Alverno College

Alverno & You

Benefit Eligible Staff

Effective January 1, 2015
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Welcome to Alverno College

I am very happy to welcome new staff employees to the Alverno College community. Our college embraces the opportunity to provide our students an exceptional education based on Franciscan and Catholic values. You are an important part of the services offered at Alverno College to our students, co-workers and local community.

Our goal is to assist staff in achieving your highest professional performance. This handbook is meant to be your general guide to current employment policies and wage and benefit practices. While we will review the information during your orientation, we encourage you to ask your supervisor or the Human Resources staff questions regarding the handbook information. As the College grows and changes, we may modify this handbook from time to time, with or without notice, to meet changing business conditions, legal requirements, to respond to any suggestions you might have on how to improve them, or for other reasons. The most current information can be viewed on-line at http://hr.alverno.edu.

We welcome your questions and suggestions for improvement as we work together to provide the highest quality of services at Alverno College. Welcome to our campus and the Alverno Community!

Mary Meehan
President
Alverno and You

At Alverno College, we believe that each employee wants to grow -- to do a good job, to be proud of what s/he has achieved. These individual goals are in harmony with the College's aim for quality, excellent service, and satisfied community members. We strive to follow the basic values and goals outlined in our mission statement. We recognize that this is an ongoing process and that small changes have an impact on long-term goals. We believe in improving work processes and outcomes continuously through problem-solving, fostering teamwork, and developing human resources. We look to all employees for their support of and contribution to these goals.

The Alverno Mission

Alverno exists to promote the personal and professional development of women. This defines both our long-term aims and daily pursuits. To accomplish our mission, we must work constantly in four areas:

- Creating a community of learning: The common purpose that gathers everyone at Alverno is the pursuit of knowledge and the development of students' abilities.
- Creating a curriculum: A curriculum is the way students learn. Learning at Alverno is rooted in the liberal arts and the Catholic tradition. We organize learning to develop students' abilities, accommodate the diverse needs of women, and to keep Alverno affordable for women of varied economic circumstances.
- Creating ties to the community: To prepare students for their professions and for the responsibilities of citizenship, Alverno builds relationships benefiting students with business, industry, and community institutions.
- Creating relationships with higher education: Faculty and staff welcome from other educators constructive criticism of their teaching, scholarship, and research. In this way, we hold ourselves responsible for a continuing contribution to the advancement of undergraduate education.

Implementing the Mission

The educational philosophy and structures at Alverno assist staff to have an ongoing role in assisting students in their development. Our offices and our programs operate as extensions of the classroom. Students practice what they're learning when they work in our departments, when they conduct business in our offices, when they have conversations with us, when they participate in the programs we sponsor, when they live in the residence hall, when they participate in sports, and whenever we discover by their request or by our observation that they need some kind of assistance. We have an important role in creating an environment that reinforces student learning. It is our responsibility to develop ourselves, and to conduct our professional lives, so that the student’s learning is seamless - what students learn in the classroom, they experience on campus.

This happens only when all employees assume responsibility for building excellence into every function at the College. This philosophy needs to be supported by all policies, structures, and procedures. To that end, the following goals are set forth:

1. We implement this philosophy by learning its responsibilities, rising to its challenge, and taking on leadership for change.
2. We recognize that we share equal responsibility for quality performance.
3. We establish procedures to achieve maximum cost effectiveness. This means careful evaluation of quality and may mean that the lowest price is not the most cost-effective.
4. We improve constantly every process for planning, production, and service.
5. We recognize the importance of effective on-the-job training.
6. We recognize the need for a vigorous program of education and self-improvement.
7. We adopt leadership and working styles that help all employees improve their performance.
8. We support an environment of mutual trust and respect.
9. We practice and expect teamwork between and within departments.
10. We promote pride in the work each accomplishes.
11. We develop methods and work standards that promote quality and achieve department goals.
12. We involve everyone in the College to accomplish the above goals.

SOARING: Professional Culture at Alverno College

All of us associated with Alverno – students, faculty, staff, alumnae, trustees and volunteers – are partners in creating a community of learners. We are a welcoming, professional community that values each student’s pursuit of learning, which is at the center of all we do. This is supported, challenged, and nourished by a strong community. We have seen and are gratified by the success of the developmental, transformative nature of our students’ experiences. We value the contributions made by our colleagues and model the environment we want for our students. Our community is sustained by our desire to continue providing an environment where all are welcomed and belong.

Our students’ successes encourage us to continue exploring the best ways to foster learning and improvement in our work. We have a history of successful innovation and exemplary service. We are confident that thoughtful, good administrative decisions support the creative energy of our community.

To do our best work we remain committed to:

- **Stewardship** – We respect each other and care for all resources entrusted to us.
- **Ownership** – We take responsibility for producing quality work through individual and collaborative efforts.
- **Action** – We take pride in our work and adapt leadership, expertise, and working styles to promote continual learning, improvement of performance, and ongoing success.
- **Reflection** – We encourage each person to reflect, develop, grow, and share equal responsibility for quality performance.
- **Interaction** – We invest in open and respectful interactions to sustain our collaborative style of working and decision-making.
- **Networking** – We respond to and support each other to meet challenges, to collaborate in improving our services, and to create a positive learning and work environment.
- **Growth** - We promote holistic development that is made richer by those who learn and work together.

**The 8 Abilities**

The Alverno abilities-based curriculum celebrated its 40th anniversary recently. These Eight Abilities -- Communication, Valuing in Decision Making, Analysis, Social Interaction, Developing a Global Perspective, Problem Solving, Aesthetic Engagement, and Effective Citizenship are integrated into the curriculum taught to all students. In turn, these abilities become central to each student’s success as they
move beyond the classroom. Staff employees develop and incorporate these abilities effectively in their jobs and their lives.

**Working Together**

Your job at Alverno is important to you and the College. Alverno College has developed employment policies in support of the above goals and values. The policies and practices outlined in this handbook are not conditions of employment nor do they create an employment contract or guarantee of continued employment. While we hope our employment relationship is a long and mutually satisfying one, the employment relationship between you and the College is at will, and not contractual. That means that you have the freedom to terminate your employment with Alverno College for any reason or no reason at all, with or without notice, at any time and Alverno College may do the same within the law. No person other than the President of the College has the authority to enter into an employment contract with you, and any action of the President must be in writing and signed by the President. Any written or oral statement to the contrary is invalid and should not be relied upon by any employee or applicant.

No handbook will ever cover every situation that may arise during an individual’s employment. The purpose of this handbook is to provide a general framework for your employment with the College and to clarify our expectations of each employee and what you, in return, may expect of us. It is the College’s policy to treat each employee as fairly and equitably as possible while taking into consideration the College’s goals and objectives when making decisions that may or may not be specifically addressed in this handbook. The College reserves the right to revise, supplement, or rescind portions of the handbook to the degree it believes, in its sole discretion, that doing so is appropriate. While the College will make every effort to notify employees of such changes to the handbook as they occur, sometimes prior notice may not be given.
Standards of Conduct

Business Ethics and Conduct

The successful business operation and reputation of Alverno College is built upon the principles of fair dealing and highest ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations and internal policies, as well as the implementation of our mission statement values.

Employment at Alverno College carries with it the responsibility that each employee conducts his/her business and personal life with the utmost integrity and highest ethical commitment. Employees are expected to act in a way that will merit the continued trust and confidence of other employees, students, shareholders and the public. All employees must refrain from any illegal, dishonest, or unethical conduct. No employee will engage in any activity which conflicts, or appears to conflict, with their performance of duties and responsibilities as they relate to Alverno College. Your personal actions outside of Alverno College should be consistent with our mission. At all times, you may be perceived by members of the public and the Alverno community as an ambassador of Alverno College.

In general, the use of good judgment will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, the Director of Human Resources, for advice and consultation.

Anti-Retaliation/Whistleblower Policy

Alverno College strives to operate in an ethical, honest and lawful manner and expects its faculty, administrators, staff and students to conduct their activities in accordance with Alverno policies and the Code of Ethical Conduct, as well as applicable law. The College’s procedures and internal controls are intended to prevent or detect improper activities; however, Alverno strongly encourages all faculty, administrators, staff and students to report suspected or actual wrongful conduct by Alverno employees to their immediate supervisor, Human Resources, an Alverno leader, or through other appropriate channels. A confidential or anonymous report of unethical or unlawful activity or behavior can be submitted on the homepage of Interactive On-line (https://iol.alverno.edu). The confidentiality of the whistleblower will be maintained whenever possible. No Alverno faculty, administrator, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct. An individual who makes such a good faith report shall not be subject to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report. All reported claims of retaliation will be reviewed and investigated and appropriate corrective action will be taken. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. In addition, an employee who intentionally files a false report of wrongdoing, or knowingly makes an untrue statement of fact in the investigation of a complaint, will be subject to discipline up to and including termination.

Confidentiality

Due to job responsibilities, employees may have access to confidential information, including but not limited to the following:

- Computer programs, codes, or passwords
- Financial information
Employee records and personal information (pending, current, and former employees)
Donor and/or fundraising information
Student information (pending, current and alumnae)

Release of student information is also subject to legal guidelines under FERPA

The protection of confidential business information is vital to the interests of Alverno College. For this reason, no employee is authorized to access, reproduce, copy, disclose, or release confidential information to any other party outside of the College without authorization from management. Access, use, and disclosure of confidential information is permitted only when necessary to perform an employee’s job responsibilities. If an employee is not certain whether information is confidential or whether information may be accessed, reproduced, copied, disclosed, or released, the employee must check with his or her supervisor before taking further action.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment. This policy is in addition to any other restrictions that may be provided by law with respect to confidential information of the College.

Student Records and the Family Education Rights and Privacy Act (FERPA)

If you receive a request for the release of student records or information, you must direct the request to the Director of Advising Services. What follows is a summary of the Family Education Rights and Privacy Act and Alverno’s corresponding policies and procedures.

Alverno College follows the guidelines set forth in the Family Education Rights and Privacy Act (FERPA) of 1974 in maintaining the privacy of student records. Students have the right to inspect and review information contained in their education records. Students wishing to review their education records must make written requests to the Director of Advising Services, listing the item or items of interest. No one outside the institution shall have access to nor will the institution disclose any information from a student’s education records without the written consent of the student, except to:

- Other Alverno officials, contractors, consultants, volunteers, or other parties with whom Alverno has outsourced institution services or functions who have a legitimate education interest;
- Officials of other institutions in which students seek to enroll or is already enrolled;
- Agencies providing students financial aid;
- Organizations conducting studies for, or on behalf of, education agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction;
- Accrediting agencies carrying out their accreditation function;
- Parents of a dependent student;
- Parents of a student who is not an eligible student;
- Certain government officials;
- Persons in compliance with judicial order or subpoena; and
- Appropriate parties in a health or safety emergency in order to protect the health or safety of students or other persons
- Disclose information in connection with disciplinary proceedings
All these exceptions are permitted under the FERPA. In addition, FERPA permits Alverno College to disclose directory information without written consent.

Within the Alverno College community, only those members, individually or collectively, acting in the students’ education interest are allowed access to student education records. Alverno College will attempt to notify any student whose records have been requested through judicial order. (Taken from "Family Education Rights and Privacy Act, Policy for Alverno College" - The entire policy is available in the Academic Services Office)

**What information may be shared outside Alverno College?**

- No information about students may be shared with sources external to Alverno College except as permitted by law. (This includes parents, friends, spouses, students and employers.)
- A student may allow release of information through written agreement or Alverno College may be required to release information due to legal activity. If such requests are made to you, please refer the person to the proper office. Generally, you would contact the Advising and/or the Registrar’s Office.
- In some cases such as Letters of Reference or material for Credentials Files, students may waive their rights of access.
- Students do have the right to review the contents of their Official File located in the Advising Office. Students need to request such review in writing by completing a form and submitting it to the Director of Academic Advising. The office has 45 days in which to produce a file. When a student reviews a file, she must do so with a designated person from the office in which the file is housed.

In keeping with the spirit of this law and noting that it is impossible to keep student directories internal to the community, student directories are not available. Faculty and appropriate staff have access to student information on the computer for their use only.
Policies and Practices

Personnel Records

In order to initiate your employment, a number of forms must be completed. These documents become part of your personnel records and are confidential. Each employee has access to his or her own records with advance written notice to the Human Resources Department.

It is the employee’s responsibility to update information on Interactive Online (IOL) or notify the Human Resources Department of changes that should be made to the records to keep them accurate and up-to-date. Examples of changes that must be reported would be:

<table>
<thead>
<tr>
<th>Employee Changes on Interactive Online (IOL)</th>
<th>Employee Notifies Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Name</td>
<td>▪ Marital Status</td>
</tr>
<tr>
<td>▪ Address</td>
<td>▪ Beneficiary Change</td>
</tr>
<tr>
<td>▪ Telephone Number</td>
<td>▪ Number of exemptions for tax withholding</td>
</tr>
<tr>
<td>▪ Emergency Contact</td>
<td>▪ Bank information for direct deposit</td>
</tr>
<tr>
<td></td>
<td>▪ Changes to insurance coverage including dependent information</td>
</tr>
</tbody>
</table>

Employment Categories

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-Exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Overtime must be approved in advance by an employee’s supervisor. Exempt employees are excluded from overtime pay.

In addition to the exempt or non-exempt status, staff employees at Alverno College fall into one of the following categories. These categories determine whether an employee is eligible for benefits offered by the College.

1. Full-time - An employee who normally works at least forty (40) hours per week. Full-time employees are eligible to participate in Alverno College’s benefit plans.

2. Part-time – An employee who works at least twenty (20) hours but less than forty (40) hours per week, on a regularly scheduled basis. Part-time employees who work a minimum number of hours annually based on current plan documents are eligible to participate in Alverno College’s benefit plans.

3. Temporary/Seasonal – An employee who is hired for a limited time period or for a specific project, regardless of the number of hours worked. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary/seasonal employees are not eligible for benefits.

4. On Call – An employee who works 19 hours or less per week, on a regularly scheduled basis, or who works non-standard, intermittent hours. On-call employees are not eligible for benefits.

Employees are advised of their classification when they are hired or when their classification changes. A temporary change in the number of weekly hours worked does not change an employee’s status. New employee’s hours are monitored for a 12-month measurement period. All classifications are reviewed annually and adjusted as necessary. All classifications are subject to change at Alverno College’s sole discretion.
ID Cards

All employees should obtain a photo identification card through Student Services. You are encouraged to wear your badge to identify yourself as an Alverno employee. ID cards also function as an access card to buildings when the College is closed. Your supervisor must request building access for you from Safety and Security. Employees are to use only their own assigned ID cards to access buildings. Employees are prohibited from allowing any other individual to access buildings by using their ID card. Immediately notify Security if your ID card is lost. Replacement ID cards are available for a fee.

Employee ID cards can also be used to check out materials from the Library, purchase items and receive discounts in Dining Services, verify that you are a Fitness Center member, and attend Alverno athletic games for free.

Attendance

Alverno College, your co-workers, and our students, depend on you to come to work as scheduled and on time. Absenteeism, tardiness, and leaving early disrupt work schedules, impose a hardship on fellow workers, and interfere with the productivity necessary to achieve our mission.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor in advance of the anticipated tardiness or absence, unless an emergency makes it impossible to provide such notice, in which case notice must be provided as soon as possible. Employees providing notice of an absence or tardiness should speak directly to their supervisor, stating the reason for their absence and/or tardiness and the expected length of time they will be off work. If a voicemail is left, a telephone number should also be provided where the supervisor can contact the employee. Employees should continue to call their supervisor each day they will be absent or tardy, unless otherwise indicated by the supervisor. If the employee cannot reach his/her supervisor, the employee must contact Human Resources in the interim. Asking another employee, a friend, or a relative to give notification is not considered proper except under emergency conditions.

Excessive absences or tardiness may lead to disciplinary action, up to and including termination. If you are absent without contacting your supervisor for three consecutive days, your employment will be considered voluntarily terminated.

Personal Appearance

An employee’s appearance reflects their image not only to other employees, but also reflects the College’s image to our students and the public. Our campus and its employees are a showcase for Alverno College and the services we provide. Proper appearance creates a positive impression to others about Alverno College and its capabilities.

Employees are expected to follow department guidelines for appropriate dress. In determining what is appropriate the following factors should be considered:

- The nature of the work;
- Your customer contact and the expectations of the parties that you may deal with; and
- Safety considerations.

Good judgment and common sense should be your guideline. Items such as torn clothing, midriff shirts, and shirts with inappropriate sayings/pictures are considered inappropriate for the workplace. We also expect employees to take care of necessary personal hygiene and grooming. Consult your supervisor if you have questions as to what constitutes appropriate appearance.
Equal Employment Opportunity

Equal Opportunity has been and will continue to be, a fundamental principle at Alverno College, where employment is based upon personal capabilities and qualifications without discrimination. Therefore, Alverno will not unlawfully discriminate against any employee or applicant because of age, race, color, ancestry, national origin, creed or religion, sex, sexual orientation, handicap or disability, marital status, military service, veteran status, arrest or conviction record (unless substantially related to the employment at issue), use or nonuse of lawful products off premises during nonworking hours, or any other characteristic protected by law. The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the College and its employees and students, including but not limited to, recruitment of employees and students, admissions, employment, promotion, transfer, training, working conditions, wage and salary administration, employee benefits, and application of policies. Conduct, whether intentional or unintentional, that results in discrimination based on these protected characteristics is illegal and will not be tolerated.

Unlawful Harassment

This policy reinforces Alverno College’s tradition of developing and maintaining a professional environment comprised of people who trust and respect one another and who believe in the College’s high ideals. It is the responsibility of all of us to uphold that tradition. All employees of Alverno College and non-employees such as students, consultants, vendors, and guests are expected to adhere to a standard of conduct that exemplifies and supports a professional environment.

To that end, Alverno College strictly forbids sexual harassment or harassment based on age, race, color, ancestry, national origin, creed or religion, sex, sexual orientation or any other form of prohibited harassment. Conduct, whether intentional or unintentional, that results in harassment based on these protected characteristics is illegal and will not be tolerated.

Intimidation and harassment can arise from a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

- Physically or mentally abusive behavior towards another;
- Racial, ethnic, religious, or gender based insults or slurs;
- Unwelcome sexual advances or touching;
- Sexual comments, jokes, stories, or innuendos;
- Requests for sexual favors as a condition of employment or affecting any personnel decision such as hiring, promotion, compensation, or transfer;
- Display of sexually explicit or otherwise offensive posters, calendars, materials, or slogans;
- Referring to another employee by any derogatory sexual, racial, or ethnic term;
- Making sexual gestures with hands or body movements;
- Intentionally standing too close to or brushing up against another employee;
- Inappropriately staring at another employee or touching his or her clothing or person;
- Asking personal or offensive questions about another employee’s sexual practices;
- Repeatedly asking out an employee who has stated that he or she is not interested;
- Using vulgar, obscene, or offensive language;
- Any form of stalking, including unwelcome repeated phone calls, emails, or text messages;
- Posting comments about another employee on a website, whether private or public, that violate this policy (because, for example, they are sexually or racially derogatory or inappropriate)

Harassment or similar unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by Alverno College. Any employee who engages in such harassment, or retaliates against
another employee because the employee made a report of harassment or participated in an investigation
of a claim of harassment, is subject to immediate discipline, up to and including termination.

Consensual relationships produce a conflict of interest when one of the parties is responsible for
evaluating academic progress or making employment decisions for the other (i.e. between a supervisor
and employee or instructor and student). The discontinuation of such relationships may also create a risk
of sexual harassment. Therefore, these relationships are considered inappropriate.

Reporting an Incident of Harassment or Discrimination

We suggest that, if you do not feel in danger and are comfortable doing so, you first speak to the person
who has engaged in the inappropriate behavior about his or her conduct. Explain that you do not like the
conduct. The offensive conduct may have been thoughtless or based on a mistaken belief that it was
welcome. If the inappropriate behavior does not stop, you are not satisfied with the result of the
discussion, or you are not comfortable speaking to the offender directly, you should report the matter to
one of the following:

- His/her supervisor;
- The Director of Human Resources;
- Title IX Coordinators;
- Dean of Students;
- Any member of management with whom s/he feels comfortable; or

Any employee/student who believes that s/he has been the subject of prohibited harassment,
discrimination, or retaliation should report the matter immediately. Likewise, any employee/student who is
aware that another employee, student, customer, or vendor is being harassed or is violating this policy
should promptly report his or her concerns.

Reports of harassment, discrimination, or retaliation will be investigated thoroughly and promptly, and the
results of the investigation will be reported to the complainant. Confidentiality of the individuals involved
shall be maintained whenever possible. However, the College has the responsibility to investigate reports
of harassment, discrimination, and retaliation, and the investigation may include interviewing the
individual charged and/or witnesses.

There will be no retaliation against anyone who in good faith reports a violation of this policy or who
assists in the investigation of such a complaint. Retaliation is strictly prohibited and will be subject to
disciplinary action, up to and including termination of employment.

Consequences of Violating this Policy

Any employee who has been found to have engaged in harassment, discrimination, or retaliation will be
subject to disciplinary action, which may include termination of employment. As a condition of continued
employment, the harasser may be required to participate in appropriate training or counseling as part of
the disciplinary process.

A record of the violation will be placed in the employee’s personnel file. In addition, violation of this policy
may also result in a deficient performance evaluation and loss of merit pay under the applicable annual
performance appraisal system.

An employee who knowingly makes an untrue complaint, or knowingly makes an untrue statement of fact
in the investigation of a complaint, will be subject to disciplinary action up to and including termination of
employment.
In the case of any non-employee who is found to have committed an act of harassment, discrimination, or retaliation, the College will act promptly to remedy the harassment, discrimination, or retaliation and prevent further occurrences.

Self-Assessment of Performance

Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

A formal assessment of performance occurs annually and touches on such things as quality, productivity, job knowledge, teamwork, and organizational citizenship. It also allows the employee and manager an opportunity to formally discuss approaches for meeting goals and, where appropriate, to prepare for future opportunities.

Promotions and Transfers

Alverno College encourages each employee to grow and develop in their careers. Employment opportunities within the College are posted on the College website, Career Opportunities in Outlook, and the HR bulletin board. Any employee interested in an opening may apply by submitting an internal application to Human Resources. Internal applications are available in the Human Resources Department and on-line at http://hr.alverno.edu. Human Resources or the manager of the department where the opening exists will contact individuals who have requested consideration for a position. Selection will be based on a variety of factors including, but not limited to, knowledge base, skill, ability, work record and length of service. All employment decisions are based on the principles of equal employment opportunity.

Employment of Relatives

Alverno College makes employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary and terminating employees based on qualifications for the position, needs of the College, and the employee’s ability and performance. The College attempts to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment decisions. The College reserves the right to take action when relationships or associations of employees impact its mission.

In order to avoid these conflicts of interest, Alverno College restricts the hiring and employment of related persons within the same department/division where the potential for nepotism exists. This policy applies to situations where one of the persons has direct and/or ultimate supervisory/managerial responsibility for the other or would be in a position of influence. This policy applies to all types of employment/appointments including, but not limited to, full-time, part-time, on-call, and student employment.

We define relative/family member as individuals who are related by blood, marriage, or adoption including the following relationships: spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, corresponding in-law, or "step" relation, and domestic partner.

Request for Accommodation or Assistance

Alverno College is committed to equal opportunity and access for all people. Any qualified employee or applicant who may need reasonable accommodation or assistance because of a disability to allow the individual to apply for employment and/or perform the key duties of his/her job should contact the Human Resources Department. The request for reasonable accommodation or assistance may pertain to job duties, emergency evacuation procedures, or other issues such as campus services or events.
The employee is responsible for providing adequate notice and the reason for the requested accommodation or assistance. Each accommodation request will be analyzed by the College on an individual basis based on relevant circumstances and factors. In order to evaluate the request for accommodation, the College may request medical verification of a need for an accommodation or supporting medical documentation from the individual’s treating physician. All medical information will be kept in a confidential file in Human Resources and shared only on a need to know basis.

The College may offer a reasonable accommodation other than the one requested by the employee or applicant if the College determines the alternative reasonable accommodation allows the employee appropriate opportunity and/or access.

**The Genetic Information Non-Discrimination Act of 2008 (GINA)**

The Genetic Information Nondiscrimination Act of 2008 (GINA) protects employees from discrimination based on genetic information in hiring, promotion, discharge, pay, benefits, training, and other aspects of employment. “Genetic information” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. To comply with this law, we are asking that you not provide any genetic information to Alverno College when responding to a request for medical information about your own medical condition.

**Nursing Mothers Policy**

For up to one year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk or to breast feed her newborn child. The nursing mother is encouraged to give advance notice (before she returns to work) of her intent to take breaks for such purposes.

Alverno College has designated the Nursing Mother's Room in Founders Hall (FO 114) and a room in Elizabeth Hall for this purpose. Elizabeth Hall is open Monday – Friday, 7:00 a.m. - 5:30 p.m. A small refrigerator reserved for the specific storage of breast milk is available in Elizabeth Hall. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date and time of expressing the breast milk. Any non-conforming products stored in the refrigerator or any expressed milk left in the refrigerator more than 24 hours may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

**Drug and Alcohol Policy**

Alverno College is committed to protecting the safety, health and well-being of its employees and students. We recognize that alcohol abuse and drug use may pose a significant threat to our goals. Employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

**Covered Workers**

Any individual, who conducts business for the College or is conducting business on the College’s property, is covered by our drug-free workplace policy. Our policy includes, but is not limited to, all
employees of Alverno College including student employees. The policy also applies to volunteers, vendors, and consultants providing services at or to Alverno College.

Prohibited Behavior

It is the policy of Alverno College that employees using or working under the influence of drugs and/or alcohol during work hours will not be tolerated.

The use of alcohol in the work environment, unless at a college-sponsored event, is prohibited. Any involvement with drugs (including the use, possession, sale, distribution, manufacture on site, or reporting to work under the influence) in the work environment will not be tolerated. This includes off-campus work situations as well as the operation of college owned, rented or leased vehicles.

Off the job illegal drug activity or alcohol abuse that could have an adverse effect on an employee’s job performance or that could jeopardize the safety of other employees, customers, or others while representing the College, will not be tolerated. This includes the use of illegal drugs and abuse of alcohol on campus property during non-work hours.

Distribution of alcohol, at any time to underage students, either on or off campus grounds, will not be tolerated.

Drugs that are legally obtainable but have not been legally obtained are considered illegal drugs. In addition, use of a prescribed drug other than for its prescribed purpose or in its prescribed manner is considered a violation of this policy.

Employees using over-the-counter drugs or prescription medications prescribed by a physician for the employee’s personal use are responsible for being aware of and notifying their supervisor of possible effects the medication may have on their reaction times, judgment and/or performance. If the use of a prescribed medication could comprise the safety of the employee or others or impact the ability of the employee to perform the key functions of his or her job, Alverno College may, at its discretion, reassign the employee to different job duties.

Alcohol at College-Sponsored Events

The legal drinking age in Wisconsin is 21 years of age. All members of the College are required to abide by this state law. Individuals are expected to conduct themselves in a professional and responsible fashion when drinking alcohol at College events, always respecting the rights of others. The staff or event sponsors reserve the right to ask persons who do not demonstrate appropriate behavior to leave the event. In addition, staff or faculty demonstrating disorderly conduct after they have been drinking may be subject to disciplinary action, up to and including termination.

Notification of Convictions

Any employee who is convicted of a criminal drug violation under a federal, state, or local law arising out of the use, possession, manufacture, distribution, or dispensing of drugs, controlled substances, or alcohol in the workplace must report the conviction to the Director of Human Resources within five calendar days. All such reports must be made in writing.

The College will take appropriate action within 30 days of notification, including by issuing discipline up to and including termination.

In accordance with the Drug-Free Workplace Act, Human Resources is required to report all such convictions to the appropriate grantor agency.
Testing

Alverno College has incorporated an alcohol/drug testing program into our overall substance abuse policy that is designed to create a drug-free and alcohol-free workplace. The procedure is designed to recognize and respect the dignity and privacy of all of our employees.

Testing will be completed at the College’s designated testing site, or out of town location for Alverno groups traveling. The College reserves the right to escort or to provide transportation for the employee to the testing site. Drug and alcohol testing will consist of appropriate tests conducted by a laboratory that utilizes procedures designed to produce results that are accurate, valid, and that can be substantiated. All positive tests will undergo a second confirmation test. The results will be reviewed by a physician and the Medical Review Officer (MRO) may consult with an employee who tested positive. Only test results reported to Alverno College by the MRO will be considered positive under this policy. All test results, as well as the reason for testing, will be treated as confidential information. Results will be shared on a need-to-know basis only.

Alverno College will conduct testing under the following circumstances:

1. When the College has reasonable suspicion to believe that an employee is under the influence of drugs or alcohol. Reasonable suspicion may be found in circumstances including, but not limited to, erratic behavior, unpredictable mood swings, and odor of alcohol or drugs. In the event of testing due to reasonable suspicion, employees will be placed on unpaid suspension until the results are received by the College. If the results are negative, the employee will be reinstated and paid for the missed time.

2. When an employee is injured as a result of an on-the-job accident and receives medical treatment away from the workplace;

3. When an employee is involved in an on-the-job accident which results in injury to another individual that requires medical attention; and

4. When an employee causes damage to any property that requires repair, the employee may be required to submit to a test to screen for alcohol and drugs if there is cause for reasonable suspicion or multiple incidents.

Refusal to participate in the drug and alcohol testing will be considered a voluntary termination of employment. An employee’s failure to cooperate with the testing service or the MRO, refusal to provide identification or providing false identification, refusal to sign the consent forms, or switching or adulterating any urine sample submitted for testing, will be subject to termination.

Assistance

Alverno College recognizes that substance abuse and/or dependency are medical/behavioral conditions that can be successfully treated. The College encourages employees to seek assistance before substance abuse and/or dependency affects their work performance. We offer all employees and their family members’ assistance with alcohol and drug problems through the Employee Assistance Program (EAP). Utilization of the EAP does not mean that alcohol or controlled substance consumption or activities in violation of this policy are protected. All employees are held to the same standards of performance regardless of their participation in the EAP.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the individual will be terminated from employment.
Solicitation Policy

Solicitation and the distribution of literature and other materials by external organizations is permitted on the Alverno College campus only when sponsored by an office, department or registered student group and must be a charitable organization or other group which serves the interest of the Alverno community. Approval from Student Affairs or Human Resources is required. In these cases, a member of the department and/or student group must be present during the event. Unsponsored groups/individuals not employed by the College may not engage in solicitation or distribution of any kind at any time on College property. Contact Security if a solicitor or trespasser is observed on campus. Trespassers may be subject to legal action.

Technology

All employees are expected to follow the technology policies and use the technology resources provided by Alverno College, whether on or off campus, in a manner consistent with the purpose and principles of the College. These resources include, but are not limited to, all computers, tablets, telephones systems, cell phones, printers, fax and copy machines, internet, intranet, email, connected and wireless connections, hardware and software, or other electronic devices. A copy of the Technology Use Policy is available at [http://www.alverno.edu/techserv/departmentinfo/missionpolicies/](http://www.alverno.edu/techserv/departmentinfo/missionpolicies/).

Employees should always ensure that the information contained in their messages and other transmissions is accurate, appropriate, and lawful. Inappropriate use of resources may result in the cancellation of technology privileges and/or other disciplinary action.

Alverno College technology resources are not to be used in any way that may be illegal, defamatory, or in violation of Alverno College rules. Data and/or messages that are composed, transmitted, accessed or received via the College information systems must not contain content that is sexually explicit or that offensively addresses a person’s age, sexual orientation, religious beliefs, national origin, disability, or any other protected characteristic. Use of the College’s information systems for any kind of harassment is prohibited.

The following are examples of other behaviors that may result in disciplinary action. This list is not intended to be all-inclusive.

- Stealing, using or disclosing another person’s password. Portraying yourself as someone else.
- Failing to comply with use policies of other organizations when accessing resources through Alverno College
- Violating copyright law or failing to observe licensing agreements

All information transmitted by, received from, or stored in these systems is the property of Alverno College. Employees may not copy, download, or use any image, text, video, audio material, software, or other copyright-protected or trademark-protected data without appropriate authorization.

Employees have no privacy in the use of systems or in any documents, messages, or information created on, with, or transmitted through the College’s technology resources. The College reserves the right to access and monitor all information composed, sent, received and/or stored in its electronic mail system and other information systems at its discretion and in a manner consistent with the law. All messages and data are subject to disclosure to law enforcement or other third parties consistent with the law.

Incidental and occasional personal use of Alverno College technology resources is permitted; these resources are not, however, to be used for any commercial purpose. Any personal files, data, and recordings created with or stored on Alverno College technology resources will be treated no differently than work-related files, data, and recordings.
Campus Weapons Policy

Alverno College promotes a safe learning and working environment for all students, staff, faculty and visitors and does not allow any weapons in campus buildings, while working off-site for the College, and at any College sponsored events. This policy applies to visible or concealed weapons, even when a person is legally licensed to carry an open or concealed weapons (excluding law enforcement acting in their official capacity). Prohibited weapons include, but are not limited to, firearms, knives, explosive devices, electric weapons, billy clubs, or any other objects or devices that could be used to threaten, harass, intimidate, injure, or cause harm to another individual.

Employees found to have brought a prohibited weapon onto College property in violation of this policy will be subject to serious disciplinary action up to, or including termination of employment. Further, if warranted, the College may also refer the individual to law enforcement authorities.

Parking

Parking is available on the campus for the convenience of employees, students, and visitors. Unless otherwise designated, parking spaces are not assigned. Some lots on campus are reserved for permitted parking during specific days and/or times. These lots have signs posted at their entrances. Permits can be obtained through Plant Operations.

Be aware that all State of Wisconsin and City of Milwaukee laws pertaining to motor vehicles apply on campus. Safety and Security and the Milwaukee Police Department enforce campus parking and driving regulations and have the authority to ticket vehicles in violation of regulations.

Alverno College accepts no responsibility for loss or damage to any vehicle or its contents, however caused, while parked in any College parking lot.

Vehicle Use

Only authorized drivers who possess a valid driver’s license, have had an approved driving record check completed by Human Resources, and are at least 21 years of age with a minimum of three (3) years of driving experience may drive on behalf of the College. In addition, employees using their personal vehicle for college business must provide proof of insurance to the Human Resources Department. Mileage will be reimbursed for authorized drivers only.

Any faculty, staff, recognized Alverno College sponsored student group, or class attending an approved event is eligible to reserve a College vehicle. Reservations are made through Plant Operations. College vehicles may not be used for personal use.

Authorized individuals who drive owned, leased, or rented vehicles or operate their own vehicles on behalf of the College are expected to operate the vehicle in a safe manner and drive defensively to prevent injuries and property damage. This includes, but is not limited to, wearing seat belts, adhering to speed limits, and refraining from texting or using cell phones while driving. Smoking is not allowed in vehicles owned, rented or leased by Alverno College. All accidents, damage to vehicles, or vehicle maintenance issues, regardless of severity, must be promptly reported to Security and to the police when appropriate.

Smoking Policy

To encourage wellness and create a healthier environment, smoking and the use of tobacco products, including e-cigarettes, are prohibited on Alverno College campus. We encourage all employees to be
thoughtful and respect our neighbors’ properties by not discarding tobacco products in public areas as well.

Using tobacco products on campus may result in disciplinary action, up to and including termination. Smoking cessation information is available in Human Resources.

**Corrective Action**

To ensure orderly operations and provide the best possible work environment, employees must follow common sense and certain basic rules of conduct designed to protect the interests and safety of all employees and the College. Our goal is to ensure that corrective action, when necessary, is handled in a prompt, fair and consistent manner. In addition, employees have an obligation to provide honest cooperation in any disciplinary investigation.

The primary purpose of any corrective action is to educate the employee regarding our standards, correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. The degree of discipline imposed in any case will range from verbal and written warnings, to suspension, to discharge, depending on the gravity of the offense, the employee’s prior work and disciplinary record, and any other factors the College deems relevant. Circumstances may prevail that will warrant immediate termination for a first offense. Violation of any of the campus policies and procedures may result in corrective action from disciplinary discussions up to and including termination of employment.

**Housekeeping**

Housekeeping is responsible for the cleaning of offices on a regular basis and pick-up of non-recyclable waste. Contact Housekeeping (ext. 6002) for emergency clean-up assistance. Housekeeping must be called in the event of an injury or illness where blood-borne pathogens may be a hazard. Safety and Security (ext. 6911) should be called in the event of all chemical spills. Only certified personnel may assist in situations involving blood-borne pathogens or chemicals.

**Recycling**

Recyclable waste is divided into two categories: mixed office paper and co-mingle, which includes glass, aluminum and plastic containers. All recyclable waste should be disposed of separately from non-recyclable waste. Individuals are responsible for depositing their recycling materials at one of the campus recycling centers. Check with your department regarding the disposal of confidential materials.

*Batteries Plus Recycling Program*

Alverno’s Environmental Committee has entered a partnership with Batteries Plus for recycling batteries. Batteries used on campus as well as batteries from student, staff and faculty homes will be accepted. The Battery Collection buckets are located in the following areas: Corona Desk, Mailroom, Student Affairs, Christopher Hall office, Elizabeth Hall office, Plant Operations office and the Austin Hall Front Desk.

**Termination of Employment**

When an employee chooses to voluntarily terminate his/her employment, it is common courtesy to give a minimum of a two (2) week advance notice. Unplanned or unapproved vacation may not be considered as part of this notice. Written notification of your resignation should be given to your supervisor.

An employee ending her/his employment relationship with the College will be paid for accrued unused vacation time. Final paychecks will be adjusted to reflect vacation hours taken but not accrued.
Retirement
Staff employees working for Alverno College for 15 years or more may continue certain benefits after officially retiring from the college. Designated retirees may keep their ID badge to continue use of the Library, attending athletic home events, fitness center and use in the La Verna Commons for food service. Retirees are also invited to attend the annual picnic, recognition dinner and other all campus events.

Return of College Property
Employees leaving employment with Alverno College are responsible for returning items issued to them by the college, or in their possession or control, such as the following:

- Keys
- Tools
- Laptops, software or other electronic equipment
- Information specific to the department or College
- ID card
- Credit cards
- Manuals
- Uniforms
- Cell phones

Employees must return all College property immediately upon request or upon termination of employment.

Rehire Policy
Employees who either voluntarily resigned from employment at the College or who were laid off due to business reasons, and who have a satisfactory record of service, may be rehired by the College.

Former employees who are rehired within one year of their termination date will have their previous years of service taken into consideration when calculating vacation, sick time, and eligibility for tuition remission. Previous years of service do not include student employment.

Eligibility for insurance and retirement benefits will follow the current plan documents.
Wages and Hours

Payroll Period

All employees are paid semi-monthly on the 15th and last working day of each month.

Pay periods for exempt employees are the first of the month through the 15th of the month, paid to date on the 15th of month, and the 16th of the month through the last day of the month, paid to date on the last day of the month.

Paychecks for non-exempt employees include earnings for all work performed through the end of the previous payroll period. A workweek is defined as the period beginning Sunday and ending Saturday for non-exempt employees. Your supervisor will inform you of your regular work schedule; however, other work hours may be established from time to time as business dictates.

Direct Deposit

As a condition of employment, Alverno College employees are required to use direct deposit. This allows your paycheck to be directly deposited into your savings or checking account at participating financial institutions and provides a timely and convenient way to be paid – even when you are not on campus or the College is closed.

It is your responsibility to notify Human Resources immediately if an account is closed or changed. Failure to do so may delay payment.

All Alverno College employees access personal pay information through Interactive Online (IOL) at https://iol.alverno.edu instead of receiving a paper pay advice. This allows employees the convenience of accessing personal pay information on their own time schedule in a secure environment. You may print your current or previous pay advice whenever you need it.

Timekeeping

The law requires that the College keep accurate records of the hours worked by each employee.

All non-exempt (hourly) employees must record their time each pay period. Non-exempt employees must record their overtime and any other absences. All non-exempt employees must also document any time s/he leaves the company premises during scheduled work time, except if s/he is on College business.

Non-exempt employees are prohibited from recording work time for another employee.

In addition, all exempt salaried employees are required to record exceptions in their work schedule and to document absences including, but not limited to, vacation, sick time, personal business, and bereavement.

Properly recording time and exceptions to work schedules is each employee’s responsibility and part of the employee’s job duties.
Overtime

Overtime pay for non-exempt employees is calculated at the rate of one and one-half (1 ½) times the regular hourly rate of pay and will be paid on hours worked in excess of forty (40) per work week. Vacation, sick time, holidays, jury duty, bereavement, and personal business time are not considered hours worked for overtime purposes.

Overtime is not discretionary on the part of non-exempt employees and must be approved in advance by the employee’s supervisor.

Exempt employees are “exempt” from receiving overtime pay, regardless of the number of hours worked. The Fair Labor Standards Act defines which positions an employer may classify as exempt. If you have questions about your job’s FLSA classification, please speak with Human Resources.

Deferred Compensation

Full-time and Category II faculty, as well as some exempt staff employees, are paid over the 10-month academic year (20 pay periods). However, the IRS allows those who are usually paid over 10 months (20 pay periods) to choose to be paid over 12 months (24 pay periods) instead.

To take advantage of this option, you must complete an election form and return a signed copy to the Human Resources Department no later than August 1st:

- The change to 24 pay periods is effective with the first pay date of the next academic year.
- If you elect to be paid over 12 months, your deductions will be allocated over 24 pay periods.
- Once you sign up to be paid over 12 months, it will remain in effect from year to year unless you notify Human Resources in writing. If you choose to cancel this election, the change will become effective with the start of the next academic year.

Adjusted Work Week

Adjusted Work Week guidelines allow benefit-eligible staff employees who work from 28-40 hours per week the opportunity to request a temporary reduction of their workweek and still retain health insurance and tuition remission benefits at current levels.

- Employees, who have been in a benefit eligible position (work between 28 and 40 hours per week) for a minimum of one year, may request a reduction in hours by completing a Request for Adjusted Work Week form. The form is available on the HR website at hr.alverno.edu.
- Any reduction in hours is contingent on the needs of the department and supervisory approval. The reduction in hours can be approved up to a maximum of six months. If the reduction of hours is requested beyond six months, the status may be permanently changed with the approval of the supervisor.
- To remain benefit-eligible, the adjusted schedule must be at least 20 hours per week or 1,000 hours per year.
- A reduction in hours will mean a proportionate reduction in salary.
- Alverno College's contribution level towards an employee's health insurance and tuition remission will be maintained at the level provided to the employee prior to the modified schedule. Any subsequent reduction in hours made after the initial request would reduce the Alverno College contributions to these benefits.
Added or increased health insurance coverage, or the addition of the tuition remission after the change in status will be at the contribution level appropriate for the new status. Alverno College's contribution level towards all other partially funded benefits will be adjusted proportionate to the reduction in hours and salary adjusted to the new hours worked.

**Improper Pay/Deductions**

Please be certain to review your pay stub when you receive it to make certain it is correct. Alverno College makes every effort to ensure that its employees are accurately paid and we prohibit all Supervisors from making any improper pay deductions. Every so often, however, inadvertent mistakes occur. Any employee who believes Alverno College improperly paid or deducted amounts from his or her paycheck should immediately bring the concern to Human Resources. Any such concern will be investigated promptly and kept as confidential as possible. Alverno College will take appropriate corrective steps if it determines an improper payment or deduction occurred.
Safety and Security

Pleasant, safe and efficient working conditions are consistent with the overall objectives of the College. Experience has shown that the best accident prevention program is a personal concern by each employee for his/her own safety. For this reason, you are encouraged to adopt a safety awareness attitude and a total commitment to safety at work, at home, when on vacation – in everything you do.

Campus Security

The Safety and Security Department strives to ensure the personal safety of all persons on campus. In addition to developing policies and proactive strategies to address campus security, they provide the following services:

- **First Responders**
  Security Officers are trained in first aid, CPR and the use of automated external defibrillators (AEDs) as well as blood-borne pathogens.

- **Security Alerts**
  Security alerts regarding campus and neighborhood security issues are posted in the FO First Floor Vending Room, Clare-Corona (“the Fishbowl”), Austin Hall, Clare Hall, RC near vending, near the Christopher Hall elevators, and by the Alphonsa Hall lobby.

- **After Hours Procedure**
  If you must work outside normal business hours, notify Security to let them know that you will be working late. This is important in the event you become ill, injured, or there is an emergency situation on campus.

- **Keys**
  Keys are issued by Security. A Key Request Form can be entered through the online Service Desk. Under no circumstances may keys be duplicated by persons other than Security.

- **Access Card**
  Some employees may need to access campus buildings when the college is typically closed. Access to specific doors is automatically programmed into your ID card. Immediately report lost or stolen ID cards to Security.

- **Escort Service**
  Security Officers will walk persons to their cars or to another building on campus. Contact the Information Desk (ext. 6002) to request escort service. After 10:00 p.m., contact the Austin Hall front desk (ext. 6314) or Security (ext. 6911) to make escort arrangements.

- **Vehicle Assistance**
  Contact the Information Desk (ext. 6002) if you are in need of vehicle assistance. After 10:00 p.m., contact Security at ext. 6911.

Reporting Injuries

If you are injured while working, witness an incident while working, or become ill from something in your work area, report it to Safety and Security immediately – even if no medical attention is required. The incident should also be reported to Human Resources within 24 hours. Incident reports are used to document emergency or other abnormal situations on campus. These reports assist with the investigation of potential safety and/or health hazards and ensure that steps are taken to prevent any recurrence in the future.
Safety and Security Officers are the First Responders for medical emergencies on campus and should be contacted immediately. They are trained in first aid, CPR and the use of automated external defibrillators (AEDs). For a life-threatening situation, call 911 (9-911 from an on-campus phone) and notify Security (ext. 6911) that emergency personnel have been called.

If additional medical attention is needed, you have the right to secure treatment from the health care provider of your choice. However, we recommend the following clinic for all medical services:

Aurora Occupational Health Center
4111 West Mitchell Street, Suite 300
Milwaukee, WI
(414) 385-8800

All employees requiring off-site medical attention will be subject to a drug and alcohol test.

Alverno College provides worker’s compensation insurance for all employees to cover medical bills and lost time from work should an employee experience an occupational injury or illness. Eligibility for workers’ compensation can only be determined after an investigation of the circumstances surrounding a reported injury or illness. Failure to report the incident in a timely manner may result in a reduction or loss of workers’ compensation benefits.

If you are off work due to an occupational injury/illness, you are required to keep in regular contact with the Human Resources department, advising it of your medical status, doctor visits, and projected or scheduled return to work date. If your doctor has released you for work with temporary restrictions, you must advise your supervisor of that and provide written documentation from your doctor as to your specific restrictions.

Employees claiming off-duty injuries and illnesses as work related, falsifying information about their Worker’s Compensation claim, failing to provide timely medical information about their status, or failing to act honestly and in good faith regarding their Worker’s Compensation claims are subject to disciplinary action, up to and including termination of employment.

**Emergency Procedures**

The Quick Reference Guide for Emergency Procedures provides information regarding actions to be taken in an emergency situation including fire and building evacuations, weather emergencies, bomb threats, lock down, and shelter in place. The reference guides are located in all classrooms and meeting rooms throughout campus.

- For an emergency situation or a common injury, call Security at ext. 6911
- Use the Emergency Call Stations located throughout the exterior campus which allows callers to directly connect with Security
- Always contact 911 (9-911 from an on-campus phone) in a life-threatening situation and notify Security (ext. 6911) that emergency personnel have been called.
- For non-emergency situations, call the Safety and Security office at ext. 6158
Communication in an Emergency

In the event of an emergency affecting Alverno College, we will communicate in a variety of ways so that you receive messages in a timely manner. Emergency notifications are limited to such things as campus closings, severe weather alerts, emergency building concerns, and violent or threatening situations. Following are the means we currently use:

- Send messages to your Alverno email account
- Post information on www.alverno.edu
- Send voice mail and text messages to phone numbers registered on Blackboard Connect, an emergency communication service for colleges and universities. You may register for Blackboard Connect at https://alverno.bbcportal.com/.
- Utilize outdoor public address system

Workplace Violence Prevention

Alverno College is committed to preventing workplace violence, threats, intimidation, or other conduct that may be dangerous to others.

Violence includes, but is not limited to, physical assault, aggressive behavior (either physical or verbal) directed at another individual, intentional destruction of property, and express or implied threats. Threats include, but are not limited to, those made in person, electronically, and via social media. Conduct that threatens, intimidates, or coerces another employee, a student, or a visitor at any time, including off-duty periods, will not be tolerated.

An employee who has witnessed or experienced an act or threat of violence or other conduct covered by this policy should immediately report it to Security. This includes acts or threats made by or to employees, students, vendors, or other visitors. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to Security. Do not place yourself in a position of danger at any time.

Any reported act or threat in violation of this policy will be investigated by Security and reported to local law enforcement agencies when appropriate. Any confirmed act or threat in violation of this policy may result in immediate termination of employment.

Restraining Orders -- If you have a restraining order against someone, please notify Security and provide them with a copy of the order. Providing a picture of the individual listed in the order will help Security be pro-active in attempting to prevent restraining order violations from occurring while you are on campus. All information received remains confidential.

No Trespass Orders – Security is the authority on campus for issuing No Trespass Orders for individuals who are exhibiting a safety and/or security concern to the campus community. Anyone can request a No Trespass Order based on a legitimate safety and security concern to themselves or others on campus by contacting Safety and Security.

Search Policy

The safety and security of students, staff, faculty and visitors promotes a safe learning and working environment. College representatives reserve the right to search any room, office, or property on campus for the following reasons: life safety or welfare checks, investigation of possible criminal activity, or other offenses as listed in the full policy.
Safety and Health Programs

The College is committed to the prevention of occupational injuries and illnesses and has policies and procedures in place to reduce risk to its employees. Policies are intended to comply with OSHA and other regulatory mandates. These include Hazard Communication, Lock-Out/Tag-Out, Personal Protective Equipment, and others. The written program may be viewed in the Plant Operations Department and electronically on the Human Resources website.

In addition, Alverno College:

- Conducts safety and health inspections to detect and eliminate unsafe working conditions or practices, to control health and safety hazards, and to comply with the safety and health standards for our jobs
- Trains employees in safe and healthy work practices
- Provides Personal Protective Equipment (PPE) required on designated jobs and instructions for its correct use and care
- Promptly and thoroughly investigates accidents and near-miss situations to determine the root causes and to correct the problem in order to prevent recurrences

The best way to create a safe environment is to identify and correct hazards before an incident occurs. All employees are encouraged to contact Plant Operations (ext. 6159) or the RC Information Desk (ext. 6002) immediately if they observe any type of hazard including, but not limited to, wet floors, ice on walkways, electrical hazards such as frayed cords or inappropriate use of extension cords, machinery malfunction, or improper chemical use or storage.

For their own safety as well as the safety of fellow employees, students and visitors, employees are expected to:

- Participate in safety training programs
- Work in a safe manner and observe good safety procedures
- Keep work areas clean and free from debris
- Wear Personal Protective Equipment (PPE) as required
- Keep tools and equipment clean and in good repair
- Report all accidents or near-miss accidents to Safety and Security immediately
Wellness

Alverno's goal is to create a healthier, more productive organizational culture that engages members of the Alverno Community in positive and healthy activities and provides resources and programming to meet their wellness needs. At Alverno, we are concerned about the total person and emphasize wholeness by offering services using the Wellness Model, created by the University of Wisconsin-Stevens Point.

The Wellness Model includes the **Seven Dimensions of Wellness**: Physical, Spiritual, Intellectual, Career, Environmental, Social, and Emotional. These dimensions affect all areas of a person's life. By making conscious choices toward a more balanced and healthy lifestyle, you can improve "wholeness."

There are many pathways to a healthy lifestyle. We hope that you will take advantage of the many programs and resources available to you at Alverno College so that you can attend to your mind, body and spirit while you work at Alverno. For more information about wellness at Alverno visit the wellness website at [http://alverno.edu/wellness](http://alverno.edu/wellness).
Benefits

Benefits are available to all Alverno employees who have full-time or part-time benefit-eligible status and work a minimum number of hours annually based on current plan documents. The following pages are intended to give you an overview of the benefits the College offers. This information is subject to change, and any benefit provided by the College may be amended or terminated at any time, in the College’s sole discretion. For specific information regarding insurance and retirement plans, please refer to the current Summary Plan Description and other details found on the Human Resources webpage (http://hr.alverno.edu). If the benefit information in this Handbook conflicts with the terms of the underlying plan document, then the terms of the plan document will control.

Employees who do not enroll for insurance coverage within the initial eligibility period are subject to plan guidelines, which may include waiting until the annual open enrollment period and/or completing an Evidence of Insurability (EOI) form for late enrollment, unless they have a qualifying event such as:

- Change from non-benefit eligible to benefit eligible status;
- Return from lay-off or approved leave of absence;
- Adding a dependent through marriage, birth or adoption;
- Legal guardianship; and/or
- Loss of coverage due to spouse’s or domestic partner’s voluntary or involuntary loss of employment, death or divorce.

You must enroll within thirty (30) days of the qualifying event to obtain coverage.

Employees rehired by the college may re-enroll in benefits according to the specifics of each plan document.

Continuation of Coverage

If you are an employee covered by our health, vision, dental, and/or flexible spending account plans, you (and eligible dependents) have the right to choose continuation coverage if you lose your group health, vision, dental, and/or flexible spending account coverage because of a reduction in your hours of work or the termination of your employment (for reasons other than gross misconduct on your part). Covered dependents have the right to choose continuation coverage if they lose group health, vision, and/or dental coverage due to any of the following reasons:

- The death of the employee;
- Termination of the employee’s employment or reduction in hours of work;
- Divorce or legal separation;
- The employee becomes eligible for Medicare; or
- The dependent child ceases to be a “dependent child” under our health, vision, and/or dental plan.

*The employee or a family member has the responsibility to inform the Human Resources Department of a divorce, legal separation, or a child losing dependent status under our health, flexible spending, vision, and/or dental plans within 60 days of the date of the event or the date in which coverage would end under the Plan because of the event, whichever is later.*
Fully Funded Benefits

The following benefits are fully paid by the College.

Employee Assistance Program (EAP)

Effective: Immediately upon employment. All employees are automatically enrolled in this benefit.

Alverno College provides all employees full EAP services through MyLibertyAssist. The program offers help and resources with a variety of issues including emotional stress, substance abuse problems, legal problems, family/marital concerns, etc. and is available to employees and their immediate family members 24 hours a day, seven days a week. The service is free of charge to you, and confidential to the limits of the law.

You can reach a MyLibertyAssist counselor by calling 1-877-MYLBRTY (1-877-695-2789) or visit the MyLibertyAssist website at www.bensingerdupont.com. The company password is MLASSIST.

Life and Accidental Death and Dismemberment (AD&D)

Effective: First of the month following 30 days of employment. Benefit-eligible employees have coverage under this plan if the appropriate forms are completed within the enrollment period. Late application is subject to Evidence of Insurability (EOI).

The benefit provided is equal to one and one-half times the employee’s base annual salary, rounded to the nearest $1,000.00, up to a maximum of $200,000.00. There is an age rate reduction in benefits beginning at age 65. Employees may convert their group life insurance coverage to an individual life policy upon termination of employment.

Short Term Disability (STD)

Effective: First of the month following 90 days of employment. Benefit-eligible employees have coverage under this plan if the appropriate forms are completed within the enrollment period. Late application is subject to Evidence of Insurability (EOI).

Benefits pay 60% of your weekly wage up to $1,000.00 per week. Benefits may begin on the 31st day of disability or an employee has the option of using accrued sick hours instead of receiving STD benefits. Short Term Disability benefits end on the earliest of the end of the disability or 152 days after the elimination period.

Travel Insurance

MEDEX PLUS is a comprehensive program providing you with 24/7 emergency medical, security, and travel assistance – including emergency medical evacuation and repatriation – when you are 100 or more miles away from your permanent residence in your home country.

If you have a medical or travel problem, simply call for assistance.

MEDEX Assistance Corporation
P.O. Box 19056
Baltimore, MD 21284
Toll Free: 1-800-537-2029
Or Direct: 1-410-453-6300
Emergency Response Center Collect Call: 1-410-453-6330
Partially Funded Benefits

The following benefits are partially funded by the College. Employees are responsible for paying a portion of the premium. The appropriate forms must be completed within the enrollment period in order to obtain coverage.

Medical Coverage

Effective: First of the month following employment or January 1st following the annual open enrollment period.

You have a choice of three (3) levels of coverage (Gold, Silver and Bronze) structured with different premiums, deductibles, co-pays and co-insurance. Premiums are based on the level of coverage and the number of individuals covered under the plan.

How to get the most for your health dollar:

- Use network providers in order to maximize your benefits. Visit https://www.wbchealthplan.com/ to find a healthcare provider in our network.
- Choose to participate in the Enhanced Schedule of Benefits for a higher level of coverage and less out-of-pocket expenses.
- Participate in the Know Your Risk, Know Your Numbers (KYRKYN) program by scheduling an on-campus Health Risk Assessment (HRA) or by visiting your health care provider.
- Utilize your wellness benefits. Regular check-ups and preventive care mean that diagnosis can be made at an early stage, when control and cure is easier to achieve.
- Use the mail order drug program if you are taking maintenance drugs. You can get a 90-day supply of your prescription and pay a reduced co-pay.
- Use generic or formulary drugs instead of brand name drugs whenever possible.
- Avoid the emergency room except in an emergency situation. Emergency care is some of the most expensive care available. Whenever possible, health care should be provided by your primary care physician (PCP).
- Take good care of yourself!

Long Term Disability (LTD)

Effective: After one year of employment to employees who work a minimum number of hours annually based on current plan documents. Late application is subject to Evidence of Insurability (EOI).

New employees who can show evidence of group LTD coverage at their immediately preceding former employer are eligible for immediate coverage upon hire.

Long term disability insurance protects you in the case of (non-work related) catastrophic illness or injury. LTD benefits will begin after the company-sponsored short-term disability benefits end or after 180 continuous calendar days of absence. The benefit under this plan is 60% of your income, up to a maximum of $7,000.00 per month. There is an age rate change in benefits. See the plan document for details. Employment may terminate upon commencement of LTD benefits, or as defined by law. If re-employment occurs within 90 days of the cessation of LTD, employees will retain their benefit service years according to the plan document.
Voluntary Benefits

The following benefits are 100% employee paid. The appropriate forms must be completed within the designated enrollment period in order to obtain coverage.

Vision Insurance

Effective: First of the month following employment or January 1st following the annual open enrollment period.

You have a choice of two (2) levels of coverage structured with different premiums, deductibles, and co-insurance.

Dental Insurance

Effective: First of the month following employment or January 1st following the annual open enrollment period.

You have a choice of two (2) levels of coverage structured with different premiums, deductibles, and co-insurance.

Flexible Benefits Program

The College’s flexible benefits plan allows employees to pay their portion of the premium costs for medical, dental, and vision coverage on a pre-tax basis. Premiums paid before taxes provide employees with an additional tax savings. This is done automatically when an employee enrolls in the health, dental, and/or vision plans.

Health Care Flexible Spending Account (FSA)

Effective: First of the month following 90 days of employment or January 1st following the annual open enrollment period.

The Health Care FSA allows you to set aside, on a pre-tax basis, a designated maximum dollar amount per calendar year for certain out-of-pocket medical, vision, and dental expenses that are not covered by your insurance. Co-pays, deductibles, co-insurance and other services not covered by the plan such as laser eye surgery, orthodontia, and medical supplies, are some of the eligible expenses. The money is put into an account and the employee is then reimbursed for their expenses as they are submitted to the administrator. Please note: the Plan requires that any monies not used by the end of the calendar year will be forfeited.

Dependent Care Flexible Spending Account (FSA)

Effective: First of the month following 30 days of employment or January 1st following the annual open enrollment period. The employee must also meet one of the following conditions:

- Employee is single with dependents;
- Spouse is employed or a full-time student; or
- Spouse is unable to care for him/herself.

Employees may set aside, on a pre-tax basis, a designated maximum dollar amount per calendar year for expenses incurred for the care of their child(ren) or other dependents. Please note: the Plan requires that any monies not used by the end of the calendar year will be forfeited.
Supplemental Life Insurance for Employee and Dependents

Effective: The first of the month following 30 days of employment or at any time thereafter, subject to Evidence of Insurability (EOI).

Employees have the opportunity to purchase additional term life insurance beyond what the College provides. Coverage is also available for dependents. The plan offers a guaranteed issue of up to $100,000.00 for employees and $10,000.00 for spouses and domestic partners if enrolled within the first 30 days of employment. Any additional amount above guarantee issue is subject to Evidence of Insurability (EOI).

- The employee may purchase additional life insurance for him/herself in $10,000.00 increments, up to a maximum of $500,000.00 or 5 times the annual salary.
- Spousal/domestic partner coverage may be obtained up to a maximum of 50% of the employee supplemental benefit in increments of $5,000 up to a maximum of $50,000.
- Children at least 14 days old but under age 19 may be insured. Coverage is available to children up to age 25 if a full-time student. Children may be insured in $2,000.00 increments to a maximum of $12,000.00 per child.
- There is an age rate reduction in benefits beginning at age 65 for the employee and spouse/domestic partner.

Supplemental Accidental Death and Dismemberment Insurance (AD&D)

Effective: First of the month following 30 days of employment or anytime thereafter.

This insurance provides a benefit for the loss of life or dismemberment resulting from a non-work related accident. There is a choice of Employee or Family coverage. Family coverage includes either employee plus spouse/domestic partner; employee plus child(ren); or employee plus spouse/domestic partner and child(ren). The nominal premiums are based upon amount and type of coverage chosen by the employee.

- Children at least 14 days old but under age 19 may be insured. Coverage is available to children up to age 25 if a full-time student.
- There is an age rate reduction in benefits beginning at age 65 for the employee and spouse/domestic partner.

Additional Voluntary Benefits

Alverno College Human Resources Department on occasion arranges special discounts and benefits for employees. These voluntary benefits may be personal insurance discounts, special rates at athletic facilities, and retail discounts. The most current information can be viewed on-line at http://hr.alverno.edu.
Retirement Planning

Alverno College has established two 403(b) savings plan to provide an easy, systematic way of saving for retirement. Alverno College’s 403(b) plans are called the “Group Supplemental Retirement Annuities Plan” (the “GSRA Plan”) and the “College Match Retirement Annuity Plan” (the “GRA Plan”) and are provided through contracts with TIAA-CREF. Employees are eligible for the GSRA Plan and the GRA Plan as described below.

1. Reduce taxable income by allowing pre-tax salary deferrals;
2. Take advantage of the College’s additional contribution to your GRA Plan account (if eligible);
3. Defer taxes on all growth of investments; and
4. Make designated Roth contributions to your GSRA plan account to save with post-tax earnings.

Contributions under the GSRA Plan and the GRA Plan are held in separate accounts with TIAA-CREF (i.e., one account for each 403(b) plan, but both 403(b) plans offer the same investment options through TIAA-CREF). Participants enroll by completing a Salary Reduction form found online or in Human Resources. Upon enrollment in the GSRA Plan and the GRA Plan (if eligible) participants indicate an initial allocation of funds. Participants may change allocations at any time online or with the help of a TIAA-CREF counselor. Refer to the Summary Plan Description for each 403(b) plan or visit http://www.tiaa-cref.org/tcm/alverno/ for details.

403(b) Plan 1: Group Supplemental Retirement Annuities Plan (GSRA)

Eligibility for GSRA Plan: All employees – regardless of benefit status – are eligible immediately.

All monies in the GSRA Plan are employee contributions and are not eligible for the College’s matching contribution under the GRA Plan (described below).

Participants are eligible to make pre-tax or post-tax (“Roth”) contributions to the GSRA Plan. Pre-tax contributions are tax deferred. Roth contributions are deducted from your paycheck after your income is taxed, which does not lower your current taxable income. Both pre-tax and Roth contributions are subject to IRS limits, and you can combine pre-tax and Roth contributions up to IRS limits.

Participants may be able to take withdrawals from their pre-tax and Roth contributions made to the GSRA Plan. Participants may be eligible to take loans from their pre-tax contributions to the GSRA Plan. The GSRA plan does not allow loans from Roth contributions. Refer to the Summary Plan Description for details and conditions regarding withdrawals and loans.

403(b) Plan 2: College Match Retirement Annuity (GRA)

Eligibility for the GRA Plan: After one year of benefit-eligible service and work a minimum number of hours annually based on current GRA Plan documents. Employees who have satisfied one year of service with another nonprofit (educational, teaching or research) institution immediately preceding employment with Alverno College may also be eligible.

Alverno College will automatically enroll employees in a GRA Plan account if an employee does not enroll when initially eligible for the GRA Plan. The default account will be set to zero for the employee contribution with a college contribution of 2%.

Employees may elect to defer money to the GRA Plan on a pre-tax basis, up to IRS limits. A chart showing the college contributions currently available under the GRA Plan is below. As noted in the chart, an employee will generally receive a larger college contribution as the employee increases his or her employee contributions under the GRA Plan. Contact Alverno College Human Resources for more
information about how to coordinate your contributions under the GRA Plan and the GSRA Plan (described above) to maximize the college contributions to your GRA plan account.

<table>
<thead>
<tr>
<th>Employee Contribution</th>
<th>College Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>2%</td>
</tr>
<tr>
<td>1%</td>
<td>2%</td>
</tr>
<tr>
<td>2%</td>
<td>2%</td>
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<tr>
<td>3%</td>
<td>3%</td>
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<tr>
<td>4%</td>
<td>4%</td>
</tr>
<tr>
<td>5%</td>
<td>5%</td>
</tr>
<tr>
<td>6%</td>
<td>6%</td>
</tr>
<tr>
<td>7%</td>
<td>7%</td>
</tr>
</tbody>
</table>
Time-Off Benefits

Vacation

Paid vacation is provided to all benefit-eligible employees according to the following schedules. Vacation allowance is allotted January 1 and is based on years of service to Alverno and employment status as of January 1. Vacation allotments will be adjusted with status changes and are prorated for employees who work less than 40 hours per week.

Vacation is accrued in the same year it is taken. Vacation time may be scheduled and taken prior to full accrual. Vacation must be taken in the year it is made available and cannot be carried forward to the next year.

Departmental guidelines for scheduling vacations or requests for vacations must be followed. Requests for vacation should be made in writing. Approval by the supervisor will be dependent upon the needs of the department at the time of the request.

<table>
<thead>
<tr>
<th>Month of Hire</th>
<th>12-Month Work Schedule</th>
<th>10-Month Work Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>January, February</td>
<td>80 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>March, April</td>
<td>64 hours</td>
<td>32 hours</td>
</tr>
<tr>
<td>May, June</td>
<td>48 hours</td>
<td>24 hours</td>
</tr>
<tr>
<td>July, August</td>
<td>40 hours</td>
<td>20 hours</td>
</tr>
<tr>
<td>September, October</td>
<td>16 hours</td>
<td>8 hours</td>
</tr>
<tr>
<td>November, December</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>12-Month Work Schedule</th>
<th>10-Month Work Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 up to 4 years</td>
<td>80 hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>4 up to 9 years</td>
<td>120 hours</td>
<td>80 hours</td>
</tr>
<tr>
<td>9 up to 19 years</td>
<td>160 hours</td>
<td>80 hours</td>
</tr>
<tr>
<td>19 + years</td>
<td>200 hours</td>
<td>80 hours</td>
</tr>
</tbody>
</table>

Vacation time may not be taken the last two weeks of employment unless pre-planned and approved. An employee who resigns will be paid for accrued unused vacation time. Final paychecks will be adjusted to reflect vacation hours taken but not accrued.
Holidays

Paid holidays are provided to benefit-eligible staff. Holidays are prorated for less than full-time employees. Those employees working less than 12 months receive holiday pay for only those holidays falling within their work schedule. To be eligible for holiday pay, you must work the day before and after the holiday or have a pre-approved vacation day. The holidays are:

- New Year’s Day
- Presidents’ Day
- Good Friday
- Monday After Easter
- Memorial Day
- July 4th
- Labor Day
- Presidential Election Day
- Thanksgiving
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve

In addition, if July 4th falls on a Tuesday, the prior Monday will be a paid holiday. If July 4th falls on a Thursday, the following Friday will be a paid holiday.

College Shutdown

Each year, the College determines whether there will be a paid holiday shutdown during the winter holiday season. To be eligible for your regular pay during shutdown, you must work the day before and after shutdown or have a pre-approved vacation day. If shutdown is authorized, benefit-eligible employees with a start date prior to December 1 of that calendar year receive your regular pay based on your regular work schedule.

Personal Business Time

Personal Business Time allows employees occasional paid time off from work to conduct personal business that cannot be scheduled outside of regular work hours. Personal Business Time is available for isolated events and in partial day increments, normally less than four hours. Time off for personal business time should be recorded for payroll purposes.

All requests for Personal Business Time should be discussed with and approved by your supervisor as far in advance as possible. The department’s needs, workloads, and schedules determine whether a supervisor can allow the use of Personal Business Time. In the case of an emergency, the employee should contact the supervisor as soon as possible to discuss the situation and time-off arrangements. The supervisor has full discretion to decide whether or not Personal Business Time will be paid, and to determine if Personal Business Time absences are becoming excessive. Documentation to support a request for Personal Business Time may be requested from the employee.

Jury Duty

Employees should notify their supervisor as soon as possible when they receive a jury summons so that the supervisor may make arrangements to accommodate their absence. Employees who are summoned for jury duty should share all relevant information, including the dates the employee has been summoned to appear. Upon completion of jury duty obligations, employees must provide written documentation from the Clerk of Courts stating what date(s) they served. Employees are expected to report to work whenever the court permits.

Any employee working at least 20 hours per week, who is absent because of jury duty, will be paid the difference between what s/he would have earned if s/he had reported to work less the amount of pay received by the Court (excluding the mileage fee). To receive this benefit, the employee should record the time absent from work, and provide a copy of the earnings paid by the Court.
**Bereavement Time**

If you experience the loss of a family member, please accept our sincere condolences. Employees requiring time off due to the death of a relative or friend should make the necessary arrangements with their supervisor. The College may request documentation to substantiate the need for time off.

An employee working at least 20 hours per week may receive time off to attend to these matters. This time off for bereavement leave will be paid at the employee's customary daily wage, approved by the supervisor, and appropriately recorded for payroll purposes.

**Sick Time**

Employees are expected to contact their supervisor prior to their scheduled start time if they are going to be absent because of illness. Benefit-eligible employees qualify for paid sick time after they have completed three (3) months of employment. Sick time is a form of income protection when you need to miss work for your own personal health reasons or for those of an immediate family member. An immediate family member is defined as a spouse, domestic partner, child, or parent.

Employees must report sick time for payroll purposes.

Accrual of sick time begins immediately upon employment or change to benefit-eligible status. Allotments are received on the last day of the month.

<table>
<thead>
<tr>
<th>Employee Status</th>
<th>Accrual per Month</th>
<th>Annual Max Accrual</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>8 hours</td>
<td>12 days</td>
<td>60 days (480 hours)</td>
</tr>
<tr>
<td>Part-time</td>
<td>4 hours</td>
<td>6 days</td>
<td>30 days (240 hours)</td>
</tr>
</tbody>
</table>

Unused sick time accumulates year-to-year up to the maximums listed above, and will not be paid to the employee when s/he terminates employment.

Employees are expected to contact their supervisor prior to their scheduled start time if they are going to be absent because of illness.

An absence of three (3) or more consecutive days or three (3) or more non-consecutive days due to the same cause, may qualify the employee for a leave of absence. A Request for Leave of Absence form should be submitted to the Human Resources Department.

Employees who are absent because of their own illness or injury for (3) consecutive days or three (3) non-consecutive days due to the same cause, may be required to provide a healthcare provider’s certificate upon returning to work. Supervisors may request a healthcare provider’s verification at any time, if s/he feels that there are concerns surrounding a prognosis or time off. The College may also require that the employee be examined by a healthcare provider of the College’s choice, at the expense of the College, for the purpose of determining whether or not the employee is, in fact, sick and/or well enough to return to regular/modified duties. If the opinion of the employee’s healthcare provider and College does differ, the healthcare provider will appoint a third healthcare provider as mediator. The expense of the third healthcare provider will be equally shared.
Leaves of Absence

Leaves of absence are available to eligible employees to cover an extended period of approved absence. These leaves allow the employee to give full attention to resolving an important personal or family matter, to recuperate from a medical disability, or to fulfill a military obligation. The length of the leave is dependent upon the circumstances of the employee and/or the dependent and the maximum duration allotted for each leave.

Whenever possible, requests should be made at least two (2) weeks prior to the leave. A Request for Leave of Absence form must be submitted to the Human Resources Department stating the reason for the leave, the starting date, and the date you plan to return to work. Alverno College will notify the employee within two (2) days of the request whether or not the leave will be approved. This will also ensure that all benefits and pay continue appropriately.

Personal Leave

Personal leave allows the employee time away from work to resolve personal or family issues. Leave may be taken intermittently or on a reduced leave schedule if necessary to meet the employee’s need, and if conducive to department work schedules.

Eligibility: Employees who have completed 3 consecutive months of employment.

Duration: Up to 8 weeks at the discretion of the College.

Whenever possible, the employee will be offered their same position upon return from personal leave. Failure to return to work without notice on the agreed upon date will be considered a voluntary termination of employment.

Pay: Must use any available accrued vacation time. If the employee has no remaining vacation time and does not qualify for STD benefits, personal leave time will be unpaid.

Benefits: All benefits that are fully funded by the College (e.g. life and short-term disability) will continue subject to the terms of the plan documents. The employee will continue to receive holiday pay.

Certain funded and voluntary benefits (e.g. health, dental, long-term disability) will continue provided the employee pays the premiums, subject to the terms of the plan documents. Please consult with Human Resources to discuss the status of all benefits and payment options prior to a leave.

Tuition remission will remain in effect during a personal leave. Please note, however, that this cannot be guaranteed for more than one semester at a time.

Medical Leave

Medical leave allows the employee time away from work to take care of personal or family medical issues not covered by FMLA that either exceeds three (3) consecutive days or three (3) non-consecutive days due to the same cause. Leave may be taken intermittently or on a reduced leave schedule if necessary to meet the employee’s need, and if conducive to department work schedules.

Verification by a healthcare provider may be requested. A healthcare provider’s certificate is required upon return to work if the leave is due to personal illness/disability. The College may also require that the employee be examined by a healthcare provider of the College’s choice, at the expense of the College, for the purpose of determining whether or not the employee is, in fact, sick and/or well enough to return to regular/modified duties. If the opinion of the employee’s healthcare provider and College does differ, the healthcare provider will appoint a third healthcare provider as mediator. The expense of the third healthcare provider will be equally shared.
Eligibility: Employees who have completed 3 consecutive months of employment.

Duration: The timeframe for a medical leave is based on a number of factors including but not limited to applicable law, the status of the employee’s medical condition and anticipated return to work, anticipated work load requirements, and staffing considerations. Requests for medical leave and decisions regarding the duration of the leave will be evaluated on a case-by-case basis.

Whenever possible, the employee will be offered their same position upon return from medical leave. Failure to return to work without notice on the agreed upon date may be considered a voluntary termination of employment.

Pay: Must use any available accrued sick and vacation time. Short-term disability (STD) benefits may apply following an absence due to personal illness or injury of more than 30 calendar days. STD provides 60% of income. If the employee has no remaining sick or vacation time and does not qualify for STD benefits, medical leave time will be unpaid.

If the employee is unable to return to work after Short Term Disability maximum benefits are received, Voluntary Long Term Disability would begin after 180 days of continuous disability, if currently enrolled in Plan. Benefits and pay may end if not currently enrolled in Long Term Disability.

Benefits: All benefits that are fully funded by the College (e.g., life insurance) will continue for the length of the leave according to plan documents. Certain funded and voluntary benefits (e.g. health, dental, long-term disability) will continue provided the employee pays their portion of the premiums. Please consult with Human Resources to discuss the status of all benefits and payment options prior to a leave.

Tuition remission will remain in effect during a medical leave. Please note, however, that this cannot be guaranteed for more than one semester at a time.

Family Medical Leave Act (FMLA)

Alverno College believes in and complies with all applicable provisions of state and federal laws regarding family and medical leave. Thus, the College will grant family or medical leave to eligible employees as follows:

<table>
<thead>
<tr>
<th>WISCONSIN FMLA</th>
<th>FEDERAL FMLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>*State and Federal FMLA will run concurrently whenever possible</td>
<td></td>
</tr>
<tr>
<td><strong>ELIGIBILITY</strong></td>
<td></td>
</tr>
<tr>
<td>The employee must have worked for the College at least 52 consecutive weeks, and have worked more than 1,000 hours during the 52-week period prior to the start of the leave.</td>
<td>The employee must have worked for the College at least 12 months or 52 weeks (not necessarily consecutive), and have worked more than 1,250 hours during the 12 months prior to the start of the leave.</td>
</tr>
<tr>
<td><strong>DURATION (per calendar year)</strong></td>
<td></td>
</tr>
<tr>
<td>▪ 6 weeks to care for the employee’s child after birth, or placement for adoption or foster care;</td>
<td><strong>PART 1:</strong> A total of 12 weeks for any combination of the following reasons:</td>
</tr>
<tr>
<td>▪ 2 weeks to care for the employee’s spouse, domestic partner, child, parent, or parent-in-law who has a serious health condition; and</td>
<td>▪ To care for the employee’s child after birth, or placement for adoption or foster care.</td>
</tr>
<tr>
<td>▪ 2 weeks for the employee’s own serious health condition, including a worker’s compensation injury or illness.</td>
<td>▪ To care for the employee’s spouse, domestic partner, child, or parent who has a serious health condition.</td>
</tr>
<tr>
<td></td>
<td>▪ For the employee’s own serious health condition, including a worker’s</td>
</tr>
</tbody>
</table>
compensation injury or illness.

- Because of any qualifying exigency arising out of the fact that the spouse, domestic partner, or a son, daughter, or parent of the employee 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.

### FEDERAL FMLA PART 2: ADDITIONAL LEAVE FOR EMPLOYEES WITH FAMILY IN THE MILITARY

An additional 26 weeks of leave in a 12-month period is available to eligible employees who are the spouse, domestic partner, son, daughter, parent, or next of kin for the care of a covered service member (individual currently in the Armed Forces or discharged under other than dishonorable circumstances with the past five years) because of a serious illness or injury incurred or aggravated by service in the Armed Forces, rendering the service member medically unfit to perform the duties of the member’s office, grade, rank or rating.

#### NOTES
- An employee’s entitlement to leave for the birth or placement for adoption or foster care must begin within 16 weeks of the date of the birth or placement.
- An employee is entitled to a combined total of 26 weeks of leave for the reasons listed under PART 1 and PART 2.
- If an employee and spouse both work for the College, the employee and spouse may only take a combined total of 26 weeks of leave for the reasons listed in PART 2.
- If an employee and spouse both work for the College, the employee and spouse may only take a combined total of 12 weeks of leave for the reasons listed in PART 1.

#### NOTES
- If an employee and spouse both work for the College, the employee and spouse may only take a combined total of 26 weeks of leave for the reasons listed in PART 2.
- If an employee and spouse both work for the College, the employee and spouse may only take a combined total of 26 weeks of leave for the reasons listed in PART 1 and PART 2.
- An employee’s entitlement to leave for the birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement. Any such family leave must be concluded within this 12-month period.

#### PAY
- The employee may substitute available sick or vacation time for unpaid leave.
- The employee must use accrued sick and vacation time. Short-term disability (STD) benefits may apply following an absence due to personal illness or injury of more than 30 calendar days. STD provides 60% of income.

### Definitions

1. Covered Service Member means a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces who was discharged under other than dishonorable circumstances within the past five years.
2. Next of Kin means the nearest blood relative of that individual, other than the service member’s spouse, parent, son, or daughter in the following order of priority:
   a. A blood relative who has been designated in writing by the service member as the next of kin for FMLA purposes;
   b. A blood relative who has been granted legal custody of the service member;
   c. Brothers and sisters;
   d. Grandparents;
   e. Aunts and uncles;
   f. First cousins.

3. A serious health condition is defined as a physical or mental illness, injury, impairment, or condition involving any of the following:
   a. Inpatient care in a hospital, residential medical care facility, or hospice;
   b. Outpatient care that requires continuing treatment or supervision by a health care provider;
   c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
   d. Any period of incapacity of more than three consecutive calendar days (including an subsequent treatment of a period of incapacity relating to the same condition) that also involves:
      i. Treatment by or under the orders of a health care provider on at least two occasions within the first 30 days of incapacity, with the first treatment occurring within the first 7 days of incapacity; or
      ii. Treatment by a health care provider on at least one occasion within the first 7 days of incapacity that results in a regimen of continuing treatment under the supervision of a health care provider
   1. Under the Wisconsin FMLA, a serious health condition involving outpatient care requires continuous treatment or supervision by a health care provider, generally defines as requiring two direct, continuous and firsthand contacts by a health care provider.
   e. Any period of incapacity due to pregnancy or for prenatal care; or
   f. Any period of absence to receive multiple treatments by a health care provider that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

**Intermittent or Reduced Schedule Leave**

FMLA may be taken “intermittently” or on a “reduced work schedule” basis under certain circumstances. Intermittent leave is FMLA taken in separate blocks of time for a single injury or illness. A reduced schedule leave reduces an employer’s usual number of working hours per workweek or hours per day for a period of time.

Under both state and federal law, intermittent or reduced schedule leave may be taken for the employee’s own serious health condition, to care for a spouse, son, daughter or parent with a serious health condition, for military qualifying exigencies, and for military caregiver purposes. Under the Wisconsin
FMLA, employees may also take intermittent leave in relation to a birth or adoption, as long as such leave begins within 16 weeks of the birth or adoption. Employees must show the medical necessity for intermittent leave or a reduced schedule leave.

An employee requesting intermittent or a reduced schedule leave may be temporarily transferred to an alternative position that better accommodates his/her recurring periods of leave. The alternative position will be equivalent in pay and benefits.

An employee who is absent from work for intermittent FMLA must call their supervisor timely to report his or her absence (unless the supervisor is notified in advance of the need to be absent on a particular day and time) and must make clear that the absence is because of a pre-approved FMLA reason.

Employee’s Notice of Leave to the Employer

An employee requesting family and/or medical leave must provide reasonable notice to the Human Resources Department before the date of the leave is to begin, except when that is not possible due to an emergency situation. Foreseeable leaves, such as leaves for scheduled surgery or for the birth, adoption, or foster care of a child, must be requested 30 days in advance or as soon as feasible if 30 days' notice is not possible. Unforeseeable leaves, such as those due to an unexpected serious health condition or flare up of a condition for which the employee has been approved for intermittent leave, must be reported as soon as possible. Requests for leave without proper notice may be denied. In all instances, Alverno College’s customary procedures for reporting an absence or tardiness from work must be complied with. Employees who fail to timely report an absence or tardiness from work are subject to disciplinary action. Employees failing to specify that they will be late or absent because of an FMLA-qualifying reason will not be entitled to FMLA leave for that reason and will also be subject to discipline.

Documentation

In the case of serious health condition of the employee, or the employee’s son, daughter, spouse, domestic partner, or parent, the College reserves the right to require a full medical report from the health care provider to substantiate medical facts through completion of an FMLA certification form. Leave may be denied if the employee fails to provide certification within 15 calendar days of the College’s request. The College also reserves the right to obtain substantiating medical information through examination (at the College’s expense) by a physician selected by the College. If the certification form is incomplete or ambiguous, the employee will be required to supply the necessary supplemental information within 7 days.

In the event an employee wishes to extend his/her leave, notice must be given as far in advance as practicable. If the leave is for a serious health condition, recertification from a health care provider may be required.

In the case of a military exigency leave, the employee must specify on a certification form which exigency leave is required and provide certification within 15 days that confirms the military status of the family member and his or her call up to active duty.

Benefits

All benefits that are fully funded by the College (e.g. life and short-term disability) will continue according to the plan documents. Voluntary benefits (e.g. health, dental, long-term disability) will continue provided the employee pays the premiums. Please consult with Human Resources to discuss the status of all benefits prior to a leave.

Length of service and other benefits will continue to accrue during a qualified FMLA leave.
Returning to Work

For the employee’s own serious health condition, a fitness-for-duty certificate must be submitted before the employee will be allowed to return to work.

Upon return to work from FMLA, an employee will be returned to his or her original position, shift, and rate of pay or to a comparable position with equivalent pay, benefits, and other terms and conditions of employment.

An employee who fails to return to work upon expiration of his/her leave may lose his/her right to restoration of his/her job. In addition, the College may recoup from the employee the cost of insurance premiums paid on their behalf by the College during the leave.

An employee who fails to return to work upon the expiration of their leave or contact the College to request additional leave time will be considered to have voluntarily resigned his or her employment with the College.

Military Leave

Military leaves of absence, benefits and reinstatements will be granted pursuant to state and federal law.

Eligibility: These leaves extend to persons who have been absent from a position of employment because of service in the uniformed services, regardless of their length of service at the College. “Service in the uniformed services” means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty;
- Active duty for training;
- Inactive duty for training;
- Fulltime National Guard duty;
- Absence from work for an examination to determine a person’s fitness for any of the above types of duty;
- Funeral honors duty performed by National Guard or Reserve members; and
- Duty performed by intermittent employees of the National Disaster Medical System, when activated for a public health emergency, and approved training to prepare for such service.

Notice may be provided by the employee or by an appropriate officer of the branch of the military in which the employee will be serving. However, no notice will be required if military necessity prevents the giving of notice, or the giving of notice is otherwise impossible or unreasonable.

The College will follow current USERRA law regarding the duration of the leave, rehire eligibility, pay, and benefits.
Tuition Remission

The Tuition Remission program provides benefit-eligible employees and their eligible dependents the opportunity to pursue their education at specific schools at a discounted rate. Acceptance into an undergraduate and/or graduate program is subject to the admission requirements and limitations specific to the program.

Tax Reporting for Tuition Remission and Tuition Exchange Program Benefits

The Internal Revenue Code (IRC) contains provisions that allow Alverno College to provide financial educational assistance to its employees, their spouse and/or dependent children, but with different limitations and tax implications depending upon level of study.

Undergraduate Tuition Remission For Employees, their Spouse and Dependent Children

Under Section 117 of the IRC, Alverno College may offer tuition remission to employees, their spouse and dependent children for undergraduate course work at Alverno College or another higher education institution in the Tuition Exchange Programs. As long as that tuition remission is for undergraduate education, it will be tax-free and excluded from an employee’s taxable wages.

Graduate Tuition Remission

- For Employees up to $5,250/year tax-free
  
  Under Section 127 of the IRC, Alverno College may provide its employees tuition remission for graduate course work at Alverno College or another higher education institution in the Tuition Exchange Programs, on a tax-free basis, up to $5,250 per employee, per year. As long as the tuition remission is for graduate education and does not exceed $5,250 per calendar year, it will be tax-free and excluded from an employee’s taxable wages.

- For Employees who exceed $5,250/year tax-free
  
  Graduate tuition remission provided by Alverno College to its employees for graduate course work at Alverno College or another higher education institution in the Tuition Exchange Programs, that exceeds $5,250 per employee, per year, will be applied as taxable income to the employee. Therefore, the financial value (dollar amount) in excess of $5,250 will be added to employees’ taxable wages.

- For Employees whose position is ‘Graduate Assistant’
  
  For employees whose position is ‘Graduate Assistant’, as defined in the position’s job description, there will be no tax imposed on tuition remission for graduate courses as long as the tuition remission is not payment for services.

- For Spouse and Dependent Children
  
  The IRC does not permit Alverno College to provide its employees’ spouse and dependent children tuition remission for graduate course work on a tax-free basis regardless if the course work is at Alverno College or another higher education institution in the Tuition Exchange Programs. Therefore, the entire financial value (dollar amount) of the graduate tuition remission for spouse and dependent children will be applied as taxable income to the employee.
Taxability

The monetary value of the tuition remission that is taxable must be added in the calendar year of the last semester of the academic year. The financial value of the tuition remission will be calculated for the spring, summer and fall semesters of an academic year, as applicable.

The increase in taxable wages also increases the taxes withheld and reduces net pay. The taxes will be withheld from all paychecks from September through December. If an employee wants to start applying taxable education-related income to paychecks prior to September, the employee needs to contact the Human Resources/Payroll Department to make arrangements.

In cases where the taxable income cannot be withheld from all paychecks – due to an unpaid leave of absence, retirement or death – Alverno College will report taxable income to the government using a Form 1099.

As a courtesy, the Human Resources/Payroll Department will notify employees via email of the amount of their taxable education-related income and the pay periods affected. All employees are encouraged to track their education-related financial benefits for the year and plan accordingly.

Tuition Repayment (Service) Policy for Graduate Degree Programs/Classes

Employees and dependents (Spouse and/or Children) seeking graduate degree programs are subject to the Tuition Repayment (Service) Policy.

When an employee or dependent is receiving tuition remission through Alverno College for graduate degree coursework, the employee must agree in advance (as part of the application/approval process) to work for Alverno College for a period of twenty-four (24) months after the degree has been conferred. An employee or dependent taking classes for credit, but not finishing the degree, will also be included in this policy.

Graduate degree coursework applies to coursework taken at Alverno College or another institution.

Exceptions:

- Employees and/or dependents who start graduate degree programs prior to August 2012 are grandfathered and exempt from this policy;
- This policy does not apply to employees who are employed as “Graduate Assistants” or employees and/or dependents auditing classes for personal enrichment; and
- This policy does not apply to non-benefit eligible Nursing employees receiving the discount percentage for graduate degree coursework at Alverno College.
Alverno College Tuition Remission Program for Employees

The following guidelines apply to both the undergraduate and graduate programs listed below:

*Eligibility:* Completed one year of employment at benefit-eligible status. Employees may pursue only one undergraduate and one graduate degree under the tuition remission program. If an employee is taking a class for personal enrichment, s/he is limited to one class per semester. Continuing eligibility is subject to academic progress.

Employees with anniversaries within 30 days of the start of the semester will qualify under a grace period and receive a prorated benefit. Prior to the one-year anniversary, an employee pays 100% of the tuition; following the anniversary, tuition will be discounted accordingly.

*Tuition remission rates:*

- 100% of tuition (excluding fees) for a full-time employee
- 60% of tuition (excluding fees) for a three-quarter-time employee
- 40% of tuition (excluding fees) for a half-time employee

All employees receiving tuition remission are required to complete and return the *Educational Loan Agreement*, which can be found on IOL, and return it to the Business Office each semester they are enrolled. A late fee may be assessed for the *Educational Loan Agreement* received after the designated due date. Employees are responsible for paying all fees.

While we encourage employees to be continuous learners, it is important to remember that attending classes should not affect your work schedule or your performance of job responsibilities.

If an employee who is benefiting from the Tuition Remission Program terminates employment during the semester, the employee may be asked to repay a portion of the remitted tuition amount, depending on how far along the semester has progressed. If the termination occurs during the first half of the semester, the prorated percentage would be up to 50%; if termination occurs in the second half of the semester, no percentage would be due back to the College.

*Alverno College Undergraduate Degree Program*

After applying for the program, the employee must complete a *Tuition Remission Certification* form available in Human Resources. All first time benefit applicants who are in an undergraduate program must file the FAFSA to determine eligibility for government aid. A FAFSA and completed financial aid application is required each academic year unless waived by the Alverno College Financial Aid Office. Please note that failure to submit the FAFSA by the due date may result in loss of your tuition remission benefit.

*Alverno College Graduate or Post Baccalaureate Licensure Program*

Certain graduate programs limit the number of Alverno employees who may participate each semester. In the event of more than one qualified employee-applicant, the Senior Vice President of Academic Affairs will review evidence of incoming class size, current employee position, and other pertinent criteria as to whether an additional employee enrollment will be permitted in the same semester. The following criteria will be used in the order indicated below to determine who enters the program first, second, and so on:

1. The employee-applicant whose position description states a preference for a graduate degree;
2. The employee-applicant with no prior graduate degree; and
3. The employee-applicant’s length of service working at Alverno.
After applying for the program, the employee must complete a *Tuition Remission Certification* form available in Human Resources. Employees enrolled in a graduate program at Alverno College must file a FAFSA if they want to receive government loans in addition to the remission.

**Alverno College Tuition Remission Program for Dependents**

The following guidelines apply to spouses and dependent children.

*Eligibility*: Completed one year of employment at benefit-eligible status. A spouse and/or dependent child may pursue only one undergraduate and one graduate degree under the tuition remission program.

If a spouse or dependent child is taking a class for personal enrichment, s/he is limited to one class per semester. *Please note that dependent children are eligible for tuition coverage through the age of 26 years.* Continuing eligibility is subject to academic progress.

Employees with anniversaries within 30 days of the start of the semester will qualify under a grace period and receive a prorated benefit. Prior to the one year anniversary, an employee pays 100% of the tuition; following the anniversary, tuition will be discounted accordingly.

To be classified as a dependent, the student must meet IRS Federal dependency requirements and must answer "NO" to all questions used to determine dependency on the Financial Aid Form.

*Tuition remission rates (after application for financial aid) for the spouse and dependent children:*

- 100% of tuition (excluding fees) if the employee is full-time status
- 60% of tuition (excluding fees) if the employee is three-quarter-time status
- 40% of tuition (excluding fees) if the employee is half-time status

All employees receiving tuition remission are required to complete and return the *Educational Loan Agreement*, which can be found on IOL, and return it to the Business Office each semester they are enrolled. Employees are responsible for paying non-refundable fees, including any applicable course fees and the Campus Service Fee. A late fee may be assessed for the *Educational Loan Agreement* received after the designated due date.

**Alverno College**

*Eligibility*: Female spouse and/or dependent daughters seeking their first undergraduate degrees or taking classes for personal enrichment. Male spouse or dependents may be eligible for the Alverno Advantage program.

After the spouse or dependent applies for the program, the employee must complete an *Application for Employee Tuition Benefit for Dependents* form available in Human Resources. All benefit applicants must file the FAFSA to determine eligibility for government aid. A FAFSA and completed financial aid application is required each academic year unless waived by the Alverno College Financial Aid Office.

**Alverno College Summer School**

*Eligibility*: Employees’ spouses and dependent children who are enrolled in full-time degree programs elsewhere and are interested in attending Alverno course(s) during the summer.

Before registering at Alverno College, it is the responsibility of the student to confirm that the institution at which they are enrolled in a degree program is aware of Alverno’s grading policy and will accept the credits taken at Alverno on the basis of “Satisfactory” or “Unsatisfactory” completion. (Satisfactory completion is equivalent to a “C or better” in a letter grade system.)
This benefit is available only in those summer courses that have sufficient enrollment to merit the class being offered without the addition of spouses and dependent children registering as special students. If enrollment in a given course exceeds the maximum, preference is given to Alverno degree students.

After applying for course(s), the spouse and dependent children need to complete an Employee Tuition Benefit for Dependents form available in Human Resources.

**Tuition Exchange Programs**

Alverno College belongs to three different exchange programs. The purpose of these programs is to provide scholarship opportunities to employees and family members that meet the eligibility requirements. These are not guaranteed benefits; each importing institution sets their own policies for admission.

**Catholic College Cooperative Tuition Exchange Program (CCCTE)**

*Eligibility:* Employees who have completed one year of employment at benefit-eligible status, and their spouse and dependent children

Prospective students must be accepted at the participating institution before applying for the CCCTE benefit. Following the student’s admission to the school, the employee completes a CCCTE application form available in Human Resources. Acceptance at the school does not guarantee availability of the benefit. Visit [www.cccte.org](http://www.cccte.org) for a list of participating institutions.

Some of the participating schools also offer graduate degree programs for eligible staff, their spouse, and dependent children.

**Council of Independent Colleges (CIC)**

*Eligibility:* Employees who have completed one year of full-time benefit-eligible employment status, and their spouse and dependent children

The program consists of a network of independent colleges and universities willing to accept students on a tuition-free basis from families of full-time employees of other CIC institutions. The benefit is available for a total of four years (or the equivalent). Students are responsible for all non-tuition charges, such as room and board. Prospective students must go through the regular admissions procedure of the participating college or university of choice. To apply for the CIC Tuition Exchange Program (CIC-TEP), prospective students need to complete the CIC-TEP application available in Human Resources. It is recommended that the student be accepted for admission to the college or university of choice before completing the CIC-TEP application. Acceptance at the school does not guarantee availability of the benefit. Visit [www.cic.edu/tep](http://www.cic.edu/tep) for a list of participating institutions.

Some of the participating schools also offer graduate and online degree programs for eligible staff, their spouse, and dependent children.

**The Tuition Exchange, Inc.**

*Eligibility:* Dependents of full-time employees who have completed five years of full-time benefit eligible service at the time of the lottery drawing are eligible to apply for this scholarship. Scholarships are limited to one per employee.

In order to be eligible for the scholarship, applicants must meet the admissions requirements for the school of their choice. It is recommended that the student apply for admission to the college or university of choice and complete the TE application simultaneously. Some scholarships may have restrictions and

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vary by institution. *Please note that scholarship acceptance/approval is not guaranteed.* The importing institution makes the final decision.

The scholarships will be allocated on a weighted lottery basis. Employees will receive one chance in the lottery for every five years of full-time service at Alverno College. There are three scholarship opportunities available per year, unless otherwise noted. Students do not need to be accepted at a member school in order to be eligible for the lottery. Scholarships are, of course, contingent on acceptance at a member institution. Scholarships must be used the years for which they are awarded. Scholarships are limited to one two-year scholarship per eligible employee. Approved candidates are responsible for the participation fee each academic year under the Tuition Exchange, Inc. program. Visit [www.tuitionexchange.org](http://www.tuitionexchange.org) for details and a list of participating institutions.

**Mandated Benefits**

**Unemployment Compensation**

Alverno College contributes to the unemployment fund as required by law. The unemployment insurance program provides temporary economic assistance to eligible workers.

You can apply for unemployment benefits using a touch-tone telephone (800-822-5246) or on-line at [http://dwd.wisconsin.gov/dwd/publications/ui/apply.htm](http://dwd.wisconsin.gov/dwd/publications/ui/apply.htm).

**Workers’ Compensation**

Alverno College provides workers’ compensation insurance for its employees, which entitles eligible employees to medical coverage and financial support in the event of a job-related injury or illness.

Always remember to report all work-related injuries to the Human Resources Department as soon as possible after the incident occurs.

**Social Security/Medicare (FICA)**

Social Security provides more than just retirement programs. It also provides disability benefits and survivor benefits to eligible people. In addition, Medicare provides medical assistance to retirees and disabled individuals. These benefits are funded through taxes paid by all employers and employees. In other words, the employee’s wages are taxed and the College is taxed an equivalent amount.

The 7.65% tax rate is the combined rate for Social Security and Medicare. The Social Security portion is 6.20% on earnings up to the applicable taxable maximum amount. The Medicare portion is 1.45% on all earnings. The Internal Revenue Service determines the annual earnings limit.

**State and Federal Taxes**

Employees are taxed on their wages according to the information provided on their tax withholding forms. Please remember to keep your W-4 form up-to-date and accurate. You may complete a new form at any time. Forms are available in Human Resources or on the HR website at [http://hr.alverno.edu](http://hr.alverno.edu).
Other Benefits

Banking Services
Personal check cashing is available to all Alverno employees in the Business Office. The limit is $20.00 per day.

An ATM machine is also available in the Computer Center lobby.

Alverno College Bookstore Discount
Employees receive a 10% discount on all bookstore merchandise (except textbooks, electronics and software). Please present your Alverno ID to the cashier at the time of purchase.

Computer Purchase Plan

Eligibility: Employees working at least 20 hours per week who have completed three months of employment. The employee may not have been involved in disciplinary action in the six (6) months preceding the loan request.

The plan allows an employee to receive an interest-free loan of up to $1,000 from the college to purchase a computer, related accessories, and software (the limit on software is $500.00). Personal Digital Assistant (PDA) purchases and additional warranties/services are not eligible for the program. Employees may have access to free software through Alverno College. Contact Technology Services for details.

The employee must provide a copy of the receipt indicating that the computer was paid for by cash, check or credit card. The exact amount of the purchase price (including applicable taxes) minus 10% down payment will be reimbursed directly to the employee up to $1,000. The loan is paid back through consecutive payroll deductions (including summer) in a designated timeframe or until the balance is paid, whichever is first. Forms are available in Human Resources. If an employee terminates before the loan is paid off, the balance is due in full upon termination.

Alverno College Early Learning Center

The Early Learning Center offers year round on-site childcare in Elizabeth Hall for children six weeks through five years.

Childcare is available Monday through Friday from 7:00 a.m. to 5:30 p.m. Registration occurs three times per year - Fall, Spring and Summer - to accommodate any changes in days and time you may have. Registration forms are available in Elizabeth Hall. Fees for childcare are payable through payroll deductions, or employees may set up a payment plan with the Business Office. Occasionally, “drop in” service is available. Drop in fees are payable at the time of service. Alverno Faculty and Staff receive reduced fees.

Parents are welcome to visit their child(ren) at any time and are encouraged to volunteer in activities during the year. Call (414) 382-6076 or visit http://www.alverno.edu/academics/resourcesforstudents/earlylearningcenter/ to schedule a tour or request additional information.
Alverno College Fitness Center

The Fitness Center offers employees free use of state of the art exercise equipment, the gym, and use of day lockers and men’s and women’s locker/shower rooms. Employees may bring one guest (over the age of 18) to the Fitness Center. Guests must be accompanied by the employee and must complete the Guest Agreement Form before using any equipment.

Hours for the Fitness Center can be viewed at http://athletics.alverno.edu/information/facilities/fitness-center.

Alverno College Library

All staff employees are eligible for library privileges. The library has books, videos, CDs, DVDs, art slides, journals, newspapers, and a wide range of electronic resources on subjects ranging from art to women’s studies. The Library is also part of an 8-library consortium, allowing Alverno patrons to borrow from the other participating libraries.

Within the reference room is an area set aside for reading, resting, and reflecting. Enjoy recent issues of some periodicals, the “fun reading” collection (free books) and comfortable chairs.

Additional information about library services and hours can be viewed at http://depts.alverno.edu/library/.

Mail Services

The Mail Services Department is open from 8:00 am- 5:00 pm, Monday thru Friday for the purchasing of stamps. Mailing options include the US Postal Service, UPS and Federal Express. Contact the Mail Services staff for the requirements regarding these options.

Telesis

Telesis is a non-degree continuing adult education program.

Eligibility: Employees who work 20 or more hours per week are immediately eligible to participate in Telesis courses for a 50% discount. Spouses, domestic partners, and any dependents over the age of 18 are eligible to participate in Telesis courses for a 25% discount. There are no discounts available on tours and travel. Employees are subject to the same policies as other Telesis participants.

Additional information regarding these programs can be found at http://www.alverno.edu/telesis/.
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