

Rocky Mountain College

**EMPLOYEE HANDBOOK**



**EMPLOYEE HANDBOOK**

*This version of the Employee Handbook supersedes all prior versions issued by the Institution and is effective **November 1, 2019.***

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**INTRODUCTION**

The Employee Handbook (Handbook) provides information regarding Rocky Mountain College's policies and workplace standards. It is intended to be an internal reference tool for the College's staff and faculty. There may be some policies and procedures unique to your particular area that will be explained by your supervisor. In certain circumstances, a Handbook supplement for your work group may supersede some aspects of this Employee Handbook.

The policies stated herein are subject to change at any time at the sole discretion of Rocky Mountain College. Detailed information on these policies is available on the Rocky Mountain College website and will reflect ongoing changes. In the case of any differences, the online version will supersede any paper version. The only recognized deviations from the stated policies are those authorized and signed by the President, Board of Trustee, or a designated representative of Rocky Mountain College.

Although comprehensive, this Handbook is intended to be a summary guide and cannot address every matter that might develop during your employment. Your supervisor and the Human Resources staff welcome the opportunity to answer your questions.

This version of the Employee Handbook supersedes all prior versions issued by Rocky Mountain College and is effective November 1, 2019.

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### **Welcome to Rocky Mountain College!**

On behalf of your colleagues, I welcome you to Rocky Mountain College and wish you every success here.

We believe that each employee contributes directly to Rocky Mountain College's growth and success, and we hope you will take pride in being a member of our team.

This Handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible as it answers many questions about employment with Rocky Mountain College.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Dr. Bob Wilmouth, President

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### **MISSION**

Rocky Mountain College educates future leaders through liberal arts and professional programs that cultivate critical thinking, creative expression, ethical decision-making, informed citizenship, and professional excellence.

### **CORE THEMES**

#### Academic Excellence

Rocky Mountain College creates a culture of learning by providing distinctive academic programs designed and executed by outstanding faculty. The College is committed to the liberal arts and sciences as the basis for all educational development and as the foundation of the student experience. This commitment directs the College's core curriculum requirements and the expectations of students engaged in the various disciplines. Graduates possess knowledge and abilities that promote professional excellence and lifelong learning through the combination of programs in the traditional liberal arts and sciences with professions-oriented disciplines.

#### Transformational Learning

Rocky Mountain College embraces its role as a transformational agent in the lives of students and elevates them educationally, economically, socially, and culturally. The College promotes the development of the whole person to maximize students' human and leadership potential. The College, more than the sum of its curricula and programming, affords students opportunities to engage in a wide range of curricular, co-curricular, and extracurricular opportunities, enhancing the student experience.

#### Shared Responsibility & Stewardship

Rocky Mountain College strives to be the embodiment of its mission. By serving as a capable steward of resources and by employing a participative and efficient governance model, the College demonstrates the application of the concepts expressed in its mission. Specifically, the College strives to engage informed and ethical decision-making through the use of best practices as a means to promote organizational development and excellence. In short, the College endeavors to manifest the ideals of critical thinking, ethical decision-making, informed citizenship (from an organizational perspective), and professional (organizational) excellence. In doing so, the College models abilities, dispositions, and behaviors expected of students.

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**Employee Acknowledgement Form**

The Employee Handbook (Handbook) describes relevant information about Rocky Mountain College, and I understand that I should consult the Human Resources Department regarding any questions not answered in the Handbook.

I have entered into my employment relationship with Rocky Mountain College voluntarily and acknowledge that there is no specified length of employment.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Trustees and the President's Cabinet of Rocky Mountain College can adopt any revisions to the policies in this Handbook.

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

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**Student Relations**

Students are among our organization's most valuable assets. Every employee represents Rocky Mountain College to our students and the public. Rocky Mountain College strives for Personal Service Excellence. Customer relations, self-management, teamwork, and communication are the keys to service excellence. The way we do our jobs presents an image of our entire College. Students judge all of us by how they are treated with each employee contact. Therefore, one of our first priorities is to assist any student or potential student. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to the student.

Students who wish to lodge specific comments or complaints should be directed to the Vice President of Student Life for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to students are a reflection not only of ourselves but also of the professionalism of Rocky Mountain College.

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### **EMPLOYMENT**

#### **Equal Employment Opportunity**

It is the policy of Rocky Mountain College to provide equal employment and advancement opportunities to all individuals. Employment decisions will be based on merit, qualifications, and abilities. Rocky Mountain College does not discriminate in employment opportunities or practices on the basis of race, color, religion, creed, sex, gender, sexual orientation, gender identity/or expression, national or ethnic origin, age, disability, protected veteran status, or any other characteristic protected by applicable federal or state law.

Any employees with questions or concerns about any discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Director of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### **Sexual Misconduct, Harassment and Discrimination**

It is the policy of Rocky Mountain College to provide a place of study and work that is free from unlawful harassment, discrimination, sexual misconduct and gender-based violence of any kind. The College complies with the Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964 and other federal and state laws. Rocky Mountain College prohibits any member of the faculty, staff, administration, student body, or visitors, whether visiting campus, patrons, independent contractors, or vendors from harassing or discriminating against any other member of the Rocky Mountain College community because of a person's race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and/or expression, age, marital status, place of birth, veteran status, or against qualified individuals with disabilities by disability in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. Discrimination or harassment directed toward any protected characteristic is illegal. All employees are expected to respect the rights of their coworkers and to conduct themselves in a way that supports the inclusion of students and employees of all different backgrounds. Employees who engage in unlawful harassment, sexual misconduct, or gender-based violence or discrimination will be subject to disciplinary action, up to and including immediate termination of employment.

No member of the Rocky Mountain College community shall engage in harassment, sexual misconduct, or gender-based violence. This "community" includes students, faculty, staff, and administrators of the College. For the purpose of these policies, the terms "harassment" and "discrimination" include, but are not limited to slurs, jokes, and other verbal, graphic or physical

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conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, disability, ethnicity, gender identity and/or expression, marital status, place of birth, veteran status, sexual orientation or sexual identity. Sexual misconduct including, but not limited to: sexual assault, sexual harassment, dating violence, domestic violence, and stalking are unacceptable and will not be tolerated at Rocky Mountain College. The College urges an individual who has been subjected to sexual misconduct to make a formal complaint. A report of the matter will be dealt with promptly, and confidentiality will be maintained to the extent possible. The College is committed to providing information regarding on- and off-campus services and resources to all parties involved. Students, faculty, and staff found in violation of this policy will be subject to discipline up to and including termination, expulsion or other appropriate institutional sanctions; affiliates and program participants may be removed from College programs and/or prevented from returning to campus.

At Rocky Mountain College we believe that individuals should be able to live, study, teach and work in an environment that is free of all forms of harassment and discrimination, particularly those involving:

- Behavior intended to insult or stigmatize an individual or group.
- The use of words or symbols that convey hatred or contempt.
- Physical violence or threat of violence.
- Acts of vandalism or destruction of property.

A periodic notice will be sent to faculty, staff, and students to remind them of the policy. Copies of this policy will be available at appropriate campus centers and offices. A "no harassment" policy notice will be posted in the residence halls, instructional buildings, and administrative office areas. Detailed policies may be reviewed on the following links:

<https://www.rocky.edu/campus-life/campus-safety/harassment-discrimination-policy> and  
<https://www.rocky.edu/campus-life/campus-safety/sexual-misconduct-and-sexual-assault-policy>

Any individual who has question(s) or concern(s) about harassment or discrimination or believes that he or she is being or has been harassed or discriminated against should contact the Vice President for Student Life (406-657-1018) or one of the liaisons listed below. The liaisons can help identify the types of behavior, verbal or physical, that constitute harassment or discrimination and will assist in determining an appropriate response to an alleged incident.

- Vice President for Student Life – 406.657.1018
- Office of Human Resources – 406.657.1043
- Campus Counselor – 406.657.1049

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### **Equal Opportunity and Reasonable Accommodations for Employees with Disabilities**

The Americans with Disabilities Act of 1990, as amended, and applicable state law protect qualified applicants and employees with disabilities from disability discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment. Rocky Mountain College prohibits discrimination against individuals with disabilities, individuals with a record of a disability, and the College also prohibits discrimination by perceived disability. Rocky Mountain College also provides reasonable accommodations for individuals with disabilities to enable individuals to perform the essential functions of their job.

If you are unable to or find it difficult to perform your job because of disability or if you have any concerns about equitable treatment in the workplace based on your disability, please contact the Director of Human Resources.

#### **Disability Accommodation**

Rocky Mountain College is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation by defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as equal opportunity in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists.

Rocky Mountain College is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Rocky Mountain College will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Rocky Mountain College is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities under the ADA and all other applicable federal, state, and local laws.

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### **Immigration Law Compliance**

Rocky Mountain College is committed to employing United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility under the Department of Homeland Security guidelines. Former employees who are rehired must also complete the form if they have not completed an I-9 with Rocky Mountain College within the past three years, or if their previous I-9 is no longer retained or valid.

New hires are required to complete the first page of I-9 the first day of hire. If original documentation is not available to establish identity, the employee has *three* business days to comply with the Immigration Reform and Control Act of 1986. (Please see the RMC Operational Policy and Procedure manual for the details.)

Employees with questions are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### **Non-Disclosure Statement**

The protection of confidential business information and trade secrets is vital to the interests and the success of Rocky Mountain College. Such confidential information includes, but is not limited to, the following examples:

- computer processes
- computer programs and codes
- donor, student, staff, and faculty lists
- customer preferences
- financial information
- labor relations strategies
- marketing strategies
- new materials research
- pending projects and proposals
- proprietary production processes

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- research and development strategies
- scientific data
- scientific formulae
- scientific prototypes
- technological data
- technological prototypes

Employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or improperly disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not benefit from the disclosed information.

### **Business Ethics and Conduct**

Rocky Mountain College requires ethical conduct for our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Rocky Mountain College will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in agreement with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of sound judgment, based on high ethical principles, will guide you concerning lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed with your immediate supervisor. Advice and consultation are available with the Director of Human Resources and Office of Ombud.

Compliance with this policy of business ethics and conduct is the responsibility of every Rocky Mountain College employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

### **Conflicts of Interest**

Employees have an obligation to conduct themselves within guidelines that prohibit actual or potential conflicts of interest. These guidelines provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Department for more information or questions about conflicts of interest.

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An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or a relative as a result of Rocky Mountain College's operations. For this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of individuals who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Rocky Mountain College as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Rocky Mountain College does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction involving Rocky Mountain College.

### Guidelines:

- It is the burden of the potential employee to disclose any potential conflict of interest to their immediate supervisor. Employees will be required to sign a conflict of interest form at the time of new hire orientation.
- No employee shall solicit, accept or agree to accept any privilege, benefit, or item of value for the exercise of their discretion, influence, or powers as an employee except as allowed by law.
- No employee shall accept any privilege, benefit or item of value that might influence them in the discharge of their duties as an employee.
- No employee shall use their position to secure special privileges or exemptions for themselves or others, except as allowed by law.
- Any employee who is an officer, agent, employee or member of, or owns a significant interest in any entity doing business with Rocky Mountain College must disclose such relationship in writing to their immediate superior and to the Human Resources Office.
- No employee shall accept employment or engage in any business or professional activity which foreseeably might require or induce them to disclose confidential information acquired because of their position.
- No employee shall disclose confidential information and use information for their personal gain or benefit.

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- No employee shall transact any business for Rocky Mountain College with any entity of which they are an officer, agent, employee or member or which they own a significant interest.
- No employee should make personal investments in any enterprise which foreseeably might create a substantial conflict between their private interests and the interest of Rocky Mountain College in the performance of their duties without appropriate approval.
- No employee shall accept other employment which might impair their independence or judgment in the execution of their Rocky Mountain College duties.
- No employee who exercises discretion in connection with contracts, purchases, payments, claims or other pecuniary transactions shall solicit, accept, or agree to accept any benefit from a person or entity who may themselves financially benefit from such transactions.
- Any financial transaction between an employee and the College must have written approval before consummation.

Failure of an employee to comply with the previous shall constitute grounds for discharge or other disciplinary action.

### **Outside Employment**

While Rocky Mountain College does not forbid its employees from working elsewhere, if the College determines that an employee's outside employment interferes with performance or the ability to meet the job requirements, the employee may be asked to terminate the outside employment.

Outside employment will present a conflict of interest if it has an adverse impact on Rocky Mountain College.

### **Job Posting**

The College generally requires that all open positions be posted. Under certain circumstances, exemptions from or waivers of this policy may apply (see waiver policy below).

Any failure to follow this policy shall not be grounds for challenging the hiring decision.

### **Job Posting and Process**

The job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the College.

All staff and faculty positions must be posted through the Human Resources Department.

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A Personnel Requisition and Request for Recruitment (PRRR) must be completed and submitted to the Human Resources Department before any advertising, interviewing, or commitment of any kind can be made.

The Human Resources Department will pre-screen the applicants to determine if they meet the minimum qualifications as stated in the advertisement and on the Personnel Requisition and Request for Recruitment.

When the selection process is completed, and a candidate has been selected, the hiring supervisor will contact unsuccessful candidates who were interviewed, and the Human Resources Department will notify all other unsuccessful candidates.

### **Internal Postings**

Rocky Mountain College supports the posting of positions internally and supports the professional development of our employees. Successful candidates must meet the position's minimum qualifications.

Job openings will be emailed to all employees via the email system and typically remain open internally for **five business days**. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities). An open position that is posted internally is not required to be posted externally. Only qualified, eligible candidates will be considered as applicants for positions posted internally.

To be eligible to apply for a posted job, employees must have performed successfully for 180 calendar days in their current position. Employees who have a written warning on file or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit an internal application form to the Human Resources Department listing job-related qualifications and accomplishments. It should also describe how their current experience with Rocky Mountain College and prior work experience and education qualifies them for the position. Waivers to the eligibility criteria will be considered by the Human Resources Department and executive leadership.

*Guidelines* – Internal postings of open positions will be posted for five business days. Eligible employees are required to submit the internal application form and any other requested materials by the closing date of the posted position.

### **External Postings**

The College strives to attract a diverse group of candidates for employment and advertises open

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positions through multiple recruiting resources. Postings are done with the local Job Service Workforce Office. Also, employment opportunities are made available to agencies and organizations that assist women, minorities, persons with disabilities, and veterans in finding jobs. Examples of external postings would be through Veteran's Administration Office and Higher Ed Jobs.

### **Waiver of the Posting Requirements**

*Under limited circumstances*, waivers of the posting requirements for position vacancies may be considered. Leadership and the Human Resources Department are required to authorize and approve waiver requests. A request for a waiver of posting can be made by submitting: (1) a statement justifying the request to hire; (2) the application/resume of the recommended candidate; and (3) a detailed job description. If the required information is not provided, the waiver request may be denied. A waiver request *may* be approved if it meets one or more of the following criteria:

- Compelling circumstances exist, such that there would be no job opening in the absence of the organizational necessity or opportunity to hire the specific candidate. For example:
  - The offer of employment is made to a person considered a target of opportunity hire; this category includes offers to individuals distinguished in their fields.
  - That offer of employment is made to a qualified individual to secure the recruitment or retention of the individual's tenured or tenure-track spouse or partner.
- The offer of employment is extended to someone identified from an existing applicant pool developed in response to a recent posting for the same job title or a position with significantly similar job duties, responsibilities and qualification. The existing pool must meet specific criteria to qualify for a waiver of the posting policy. Factors taken into consideration in evaluating the current applicant pool include the representation of women and minorities in the pool; the date the pool was established; and the similarity in responsibilities between the posted position and the new request. (The statement of justification must include the date of the previous posting and information about the composition of the applicant pool.)
- The offer of employment will allow a current employee who has been on an approved extended leave of absence to return to a position at the College for which he or she is qualified.
- The offer of employment implements a reasonable accommodation for a qualified current employee with a disability.
- The offer of employment is made to settle a grievance, complaint, or lawsuit.

If the waiver request is denied, the position must be posted and filled following the College's standard hiring policy and procedure.

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### **Identification Card and Rocky Property**

All employees will be issued a College picture identification card. Please keep your I.D. with you while you are on Campus premises, as admittance to some buildings and departments requires proper College identification.

Depending on the responsibilities of your position, you may also be issued additional resources, such as cell phone or College credit card to facilitate your job duties. You will be required to sign the acknowledgment of receipt of these materials; you have an obligation to handle these items with care and keep them secure. Any loss must be immediately reported to your direct supervisor. These tools are intended for business use and remain College property. Inappropriate operation or use of any such tool is subject to disciplinary action, up to and including termination.

## **EMPLOYMENT STATUS & RECORDS**

### **Employment Categories**

It is the intent of Rocky Mountain College to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Rocky Mountain College.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Rocky Mountain College's full-time schedule. They are eligible for Rocky Mountain College's benefits package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to temporary status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for Rocky Mountain College's benefits package, subject to the terms, conditions, and limitations of each benefit program.

TEN (10) MONTH employees shall be considered regular employee and are eligible for Rocky Mountain College's benefits package but are not eligible for vacation accruals.

PART-TIME employees are those who are not assigned to temporary status and who are

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regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Rocky Mountain College's other benefit programs.

TEMPORARY employees are those who are hired as interim replacements to supplement the workforce or to assist in the completion of a project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Rocky Mountain College's other benefit programs.

STUDENT WORK-STUDY employees are based on standards and guidelines established in administering the financial assistance program. These positions are subject to all applicable policies outlined in federal and state regulations. Student status is a condition of employment.

FACULTY WITH AN ADMINISTRATIVE APPOINTMENT employee has both faculty status AND has administrative responsibilities of at least 50% as per contractual agreement. Such employees shall be classified as "Staff" and shall be exempt from faculty policies regarding 1) annual evaluation of performance; and 2) grievance. All administrative policies affecting staff shall apply to this group of individuals to include the Academic Vice President, Provost, and President.

ADJUNCT FACULTY employees *are not eligible* for benefits.

### **Employment Applications**

Rocky Mountain College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, it may result in termination of employment.

Employment application package for positions at Rocky Mountain College requires the submission of a résumé or curriculum vitae, cover letter, and for non-faculty positions an employment application clearly indicating the available position for which they are to be considered a candidate.

The Human Resources Department will sort application packages for staff positions. Applicants meeting the minimum qualifications will be referred to the Search Committee. Applications for staff positions not meeting the minimum qualifications will be notified by the Human Resource Department that their application will not be considered.

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Application packages for faculty positions will be referred to the chair of the respective search committee. All applications will be forwarded to the search committee from the Human Resources Department. Applicants for faculty positions who do not meet the minimum qualifications will be notified by the Human Resources Department that their application will not be considered.

Applicants who are interviewed but not offered the position are personally contacted by the chair of the respective search committee, and the Human Resources Department sends the candidates who are not interviewed a letter.

### **Employment Reference Checks**

Rocky Mountain College ensures that individuals who join are well qualified and have a strong potential to be productive and successful; it is the policy of Rocky Mountain College to check the employment references of all applicants.

### **Pre-Employment Background Checks**

Rocky Mountain College is committed to protecting the security, safety, and health of the faculty, staff, students and other; safeguarding the assets and resources of the College, and assuring individuals in responsible positions are worthy of the trust they are given. Therefore, Rocky Mountain College has adopted a policy requiring Pre-Employment Background Checks.

### **Professional References/Verification of Employment**

If in the course of your work, you are requested to provide a professional reference on behalf of an employee, you may only do so once you have obtained permission from the employee.

The Human Resources Department often receives calls for employment verifications. If a request is received, we will verify current employment status, dates of hire, termination of employment, and salary. No employment data will be released without a written authorization and release signed by the individual who is the subject of inquiry. Digital signatures are not acceptable forms of authentication and will not be accepted.

Rocky Mountain College will ensure that all reference checks are conducted in compliance with all federal and state statutes, such as the Fair Credit Reporting Act, as applicable.

### **Job Descriptions**

Rocky Mountain College makes every effort to create and maintain accurate job descriptions for all positions within the College. Each description includes a job information section, a job summary section (giving a general overview of the position's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any

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certification required), a physical demands section, and a work environment section.

Rocky Mountain College maintains job descriptions to aid in orienting new employees to their work, identify the requirements of each position, establish hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

For new positions, a full job description should be submitted to the Human Resources Department along with the job requisition to post the position. Existing job descriptions are also reviewed and revised to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and reflect the work being done.

Contact your supervisor if you have any questions or concerns about your job description.

### **Probationary Period**

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Rocky Mountain College uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Rocky Mountain College may end the employment relationship at will at any time during the probationary period, with or without cause or notice.

All new employees will work on a probationary basis for the first 180 calendar days after their date of hire. Any significant absence can automatically extend the probationary period by the length of the absence. If Rocky Mountain College determines that the designated probationary period not allow sufficient time to evaluate the employee's performance thoroughly, the probationary period may be extended for a specified period, not to exceed an additional ninety (90) days.

Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification and will receive a six month performance evaluation which will be placed in their personnel file.

During the probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Rocky Mountain College-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each particular benefits program for the details on eligibility requirements.

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### **Promotions**

Rocky Mountain College offers eligible non-faculty employees the opportunity to be considered for positions which would result in a promotion. (See Job Posting policy on page 18).

To be considered for a promotion, an employee must have completed the probationary period in their current position and must complete and submit the internal application form to the Human Resources Department for consideration.

Rocky Mountain College encourages promotion from within when possible and will consider current employees with the necessary qualifications and skills following the institutional job posting policy. The following criteria will be used when considering an internal applicant for promotion:

- The internal applicant must fill out and submit to the Human Resources Department an internal application form by the close date of the position.
- Internal applicants must meet the minimum qualifications to be considered for an interview.
- Promotions will be made by qualifications and requirements of the position as determined by the hiring department
- Individuals who choose to take a position at a lower grade level (demotion) will be paid the start rate of the new position.
- An effective date of the promotion shall be mutually agreed upon between the affected department supervisors.

### **Staff Performance Evaluation**

Rocky Mountain College regularly provides an annual performance evaluation for staff. If you feel you have not received adequate feedback or evaluation, please see your supervisor.

### **Access to Personnel Files**

Rocky Mountain College maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. All employee personnel records are confidential, and access is restricted. An employee's position title, date of hire, and duration of employment, all of which is public information, will be released only with a signed written request of the employee. The college may not require justification for the request (Montana Code Sec 2.21.6611, as amended effective May 11, 2007).

Personnel files are the property of Rocky Mountain College and are retained in the Human

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Resources Department and, for faculty, in the Office of the Provost. Access to an employee's file is restricted. Only supervisors and management personnel of Rocky Mountain College who have a legitimate reason to review information in a file are allowed to do so. No personnel files may be removed from the Human Resources Department or the Office of the Provost.

Supervisors and management will be authorized to review files under the supervision of Human Resources Department staff or the Office of the Provost. No materials may be removed from an employee's file unless agreed upon in writing by the employee and relevant College executive.

Employees who wish to review their file should contact the Human Resources Department or the Office of the Provost. With reasonable advance written notice, employees may review their personnel files in Rocky Mountain College's offices and in the presence of an individual appointed by Rocky Mountain College to maintain the files. No materials may be removed from personnel files. Copies of material contained in a personnel file are available upon written request by the employee.

Information collected regarding medical examinations or inquiries must be treated as confidential medical records in compliance with the American with Disabilities Act (ADA) and collected and maintained on separate forms in separate files from employee personnel records.

### **Personnel Data Changes**

It is the responsibility of each employee to promptly notify Rocky Mountain College of any changes in personnel data. Name changes, personal mailing addresses, telephone numbers, names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department in writing. Human Resources Department will have the employee fill out a new W-4 for a change of name and address.

Terminated employees, for the period including the current tax year, must keep the Human Resources Department aware of address changes for purposes of mailing tax information.

### **Medical Information Privacy**

Rocky Mountain College is committed to maintaining and protecting the confidentiality of our employees' personal information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Human Resources Department is the designated Privacy Officer for all employee medical information. (Please refer to Medical Information Privacy in the Operations Policy Manual.)

### **Social Security Number Privacy**

To protect employees' personal information, Rocky Mountain College prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by law.

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Rocky Mountain College will not:

- Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
- Print an employee's Social Security number on any card required for the employee to access products or services provided by Rocky Mountain College.
- Require an employee to transmit their Social Security number over the internet unless the connection is secure or the Social Security number is encrypted.
- Require an employee to use their Social Security number to access an internet website unless a password or unique personal identification number or other authentication device is also required to access the internet website.
- Print an employee's Social Security number on any materials that are mailed to the employee, unless state or federal law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number.

In instances where Rocky Mountain College previously used an employee's Social Security number in a manner inconsistent with this policy, it will continue using that employee's Social Security number in that way, if all of the following conditions are met:

- The use of the Social Security number is continuous. If the use is stopped for any reason, the conditions listed above will apply.
- The employee is provided an annual disclosure that informs the employee of the right to stop the use of his or her Social Security number in a manner prohibited by those conditions listed above.

A written request by an employee to stop the use of his or her Social Security number in a prohibited manner will be implemented within 30 days of the receipt of the request. There will be no fee or charge for applying the request.

Rocky Mountain College will not deny services to an employee because the employee makes a written request to stop the use of his or her Social Security number.

Rocky Mountain College will continue to collect, use, or release Social Security numbers as

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required by state or federal law, and may use Social Security numbers for internal verification or administrative purposes.

Employees who have questions about this policy or who feel that Rocky Mountain College has compromised their Social Security number should contact the Human Resources Department.

### **EMPLOYEE BENEFITS**

Eligible employees at Rocky Mountain College are provided a wide range of benefits. Some programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Bereavement Leave
- Breaks
- COBRA
- Death Benefit
- Voluntary Dental Insurance
- Employee Assistance Program
- Family Leave
- Flexible Benefit Program
- Holidays
- Jury Duty Leave
- Basic and Supplemental Life Insurance and AD&D
- Long-Term Disability
- Major Medical Insurance
- Voluntary Short-Term Disability
- Sick Leave Benefits – (Staff)

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- Supplemental Life Insurance
- Supplemental Accidental Death
- Tuition Remission
- Tuition Exchange Program
- Wellness
- Vacation (Staff)
- Voluntary Vision Care Insurance

### **Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to five days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

Rocky Mountain College defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

### **Breaks**

Rocky Mountain College does observe formal breaks. Breaks, when available, are considered a benefit to the employee and availability is dependent upon work demands.

All breaks require prior supervisor approval. Each employee may take up to two 15 minute breaks within each 7.5 hours worked.

Breaks should provide the employee with a restful period away from their work stations.

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Breaks should be scheduled within a department to avoid closing any particular operation.

No additional compensation is provided for breaks not taken.

The supervisor should be informed when an individual is leaving on break.

An *unpaid* meal break of 60 minutes is provided to each employee who works more than a six hour shift. Employees are requested to take their fully allotted time.

If the employee is requested to return to work from a scheduled meal break, the employee will be compensated according to wage and hour law.

### **Holidays**

Rocky Mountain College will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day
- Presidents Day
- Good Friday (Friday before Easter)
- Easter Monday (Monday after Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Thanksgiving
- Day after Thanksgiving
- Holiday Break – Two weeks at Christmas

Rocky Mountain College will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- *All employees*

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick

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leave), holiday pay will be provided instead of the paid time-off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at time and a half for hours worked on the holiday. (Example: holiday of 7.5 hours / worked 4 hours 3.5 hours holiday pay and 4 hours at time and a half)

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

### **Jury Duty**

Rocky Mountain College encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence.

The time absent from work because of jury duty is granted without loss of salary.

Either Rocky Mountain College or the employee may request an excuse from jury duty if, in Rocky Mountain College's judgment, the employee's absence would create serious operational difficulties.

Vacation, sick-leave, and holiday benefits will continue to accrue during jury-duty leave.

### **Sick-Leave Benefits**

Rocky Mountain College provides paid sick-leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Regular full-time employees will accrue sick leave benefits at the rate of 75 hours per year (6.25 hours for every full month of service). For employees of less than full-time, sick-leave accrual shall be proportionately granted. Sick-leave benefits are calculated by "benefit year," the 12-

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month period that begins when the employee starts to earn sick-leave benefits.

An eligible employee may use sick-leave benefits for an absence due to their illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected end dates. Such verification may be requested for other sick-leave absences as well and may be required as a condition to receiving sick-leave benefits.

Sick-leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick-leave benefits will be allowed to accumulate until the employee has accrued a total of 30 calendar days (225 hours) worth of sick-leave benefits. If the employee's benefits reach this maximum, further accrual of sick-leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick-leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unpaid leave is not allowed unless approved by the supervisor. An employee may use vacation hours to compensate for time lost. Unused sick-leave benefits will not be paid to employees while they are employed or upon termination of employment. If a negative balance at termination, it will be calculated and deducted from the employee's final paycheck.

### **Vacation Benefits**

All newly hired non-faculty employees begin accruing vacation time upon the date of hire. Accrued vacation time during the probation period is subject to the stipulations described below.

Should an employee terminate before the completion of their probationary period, accrued vacation will not be paid. If vacation has been taken during the initial probationary period, it shall be deducted from the final paycheck. If there is a negative balance at termination, it will be calculated and deducted from the employee's final paycheck.

- **Exempt, employees** – Accrual is four weeks' vacation per year or 12.5 hours per month up to a maximum of 150 hours per fiscal year. Accruals cease once the maximum is reached. Subsequently, once accrued/earned vacation time is used, accrual resumes. Exempt employees can carry over a maximum of four weeks.

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- **Full-time, non-exempt employees** – Accrual is four weeks’ vacation per year or 12.5 hours per month up to a maximum of 150 hours per fiscal year. Accruals cease once the maximum is reached. Subsequently, once accrued/earned vacation time is used, accrual resumes. Non-exempt employees can carry over a maximum of four weeks.
- **Part-time, non-exempt employees** – vacation time is based on employment status outlined in the schedule below but will be prorated for less than full-time.

<b>Employment Type</b>	<b>Employment Status</b>		<b>Annual Accrual</b>	<b>Monthly Accrual</b>	<b>Maximum Carryover</b>
Exempt	FTS	Full-Time Salary	150.00	12.50	150.00
Non-Exempt	FTS	Full-Time Hourly	150.00	12.50	150.00
Non-Exempt	FTH	Full-Time Hourly	150.00	12.50	150.00
Non-Exempt	PT20	Part-Time 20	80.00	6.667	80.00
Non-Exempt	PT25	Part-Time 25	100.00	8.333	100.00
Non-Exempt	PT30	Part-Time 30	120.00	10.00	120.00

All employees should provide a written “Employee Leave Request” form to their direct supervisor for the requested leave two weeks in advance of the employee’s desired time off. The form is located on the Human Resources Department website.

Unpaid leave is not allowed unless approved by the supervisor.

*All accrued/earned, unused vacation will be paid upon termination for employees who have completed the 180-day probationary period.*

**Voluntary Health Insurance**

Rocky Mountain College's voluntary health insurance plan provides employees and their dependents with access to medical insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may take part in the health insurance plan subject to all terms and conditions of the agreement between Rocky Mountain College and the insurance carrier.

Regular employees are eligible to enroll in the health insurance plan on the first day of the month if employed on the first day of the month or the first day of the following month if employed on the second of the month or after.

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Employees on nine or ten month contracts with a continuing commitment to employment are entitled to remain on the health insurance plan provided they are being paid over a 12 month period.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about health insurance benefits.

Application for health insurance must be completed during the first 30 days of employment. An application indicating the desired coverage must be completed and sent to the Human Resources Department. If the employee opts to waive coverage, an application must still be completed to reflect that the benefit has been waived. Changes are permitted if there is a qualifying event such as divorce, marriage, loss of other health insurance coverage, birth, or death of covered persons. Open enrollment effective date is July 1<sup>st</sup> of each fiscal year.

Employees on unpaid leave of absence may continue their health insurance by paying the appropriate premium directly to the Business Office by the first day of each month of coverage. Forms must be signed and on file in the Human Resources Department.

Retired employees through the age of 64 may continue group coverage as primary coverage with payment of the appropriate premium

Health insurance coverage for an enrolled employee and dependent(s) will end on the last day of the month following employee's termination or resignation date.

If any questions arise, the health insurance summary plan document will prevail.

### **Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Rocky Mountain College's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment other than gross misconduct, death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation, or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Rocky Mountain

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College's group rates plus an administration fee. The premiums for COBRA coverage must be paid directly to the insurance carrier. Claims continue to be filed in the same manner as when the individual was employed.

Qualifying Event	Qualified Beneficiaries	Maximum Period of Continuation Coverage
Termination (for reasons other than gross misconduct) or reduction in hours of employment	Employee Spouse Dependent Child	18 months
Employee enrollment in Medicare	Spouse Dependent Child	36 months
Divorce or legal separation	Spouse Dependent Child	36 months
Death of employee	Spouse Dependent Child	36 months
Loss of "dependent child" status under the plan	Dependent Child	36 months

Rocky Mountain College' insurance carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Rocky Mountain College's health insurance plan. The notice contains important information about the employee's rights and obligations.

**Voluntary Dental Insurance**

Rocky Mountain College's voluntary dental insurance plan provides employees and their dependents access to dental insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may take part in the dental insurance plan subject to all terms and conditions of the agreement between Rocky Mountain College and the insurance carrier.

Regular employees are eligible to enroll in the dental insurance plan on the first day of the month if employed on the first day of the month or the first day of the following month if employed on the second of the month or after.

Employees on nine or ten month contracts with a continuing commitment to employment are

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entitled to remain on the dental insurance plan provided the employee is paid over a 12 month period.

A change in employment classification that would result in loss of eligibility to participate in the dental insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). (Refer to the Benefits Continuation (COBRA) Policies for more information).

Details of the dental insurance plan are described in the Summary Plan Description (SPD). An SPD and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about dental insurance benefits.

Application for dental insurance must be made during the first 30 days of employment. An application indicating the desired coverage must be completed and sent to the Human Resources Department. If the employee opts to waive coverage, an application must still be completed to reflect that the benefit has been declined. Changes are permitted if there is a qualifying event such as divorce, marriage, loss of other vision insurance coverage, birth, or death of covered persons. Open enrollment effective date is July 1st of each fiscal year.

Employees on leave of absence may continue their dental insurance by paying the appropriate premium directly to the Business Office by the first day of each month of coverage. Forms must be signed and on file in the Human Resources Department.

Rocky Mountain College retired employees up through the age of 64 may continue group coverage as primary coverage with payment of the appropriate premium.

Dental coverage for an enrolled employee and dependent(s) will end on the last day of the month following the employee's termination or resignation date.

The summary plan document will prevail if any questions should arise.

### **Voluntary Vision Insurance**

Rocky Mountain College's voluntary vision insurance plan provides employees and their dependents access to vision insurance benefits. Employees in the following employment classifications are eligible to participate in the voluntary vision insurance plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may take part in the vision insurance plan subject to all terms and conditions of the agreement between Rocky Mountain College and the insurance carrier.

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Regular employees are eligible to enroll in the vision insurance plan on the first day of the month if employed on the first day of the month or the first day of the following month if employed on the second of the month or after.

Employees on nine or ten month contracts with a continuing commitment to employment are entitled to remain on the vision insurance plan provided they are being paid over a 12 month period.

A change in employment classification that would result in loss of eligibility to participate in the vision insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the vision insurance plan are described in the Summary Plan Description (SPD). An SPD and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about vision insurance benefits.

Application for vision insurance must be made during the first 30 days of employment. An application indicating the desired coverage must be completed and sent to the Human Resources Department. If the employee opts to waive coverage, an application must still be completed to reflect that the benefit has been declined. Changes are permitted if there is a qualifying event such as divorce, marriage, loss of other dental insurance coverage, birth, or death of covered persons. Open enrollment effective date is July 1<sup>st</sup> of each fiscal year.

Employees on leave of absence may continue their vision insurance by paying the appropriate premium directly to the Business Office by the first day of each month of coverage. Forms must be signed and on file in the Human Resources Department.

Vision coverage for an enrolled employee and dependent(s) will end on the last of the month following the employee's termination or resignation date.

The summary plan document will prevail if any questions should arise.

### **Life Insurance**

Life insurance offers you and your family significant financial protection. Rocky Mountain College provides a basic life insurance plan for eligible employees. Additional supplemental and dependent life insurance coverage may also be purchased. All employees on benefits are automatically enrolled for \$50,000 of life and accidental death and dismemberment coverage.

Accidental death and dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

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Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may take part in the life insurance plan subject to all terms and conditions of the agreement between Rocky Mountain College and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

All eligible employees are automatically enrolled in the life and AD&D insurance plan on the first day of the month if employed on the first day of the month or the first day of the following month if employed on the second of the month or after.

Enrollment application must be completed during the first thirty (30) days of employment with the employee's beneficiary and returned to the Human Resource Department. Change may be made periodically to employee's beneficiary by filling out a new enrollment application.

Retired employees or employees who resign their positions with Rocky Mountain College will have life and AD&D insurance through their last day of work. Conversion packages are available to retire or terminated employees through the insurance carrier.

Life and AD&D insurance coverage for an enrolled employee will end on the last day of the month following the employee's termination or resignation date.

The summary plan document will prevail if questions should arise.

### **Voluntary Short-Term Disability**

Rocky Mountain College offers a voluntary short-term disability (STD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may take part in the STD plan subject to all terms and conditions of the agreement between Rocky Mountain College and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same as any other

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illness that prevents an employee from working. STD benefits are offset by any employee's compensation benefits so that combined benefits do not exceed the maximum level.

Eligible employees are eligible to enroll in the short-term disability insurance plan on the first day of the month if employed on the first day of the month or the first day of the following month if employed on the second of the month or after.

Details of the STD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about STD benefits.

Any regular employee who becomes disabled or partially disabled and remains so for 14 consecutive days shall become entitled to the short-term disability benefits as described in the official short-term disability insurance policy.

The benefit payable to any regular employee who becomes disabled shall be a weekly amount equal to 60% of weekly earnings up to \$1,000 maximum per week. The benefit shall continue for 11 weeks or until the regular employee is no longer disabled.

Benefits under this plan shall terminate as of the date the employee becomes eligible for long-term disability income benefits provided by the College (see Long-Term Disability).

Short-term disability coverage for an enrolled employee will end on the last day of the month following termination or resignation date.

The summary plan document will prevail if any questions should arise.

### **Long-Term Disability**

Rocky Mountain College provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may take part in the LTD plan subject to all terms and conditions of the agreement between Rocky Mountain College and the insurance carrier.

Eligible employees are automatically enrolled in the long-term disability insurance plan on the

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first day of the month if employed on the first day of the month or the first day of the following month if employed after the first day of the month.

LTD benefits are offset by amounts received under Social Security or workers' compensation for the same period.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about LTD benefits.

Any regular employee who becomes disabled or partially disabled and remains so for 90 consecutive days shall become entitled to the long-term disability benefits as described in the official long-term disability document.

The benefit payable to any regular employee who becomes disabled shall be 60% of the regular employee's pre-disability earnings. The maximum monthly benefit shall not exceed \$5,000. Benefits and duration will reduce after the age of 65 years.

Long-term disability coverage for an enrolled employee will end on the last day of the month following the employee's termination or resignation date.

If any questions arise, please refer to the Certificate or Group Long-Term Disability Insurance.

### **Voluntary Supplementary Life & AD&D Insurance**

Rocky Mountain College's voluntary supplemental life and AD&D insurance plan provide employees and their dependents access to additional life and AD&D insurance benefits. Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may take part in the supplemental life and AD&D insurance plan subject to all terms and conditions of the agreement between Rocky Mountain College and the insurance carrier.

Regular employees are eligible to enroll in the supplemental life and AD&D insurance plan on the first day of the month if employed on the first day of the month or the first day of the following month if employed on the second of the month or after.

Employees on nine or ten month contracts with a continuing commitment to employment are entitled to remain in the supplemental life and AD&D insurance plan provided they are being paid over a 12 month period.

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Details of the supplemental life & AD&D insurance plan are described in the Summary Plan Description (SPD). An SPD and information on the cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Department for more information about vision insurance benefits.

Application for supplementary life and AD&D insurance must be made during the first 30 days of employment or open enrollment. An application indicating the desired coverage should be completed and sent to the Human Resources Department. If the employee declines coverage, an application is still required for compliance purposes.

Changes may be made periodically to employee's beneficiary by filling out a new enrollment form.

Retired employees or employees who resign their positions with Rocky Mountain College will have supplemental life and AD&D insurance through their last day of work. Conversion packages are available to retire or terminated employees through the insurance carrier.

Supplementary coverage for an enrolled employee and dependent(s) will end on the last of the month following the employee's termination or resignation date.

The summary plan document will prevail should any questions arise.

### **Voluntary Supplemental Accident:**

Rocky Mountain College's voluntary supplemental Accident plan provides employees and their dependents access to additional supplemental benefits. Employees in the following employment classifications are eligible to participate in the supplemental plans:

- Regular full-time employees
- Regular part-time employees

Eligible employees may take part in the supplemental plans subject to all terms and conditions of the agreement between Rocky Mountain College and the insurance carrier.

Regular employees are eligible to enroll in the supplemental plans on the first day of the month if employed on the first day of the month or the first day of the following month if employed on the second of the month or after.

Employees on nine or ten month contracts with a continuing commitment to employment are entitled to remain on the supplemental plans provided they are being paid over a 12 month period.

Details of the supplemental Accident plan are described in the Summary Plan Description (SPD). An SPD and information on the cost of coverage will be provided in advance of enrollment to

## **EMPLOYEE HANDBOOK**

eligible employees. Contact the Human Resources Department for more information about vision insurance benefits.

Application for supplementary plans must be made during the first 30 days of employment or open enrollment. An application indicating the desired coverage should be completed and sent to the Human Resources Department. If the employee declines coverage, an application is still required for compliance purposes.

Changes may be made periodically to employee's beneficiary by filling out a new enrollment form.

Retired employees or employees who resign their positions with Rocky Mountain College will have supplemental plans through their last day of work. Conversion packages are available to retire or terminated employees through the insurance carrier.

Supplementary coverage for an enrolled employee and dependent(s) will end on the last of the month following the employee's termination or resignation date.

The summary plan document will prevail should any questions arise.

### **Voluntary Health Savings Account (HSA):**

Rocky Mountain College offers a pre-tax Health Savings Account (HSA) to help employees save for future medical expenses.

Employees in the following employment classifications are eligible to participate in the HSA plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may take part in the HSA plan subject to all terms and conditions of the agreement between Rocky Mountain College and the insurance carrier.

Eligible employees must have elected medical coverage that is a High Deductible Health Plan (HDHP) and has no other first-dollar medical coverage. Other types of insurance such as specific injury or accident, disability, dental card, vision care, or long-term care are permitted. Eligible employees must not be enrolled in Medicare and cannot be claimed as a dependent on someone else's tax return. Employees do not qualify for an HSA if they have used VA benefits in the last three months.

Eligible employees can enroll in a health savings account on the first day of the month if employed on the first day of the month or the first day of the following month if employed after the first day of the month.

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Unused HSA funds roll over from year to year and remain with the employee even if they leave Rocky Mountain College.

The contribution limits are set annually by the Internal Revenue Service for the categories of Employee Only or Employee + 1 or more. There is a catch-up contribution for employees who are over the age of 55 years.

An employee will need to choose between the Health Savings Account and the Flexible Health Spending Account. Due to Internal Revenue Service guidelines, only one may be selected.

### **Voluntary Flexible Spending Account (FSA)**

Rocky Mountain College provides a voluntary Flexible Spending Account (FSA) program that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, you can reduce your taxable income without reducing your real income.

Rocky Mountain College's Voluntary Flexible Spending Account (FSA) meets the requirements of Internal Revenue Section 125 and related regulations.

Employees in the following employment classifications are eligible to participate in the Flexible Spending Account program:

- Regular full-time employees
- Regular part-time employees

Regular employees are eligible to enroll in the voluntary Flexible Spending Accounts insurance plan on the first day of the month if employed on the first day of the month or the first day of the following month if employed on the second of the month or after.

Participation in the Health Care and Dependent Care FSA is optional and determined on an annual basis for the plan year. **You must enroll for each plan year.** You decide how much to contribute to the account up to a specified maximum based on anticipated expenses during the plan year. The IRS determines what you may contribute to a maximum each calendar year for your Health Care FSA. There is also a maximum contribution for your Dependent Care FSA per calendar year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to you for reimbursement of out-of-pocket expenses. **Please be aware that amounts that remain in the account at the end of the plan year are forfeited.**

Details of the Flexible Spending Account program are described in the Summary Plan Description (SPD). Contact the Human Resources Department for more information on the

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Flexible Spending Account program and to obtain enrollment and reimbursement forms and worksheets with examples of reimbursable and non-reimbursable expenses.

An employee will need to choose between the Health Savings Account and the Flexible Health Spending Account. Due to Internal Revenue Service guidelines, only one may be selected.

### **Employee Assistance Program**

Rocky Mountain College cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives.

Through the Employee Assistance Program (EAP), Rocky Mountain College provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members. The EAP offers problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released if requested by you in writing. All counselors are guided by a Professional Code of Ethics. No information related to an employee's participation in the program is entered into the personnel file.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether their health insurance plan may cover any costs associated with private services. Costs that are not included are the responsibility of the employee.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it. To contact the Employee Assistance program call 1-800-316-2796; online access is also available at [www.mutualofomaha.com/eap](http://www.mutualofomaha.com/eap).

### **Wellness Program**

Rocky Mountain College's provides employees with a wellness program. Employees in the following employment classifications are eligible to participate in the wellness program:

- Regular full-time employees
- Regular part-time employees

Employees who are full-time may use the facilities at Fortin Center to exercise for one hour, three times a week as part of their regular working hours. Employees who are part-time with

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benefits may exercise for one-half hour, three times a week as part of their regular working hours.

All full-time and part-time employees must swipe their ID card at the Fortin Center front desk each time they use the facility.

Employees must coordinate their exercise schedule with their direct supervisor and must be flexible when circumstances dictate that they must remain at their duties.

Regular full-time and regular part-time employees with benefits are eligible for a free family membership to the Fortin Center. Family membership is limited to immediate family members (spouse and children) only.

Excepting emeritus faculty, employee memberships, including family memberships to the Fortin Center, shall be discontinued upon termination of employment.

### **Retirement Plan**

The Rocky Mountain College Defined Contribution Plan document takes precedence over the Defined Summary Plan Description. Rocky Mountain College offers eligible employees the opportunity to participate in a 403(b) retirement plan, which, under prescribed guidelines, will be matched by the College.

All regular employees, as defined in the Rocky Mountain College Plan may participate in the College's Defined Contribution Retirement Plan upon achieving eligibility. The 403(b) Retirement Plan-Summary Plan Description (pdf) can be found on the Rocky Mountain College website ([www.rocky.edu](http://www.rocky.edu)) under Human Resource's Benefits for faculty and staff. Human Resources will also notify employees upon becoming eligible.

Employees who participate must contribute in whole percentages per pay period up to the maximum established according to IRS regulations.

The College will begin to match the employee's contribution, up to 5% of gross regular pay after a waiting period not to exceed one year of continuous college service. If a regular employee was a participant in a prior employer's qualified plan or 403(b) plan any time in the previous 12 months, there is no waiting period and the employee will receive employer match up to 5%. If you are eligible for the RMC match immediately, you will need to provide the Human Resources Department with a copy of a previous quarterly statement from within the last 12 months.

The Plan defines compensation as the total amount paid to the employee for services rendered to the College, although some items may be excluded. In computing compensation, the Plan does not consider certain the following:

- The Plan does not take into account certain fringe benefits including moving expenses,

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faculty development funds, and tuition remission.

- The Plan does not take into account compensation paid while you were not a participant.

Employee contributions are vested immediately. Your “vested percentage” in your account attributable to matching contributions is determined under the following schedule:

Matching Contributions

<u>Years of Service Percentage</u>	<u>Percent</u>
Less than 1 year	0%
1 year or more	100%

A Salary Deduction Agreement form (see Human Resources) must be filled out within 30 days if the employee decides not to make contributions to the retirement plan.

The employee may take a salary deduction within the legal limit permitted for a current contract year and request that the amount of that reduction be applied to the Plan.

Rocky Mountain College plan does not accept rollover contributions.

For additional information, see the Rocky Mountain College Defined Contribution Retirement Plan (Summary Plan Description) document or please contact Human Resources.

If the description of a benefit differs from the description in the actual plan document, the plan document will prevail.

**Retirees**

Retired employees are of particular importance to Rocky Mountain College (College). The College will maintain certain benefits for retirees as stated below.

Employees may retire and be eligible for retiree benefits after attaining the age of 50 and having a combined total of age and years of service of 75 years or more.

<b>Age at time of retirement</b>	<b>Total years of Service</b>
50	25 or more
51	24 or more
52	23 or more
53	22 or more
54	21 or more
55	20 or more

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56	19 or more
57	18 or more
58	17 or more
59	16 or more
60	15 or more
61	14 or more
62	13 or more
63	12 or more
64	11 or more
65	10 or more

NO EMPLOYEE WILL BE REQUIRED TO RETIRE FROM SERVICE BY AGE.

An employee will be considered a retiree when their supervisor is notified in writing of the employee's desire for retired status.

The benefits available to retirees are as follows:

- Tuition remission will be available on the same basis as an active employee and reported by federal and state regulations, i.e. if considered a taxable benefit, relevant year-end compensation reporting rules will adhere.
- The email account will be continued.
- Health club membership will be continued.
- Library privileges will be continued.
- Retirees will be able to retain their Rocky Mountain College's ID cards to get into official College events free of charge.

Benefits that will be discontinued upon retirement are:

- Voluntary vision and dental insurance
- Health insurance
- Voluntary Life and ADD
- Supplementary Critical Illness, Accident, and Hospital Indemnity insurance
- Life and AD&D insurance
- Long-term and short-term disability coverage

## **EMPLOYEE HANDBOOK**

- College contribution to retirement plan

### **Tuition Remission**

Rocky Mountain College (College) employees, spouses, and dependent children are eligible for the tuition remission benefit. Non-dependent children meeting criteria established in this policy are also eligible for tuition remission, and the employee will be taxed in agreement with Internal Revenue Service (IRS) and state regulations.

Eligible employees are non-temporary employees hired to work 20 or more hours per week for more than four consecutive months per fiscal year in any position where student status is not a condition of employment. The employee must also meet academic and financial standards established by the College. Faculty and other persons on academic year appointments are considered eligible.

The definition of a dependent child is determined in agreement with the Internal Revenue Service (IRS) regulations. (Please see the definitions in the RMC Operation Policy and Procedures manual).

Tuition remission applies only to courses regularly published in the fall and spring semester schedules and their addendum. It does not apply to non-credit or continuing education courses, the Physician Assistant Studies Program, the Masters of Educational Leadership Program, or summer session courses, and it is not available to children (dependent or non-dependent) who have already earned a bachelor's degree from any institution. Tuition remission only applies to regular course work up to 19 hours of credit and does not include tuition remission for any overload course work.

- Eligibility: Eligible employees, their spouses, and their dependent and qualified non-dependent children may enroll in academic courses at Rocky Mountain College and receive tuition remission. Employees will be asked to certify the status of children who want to receive tuition remission.
  - Effective November 1, 2017 Full-time employment hire dates must be prior to current academic year to receive tuition remission and if Full-Time date is after beginning of current fiscal year, tuition remission will not be available until the next academic year.
- Maintaining eligibility: Employees must remain in regular employment status for at least one-half of the semester to maintain eligibility for tuition remission for the remainder of that semester for themselves, their spouses, and their dependent or qualified non-dependent children.

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- **Conflicts with work schedule:** With appropriate manager approval, tuition remission is granted with the understanding that class and study hours should not conflict with an employee's regular work schedule. Any work time taken for classes must be made up during the same pay period.
- **Death, disability or retirement:** If an employee dies or becomes totally disabled during the time they are employed by the College, the employee, their spouse, and dependent and qualified non-dependent children will be eligible for tuition remission at whatever discount and rights the employee had achieved at the time of death or disability, provided the employee has been a regular employee for five (5) continuous years. Tuition remission is also extended to employees who retire from the College under the College's retirement plan as well as the spouses and dependent/qualified non-dependent children of the retired employee.
- **Non-dependent Children Taxable Tuition:** Prerequisites, coverage and application procedures for non-dependent children are the same as for dependent children. As a condition of receiving this benefit, employees must agree to be taxed on the value of the tuition remission benefit received by the non-dependent child, including, but not limited to, federal and state income tax, and Social Security tax, and Medicare tax.

Employees, their spouses, and their dependent and qualified non-dependent children must meet the College admission requirements and any course prerequisites. Tuition remission does not cover non-tuition type fees such as books, room and board charges, lab fees, miscellaneous fees, insurance, and various deposits. Certain allowed fees may be covered by federal or external financial assistance, discussed below. A tuition remission course fee will be charged to cover the administrative costs of the tuition remission program. This fee is set by the Board of Trustees. The fee may change from time to time as circumstances dictate.

Employees, spouses, or children of employees interested in taking advantage of the tuition remission benefit must obtain and complete a Tuition Remission Application Form from the Human Resources Department. Tuition remission cannot be approved retroactively for courses taken in previous semesters when no tuition remission application was submitted.

All financial assistance policies and procedures, excluding four year funding limits and restrictions to post-bachelor's degree study, apply to recipients of tuition remission. Employees, their spouses, and their children are encouraged to apply for federal financial assistance through the College's Financial Assistance Office to determine if the allowed fees will be covered by federal or external grant support. Allowed fees include academic lab fee, campus technology fee,

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ASRMC student government fee, ASRMC student publication fee, and the tuition remission course fee. The total tuition remission award will include all federal grant assistance, external grant assistance not otherwise designated, and College assistance. Federal and external grant assistance may be applied toward tuition exceeding 19 credits and the allowed fees listed above.

### **Tuition Exchange**

Rocky Mountain College (College) participates in a Tuition Exchange Program (TE) with several colleges and universities across the country. Dependent children of current full-time employees of the College may attend one of the exchange institutions at reduced tuition cost, provided they have met that institution's admissions standards. This exchange program covers undergraduate courses only, and there are some limitations on the number of participants. This list of participating schools is available at [www.tuitionexchange.org](http://www.tuitionexchange.org).

Due to the nature of the Tuition Exchange Inc. (TE) Program (system of debit/credit), limits on the number of employees participating must be enforced. Please note:

- The number of TE export (employee dependents) allowed annually will be limited to the number of TE imports in the previous academic year;
- Employees must have full-time employment status to be eligible for the Tuition Exchange Program (note: the CIC exchange program and Rocky Mountain College's Tuition Remission program are available to all benefit-eligible employees);
- Awarding the TE export status will be based on total years of full-time service to the College;
- Priority will be given to applicants whose status will be first-time, full-time freshman.
- Applicants for currently enrolled students will be considered in the event space exists after freshmen awards have been made.

The TE Liaison Officer will notify the College community of the number of available TE awards annually and refer interested parties to the Human Resources Department for application materials.

Employees interested in applying for a TE grant must complete a Tuition Exchange Export request form and return it to the Human Resources Department.

The Human Resources Department will verify the applicant's level of seniority and will forward the completed form to the Vice President/Dean of Student Life.

Employees with the highest levels of seniority in the current application pool will be selected to fill the predetermined export allotment.

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The Liaison Officer will establish an internal College application deadline and communicate it to the campus community.

### **Council of Independent College (CIC) Tuition Exchange**

In addition to Tuition Exchange Program above, Rocky Mountain College (RMC) participates in the Council of Independent Colleges Tuition Exchange program. The CIC Exchange program is a membership-based program, and as such, there are no limitations on the number of potential participants. Employees interested in applying for CIC Exchange should contact the Executive Vice President of Student Life and complete the CIC application form. All employees, 20 hours or more and receiving Rocky Mountain College benefits are eligible to apply. Information about participating institutions can be found on the CIC website at [www.cic.org](http://www.cic.org).

### **Unemployment Compensation**

Rocky Mountain College extends unemployment coverage to non-student employees in agreement with the Montana Unemployment Compensation Insurance Law. This coverage is designed to provide benefit payments for a short period to workers who, through no fault of their own, are unable to obtain gainful employment.

The Unemployment Insurance Division of Montana Department of Labor & Industry will determine which individuals are eligible for unemployment compensation based on the circumstances of the separation and the provisions of the Unemployment Compensation Act.

Thorough documentation is to be maintained regarding all personnel actions, and no supervisory personnel shall be in a position to ensure or deny unemployment compensation benefits to a terminating employee.

### **Workers' Compensation Insurance**

Rocky Mountain College provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Rocky Mountain College is required by the State of Montana to carry Workers' Compensation Insurance on all employees.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Reporting promptly will enable an eligible employee to qualify for

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coverage as quickly as possible. You must report the accident within 30 days. An employee has one year to report an occupational disease to the College or insurer.

The Human Resources Department requests that you report minor injuries to your supervisor or Human Resources Department whether or not you received medical treatment. After you report the injury, your employer has six days to notify their insurer. You must submit a written First Report of Injury with one year from the date of the accident or within one year from the knowledge of an occupational disease.

Neither Rocky Mountain College nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Rocky Mountain College.

## **TIMEKEEPING/PAYROLL**

### **Timekeeping**

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require Rocky Mountain College to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties.

Non-exempt hourly and salaried employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the start and end time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

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

If corrections or modifications are made to the time log, the supervisor must verify the accuracy of the changes by signing off on the time log.

### **Paydays**

All employees are paid monthly on the last business day of the month. If a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the preceding workday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon their return from vacation leave.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Rocky Mountain College. Employees will receive an itemized statement

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of wages when Rocky Mountain College makes direct deposits via email or hard copy of paycheck.

After the employee reviews their pay stub and deductions, any mistakes or improper deductions should be reported immediately to the Human Resources Department. The College will attempt to examine the complaint promptly and, if valid, reimbursement will be issued.

### **Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the College.

Rocky Mountain College will schedule exit interviews at the time of employment termination. The exit interview will allow an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Rocky Mountain College, or return of Rocky Mountain College-owned property. All College property will be returned upon termination. Suggestions, complaints, and questions can also be discussed at the exit interview. Employees will receive their final pay following applicable state law.

In compliance with Montana law (§39-3-205, MCA), when you voluntarily terminate your employment your final payment will be issued on the next regularly scheduled payday, or 15 calendar days from the date of the actual separation, whichever final date occurs first.

In compliance with Montana law (§39-3-205, MCA), when your employment is involuntarily terminated before payday, your final paycheck will be issued on the last day of your employment.

Employee benefits will be affected by employment termination in the following manner: All accrued vacation benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. (Please see Benefits Continuation (COBRA)).

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### **Office of Ombud**

Rocky Mountain College has established an Office of the Ombud. The Ombud is an independent, neutral, and confidential place for students, staff, and faculty to discuss their academic and workplace issues and concerns.

The office is informal, assures confidentiality, and is independent of the College administration.

The Ombud works to ensure that all members of the Rocky Community receive fair and equitable treatment in matters of concern or complaint.

The Ombud facilitates communication and assists parties in reaching their mutually acceptable agreements when conflicts arise.

The Ombud promotes fairness, justice, respect for differences, and reasonable solutions.

Acting as a neutral and committed to confidentiality, the Ombud may gather information on complaints, clarify issues, expedite processes or, when appropriate, initiate mediation.

### **Disciplinary Action**

Rocky Mountain College requires that basic standards of conduct be followed to protect the rights of everyone and to ensure that we meet our obligations to students, staff, faculty, and the public. Any disciplinary action is intended to correct or modify an individual's conduct, to deter such conduct on the part of others, and to protect the rights of the College and everyone working for or associated with the College.

Discipline may take the form of verbal or written warnings, suspension with or without pay, or immediate termination of employment.

The employer has no obligation to warn or correct before terminations, and no pre-termination written or oral warning is required.

All disciplinary action will be determined based on the seriousness and frequency of the offense, the employee's record, and the circumstances of the case. Because of the individual nature of each situation, the College reserves the right to impose such discipline as it deems appropriate under the circumstances.

Employees who have a written warning or reprimand on file within the most recent six (6)-month period are not eligible to apply for other posted positions.

### **Administrative Pay Corrections**

Rocky Mountain College takes all reasonable steps to ensure that employees receive the correct

## **EMPLOYEE HANDBOOK**

amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error of pay, the employee should immediately bring the discrepancy to the attention of the Human Resources Department so that corrections can be made as quickly as possible.

### **Pay Deductions and Setoffs**

The law requires that Rocky Mountain College makes certain deductions from every employee's compensation. Among these are applicable federal and state income taxes, and Medicare. Rocky Mountain College also must deduct Social Security taxes from each employee's earnings up to a specified limit that is called the Social Security "wage base." Rocky Mountain College matches the amount of Social Security taxes paid by each employee.

Rocky Mountain College offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Human Resources Department can assist you.

## **WORK CONDITIONS AND HOURS**

### **Work Schedules**

The standard work schedule for all full-time employees is 7.50 hours a day, five days a week. Supervisors will advise employees of the times their schedules will typically begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times as well as differences in the total hours that may be scheduled each day and week.

Rocky Mountain College office hours vary depending on the departments within the campus. Most of the Administrative offices have office hours of 8:00 am to 4:30 pm-Monday through Friday. During the summer, some departments may vary their office hours. Departments are encouraged to post business hours as deemed necessary.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in a flextime program.

### **Overtime:**

When operating requirements or other needs cannot be met during regular working hours,

## **EMPLOYEE HANDBOOK**

employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in agreement with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Overtime is the time more than 37.5 hours per pay period (Sunday through Saturday) that an employee works. Only those employees who are classified as "non-exempt" under FLSA guidelines will be compensated for overtime work.

Non-exempt salaried and hourly employees may not work without being paid. Supervisors are required to compensate for all hours employees work. Failure to do so may be grounds for dismissal of the supervisor.

Overtime may be authorized only when it is not possible to adjust staffing patterns and employee work schedules to provide necessary staffing in the following types of circumstances:

- Emergencies: adverse circumstances of a temporary nature that reduce regular staffing or increase staffing requirements.
- Non-emergencies: situations in which overtime work is considered the best way to make necessary staff available to handle a particular situation.

A supervisor or a designated representative may authorize overtime work in emergency circumstances. The supervisor must clearly justify the overtime by showing that it is the best means of dealing with the situation.

Non-exempt salaried and hourly employees must have approval before working any overtime. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination.

### **Tobacco Free Campus**

Rocky Mountain College is committed to providing a safe and healthy environment free from tobacco use for its students, employees, and visitors. The Surgeon General has determined tobacco use and secondhand smoke causes significant health hazards and preventable disease. As noted by the 2009 Montana legislature (Montana Code 50-40-102) the "right to breathe smoke-free air has priority over the desire to smoke."

A tobacco-free campus:

## **EMPLOYEE HANDBOOK**

1. Provides a healthy and safe environment;
2. Protects people from exposure to secondhand smoke;
3. Eliminates litter/waste associated with tobacco use;
4. Creates an environment more conducive in quitting tobacco for current users.

The use, sale, or distribution of tobacco products is prohibited on all properties owned, operated, or leased by Rocky Mountain College. Tobacco is prohibited on all property owned, operated, or leased by Rocky Mountain College. (Full policy is in the RMC Operating Policy and Procedure Manual).

### **Use of Equipment and Vehicles**

When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify a supervisor immediately if any vehicle appears to be damaged, defective, or in need of repair.

The operation of a Rocky Mountain College owned/leased vehicle requires that each operator possess a valid driver license, be over 18 years old, and complete a Motor Vehicle Release form. No employee may operate a College owned/leased vehicle without approval from Human Resources.

Improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

College vehicles may be used only for official College business. Commuting to and from work is not to be considered official College business. College vehicles which are assigned to individuals as part of their employment contract are exempt from this provision. (See Rocky Mountain College Operating Policies-College Owned/Leased/Gifted Vehicles).

### **Business Travel Expenses**

Rocky Mountain College will reimburse employees for reasonable business travel expenses incurred while on assignments away from the usual work location. All business travel must be approved in advance by the immediate supervisor.

Employees whose travel plans have been approved are responsible for making their travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Rocky Mountain College. Employees are expected to limit costs to reasonable amounts.

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Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees for compact or mid-sized cars.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when less expensive transportation is not available.
- Mileage costs for the use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations in mid-priced hotels, motels, or similar lodgings.
- Cost of meals following industry per diem rates.
- Tips are not to exceed 20% of the total cost of a meal or 10% of a taxi fare.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

Cash advances to cover reasonably anticipated expenses may be made to employees after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

With prior approval, employees on business travel may be accompanied by a family member or friend when the presence of a companion will not interfere with successful completion of business objectives. Employees are also permitted to combine personal travel with business travel as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within ten days. Receipts for all expenditures should accompany reports. Expenses are considered taxable if no report is submitted.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues or see Rocky Mountain College Operating Policies -Travel

## **EMPLOYEE HANDBOOK**

### Policy and Procedures.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

### **Computer and Email Usage**

It is the policy of Rocky Mountain College (College) to provide access for our community to local, national, and international sources of information and to create an environment that encourages the free exchange of ideas and sharing of information. Access to the College's information technology resources is a privilege and must be utilized in an ethical manner.

The College expects all members of the RMC community to use computing and information technology resources in a responsible manner, to respect resources that have been provided, to respect the rights and privacy of others, to respect the integrity of facilities and controls, and to observe all pertinent laws and College policies and standards.

This policy outlines the standards for acceptable use of computing resources. These include but are not limited to equipment, software, networks, and data whether owned, leased, or otherwise provided by Rocky Mountain College.

This policy applies to all users of computing resources, including faculty, staff, students, and guests accessing external network services, such as the Internet via College facilities.

Preserving the access to information resources is a joint effort that requires each member to act responsibly and to safeguard against abuses; therefore, both the group as a whole and each user have a responsibility to abide by the following standards of acceptable and ethical computer use:

- Using only those computing and information technology resources for which you have authorization.
- Using computing and information technology resources only for their intended purpose.
- Protect the access and integrity of computing and information technology resources.
- Abide by applicable laws and college policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.

Failure to comply with the appropriate use of these resources threatens the atmosphere for the sharing of information, the free exchange of ideas, and the secure environment for creating and maintaining information property. Any member of the College found using information resources for unethical or unacceptable practices has violated this policy and is subject to disciplinary proceedings including suspension of system privileges, termination of employment,

## **EMPLOYEE HANDBOOK**

and legal action as may be appropriate.

Rocky Mountain College reserves the right to limit or restrict the use of its computing and information technology resources based on institutional priorities and financial considerations as well as when it is presented with evidence of a violation of College policies, contractual agreements, or applicable state and federal laws. Please review the policy in its entirety in the Rocky Mountain College Operating Policy.

### **Internet Usage**

All internet data including email that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Rocky Mountain College and, as such, is subject to review and disclosure. Consequently, employees should always ensure that the business information contained in internet email messages and other transmissions are accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or another person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on internet is expressly prohibited. As a general rule, if an employee did not create content, does not own the rights to it, or has not received authorization for its use, it should not be put on the internet. Employees are also responsible for ensuring that the person sending any material over internet has the appropriate distribution rights.

Abuse of the internet access provided by Rocky Mountain College in violation of law or Rocky Mountain College policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating or downloading software and electronic files without permission
- Violating copyright law

## **EMPLOYEE HANDBOOK**

- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous email messages
- Engaging in any illegal activities

Each employee is responsible for the content of all text, audio, and images that they place or send over the College's internet and e-mail system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the College's name is attached to all messages, so use discretion in formulating messages.

E-mail and internet usage is not private or confidential. All electronic communications are the College's property. Therefore, Rocky Mountain College reserves the right to examine, to monitor, and to regulate e-mail messages, directories, and files, as well as internet usage. Also, the internet is not secure so do not assume that others cannot read or possibly alter your messages. The use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the College or they are invalid and cannot be used.

### **Cell Phone Usage**

As a representative of Rocky Mountain College, cellular phone users are reminded that the standard business etiquette employed when speaking on office phones or in meetings applies to

## **EMPLOYEE HANDBOOK**

conversations conducted over a mobile phone. This policy outlines the use of personal cell phones at work, the personal use of business cell phones, camera-equipped cell phones, and the safe use of cell phones by employees while driving.

### Personal Cell Phones

While at work, employees are to exercise the same discretion in using personal cell phones as they do for College phones. Excessive personal phone calls during the workday, regardless of the phone used, can interfere with employee productivity and can be distracting to others. The College encourages a reasonable standard of limiting personal calls during work time.

Employees are prohibited from using their cell phones in any illegal, illicit, or offensive manner in the workplace.

### Work-Related Cell Phones

Rocky Mountain College provides cellular telephones to some employees as a business tool. Brief personal use is permitted within a reasonable limit. The call detail records generated by assigned cell phones are considered records of the College and may be subject to internal and outside audits by the College and/or official agencies. Employees will reimburse the College for any overage charges related to personal calls. Employees in possession of College equipment are expected to protect the equipment from loss, damage, or theft.

Upon resignation, termination of employment, or at any time upon request, the employee may be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable period (24 hours) will bear the cost of a replacement. Any outstanding debt will be deducted from the employee's final paycheck.

### Camera-Equipped Cellular Phones

Camera-equipped devices are permitted in most work areas, except as follows:

No camera-equipped devices are to be used in any College restroom, shower facility, or other area where employees have the right and expectation to privacy.

### Safety Issues for Cellular Phone Use

Employees whose job responsibilities include regular or occasional driving or equipment operations should not use their phone/communication device while driving a College vehicle or while driving any other vehicle (rented, leased, borrowed or their vehicle) while conducting College business.

Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. The cell phone voicemail feature should be on to store

## **EMPLOYEE HANDBOOK**

incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked.

Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. All employees must be aware of and adhere to any local or state laws that require a hands-free use of cell phones, prohibit texting while driving, or establish other restrictions imposed on the use of mobile phones. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities arising from such actions.

Violations of this policy will be subject to discipline, up to and including termination.

### **Workplace Violence Prevention**

Rocky Mountain College has zero tolerance for violence in the workplace, which includes zero tolerance for acts of intimidation, harassment, threats of violence (whether express or implied), or acts of violence on Rocky Mountain College's premises, while on College business, or against another College employee, either during or after working hours. Any of the acts as mentioned above of violence against employees, visitors, students or other individuals by anyone will not be tolerated and must be reported to a supervisor immediately. Violations of this policy will lead to disciplinary action up to and including termination and potentially arrest and prosecution.

Rocky Mountain College is committed to preventing workplace violence and to maintaining a safe work environment. Rocky Mountain College has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on College premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Rocky Mountain College.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees as well as threats by students, vendors, solicitors, or other members of the public. 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 a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your

## **EMPLOYEE HANDBOOK**

workstation, do not try to intercede.

Rocky Mountain College will promptly and thoroughly investigate all reports of threats of (or actual) violence and suspicious individuals or activities. The identity of the person making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, Rocky Mountain College may suspend employees, either with or without pay, pending investigation.

Rocky Mountain College encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. Rocky Mountain College is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

All individuals who apply for or obtain a protective or restraining order, which lists College locations as being protected areas, must provide to the Human Resources Department with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. Rocky Mountain College understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee(s).

### **Campus Security**

The purpose of campus security is to provide accurate information to students and employees regarding personal safety, facility access, campus security measures, crime reporting procedures, and crime statistics.

- **Protecting personal property:** For theft prevention, lock the door to your room, office, or vehicle every time that you leave it, regardless of where you are going or when you plan on returning. Students and employees must accept responsibility for the security of their personal possessions and College property by securing rooms, offices, and vehicles. Never leave these areas unattended or unlocked. It is recommended to leave your valuables at home. College fire and theft insurance covers College property only.
- **Facility access to all campus facilities** is restricted to students, employees of Rocky Mountain College, and to those groups and individuals recognized by authorized College officials. Each campus building maintains particular hours of operation; however, in general, buildings close at 10:00 pm.
- **Escort service:** Throughout the academic year, the College coordinates an escort service for use by students and employees from 7:00 pm until 11:00 pm every day. Individuals who need an escort should contact the call center, located in the Bair Family Student Center, 238-7293 office or 238-7233. An escort will be sent to the location and will

## EMPLOYEE HANDBOOK

accompany you to your room, your vehicle or other campus location.

- Reporting criminal activity: The Campus Safety Coordinator coordinates all reporting of criminal activity on campus. Students not living on campus and employees should contact Campus Safety Office at 238-7293 to report any criminal activity.

Criminal activity is defined as any activity which occurs on campus or involves an RMC student or employee if the incident occurs while the student or employee is on College-related business. Criminal activity includes but is not limited to, theft, burglary, assault, robbery, motor vehicle theft.

Anyone witnessing criminal activity on campus should contact the Billings Police Department immediately.

Individuals reporting criminal behavior will be asked to complete a "Crime Report Form." (At your request this form will remain confidential.) Information gathered through the use of this form will be used to assist the Human Resources Department with any investigation and may be reported to the appropriate authorities.

- Responding to crime reports: All crime reports which involve personnel and property will be communicated to the Billings Police Department or the appropriate agency immediately. Students or employees who have been the victim of a crime will be encouraged to report the incident to the relevant authorities; however, the College respects the right of individuals to report incidents in a confidential manner.
- Firearms or any other type of weapon are prohibited on campus. Because of their obvious physical danger, firecrackers, explosive and dangerous chemicals are not allowed on campus.

## EDUCATION AND PROGRAMMING

Rocky Mountain College believes that successfully combating campus crime requires a coordinated effort between informed and educated college community members. To that end, the College will provide educational programming for students and employees throughout the academic year that addresses crime prevention issues. Examples of educational programming might include security audits by local authorities, neighborhood watch, and seminars on self-defense. Also, the College will regularly promote safety procedures and safety practices through the use of student and college publications, flyers, and signage.

## CAMPUS SECURITY ACT OF 1990

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Following the Campus Security Act of 1990, Rocky Mountain College will publish and distribute, in compliance with Federal regulations, crime statistics for the previous two calendar years. This information will be circulated to students during the registration process each fall. This information will also be made available to prospective students upon request. (For more information on Campus Security Act of 1990 refer RMC Operating Policy and Procedures manual A-001-03-0002)

### **Safety**

Rocky Mountain College is committed to security in all areas of the organization, and our goal is to comply with the Montana Safety Culture Act and the Occupational Safety & Health Act (OSHA) of 1970. These Acts require that employers provide a safe and healthy working environment and comply with occupational safety and health standards and all rules, regulations, and orders contained in the Acts that apply to their actions and conduct.

Rocky Mountain College believes that safety must be an integral part of and in no manner separated from the operation of the College. In recognition of this and the interest of prudent management practices, our goal is to:

- Maintain a safe and healthy working environment and to comply with the College's legal obligations;
- Consistently adhere to proper operating practices and procedures, which are designed to prevent injury, illness, and loss of assets;
- Comply with the requirements of federal, state, and local safety and health codes to ensure the well-being and safety of all employees;
- Provide training and education to make safety awareness part of each employee's satisfactory job performance.

To achieve these goals, employees may receive training on the use of equipment, proper and safe operating procedures, and site/task-specific job functions. Periodic safety training sessions may be conducted to maintain employee awareness.

All employees are responsible for exercising maximum care and good judgment, and they shall comply with established procedures for safe operations and the prevention of accidents. Unsafe conditions, equipment, or practices shall be reported to the supervisor immediately. Each employee is expected to abide by all safety rules and procedures, shall wear any and all personal protective equipment required and provided by the employer, and attend training sessions when scheduled. Failure to participate in these sessions will result in disciplinary action up to and include termination.

Our safety rules have been written with you in mind. Please follow the rules and help Rocky

## **EMPLOYEE HANDBOOK**

Mountain College ensure a safe working environment. All employees will receive a copy of the Work Safety Manual and sign a receipt of acceptance.

### **Parking**

Rocky Mountain College has an adequate amount of parking available to its constituencies. In order to assure availability, certain polices must be in place.

- Parking signs and published regulations must be observed at all times.
- Employees may park in any space designated as faculty/staff parking on a first come, first serve basis. Should all reserved spaces be taken, employees may park in any unmarked space.
- Handicapped parking spaces may only be utilized by vehicles that display a handicapped decal.
- Vehicles that display a Rocky Mountain College parking decal and are illegally parked are subject to citation. Any vehicle with three citations may be towed at owner's expense.
- Enforcement of parking regulations shall be the responsibility of the Campus Safety Coordinator who shall maintain a list of owners and decal numbers.
- Should a vehicle be illegally parked, the Campus Safety Coordinator will be authorized to have the vehicle towed.
- Registration of vehicles is handled through the Campus Safety Coordinator or Vice President of Student Life Office. Students, faculty and staff will be issued RMC parking permits free of charge.
- Parking decals should be placed on passenger side front windshield below tint strip.
- All tickets must be paid within 24 hours. Payment should be made at the RMC Business Office. Unpaid tickets will be placed on an individual's business office account and may be turned over to collections.
- A towing service has been authorized by the College to patrol restricted areas (i.e. fire lanes, loading zones, and handicapped access) and tow all vehicles not registered with the College.
- Any vehicle left unattended or abandoned on College property for a period of more than three months is subject to removal and will be towed at the owner's expense.

## **EMPLOYEE HANDBOOK**

### **Family Medical Leave Act (FMLA)**

#### **Medical Leave**

All Rocky Mountain College employees may be entitled to medical leave under the federal Family and Medical Leave Act (FMLA) when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all College employees who may be eligible for either or both types of family and medical leave. As used in this policy, “family and medical leave (FMLA)” means leave available under both federal and state laws. Any questions concerning the following family and medical leave should be directed to the Human Resources Department.

Rocky Mountain College provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions. Please see table for medical leave on page 71.

Eligible employees may request medical leave only after having completing 12 months of service. Exceptions to the service requirement will be considered to accommodate disabilities. Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

When the College has reason to believe that an employee is or will be absent for a medical leave qualifying purpose, the Human Resources Department shall request the appropriate information form for the College to determine eligibility for medical leave.

An adequate medical certification (or other certification appropriate to the particular request) must be submitted verifying the need for medical leave and its beginning and expected end dates. Any changes in this information should be promptly reported to Human Resources Department. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are typically granted leave for the period of the disability up to a maximum of 12 weeks within a 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued vacation and sick leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in agreement with all applicable laws covering occupational impairments (For more information please refer to: RMC Operating Policy and Procedure Manual A1-001-04-0011).

## **EMPLOYEE HANDBOOK**

For employees covered under the College's benefit plans before a medical leave, the College will continue coverage of the employee's benefit plans (including medical, dental, and short term disability) during an approved leave and will continue its contributions toward coverage. The employee must make arrangements with the Human Resources Department before the leave or as soon as possible to continue to pay any required employee contributions. While the employee remains in "paid" status, the employee's contributions will continue through payroll deduction. When the leave becomes unpaid, the employee is responsible for making necessary billing arrangements through the Human Resources Department. During the medical leave, all other insurance plans fully paid by the College (e.g., basic life insurance and long-term disability insurance) will continue to be paid by the College. College retirement contributions, personal absence time, and vacation time accruals continue while the employee remains in "paid" status but are discontinued during any unpaid portion of the leave.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Rocky Mountain College with at least two weeks' notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position if it is available or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, Rocky Mountain College will assume that the employee has resigned.

### **Family Medical Leave**

All Rocky Mountain College employees may be entitled to family leave under the federal Family and Medical Leave Act (FMLA) when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all College employees who may be eligible for either or both types of family and medical leave. As used in this policy, "family and medical leave" means leave available under both the federal and state laws. Any questions concerning the following family medical leave should be directed to the Human Resources Department.

Rocky Mountain College provides family medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, care of spouse/domestic partner/child/parent with serious health condition, birth, and care of employee's newborn child, placement of child for adoption, foster care, and qualifying exigency leave for the employee's eligible spouse/domestic partner/child/parent deployed for covered military duties. Please see table for family medical leave and military leave on page 71.

Eligible employees may request family medical leave only after having completed 12 months of service. Exceptions to the service requirement will be considered to accommodate disabilities.

## **EMPLOYEE HANDBOOK**

Eligible employees should make requests for family medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

When the College has reason to believe that an employee is or will be absent for a family medical leave qualifying purpose, the Human Resources Department shall request the appropriate information form for the College to determine their eligibility for family medical leave.

A medical certification (or other certification appropriate to the particular request) must be submitted verifying the need for family medical leave and its beginning and expected end dates. Any changes in this information should be promptly reported to Rocky Mountain College. Employees returning from family medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are typically granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued vacation and sick leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in agreement with all applicable laws covering occupational impairments. (See Workers' Compensation).

For employees covered under the College's benefit plans before a family medical leave, the College will continue coverage of the employee's benefit plans (including medical, dental and short-term disability) during an approved leave and will continue its contributions toward coverage. The employee must make arrangements with the Human Resources Department before the leave or as soon as possible to continue to pay any required employee contributions. While the employee remains in "paid" status, the employee's contributions will continue through payroll deduction. When the leave becomes unpaid, the employee is responsible for making necessary billing arrangements through the Human Resources Department. During the family medical leave, all other insurance plans fully paid by the College (e.g., basic life insurance and long-term disability insurance) will continue to be paid by the College. College retirement contributions, personal absence time, and vacation time accruals continue while the employee remains in "paid" status, but are discontinued during any unpaid portion of the leave.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Rocky Mountain College with at least two weeks' notice of the date the employee intends to return to work. When family medical leave ends, the employee will be reinstated to the same position if it is available or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, Rocky Mountain College will assume that the employee has resigned.

## **EMPLOYEE HANDBOOK**

### **Military Leave**

Rocky Mountain College supports employees serving on active duty or as reservists in any branch of the military, including the United States National Guard, Air Force, Marines, Army, Navy, Coast Guard, and the Maine Army and Air National Guard. The College complies with all federal and state laws regulating any absence from work for the purpose of military service. Reservists may be recalled by the military in a variety of different ways, ranging from national defense and wartime activities to domestic emergencies (e.g., hurricane, fire, flood or another disaster). A recall may be "voluntary" (optional for the member) or "involuntary" (mandatory for those recalled). The College reserves the right to amend this policy to ensure we continue to comply with the Uniformed Services Employment and Reemployment Rights Act.

- **Eligibility:** A leave of absence will be granted to any employee fulfilling reserve training, drilling, or annual active duty service requirements. Every effort should be made by the reservist to notify their supervisor and the Human Resources Department in advance of expected absences for military service. In emergency call-up situations, short notice will be taken into consideration. A copy of the reservist's military orders should be provided to the supervisor and Human Resources Department for personnel record keeping and contact purposes.
- **Pay during a Military Leave:** Generally, reservists are required to complete a two-week period of active duty annually. Absence due to annual or emergency reserve duty or active duty may be taken as either paid vacation time (if the employee has vacation available and chooses to take it) or as an unpaid leave of absence.
- **Benefits during a Military Leave:** During a military leave of absence, to the extent applicable, benefits such as vacation and sick-time accrual and length of College service continue to accrue. The College continues to make its regular contributions toward all applicable benefit plans for up to six months. Should the leave extend beyond six months, the employee will become responsible for the full costs of all benefits (including life and disability insurance) on the first day of the month following the end of the initial six month period. To maintain benefits, it is the responsibility of the employee to pay their portion of benefits on a monthly basis unless other arrangements have been made. If injured while serving in the military, medical coverage and lost wages would be covered by the federal government.
- **Return to Work:** Upon completion of reserve active duty or military training, a reservist will be reinstated with the same length of service, status, pay, and other benefits that would have accumulated if the employee had remained continuously on the job. If the College has hired a replacement during the time of absence, the reservist will be returned to their former position.

**EMPLOYEE HANDBOOK**

Contact the Human Resources Department for more information or questions about military leave.

**FAMILY, MEDICAL & MILITARY LEAVE CATEGORIES AND EMPLOYEE ELIGIBILITY**

<b>LEAVE CATEGORY</b>	<b>AMOUNT OF LEAVE AVAILABLE</b>	<b>EMPLOYEE ELIGIBILITY REQUIREMENTS</b>
<b>MEDICAL LEAVE</b>		
Employee's serious health condition.	12 weeks in 12-month period measured backward from date of use of leave	Employed at least 12 months and worked a minimum of 1,250 hrs. in previous 12 months
<b>FAMILY MEDICAL LEAVE</b>		
Care of spouse/domestic partner/child/parent with serious health condition.  Birth and care of employee's newborn child.  Child placement of adoption or foster care.  Qualifying exigency leaves for employee's eligible spouse/domestic partner/child/parent deployed for covered military duty.	12 weeks total for a 12-month period measured backward from the date of use of leave.      The leave period may be reduced by any leave used for military caregiver leave noted below.	Employed at least 12 months and worked a minimum of 1,250 hrs. in previous 12 months
<b>MILITARY LEAVE</b>		
Military caregiver leaves to care for spouse/domestic partner/child/parent/ next of kin for an eligible service member or veteran with serious illness or injury.	26 weeks in a 12-month period measured from first date leave is taken (may overlap with leave above and impact eligibility for other FMLA leave).	Employed at least 12 months and worked a minimum of 1,250 hrs. in previous 12 months

## **EMPLOYEE HANDBOOK**

### **Personal Leave**

Rocky Mountain College provides Non-Faculty employees' leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. (Faculty-Refer to Faculty Handbook Policy F-001-01-0014)

Employees may request leaves of absence for a variety of reasons, including those circumstances outlined in the federal Family and Medical Leave Act of 1993 (FMLA). Consistent with its obligations under state and federal law, the College retains complete discretion whether to grant or deny an employee's request for a leave of absence and to define the terms and conditions of the leave.

Any absence of two weeks or more, whether paid or unpaid, requires that a leave of absence be requested.

- **Requesting a Leave of Absence:** An employee should request a leave of absence at the earliest possible time that the need for leave is anticipated. Requests should be made in writing, using the "Employee Leave Request" form available on the RMC Human Resources web page. This form is used to gather information about the purpose, timing, and expected length of a leave of absence as well as any necessary approvals required in granting the leave. It also contains relevant information about continuing College benefits during a leave of absence.
- It is the employee's responsibility to keep the College informed of their status during a leave of absence. Any changes in the employee's status while on leave, including an anticipated need for a leave extension, must be reported to the employee's supervisor and the Human Resources Department by updating the leave of absence form.
- **Intermittent Leave, Reduced Schedule, and Alternative Position:** Generally, a leave of absence is expected to be taken in a particular block of time, unless otherwise required by law or approved by the College. If an intermittent leave or reduced work schedule is approved, the College reserves the right to transfer the employee to an alternative position that better meets the College's needs and allows accommodation for the intermittent leave.
- **Returning to Work following a Leave of Absence:** An employee is expected to return to work immediately following the conclusion of an approved Leave of Absence. Employment will automatically terminate if the employee does not return to work on the first regular workday following the last day of approved leave of absence unless a request for extension has been approved in writing by the College before the leave expiration date. The extension must be approved by the department supervisor or the appropriate

## **EMPLOYEE HANDBOOK**

Vice President and forwarded to Human Resources Department. Any employee who is away from work for any reason whatsoever for a period beyond the approved leave of absence period will be separated from the College's payroll and will be notified of any benefit conversion privileges. A leave of absence (other than a sabbatical or professional leave) may be automatically canceled and employment terminated if the employee begins work elsewhere.

An employee may be granted a leave of absence without pay for education, research or writing, study, extended illness, or compelling personal reasons. It may not be used as an extension of vacation leave or to create a vacation period. Whether or not to approve such leave is at the College's sole discretion. Requests must be made to the employee's immediate supervisor who must consult with the Human Resource Department regarding eligibility before authorizing the leave of absence.

When considering a leave of absence without pay, an employee should be aware that all of their benefits are affected. The employee will be responsible for the continued payment of any benefit premiums while on leave. The College will not be responsible for any employer portion of the premiums.

No sick leave or vacation shall accrue while an employee is on an approved leave of absence.

Should an employee take a leave of absence due to extended illness or personal reasons, all accrued sick leave (if appropriate) and vacation must be used before the without pay status becomes active.

When preparing to return to work, an employee must contact their supervisor at least two weeks before the date of their return.

Should an employee fail to return as expected and fail to notify their supervisor of an acceptable reason for not returning, their employment is considered voluntarily terminated.

## **EMPLOYEE CONDUCT**

### **Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, Rocky Mountain College expected behaviors of their employees is to follow rules of conduct that will protect the interests and safety of all employees and the College.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

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- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illicit drugs in the workplace while on duty or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

### **Confidentiality**

Employees of Rocky Mountain College are expected to act responsibly and under state and federal laws when accessing and using confidential information. This policy addresses both confidentiality and privacy practices.

Employees who are instructed to maintain confidential information shall do so and not discuss the information with anyone including family members, other employees, or the media.

Confidentiality is a condition of employment for all individuals. A breach of this condition could result in immediate dismissal. All employees are required to sign a Receipt of Confidentiality of Information Administrative Policy as stated below.

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It is the policy of Rocky Mountain College to ensure that the operations, activities, and business affairs of the College and our clients and donors are kept confidential to the greatest possible extent. If during my employment, I acquire confidential or proprietary information about the College and its students, faculty, staff, alumni, donors, or vendors, I understand that such information is to be handled in the strictest confidence and is not to be discussed with outsiders. I am also responsible for the internal security of such information and should supply that information only on a “need to know” basis.

As an employee of Rocky Mountain College, I have received and I acknowledge receipt of this Statement of Confidentiality of Information Confidentiality & Privacy Practices. I also understand that periodically throughout my employment at Rocky Mountain College I may be asked to reaffirm my commitment to this policy. I am mindful of the requirements under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a Federal law that protects the privacy of student education records.

Information received while performing your job should be considered confidential unless otherwise indicated by your supervisor.

If a request for confidential information is made, the employee should either refuse to answer or refer the requesting individual to his or her supervisor.

### **Privacy Practices**

Rocky Mountain College, as the plan sponsor of the College Health Plan, must comply with privacy rules contained in the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA") effective April 14, 2004. In compliance with HIPAA, it is the College's policy to safeguard the confidentiality of Protected Health Information (PHI) and the rights of individuals' disclosure of PHI. "PHI" is information that is created or received by a health care provider or health plan that relates to your past, present, or future physical or mental health or condition and related health care services, including payment for those services. Privacy practices apply to medical and dental plans, medical reimbursement account and the Employee Assistance Program. You have rights to PHI maintained by the Plan. To exercise those rights, you may submit a written request to the HIPAA Privacy Official and Director of Human Resources.

Employees who have access to student information are bound by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a Federal law that protects the privacy of student education records. Please see Family Educational Rights and Privacy Act in the Operating Policy and Procedures Manual.

### **Attendance and Punctuality**

Rocky Mountain College expects employees to be reliable and to be punctual in reporting for scheduled work. In the rare instances when employees cannot avoid being late to work or are

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unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Employees who are unable to meet their employment obligations of regular and reasonable attendance and punctuality are subject to disciplinary action, up to and including termination of employment. If you are absent for reasons covered by the College's Family and Medical Leave policy, such absences may not be counted in considering disciplinary action due to excessive absenteeism.

Any employee who fails to report to work for three consecutive days without providing proper notice to their supervisor or the Human Resources Department may be considered to have voluntarily resigned their employment with the College.

Upon returning to work from an unexcused absence, the employee must report to their supervisor and disclose the reason for the absence. If the supervisor accepts the reason as valid, no penalty will be imposed. If the reason is not acceptable, the employee will be disciplined following the policy. Employees shall have the right to appeal imposed penalties through the grievance policy. (Refer to RMC policy and procedure manual – A-001-05-0001).

### **Personal Appearance**

Employees are requested to maintain appropriate dress per their scope of work and departments they are employed. Similarly, employees are expected to keep their work areas orderly, consistent with access, efficiency, safety, health, and environmental requirements.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes an appropriate appearance. Where necessary, a reasonable accommodation will be made to a person with a disability.

### **Drug and Alcohol Use**

In compliance with the Drug-Free Workplace Act of 1988, (Title 41-10-701 through 707, U.S.C. as amended), Rocky Mountain College is committed to providing an alcohol-free and drug-free workplace. Rocky Mountain College is required to comply with Federal Regulations governing workplace anti-drug programs. This policy applies to on-duty time as well as off-site breaks and lunch periods when an employee is scheduled to return to work.

Current legislation requires that the institutional policy on drugs and alcohol be distributed to each student and employee at the beginning of hire or start of the school year. That information is available through the Vice President for Student Life and the Human Resources Department.

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Consumption of alcoholic beverages at Rocky Mountain College or at a College sponsored event is strictly prohibited except:

- For those events approved to serve alcohol by executive leadership.

Advertisements promoting alcohol or alcohol-related products are prohibited on campus.

Rocky Mountain College's name and logo shall not appear in conjunction or co-sponsorship with the name of any alcoholic product or distributor without written approval of the President's Cabinet.

Rocky Mountain College prohibits the unlawful manufacture, distribution, sale, possession, or use of a controlled substance or alcohol in the workplace or while conducting business.

Use of medical marijuana by any student, staff member, faculty member, or visitor on campus grounds, in the residence halls, in the classrooms, in buildings, and in the workplace is strictly forbidden regardless of the authorized possession of a state-issued medical marijuana card.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job efficiently and in a safe manner that does not endanger other individuals in the workplace.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Rocky Mountain College of a criminal conviction for alcohol/drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Your supervisor or their designee is responsible for notifying the appropriate federal granting agency of the conviction within ten business days of learning of the conviction.

Employees who violate the College alcohol/drug policy may be placed on disciplinary probation, terminated from employment, or be subject to other appropriate actions as deemed necessary. Such violations may also have legal consequences.

Employees with questions about this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor without fear of reprisal.

### **Grievances**

Rocky Mountain College strives to ensure equitable treatment of employees in all matters of employment and is committed to preventing discrimination against any employee by age, race, color, gender, sexual orientation, marital status, religion, creed, ancestry, national and ethnic origin, and/or physical or mental disability. Any employee has the right to present any personal concern or grievance regarding employment at the College and have it considered on its merits.

Rocky Mountain College has a formal commitment to the establishment and maintenance of a constructive problem-solving mechanism for the resolution of employee grievances. The purpose

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of this policy is to provide a means whereby any employee who feels that he or she has been subjected to unfair, discriminatory or abusive treatment may be assured of a prompt, orderly, and fair response to their grievance or appeal.

Faculty: Faculty grievances are governed by the Faculty by-laws and are documented in Faculty Handbook (Policy F-001-01-0011). If the grievance is with a staff member and is not academically related, the staff grievance policy takes precedence. For employees that are faculty and have status whose scope of work has an administrative appointment of 50 percent or greater fall under the staff grievance policy. As per this definition, staff status for grievance matters applies to administrative staff as defined above, including the Provost and Academic Vice President, and President. (See employee definitions on page 22.)

A grievance can be defined as dissatisfaction relating to wages, hours of work, the administration of human resource policies, discrimination, harassment, inequitable treatment or discipline, or other conditions of employment.

- Rocky Mountain College policy requires that all employees be treated fairly and consistently in all matters related to their employment. The focus is on what is right and not who is right.
- Whenever possible employees are encouraged to pursue the resolution of job-related concerns through the informal process explained in the following procedure. If a grievance cannot be resolved through the informal channels, the time limits contained in the formal plan for processing grievances should be carefully noted. Promptness in addressing job-related concerns is a necessary condition of equity. Each is encouraged to become familiar with his or her responsibilities and rights as an employee. Questions concerning the grievance and appeals procedure should be referred to the appropriate supervisor or the Human Resources Department.
- To ensure that employees have a method of redress in those instances where they feel they have been treated unfairly, it is the policy of Rocky Mountain College to provide both informal and formal avenues of resolution for employee job-related problems and/or for any perceived violation of institutional procedures or standards of fairness. Assignment of duties, determination of work hours, and other management responsibilities are reserved as management rights and are not subject to grievance. Intimidation, harassment, coercion, or reprisal in any form against any employee for presenting a grievance is prohibited.
- Informal Procedures

It is College policy to provide an informal means for the discussion and prompt, confidential, and impartial resolution of job-related problems. If questions or

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misunderstandings are not resolved by joint employee-supervisor discussion, either party may request a confidential review by the Office of Ombud or the Human Resource Department. If an amicable solution does not result from such informal review, either party may then request mediation under mutually agreeable conditions with the Office of Ombud. The sole objective of this process is to provide prompt, confidential resolution to job-related problems. Employees with grievances are encouraged to use the informal process before instituting the formal procedures, which follow below.

- **Formal Grievance Procedure**

Proceedings under the grievance policy are available to all staff employees, including all exempt and non-exempt staff positions. Employees with grievances are encouraged to use the informal process before instituting the formal procedures which follow, with the exception, however, of termination. Termination must be grieved in writing within 14 working days.

- **Step One**

- The employee shall state the grievance in writing, including facts and relief sought. The written grievance should represent a clear and concise statement of the grievance, including the date of the incident and the issue involved. It must be delivered to the employee's immediate supervisor with a copy submitted to the Human Resource Department, within ten working days of the alleged incident or policy violation, or after completion of the informal complaint procedure. The supervisor must respond in writing within five working days and provide copies to all parties involved. (If the complaint is against the President, please refer to Step 3).

- **Step Two**

- If the complaint is not settled at Step One, the employee may file an appeal within five working days following receipt of the supervisor's decision. The appeal shall be a written request for a review of the supervisor's decision by the employee's division head. The division head has ten working days to submit a decision affirming, amending, or reversing the decision of the supervisor. The decision shall be in writing with copies to all parties involved.

- **Step Three**

- If the complaint is not settled to the employee's satisfaction, an appeal may be filed with the President. Within ten working days of receipt of the appeal, the President shall issue a decision. The President will provide the

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decision in writing to the grievant. When such final determination has been made, the case will be closed, concluding the matter within the College processes.

- Should the grievance be against the President, the investigation will be conducted by the Chair of the Board of Trustees. The Chair of the Board of Trustees will provide the decision in writing to the grievant. When such a final determination has been made, the case will be closed, concluding the matter within the College processes.

### **Resignation**

A resignation is a voluntary act initiated by the employee to terminate employment with Rocky Mountain College. Although notice is not required, Rocky Mountain College requests at least two weeks' written resignation notice from all employees.

Before an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide notice as requested, the employee will be considered ineligible for rehire. (Please see Employment Termination regarding final pay on page 54).

### **Return of Property**

Employees are responsible for all Rocky Mountain College property, materials, or written information issued to them or in their possession or control.

Employees must return all Rocky Mountain College property immediately upon request or termination of employment. Where permitted by applicable laws, Rocky Mountain College may withhold from the employee's check or final paycheck the cost of any items that are not returned when required.

### **Solicitation**

Many employers find solicitations, regardless of the cause, disruptive. Also, solicitations may place an undue burden on employees and students.

Outside organizations and/or individuals (i.e., church organizations, salespersons, etc.) that will involve the student membership and/or the employees of Rocky Mountain College must either be recognized by the Association of Students of Rocky Mountain College (ASRMC) and the Vice President for Student Life in the case of students or by executive leadership in the case of faculty and staff. To become recognized, the organization/individual must have an on-campus advisor from the faculty or staff and must appear before the appropriate administrative group at a

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regularly scheduled meeting.

Proceeds from sales must be used toward fulfilling the purpose of the soliciting organization/individual.

Laws of the City of Billings and the State of Montana must be observed.

Rocky Mountain College recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Also, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display relevant information, and employees should consult them frequently for:

- Federal and State mandated information
- Affirmative Action statement
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the Vice President of Student Life for approval. The Vice President will post all approved messages for Student Life or authorized a representative.

### **Retaliation**

In accordance with federal regulations, the College is required to take all necessary steps to ensure that “no person intimidates, threatens, coerces, or discriminates against any individual for the purpose of interfering with the filing of a complaint, furnishing information, assisting or participating in any manner in an investigation, compliance review, hearing, or any other activity related to the administration of the Federal, State, or local laws requiring equal employment opportunity.” Therefore, the following policy is made known for information and dissemination.

The College will not take retaliatory or punitive action against any individual who alleges discriminatory practices by the administration. Charges of harassment or retaliation will be expeditiously and vigorously investigated by the College’s administration.

If the College determines that retaliatory or punitive action has been taken against an individual who alleges discriminatory practices by the administration, the College will take action which may include sanctions ranging from verbal reprimand to dismissal. Such action will depend upon the existing law, regulations, and procedures which govern the disposition of such matter. In all cases, where possible, the person who has suffered the retaliation or punitive action will be

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offered redress.

### **Whistle blower Protection Policy**

Retaliation against Trustees, Officers, Volunteers or Employees who, in good Faith, report a concern will not be tolerated. Moreover, a Trustee volunteer, or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the Board of Trustees, dismissal from the volunteer position, or termination of employment

#### **Employees' Reporting**

The process of reporting concerns may be done in-person or anonymously. While in person reporting is preferred since it facilitates easier and better follow-up, investigation, and resolution, anonymous reporting may be the only option from some employees, trustees, or volunteers in specific circumstances.

In-person reporting involves two steps:

1. Employees should first discuss their concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the concern is valid and unresolved, the individual should report the concern to the Director of Human Resources. In addition, if the individual is uncomfortable speaking with their supervisor, or the supervisor is a subject of the concern, the individual should report their concern directly to the Director of Human Resources.
2. If the concern was reported verbally to the Director of Human Resources, the reporting individual, with assistance from the Director of Human Resources, shall reduce the concern to writing. The Director of Human Resources shall promptly forward the concern to a member of the President's Cabinet, who has specific and exclusive responsibility to investigate all concerns. If the Director of Human Resources, for any reason, does not promptly forward the concern to the President's Cabinet, the reporting individual should directly report the concern to a member of the President's Cabinet.

Contact information for members of the President's may be obtained through the Human Resources Department.

#### **Anonymous reporting involves one step:**

1. Concerns may be also be submitted anonymously in writing. Such anonymous concerns should be directed to a member of the President's Cabinet. This may be done after exhausting the in-person reporting or in lieu of in-person reporting.

Employees who file a concern may be asked follow-up questions pursuant to an investigation.

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Employees who do not file a concern may also be asked questions pursuant to an investigation. Each employee shall cooperate fully in any investigation resulting from a reported concern.

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. NOTE, however, that the College cannot guarantee that it can maintain confidentiality and/or anonymity in the course of a thorough investigation into improprieties.

Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## **MISCELLANEOUS POLICIES**

### **Life-Threatening Illnesses in the Workplace**

Employees with life-threatening illnesses often wish to continue their usual pursuits, including work, to the extent allowed by their condition. Rocky Mountain College supports these endeavors when employees can meet acceptable performance standards. As in the case of other disabilities, Rocky Mountain College will make reasonable accommodations following all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Rocky Mountain College will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Department or Rocky Mountain College's Employee Assistance Program for information and referral to appropriate services and resources.

### **Children in the Workplace**

The presence of children in the workplace with the employee parent during the employee's workday should be avoided except in emergency situations. This policy is established to prevent disruptions in job duties of the employee and co-worker, reduce property liability, and help maintain the college's professional work environment.

If bringing a child to work with the employee is unavoidable, the employee must contact their supervisor as soon as possible to discuss the situation and obtain permission to have the child

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accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers. Consideration will not be given to allowing a child with an illness to come to work with the employee.

If a child is brought to the workplace due a special circumstance, it will be the responsibility of the parent to provide direct supervision of child at all times.

### **Animals in the Workplace**

It is Rocky Mountain College's policy to provide a safe and healthy work environment for all employees and visitors. By this, animals are prohibited from all Rocky Mountain College facilities including outdoors except authorized service animals and working animals as defined below. In addition to providing a professional and conducive work environment, this policy responds to concerns for the health and safety of employees, students, and animals. Allowing animals on campus is a risk and liability to the institution. Further, it limits potential distractions and disturbances in the workplace.

Service Animals refers to animals (primarily dogs) used to guide or provide assistance to persons with documented disabilities in the activities of independent living. The American with Disabilities Act (ADA) defines service animals as any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. If an animal meets this broad definition, it is considered a service animal. Certification and documented disability information should be brought to the Human Resources Department.

Working animals refer to those animals engaged in authorized services to the College (e.g., guard dogs, pest control animals, police dogs).

Employees and visitors are not to bring a pet to work and leave them in a car or tethered to any college property because it is neither appropriate nor safe.

Employees who violate this policy by bringing animals other than service animals to the workplace are subject to disciplinary action up to and including termination.