

# **NORTHWEST IOWA COMMUNITY COLLEGE**

## **EMPLOYEE HANDBOOK**

**September 2024**

## **PREFACE**

Welcome to Northwest Iowa Community College. This handbook has been prepared to acquaint you with the College -- its policies, procedures, and benefits. **This handbook was written as a guide and is not intended to be complete in itself or an employment contract, nor does this handbook create a contract for benefits.**

As an employee of Northwest Iowa Community College, you are subject to all the college policies and are charged with knowledge of those policies. A copy of the Board policies can be found on *My Place* under Administrative References/Board of Trustees. You may contact the Director of Human Resources, Executive Director of College Operations and Finance, or the College President if you have questions about a policy or procedure.

Much of the information has been summarized from Board policies and contains only basic guidelines for employee conduct and benefits, and it does not set forth the specific details of each such policy. For detailed information, the Board Policy should be referenced.

**Questions concerning your employment not answered in this handbook should be directed to your immediate supervisor or to the Human Resources Office.** The Human Resources Office is located in Building D and welcomes questions, suggestions, and discussions. Employees not covered by executed contracts or by Chapter 279, Code of Iowa, employees and/or the employer have the right to terminate employment at any time. In the event of a conflict between a description in this handbook and a master or individual contract or Board Policy or any other lawfully adopted agreement, regulation, or provision, etc., the latter will prevail in all cases.

The Employee Handbook is maintained and continuously updated on MyPlace. Employees have access to the Handbook via MyPlace and are responsible for reading the Handbook and becoming familiar with its content, policies, benefits, and employee responsibilities.

This manual supersedes and replaces all prior written and unwritten policies of the College.

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# **General Information**

## **EQUITY/EQUAL OPPORTUNITY**

Reference Board Policy 103.

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa, room D427b or room 203B, email [equity@nwicc.edu](mailto:equity@nwicc.edu), phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Fax: (312) 730-1576, TDD: (800) 877-8339, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).

Individuals who need accommodations as defined by the Americans with Disabilities Act are invited to make those needs known to an academic adviser, registrar, or student services officer. Inquiries concerning the application of these laws and regulations may be directed to the Director of Human Resources, Northwest Iowa Community College, 603 West Park Street, Sheldon IA 51201; (712) 324-5061, or to the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

The information contained in this manual represents transcriptions of procedures adopted by the administration of Northwest Iowa Community College. While every effort has been made to accurately transcribe these procedures from the original procedures approved by the administration, transcription errors may be possible. To the extent that there are differences between the procedures as transcribed and the official procedures approved by the administration, the official procedures approved by the administration of Northwest Iowa Community College shall take precedence.

Full-time faculty and classified support staff should refer to their negotiated agreement for items pertaining to faculty and classified support staff respectively.

## **HISTORY OF NORTHWEST IOWA COMMUNITY COLLEGE**

Northwest Iowa Community College is a two-year comprehensive community college, offering quality education in preparation for successful careers and personal achievement. NCC is located in Sheldon, Iowa, an attractive, friendly community of approximately 5,000.

Northwest Iowa Community College began as a pilot program sponsored by the Iowa Department of Education and conducted by the Sheldon Community School District in January 1964 under the name of Northwest Iowa Vocational School. During the period 1964–66, three vocational programs were offered to students from 19 high schools in Lyon, O'Brien, Osceola, and Sioux counties. The first classes met in rented facilities in downtown Sheldon.

In July 1965 the Iowa State Legislature enacted Senate File 550, a statute that permitted the formation of area schools. In January 1966 the State Board of Public Instruction approved an application for Merged Area IV, composed of the same area that had been served in the pilot project. A board of seven directors was elected on April 20, 1966, representing seven districts throughout the region. On April 27, 1966, the Northwest Iowa Vocational School was officially organized.

NCC was originally organized as a vocational school. When needs in the communities served changed, the college applied for approval to provide a limited arts and science program in 1973 and began offering the program in 1975. This limited program, which offered courses in an evening college format, served the needs of area residents, specifically to veterans returning from Vietnam. After peak veteran enrollment passed, overall enrollment fell to a modest level, and the arts and sciences program was discontinued in 1980.

In 1975 the college changed its name to Northwest Iowa Technical College (NITC). In 1988 the college received permission from the Commission on Institutions of Higher Education and the Department of Education to again offer programs leading to the Associate of Arts and Associate of Science degrees. On July 1, 1993, the name of the college was changed to Northwest Iowa Community College to reflect its status as a comprehensive community college.

In 1999 the college, along with six other Iowa community colleges, formed a partnership to organize the Iowa Community College Online Consortium (ICCO) to provide quality online educational opportunities. NCC's partnership with the ICCOC has played a significant role in increasing the enrollments in the past two decades, particularly in concurrent enrollment courses.

Additionally, the Continuing Education Division annually serves approximately 25,000 area residents through adult and continuing education programs. The college takes pride in tailoring both short and long-term course offerings to meet the needs of the individual and business and industry.

The NCC campus is located on 263 acres. The College has expanded the facilities significantly in the past decade. The campus also includes a powerline practice field, a truck driving range, and adjacent farmland acres that are rented to the Sheldon Community School District Future Farmers of America agricultural program.

The North Central Association of Colleges and Schools granted candidacy for accreditation status in 1976 and accreditation status in 1980, which was expanded in 1988 to include the associate of arts and science programs implemented in the fall of 1988. Following the Higher Learning Commission's most recent comprehensive visit in October 2014, NCC received a continuation of its accreditation status for a ten-year period.

In 2020, Northwest Iowa Community College underwent a virtual Accreditation and Equity Visit with the Iowa Department of Education. The visit resulted in zero findings in the accreditation review and ultimately led to a recommendation for continued state accreditation.

# **College Structure**

## **THE BOARD OF TRUSTEES**

Northwest Iowa Community College, Merged Area IV, is divided into seven director districts, which elect representatives to the Board of Trustees. The director districts are comprised of community school districts and all NCC elections are conducted at the same time and location at the community school election.

The term of a Board member is normally four years and there is no limit to the number of terms an individual may serve. The Board meets on a monthly basis and may conduct special meetings as necessary. Board meetings are open, public meetings, which citizens, employees, and any other interested parties are invited to attend. Some proceedings may be closed to the public if required/allowed by law.

## **ORGANIZATIONAL STRUCTURE**

The President is the chief executive officer of the College and reports directly to the Board. The Executive Council consists of the President, the CAO, and the CFO. The Administrative Council consists of the President and the senior administrative staff members of the College. A copy of the latest NCC Organizational Network is available on MyPlace under Administrative References.

## **VISION STATEMENT**

We are driven to be the community college of choice for lifelong learning, personal development, and retraining.

## **MISSION STATEMENT**

Northwest Iowa Community College is a progressive learning college rapidly responding to the global needs of our changing community.

## **EDUCATIONAL PHILOSOPHY**

Reference Board Policy 102. **Choose a building block.**

### **Statutory Purposes for the College**

Northwest Iowa Community College should provide educational opportunities and services in each of the following, when applicable, but not necessarily limited to:

1. The first two (2) years of college work including preprofessional education.
2. Vocational and technical training.
3. Programs for in-service training and retraining of workers.
4. Programs for high school completion for students of post-high school age.

5. Programs for all students of high school age who may best serve themselves by enrolling for vocational and technical training while also enrolled in a local high school, public or private.
6. Programs for students of high school age to provide advanced college placement courses not taught at a student's high school while the student is also enrolled in the high school.
7. Student personnel services.
8. Community services.
9. Career and technical education for persons who have academic, socioeconomic, or other disabilities that prevent succeeding in regular career and technical education programs.
10. Career and technical training for persons who are not enrolled in high school and who have not completed high school.
11. Training, retraining, and all necessary preparation for productive employment of all citizens.
12. Developmental education for persons who are academically or personally underprepared to succeed in their program of study.

## **STATEMENT OF GUIDING PRINCIPLES**

Reference Board Policy 401.

The goal of the Board of Trustees is to provide quality educational programs and services. Success in attaining this goal is dependent on the competency of the college faculty and staff.

It is therefore the policy of the Board of Trustees that quality professional and supporting personnel shall be recruited and employed for all positions.

## **GUIDING PRINCIPLES**

- We believe that as a comprehensive community college we respond to our communities' needs.
- We believe that all people can learn.
- We believe that education is an investment in our communities.
- We believe that accessible, lifelong educational opportunities enable people the opportunity to maximize their potential and improve quality of life.
- We believe in embracing diversity by supporting the dignity and worth of all individuals.
- We believe in maintaining high standards through innovation and continuous improvement.
- We believe that effective leadership, education training, and partnerships from all sectors enhance community and economic development.
- We believe that responsible stewardship ensures fiscal stability
- We believe in embracing a growth-oriented philosophy.
- We believe in maintaining high ethical standards.



**You  
Represent  
The  
College**

## **COURTESY**

Northwest Iowa Community College is a service organization -- service is our only "product." Because of this, it is the duty of each employee to be courteous to every person who visits our college -- students, parents, alumni, or visitors. Public relations are everyone's responsibility, and the treatment that visitors receive from our staff will determine our success or failure in today's highly competitive educational market.

## **CONDUCT**

Each employee's conduct, both on and off campus, influences the general public's opinion of the College. We ask that you conduct yourself as a responsible individual in your relationships with all members of the college and community.

## **DRESS AND APPEARANCE**

All employees should represent Northwest Iowa Community College (NCC), their department or program, and themselves in professional ways at all times. Responsibilities related to professionalism include employees' choices of dress and appearance. Employees who fail to meet the expectations for professionalism in dress and appearance will be counseled by their supervisors on an individual basis.

NCC recognizes that dress is a matter of personal taste and that standards vary within the working community. However, NCC is a professional organization and its employees are a direct reflection of that professional environment. Acceptable forms of dress for all NCC employees shall be business casual attire, Monday through Thursday. Collegiate Day attire is acceptable for most Fridays (with the exception of Commencement, Thunder Fridays, or other designated days), and only on Fridays (unless otherwise designated by the College President).

Dress, grooming, and personal cleanliness standards contribute to employee morale and the business image NCC presents to students and visitors. During business hours, employees should present a neat, business-like appearance in their clothing, hairstyles, and grooming, and employees should practice exemplary hygiene.

For reasons relating to both institutional identity and the promotion of safety for all members of the college community, NCC issues identification badges to all employees. An NCC-issued identification badge (to be worn on a clip-on belt or lanyard), or magnetic name tag is considered part of all business casual and Collegiate Day attire and must be worn at all times while on campus.

No dress guidelines can cover all contingencies, so employees must exert a certain amount of judgment in their choice of workplace attire. Employees who are uncertain as to specifics related to the nature of acceptable business casual or Collegiate Day workplace attire should ask their supervisors.

Examples of business casual attire include:

- Departmental or program uniform
- Khaki, corduroy, or colored denim pants (excluding blue jeans)
- Denim jackets, shirts, skirts, and/or dresses
- Dress pants/capris (below the knee)
- Dresses and skirts (no shorter than 2" above the knee)
- Leggings/jeggings must be worn with a tunic style top that falls below the hips.
- Suits and sport coats
- Blouses and sweaters
- Dress shoes, open-toed dress shoes, or sandals (no beach flip-flops), program-approved steel-toed shoes, and special shoes that need to be worn for medical reasons
- Business-appropriate jewelry

Examples of Collegiate Day attire include (with exception of Commencement, Thunder Fridays, and other designated days):

- Business casual attire (see list above)
- Shirt or sweatshirt with the NCC logo predominantly displayed
- Denim jeans or capris in good condition (no holes, frays, or extreme fading)
- Athletic or canvas-type shoes

When you are dressing for work, here are some questions to ask yourself about your dress attire:

1. What impressions does this outfit give of me and the College?
2. Would this outfit or item offend or distract anyone I will see today?
3. Would this outfit or item be more appropriate for leisure activities outside the office?
4. Am I meeting with outside business people or community leaders today?
5. Does this outfit follow NCC's dress and appearance guidelines?

If dress or appearance fails to meet these standards, as determined by the employee's supervisor, the employee will be counseled and may be required to leave work to take immediate corrective action. Leave policies will apply to time away. Progressive disciplinary action will be applied if failure to comply with guidelines continues.

## **HEALTH AND SAFETY**

Safety and prevention of accidents are the responsibility of every employee. You should protect yourself and other employees from job hazards, strive to prevent fires and accidents, and promote safety at all times. You should report any potentially unsafe condition or actual accident to your supervisor immediately. The college buildings and vehicles have been designated "tobacco free."

### **Safety Provisions**

The employer shall make an effort to provide and maintain a safe place of employment. Employees shall be alert to unsafe practices, equipment, or conditions and shall report any such unsafe practice, equipment, or conditions to Human Resources.

## **BE A BOOSTER**

The College needs your support in the community. What you do and say should always reflect a positive image. Internal concerns, if there are some, should be addressed with the college community rather than the community at large.

## **HANDLING INFORMATION (CONFIDENTIALITY)**

As a public institution, a vast majority of the information we work with is open and available to interested parties. However, some items, such as student records and personnel files, are confidential. The maintenance, dissemination, and protection of confidential records are required by federal and state laws such as the Family Educational Rights and Privacy Act of 1974 (FERPA) and the Health Information Portability and Accountability (HIPAA) laws. Other information, although public, may be sensitive to proper dissemination. If you work with such information, you are expected to keep this confidential and not share the information with unauthorized persons. If you have a question, ask your supervisor.

### **Family Educational Rights and Privacy Act of 1974**

Northwest Iowa Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. The Act, with which the institution intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

### **Disclosure to Parents**

1. Family Educational Rights and Privacy Act permits postsecondary institutions to disclose any and all information from a student's education records, without consent, to that student's parents if the student is a dependent for tax purposes under IRS rules. However, Northwest Iowa Community College requires all students, regardless of tax filing status, to fill out and submit a consent/release of information form prior to disclosing FERPA-protected information to parents.
2. Family Educational Rights and Privacy Act allows institutions to disclose information to appropriate officials in a health or safety emergency, including parents if the emergency involves their child. Parents are often in the best position to help their children during these crises.
3. Family Educational Rights and Privacy Act permits a postsecondary institution to tell parents of students under the age of 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
4. College officials who have access to student records in the course of performing their professional responsibilities shall not be permitted to release the record to

persons outside the College, unless authorized in writing by the student or unless one of the following exceptions applies:

- a) Records may be shared with school officials with “legitimate educational interests” defined as needing access to an educational record in order to fulfill his or her professional responsibilities. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; members of an external accreditation committee; an employee at a high school where a Northwest Iowa Community College student is also currently enrolled; an employee of a state/federal approving agency (including, but not limited to Department of Homeland Security and Student and Exchange Visitor Information System [SEVIS]);
- b) Other schools to which a student is transferring;
- c) Appropriate parties in connection with financial aid to a student;
- d) Organizations conducting certain studies for or on behalf of the school;
- e) To comply with a judicial order or lawfully issued subpoena; and
- f) Appropriate officials and/or student’s emergency contact in cases of health and safety emergencies.

**Employment  
Policies  
and  
Procedures**

## **ORIENTATION**

Your first day on the job should include time with the Human Resources Office. Human Resources personnel will have you complete employment papers and provide a brief overview of employment conditions, wages, benefits, organizational structure, etc. They remain ready to answer your questions at any time.

If there are several other employees starting employment on the same day, at least part of the orientation process may be handled in a group session.

The most important thing to remember as you start your new position is to ask questions if you don't know or don't understand!

## **PERSONNEL CATEGORIES**

Reference Board Policy 402.

The President of the College shall designate personnel categories as needed. Personnel categories are:

### **Administration**

Administration shall include the President, Executive Deans, Executive Directors and Deans. Policy numbers for this group will be followed by A.

### **Management Staff**

Management Staff shall include all Directors and Coordinators of the College. Policy numbers for this group will be followed by B.

### **Administrative Support Staff**

Administrative Support Staff shall include the Administrative Assistants to the President, Executive Deans, Executive Directors, and Deans. Policy numbers for this group will be followed by C.

### **College Staff Defined as Part of the Faculty Collective Bargaining Unit**

College staff shall include all presently employed annually contracted professional personnel filling the following positions: (1) Instructors; (2) Media Technician; (3) Librarian; (4) Learning Center Instructor. Policy numbers for this group will be followed by D.

### **College Staff Defined as Part of the Support Staff Collective Bargaining Unit**

College staff shall include all support staff, full time and part-time: custodians, bookstore clerks, graphics technician, ICN scheduler, library assistant, maintenance technicians, parts technician, printing technician, secretaries, and receptionists. Policy numbers for this group will be followed by E.

## **QUALITY FACULTY PLAN**

Reference Board Policy 403.

All College employees shall comply with the College's quality faculty plan as required by the Code of Iowa and prescribed by the Iowa Administrative Code.

When a full-time faculty member signs his/her contract, it is stated that the employee must make annual progress toward achievement of the five competencies identified in the initial stage of professional development or annual progress toward acquiring continuous professional development hours, whichever if applicable, as identified in the Quality Faculty Plan.

It is the instructor's individual responsibility to present evidence to the Human Resources Office of completion of initial and continuous professional development requirements as outlined in the College Quality Faculty Plan.

## **CONTRACTS AND CONTINUING CONTRACTS**

Reference Board Policy 404.

The policy of the Board of Trustees is to appoint all full-time contracted employees (President, Executive Deans, Executive Directors, and Faculty) based upon the recommendation of the President.

## **GRANTS AND CONTRACTS PERSONNEL**

Reference Board Policy 405.

College personnel employed to carry out the functions of a grant or contract shall be considered temporary full-time or part-time employees of the College. Continued employment to carry out the functions of a grant or contract is dependent upon funding from the granting or contracting agency, organization, or government. Personnel employed to complete the requirements of a grant or contract shall be employed under the existing personnel policies and salary procedures of the college.

## **ORAL COMMUNICATIONS COMPETENCE**

Reference Board Policy 407.

It is the policy of the Board of Trustees to employ faculty who exhibit competence in oral communication to the degree that students can understand what is being spoken. Students, at the end of each term, shall be provided the opportunity to evaluate the oral competency of the faculty providing their instruction.



## **CHILD ABUSE REPORTING**

Reference Board Policy 408.

In compliance with state law and to provide protection to victims of child abuse, incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged to report (and instructors who are classified by law as mandatory reporters shall report) alleged incidents of child abuse that they become aware of within the scope of their professional duties.

For purposes of this policy, a "child" is any person under the age of eighteen years. The definition of "child abuse" is found in section 232.68 of the Iowa Code.

When a mandatory reporter suspects a student who is a child is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services ("DHS") within twenty-four hours. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency shall also be notified. Within forty-eight hours of the oral report, the mandatory reporter shall file a written report with DHS.

### **A. Training**

1. Within six months of their initial employment, mandatory reporters shall take a two-hour training course involving the identification and reporting of child abuse. The Human Resources department will provide guidance for registration and completion of the course.
2. The course shall be re-taken at least every three years. The Human Resources department will notify all instructors that are due for training. Instructors will have 90 days from this notification from the Human Resources department to provide proof of successful completion of the training course.
3. Training records shall be maintained in the Human Resources Office.

### **Abuse to be Reported**

1. All employees who in the scope of their employment responsibilities, examine, attend, counsel or treat a child are required to report suspected physical or sexual abuse in accordance with Section C below.
  - name, age, and home address of the child;
  - name and home address of the parents, guardians or other persons believed to be responsible for the care of the child;
  - the child's present whereabouts if not the same as the parent's or other person's home address;

- description of injuries, including evidence of previous injuries;
  - name, age, and condition of other children in the same home;
  - any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the person or persons responsible for the injury, or in providing assistance to the child; and,
  - name and address of the person making the report.
2. Mandatory Reporters are required to report all forms of “Child abuse” or “abuse” under the law to the Department of Human Services as described in Section 3.c below.
  3. “Child abuse” or “abuse” is defined in Iowa Code §232.68(2) to mean:
    - a. Any nonaccidental 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.
    - b. Any mental injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional as defined in section 622.10.
    - c. The commission of a sexual offense with or to a child pursuant to chapter 709, section 726.2, or section 728.12, subsection 1, as a result of the acts or omissions of the person responsible for the care of the child. Notwithstanding section 702.5, the commission of a sexual offense under this paragraph includes any sexual offense referred to in this paragraph with or to a person under the age of eighteen years.
      - (1) The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, medical or mental health treatment, supervision, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so.
      - (2) For the purposes of subparagraph (1), failure to provide for the adequate supervision of a child means the person failed to provide proper supervision of a child that a reasonable and prudent person would exercise under similar facts and circumstances and the failure resulted in direct harm or created a risk of harm to the child.
      - (3) A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child; however, this provision shall not

preclude a court from ordering that medical service be provided to the child where the child's health requires it.

- d. The acts or omissions of a person responsible for the care of a child which allow, permit, or encourage the child to engage in acts prohibited pursuant to section 725.1. Notwithstanding section 702.5, acts or omissions under this paragraph include an act or omission referred to in this paragraph with or to a person under the age of eighteen years.
  - e. An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.
  - f. The person responsible for the care of a child has, in the presence of the child, as defined in section 232.2, subsection 6, paragraph "p", manufactured a dangerous substance, as defined in section 232.2, subsection 6, paragraph "p", or in the presence of the child possesses a product containing ephedrine, its salts, optical isomers, salts of optical isomers, or pseudoephedrine, its salts, optical isomers, salts of optical isomers, with the intent to use the product as a precursor or an intermediary to a dangerous substance.
  - g. The commission of bestiality in the presence of a minor under section 717C.1 by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child.
  - h. Knowingly allowing a person custody or control of, or unsupervised access to a child or minor, after knowing the person is required to register or is on the sex offender registry under chapter 692A for a violation of section 726.6.
  - i. The person responsible for the care of the child has knowingly allowed the child access to obscene material as defined in section 728.1 or has knowingly disseminated or exhibited such material to the child.
3. Child abuse" or "abuse" shall not be construed to hold a victim responsible for failing to prevent a crime against the victim.

### **C. Procedures for Reporting**

1. To the extent known, reporters are expected to provide truthfully and in good faith the following information.
  - Name of person engaged in misconduct;
  - name of alleged victims;
  - time and date;
  - location; and
  - information and evidence supporting the allegation that misconduct has occurred.

2. All employees who in the scope of their employment responsibilities examine, attend, counsel, or treat a child must report physical or sexual child abuse as indicated in 3 below when they see, know about, or reasonably suspect the physical or sexual abuse of a child. Proof that abuse has occurred is not required in order to be obligated to report.
3. Suspected abuse shall be reported to the College's administration within 24 hours. The suspected abuse shall also be reported to local law enforcement within 24 hours.
4. If there is a reason to believe that immediate protection for the child is advisable, an oral report shall be made immediately to the appropriate law enforcement agency.
5. In compliance with Iowa Code 232.70, each report made by a Mandatory Reporter shall also be made as follows:
  - An oral report shall be made within 24 hours by telephone to the Department of Human Services through the Child Abuse Hotline at 1-800-362-2178.
  - A written report shall be made to the Department of Human Services within 48 hours of submitting the oral report.

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. Northwest Iowa Community College will not penalize or take adverse action against a mandatory reporter because the person made a report of child abuse or other violation of this policy. Any Mandatory Reporter who believes he or she has been penalized or harassed for making a report of child abuse or was prevented from making such a report shall report such harassment or penalty to Administration, who shall have the duty and responsibility to conduct a prompt investigation into the matter to determine whether discipline of the individual alleged to have penalized or harassed the Mandatory Reporter is warranted.

## **NEPOTISM**

Reference Board Policy 409.

### **Employment**

At Northwest Iowa Community College, family members will not be permitted to work within the same College department. (For purposes of this policy "family members" include spouses, children, stepchildren, grandchildren, parents, grandparents, siblings, in-laws, uncles, aunts, nieces, nephews, and cousins). As such, family members may never directly supervise or be supervised by a family member; participate in decisions to hire, retain, promote, or determine the salary of a family member; nor work in any capacity in the same College department. These restrictions serve to discourage favoritism and prevent actual or perceived conflicts of interest in employment-related decisions.

If a relationship between family members is created by the marriage of two employees, the two employees will be given the option of deciding who will transfer, if possible, or who will terminate employment. If the two employees cannot make the decision in a timely manner, length of service in the department will be the deciding factor and the least senior employee will be transferred, if possible. Otherwise, the employment of the least senior employee will be terminated.

### Student Assignments

Northwest Iowa Community College seeks to establish and maintain a classroom environment of fairness and equity for all students. The assignment of a student to a class taught by a family member (as defined above) may create the appearance of favoritism and may place undue pressure on both the student and the instructor. As a general rule, no student should be assigned to or placed in a class taught by a family member. Instructors shall not be placed in a position of evaluating or grading the academic performance of a family member.

### Exceptions

Either the Board or President of the College may grant an exception to this Policy if (1) the employment relationship or student assignment existed prior to the date of enactment of this Policy, or (2) in order to meet an identified College or student need. In the event an exception is made, efforts shall be made to mitigate adverse effects.

## **PERSONNEL FILE MAINTENANCE**

Reference Board Policy 414.

Upon being employed, an official personnel file shall be established for each employee of the college. The official personnel file for employees shall be maintained and safeguarded by the Human Resources Office under the responsibility of the Director of Human Resources.

An official file for each employee will be kept at all times within the Human Resources Office. All employment documentation such as contracts, evaluations, educational attainment records, and application materials will be kept in this file. Employees may have access to their file (except for confidential letters of reference) at any time by calling Human Resources to make an appointment.

Medical information, such as sick leave verification forms and physician return to work forms, will be kept in a "Medical File" separate from the employee's general employment file. Only the Human Resources staff will have access to an employee's confidential medical file.

Release of personnel file information would be executed only through court order, employee signed release, or on a "need to know" basis as determined by Human Resources.

Upon completion of college course work, employees should forward an official copy of the transcript to the Human Resources office to be maintained in the employee's personnel file.

The college will maintain personnel records for the period of time as required by law.

### **CHANGES IN PERSONAL DATA**

In order to maintain accurate records, it is necessary that the Human Resources Office be notified promptly of any changes in name, address, phone number, name and phone number of the individual to contact in case of an emergency, and number of deductions.

If you complete additional college coursework or training, or if you receive a new or renewed license or certificate pertaining to your occupation, you should forward an official transcript/document to the Human Resources Office.

### **PHYSICAL EXAMS**

Reference Board Policy 415.

To the extent permitted by the Americans with Disabilities Act and other applicable law, the College may require an employee to present evidence (including, but not limited to, via a physical exam) of acceptable physical and mental health necessary for satisfactory performance. The College may, in its discretion, designate the health care professional who will conduct any permitted medical examination.

### **EVALUATIONS**

Reference Board Policy 416.

The primary purposes of the annual evaluation are to promote two-way communication, to promote professional excellence, to ensure employee growth, to improve employee skills, to affirm employee strengths, to encourage professional growth opportunities, and to provide information for administrative and board decisions relative to continued employment. Job descriptions will be reviewed during the annual evaluation process, and a copy will be forwarded to the Human Resources Office.

Individual evaluation forms (available from the Human Resources Office) are to be forwarded to the Human Resources Office for enclosure in the employee's personnel file. Evaluations must be signed by the supervisor and bear a signature of acknowledgment by the person being evaluated. The person evaluated may forward written comments to statements in the evaluation to the Human Resources Office for placement in the personnel file.

## **SALARIES**

Reference Board Policy 417.

The salaries of all employees shall be reviewed annually.

## **DISCHARGE**

Reference Board Policy 418.

The Board of Trustees or its designee shall have the right to discharge an employee. Discharge procedure shall be in accordance with the state law or a negotiated agreement with a legally constituted bargaining unit.

An employee being discharged shall be notified in writing by the President or his/her designee. If the employee is covered under Section 279 of the Iowa Code, or a negotiated contract with a recognized group, that termination process will be followed. If not, within five calendar days the employee may request a meeting with the President concerning the discharge. In the absence of Section 279, the President is the final arbitrator.

## **ASSIGNMENT AND TRANSFER**

Reference Board Policy 419.

The College President has the responsibility to reassign or transfer employees to effectively and efficiently fulfill the work requirements of the college.

In those situations where an employee would be reassigned or transferred to a different work assignment, the individual will be consulted and made aware of the circumstances of such a change. All assignment changes are to be reported to the Board of Trustees.

Prior to the reassignment or transfer of an employee, the college will assess the needs of the college, consider alternatives, and review the transfer with the appropriate Executive before consulting with the employee.

When reassignment and/or transfer results in a significant addition or reduction of the responsibilities and/or workload of the individual, a salary adjustment may be considered.

When the transfer/reassignment involves a salary adjustment, a sub-committee of the Administrative Council will evaluate the change in workload/responsibilities and determine the appropriate salary adjustment. This committee shall make a recommendation to the College President.

When the college creates a new position and personnel are allowed to apply for that position, the procedure for Recruitment and Selection will be followed when interviewing and selecting the best person for the promotion.

## **REDUCTION IN STAFF**

Reference Board Policy 420.

The College will periodically assess the functions of its operations, and retains the right (consistent with any applicable collective bargaining agreement) to reduce staff as deemed necessary by the President and Board of Trustees.

When it is necessary to reduce the workforce of the College, the following procedure shall be followed.

1. The President, with consultation with College administration, will identify priorities of the College.
2. The President will request of each Executive/Dean an assessment of personnel in his/her area.
3. Based on recommendations from the Executives and Deans, the President shall identify the personnel to be reduced.
4. Any employee who is to be reduced shall be notified of the decision in writing. Such reduction will be effective at the time specified in the written notice of reduction.
5. Any employee who has been reduced and who is reemployed within a twelve-month period from the date of reduction, shall be entitled to sick leave accumulations at the level the employee had earned at the time of reduction.
6. Licensed employees are entitled to Section 279 of the Code of Iowa.
7. The President will inform the Board of Trustees of the actions taken.

## **DISCIPLINE**

Reference Board Policy 421.

The College President or designee has the responsibility to discipline employees when appropriate. The first step in the process is the initial discussion with the employee stating both the problem and any action the college plans to take at that time. If the problem persists, the second step will be a letter to the employee stating the problem and any



disciplinary action/process for improvement. All written notices will be placed in the employee's personnel file. If the problem still persists, the next process may be the discharge of the employee.

## **POLITICAL ACTIVITY**

Reference Board Policy 423.

The Board of Trustees recognizes the right of its employees, and students, as citizens, to engage in the federal, state, and local political process. However, as a state educational institution and a nonprofit organization, Northwest Iowa Community College (the "College") must abide by federal and state restrictions regarding the use of its property, resources, and facilities for political purposes. Such restrictions include the following:

- No employee of the College shall, during his or her hours of employment with the College, solicit votes or engage in campaign work or any other political activity at any location on or off the College's campus.
- No employee shall permit the College's resources to be used by any person to expressly advocate the nomination, election, or defeat of a candidate or to expressly advocate the passage or defeat of a ballot issue. For example, the College's resources shall not be used to solicit or accept campaign contributions; to solicit votes, engage in campaign work, or to poll voters on their preferences for candidates or ballot issues; or to produce or distribute communications that expressly advocate the nomination, election, or defeat of a candidate or to expressly advocate the passage or defeat of a ballot issue.
- No person shall place campaign materials on any of the College's property. However, notwithstanding the foregoing, students may place such materials within their respective residence rooms.
- No person shall use any of the College's vehicles to transport political materials, display campaign signs, or travel to campaign-related events.
- No employee shall state or imply that his or her political views are the views of the College.

The foregoing list of restrictions, although not exhaustive, shall not be construed to require the denial of candidates' access to the College. Such access, however, shall be fair and equal for all candidates. For example, if one candidate is invited to speak on the College's campus, all opposing candidates must be provided the same opportunity (which opportunity may or may not be exercised by one or more candidates) to appear on campus pursuant to the same terms.

If any employee or student questions whether a particular activity would violate this policy or any other federal and state restrictions regarding the use of the College's property, resources, and facilities for political purposes, the employee or student should contact the

Executive Director of College Operations and Finance, or the Executive Dean of Student & Academic Services, prior to engaging or otherwise participating in such activity. Violation of this policy may, at the discretion of the Board of Trustees, constitute cause for reprimand, demotion, suspension, dismissal, or other disciplinary action.

## **FUNDRAISING ACTIVITIES INVOLVING STUDENTS AND EMPLOYEES**

All fundraising activities must adhere to the Northwest Iowa Community College Fundraising and Solicitation Guidelines. If you are interested in organizing a fundraising event, please reach out to Kristi Landis, Director of College Advancement for more information.

## **CONFLICT OF INTEREST**

Reference Board Policy 425.

Employees' use of their position with the College for financial gain shall be considered a conflict of interest with their position as employee and may subject employees to disciplinary action up to and including termination.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

## **EMPLOYEE INJURY ON THE JOB**

Reference Board Policy 426.

When an employee becomes seriously injured on the job, the College President or his/her designee shall notify a member of the family, or an individual of close relationship, as soon as practicable after the College becomes aware of the injury.

An injured employee shall be turned over to the care of the employee's family or qualified medical employees. The College is not responsible for medical treatment of an injured employee.

It shall be the responsibility of the employee injured on the job to inform their supervisor and the Human Resources Office within 24 hours of the occurrence. It shall be the responsibility of the employee's supervisor to document such injury pursuant to procedures developed by the College President and/or his/her designee.

## **WORKER'S COMPENSATION AND ON-THE-JOB INJURIES**

If a covered employee is injured on the job, their medical and lost time costs will be paid for by worker's compensation. It is very important that employees notify the Human Resources Office as soon as possible. Failure to do so may delay or jeopardize worker's compensation payments.

## **FISCAL YEAR**

The fiscal year of the College is July 1 through June 30.

## **LEAVING COLLEGE EMPLOYMENT**

In the event an employee chooses to terminate their employment with the college, they are asked to submit a letter of resignation.

Before leaving college employment, the employee will receive a check-out form, which will guide them in checking out with the necessary departments of the College, such as the Business Office and the Library. They will be required to return all College keys and any other College property that was assigned to them.

There are those unfortunate but infrequent times when it may be necessary for the college to terminate someone's employment. There are many reasons why a situation like that might arise. Whatever the reason to terminate employment, the circumstances, procedures, and rights of the employee will be discussed with the employee by the supervisor and/or Director of Human Resources, or designee.

## **SMOKING, VAPING AND TOBACCO POLICY**

Reference Board Policy 776.

The Board of Trustees is committed to providing a safe and healthy environment for students, employees and visitors. It is, therefore, a policy of the college that smoking, vaping and tobacco use are prohibited in all facilities and areas of the Northwest Iowa Community College campus with no exception. This includes, but is not limited to, all buildings, indoor and outdoor areas and properties, and any vehicle located on college grounds. Indoor areas and properties include, but are not limited to, all common work areas, elevators, student housing, hallways, college-owned or -leased vehicles, garages, restrooms, cafeterias or dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas on the college campus. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways, and any other areas of the college campus. This policy applies to all students, faculty, staff, consultants, contractors, and visitors. This policy is consistent with the Iowa Smoke free Air Act.

For purposes of this policy, “smoking” means inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lit tobacco products in any manner or in any form.

For purposes of this policy, “vaping” is defined as inhaling and exhaling vapors produced by a device designed for this purpose.

For purposes of this policy, “tobacco use” means the personal use of any tobacco product, whether intended to be lit or not. This includes smoking, as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking. Also prohibited is the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, any other form of loose-leaf smokeless tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco.

Any person who violates this policy may incur a college penalty and/or a civil penalty under Iowa law.

# **VACATIONS AND LEAVES**

## **VACATIONS**

Reference Board Policy 430.

Annual vacations will vary depending upon the job classification of the employee. A maximum of one and a half (1½) the number of annual vacation days allowed may be carried over from June 30 to July 1 of each year. Any unused days will be paid to the employee upon termination of employment.

All personnel requesting vacation shall make the request on the leave request/absence report form. Requests shall be scheduled so as not to disrupt the operation of the college and shall be at the discretion of the appropriate supervisor. Vacation shall not be granted unless the employee has accumulated sufficient days to cover the days requested.

Employees on approved leaves shall accrue vacation while on such leave.

## **SICK LEAVE**

Reference Board Policy 431.

All full-time employees will be able to accumulate sick leave at the rate of ten days the first year of employment up to 20 days per year with the maximum accruable of 120 days. Sick leave for regular part-time employees will be on a pro-rata basis.

The employee shall be granted up to a total of three (3) days of accumulated sick leave per year to permit the employee to administer to the needs of a sick minor child, spouse, parent, or any member of the immediate household in the case of sickness not requiring hospitalization or same-day surgery.

Sick leave which has been accrued in another school system can be transferred upon the presentation of a certified statement from the previous employer. The maximum transferable sick leave is fifteen (15) days.

## **PERSONAL AND OTHER LEAVES**

Reference Board Policy 432.

Employees may be granted up to two days personal leave per fiscal year without salary deduction when other college personnel can adequately cover the assignment of the employee requesting the leave. Prior approval of the immediate supervisor must be secured. Requests for leave in conjunction with holidays and breaks will be considered by the immediate supervisor, while ensuring that the educational process is not disrupted. Denials of these requests may be appealed to the President with his/her decision being final and not grievable.

Employees may be granted other leaves of absence, with or without pay, upon approval of the President. Such leave will be applied toward the aforementioned leave policies, where applicable.

Employees who are called away from campus during normal working hours for emergency services activities (i.e., fire call, ambulance call), are to complete and submit a leave request form upon return to campus. Reason for absence is "Other" with a brief explanation in the comment box.

Regular part-time employees will be eligible for personal leave on a pro-rata basis.

### **ILLNESS IN IMMEDIATE FAMILY**

Reference Board Policy 434.

In case of serious illness of the employee's immediate family, leave of absence with full pay may be granted upon request for up to five (5) days per fiscal year. Such absences will not be charged against personal leave or sick leave.

Serious illness shall be when the family member is confined to a hospital including for childbirth, accident, or is treated on an outpatient basis for a procedure, which the family member could have been confined to a hospital, or as otherwise determined by the President.

Immediate family shall be interpreted as spouse, child, parent, parent-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, spouse's grandparent, or any other member of the immediate household.

### **DEATH IN IMMEDIATE FAMILY AND RELATED MATTERS**

Reference Board Policy 435.

In the event of a death in the immediate family (spouse, child, parent, parent-in-law, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, spouse's grandparent, or any other member of the immediate household), an employee may be granted up to a total of five (5) days annually with pay to attend the funeral and other details. In the event of a second death in the same fiscal year, the total days may be extended to six (6).

Up to two (2) days annually may be granted with full pay to attend the funeral of a close friend or other relative. It is intended that the time off would be to attend funeral services only.

An employee shall only receive paid leave pursuant to this policy if the necessity and amount of leave has been approved by the President or his or her designee. Moreover, an employee who desires to take leave pursuant to this policy shall, whenever reasonably

possible, also contact his or her supervisor prior to such leave to inform the supervisor of such leave and to make satisfactory arrangements for the employee's absence.

### **ADOPTION LEAVE**

Adoption leave shall be granted to the adoptive parent, who may use any combination of personal leave, accrued vacation, and up to three (3) weeks of accumulated sick leave. If the employee needs more time off, the employee may reach out to the Human Resources department to determine if the circumstances would qualify for additional unpaid leave through the Family and Medical Leave Act.

### **EXTENDED PROFESSIONAL LEAVE**

Reference Board Policy 436.

An employee with five (5) or more years of continuous service at the College may be granted a leave of absence without pay for reasons acceptable to the President for a period of not less than one semester or more than one year. This leave may not be extended. An employee on leave must notify the President, in writing, of his/her plan to return at least three months prior to the date of return or his/her position will be declared vacant.

### **JURY DUTY**

Reference Board Policy 437.

The President may excuse employees with full pay for jury duty with the stipulation that any remuneration for such duty shall be paid to the College. Documentation must be provided the college.

### **FAMILY AND MEDICAL LEAVE**

Reference Board Policy 438.

Northwest Iowa Community College will comply with the Family and Medical Leave Act of 1993 and grant eligible employees job protected leave for certain family and medical reasons.

Northwest Iowa Community College is an institution with more than 50 employees on the payroll and, therefore, its employees are eligible for the leave provision of the Family Medical Leave Act if the following have been met.



In general, an employee must give 30 days' advance notice to the Human Resources Department of the need to take FMLA leave when he or she knows about the need for the leave in advance and it is possible and practical to do so. Employees should direct questions about FMLA to the Human Resources Department.

Pursuant to the Family and Medical Leave Act of 1993, employees may be eligible for up to twelve workweeks of unpaid leave during a 12-month period for the birth or adoption of a child, the serious illness of the employee, or the serious illness of the employee's child, spouse, or parent. To be eligible for this leave, the employee must have been employed by NCC for at least twelve months and worked at least 1250 hours over the prior 12 months. The following guidelines apply toward this leave.

- Leave may be taken for the birth or adoption of a child or the placement of a foster child in the employee's care. This entitlement expires and must be completed 12 months from the date of birth or placement. Granting of intermittent leave or a reduced leave schedule will be determined on an individual basis at the discretion of Human Resources. Spouses are entitled to an aggregate 12 weeks of leave.
- Leave may be taken to care for a spouse, child, or parent with a serious health condition. Spouses are entitled to an aggregate of 12 workweeks to care for a parent with a serious health condition. They will each be entitled to 12 workweeks in the case of illness of a child or spouse.
- This leave may be taken intermittently when medically necessary (as distinguished from voluntary treatments and procedures). Requests for this leave must include medical documentation provided by the health care provider.
- Medical leave may be taken when the eligible employee is unable to perform their job because of a serious health condition. A health professional's written statement releasing the employee to return to work is required anytime the employee is absent due to illness for a period of more than three consecutive work days, either whole or partial. The employee is required to follow sick leave and short-term disability policies in conjunction with this FMLA leave.
- Leave may be taken due to any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.
- This leave may be taken intermittently or on a reduced leave schedule. Spouses are entitled to an aggregate of 12 workweeks. A request for this leave must be supported by a certification issued by the US Secretary of Labor when regulation prescribed.
- Leave may be taken by an employee who is the spouse, son, daughter, parent, or next of kin of a covered service member to care for the service member. A total of 26 workweeks of leave may be taken for this purpose or in combination with other FMLA leave. Spouses are entitled to an aggregate of 26 workweeks. This leave may be taken intermittently or on a reduced leave schedule when medically necessary

and is available during a single 12-month period only. Requests for this leave must include medical documentation provided by the service member's health care provider. When possible, the employee should provide no less than 30 days' notice before the date the leave is to begin. If a date of illness or placement requires leave to begin in less than 30 days, the employee should provide such notice as is practical. Failure to do so could result in denial of the leave. Leaves taken without approval may be grounds for termination.

Employees MUST use accumulated leave, if available, to run congruently for the medically approved portion of FMLA.

NCC will continue to make the same contribution towards insurance premiums while the employee is on leave. If the leave is unpaid, the employee must pay, one month in advance, any amount that is normally taken on a payroll deduction basis for insurance. Any additional flex funds beyond what is required for insurance premiums will not be made during the unpaid leave. These contributions will resume upon the employee's return to work. Under FMLA provisions, an employee must work for at least 30 calendar days to satisfy the return to work requirement. Otherwise, the employee may be required to repay insurance premiums paid while the employee was on leave and may also be subject to termination of employment if the employee does not return on the first workday following the approved leave of absence. Exceptions may be made in emergency situations that are beyond the control of the employee.

Relevant Definitions:

- **12 Month Period:** 12-month period measured backward from the date an employee uses any FMLA leave. Under the "rolling" 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.
- **Holidays:** Should a holiday occur during a week of FMLA leave, the week is still counted as a full week of leave.
- **School Breaks:** If an employee is not scheduled to work during school breaks and the employee is on leave during the break, the break will not be counted against the employee's FMLA leave entitlement. If school breaks are included as part of the employee's regular work schedule, this time will be counted toward the employee's FMLA leave entitlement.
- **Child:** Biological, adopted or foster child, stepchild, legal ward, or a child of a person standing in loco parentis. This child must be under age 18 or if older than 18, must be designated as incapable of self-care because of a mental or physical disability prior to a request for FMLA leave.
- **Parent:** Biological parent or an individual who stood in loco parentis (persons with day-to-day responsibilities to care for and financially support a child) to an employee when the employee was a child. This does not include "in-law" parents.
- **Spouse:** Husband or wife as defined or recognized under state law.

- **Covered Service Member:** A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- **Outpatient Status:** With respect to a covered service member, means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- **Next of Kin:** Nearest blood relative of an individual.
- **Serious Health Condition:** An illness or injury, impairment, or condition that involves either inpatient care or continuing treatment by a health care provider which includes any period of incapacity due to: 1) A health condition lasting more than three consecutive days that also includes treatment two or more times by a health care provider or one treatment by a health care provider with a continuing regimen of treatment or 2) pregnancy or prenatal care or 3) A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity or 4) a permanent or long-term condition for which treatment may not be effective or 5) any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated. In the case of a member of the Armed Forces, an injury or illness incurred by the member in the line of duty on active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
- **Continuing Treatment:** A period of incapacity of more than three consecutive calendar days and subsequent treatment or incapacity relating to the same condition that involves treatment two or more times under the supervision of a health care provider or treatment by a health care provider which results in a regimen of continuing treatment.
- **Qualifying Exigency:** As defined in regulation by the US Secretary of Labor.
- **Contingency Operation:** A military operation that is designed by the US Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or results in the call or order to, or retention on, active duty of members of the uniformed services during a war or during a national emergency declared by the US President or Congress.

Details of the FMLA policy and forms to complete may be obtained through the Human Resources Office. Please contact the Human Resources Office with any questions regarding interpretation of or assistance with FMLA.

## **MILITARY LEAVE**

Military leave of absence shall be granted to employees under the provision of the Selective Service Act and the Code of Iowa. Employees requesting military leave should send a copy of their orders along with a memo requesting military leave or an Absence/Leave Request Form to the Human Resources Office.

## **HOLIDAY TIME OFF – VETERANS DAY**

Employees who are veterans can request time off for Veterans Day, November 11, if the employee would otherwise be required to work on that day. The employee/veteran shall provide their supervisor with at least one month's prior written notice of their intent to take time off for Veterans Day and also provide a copy of a federal certificate of release or discharge from active duty, or such similar federal document. Employees requesting this as a holiday will be required to use any available paid personal leave or vacation for this day and if all paid leave is exhausted, it can be taken as an unpaid day. Employees will be notified by their supervisor at least 10 days prior to Veterans Day or as soon as practical after the leave is requested. Leave requests for Veterans Day may be denied in order to meet minimum operational requirements for the college.

## **HOLIDAYS**

Reference Board Policy 446.

Full-time and regular part-time employees scheduled to work 21 or more hours per week shall be granted the following paid holidays:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veteran's Day\*
7. Thanksgiving Day
8. Day after Thanksgiving
9. Christmas Day
10. Christmas Eve Day

Should one of the above holidays fall on Saturday or Sunday, staff shall not be required to work on the preceding Friday for a Saturday holiday or on the following Monday for a Sunday holiday, provided the Friday or Monday is not already a designated holiday. In that event, Thursday and Friday, Friday and Monday, or Monday and Tuesday shall be the designated holidays.

Two additional days, to be designated by the College President, shall be granted as time off.

\*Veteran's Day will be a day designated by the College President and will be observed on a day designated by the College President.

## **RECORDING OF HOLIDAY PAY FOR ELIGIBLE PART-TIME EMPLOYEES**

To maintain the hours that you as a part-time employee are scheduled to work in a work week, the following procedure for the recording of holiday time/pay will take effect beginning with the April 18, 2014, Good Friday holiday.

- If a holiday falls on a regularly scheduled work day, the part-time employee will record their normal scheduled hours for that day.
- If a holiday falls on a non-scheduled work day, the part-time employee will take the holiday on another regularly scheduled workday within the same pay period and not on the actual holiday. If a holiday is not taken within the same pay period, that holiday will be forfeited.

Example: Employee is scheduled to work 7 hours each on Monday and Tuesday and 6 hours each on Wednesday and Thursday. The holiday falls on Friday. The employee will then take the holiday on a Monday, Tuesday, Wednesday, or Thursday during the same pay period recording only those hours regularly scheduled to work on the day they choose to take as the holiday (7 hours if taken on a Monday or Tuesday and 6 hours if taken on a Wednesday or Thursday).

## **SCHOOL BOARD EVENTS**

Northwest Iowa Community college recognizes the value of statewide school board events and professional development. In recognition of NCC's relationship to education and local school districts, an employee elected to a local school board may take up to two days of professional development leave (in addition to normal vacation time or personal leave the employee chooses to take) for school board events/activities.

This leave, like any other, is subject to supervisor approval. As professionals, we know there may be times when crucial College deadlines may necessitate an employee to finish a project before they go or by extending their work hours. Please collaborate with your supervisor on timing and arrangements.

When requesting the leave, the employee should mark "Other" on the leave request form and then indicate the professional development activity in the "Comment" box.

**Other Fringe**

**Benefits**

## INSURANCE

Reference Board Policy 442.

The Board of Trustees shall provide major medical, dental, long-term disability, and life insurance to all full-time employees. Eligible full-time employees for insurance purposes are those scheduled to work 30 hours or more per week.

The Board of Trustees shall make a contribution of all or part of the cost of the monthly premiums. This amount of coverage shall be determined by the Board.

Insurance for a new employee will be effective the first day of the month following his or her month of employment or coinciding with the date of hire (Example: Employee with date of hire of the first day of month, insurance is effective immediately. Employee with hire date of any other date during the month, insurance is effective the 1st of the following month). Arrangements are made with the Human Resources Office during the new employee orientation. Subsequent changes are also made through the Human Resources Office.

Each new employee shall be provided a description of the insurance program upon his or her employment. Changes in the insurance policy will be provided to the employees as soon as it is made available by the insurance company.

An employee on an approved leave-of-absence shall have the right to continue the group insurance benefits at his or her own expense.

An employee on approved sick leave shall have the right to continue group insurance benefits at his or her own expense after the exhaustion of any accrued sick leave days.

Employees shall be covered by liability insurance for protection while in the performance of assigned duties. Such coverage shall be subject to all terms, limitations, and exceptions of the applicable insurance policies.

### Health and Dental Insurance

The College provides health and dental insurance for all full-time employees. The College provides fully-paid health and dental insurance for both the employee and the dependent(s).

### Long-Term Disability

The College provides for long-term disability. The premium is paid by the employee.

### Life Insurance

The College provides a life insurance policy in the amount of \$50,000 or two times the employee's annual salary, whichever is greater; \$75,000 or two times the employee's annual salary, whichever is greater; or two times the employee's annual salary, depending upon the personnel category of the employee. In the event of death by accident or dismemberment, the policy pays double for the loss of life and sets amounts for dismemberment.

## **CONTINUATION OF INSURANCE (COBRA)**

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), a federal law, entitles employees and their eligible dependents to the continuation of health care coverage after it would otherwise end.

Individuals who are eligible for COBRA continuation coverage are described below.

- An employee (and any covered dependents) whose coverage ends due to termination of employment for a reason other than gross misconduct.
- An employee (or any covered dependents) whose coverage ends due to a reduction in work hours.
- An employee's former spouse (and dependent children) whose coverage ends due to divorce or legal separation.
- An employee's surviving spouse and/or dependent children, whose coverage ends due to the employee's death.
- An employee's spouse and/or children whose coverage ends due to the employee's election to drop out of the group health plan upon entitlement to Medicare.
- An employee's child whose coverage ends because the child ceases to be a dependent child under the terms of the plan.

Employees or their eligible dependents, if applicable, should notify the Human Resources Office immediately if any of these events occur. A Continuation of Health Coverage Notice will be sent to the eligible individual(s) explaining COBRA coverage.

Employees who choose continuation due to any reason listed above are afforded the opportunity to maintain coverage for 36 months, unless the employee lost group coverage because of termination of employment or reduction in hours. In that case, the required continuation is 18 months.

Upon receiving the Continuation of Health Coverage Notice, eligible individuals must apply for COBRA within 60 days after the date of the notice or within 60 days after coverage would otherwise end, whichever is later. If application is not made within the 60-day period, the continuation option expires.

An individual who elects continued coverage under COBRA is required to pay the full monthly premium plus an administrative fee. The individual's continued coverage through Northwest Iowa Community College would cease when he/she becomes covered by similar insurance under another group plan due to re-employment, re-marriage, etc., or for failure to make monthly premium payments in a timely manner.



## **EDUCATIONAL ASSISTANCE/STAFF DEVELOPMENT**

Reference Board Policy 447.

Northwest Iowa Community College is committed to the development of its human resources. Employees have a need to continue learning for effective and efficient performance, to keep up with changing technology, and for personal improvement. It is, therefore, the policy of the college to assist employees in reaching short-term and long-term educational goals.

Eligible employees may apply for educational assistance to pursue a degree beyond that which is held. Employees may contact the Human Resources Office for more information about the application and approval process.

## **TUITION REIMBURSEMENT FOR EMPLOYEES, SPOUSES, AND DEPENDENTS**

Northwest Iowa Community College employees who are regular full time shall be eligible to request up to 100% credit tuition reimbursement at the current in-state tuition rate from the College for themselves and/or immediate family provided that:

1. The employee has completed one year of employment with the College and is employed full time by Northwest Iowa Community College both at the beginning and the end of the term for which the employee, spouse, or dependent tuition reimbursement is requested.
2. Immediate family is a spouse, child, and/or stepchild and is a dependent that is currently claimed on the IRS form. A copy of the employee's most recent annual federal tax return is required, to be submitted to the Human Resources Office prior to enrollment. If a child is permitted by a court order or divorce decree to be claimed as a dependent on the federal and state tax return of the child's other parent, a copy of the other parent's most recent federal and state tax return should be attached, as well as a copy of the employee's most recent tax return, to be submitted to the Human Resources Office prior to the enrollment period.
3. There must be an adequate number of tuition-paying students to justify the class offering. If minimum enrollment has not been met, Northwest Iowa Community College employee, their spouse or their dependent may enroll by paying tuition and fees.
4. The class has space available after all tuition-paying students, not covered by this policy, have enrolled as of the first class meeting.
5. An employee, spouse, or dependent child cannot take the place of another student if the class is full.

6. This policy does not cover independent study, Education-To-Go, or Continuing Education courses, or students eligible for Postsecondary Enrollment Options Act (PSEO), jointly administered, or shared time students. Tuition for any of these is considered ineligible tuition.
7. Payment of all books, fees, and remaining tuition is the responsibility of the employee/spouse/dependent and is in accordance with other payment policies of the college.
8. Tuition reimbursements shall cover only tuition. NCC degree seeking employees will have tuition paid in full. Spouses, dependents, and non-degree seeking employees will pay \$100.00 per credit hour for online courses (the college will pay the remaining tuition).
9. Hybrid courses (combination of face-to-face and on-line) will be reimbursed at the tuition rate the student was charged not to exceed the current in-state tuition rate.
10. The employee/spouse/dependent must complete all requirements of each course and earn a minimum grade of a "C" to be eligible for tuition reimbursement.
11. The employee/spouse/dependent enrolling under this policy is expected to register and attend classes in the same manner as any other student and to comply with the same rules, prerequisites, etc. as other students.
12. If eligible for full funding by grants or scholarships, the individual will not be eligible for tuition reimbursement (in-state rate) through this program. If partial funding aid of grants and scholarships is awarded, up to 100% of the eligible tuition cost balance will be refunded. All grants and scholarships will be applied to eligible tuition first.
13. Interpretation and administration of this procedure shall be at the discretion of the President of the College or his/her designee, except that the terms and conditions of a collectively bargained master agreement, if any, shall prevail when appropriate.
14. In situations where a regulating agency requires faculty or staff to hold a specific degree/credential, those degree/credential seeking faculty and staff will take priority over others who are in positions where their sought degree is not required by a regulating agency.
15. Employees participating in tuition reimbursement programs may only be reimbursed for a maximum of 12 credit hours per fiscal year. Reimbursement shall be made to an employee when the course(s) are completed on the individual's time.

16. Employees seeking degrees must follow degree plan requirements in the Educational Assistance Policy in order to be considered for Tuition Reimbursement. Completion of a degree or program does not guarantee promotion, transfer, increase of pay, or creation of a new position.
17. Circumstances may arise where an employee may be requested to delay participation in a class based on regulatory or budgetary needs.
18. Failure to comply with these requirements will result in ineligibility for the tuition reimbursement program.

Northwest Iowa Community College regular part-time employees who are scheduled to work 21 or more hours per week shall be eligible to request up to 100% credit tuition reimbursement at the current in-state tuition rate from the College for up to 6 credit hours per fiscal year for the employee, spouse, and dependent(s) provided that:

1. The employee has completed one year of employment with the College and is employed as regular part-time and scheduled to work 21 or more hours per week by Northwest Iowa Community College both at the beginning and the end of the term for which tuition reimbursement is requested.
2. Immediate family is a spouse, child, and/or stepchild and is a dependent that is currently claimed on the IRS form. A copy of the employee's most recent annual federal tax return is required, to be submitted to the Human Resources Office prior to enrollment. If a child is permitted by a court order or divorce decree to be claimed as a dependent on the federal and state tax return of the child's other parent, a copy of the other parent's most recent federal and state tax return should be attached, as well as a copy of the employee's most recent tax return, to be submitted to the Human Resources Office prior to the enrollment period.
3. There must be adequate number of tuition-paying students to justify the class offering. If minimum enrollment has not been met, Northwest Iowa Community College employee, their spouse or their dependent may enroll by paying tuition and fees.
4. The class has space available after all tuition-paying students, not covered by this policy, have enrolled as of the first class meeting.
5. An employee, spouse, or dependent child cannot take the place of another student if the class is full.
6. This policy does not cover independent study, Education-To-Go, or Continuing Education courses, or students eligible for Postsecondary Enrollment Options Act (PSEO), jointly administered, or shared time students. Tuition for any of these is considered ineligible tuition.

7. Payment of all books, fees, and remaining tuition is the responsibility of the employee/spouse/dependent and is in accordance with other payment policies of the college.
8. Tuition reimbursements shall cover only tuition. NCC degree seeking employees will have tuition paid in full. Spouses, dependents, and non-degree seeking employees will pay \$100.00 per credit hour for online courses (the college will pay the remaining tuition).
9. Hybrid courses (combination of face-to-face and on-line) will be reimbursed at the tuition rate the student was charged not to exceed the current in-state tuition rate.
10. The employee must complete all requirements of each course and earn a minimum grade of a "C" to be eligible for tuition reimbursement.
11. The employee enrolling under this policy is expected to register and attend classes in the same manner as any other student and to comply with the same rules, prerequisites, etc. as other students.
12. If eligible for full funding by grants or scholarships, the individual will not be eligible for tuition reimbursement (in-state rate) through this program. If partial funding aid of grants and scholarships is awarded, up to 100% of the eligible tuition cost balance will be refunded. All grants and scholarships will be applied to eligible tuition first.
13. Interpretation and administration of this procedure shall be at the discretion of the President of the College or his/her designee, except that the terms and conditions of a collectively bargained master agreement, if any, shall prevail when appropriate.
14. In situations where a regulating agency requires faculty or staff to hold a specific degree/credential, those degree/credential seeking faculty and staff will take priority over others who are in positions where their sought degree is not required by a regulating agency.
15. Employees participating in tuition reimbursement programs may only be reimbursed for a maximum of 6 credit hours per fiscal year. Reimbursement shall be made to an employee when the course(s) are completed on the individual's time.
16. Employees seeking a degree must follow degree plan requirements in the Educational Assistance Policy in order to be considered for Tuition Reimbursement. Completion of a degree or program does not guarantee promotion, transfer, increase of pay, or creation of a new position.
17. Circumstances may arise where an employee may be requested to delay participation in a class based on regulatory or budgetary needs.

18. Failure to comply with these requirements will result in ineligibility for the tuition reimbursement program.

Required Steps:

1. Submit the tuition reimbursement form at the time of registration to the Human Resources Office. Attach a copy of the college registration form and a copy of the most recent annual federal tax return as outlined in Number 2 above. If utilizing tuition reimbursement as a degree seeking employee, ensure your degree plan is completed, and turned into the Human Resources Office as outlined in number 15 above.
2. The employee/spouse/dependent child must file the Free Application for Federal Student Aid (FAFSA) if pursuing a degree at NCC or enrolled at least half time.
3. At the completion of the course(s), employee, spouse, or dependent must submit proof of payment and copy of grade to the Human Resources Office in order to receive reimbursement. Submission must be made no more than 45 days after the last day of classes for the semester/term.

## **VOLUNTARY EARLY RETIREMENT**

Reference Board Policy 448.

The Board of Trustees recognizes the value of employees who have made a long-term commitment to the college. In recognition of this commitment, the College shall periodically provide a voluntary early retirement program for eligible employees.

## **RETIREMENT**

Reference Board Policy 449.

### IPERS or TIAA/CREF

All eligible employees are required by statute to contribute to the Iowa Public Employees Retirement System (IPERS) or Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) under the 403a-414h(2) plan document. These plans provide for withholding of a percentage of salary from the employee's check and the College contributes a percent of your monthly salary. The employee and employer contribution shall be determined by the Board of Trustees, but will be at least equal to IPERS. Employees hired for temporary employment may not be covered. Adjunct faculty and students employed by the college are not covered.

A complete description of both plans will be provided to you by the Human Resources Office. You must choose one or the other within 60 days of your first day of employment,

and your choice will be irrevocable. Contribution rates and the maximum level of earnings to which contributions are applied may change based upon legislation and/or administrative actions as permitted by law.

### Social Security

Northwest Iowa Community College employees are covered by the Federal Insurance Contribution Act. Your contribution is deducted from your paycheck and the College contributes an equal amount.

## **ANNUITIES**

Reference Board Policy 440.

In addition to the retirement contributions to IPERS and TIAA, employees have an additional opportunity to save for retirement by participating in Northwest Iowa Community College's 403b plan through the Iowa Retirement Investor's Club (RIC). Eligible employees may participate by making pre-tax contributions and (if permitted by the 403b plan) Roth 403b after-tax contributions.

Employees may contact the Human Resources Office with inquiries or to enroll in the 403b plan. Information is also available at the Iowa Department of Administrative Services website here: [RIC 403b Enrollment | Iowa Department of Administrative Services](#)

The college does not contribute to the purchase of annuities, does not advise employees concerning amounts to be sheltered, and does not assume any responsibility for an employee's program. Participation is entirely voluntary and strictly up to the employee as to whether or not to enter into such an agreement.

It shall be the policy of the Board of Trustees that premiums for payment of annuities may be deducted from the salaries of college employees provided that written application for such deductions is on file with the Human Resources Office.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Employee Assistance Programs (EAPs) are worksite-based programs and/or resources designed to benefit both employers and employees. EAPs help businesses and organizations address productivity issues by helping employees identify and resolve personal concerns that affect job performance.

Through prevention, identification, and resolution of these issues, EAPs enhance employee and workplace effectiveness and are a vital tool for maintaining and improving worker health and productivity, retaining valued employees, and returning employees to work after illnesses or injuries.

### What Are the Benefits of Employee Assistance Programs?

People seldom get through life without having to deal with some sort of serious personal problem. An Employee Assistance Program gives you a way to cope with personal issues that can have a negative impact on your job performance, such as work-related stress or problems outside of the workplace. With the EAP, you have telephone access to trained counselors 24 hours a day as well as in-person access if necessary.

#### Confidentiality

With the EAP, the employer is not notified when you use the service, so you don't have to worry about endangering your job status or a potential black mark that could hinder your career.

#### Immediate Assistance

Employees have access to the EAP 24 hours a day, so there is no need to wait to seek assistance. If an appointment with a medical professional or counselor is necessary, you can typically arrange to see one in just a few days. Because you can call anytime, you don't have to worry about calling from a work phone.

#### Avoiding Escalation

Work stress can build up over a period of time and can possibly lead to conflict with other employees or even escalate into a violent situation. With the EAP, the employee can seek help during the early stages of a problem, which can prevent it from turning into something more serious.

#### Personal Issues

An EAP can also help you deal with issues outside of the workplace that can impact job performance. Many people deal with issues, including substance abuse, depression, marital strife, and grief over the loss of a loved one. An EAP provides an outlet to help you resolve these issues, or at least learn to cope with them so they won't impact job performance.

The goal of our Employee Assistance Program is to motivate employees to seek help with personal problems and to improve/maintain or restore employee productivity through early identification of and assistance with these problems. In many instances, employee problems result in serious difficulties in job performance or in other areas of the employee's life. In other instances, the employee can benefit by consulting the Employee Assistance Program in appropriately identifying and resolving these problems. Phone Connections Inc. at 1-800-779-6125.

# **Employee Responsibilities**



## **REPORTING ABSENCES**

Reference Board Policy 460.

An employee shall provide his/her immediate supervisor with as much notice as reasonably possible before taking any absence from his or her regularly scheduled work for the College. The employee shall also provide his or her supervisor the reason(s) for such absence and the anticipated time and date of the employee's return. An employee's failure to adhere to this policy and to obtain approval for an absence may be cause for discipline, up to and including discharge from the employee's employment with the College.

All full-time and regular part-time employees are required to prepare a leave request form (available on MyPlace) for each period of absence. All leave requests will be approved or disapproved by the appropriate supervisor. If approved, the supervisor will forward the leave request to the Human Resources Office who will record the employee's leave.

## **RESIGNATION**

Reference Board Policy 461.

### **Administration and Management Staff**

The Board of Trustees expects the employees of Northwest Iowa Community College to honor the conditions of their letter of agreement/contract. Individuals desiring to terminate employment with Northwest Iowa Community College shall submit a letter of resignation to their supervisor and Human Resources Office. A resignation shall be submitted a minimum of 20 college days prior to the last date of employment unless a mutual date is agreed upon by the College President and employee. The Board of Trustees takes action on the resignation of the Executives and President. An employee who has tendered a letter of resignation shall not be permitted to withdraw such resignation without the express approval of the Board of Trustees.

### **Administrative Support Staff**

Includes college staff defined as a part of the Support Staff Collective Bargaining Unit.

The Board of Trustees expects the employees of Northwest Iowa Community College to honor the conditions of their letter of agreement/contract. Individuals desiring to terminate employment with Northwest Iowa Community College shall submit a letter of resignation to their supervisor and Human Resources Office. A resignation shall be submitted a minimum 10 college days prior to the desired last date of employment unless a mutual date is agreed upon by the College President and employee. An employee who has tendered a letter of resignation shall not be permitted to withdraw such resignation without the express approval of the College President.

### Staff Defined as a Part of the Faculty Collective Bargaining Unit

The Board of Trustees expects the employees of Northwest Iowa Community College to honor the conditions of their contract. Employees desiring to terminate employment with Northwest Iowa Community College shall submit a letter of resignation to their supervisor and Human Resources Office. A resignation shall be submitted a minimum of 30 college days prior to the desired last date of employment. The Board of Trustees takes action on faculty resignations. An employee who has tendered a letter of resignation shall not be permitted to withdraw such resignation without the express approval of the Board of Trustees.

An employee's request to be released from his/her teaching contract will be considered depending on the College's ability to find a suitable replacement. The employee who does not fulfill his/her contract may be required to pay the actual cost for finding a replacement instructor with the cost not to exceed \$2,000. Such costs shall be paid within 30 calendar days after the notice of termination or date mutually agreed to with the President of the College.

**Employee**

**Rights**

## **EMPLOYMENT OUTSIDE OF COLLEGE HOURS**

Reference Board Policy 470.

Employees of NCC may accept other employment outside of regular hours if such employment does not interfere with the complete discharge of the employee's assigned duties and responsibilities to NCC.

## **GRIEVANCE**

Reference Board Policy 471.

The Board of Trustees realizes that a difference of opinion may occur. A systematic grievance procedure shall be followed to resolve those issues/problems/opinions that result in a formal grievance except in those cases when a negotiated agreement with a legally constituted bargaining unit is in effect. Nothing in this policy shall be construed to limit the right of the College to discharge, suspend, or otherwise discipline an employee with or without prior notice.

- Within ten (10) working days of the occurrence, the employee with a grievance shall first informally discuss the grievance with the immediate supervisor or the person who allegedly caused the grievance in an attempt to resolve the matter. The grievant shall state the alleged violation, the nature of the grievance, and the remedy sought. At the end of the meeting both persons shall sign a memorandum stating the date and subject matter discussed.
- If after the informational discussion the grievance is not resolved and the employee wishes to pursue the grievance, the grievant may file a written grievance with the immediate supervisor on the appropriate form within five (5) working days of the informal discussion. The supervisor will respond to the grievant within five (5) working days of receipt of the grievance. If the grievance is not resolved with the supervisor, the grievant may submit the grievance to the President within five (5) working days of the response from the supervisor. The President shall submit a written answer to the grievant within fifteen (15) working days of receipt of the grievance. The President is the final arbiter. An employee may be accompanied at any meeting by a witness, legal counsel, or both.

Grievance procedures are established so accessibility, simplicity, speed, and high standards of fairness will encourage employees to choose the internal forum over the external forum in seeking redress of perceived injustice. Nothing contained in this internal procedure should be construed as limiting an individual's use of the external forum. The Equity Coordinator of Northwest Iowa Community College is the Director of Human Resources. Every employee has access to the State/Federal Employment Opportunity Commission regarding complaints of discrimination. The Iowa Civil Rights Commission is located at Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-1004. The Federal Equal Opportunity Commission is at 1801 L Street, N., Washington, D.C. 20507. No individual or group of employees shall be discharged,

expelled, or otherwise discriminated against because they oppose any unlawful employment practice; file a charge or suit; or testify, participate, or assist in any proceedings relating to nondiscrimination policies or procedures.

### **GRIEVANCE PROCEDURE- SUPPORT STAFF**

#### A. Definitions:

##### 1. Grievance:

A grievance shall mean a complaint that there has been an alleged violation, misinterpretation, or misapplication of the specific provisions of this Agreement.

##### 2. Aggrieved Person:

An “aggrieved person” is the person or persons or the Association making the complaint.

##### 3. Day:

A “day” is defined for grievance purposes as a working day.

#### B. Purpose:

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

#### C. Procedure:

##### 1. Time Limits:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process.

##### 2. Level-One – Immediate Supervisor (Informal)

An aggrieved person with a grievance shall first discuss it with his/her immediate supervisor personally with the objective of resolving the matter informally within ten (10) days of the occurrence of the alleged violation.

##### 3. Level-Two – Division Executive

If, as a result of the informal discussion with the immediate supervisor at Level One a grievance still exists, the aggrieved person may invoke the formal grievance procedure through the Association. The grievance form is attached to the contract as Appendix A.

The filing of the formal written grievance at the second step must be within five (5) days from the date of the informal conference with the immediate supervisor. A copy of the grievance form shall be delivered to the Division Executive. The Division Executive shall, within five (5) days of the receipt of the grievance, notify the grievant and the association of his/her disposition in writing. If the aggrieved person is not satisfied with the disposition of the grievance, or if no disposition has been made within the five (5) day period, the grievance shall be transmitted to Level Three within five (5) days from the receipt of the written response or end of the timelines for the written response.

4. Level-Three – President:

The President and/or his/her designee may meet with the Aggrieved and Association designated representative in an attempt to resolve the grievance. The President shall provide a written response to the grievance, within fifteen (15) days of receipt of the grievance to the grievant and the Association President.

If the aggrieved person is not satisfied with the disposition of the grievance or if no disposition has been made within ten (10) days of the meeting, the aggrieved person may transmit the grievance to the Association with a recommendation that the grievance to be submitted to arbitration.

5. Level-Four – Arbitration:

- a. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration by filing written notice with the President within fifteen (15) days of receipt of the request. Simultaneously the Association shall notify PERB requesting a list of arbitrators. The list shall consist of seven (7) arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list.
- b. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold a hearing promptly and shall issue his decision not later than fifteen (15) days from the date of the close of the hearings. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issue submitted. The arbitrator, in his opinion, shall not amend, modify, ignore or add to the provisions of the Agreement. His authority shall be limited to deciding only the issue or issues presented to him and his decision must be based solely upon his interpretation of the meaning of application of the express relevant language of the Agreement.

The decision of the arbitrator shall be submitted to the President and the Association and shall be final and binding on the parties.

- c. Expenses for the arbitrator's services shall be borne equally by the College and the Association.

D. Rights of Employees to Representation:

1. Employee and Association:

An aggrieved person may be represented at all stages of the grievance procedure by himself/herself or at his/her option by a representative selected by the Association.

E. Miscellaneous:

1. Separate Grievance File:

All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

2. Meetings and Hearings:

All meetings and hearing under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives.

3. Time Limits:

The failure of the aggrieved person to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

4. No Interference with Related Work Activities:

Except as herein provided, it is agreed that any investigation or other handling or processing of any grievance by the aggrieved person shall be conducted so as to result in no interference with related work activities of the grieving person.

## **RELEASE OF CREDIT INFORMATION**

Reference Board Policy 473.

As such information is a public record, the following information will be released to an entity with whom an employee has applied for credit or obtained credit: title of position, income, and number of years employed. Confidential information about the employee will not be released.

## **CONSENSUAL RELATIONSHIP POLICY**

Reference Board Policy 476.

Northwest Iowa Community College strives to create an atmosphere of professionalism and trust in its academic and workplace environments. Consensual romantic or sexual relationships between members of the College community, even if appropriate in other circumstances, may compromise the College's workplace and academic integrity when power differentials or conflicts of interest exist.

Power differentials occur when one party to the relationship is in a position of authority over the other party to the relationship. Power differentials can impact whether a relationship is genuinely consensual. Consensual relationships involving power differentials also have potential for creating actual and perceived conflicts of interest, favoritism and bias, and they potentially undermine the integrity of any oversight, supervision, or evaluation provided.

At Northwest Iowa Community College, no faculty or staff member shall enter into a consensual relationship with a student or another employee over whom he or she has a position of authority. "Positions of authority" expressly exist between faculty and current students of the College and between supervisors and subordinate employees. Positions of authority also exist between staff members and current students of the College. In cases where a faculty or staff member has a position of authority over a student or employee with whom he or she currently has or previously had a consensual relationship, the faculty or staff member must immediately disclose the relationship to the Director of Human Resources. Human Resources, in cooperation with the academic department, will work with the faculty or staff member to mitigate adverse effects. The faculty or staff member must cooperate in these efforts. Mitigation efforts may include transferring one of the individuals to another position or class; transferring supervisory, decision-making, evaluative, academic or advisory responsibilities; or providing an additional layer of oversight to the supervisory role.

Any faculty or staff member's violation of this Policy will result in a prompt and thorough investigation. If founded, appropriate disciplinary action will be taken, up to and including termination.

Consensual relationships between members of the College community where neither party is in a position of authority over the other party are strongly discouraged. Such relationships are not only susceptible to future conflicts of interest, but also may present the appearance of impropriety.

## **TITLE IX SEXUAL HARASSMENT PROCEDURES**

Reference Board Policy 477.



The following procedures and processes shall be followed in cases of Title IX sexual harassment, as defined under Board Policies 477 and 577. The definitions in the Policy are incorporated herein by reference.

For reports and complainants of discriminatory harassment, including sexual harassment which falls outside which fall outside the scope and definitions of the Title IX Sexual Harassment Policy, see Section I(14) of these procedures, as well as the College's Discriminatory Harassment Policy (Board Policies 479 & 579).

### **A. Confidentiality**

The College is committed to creating an environment in which those who have experienced sexual harassment are encouraged to come forward, while also protecting the privacy of all involved in an investigation. It is important that those reporting sexual harassment understand the limits on confidentiality of the individual who they may contact for such assistance. Different people, depending on their positions, have different obligations with regard to confidentiality. Under Iowa law, communications with some individuals are confidential. Those who want to maintain confidentiality should always confirm whether confidentiality applies to the communication before they make the communication. Generally, confidentiality applies when seeking outside services from the following persons:

- Trained and statutorily certified victim's advocates;
- Licensed psychological counselors or health care providers;
- A personal attorney representing the victim; and/or a
- Religious/spiritual counselor.

The College will keep confidential the identity of any individual who has made a report or complaint of sexual harassment, or has been identified as the perpetrator or respondent to any such report or complaint, or is a witness to any complaint or investigation, **except** as required to carry out the purposes of this Policy (including the conduct of any investigation, hearing, or judicial proceeding), applicable law, or as permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g.

However, complaints about violations of this Policy will be handled in strict confidence, with personally identifiable information protected and information made available only to those who need to know in order for the College to promptly and thoroughly investigate and resolve the matter. The College must balance the needs of individual students with its obligation to protect the safety and well-being of the community at large.

The College will also keep personally identifiable information out of public recordkeeping, including the College's Annual Security Report of Crime Statistics under the Clery Act.

### **B. Medical Attention and Evidence Preservation**

After an occurrence of sexual harassment or other violence, a victim should consider seeking medical attention as soon as possible. Prompt medical attention is important both for physical/mental well-being and to preserve medical and physical evidence. Local medical attention is available at any of the following hospitals or clinics:

Sanford Sheldon Medical Center  
118 N. 7<sup>th</sup> Avenue  
Sheldon, IA 51201  
1-712-324-5041 or toll-free 1-800-568-4320

Sanford Sheldon Clinic  
800 Oak Street  
Sheldon, IA 51201  
1-712-24-5356 or toll-free 1-800-568-4332

Additionally, a free, confidential medical examination from a Sexual Assault Nurse Examiner (SANE) can be obtained. The SANE can conduct a sexual assault evidence collection kit to preserve forensic evidence of the assault within 120 hours after its occurrence. Bathing, douching, smoking, changing clothing and cleaning the scene of the assault is discouraged before seeking medical attention.

Preserve other evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents. This evidence could be useful to the College and/or law enforcement if you choose to pursue the matter within the College and/or in court.

### **C. Victim Advocacy and Counseling**

Victims of sexual harassment may also want to contact an advocacy group for information and assistance, or seek mental health counseling. The following is a list of such resources on or accessible in the area:

On Campus:

The Director of Student Development, Secondary Programs, and Transitions coordinates counseling for students, and makes referrals to outside agencies when needed. To request a counseling referral, please contact Sarah Breems-Diekevers, [sbreemsdiekevers@nawicc.edu](mailto:sbreemsdiekevers@nawicc.edu), 712-324-5061, Ext. 137.

Off-Campus:

Iowa Domestic Violence Hotline\*  
1-800-942-0333  
[www.cfiowa.org](http://www.cfiowa.org)

National Domestic Violence Hotline\*  
1-800-799-SAFE (7233)  
1-800-787-3224 (TTY)

<http://www.thehotline.org>

For counseling services, please contact Sarah Breems-Diekevers at 1-800-352-4907, ext. 137.

*\*Denotes confidential resource.*

#### **D. Interim Supportive or Protective Measures**

After receiving a report or complaint of sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of interim supportive measures and consider the Complainant's wishes with supportive measures, whether or not law enforcement is contacted or a formal complaint is filed. The College will also implement interim or supportive action for both parties during an investigation, or when requested by the Complainant (when reasonably available). Such supportive measures may include:

- Transfer of class sections;
- Assistance in exploring incompletes, leave or withdrawal;
- Changes in living, transportation, or working arrangements;
- Referral to counseling and health resources, and assistance with notifying law enforcement;
- Providing a campus no-contact agreement or order.

The College will keep any supportive measures confidential, to the extent confidentiality does not impair the College's ability to provide the measures.

Supportive measures will be individualized, provided without fee or charge, are non-disciplinary in nature, and will not unreasonably burden either party. When putting supportive measures in place, the College will consider individually each situation and the circumstances presented. Individuals may also pursue other civil or criminal no-contact/protective orders through the court system. Additional information regarding such legal protections can be obtained through the Family Crisis Center in Sioux Center, Iowa, or the Clerk of Court of the Iowa District Court for Sioux County in Orange City, Iowa, or another court in a county of residence.

If an individual obtains an order of protection from a court in Iowa, the Title IX Coordinator should receive a copy to be aware of any limitations or restrictions and to develop a plan to abide by the court order. This plan may include, for example: escorts, special parking arrangements, changing classroom location, allowing a student to complete assignments from home, etc. The College cannot enforce a violation of a court order, but can assist an individual in contacting law enforcement to report a violation. If any terms of a court order are unclear in their application to the campus environment, it is up to the parties to seek clarification through the court – the College cannot render a legal opinion or give advice other than to develop a plan to reasonably prevent violations of the order.

#### **E. Interim Suspension or Administrative Leave**

The College may make a non-disciplinary interim suspension of a student Respondent on an emergency basis. Prior to suspending a student, the College will conduct an individualized safety and risk analysis and determine whether there is an immediate threat to the physical health or safety of any individual. Any student so suspended will be provided with notice and an opportunity to challenge this action immediately following the removal.

The College may, in its discretion and consistent with applicable policies, procedures, and/or agreements, place an employee Respondent on administrative leave pending the outcome of a resolution process.

#### **F. Amnesty for Complainants and Participants in Investigations**

The College will not pursue disciplinary action for improper use of alcohol or other drugs against a student who reports or makes a complaint, in good faith, concerning an incident of sexual harassment, or who participates, in good faith, in an investigation into an incident of sexual harassment.

#### **G. Reporting Violations**

*To the College:* A victim, the College, or a member of the College community may report or file an institutional complaint of sexual harassment, whether or not it occurred on campus. To make a report and/or receive information regarding filing a complaint or to do so, contact:

Title IX/Equity Coordinator (for employees)  
Linette Heatherly  
Phone: 712-324-5061, Ext. 113  
Email: [lheatherly@nwicc.edu](mailto:lheatherly@nwicc.edu)

Title IX/Equity Coordinator (for students)  
Sarah Breems-Diekevers  
Phone: 712-324-5061, Ext. 137  
Email: [sbreemsdiekevers@nwicc.edu](mailto:sbreemsdiekevers@nwicc.edu)

Any nonconfidential employee of the College who has the authority to institute corrective measures on behalf of the College must immediately report any known instances of sexual harassment to the Title IX Coordinator. Otherwise, the College strongly encourages all students, employees, or anyone with knowledge to report incidents of sexual harassment.

#### *Law Enforcement:*

The College encourages victims to report instances of sexual harassment which constitute a crime to local law enforcement, but it is a victim's right to choose whether to make a report or decline law enforcement involvement. In any emergency situation, law enforcement can always be reached by dialing 911. The Sheldon Police Department can also be reached at their non-emergency phone number, 712-324-2525. The

College's Title IX/Equity Coordinator can assist a victim with making a report to law enforcement.

## **H. Timeframe for Reporting**

The College encourages individuals to come forward as soon as possible to share concerns of sexual harassment so that a timely and effective review and response can occur. There is no time limit for a reports or complaints under the Policy, although the College's ability to investigate and respond fully may be limited with the passage of time. However, formal complaints of sexual harassment will only be adjudicated under the procedure below when the misconduct is reported to the institution while the Complainant is actively affiliated with the College.

If at the time of the report a Respondent is no longer affiliated with the College (*e.g.*, a report is made after a student has left or graduated or an employee no longer works for the College), the College can still provide reasonably available supportive measures, assist the Complainant in identifying external reporting options, and may take other appropriate action depending on the circumstances presented.

In all cases, the College will conduct a fair, prompt, and equitable investigation of allegations of sexual harassment. Generally, the College will *attempt* to complete the process within 60 days. However, the time frames set forth in these procedures are meant to provide guidance, and the College may, as appropriate, alter or extend time frames for good cause, with written notice to the parties. The time it takes to complete the resolution of a sexual harassment complaint may vary based on the complexity of the investigation and the severity and extent of the alleged conduct, as well as on whether there is a parallel criminal investigation, or if school breaks occur during the process.

## **I. PROCEDURES FOR RESPONDING TO REPORTS OF SEXUAL HARASSMENT**

### **1. Initiating a Formal Complaint.**

When the College learns of potential sexual harassment, in most cases outreach will be done with the Complainant to identify reporting options (discussed earlier) within and outside the College and to offer supportive measures. The Title IX Coordinator is available to meet to discuss those reporting options with the Complainant or answer questions from the Respondent.

A Complainant who proceeds with a formal complaint must do so in writing, and by filing a complaint with the Title IX Coordinator by hard copy, email, or any other writing evidencing a physical or digital signature, or otherwise verifying the Complainant is filing the complaint. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator will not become a party or Complainant for purposes of the processes below.

### **2. Dismissal and Consolidation of Formal Complaints**

If, at any point of the resolution process, it becomes apparent that the allegations contained within a formal complaint of sexual harassment, even if true, would not meet the scope and/or definitions in the Policy, the College will dismiss the complaint for purposes of processing under these procedures, but may proceed under a different policy or process for adjudication as the circumstances warrant.

Additionally, the College may, in its sole discretion, elect to dismiss any formal complaint of sexual harassment under the following circumstances:

- The complainant requests, in writing, the withdrawal of the formal complaint,
- The respondent is no longer employed or enrolled as a student at the institution, or
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination or satisfy its own burden of proof in investigating and adjudicating a formal complaint of sexual harassment.

If the College elects to dismiss a formal complaint, all parties will be notified in writing of the decision, and will be given the opportunity to appeal the decision under Section I(10) below.

The College may choose, at its sole discretion, to consolidate formal complaints where more than one Complainant and/or more than one Respondent is involved so long as the allegations of sexual harassment arise out of the same facts/circumstances. In such cases, the College may also choose to issue a single investigation report.

### **3. Notice of Investigation**

Upon the filing of a formal complaint, the Title IX Coordinator or designee will provide a written Notice of Investigation simultaneously to both parties notifying the parties of:

- the identities of the parties involved in the incident;
- the conduct alleged;
- the date and location of the incident;
- Respondent's entitlement to a presumption of innocence;
- The parties' rights to have an advisor of their choice at the party's expense, who may be an attorney; and
- The parties' rights to review and comment on investigative evidence.

The written notice of investigation shall notify the parties that making false statements or knowingly submitting false information during the resolution process is prohibited by the College and may constitute an independent basis for disciplinary sanctions, up to and including suspension or expulsion of a student

or termination of an employee's employment. The Notice will also include, if available, the name of the investigator(s) and a copy or link to the applicable Policy.

The notice shall be provided prior to the initial interview of any party, and within a sufficient amount of time to prepare. Parties will be also be provided advance notice in writing of the date, time, location, participants, and purpose of any interview, hearing, or meeting in the investigation and resolution process.

If, during the course of investigation, the College determines that additional allegations will be investigated as part of the pending complaint, the Title IX Coordinator or designee will provide written notice of the additional allegations to any identified Complainant(s) or Respondent(s).

#### **4. Right to an Advisor**

Both a Complainant and a Respondent are given the opportunity to have support or advice through the reporting and if applicable, investigative and disciplinary processes. Either the Complainant or the Respondent may an individual accompany them at their own expense to any meetings, interviews, or hearings related to the matter – these individuals are called “advisors.” The advisor may be a friend, victim advocate, lawyer, employee, family member, or other person chosen by the Complainant or Respondent. The roles and expectations of a person serving as an advisor are explained as follows:

- The advisor will keep private the information shared during meetings and throughout the investigation and adjudication process and will not disclose in any manner information shared or learned in the College process.
- It is up to the Complainant and Respondent to present their information in meetings, interviews, or hearings. Advisors cannot speak for an individual and do not have an active role during any meetings, interviews, or hearings, with the exception of conducting cross-examination on behalf of a party in a live hearing.
- The College's communication during the process will be primarily with the Complainant and Respondent, not with the advisor directly.
- A Complainant or Respondent may use different a different advisor at various stages in the process, especially if their chosen individual cannot be available for a scheduled meeting, interview, or hearing. The College will work to reasonably accommodate the advisors' schedules, but will not unnecessarily delay the process due to the advisors' conflicts.
- The College may remove an advisor if they unreasonably delay the process, or their presence is disruptive, obstructive, or otherwise interferes with the College's handling of the matter. In such a case, the College will notify the Complainant or Respondent, who may seek another advisor.
- College policy prohibits retaliation against any individuals for filing a complaint or participating in the investigation of the complaint. An advisor is also protected by and subject to this retaliation prohibition. This means an advisor

may not retaliate against any person participating in this process, nor may anyone retaliate against an advisor.

- The College will provide any party who does not have an advisor present to assist with cross-examination during any hearing during which the party has the right to engage in cross-examination with a College appointed advisor for the duration of that hearing, the selection of which is in the College's sole discretion.

## **5. The Investigation**

The College will select an investigator or investigators who have received annual training to investigate campus matters of sexual harassment and in conducting a prompt, equitable, and fair investigation. The investigation team may be composed of internal College employees, external professionals, or a combination of both.

Either the Complainant or Respondent may request in writing that an investigator be recused because of an identified conflict of interest. The Title IX Coordinator will determine if a conflict exists.

The burden of proof and the burden of gathering sufficient evidence to reach a determination of responsibility rests with the College and not with the parties. The investigation may include, but is not limited to, interviews with the Complainant, the Respondent, any witnesses identified by the parties or by the investigator as having information relevant to the complaint, and collecting and reviewing any relevant documents, communications, or physical evidence if possible.

- The investigator(s) will interview the Complainant and Respondents separately. Each party will be asked to participate in an initial interview and may be asked to participate in a follow-up interview(s) as needed.
- Each party may offer witnesses and other information, documents or other evidence relevant to the complaint, both inculpatory and exculpatory. Information, documents or other evidence provided by the parties and witnesses may be shared with both parties during the investigation.
- The order of the interviews will be determined by the investigator(s) based on the circumstances of each complaint.
- The investigator(s) will make a good faith effort to contact and interview relevant witnesses.
- In the event Complainant or Respondent request reasonable accommodations during the investigation process due to a disability, the investigator(s) will consult with the Title IX Coordinator.

Neither party will be restricted in their ability to discuss the allegations or to gather and present relevant evidence; provided, however, that such communications shall not constitute harassment of or retaliation against any party.



The investigator(s) will evaluate all relevant evidence, both inculpatory and exculpatory. The investigator(s) will only access, consider, disclose, or otherwise use a party's treatment records made or maintained by a health care provider, or other records protected under a legally recognized privilege, if the party provides the investigator(s) with voluntary, written consent to do so.

## **6. Inspection and Review of Evidence Directly Related to Allegations and the Investigation Report**

Complainant and Respondent and, unless directed otherwise by the respective parties, their advisor, will be provided the opportunity to inspect all evidence directly related to the allegations of the formal complaint, including both inculpatory and exculpatory evidence, and evidence that the College does not intend to rely on in reaching a determination. This evidence will not include privileged medical information (unless the institution has the voluntary, written consent of the party concerned to use that information in the investigation) and prior sexual history (with the limited exception of evidence offered to prove someone other than the respondent committed the alleged misconduct or evidence of prior sexual behavior between the parties offered to prove consent). The College may require both parties and their advisors to enter into a written agreement prohibiting the use or dissemination of evidence for any purpose other than those directly related to the parties' participation in resolution process.

Complainant and Respondent will be given *at least ten days* to inspect and review the evidence collected during the College's investigation and to submit a written response the investigator(s) will consider in preparing a final investigation report. The final investigation report will summarize the information and include any documents gathered. The investigative report will not include determination of responsibility for the complaint itself.

Additionally, Complainant and Respondent will be given at least an *additional ten days* after receiving a copy of the College's final investigation report to respond to the investigation report, in writing. In their written response to the investigation report, Complainant and Respondent may provide written comments regarding the relevance of the evidence included in or excluded from the investigation report, provide factual or other corrections to the report, and otherwise provide context for the report.

The final investigation report will be distributed, concurrently, to both of the parties and the Title IX Coordinator at least ten (10) calendar days prior to a hearing to determine responsibility.

## **7. Live Hearing and Cross-Examination**

For purposes of adjudication of formal complaints of sexual harassment under the Policy's scope, regardless of the identity of the parties involved, the College will conduct a live hearing prior to the issuance of a written decision report in accordance with the procedures below:

1) Appointment of Decision-Maker(s)

The College shall appoint one or more Decision-Maker(s) who are either internal or external to the College, but have been trained on the matters set forth in the Policy and procedures. If there is more than one Decision-Maker, one of the Decision-Makers shall be designated to serve as Hearing Officer during the hearing. The Hearing Officer will preside over the hearing and determine whether information or questions of parties is relevant. All procedural questions, including the decision to accept evidence and/or statements, will be made by the sole Decision-Maker or Hearing Officer, in their sole discretion.

2) Notice of Hearing

No less than ten (10) calendar days before the hearing, the Title IX Coordinator will prepare and send the parties a written notice of the time and date of the hearing, as well as the identities of the Decision-Maker(s). Within five (5) calendar days either the Complainant or Respondent may request, in writing to the Title IX Coordinator, that the Decision-Maker(s) be recused because of an identified conflict of interest. The Title IX Coordinator will determine if a conflict exists.

If a party requests, the entire hearing will be conducted with the parties in separate rooms with technology enabling the Decision-maker(s) and parties to simultaneously see and hear the witness answering questions.

3) Notice of Witnesses

At least five (5) calendar days before the hearing, the Decision-Maker(s) will notify the parties in advance which witnesses (including Complainant or Respondent) they would like to be present at the hearing. The Decision-Maker(s) or designee will notify these witnesses of the hearing date and time and that their presence has been requested. Any witness called by the Decision-Maker(s) will also be expected to answer questions from the parties.

- a. When notifying the parties of these witnesses, the Decision-Maker(s) will also request the parties identify any additional witnesses they wish to have present at the hearing for cross-examination.
- b. The Decision-Maker(s) or designee will notify relevant witnesses of the hearing date and time and that their presence has been requested by the party for cross-examination.

4) Proceedings

- a. The hearing is closed to the general public. The parties and their advisor will be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations). Admission of any other person to the hearing will be at the discretion of the Decision-Maker(s).
- b. There shall be no formal pleadings, legal memorandum, or motions filed in the hearing process.

- c. The Decision-Maker(s) will advise the parties if opening statement or closing statements are permissible.
- d. The College will record and/or create a transcript of all live hearings and will make that recording and/or transcript available to all parties for inspection or review.
- e. The Complainant and Respondent are permitted and encouraged to attend and participate in the hearing with an advisor of their choice.
- f. The College will make all evidence subject to inspection by all parties available at any hearing and will give each party equal opportunity to refer to that evidence at the hearing, including as part of cross-examination
- g. Presentation of Evidence:
  - i. The hearing is not a second investigation of the allegations. In the hearing, the parties will be asked if they have any additional evidence they wish the Decision-Maker(s) consider, and if the parties wish to comment on the Investigation Report and evidence. Any new evidence presented by a party, if admitted as relevant, will be provided to the other party to provide comment on;
  - ii. Parties will be allowed, through their advisors, to cross-examine all other parties and any witnesses, including fact and expert witnesses, and to ask all relevant questions and follow-up questions including those challenging party or witness credibility, directly, orally and in-real time. Any party without an advisor will be appointed an advisor by the College, with selection of the advisor being at the sole discretion of the College;
  - iii. Only relevant questions may be asked of a party or witness. Before a party or witness answers a question the decision-maker will articulate whether the question is relevant and will explain the decision to exclude any question as irrelevant. Questions about prior sexual history will generally be deemed irrelevant with limited exceptions.
  - iv. The Decision-Maker(s) may ask questions, at any time, of the parties and of the witnesses.

## **8. Standard of Proof**

The determination of whether or not sexual harassment occurred will be made on the basis of whether it is more likely than not that the Respondent violated the Policy. This standard is more formally referred to as the “preponderance of evidence” standard. In making its determination, the Decision-Maker(s) will carefully consider all of the evidence presented and follow the procedures stated in the Policy and any other applicable policies, procedures, rules, or handbook provisions in order to ensure as fair a hearing as possible for all parties.

## **9. Written Decisions**

The College Decision-Maker(s) will independently evaluate the evidence gathered. Written decisions will be provided simultaneously to the parties and include the following information:

- 1) allegations of sexual harassment,
- 2) procedural history (including specifics about notifications of hearings, meetings and interviews, methods used to gather evidence and hearings held),
- 3) findings of fact supporting the decision,
- 4) conclusions regarding application of policy to the facts,
- 5) rationale for the decision/finding of responsibility as it applies to each allegation,
- 6) disciplinary sanctions imposed on respondent, if any,
- 7) whether (but not the nature of) remedies designed to restore/preserve equal access to any or all education programs or activities that will be provided to the Complainant, and
- 8) procedure and permissible bases for appeal.

Decisions, including the imposition of any sanctions, will become final upon written notification to the parties of the outcome of an appeal or, if there is no appeal, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will be responsible for coordinating the effective implementation of remedies, as well as any non-punitive or non-disciplinary supportive measures imposed.

## **10. Appeals**

The written decision of the Decision-Maker(s) shall be subject to appeal by both Complainant and Respondent. All parties have an equal right to appeal any final decision on the following bases so long as the basis of the appeal is significant enough to be reasonably expected to affect the outcome of the decision:

- A procedural irregularity within the investigation or adjudication process;
- New evidence not reasonably available when determination of responsibility was made;
- A conflict of interest or the bias of the Title IX Coordinator, investigator or a decision-maker.

The College will notify all parties upon receipt of an appeal by any party alleging one of the basis for appeal above. Both parties will be given an opportunity to submit a written statement in support of, or challenging, the written determination. Written statements must be submitted to within five (5) business days.

The Appeal Decision-Maker(s) will determine if the decision and/or sanctions imposed will be stayed pending the outcome of the appellate decision. Except as

required to explain the basis of new information, an appeal will be limited to a review of the verbatim record of the hearing and supporting documents.

The Appeal Decision-Maker(s) may affirm, reverse, or modify the decision regarding the violation and/or sanctions imposed. A written decision will be issued simultaneously to the parties describing the result of the appeal and the rationale therefore. The written appeal decision is the final decision of the College, and no further appeals are permitted under the Policy or these procedures.

## **11. Sanctions**

For students, sanctions include, but are not limited to, an educational sanction, reprimand, probation, restitution, fine, denial of privileges, no-contact order, housing transfer or removal, suspension, and/or expulsion or termination, as set forth in the College's Student Conduct Code.

For faculty and staff, sanctions could range from warning, reprimand, suspension with or without pay, demotion, or termination of employment, and may include such other forms of disciplinary action as appropriate under applicable College procedures, handbooks/manuals, or contracts. If a final decision imposes disciplinary action which constitutes termination of college personnel entitled to the hearing/judicial review procedures of Iowa Code chapter 279, such procedures shall be followed as required by law.

Sanctions may also include supportive measures regarding the complainant. The College will also consider providing remedies for the broader campus community, as may be necessary to remedy the effects of Sexual Harassment.

## **12. Informal Resolution**

After the filing of a formal complaint, the College may facilitate an informal resolution between the parties, and at any time prior to the Decision-Maker's determination of responsibility via the issuance of a written decision. The Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate. Informal Resolution will not be available to resolve allegations involving an employee sexually harassing a student.

The College will not require the parties to participate in the Informal Resolution process as a condition of enrollment, continuing enrollment, or employment or continuing employment, or of any other right conferred by the College.

The Title IX Coordinator will provide the parties with a written notice setting for the allegations, the requirements of the informal resolution process set forth in this Policy, the right of any party to withdraw from the informal process and proceed with the formal complaint resolution process above, at any time prior to

agreeing to a resolution; and any consequences resulting from the participation in the informal process, including the records that will be maintained or could be shared by the College. Both parties must voluntarily consent in writing to participation in the informal resolution process.

The Title IX Coordinator will attempt to aid the parties in finding a mutually acceptable resolution to the complaint. This resolution will be reduced to writing and must be signed by the Complainant and the Respondent. Once both parties have voluntarily signed the written resolution, the written resolution becomes final and neither party can initiate the formal complaint resolution process above to resolve the allegations in the formal complaint. The written resolution is not subject to appeal.

**a. Advisors**

The Complainant and the Respondent each may be assisted by an advisor throughout the Informal Resolution process. Advisors are assigned and subject to the same restrictions set forth for advisors as set forth above.

**b. Election of Formal Resolution**

Either party may, at any time prior to signing an informal resolution agreement, elect to end the informal resolution process and initiate formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution will not be considered in the subsequent formal resolution.

**c. Privacy of Informal Resolution**

In order to promote honest, direct, communication, information disclosed during informal resolution must remain private while the informal resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the College.

**13. Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality**

If the Complainant does not wish to pursue formal or informal resolution and/or requests that their report remain confidential, the Title IX Coordinator will inform the Complainant that the College's ability to respond may be limited. The Title IX Coordinator or designee may conduct a preliminary investigation into the alleged sexual harassment and may weigh the Complainant's request against the following factors:

- The seriousness of the alleged sexual harassment,
- Whether there have been other complainants of sexual harassment against the same Respondent, and
- The Respondent's right to receive information about the allegations, including the name of the complainant.

The Title IX Coordinator will only initiate a formal complaint against the wishes of the Complainant where doing so is not clearly unreasonable based on known

circumstances, based on the potential impact to the College community if the allegations were true.

The Title IX Coordinator or designee will inform the Complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action against the Respondent because the Complainant insists on confidentiality or that the complaint not be resolved, the College reserves the authority to undertake an appropriate inquiry, and/or take other reasonably necessary supportive measures to promote a safe learning environment for the Complainant and/or the entire College community.

#### **14. Sexual Harassment Outside the Policy's Scope and Definitions**

If a formal complaint is filed which alleges sexual harassment which falls outside the scope of the Policy and is dismissed, the Title IX Coordinator will refer the complaint as appropriate for adjudication under another policy or process, such as the Discriminatory Harassment Policy or Student Conduct Code, as long doing so would not interfere with any right or privilege provided to a party under Title IX.

To the extent the complaint alleges dating violence, domestic violence, domestic violence, or sexual assault which fall outside the scope of the Policy (e.g., the alleged conduct occurred outside the United States or without substantial control over the respondent and the context in which the conduct occurred), the College shall nonetheless provide the following procedural rights to the parties in the applicable adjudication process:

1. The parties will each have the opportunity to participate in the investigatory and disciplinary process which is overseen by properly trained individuals;
2. The parties will each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing, except as expressly provided for in applicable procedures;
3. Decisions will be based on the preponderance of evidence standard. In other words, the investigator or adjudicator will determine if it more likely than not that the respondent violated the applicable policy;
4. The parties will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
5. If there is a right to appeal, the right is granted co-equally to the parties and the right will be explained in the applicable procedures. The parties will be notified simultaneously in writing of the final outcome of an appeal, if applicable.

College sanctions for such misconduct could include the range of sanctions detailed above.

## **J. Interplay with Criminal Proceedings**

College disciplinary proceedings may be instituted against an individual charged with Sexual Harassment that potentially violates both the criminal law and the College's Sexual Harassment Policy (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. College proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the Title IX Coordinator. Determinations made or sanctions imposed under this Policy will not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. College conduct proceedings are separate from criminal or civil litigation. Formal rules of process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used by the College.

## **K. Title IX Coordinator**

The College's Title IX Coordinator or his/her designee ("Title IX Coordinator") coordinates the College's response to reports of sexual harassment. The Title IX Coordinator does not serve as an advocate for either the complainant or the respondent. The Title IX Coordinator will explain to both parties the informal and formal processes and the provisions of confidentiality. Where appropriate, the Title IX Coordinator will provide to both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title IX Coordinator will coordinate with other campus officials to implement and coordinate appropriate supportive measures such as mutual no-contact orders and academic accommodations. The Title IX Coordinator is trained and knowledgeable about enforcement, compliance, communication, and implementation of the College's anti-harassment and anti-discrimination policy.

The Title IX Coordinators' contact information is as follows:

Title IX/Equity Coordinator (for employees)  
Linette Heatherly  
Phone: 712-324-5061, Ext. 113  
Email: [lheatherly@nwicc.edu](mailto:lheatherly@nwicc.edu)

Title IX/Equity Coordinator (for students)  
Sarah Breems-Diekevers  
Phone: 712-324-5061, Ext. 137  
Email [sbreemsdiekevers@nwicc.edu](mailto:sbreemsdiekevers@nwicc.edu)

## **L. College Reporting Requirements**



The Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act (“Clery Act”) requires the College to report certain crime statistics and disclose security-related information. The annual security report issued by the College in compliance with the Clery Act will include, in addition to other required information, statistics regarding any incidents of sexual assault, domestic violence, dating violence, or stalking that have occurred within the locations governed by the Clery Act and that have been reported to a local law enforcement agency or a campus security authority. For purposes of these reporting requirements, the foregoing crimes shall be defined as stated herein (however, if the definitions in this Policy and the definitions in the Clery Act are ever in conflict, the definitions in the Clery Act control). The annual security report will also include, under the “hate crimes” category of reportable offenses, statistics regarding incidents motivated by the victim’s actual or perceived national origin or gender identity. For all annual and interim reports, the College will withhold as confidential, to the extent permitted by law, the names of all victims.

### **M. Written Notification**

The College will provide written notification to College students, faculty, and staff about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims of domestic violence, dating violence, sexual assault, and stalking, both within the institution and in the community. The College will also provide written notification to victims of domestic violence, dating violence, sexual assault, and stalking about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures by providing them a copy of the Title IX Sexual Harassment Policy (Board Policies 477 and 478) and these Procedures. The College will also provide a copy of the Title IX Sexual Harassment Policy (Board Policies 477 and 478) and these Procedures to a student or employee who reports to the College that the student or employee has been a victim of sexual harassment (whether the offense occurred on or off campus), as a written explanation of the student or employee’s rights and options.

### **N. Education and Training**

The College will offer all new students and new employees primary prevention and awareness programs that promote awareness of rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. These programs will include the following:

- a. A statement that the College prohibits rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking.
- b. The definition of the above-listed offenses pursuant to Iowa law.
- c. The definition of consent in the context of sexual offenses pursuant to Iowa law.

- d. Safe and positive options for bystander intervention an individual may take to prevent harm or to intervene if he or she witnesses or is confronted with potential rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking.
- e. Recognition of signs of abusive behavior and how to avoid potential attacks.

In addition to the above-discussed programs for new students and new employees, the College will also offer all students and employees ongoing prevention and awareness campaigns that address the foregoing five items. All such programs and campaigns will be reported and described in the annual security report issued by the College in compliance with the Clery Act.

Investigators, adjudicators and other personnel involved in the process of investigating, responding, coordinating or otherwise assisting in the adjudication of complaints of sexual harassment will receive training as required on the topics of 1) impartiality, 2) avoiding prejudgment of facts at issue, 3) conflicts of interest and bias, 4) the College's resolution processes, 5) issues of relevance and evidence, 6) the scope of the College's educational programs and activities, and 7) types of sexual harassment.

College investigators will also be trained in writing investigation reports and decision-makers will be trained in conducting hearings, writing decisions and the technology used in hearings. The training materials used to perform these trainings will be published on the College's website and will ensure that relevant personnel are trained on issues related to sexual harassment and are taught how to conduct an investigation and hearing process that protects the rights, well-being, and safety of the parties, provides an equitable process for all parties involved, and promotes accountability.

## **DISCRIMINATORY HARASSMENT PROCEDURES**

The following procedures and processes shall be followed in cases of Discriminatory Harassment, as defined under Board Policy 478.

### **Reporting Violations**

Any member of the College faculty, staff or student body who believes he/she may have been subjected to discriminatory harassment or knows someone who may have been subjected to discriminatory harassment may report a violation to the College.

Individuals who feel that they have been harassed should first communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. Offensive conduct may have been thoughtless or based on a mistaken belief that it was welcome. If the individual wants assistance communicating with the harasser, the individual can contact the College's Equity Coordinator for assistance.

## Complaints

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should promptly report the behavior to an Equity Coordinator, Director of Human Resources, or other College administrator. The College is committed to preventing discriminatory harassment, but cannot do anything to remedy the problem if it is unaware that a problem exists.

## Investigation

If an individual complains of discriminatory harassment, the complaint will be investigated. An investigation may be commenced in the absence of a written complaint. If any of the parties feel that the assigned investigator has a conflict of interest, they should inform an Equity Coordinator, Director of Human Resources, or other College administrator, as early as possible. If the investigator is a witness to the incident, an alternate investigator shall investigate.

For complaints against students or student organizations, the College's Student Conduct Code, which is found in the Catalog and under the Compliance page on the college website, will govern the investigation and adjudication process.

For complaints against faculty or staff, the following procedures will govern the investigation and adjudicatory process:

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the respondent. The respondent may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the Director of Human Resources or designee. The investigator will provide a copy of the findings of the investigation to the Director of Human Resources or designee.

Following receipt of the investigator's report, the Director of Human Resources or designee may investigate further, if deemed necessary, including interviewing the complainant and the respondent. The Director of Human Resources or designee will make a determination of any appropriate additional steps, which may include discipline. The Director of Human Resources or designee will file a written report and documenting any disciplinary action taken, or any other action taken, in response to the complaint. The complainant, respondent, and the investigator will receive notice as to the conclusion of the investigation.

The Director of Human Resources or designee's decision may be appealed to the President within five (5) business days of receiving notice of the determination. Such appeals will be in writing and delivered to the President's Office. If an appeal is timely filed, the President's Office will send written notification to the parties stating the appeal has been filed and that they have the opportunity to submit additional relevant information and/or statements for review within five (5) business days. The President

or designee will then review the record on appeal, and may affirm, reverse, or modify the decision regarding the violation and/or discipline imposed. A written decision of the President or designee shall be provided to the parties and the Director of Human Resources. The written appeals decision shall be completed within twenty (20) days of the date of appeal, or longer for good cause. The decision of the President or designee shall be final.

Evidence uncovered in the investigation will be treated as confidential, subject to applicable law.

Information received during the investigation is kept confidential to the extent possible. Absent extenuating circumstances, the investigation and resolution of the complaint will generally be concluded within sixty (60) days.

If the results of an investigation show that the complainant knowingly filed false accusations of discriminatory harassment, or that a witness gave false statements, such individuals will be subject to appropriate disciplinary action. A finding for the respondent does not constitute a finding that the complaint was made in bad faith.

#### Retaliation Prohibited

Retaliation of any kind against anyone seeking guidance, filing a complaint or participating in an investigation for discriminatory harassment is prohibited. Examples of retaliation include, but are not limited to, any action that has an adverse impact on employment, compensation or work assignments, or, in the case of students, grades, class selection or any other matter pertaining to student status.

## **DISCRIMINATION PROCEDURE**

A Discrimination Complaint Form must be completed in order to initiate a formal investigation. Forms are available in the Human Resources Office. The completed Discrimination Complaint Form must be submitted to the Equity Coordinator, the Director of Human Resources. All complaints and inquiries shall be promptly investigated. The result of the investigation shall be reported to the President or designee for review and final decision. This policy applies to all employees, applicants for employment, students, and applicants for educational programs.

#### Applicability of the Complaint Procedures

These procedures specify the requirements for resolving any complaint by a student, prospective student, employee, applicant for employment, or any other interested person alleging that an employment or academic decision was based on factors other than relevant employment and academic criteria. Anyone with such a complaint should first discuss this concern with either the head of the division where the decision was made or the Equity Coordinator, the Director of Human Resources. The purpose of this step is to promote informal investigation and resolution of the concern. Any person who believes that he or she or any specific class of individuals has been subjected to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin,

religion, physical or mental disability, and actual or potential parental, family, or marital status may file a discrimination complaint.

These procedures apply to College Policy, Administrative Rules, and to the actions of employees and students while conducting business or participating in classroom or activities of Northwest Iowa Community College.

Employees or students conducting business or participating in training at other educational organizations or training sites may choose to first utilize and exhaust the complaint/grievance procedure of the educational organization or training site. Employees or students may elect to file their complaints initially, or if resolved unsatisfactorily, in accordance with section IV.

### Publication, Distribution, and Notification of Complaint Procedures

The Nondiscrimination Statement is available in the Student Handbook, college catalog, and all marketing materials.

Individuals with disabilities will be furnished reasonable auxiliary aids or services necessary to ensure that communications are effective. Persons not familiar with English shall be provided with a written or oral translation into the language understood by them. Persons illiterate or semi-literate shall be advised of each right to the satisfaction of that person's understanding.

Northwest Iowa Community College will provide a copy of the complaint procedure and Discrimination Complaint Form upon request. Inquiries about this complaint procedure may be made at the Human Resources Office.

### Confidentiality

The identity of any person who has furnished information relating to, or assisted in, an investigation of a complaint shall be kept confidential to the extent possible, consistent with due process and a fair determination of the issues.

No individual will be discharged or discriminated against in any manner because the individual filed a complaint or has testified in any proceeding or investigation relating to Northwest Iowa Community College.

### Procedure for Resolution of Discrimination Complaints

#### A. Timeline for Filing a Discrimination Complaint

1. Complaints must be filed within one hundred eighty (180) days of the alleged discrimination.

#### B. Resolution Procedure

1. Step 1 – Informal Complaint

Complainants should contact the Equity Coordinator, the Director of Human Resources, where a staff person will be assigned to hear the complaint and assist in the resolution of the concern. Use of the Informal Step is voluntary on the part of the complainant and does not replace or eliminate the right to use steps described below.

2. Step 2 – Formal Complaint

The Human Resources Office will provide the Discrimination Complaint Form upon request. A Discrimination Complaint Form must be completed in order to initiate a formal investigation. The completed Discrimination Complaint Form must be submitted to the Equity Coordinator, the Director of Human Resources. A copy of the complaint or a relevant summary of the complaint will be provided to the person(s) named in the complaint and to the President of the College. Situations involving safety concerns will be reported to Physical Facilities. The Equity Coordinator, the Director of Human Resources, will assign a complaint officer to investigate the facts and the findings will be reported to the President of the College. Within thirty (30) days\* of filing the complaint, both parties will receive a resolution notice or a notice of the need for additional time to complete the investigation. Resolutions will be based on documented evidence and, in all cases, be delivered within ninety (90) days\* of the date the complaint was filed.

3. Step 3 - Appeal to President

If the complainant, or the person complained against, is not satisfied with the resolution, either person may appeal to the President. To file an appeal, a written request must be submitted to the President within ten (10) days\* of receipt of the resolution. The President or President's designee will review the case, render a decision, and notify both parties in the complaint. Within thirty (30) days\* of filing the complaint, both parties will receive a resolution notice or a notice of the need for additional time to complete the investigation. Resolutions will be based on documented evidence and, in all cases, be delivered within ninety (90) days\* of the date the appeal was filed.

# **Payroll Policies**

## **HOURS**

Reference Board Policy 413.

Normal work hours for all full-time employees will be at least forty (40) hours a week.

Schedules will be arranged by the employee's supervisor.

### **SUPPORT STAFF EMPLOYEE HOURS**

#### **Normal Work Schedule:**

The work week for full-time employees shall be forty (40) hours, exclusive of lunch breaks, worked in five (5) consecutive days, within a seven-day period.

The College and the employee may mutually agree upon alternative work schedules.

The workday for full-time employees shall be eight (8) consecutive hours, exclusive of lunch breaks. Starting and ending of shifts shall be established and communicated to employees. The College retains the right to schedule hours, but will not temporarily reschedule working hours to avoid the overtime provisions of this Agreement.

Custodial and maintenance employees may have scheduled working hours adjusted in cases of necessity.

#### **B. Break:**

Each employee shall have a 30-minute lunch period scheduled around the middle of the workday if they are scheduled to work five (5) hours or more. The immediate supervisor will assign the lunch period. Each employee shall be permitted one 15-minute paid break taken near the middle of the first half of the day and one 15-minute paid break taken near the middle of the second half of the day.

Regular part-time employees shall be permitted one 15-minute break during any four consecutive hours of work. The immediate supervisor will schedule breaks.

#### **C. Overtime:**

Overtime is defined as all hours worked in excess of forty (40) hours in any one week. Overtime will be assigned by the immediate supervisor prior to performance of same.

Paid leave, including holidays and vacations, shall count toward hours worked for purposes of calculating the forty (40) hours per week.

#### **D. Pay for Hourly Employees When School is Dismissed Early or Cancelled:**



In the event the College is closed prior to classes starting/the start of the regular workday, hourly paid employees shall be paid for the day. In other words, if classes are cancelled because of inclement weather, an employee does not have to report to work.

When college is dismissed early or has a late start for any reason, hourly paid employees shall be dismissed and entitled to their scheduled day's pay. Employees who have not reported for work prior to early dismissal because of a later scheduled start time shall also be entitled to their scheduled day's pay.

## **PAYROLL PERIODS**

Reference Board Policy 736.

It shall be the policy of the Board of Trustees that all personnel of Northwest Iowa Community College be paid monthly on the last working day of each month that the college is open for business in accordance with their contract salary, salary agreement, or hourly rate of pay.

## **PAYROLL PROCEDURES**

The Business Office is responsible for processing and distributing all paychecks. Questions concerning salary or wages, tax deductions, and the procedures described in this section should be directed to the Human Resources Office.

## **PAYROLL AND TAX FORMS**

New employees must fill out, upon hire, all appropriate payroll, personal data, and tax forms. These forms will be completed during the new employee orientation session. Pay cannot be processed unless all the necessary forms have been completed, including the I-9 form described below.

## **EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9)**

All employees are required to personally present documents verifying identity and eligibility to be employed in the United States. Employers cannot specify which document(s) listed on the Lists of Acceptable Documents page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document OR a combination of a List B and a List C document.

The employee must complete and sign an "Employment Eligibility Verification Form" (Form I-9) within three business days of his/her hire date. If an employee is unable to present the required document or documents within this time frame, the employee must

produce a receipt showing that he or she has applied for the document. In addition, the employee must present the actual document within 90 days of the hire date.

This form will be held confidentially in the Human Resources Office.

### **DIRECT DEPOSIT**

Personnel choosing to have their payroll and expense checks directly deposited must complete a direct deposit authorization form and return it to the Human Resources Office at least seven (7) working days before the payday they wish to begin direct deposit. For checking accounts, a voided check must be included with the authorization form or documentation of the employee's checking account number and bank routing number. For savings accounts, a copy of the employee's savings account number as issued from the bank must be included with the authorization form.

### **PAYROLL DEDUCTIONS**

Reference Board Policy 737.

Deductions from an employee's gross pay period earnings are of two types: mandatory and voluntary. Mandatory deductions are those required by law, court order, or other legally compelling influence on payroll. Northwest Iowa Community College is required by law to make the following deductions from an employee's check:

- Federal income tax
- Social Security tax (FICA and Medicare)
- State tax
- Court-ordered garnishments (when required by law)
- Retirement program

The amount of tax deductions depends on the employee's income level, marital status, and number of allowances the employee claims on the W-4 form.

Voluntary deductions are those requested by employees to be made on their behalf. Voluntary deductions will not be made without the employee's written request or authorization, and advanced approval from the Human Resources Office and/or Business Services Office.

### **GARNISHMENT OF WAGES**

It will be necessary to make deductions from an employee's pay if NCC is served with a court order or other lawful order instructing the College to do so, such as for garnishment, wage attachment, delinquent child support, etc.

If such a situation arises, the employee will be notified by the Human Resources Office, and the College will comply with the order of the court or other appropriate authority.

## **SUPPORT STAFF EMPLOYEE WAGES**

### **Method of Payment-Pay Periods:**

Full-time and part-time employees shall be paid in twelve (12) monthly installments not later than the last working day of the month.

Employees who do not elect direct deposit shall receive their checks in their mailbox and on the regular workdays. If the regular payday falls on a Saturday, Sunday, or holiday, payments shall be on the preceding workday.

### **B. Overtime Rate:**

Overtime payment shall consist of one-and-one-half ( $1 \frac{1}{2}$ ) times the regular hourly rate. Overtime hours on Sunday and holidays shall be by mutual agreement.

### **C. Shift Differential:**

Any full-time employee who has work hours that fall between 6:00 p.m. and 6:00 a.m. will be paid a shift differential of \$1.00 per hour only for those hours that fall between 6:00 p.m. and 6:00 a.m.

### **D. Security Work:**

Saturday, Sunday, and Holidays are paid at one and one-half ( $1 \frac{1}{2}$ ) times the hourly rate.

# **Health and Safety**

## **EMERGENCY TEAM**

Reference Board Policy 778.

It is the policy of the College to provide a safe environment for the staff, students and other visitors of the institution, and to provide a plan of action in the event of an emergency situation.

## **EMERGENCY RESPONSE GUIDE**

The NCC Safety Committee has developed an Emergency Response Guide for all employees to use in the case of emergencies. The Committee's goals are to prepare employees before emergencies occur and to ensure the safety of the College's students, employees, and campus visitors.

### **Medical Emergency**

(i.e. fractures, burns, profuse bleeding, unconscious, trouble breathing, chest pain, falls from any height, seizures)

1. Call 911. Stay on the line until you are instructed to hang up.
2. Dial 200 to activate the emergency response team.
3. Return to or stay with the victim until emergency team member(s) or ambulance respond.
  - Make sure universal precautions are used for protection.
  - Do not move a non-ambulatory victim until qualified medical or first-aid personnel arrive.
4. Complete the incident report form and submit to Human Resources Office.
5. Refer all external inquiries to the Director of Marketing & Communications.

### **Fire**

All students and employees will participate in fire drills and become familiar with the locations of exits, pull stations, and fire extinguishers.

1. When you discover a fire: Activate the nearest fire alarm.
2. When the fire alarm sounds, evacuate building by most appropriate route.
3. After leaving the building, proceed to an area out of traffic's way and at least 100 feet away from the building. Remain there until notified by emergency official or designee.
4. Instructors and supervisors should account for the students, employees, and visitors in their areas. Report any missing individuals to Human Resources.
5. Refer all external inquiries to the Director of Marketing & Communications.

### **Bomb Threat**

1. ALL bomb threat calls should be taken seriously.

2. Record, document, and preserve threat using “Bomb Threat Checklist” (enclosed).
3. Remain calm. Be a good listener – do not interrupt.
4. Do **NOT** put the caller on hold, transfer the call, or hang up.
5. Do **NOT** use wireless technology (cell phones, pagers, and radios).
6. Once the call is complete, call 911, then report the threat to administration.
7. If instructed to evacuate, move a minimum of 300 yards away from the building, otherwise, remain in designated area until further instructions are received.
8. Refer all external inquiries to the Director of Marketing & Communications.

**RECORD THE THREAT**

In the event a bomb threat is received use the following list as a guideline for asking questions of the caller. Keep the caller on the line as long as possible and write the message down word for word. KEEP CALM. Do not get excited or excite others.

Date Call Received: \_\_\_\_\_

Time Call received \_\_\_\_\_ a.m./p.m. Terminated \_\_\_\_\_ a.m./p.m.

EXACT WORDS OF CALLER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Delay: Ask caller to repeat.

**GET MORE INFORMATION – QUESTIONS YOU SHOULD ASK**

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb located? \_\_\_\_\_
- What does the bomb look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will cause the bomb to explode? \_\_\_\_\_
- Who planted the bomb? \_\_\_\_\_
- Why was the bomb planted? \_\_\_\_\_
- When was the bomb planted? \_\_\_\_\_

- How did the person get the bomb in the building? \_\_\_\_\_
- What is your address? \_\_\_\_\_
- What is your name? \_\_\_\_\_

**DESCRIBE THE CALLER**

Sex of the caller:     Male     Female     Unsure     Approximate Age of Caller: \_\_\_\_\_

Caller's voice was (circle all that apply):

<b><u>SPEECH AND PITCH</u></b>		<b><u>EMOTION</u></b>		<b><u>QUALITY</u></b>		<b><u>LANGUAGE</u></b>	
Hurried or Rapid		Distant	Excited	Stutter	Lisp	Accented	(_____)
Moderately Paced		Angry	Sad	Slurred	Whispered	Well-Spoken	Foul
Hushed or Quiet		Happy	Calm	Raspy	Nasal	Incoherent	Taped
High-Pitched		Agitated	Boastful	Stressed	Clearing throat	Message	Broken
Slow	Loud	Sincere	Crazed	Whining	Cracking voice	Read	Drunk
Deep	Squeaky	Matter-of-Fact		Laughing	Giggling		
Other:		Other:		Deep Breathing	Crying		
				Other:			

**DESCRIBE THE ATMOSPHERE**



Background Sounds Heard on the Call (mark all that apply):

- |  |   |   |                                       |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> Street noises     | <input type="checkbox"/> House noises     | <input type="checkbox"/> Vehicle noises | <input type="checkbox"/> Voices       |
| <input type="checkbox"/> Animal noises     | <input type="checkbox"/> PA system        | <input type="checkbox"/> Music          | <input type="checkbox"/> Motor        |
| <input type="checkbox"/> Factory machinery | <input type="checkbox"/> Office machinery | <input type="checkbox"/> Trains         | <input type="checkbox"/> Airplanes    |
| <input type="checkbox"/> Party             | <input type="checkbox"/> Children         | <input type="checkbox"/> Quiet          | <input type="checkbox"/> Static       |
| <input type="checkbox"/> Echo              | <input type="checkbox"/> Other: _____     | <input type="checkbox"/> Other: _____   | <input type="checkbox"/> Other: _____ |

**PERSON WHO RECEIVED CALL**

Your Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

## **Severe Thunderstorm/Tornado Warning**

**All students and employees will participate in tornado drills and become familiar with the closest shelter to their workstation or classroom.**

A severe thunderstorm or tornado warning has been issued via the intercom.

- Take shelter immediately in nearest designated area.
- Keep away from open doors, windows, and large open areas.
- Instructors and supervisors should account for the students, employees, and visitors in their areas. Report any missing individuals to Human Resources.
- Refer all external inquiries to the Director of Marketing & Communications.

## **Violent Situations**

1. Immediately call 911 and report all acts of violence.
2. Do not physically engage a perpetrator of violent behavior unless in defense of personal safety.
3. If possible to do so safely, pay close attention to the perpetrator's appearance and provide that information to responding authorities.
4. Refer all external inquiries to the Director of Marketing & Communications.

In the event of a shooting on campus –

- Listen for instructions from authorities such as whether to remain inside or to evacuate.
- If you are instructed to stay inside the room, move away from the door and windows.
- Do not leave shelter until officials come to your door and tell you it is safe. Follow their instructions when leaving.

## **Weather Closing/Delay Start**

1. The decision to delay or cancel daytime classes and activities will be made by 5:30 a.m.
2. The decision to cancel evening classes will be made by 3:00 p.m.
3. Delays and cancellations will be posted on the college website, [www.nwicc.edu](http://www.nwicc.edu), local radio, and TV stations.
4. RAVE Alerts will go out via text message and/or email.

## **A.L.I.C.E.**

"A.L.I.C.E." is an acronym for 5 steps you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. It is important to remember that the "ALICE" response does not follow a set of actions you "shall, must, will" do when confronted with an Active Shooter. Your survival is paramount in this situation. Deal with known information and don't worry about unknowns. You may use only 1 or 2 parts of the

response plan or you may have to utilize all 5. In this type of incident, your perception is the reality and you will be deciding what the appropriate action for you to take is.

- 1) **Alert** – Can be anything (gunfire, witness, PA announcement, phone alert).
- 2) **Lockdown** – This is a semi-secure starting point from which to make survival decisions. If you decide to not evacuate, secure the room.
  - a) Lock the door.
  - b) Cover any windows in the door if possible.
  - c) Tie down the door, if possible, using belts, purse straps, shoe laces, etc.
  - d) Barricade the door with anything available (desks, chairs, etc.).
  - e) Look for alternate escape routes (windows, other doors).
  - f) Call 911.
  - g) Move out of the doorway in case gunfire comes through it.
  - h) Silence or place cell phones on vibrate.
  - i) Once secured, do not open the door for anyone. Police will enter the room when the situation is over.
  - j) Gather weapons (coffee cups, chairs, books, pens, etc.) and mentally prepare to defend yourself or others.
  - k) Put yourself in position to surprise the active shooter should they enter the room.
- 3) **Inform** – Using any means necessary to pass on real time information.
  - a) Given in plain language.
  - b) Can be derived from 911 calls, video surveillance, etc.
  - c) Who, what, where, when and how information.
  - d) Can be used by people in the area or who may come into it to make common sense decisions.
  - e) Can be given by "Flash Alerts", PA Announcements or Police Radio speakers.
  - f) If possible, utilize a different phone and notify the receptionist at extension 0 or 114.
  - g) You may use extension 200 to access the campus wide PA system.
- 4) **Counter** – This is the use of simple, proactive techniques should you be confronted by the Active Shooter.
  - a) Anything can be a weapon.
  - b) Throws things at the shooters head to disrupt their aim.
  - c) Create as much noise as possible.
  - d) Attack in a group (swarm).
  - e) Grab the shooters limbs and head and take them to the ground and hold them there.
  - f) Fight dirty-bite, kick, scratch, gouge eyes, etc.
  - g) Run around the room and create chaos.
  - h) If you have control of the shooter call 911 and tell the police where you are and listen to their commands when officers arrive on scene.
- 5) **Evacuate** – Remove yourself from the danger zone as quickly as possible.

- a) Decide if you can safely evacuate.
- b) Run in a zigzag pattern as fast as you can.
- c) Do not stop running until you are far away from the area.
- d) Bring something to throw with you in case you would encounter the Active Shooter.
- e) Consider if the fall from a window will kill you.
- f) Break out windows and attempt to quickly clear glass from the frame.
- g) Consider using belts, clothing or other items as an improvised rope to shorten the distance you would fall.
- h) Hang by your hands from the window ledge to shorten your drop.
- i) Attempt to drop into shrubs, mulch or grass to lessen the chance of injury.
- j) Do not attempt to drive from the area.

## **CLASS CANCELLATION/DELAY START PROCEDURES**

Inclement weather, mechanical systems failure, utility problems or unforeseen circumstances may require classes to be cancelled or delayed. In the event that conditions affect Northwest Iowa Community College's operations or schedule, students, faculty, and staff will be notified.

Decisions to close the campus, cancel classes, or delay starting classes due to inclement weather conditions will be made based on the circumstances that exist at the time. The safety and welfare of students, faculty, and staff are of great concern. The College recognizes that some students drive quite a distance to get to campus. It recognizes that because of the size of the College area, weather conditions may be different in some places. Obviously, all of this will be taken into consideration when a decision is made relative to College operations. However, in general, Northwest Iowa Community College will, if at all possible, be open. NCC's decision to close the campus, cancel classes, or delay starting classes will follow the philosophy that we are an institution serving adults who are capable of making a decision about their actions for a particular situation. In other words, it is the individual's decision to determine whether the weather conditions are not conducive to travel.

Cancellation or delay in starting decisions will apply to Arts & Sciences classes, Trade and Technical classes, Continuing Education workshops/seminars, and special events.

### **Exceptions:**

- A. An off-campus course may be cancelled through a collaborative decision of the instructor(s) and coordinator or manager, with the approval of the Executive Dean of Student & Academic Services or designee. These will be announced on the radio by specific course title.
- B. Cooperative courses, which are being provided exclusively to an industry, company, or agency, may be cancelled at the discretion of the agency, upon notification of the coordinator. Notification of participants will be the responsibility of the co-sponsoring agency, which may choose to put it on the radio.

Cancellation or a delay in starting time announcements will be made on the following radio and/or television stations:

#### Town and Station

Sheldon – KIWA Radio (1550 AM, 105.3 FM)  
Sioux Center - KSOU (1090 AM, 93.9 FM); KDCR (88.5FM)  
Rock Valley - KIHK (106.9 FM)  
Spencer - KICD (1240 AM, 107.7 FM); KIGL (104.9 FM)  
Le Mars - KLEM (1410 AM, 99.5 FM)  
Luverne - KQAD (800 AM, 101.1 FM)  
Cherokee - KCHE (1440 AM, 92.1 FM)  
Worthington - KWOA (730 AM, 95.1 FM) (93.5 FM – The Eagle)  
Sioux City - KTIV (Channel 4); KCAU (Channel 9); KMEG (Channel 14)  
Sioux Falls - KELO (Channel 11); KSFY 9 (Channel 13)

Up-to-date cancellations will be posted on the website. Log onto Northwest Iowa Community College and click on “What’s New”.

In the event that classes are cancelled, there are two variables that will be addressed and announced:

- Classes are cancelled and the campus is closed, the announcement made over the radio and/or on television will state: “Classes cancelled and the campus is closed.”
- Classes are cancelled and the campus is open. The announcement made over the radio and/or on television will state: “Classes are cancelled and employees will report for work.”

In the event that the class starting time is delayed, the announcement over the radio and/or television will state: “Classes will begin at specific time.” Employees are to report for work as soon as possible prior to specific time.”

#### Day Classes

A decision to cancel/postpone college classes will be made by 5:45 a.m. The President or designee will make the decision. A delay in starting time will state the hour when classes are to begin.

#### Evening Classes

A decision affecting evening classes will be made by 3:00 p.m. by the Executive Director of College Operations & Finance or designee. In the event that evening classes are cancelled, the announcement made over the radio and/or on television will state: “There will be no evening classes at Northwest Iowa Community College. The College will close at specific time.”

#### Saturday Classes

A decision to cancel/postpone Saturday classes will be made by 6:00 a.m.

## **SIGN UP FOR RAVE**

Register for approved Northwest Iowa Community College emergency communications and other important information via text message and/or email. Go to My Place > Employee Home > Sign Up for RAVE.

Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787.

## **CRISIS COMMUNICATION PLAN**

The Director of Marketing and Communication has been charged by the President of the College with managing all information during a crisis. The Director of Marketing and Communication has been designated as the official spokesperson for the College.

## **NCC EMERGENCY ACTION PLAN**

The College's goal is to ensure the safety of our students, employees, and campus visitors. The NCC Emergency Action Plan has been prepared to offer guidelines for events that are unusual to the campus environment. This guide applies to all College employees (full-time, part-time, regular, and temporary) and students, as well as to other community entities and individuals who may be participating in College campus activities. Most emergencies are caused by circumstances beyond our control, but with proper preparation we will strive to minimize the inconvenience to the College population.

The NCC Emergency Action Plan can be found on My Place under Administrative References/Policies, Plans & Procedures/NCC Emergency Action Plan.

## **DRUG FREE WORKPLACE**

Reference Board Policy 533.

It is the policy of Northwest Iowa Community College to comply with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and to provide students and staff with information to prevent the use of illicit drugs, the abuse of alcohol on campus, and to provide a drug-free work place for student and staff.

It shall be unlawful to possess, use or distribute illicit drugs and alcohol by employees on college property or as part of any college activity. The laws of the state of Iowa pertaining to the possession and use of illicit drugs and alcoholic beverages on public property shall be followed. Specifically, this means that it is a violation of the

drug and alcohol policy for employees to purchase, manufacture, possess, consume or sell such items on campus.

Staff violations of the standards as stated in the previous paragraph shall result in any one or combination of the following disciplinary sanctions:

- A. Warning.
- B. Disciplinary probation.
- C. Suspension.
- D. Referral to an appropriate drug/alcohol treatment program.
- E. Referral to law enforcement agencies.
- F. Possible disciplinary sanctions include expulsion or termination.

Staff rights shall be protected in accordance with due process.

Staff accused of violating the drug/alcohol policy as established shall have the right to:

1. A hearing before the appropriate campus judicial board.
2. Access to an appeal as defined within the college policies and procedures.

#### Substance Abuse Prevention Program

If an employee is identified as having a chemical dependency problem or voluntarily notifies his/her supervisor of such a problem, that individual will be referred to the college's employee assistance program, to a chemical dependency unit, or assisted in contacting an agency of the individual's choosing. College counselors do not counsel employees other than helping them select the proper agency for treatment.

### **WEAPONS FREE WORKPLACE**

Reference Board Policy 773.

Except as provided in this policy, no person shall bring or possess a firearm, ammunition, or prohibited weapon of any kind:

- On or in any college property;
- To or at any college-related function at any location; or
- While acting on behalf of or representing the college in any capacity at any location.

This policy applies to all persons regardless of whether they are licensed to carry a concealed weapon. Only peace officers whose duties require them to carry a weapon are exempt from the above-stated prohibition.

A "prohibited weapon" includes any form of firearm, knife, explosive, incendiary, or other weapon restricted under local, state, or federal regulation. "College property" includes, without limitation, all college-owned or leased vehicles, buildings or other structures, and real property (such as sidewalks, walkways, driveways, open spaces, and parking lots) under college control.

Any person who questions the applicability of this policy to his or her potential situation shall obtain written permission from the college's President or his or her designee before bringing or possessing the item(s) at issue to or at any location that would potentially be covered by this policy.

## **BLOOD BORNE PATHOGENS**

It has been determined by a committee of persons on campus knowledgeable in the medical field, that the only college employees who routinely risk exposure to blood borne pathogens are the nursing faculty and physical facilities staff. These groups have their own separate policies and procedures regarding that risk.

Accidents do occasionally occur on campus where there is a blood/body fluid spill. Because of this, instructors and other employees may attend an optional educational session on how to handle such spills. All of the buildings are supplied with latex gloves, clean-up kits with instructions for use, and hazardous materials bags. If a cleanup is done and a red bag used, the employee involved is to notify the Human Resources Office. The college has a verbal agreement with the local hospital to dispose of hazardous materials, which may be contaminated with blood or body fluids.

## **HAZARDOUS CHEMICAL RISKS RIGHT TO KNOW**

Reference Board Policy 777.

The College uses hazardous materials in the course of operation of this business. A hazardous material is a substance having properties capable of producing adverse effects on health and safety of a human being.

Northwest Iowa Community college believes that its employees are its greatest assets and that the safety and health of all employees are among the company's most important responsibilities. Therefore, the College has established a Hazard Communication Program to comply with OSHA's standard 29 CFR 1910.1200 and 29 CFR 1926.59.

## **REGULATIONS ON PROTECTIVE EYE WEAR**

Iowa Law 280.10 requires that teachers and students participating in vocational education shops or laboratories shall wear industrial quality eye protection devices at all times while participating and while in a room or other area where others are participating in any phase or activity of such course which may subject the student or teacher to risk or hazard from materials or processes used in said courses. Visitors to such shops and laboratories shall be furnished with and required to wear the necessary safety devices while such programs are in progress. It shall be the duty of the teacher or other persons supervising the student in said courses to see that the above requirements are complied with. Any student failing to comply with such requirements may be temporarily suspended from participating in



said course, and the registration of a student for such course may be canceled for willful flagrant or repeated failure to observe the above requirements.

Industrial quality eye protection devices, as referred to in the law, mean devices meeting the standards of the American Standards Association Safety Code Z87. 1-1968.

## **WELLNESS**

Wellness is a concept that is supported by the administration, instructional, and support staff and is directed toward meeting the following goals of the college:

1. To help the general wellbeing of the college personnel and families both mentally and physically.
2. Develop both a professional and social positive atmosphere within the college.
3. Provide learning opportunities for the staff in regard to wellness.
4. Contribute more professionally by developing effective work skills and living habits.
5. Provide an Employee Assistance Program for all employees, spouses, and dependent children.

**Business**  
**and**  
**Operating**  
**Procedures**

## **BUDGET**

Reference Board Policy 707.

The final certified budget shall be considered as the authority for all expenditures made during the fiscal year.

Any expenditure to be made that exceeds the final certified budget shall be made only in accordance with procedures specified in the Code of Iowa. If the Board of Trustees needs to amend the approved budget, a public hearing shall be held.

## **TRAVEL ALLOWANCE**

Reference Board Policy 738.

Employees of Northwest Iowa Community College shall be reimbursed for travel expense incurred for travel authorized by the President or his/her designee and/or for travel incurred under the policies of the Board of Trustees.

The rates for reimbursement shall be for approved expenses incurred for travel in accordance with current collective bargaining contracts and/or the Board approved rate for use of private automobile or other similar conveyance. This does not include travel to and from work.

## **BUSINESS EXPENSES PROCEDURE**

Reference Board Policy 738.

When an employee is required to travel for business purposes, the travel must be pre-approved by the employee's immediate supervisor prior to making travel arrangements. The employee is responsible for securing transportation and lodging. The employee will be reimbursed for transportation, lodging, and meals, based on the guidelines detailed below and after submitting an Employee Expense Report on My Place.

### **Ground Travel**

#### ***College Vehicles***

College vehicles are to be used when available.

Employees requesting use of a college vehicle should call the front desk in Building A by dialing 712-324-5061 from an outside phone number or by dialing "0" from a College phone. The employee working at the front desk will:

- Review the vehicle schedule to determine availability.

- Assign/reserve a College vehicle for the employee's use and communicate the vehicle number.
- Record the reservation on the vehicle schedule.
- Explain where the employee may retrieve the keys for the car.

The employee must record the current mileage of the vehicle on the Vehicle Trip Report, which is attached to a clipboard on the dashboard prior to departure from campus.

The employee must record the final mileage of the vehicle on the Vehicle Trip Report upon the return to campus.

Employees are to fill the vehicle with fuel prior to returning to campus if the fuel level is less than half full. The employee may obtain a fuel card from the Business Office, use a College issued credit card or use personal funds and request reimbursement on the Employee Expense Report. Fuel costs paid with a College-issued credit card or personal funds for reimbursement should be coded to account #13-00-05-33140-64200 and be accompanied with an itemized receipt.

In the event an employee operating a college vehicle is involved in a vehicular accident, the employee should follow the Accident Procedures located in the glove box of the vehicle.

Questions or concerns related to College vehicle use should be directed to the CFO.

### ***Personal Vehicles***

In the event that a College vehicle is unavailable, and the employee needs to use a personal vehicle for work-related travel, mileage will be reimbursed as follows:

- The per-mile rate will be ten cents (\$0.10) under the standard mileage rate as determined by the Internal Revenue Service.
- Mileage will be paid from the employee's principal place of employment to the authorized destination, unless otherwise specified by the employee's immediate supervisor.
- Employees temporarily assigned to another location may be reimbursed for only the increase in mileage.

If an accident occurs while an employee is operating a personal vehicle within the scope of employment, the employee should report and file a claim with the employee's Personal Auto Insurance Carrier and report the accident to Janna Bolkema. If the accident is determined to have occurred within the scope of employment, the College's Insurance carrier will pay or reimburse the employee's personal auto deductible up to a maximum of \$1,000.

### ***Rental Cars***

The use of a rental car must be pre-approved by the employee's immediate supervisor. Employees should accept the basic level of insurance offered by the rental car vendor. Employees will be reimbursed actual expenses provided an original itemized receipt is attached to the Expense Report.

### ***Taxis, Buses, Vans, Uber, and Lyft***

Employees are expected to use discretion in selecting a mode of transportation while traveling. Employees will be reimbursed actual expenses for these types of transportation provided an original receipt is attached to the Expense Report.

### ***Toll and Parking Fees***

Employees will be reimbursed actual expenses for toll and parking fees provided an original receipt is attached to the Expense Report.

### **Air Travel**

Employees are responsible for booking air travel. Transportation by air will be on Standard or Coach Class rates on scheduled airlines. Employees may consider purchasing flight insurance. Airline tickets that are non-refundable or not governed by a flexible cancellation policy may warrant flight insurance. Airline tickets may be purchased through a travel agency and payment for the tickets made directly to the travel agency. The College's agency is Travel World and may be contacted at 712-324-5304. Payment for air travel may be made directly by the Business Office, made by the employee and reimbursed by the College, or with a College-issued credit card. Employees are required to reimburse the College for any unused air travel cost unless the travel not being used was the result of a College directive or as approved by the President, CAO, or CFO.

### **Lodging**

Employees are responsible for booking overnight lodging when required for business purposes. Employees will be reimbursed actual expenses provided an original receipt is attached to the Expense Report. Employees are expected to use discretion in selecting a moderately priced motel or hotel, when possible, and will be reimbursed actual costs for such accommodations. Employees shall request the state employees' rate for lodging. When motels/hotels require an advance deposit, payment may be made directly by the Business Office, the employee may pay such deposit and request reimbursement on the Expense Report, or a College-issued credit card may be used. Motel/hotel reservations may be made through a travel agency with payment made directly to the travel agency.

The employee is responsible for any additional charges to the room, including but not limited to room service charges and extra amenities that are requested by the employee.

**Important note:** Effective January 1, 2022, all in-state lodging must be provided by those that have been certified for Human Trafficking Prevention. They must be certified at the time of your stay. Current certified locations can be found here: <https://stopthiowa.org/certified-locations>. Per state guidelines, the College shall not pay directly or reimburse employees for lodging expense in the state of Iowa at a facility that is not certified by the Iowa Office to Combat Human Trafficking.

Employees are to use discretion when sharing hotel rooms with other employees. Employees should not share a hotel room with an employee of the opposite sex. Managers should not share hotel rooms with employees whom they directly supervise.

### **Meals**

Meals may be reimbursed under the following instances:

- If the employee is required to leave town for business purposes before 6:00 a.m. and stay overnight, breakfast, lunch and dinner will be reimbursed for that day.
- If the employee is required to leave town for business purposes after 6:00 a.m. but before 12:00 p.m. and stay overnight, lunch and dinner will be reimbursed for that day.
- If an employee is required to leave town for business purposes after 12:00 p.m. and stay overnight, dinner will be reimbursed for that day.
- If an employee is returning from an overnight stay for business purposes and arriving home or to campus before 12:00 p.m., breakfast for that day will be reimbursed.
- If an employee is returning from an overnight stay for business purposes and arriving home or to campus after 12:00 p.m., breakfast and lunch for that day will be reimbursed.
- If an employee is returning from an overnight stay for business purposes and arriving home or to campus after 8:00 p.m., breakfast, lunch and dinner will be reimbursed for that day.
- If an employee is required to leave town for business purposes but returning on that same day, breakfast will be reimbursed if the employee is required to leave before 6:00 a.m. and dinner will be reimbursed if the employee returns home after 8:00 p.m. In no instance will lunch be reimbursed on these days.

- Regardless of travel, if an employee is required to attend an event that falls within the scope of his or her job responsibilities and a meal is purchased, the employee may request reimbursement for the expense.

Itemized receipts are required to be attached to the Employee Expense Report for all meal reimbursements or to the employee's College credit card bill if the purchase was made using a College-issued card. The following amounts are meant to serve only as guidance. Employees are expected to use discretion in instances where these amounts may not be possible.

The daily meal allowance for all three meals is \$40.00.

When less than three meals are involved, the maximum meal allowance is:

- \$8.00 for breakfast
- \$12.00 for lunch
- \$20.00 for dinner

If a meal exceeds the amount of the allowance, the employee may request that the entire meal is reimbursed. These requests will be considered and approved or denied through the employee's immediate supervisor.

No reimbursement will be made for expenses for alcoholic beverages under any circumstances.

The President, CAO, or CFO must approve deviations from these procedures.

### **College Vehicle Usage**

Reference Board Policy 775.

The College may provide vehicles for use by college personnel in conducting official college business. Some of the College owned vehicles require the operator to have a valid commercial driver's license (CDL). The operator of a college vehicle is subject to drug and alcohol testing if a commercial driver's license is required.

### **PURCHASING**

Reference Board Policy 730.

The purchasing of all supplies, equipment, and services shall be initiated by the issuance of an official purchase order signed by an authorized staff member. Only those supplies, equipment, and services procured by formal contract shall be exempt.

Northwest Iowa Community College will purchase products and services from within the Merged Area IV community provided that such products and services shall be reasonably competitive. Purchasing decisions in awarding college contracts shall be made without prejudice or favoritism. A goal of at least \$25,000 of the value of goods and services purchased shall be from certified targeted small business. Awards will be made on the merits of the situation, such as vendor compliance with specifications, quality, price, delivery, service, terms, conditions, and compatibility.

It shall be the responsibility of the Board of Trustees and all College personnel to take appropriate steps to assure that the College does not knowingly enter into any purchase commitment which could result in a conflict of interest situation.

College policies concerning purchasing apply to all funds under the jurisdiction of the College regardless of the source. All funds deposited with the College are handled consistently in accordance with policies of the College.

The official budget document shall be considered as the authority for all expenditures, which are made during the fiscal year. The responsibility of approval of all purchases and contractual agreements for the College is delegated by the Board of Trustees to the College President except those authorized by direct action of the Board of Trustees.

Purchasing Procedures shall be as follows:

#### Equipment

- For purchases between \$1,000 and \$5,000, verbal quotes from at least two vendors should be obtained. The narrative information on quotes should be maintained by the originator.
- For purchases in excess of \$5,000, written quotes from three vendors should be obtained and maintained by the originator.
- If multiple quotes are not reasonably available, the purchaser will document this fact.

#### Capital Improvement

- For capital improvements between \$10,000 and \$30,000, verbal quotes from at least two vendors should be obtained and maintained by the originator.
- For capital improvements in excess of \$30,000, written competitive quotes shall be required and maintained by the originator.
- If multiple quotes are not reasonably available, the purchaser will document this fact.
- For capital improvement in excess of \$100,000, sealed bids will be required. Sealed bid information will be maintained by the Board Treasurer.

No College employee may make a purchase or contract in the name of the College without instituting the proper documents, which are authorized for the purchase by the Business Office.

All purchases will be made in accordance with the laws of the state of Iowa.



## **GIFTS TO COLLEGE EMPLOYEES**

Reference Board Policy 821.

Members of the Northwest Iowa Community College Board of Trustees, college employees, and members of their immediate family shall adhere to the gifts laws as defined in the provisions of Chapter 68B of the Code of Iowa.

A gift is defined as a rendering of anything of value in return for which legal consideration of equal or greater value is not given and received. All gifts, in any amount, are prohibited with the following exceptions:

- Food and beverages provided at a meal that is part of a bona fide event or program at which the recipient is being honored for public service.
- Nonmonetary items with a value of three dollars or less that are received from any one donor during one calendar day.
- Actual expenses of a donee for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the donee has participation or presentation responsibilities. Additional exceptions are listed in Chapter 68B.22.

Non-monetary gifts received must be donated within thirty (30) days to Northwest Iowa Community College, or the NCC Foundation.

**Services**  
**and**  
**Resources**

## **KEYS**

The Director of Physical Facilities will issue keys to staff that need access to their areas

## **FOBS**

IT will issues fobs to access the buildings.

## **CAMPUS PARKING**

No special parking permits are required for staff and students. The following regulations will apply to vehicles on campus:

- a. Speed limits: parking lots – 5 miles per hour; College Drive – 25 miles per hour; campus streets –15 miles per hour.
- b. Careless, double, irregular parking, and parking on grass is prohibited.
- c. Parking in restricted areas is prohibited. Vehicles parked in restricted areas will be towed and impounded. Towing and storage fees will be charged to the vehicle owner.
- d. Visitor parking areas are reserved for campus visitors only.
- e. Handicapped parking is reserved for students, staff, and campus guests displaying valid handicap stickers.
- f. Students are required to use the parking lots assigned to the instructional division in which they are enrolled.
  - i. Parking Lot 1 – Business/Arts and Sciences
  - ii. Parking Lot 2 – Trade & Technology/Building C
  - iii. Parking Lot 3 – Trade & Technology/Building D
  - iv. Parking Lot 4 – Health/Business/Arts and Sciences
  - v. Parking Lot 5 – Campus Housing
- g. Failure to comply with the regulations will result in a parking violation subject to a \$10.00 fine per violation or towed at the owner's expense. If the fine is not paid within five college days, the fine will double. Multiple violations could result in suspension from classes.
- h. Vehicles left in the parking lot for an extended period of time due to car trouble, flat tire(s), or other reasons should get permission or notify Physical Plant staff as soon as possible. If no contact is made with NCC personnel after one (1) week, it will

be considered an abandoned vehicle, subject to a \$10.00 fine or towed at owner's expense.

- i. State law requires cars to stop for pedestrians in the crosswalks. Please be aware of people crossing roads.

### **CAMPUS PHONE SYSTEM**

The telephones at the college are provided for business use only. The campus switchboard is open from 7:30 a.m. to 5:00 p.m. Monday through Friday during the fall and spring semesters. During the summer term, the switchboard is open from 7:30 a.m. to 4:00 p.m. Monday through Thursday and from 7:30 a.m. to 12:00 noon on Fridays.

Each extension of the telephone system has access to voice mail and a variety of other features. Please refer to the information you received at orientation.

### **USE OF COLLEGE MAIL SERVICE**

General college policy requires that equipment, supplies, and services owned, leased, or operated by the College be used only in the conduct of College programs and activities.

### **USE OF COLLEGE RESOURCES**

Reference Board Policy 771.

It is the policy of the College to reserve the right to limit, restrict, approve, or deny the use of any or all its resources, including but not limited to, physical property, equipment, electronic media, furniture, supplies, and any and all resources.

All employees will be required to abide by the NCC Communications and Information Systems Use Policy. Any college computer may be monitored and files including e-mail and Internet may be accessed and be reviewed by the President and/or his/her authorized representative.

### **INTERNET/E-MAIL**

Reference Board Policy 807.

With the growth of telecommunications in the workplace, the Board of Trustees recognize that students and employees will alter the way that ideas are shared, information is transmitted, and people are contacted. As employees and students are connected to the global community, the use of technology brings new responsibilities as well as opportunities.

The College will provide employees and students with communication and information systems for educational and educational support purposes. The systems shall not be used in any way that may be disruptive, offensive, or illegal. The transmission of sexually explicit images, messages, cartoons, or communications that contain profane or offensive language, ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, color, sex, sexual orientation, national origin, gender identity, religion, ancestry, age, disability, or religious or political beliefs is prohibited. The systems shall not be used to solicit or proselytize others for commercial ventures, religious or political causes. Violation of this policy is subject to disciplinary action up to and including expulsion or discharge.

All employees must abide by the NCC Computer Systems & Information Use Policy.

## **COMPUTER USAGE**

Northwest Iowa Community College acquires, stores, and transmits a large amount of information which makes the database very important. Each individual's personal information is confidential and protected by law on a need-to-know basis. However, the college must also provide database access to employees. To provide this access, the college has developed a password and software security system based on each individual having a unique identity to the college computer system. Each person must avoid sharing or allowing others access to individual computer passwords or user codes. If employees know or suspect their password is known by another individual, the employee must notify the office of Technology and Information Services immediately.

The use of another employee's password and/or user code is considered by the college to be unauthorized access and a violation of college statutes. Any employee who knowingly violates the computer access policy agreement will be subject to disciplinary action.

College employees are urged to use great care and discretion when using social networking and blogging venues such as Facebook, Twitter, etc. College-issued technology is subject to inspection at any time.

All employees must abide by the NCC Computer Systems & Information Use Policy.

## **SCHEDULING OF ROOMS**

The College is using the Outlook Calendar to schedule all rooms and media equipment requests. You can put your own schedule into the calendar – and we want you to use it for your academic schedule. You can “**Invite**” people to meetings and see if they are available for a meeting.

## **MEDIA EQUIPMENT**

Media equipment is available for checkout through the Technology and Information Services Department. This includes (but is not limited to) items such as camcorders, LCD and overhead projectors, laptops, easels for flip charts, microphones, loud speakers, televisions, and tablet PC laptops (online instructors only).

Perishable items such as batteries, etc. are not provided by the Technology and Information Services Department. These items can be obtained through the College Store.

Technology and Information Services is responsible for procurement, maintenance and replacement of all media equipment for the College. To reserve this equipment, use Outlook Calendar or Help Request.

To request adding new equipment to the Media offering, send your request to the Director of Technology and Information Services via e-mail.

### **COLLEGE STORE**

The College Store is located in Building A and is open from 7:30 a.m. to 5:00 p.m. Monday through Thursday and from 7:30 a.m. to 4:30 p.m. on Friday to provide students and staff with required texts and other supplies plus a variety of clothing and gift items.

### **CENTRAL SUPPLY**

Central Supply is located in the College Store in Building A and is open from 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. Friday to provide staff with a number of office supplies (i.e., tape, pens, ribbons, staples, note pads).

### **CAMPUS FOOD SERVICE**

The cafeteria is located in Building A serving breakfast (from 7 am to 9am), lunch (from 11 to 1:30) and dinner (from 5 pm to 7 pm) Monday through Friday during fall and spring semesters. Summer hours differ. Cafeteria is open for lunch from 10:45 am to 1 pm Monday through Thursday and dinner from 5 to 6pm Monday through Wednesday during the summer.. This service is available to all staff, students, families, and general public. Meal plans for staff and students are available.

## **LIBRARY**

The library is located in Building A near the Information Center and is open Monday through Thursday from 7:30 a.m. to 6:00 p.m. and Friday from 7:30 a.m. to 4:30 p.m. during the fall and spring semesters. The library is closed weekends and all major holidays. For hours during breaks and the summer term, please check the Northwest Iowa Community College website by clicking on Student Resources and then Library. Interlibrary loan service makes almost all information accessible. The library is open to all students, staff, and the public.

## **LEARNING CENTER**

The Learning Center provides a variety of services for NCC students and the residents of Area IV. Within the business hours of the Learning Center, student and prospective students at NCC are able to get free tutoring by available staff members. Developmental courses are also available for prospective students who may want to improve their skills.

A few of the conveniences available to students through the Learning Center are a computer lab, study rooms, and testing accommodations.

## **PRINTING**

The printing department is located in Building D, Room 406, and provides printing for all staff. Printing instruction forms should be attached to materials to be copied and are available from the production technicians or printing work order forms may be submitted through My Place > Employee Home > Printing Services Office Work Order.

## **MAIL BOXES**

Mailboxes for faculty members and offices are provided in Building D, Room 406. Mail is delivered around noon each day and is available by approximately 1:30 p.m. UPS is delivered to the same location. Freight is delivered to shipping and receiving and distributed by Physical Plant staff.

## **STANDING COLLEGE COMMITTEES AND TEAMS**

Committees and teams are an important aspect of the operation of the college and an excellent way to get involved in the college. Following is a list of the committees and the teams and their purposes.

### Committees

Committees are required/mandated by the Higher Learning Commission (HLC), Iowa Department of Education (DOE), etc. All committees report to a member of the Academic Council. Official minutes must be taken and provided to the President's office in ADA compliant format for posting on the NCC portal. Committee membership will be updated annually by the President's Office.

### Administrative Council

To address college-wide issues, to give counsel concerning issues that affect college operations, and to gather and disseminate information.

### Assessment/Institutional Effectiveness

To oversee the development and implementation of the college Institutional Effectiveness Plan including collection, examination, and interpretation of the data used to improve student learning and customer satisfaction. Members also provide leadership for HLC accreditation.

### Compliance

To monitor compliance of federal and state agencies. To maintain transparency in reporting compliance issues to students, staff, faculty, and the greater community we serve.

### Curriculum

To facilitate the application of academic quality standards in the instructional credit area. They will provide input and oversight in the following three areas: course review, program review, and development of instruction policies and procedures. All new courses and major course revisions will be reviewed by this committee through the review of the course syllabus. This is to facilitate application of academic standards and assure clarity in communication with students while recognizing the academic freedom of the instructor. This committee will review new program applications and major program changes to assure consistency with the College's current procedures. This committee will also provide a forum for the discussion of instructional issues and the development of college-wide instruction policies (example: test out, pass/fail).

### Equity

To acquire information on issues as it relates to equity; to advise the Equity Coordinator on equity matters; to recommend specific programs, actions, or activities to meet the special needs of students; and to review campus operations and make recommendations regarding the accessibility of programs, services, and facilities.



### Quality Faculty Professional Development Committee

To monitor the college's compliance with the plan; assess effectiveness of the plan; modify plan and procedures where necessary; review the individual professional development plan of each new faculty member, including plans for attainment of initial hiring requirements; review documentation of new faculty progress toward competency attainment; monitor continuous professional development; communication with faculty; and plan professional development activities.

### Teams

This list is derived as those team that are not required/mandated by the Higher Learning Commission (HLC), Iowa Department of Education (DOE), etc. All teams report to a member of the Academic Council. Official minutes are not required. Team chairperson (s) information will be updated annually by the President's Office. Team listing will be maintained by chairperson(s).

### Academic Council

To address college wide academic issues, to gather and disseminate information and to give counsel concerning

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### Beautification

Help to "beautify" the campus.

### Commencement

To set up and plan for Commencement. After each ceremony, the committee discusses the event and makes improvements for the next ceremony.

### Constitution Day

To plan and implement a Constitution Day activity as required by law on September 17 each year and any other programs, such as a legislative panel for all students that recognize our Constitution and reaffirm our rights and obligations as citizens.

### Courtesy/Recognition

Responsible for recognizing employees and/or an employee's family member for birth, adoption, illness, and death. This committee is also responsible for celebrating success and promoting a positive work environment.

### Days of Thunder

To plan and implement a week of student celebration events and activities at the beginning of the academic year.

### Enrollment Team

To focus on increasing enrollment through efforts in recruiting, faculty improvement, financial aid, advising, marketing, admissions, registration, student development, retention services, and alumni.

### HLC Leadership

Responsible for the oversight of HLC projects and processes.

### Multicultural Committee

We value the differences in people. A diverse workforce and a diverse student body both to enrich the educational experience we offer and contribute to student success. We recognize the differences in people in people which include but are not limited to: race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status. (This is aligned with NCC's non-discrimination statement).

### NEAT

The NCC Employee Advisory Taskforce (NEAT) is a collaborative group that will impact decision-making to foster a safe, supportive, and team-minded work environment and culture for all NCC employees by rapidly responding to the global needs of our changing college community

### Operations Council

To address college wide operational issues, to gather and disseminate information and to give counsel concerning operational issues.

### Retention

To improve student success by creating, promoting, and supporting retention initiatives at the college. It is the function of the committee to do the following:

- Create initiatives that will strengthen retention and persistence.
- Consider action plans that are brought forward to the committee that could impact retention.
- Make recommendations to the Chief Academic Officer for consideration.
- The Retention Committee will lead and direct student success initiatives to create a persuasive, student-centered culture to encourage persistence, retention, goal attainment, and timely graduation. The Retention Committee will promote and encourage the full and complete deployment of the NCC Retention Plan priorities and is empowered to sponsor and encourage major retention initiatives designed to improve student success at NCC.

### Safety

To promote a safe environment for employees and students; to increase the safety consciousness of students and employees; to provide information about physical conditions of buildings and grounds that are unsafe or potentially unsafe; to make recommendations regarding the safety dimensions for buildings and grounds; to reduce the chance of further injury or loss of life due to accident or medical emergency; to establish a forum to address safety issues; to develop procedures which may reduce further injury or loss of life due to accident or illness; to increase the safety consciousness of students and staff through safety oriented drills, in-services, and inspections, and evaluations of buildings and grounds; to provide prompt notification and assistance to appropriate agencies (i.e. city, county, civil, defense personnel) during emergency situations at NCC.

### TRIO Internal Monitoring Team

Supports the TRIO Student Support Services (SSS) program and facilitates the integration of the TRIO SSS program into the college infrastructure to create a positive campus climate for the disadvantaged students the program serves and to problem-solve program challenges based on the perspectives of TRIO SSS staff and team members.

### Veterans Services Support

To facilitate activities that support veteran students and/or dependent students. This includes, but is not limited to:

- Activities for veterans or dependents of veterans.
- Celebrations of veterans and their contributions.
- Providing assistance to college departments who are serving students, as requested.
- Responsibility for veteran's spaces on campus, and additional materials provided in those locations.

### Wellness

This committee is the group responsible for scheduling activities that promote wellness on campus, including the Wellness Fair, Wellness-To-Go Presentations, and Wellness Challenges

## **ALL-COLLEGE FORUMS**

Periodically throughout the year, all-college forums are held to provide information and discussion on informational topics pertinent to the college operation. Purpose of the meetings is to keep staff informed of current college activities.

## **HELP REQUESTS**

NCC uses School Dude to submit help requests to maintenance/physical facilities and information technology (IT). Through this website you can look at your ticket's status, view previous solutions to a problem you are currently encountering, or send a help request to the Help Desk.

## **ATM**

An automated teller machine (ATM) for cash withdrawals and account inquiries is available in Building A. This service may be provided through a local bank. Continuation of this service depends upon its usage, so you are encouraged to use it whenever you can.

## **LIFELONG LEARNING AND RECREATION CENTER (LLRC)**

The Lifelong Learning and Recreation Center (LLRC) is pleased to be the wellness facility of choice for Northwest Iowa residents, NCC students, and NCC faculty and staff. Their mission is to provide a safe, clean, and friendly environment where members can focus on the pursuits of lifelong learning, recreation, and wellness.

They have an enthusiastic team of personal trainers, group fitness instructors, and support staff that are ready to welcome, educate, and inspire you. The LLRC truly has something for everyone – including:

- Matrix cardiovascular equipment
- Matrix and Troy strength training equipment
- An aerobic/multi-use room to house a variety of fitness classes, events, and activities
- Indoor walking/running track
- Regular group fitness classes with certified instructors – classes include Yoga, Pilates, Indoor Cycling, Strength Training, and much more!
- Personal training services with certified personal trainers
- Locker room and shower amenities
- Kitchen and concessions capabilities
- Free Wi-Fi
- And most importantly, a welcoming environment for participants of all ages and abilities

For more information about the Lifelong Learning and Recreation Center, you can email them at [llrc@nwicc.edu](mailto:llrc@nwicc.edu) or call (800) 352-4907 ext. 152.