity to the extent possible under state and federal law throughout the investigation.

Protection from Retaliation

The College will protect any employee from retaliation who, in good faith, reports any of the above described activity. Retaliation may include but is not limited to adverse employment action, discrimination, harassment, poor work assignments, and/or threats of physical harm.

Any employee who believes that he or she has been the victim of retaliation for reporting an activity as described above or participating in a proceeding related to such an activity should file a complaint with the College's legal counsel (see Contact Information section below). All complaints will be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of the investigation, if it is determined that retaliation has occurred, appropriate corrective action will be taken with respect to the employee to whom retaliation has occurred and appropriate disciplinary action, up to and including termination, will be taken against the employee(s) found to have retaliated.

False Allegations

Any employee who knowingly makes false allegations of alleged activity as described above will be subject to corrective action, up to and including termination of employment, in accordance with College policies.

Contact Information

Klay, Veldhuizen, Bindner, De Jong, De Jong, & Halverson, P.L.C.

Brad De Jong

121 Albany Avenue NE

PO Box 405

Orange City, IA 51041

Phone #: 712-737-4851

Email: bkdejong@klaylaw.com

<p style="text-align: center;">SECTION XI. GRIEVANCE POLICY</p>

1. PURPOSE AND PROCEDURE

It is the sincere intent of Northwestern College to be fair and reasonable with all members of the administration, faculty and staff. However, situations may arise where some member may feel that a problem or problems have arisen or injustices have occurred that are not solvable through ordinary interpersonal discussion with either co-workers or supervisors.

If any person hired by Northwestern College has a question about interpretation or application of college policy, or is in disagreement with a co-worker or a supervisor he/she may use the following procedure.

Step 1 The Immediate Supervisor

The grievant should arrange a conference to bring the concern or question to the attention of their immediate supervisor. If the initial conference does not provide satisfaction for the grievant or if the grievance is with the supervisor and is known to the supervisor, the grievant may submit his/her grievance in writing to his/her supervisor.

The supervisor will provide a solution or an explanation in writing to the grievant within seven working days after receiving the written grievance.

In the event that the solution or explanation is not acceptable to the grievant, then the grievant may proceed to Step 2.

Step 2 The Vice President, Dean or Director

The grievant may submit the grievance in written form to the appropriate Vice President, Dean or Director within seven working days after receiving the supervisor's written response.

The Vice President, Dean or Director will investigate and provide a written solution or explanation to the grievant within seven working days.

In the event that the solution or explanation is not acceptable to the grievant, then the grievant may proceed to Step 3.

Step 3 The President

The grievant may appeal the decision of the Vice President, Dean or Director to the President in writing within seven working days after receiving their decision.

The President will investigate and provide a solution or explanation to the grievant within seven working days.

In the event that the solution or explanation from the President is not acceptable to the grievant the grievant may proceed to Step 4.

Step 4 Executive Committee of the Board of Trustees

The grievant may appeal to the Executive Committee of the Board of Trustees. The grievant has seven working days after receiving the President's response to submit a written request to the chairperson of the Executive Committee.

The Executive Committee of the Board of Trustees will investigate and provide a solution or explanation to the grievant.

The decision of the Executive Committee of the Board of Trustees is final.

SECTION XII.
GENERAL PROCEDURES AND GUIDELINES

1. ACCESS TO ACADEMIC AND ADMINISTRATIVE BUILDINGS

No student shall be allowed in any campus building after hours unless accompanied by faculty or staff. Hours that facilities are accessible can be found on My Northwestern.

2. AUDIO-VISUAL EQUIPMENT AND RENTAL

Audio-visual equipment is available for on-campus use or for official college use. However, there are times when it is helpful to loan pieces of audio-visual equipment to churches, businesses, community groups, or even individuals. Such loans shall be made on the basis of the following policy:

Northwestern will charge a fee on the use of equipment by businesses and individuals and reserves the right to limit the type of equipment available for rent. Any requests can be submitted to the audio-visual department through MYNWC.

3. COLLEGE VEHICLE USAGE

College vehicles may be reserved for college business electronically at least 72 hours prior to summer trips and a week before trips during the school year. To make a reservation, log into MYNWC, select employees tab and then select request campus vehicle. The budget account number must be provided when the reservation is made. Keys, mileage cards and credit cards should be picked up at and returned to the Maintenance Department office. If the hour of your return is late, the keys and cards should be placed in the drop box located at the north door in the maintenance parking lot.

The Travel Expense Report (available in the Office for Financial Affairs) should be submitted for reimbursement as soon as possible.

Mileage rates charged to departments for the 2014-15 year are as follows:

Car	\$.42/mile
Mini-Van	\$.45/mile
Van	\$.58/mile
Trailers	\$.10/mile

1. The proper usage of seat belts is required for the driver and all passengers while the vehicle is in motion.
2. Student drivers must be 21 years of age must complete the Student Driver Vehicle Request Form and the NWC Drivers' Training class prior to driving college vehicles.
3. Successful completion of a Driver Safety Course is required of all students needing to drive a vehicle designed to transport more than 9 passengers. This course is offered at certain times during the school year and will be scheduled through the maintenance office. Faculty and staff are encouraged to complete this course as well.
4. Students cannot use college vehicles without being accompanied by a college faculty or staff person, unless approval has been received from the Vice President for Financial Affairs.
5. Drivers shall refrain from operating cell phones, laptop computers, navigational aids and any other device that may cause driver distraction while operating a college vehicle or while operating a privately owned vehicle in the course of conducting college business. Drivers shall make every attempt to properly park their vehicle prior to using such devices.
6. If the front passenger seat is occupied, that person is expected to remain awake, help the driver stay alert, and assist with driving directions.
7. Drivers on extended trips should take frequent breaks and be replaced periodically by another driver.
8. Maximum speed limit for all college vehicles is the legal speed limit.
9. The college will not reimburse employees for parking tickets and fines for moving violations.
10. Anyone seeking authorization to drive a college vehicle is subject to driving records screening. Any person with more than two moving violations on their driving record during the past three years will be disqualified from operating a college vehicle until remedial training has been completed. Anyone with a suspended or revoked license convicted of criminal misconduct while driving or driving under the influence of alcohol or drugs will be disqualified from operating a college vehicle until corrective or remedial training has been completed.

11. College vehicles are to be used only for college-related business. Personal use that occurs incidental to the business use will be allowed if it occurs on the same route and incurs no additional miles. All other personal use is strictly prohibited.
12. Northwestern College is not responsible for the property of others. This includes loss or damage to your property located on our premises or in our vehicles. Please review your homeowner's and auto insurance policies to determine if your property is adequately covered in the event of loss or damage. The only exception to this policy is when the college has care, custody, or control of the property of others. In those circumstances, you may have a claim under the college's insurance policy for loss or damage to your property.

See **Professional Travel** (See Item 16 of Section XII for reimbursement for use of personal cars.)

4. CONDOLENCE GIFTS

When it is appropriate for the college to send flowers or gifts relating to an illness or death, action should come from the college Chaplain's office or the President's office. Departments may not charge their supplies budgets for the above purpose.

5. CONFIDENTIALITY

In the course of your work you may have access to confidential information regarding the institution, its students, faculty, and even fellow employees. It is one of your most serious responsibilities that you in no way reveal or divulge any such information and that you use it only in the performance of your duty.

Your salary is considered confidential. Salaries are based on both the nature of the work and how well that work is done. Since no two cases are alike, comparison of salaries may give incorrect impressions.

6. CONSULTING AND OTHER SERVICES PROVIDED BY NORTHWESTERN COLLEGE PERSONNEL

While Northwestern College encourages its full-time staff members to use their talents and skills in representing the college and in providing services (consulting, preaching, lecturing, conducting, etc.) to outside groups and organizations, and while staff members are entitled to any honoraria received for providing such services, the following guidelines are in effect to protect the interests of the college:

- A. The staff member is entitled to any and all honoraria received, provided all expenses incurred (travel, use of college car, accommodations, materials, etc.) are borne by the individual staff member or by the outside organization, and that the college will be adequately reimbursed for any expenses charged to or incurred by the college.
- B. The staff member is expected to utilize a minimum of college time in performing such services, using instead as much personal or private time as possible or appropriate.
- C. The staff member should refrain from engaging in on-going consulting services on a regular basis to a particular organization or enter into a contractual relationship that requires the staff member to provide consulting services to another institution or organization.
- D. The staff member should refrain from becoming involved in providing services, consulting or otherwise, that could be interpreted as, or lead to conflict of interest situations.

Nothing in the above guidelines is to be interpreted as preventing or limiting a staff member from using one's special expertise and/or skills in providing services that add to the prestige of Northwestern College and that are important forms of professional development and growth of an individual staff member.

7. DINING HALL AND FOOD SERVICE

Food service at Northwestern is contracted to an independent company. The company will provide a wide variety of services from coffee at meetings to special dinners. Arrangements for services and facilities should be made with the manager of the food service and the dining hall (707-7185). Arrangements for payment are to be made directly to the food service unless it is for an event included in the college budget, in which case the food service will submit the bill to the Office for Financial Affairs.

Employees may use the cafeteria (in Fern Smith Hall), the HUB (snack bar in RSC) or Common Grounds (coffee shop in the Learning Commons). Flex Dollars may be purchased from the food service company for discounts on food items. Otherwise, cash payment will be required.

Meal tickets may be requested for occasions when the college pays for the meal (faculty/staff or special guests). Requests must be submitted to the Office for Financial Affairs by the staff person responsible for the account to be charged. Requests should indicate department, account number, which meal, and the number of meal tickets required. Cost will be charged to the appropriate departmental account. No one will be permitted to go through the food line without a ticket.

8. FUND RAISING POLICY

Northwestern College depends upon the ongoing and generous financial support it receives each year from alumni, parents, friends, churches, businesses, foundations, and other donors. Donations typically are made to the college's operating fund (called the Northwestern Fund) or non-operating, which may include donations to capital campaigns or funds for other specific purposes.

The Office of Advancement coordinates all fundraising activities and accounting of donor gifts. Part of our role is ensuring that all fundraising efforts connected with the college complement—rather than compete with—one another. Thus, individual departments or efforts, such as SSP, for example, should communicate their fundraising activities to the Office of Advancement. Fundraising request forms are available from Advancement. Call the assistant to the VP for Advancement to request a form or if you need further information.

9. INTERNET USAGE

An elaborate computer network like that at Northwestern College has exceptional potential as a resource for accessing, analyzing, and presenting information. When used improperly, however, the computer can have the unintended consequence of absorbing time which should be used in more productive ways, accessing offensive material, and/or otherwise making technology a master to the user. The college's expectation is that technology will be used for its intended purposes and in accord with the mission of Northwestern. In keeping with its mission as a Christian college, Northwestern has purchased a "filter" to block both intentional and unintentional access to pornographic materials on the Internet.

While the college has the capability of monitoring employee and student time commitments and specific site visits on the Internet, it is not our desire to do so. Much preferred is a commitment to self-regulation where employees and students will responsibly use the computer system for those purposes directly related to their teaching, administrative, or learning activities. This focus will allow all of the campus community ready access to the computer network for their specific assignments as well as maintain the integrity of the college's mission.

Situations that become known and which compromise the expectations of the college on this matter will be addressed on an individual basis and in accord with applicable statutes and case law.

10. KEY POLICY

Keys for your office and the building in which it is located may be obtained from the Maintenance office.

The college-wide policy with respect to the issuance and use of keys is as follows:

- A. General responsibility for issuance of keys for all college buildings will rest with the Director of Maintenance & Operations. Records concerning all keys will be kept in that office.
- B. Request forms for approval and issuance of keys, available in the maintenance department office, must be completed and presented to the Director's office before any keys will be issued.
- C. Each request form needs to be signed by the immediate chairman or supervisor and by the appropriate vice president or dean. Student keys must be requested by their supervisor. The key will then be issued to the supervisor who will be responsible for the student returning the key at the end of the academic year. Keys for residence halls will be handled between the Director of Residence Life and the Director of Maintenance & Operations.
- D. Each person receiving a key must sign the Issuance form to obtain the key(s).
- E. Each person having a key to any college facility agrees not to duplicate or let anyone else duplicate that key, nor loan the key to others.

- F. Keys are to be returned to the maintenance department office when the person no longer needs a particular key or keys, or when employment with the college terminates, or when a faculty/staff person will be away from campus for longer than six months. If keys are not returned, employees will be charged up to \$20 per lock that's affected by the missing key on their last paycheck.
- G. Students who have obtained keys must return them to their supervisors at the end of the academic year.
- H. A \$20.00 charge will be collected before any replacement can be issued for a lost key. Key Replacement Request forms are also available in the maintenance department office.
- I. Buildings in which keys are issued in large numbers to staff persons, loss of a key will mean replacement of lock and issuance of new keys to all persons involved. The person losing the key is responsible for the cost of replacing the lock and keys.
- J. Any lost or stolen keys should be reported at once to the Director of Maintenance and Operations.

11. MAIL SERVICE

Inter-office mail for faculty, administrators, and general staff is to be dropped off in the college's post office. Personnel there will place it in the mail boxes located at the Lower Level of Zwemer Hall if the mail is for faculty or staff, and in the mail boxes in the Rowenhorst Student Center if the mail is for students. Mail sent to students should have the box number on it.

Private mail, provided proper postage is affixed, may be dropped off at the college's post office at the Lower Level of Zwemer Hall or at the post office in the Rowenhorst Student Center.

12. NEWS RELEASES

College personnel are asked to notify the Public Relations Office of any news that should be considered for publication. If an item is deemed newsworthy, the Public Relations Office will gather the pertinent details and disseminate the release.

Despite our very best intentions, negative situations sometimes arise on campuses which prompt reporters to call colleges to gather information and opinions. Rather than be caught unprepared in such situations, we would like to adhere to the following procedures:

Anyone who becomes aware of a potentially inflammatory situation they believe likely to be "news," should immediately contact the Director of Public Relations. If in doubt as to the newsworthiness of the incident, please call day or night (Office 707-7116; Home 737-8929; Cell 441-2179). In consultation with the President, the Director of Public Relations will prepare a statement for the media. The President or the Director of Public Relations, as his designate, reserves the right to be the official spokesperson for the college on such matters. Should the media contact individual faculty/staff members directly for information on such issues, please refer them to the Director of Public Relations.

The above policy is not intended to restrict your right to speak freely. However, it should be understood that all of us are regarded as representatives of the college and the media will invariably quote individuals, using a phrase such as, "a college official said. . . ."

Our collective hope is that incidents like these will occur only very infrequently, if ever. The above guidelines will allow us to speak with a prepared, united voice.

13. PERSONAL INJURIES

If an employee is injured at work, he/she should report this immediately to the supervisor. All injuries, however slight they may appear at the time, should be reported to the Vice President for Financial Affairs immediately, to assure possible insurance coverage. In the event a claim is necessary injury claim forms are available in the Office for Financial Affairs.

According to the Williams-Steiger Occupation Safety and Health Act of 1970, the duties of the employer and employee are as follows:

Each employer under the Act has the general duty to furnish each of the employees employment and places of employment, free from recognized hazards causing or likely to cause death or serious physical harm; and the employer has the specific duty to comply with safety and health standards promulgated under the act. Each employee has the duty to comply with these safety and health standards, and all

rules, regulations and orders issued pursuant to the Act which are applicable to his own actions and conduct.

14. PERSONNEL RECORDS

A confidential file containing employee records and employment compliance documents is maintained in the Human Resources office. Annual evaluations are also included in this file.

15. PRINTING SERVICES AND COPYRIGHT LAWS

The Printing Office offers printing services.

Work is to be submitted 24 hours before the finished product is needed, with the name and department or the person requesting the work indicated, the number of copies desired, and the time stated when work should be completed. There may be busy times when the Printing Office will not be able to meet the normal 24-hour deadline. Please refer to the brochure received in August for further information.

Copying Rules

Because modern copying equipment has made it easy to make multiple copies of almost anything in print it has become necessary for the federal government to issue appropriate laws. Northwestern College is committed to adhering to these laws strictly and expects every employee to abide by those laws. A summary of the Federal Copyright Laws includes:

- A. Single Copying – A single copy may be made of any of the following for use in scholarly research, class work, teaching or preparation thereof, or for any similar non-commercial use:
 - 1. A chapter from a book
 - 2. An article from a periodical or newspaper
 - 3. A short story, short essay or short poem, whether or not from a collective work
 - 4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper

- B. Multiple Copies for Classroom Use – Multiple copies, not to exceed in any event more than one copy per student, may be made by or for a teacher giving the course, for classroom use or discussion, provided that:
 - 1. The copying meets the tests of brevity and spontaneity as defined below
 - 2. The copying meets the cumulative effect test as defined below
 - 3. Each copy includes a notice of copyright

- C. According to the Fair Use Doctrine of the Copyright Act of 1976, faculty may use portions of legally acquired copyrighted materials without permission. The fair use provision covers faculty members and students, who are permitted to use portions of copyrighted materials in multimedia projects for a specific course. These guidelines apply to educational projects (e.g. PowerPoint presentations) that involve multimedia in ways that incorporate original materials such as lecture notes with copyrighted media, including graphic and photographic illustrations, music, motion pictures, and text materials. Faculty may use such projects in a variety of educational contexts, including: remote instruction via a secure network that does not permit unlawful copying; student self-study; workshops, presentations, and conferences, and; professional portfolios used in an academic setting. Any resulting document or file that includes copyrighted work must be used only for educational activities. Selling the work or using it in a for-profit setting requires permission. The fair use exception lasts for two years from the incorporation of the copyrighted content. Permission must be obtained after two years if the project will be used again. The following restrictions apply:
 - 1. Motion media: up to 10% of the total or three minutes, whichever is less.
 - 2. Text material: up to 10% of the total or 1,000 words, whichever is less.
 - 3. Music, lyrics, or music video: up to 10% of the work but no more than 30 seconds of music or lyrics from an individual piece of music.
 - 4. Graphic and photographic illustrations: no more than five images from one photographer or artist and no more than 10% or 15 images, whichever is less, from a collection.
 - 5. Numerical data sets: up to 10 percent or 2,500 cell entries from a copyrighted tabulation, whichever is less.
 - 6. Copying of a multimedia project: no more than two copies may be made of a project.

- D. The Technology, Education, and Copyright Harmonization Act (TEACH Act) of 2002 extends many of the Fair Use exemptions provided in the Copyright Act of 1976 to the online classroom. To receive the protections the new law offers, NWC must maintain policies regarding copyright, provide informational materials explaining copyright, notify students of copyright policy, and ensure that transmission of copyrighted content is made solely for students enrolled in the course for which the transmission is made. The new law offers the following benefits:
1. The display of complete non-dramatic musical or literary works, including poems, short stories, or music other than musicals and operas.
 2. The transmission of content to classrooms is no longer limited to physical locations but includes the virtual classroom, which students may reach from any location.
 3. In order to facilitate the transmission of digital material, the law now permits the digitization of some analog works. Digitization is permitted only if the work is not readily available in digital format.
 4. Like former copyright laws, the TEACH Act allows educational institutions to retain copies of distance-education transmissions, even if they included copyrighted material belonging to others.

Definitions

A. Brevity

1. Poetry – A complete poem of less than 250 words and printed on not more than two pages, or from a longer poem an excerpt of not more than 250 words
2. Prose – Either a complete article, story or essay of less than 2,500 words, or an excerpt from any prose work of not less than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words
3. Each of the numerical limits stated above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.
4. Illustration – One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
5. Special works – Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Such "special works" may not be reproduced in their entirety. However, an excerpt comprising not more than two of the published pages of such a special work and containing not more than 10 percent of the words found in the text thereof may be reproduced.

B. Spontaneity

1. The copying is at the instance and inspiration of the individual teacher.
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

C. Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, not more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term.

Federal Exemptions

The limitations stated above shall not apply to current news periodicals, newspapers, and current news sections of other periodicals.

Federal Prohibitions

Notwithstanding any of the preceding, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may not occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

- B. There shall not be copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets and like consumable material.
- C. Copying shall not substitute for the purchase of books, publishers' reprints or periodicals.
- D. Copying shall not be directed by higher authority.
- E. Copying shall not be repeated with respect to the same item by the same teacher from term to term.

16. PROFESSIONAL TRAVEL

Mileage

Mileage costs incurred through the use of employees' personal vehicles to attend approved meetings, seminars, and other functions directly related to Northwestern's operations, activities, and mission will be reimbursed at the rate per mile established annually by the Financial Affairs office.

Driving Versus Flying

In some instances for long distance travel you may choose to drive instead of fly. In these cases, reimbursement for mileage will be at the current rate per mile up to the amount of the cost of an airline ticket (21 day advance out of Omaha) to that destination plus mileage to the airport and a rental vehicle at the destination, if necessary.

Restaurant Gratuity Practices

It is the policy of the college an adequate gratuity for service at a restaurant should be in the range of 15 to 18%. In the event a restaurant has a mandatory gratuity requirement for large groups, please do not exceed 20%.

Other Gratuity Guidelines

The college will reimburse employees for any gratuity of up to 10% of the total fare for service provided by a taxi cab driver. The services provided by a bellhop, airport attendant or similar service personnel are considered by the college to be personal services and will not be reimbursed as travel expenses.

17. PROPERTY LOSS

If in performing his/her job, an employee should accidentally damage college or personal property, it should be reported to the supervisor. The college does not have insurance covering employee personal property which is located on campus. The cost would be prohibitive and in most cases the employee's personal insurance policy will cover the personal property regardless of where it is located.

18. PURCHASE AND DISBURSEMENT PROCEDURE/COMMITMENT AUTHORITY POLICY

A. Purchases

1. A purchase order shall be required for all goods and merchandise over \$5000, except Bookstore purchases.
 - a. Purchase requisitions in excess of \$5000 require approval of an administrative council member (someone reporting directly to the President) and the President.
 - b. Purchase requisitions should be forwarded to the Financial Affairs Assistant. Purchase orders are issued in triplicate:
 - (1) Initial copy sent to vendor upon request.
 - (2) Second copy sent to department ordering merchandise. When merchandise is received this copy is initialed by department and sent to Office for Financial Affairs.
 - (3) Third copy filed by Business Office.
2. Invoices not requiring purchase orders will be approved for payment as follows:
 - a. Invoices under \$500 require approval of a department head. Invoices over \$500 require approval of an administrative council member.
 - b. Bookstore merchandise requires approval by Bookstore manager.
3. Invoices for services shall be approved as follows: Where invoices cannot be obtained (e.g., travel advances, athletic officials, chapel speakers) a check requisition should be completed by the person submitting the request and approved by their administrative council member (and president if in excess of \$5,000). After returning from travel, expense reports must be filled out (supporting

documents attached) and approved by an administrative council member (or president) for each travel advance requested.

4. Disbursements shall be made as follows: Checks are issued weekly. Requests should be submitted to the office for financial affairs by 9:00 a.m. on Tuesday and checks will be available at 4:00 p.m. on Wednesday.

B. Disbursements

Checks are issued weekly. Requests should be submitted to the Office for Financial Affairs by 9:00 a.m. on Tuesday and checks will be available at 4:00 p.m. on Wednesday.

C. Commitment Authority Policy

1. Purpose

The purpose of this policy is to define and fix authority to commit the College.

2. General

Subject to the limitations imposed under the bylaws of the College and the more specific limitations contained herein, the President shall have the power to commit the College with respect to all matters in the ordinary course of business of the College. Administrative council members shall have authority to commit the College in respect to that portion of the ordinary course of business of the College for which they are directly responsible.

3. Budget Approvals

The College operating budget requires the concurrence of the administrative council member responsible for each budget category, the Vice President for Financial Affairs, the President, and the approval of the Board of Trustees. Any budgeted expenditure must be approved according to the following schedule:

Approvals Required	Up to \$500	\$500 to \$5000	Over \$5000
Department Head	X	X	X
Administrative Council Member		X	X
President			X

4. Capital Expenditures

Commitment for capital expenditures will be made only by:

- a. prior approval of a capital budget by the Board of Trustees, or
- b. specific approval by the Board of Trustees of special items.

Either type of capital expenditure commitment must be approved according to the following schedule:

Approvals Required	Up to \$2000	\$2000 to \$100,000	Over \$100,000
Department Head	X	X	X
Administrative Council Member	X	X	X
President		X	X
Board of Trustees			X

Emergency capital expenditures for the preservation of buildings or other assets up to \$100,000 may be approved by the President with a report and ratification required at the next scheduled meeting of the Executive Committee of the Board of Trustees.

For this purpose "capital expenditures" should be defined as the purchase of furniture, fixtures, vehicles or equipment with an estimated life of three or more years and costing more than \$1,000 per unit.

5. Unbudgeted Expenditures

Any expenses incurred in excess of budgeted items or which were not budgeted shall require the following approvals:

Approvals Required	Up to \$100	\$100 to \$2000	\$2000 to \$100,000	Over \$100,000
Department Head	X	X	X	X
Administrative Council Member	X	X	X	X
Vice President for Financial Affairs		X	X	X
President			X	X
Board of Trustees				X

6. **Property**

Approval of the Executive Committee of the Board of Trustees shall be obtained prior to the purchase or sale of any real property.

7. **Charitable Contributions**

Any charitable contributions require the following approvals:

Approvals Required	Up to \$250	\$250 to \$1000	Over \$1000
Vice President for Financial Affairs	X	X	X
President		X	X
Board of Trustees			X

8. **Banking**

Authority shall be defined in the banking resolutions of the Board of Directors.

9. **Investments**

a. Short-term Investments

Authority to make short-term investments is vested in the President or Vice President for Financial Affairs.

b. Endowment or Annuity Fund Long-term Investments Excluding Endowment Trust Fund

Authority to make endowment and annuity fund investments is vested in the Vice President for Financial Affairs as directed by the Finance Committee of the Executive Committee.

c. Endowment Trust Fund Investments

Authority to make Endowment Trust Fund investments is vested in the Vice President for Financial Affairs as directed by the Executive Committee of the Board of Trustees.

10. **Borrowing**

Short-term borrowing commitment authority shall be defined in resolutions of the Board of Trustees.

Long-term borrowing shall require specific approval by the Board of Trustees.

19. REPAIRS ON BUILDINGS AND EQUIPMENT

The following procedures are to be used in reporting any breakdown or any need of custodial assistance or repair any place on campus.

All requests for work to be accomplished must be accompanied by a Work Order made out in duplicate. The first copy goes to the Director of Maintenance & Operations with the duplicate remaining in your files. Emergency requests may be telephoned to the Maintenance Department Office at which time a Work Order will be prepared. All regular requests will be screened and accomplished in order of importance.

All requests for work must be signed by the department head or supervisor prior to routing it to the Maintenance Department Office. In the case of dormitories, the residence hall director will sign the request. Work Order forms may be obtained at the Maintenance Department Office.

20. SAFETY AND FIRE RULES

General

A. Acquaint yourself with the following locations in your building:

1. exit escapes
2. fire extinguishers
3. first aid containers

B. In case of fire

1. notify switchboard operator or fire department (911) of exact location
2. notify Director of Maintenance & Operations
3. check to see if anyone needs help and warn nearby rooms and people

C. Accidents

All employees should think of the common safety by trying to prevent accidents. Besides removing hazards from their own work areas, employees are urged to remove or report such hazards as liquids spilled, equipment left in traffic areas, or any other conditions which may lead to an accident.

21. TELEPHONE POLICY

No personal long distance telephone calls should be charged to the college phone system.

College phone credit cards are not to be used when calling from your home. The calls you make from your home that are toll calls should be charged to your home number. The Office for Financial Affairs will reimburse you when submitted with the proper evidence of such calls (i.e., copy of your personal phone bill indicating calls to be paid by the college).

22. THREATENING TELEPHONE CALLS

The college has an official policy on the receipt, notification, and evacuation procedures to follow in the event of threatening telephone calls. These procedures are posted at the switchboard and the appropriate administrative offices. Though unlikely, it is possible that such a call could come to any person at the college. In that event, the call responder should do the following:

1. Keep the caller on the line as long as possible.
2. Get as much specific information as possible.
3. Attempt to transfer the call to the President, Vice President for Financial Affairs, or the Director of Public Relations.
4. Contact the Director of Public Relations immediately. This call will activate the threatening telephone call policy procedure.

23. RECORD RETENTION AND DESTRUCTION POLICY

The records of Northwestern College (College) are important assets. The College must retain records for not only their immediate or current use, but for historical reference or to comply with contractual or legal requirements. Records and documents covered by this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

The law requires the College to maintain certain types of business records for specified periods of time. Failure to retain those records for those minimum periods could subject the employee and the College to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the College in contempt of court, or seriously disadvantage the College in litigation. If the employee has any questions as to whether or not to destroy a record, please call the VP for Financial Affairs for clarification.

The College expects all employees to fully comply with the retention schedule listed below. If records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then those records must be preserved until the VP for Financial Affairs and/or General Counsel determines the records are no longer needed. That exception supersedes the retention schedule for those records.

Failure to comply with this Record Retention and Destruction Policy may result in disciplinary action against the employee, including suspension or termination. Questions about this policy should be referred to the VP for Financial Affairs who is in charge of administering and enforcing this policy.

In order to eliminate accidental or innocent destruction, the College has the following document retention schedule:

Type of Document	Retention Period
Accounts receivable and payable ledgers and schedules	7 years
Annual audited financial statements, audit reports, general ledgers, internal audit reports, trial balance journals	Permanently

Articles of Incorporation, Charter, Bylaws, minutes and other incorporation records	Permanently
Bank reconciliation	5 years
Bank statements, deposit records, electronic fund transfer documents, and cancelled checks	5 years
Benefit reports and rosters (health, flex, life, etc)	8 years
Budgets	7 years
Chart of accounts	Permanently
Contracts (still in effect)	Permanently
Contracts, mortgages, notes and leases (expired)	10 years
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	5 years
Deeds, mortgages, and bills of sales	Permanently
Depreciation schedules	Permanently
Documents relating to exempt status	Permanently
Donations and funded grants	7 years
Duplicate deposit slips	2 years
Employment applications	3 years from making the record/ personnel action
Insurance policies, records, current accident reports, claims (still in effect)	Permanently
Insurance policies, records, accident reports, claims (expired)	7 years
Interdepartmental charges	3 years
Inventory records	7 years
Invoices (to customers, from vendors) and purchase orders	7 years
Journal entries	7 years
OSHA logs	5 years
Payroll records, timesheets, garnishments, withholding tax statements	10 years
Personnel files (employee demographic information and compensation records)	10 years
Personnel files (I-9's)	10 years after date of hire or 1 year after termination
Personnel files (payroll records and summaries including records related to employee's leave)	10 years
Personnel files (terminated employees)	10 years after termination
Press releases	Permanently
Retirement and pension records including Summary Plan Descriptions (ERISA)	Permanently
Student billing sheets	5 years
Student loan rosters	7 years
Student loan promissory note and related documents	10 years from date loan is assigned, canceled or repaid
Tax returns and worksheets	Permanently
Trademark registrations and copyrights, patents and related papers	Permanently
Workers compensation documentation	10 years after 1 st closure

Record Destruction

After observance of the appropriate retention period shown above, the aged documents will be destroyed in accordance with a regular, systematic method of destruction established by the VP for Financial Affairs.