



## **Staff Policy Handbook**

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## **IMPORTANT INFORMATION**

**THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE COLLEGE AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE COLLEGE'S GUIDELINES AND OUR EXPECTATIONS REGARDING EMPLOYEE CONDUCT. THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.**

**EXCEPT AS MAY BE REQUIRED BY STATE LAW, EMPLOYMENT WITH COLORADO COLLEGE IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE COLLEGE, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE COLLEGE HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK, ANY BENEFIT PLAN, AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF COLORADO COLLEGE, OTHER THAN THE COLLEGE PRESIDENT, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE COLLEGE PRESIDENT AND THE EMPLOYEE.**

**NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS IN THIS HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE COLLEGE RESERVES THE RIGHT TO MAKE SUCH CHANGES WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.**

## **A Message from the Vice President of Human Resources**

*Colorado College is an outstanding place to make a difference. We work as a community to fulfill our mission and serve the students at CC. The HR team and I are committed to supporting the people of CC and to helping each of us thrive in all that we do on behalf of the College.*

*Please feel free to call on us if we can be of assistance to you. Become acquainted with the HR staff by visiting the [Human Resources website](#).*

*Ryan Simmons, Vice President of Human Resources*

## **Equal Opportunity**

### **Anti-discrimination**

Colorado College is dedicated to the principles of equal employment opportunity. CC prohibits unlawful discrimination against applicants or employees on the basis of race (including traits historically associated with race, such as hair texture, length, and protective hairstyles), creed, color, religion, national or ethnic origin, disability, veteran status, age (40 and above), marital status, genetic information, sex, sexual orientation, gender, gender identity or expression or perceived gender, pregnancy, or any other status protected under local, state or federal law.

At CC, it is everyone's responsibility to promote a work environment in which differences and diverse perspectives are respected, faculty and staff are treated equitably, and individual contributions are valued and rewarded.

For any inquiries related to the College's Nondiscrimination and Anti-Harassment Policy and Procedures, please contact the Office of Civil Rights and Title IX. Sexual discrimination and harassment represent a specific form of discrimination based on sex, sexual orientation, and gender identity or expression. For more information, please refer to the College's Title IX Sexual Harassment Grievance Procedures.

### **Harassment**

The College strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual (or group) because of that individual's (or group's) membership in, or perceived membership in, a protected class, that is subjectively offensive to the individual alleging harassment, and is objectively

offensive to a reasonable individual who is a member of the same protected class. Harassment does not need to be in-person and can occur over electronic media such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to:

- Written form, such as cartoons, emails, posters, drawings, or photographs.
- Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct, such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc.

## **Sexual Harassment**

Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, the College believes it warrants separate emphasis.

The College strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct or communication is made explicitly or implicitly a term or condition of employment.
- Submission to, objection to, or rejection of such conduct or communication is used as a basis for employment decisions affecting an individual.
- Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and business-like manner. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, and emails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

## **Respectful Interactions**

All of us should understand that standards of respect, consideration, and tolerance must shape our interactions with one another, regardless of whether the violation of such standards is considered unlawful under these Equal Opportunity Guidelines. Certain types of behavior may be inappropriate even though they may not be violations of the Anti-discrimination and Harassment policies.

## **Title IX**

Title IX of the Education Amendments of 1972 prohibits gender discrimination against any participant in an educational program or activity that receives federal funds. In general, no person, on the basis of gender, may be excluded, denied benefits, or be otherwise discriminated against in any academic, extracurricular, research, occupational training, or any other program or training at Colorado College. Concerns related to gender discrimination may be brought to the attention of the Office of Civil Rights and Title IX.

## **Disability Accommodations**

Colorado College values the contributions of employees with disabilities and recognizes that equity and access are fundamental to our mission. The College will make reasonable accommodation for qualified individuals with disabilities unless doing so would result in an undue hardship to the department or College or cause a direct threat to health or safety. The College considers requests for reasonable accommodation through an interactive process. If you would like to request accommodation, please contact The Hartford at 888-301-5615. For assistance with this process, or if you have any questions, feel free to reach out to Human Resources.

## **Religious Accommodation**

The Colorado College community is enriched by individuals of many spiritual, religious, and faith traditions and practices that have various observances, rituals, practices, and beliefs. In affirming this diversity, it is our policy and practice to provide reasonable spiritual and religious accommodation for staff unless the accommodation creates an undue hardship for the department or to the College. You may request spiritual and religious accommodation from your immediate supervisor or by contacting Human Resources.

## **Pregnancy Accommodation**

Employees who are otherwise qualified for a position may request a reasonable





accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. If an employee requests an accommodation, the College will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the College's business operations. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

## **Complaint Reporting**

It is important to note that the College can only address harassment if it is made aware of it. If you believe there has been a violation of the Equal Employment Opportunity or Harassment Policy, including sexual harassment, please use the following complaint procedure.

The College takes prompt action to investigate and/or address alleged discriminatory or unfair employment practices. The College also takes prompt remedial actions, when warranted, in response to complaints of discriminatory or unfair employment practices. The College therefore expects employees to make a timely complaint to enable the College to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Office of Civil Rights and Title IX, which will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to this office with your complaint, you can consult with the ombudsperson to discuss your reporting options.

The College prohibits retaliation against an employee for filing a complaint under this policy or assisting in a complaint investigation. If you perceive retaliation for making a complaint or participating in the investigation, use the complaint reporting procedure above or contact the Director of Employee Relations and Support in the Office of Human Resources. The situation will be investigated.

If the College determines that an employee's behavior violates this policy, disciplinary action will be taken, up to and including termination of employment.

## **General Employment Information**

*Colorado College is committed to assisting all staff to become familiar with information regarding employment at the College. This section provides a general overview of items that all staff members should be aware of during their career at CC.*



## **Employment Definitions**

Employees of the College are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, for the administration of benefits like paid vacation or holidays. These classifications do not determine eligibility for employee benefits. The following terms are used throughout this Handbook:

*Full-time:* Regularly scheduled to work 1400 hours or more per fiscal year (an average of about 27 hours per week).

*Part-time:* Regularly scheduled to work 1000 to 1399 hours per fiscal year (an average of 19 to 26 hours per week).

*Temporary/Occasional Employment:* Temporary/occasional employees are those who are employed for short-term assignments. Temporary/occasional employees are generally hired to temporarily supplement the workforce or assist in the completion of a specific project. These temporary/occasional employment assignments are of limited duration. Temporary/occasional employees may be classified as exempt or nonexempt on the basis of job duties and compensation.

*Exempt (salaried):* Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements.

*Non-Exempt (hourly):* Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are not exempt from minimum wage and/or overtime pay requirements. Nonexempt employees shall be paid time and one-half of their regular rate of pay for any work in excess of: (1) 40 hours per workweek; (2) 12 hours per workday, or (3) 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages.

## **Hours of Operation**

The College's general hours of operation during the academic year are 8:00 a.m. - 5 p.m., Monday through Friday. Summer hours may differ, depending on the department. Because some departments operate 24 hours a day, staff work schedules are varied and based on departmental need. Speak with your supervisor about schedules for your department.

## Meal and Rest Periods

Meal and rest periods, as outlined below, are not intended to be "saved" and "stacked" so that staff can adjust their regular work schedule. Staff and supervisors should discuss scheduling of meal and rest breaks to clarify expectations.

If employees are consistently unable to take their meal and/or rest periods after speaking with their supervisor, they should [contact Human Resources](#).

### *Meal Periods*

Non-Exempt employees are entitled to and are authorized, permitted, and expected to take at least one unpaid 30-minute, duty-free meal period if working five or more consecutive hours per day. During the break, employees will be relieved of all duties and permitted to pursue personal activities. If the nature of the business activity or other circumstances exist that make an uninterrupted meal break impracticable, the employee will be allowed to consume an on-duty meal without any loss of time or compensation. The meal period should occur during a window that is at least one hour after the shift starts and at least one hour before it ends. If you are not able to take your meal period at the regularly scheduled time, notify your supervisor so it may be taken at another time during your shift.

Employees must comply with all applicable timekeeping requirements, including recording the beginning and end time of their meal breaks. Employees who are unable to take a meal or rest break to which they are entitled in accordance with this policy or who have been prevented or discouraged from taking a break to which they are entitled under this policy should immediately notify [Human Resources](#).

Exempt staff are encouraged to take at least a 30-minute duty-free meal break.

### *Rest Periods*

Non-exempt employees are entitled to, and expected to take, 15-minute, paid rest periods as set forth below:

Work Hours	Rest Periods Required
2 or fewer	0
Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4

Over 18, and up to 22	5
Over 22	6

Employees must comply with all applicable timekeeping requirements, including recording the beginning and end time of their meal breaks. Employees who are unable to take a meal or rest break to which they are entitled in accordance with this policy or who have been prevented or discouraged from taking a break to which they are entitled under this policy should immediately notify Human Resources.

Exempt staff are encouraged to take a 15-minute paid rest period for each four hours, or major portion thereof, of work.

## Records

The College maintains a personnel file on each staff member that contains records important to timely payment of wages and benefits, and other employment-related matters. You must contact [Human Resources](#) whenever a change occurs that affects your employment records, such as changes to:

- Name
- Social security number
- Home address and telephone numbers
- Marital status and number of dependents (if you have dependent benefits coverage)
- Beneficiary (if you have benefits coverage)
- Driving record or status of driver license (if you drive on college business)
- W-4 tax exemptions

You may make changes to your W-4, race, ethnicity and gender designations, and emergency contacts directly in [Banner \(SSB\)](#).

You may review your personnel file by scheduling an appointment with Human Resources during regular business hours. You may not remove or alter documents in the file; however, you may add employment-related information to the file with approval from Human Resources.

Complete information can be found in the [Personnel Records Policy](#).

## Data Disposal Policy

During your employment, the College will collect certain information that is classified as “personal identifying information,” or PII, under applicable laws. Such information may

include, but is not limited to:

- Your first and last name or initials
- Username(s) and password(s)
- Social Security number
- Driver's license or other identification card number
- Medical documentation
- Biometric data

The College may keep these records in paper and/or electronic format. When such documentation is no longer needed, pursuant to records retention requirements and best practices, the College will either (a) destroy the records or (b) arrange for their destruction (e.g., by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means).

## **Outside Employment**

Staff of Colorado College may accept employment outside the College if it does not interfere with their normal work schedule, affect their work performance, or represent a conflict of interest.

Complete information can be found in the [Outside Employment and Secondary Employment Policy](#).

## **Telecommuting/Remote Work**

Supervisors may permit employees to work from locations (within the State of Colorado) other than their regular work site (telecommuting and remote work) as an alternative means to support the College's mission. Telecommuting arrangements may be approved when they are deemed beneficial for both the College and the employee. Not every position is appropriate for this type of arrangement.

Requests will be considered on a case-by-case basis, and the College will consider factors such as:

- the nature of the job or project requirements;
- whether the nature of the work lends itself to remote work;
- the amount of time to be spent working remotely;
- employee work performance;
- the ability of the employee to work independently; and
- the impact the arrangement may have on collaboration and coworkers.

Unless granted as an accommodation under federal or state law, remote work

arrangements are a privilege that may be altered or revoked at any time.

## **Whistleblower Protections**

The College maintains the highest standards of conduct and ethics. As representatives of the College, all employees must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations. To achieve this goal, the College asks for cooperation from all employees in notifying it of any suspected fraudulent or dishonest use or misuse of resources or property or any violation of any applicable law or regulation by any staff, board member, consultant, volunteer, or client.

If an employee reasonably believes that some policy, practice, or activity of the College is in violation of law, or if funds or property are being used inappropriately, a written complaint should be filed by that employee with the Director of Employee Relations and Support in the Office of Human Resources. If the Director of Employee Relations and Support is involved in the complaint, then the employee is authorized to contact the Vice President of Human Resources, the College President, or the CC Board of Trustees.

Reports will be investigated and kept confidential to the extent possible, consistent with the need to conduct an investigation.

Speak Up Colorado College - Colorado College has partnered with [Convercent/OneTrust](#) to develop Speak Up Colorado College, an anonymous reporting platform. Speak Up Colorado College is our 24-hour reporting system where you can anonymously submit your concerns or ask questions.

The College will not retaliate against an employee who, in good faith, makes any reports under this policy.

## **Compensation**

### **Paychecks and Pay Periods**

Staff are paid on the 15th of the month and the last working day of each month. For non-exempt staff, the paycheck on the 15th covers the period from the 22nd of the previous month through the 6th of the current month. The paycheck on the last working day of the month covers the period from the 7th through the 21st of the current month.

For exempt staff, the paycheck on the 15th covers the period from the 1st to the 15th and the paycheck on the last working day of the month covers the period of time from the 16th through the last working day of the current month. If a payday falls on a weekend, staff will be paid on the Friday before that weekend.

Staff may arrange for direct deposit of their paychecks through Human Resources or Payroll.

On rare occasions, an error may be made in the calculation of your pay. If an error occurs, you are responsible for immediately reporting the error to your supervisor and to the Payroll Office for correction. If an error occurs related to benefit deductions, contact Human Resources.

## **Recording Time**

Non-exempt staff must report all hours worked, including meal breaks, and all hours taken as leave using the electronic timesheet in [Banner \(SSB\)](#). Hours worked or taken as leave are recorded in 15-minute increments. You must submit a completed timesheet for your supervisor to review and approve every payroll period to ensure timely payment of wages. [View the payroll schedule.](#)

Exempt staff are not required to complete a timesheet but must complete a leave report every payroll period (even if no leave was taken) in [Self-Service Banner \(SSB\)](#) for their supervisor to approve. Exempt staff will record sick leave in 1-hour increments and vacation leave in 4-hour increments.

These records are the only ones used by the College to calculate employee pay and paid time off balances. They must be accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide them to the College if they find a discrepancy between the College's records and their records.

Employees are expected to direct any inquiries regarding pay calculations to Payroll and must promptly report any discrepancies in their time records or compensation by contacting [Payroll](#). Employees also must notify one of these individuals if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated, and appropriate corrective action will be taken. The College will not tolerate retaliation against employees for making a report or participating in an investigation.

## **Overtime**

Working extra hours is occasionally necessary at Colorado College. If you are non-exempt and you need to work hours in addition to your regular schedule, you must have your supervisor's approval before working the hours and you must record all hours worked.

If you fail to obtain prior approval, you must still record the hours worked, though you may be subject to discipline for failing to obtain prior approval. Any staff member who is aware of others working "off-the-clock," or who is asked to do so, must report this situation immediately to Human Resources.

For non-exempt employees, hours worked more than 12 hours in a day, more than 12 consecutive hours without regard to the starting and ending time of the workday, or more than 40 hours per workweek, whichever results in the greater payment of wages, are paid at one and one-half (1.5) times the employee's regular rate. When a non-exempt employee has daily overtime and weekly overtime hours, the payment of daily overtime counts toward the payment of the weekly overtime. The work week begins at 12:01 a.m. on Sunday morning and ends at midnight the following Saturday. Vacation time, sick time, holiday time, and other paid-but-unworked time does not count toward hours worked for overtime purposes.

Exempt staff are not eligible for overtime pay.

### **Pay for Exempt Employees**

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a bi-weekly basis. The College is committed to complying with salary basis requirements, which allow properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to [Human Resources](#). Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

### **Holiday Pay**

Non-exempt staff required to work on Memorial Day, Thanksgiving Day, Christmas Day, or New Year's Day are granted additional compensation of regular rate of pay plus additional time based on the holiday worked. All staff in exempt positions who are required to work on a holiday or other days during winter break are able to take time off at a later date with supervisor approval. Please see the Holiday Pay Policy for more details.

Non-exempt staff required to work during Spring Break, Fall Break, or Winter Break are granted additional compensation for any day worked not addressed above. They will be paid their regular pay plus one time their regular rate of pay (2x) for hours worked.



Non-exempt staff required to work on Independence Day (July 4) are granted additional compensation by receiving regular pay for the hours worked and receiving equivalent time off during the next pay period or an agreed-upon future date within the current fiscal year.

Full- and part-time benefit-eligible staff are paid their regular scheduled hours for any hours not worked during a holiday or recognized break. They must work for at least five days following a College recognized break (Fall, Winter, and Spring) to be eligible for that break's pay.

## **Benefits**

### **Group Plan Overview**

As part of its compensation strategy, the College offers several different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions.

Benefit plans offered by the College are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the College's discretion as permitted by law. The College and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefits offered by the College.

In the event you take a personal or other leave of absence, please consult Human Resources to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

### **Types of Benefits at Colorado College**

Medical Insurance	Helps pay covered medical expenses for you and eligible family members. Colorado College has a PPO and a High-Deductible Health Plan.
Dental Insurance	Provides you and your eligible dependents with dental coverage at group rates.
Vision Insurance	Provides you and your eligible dependents with vision coverage at group rates.



Flexible Spending Accounts	Allows employees to use pre-tax dollars to pay for eligible healthcare-related expenses, such as health and dental insurance premiums, co-payments, and deductibles, and to be reimbursed for eligible dependent care expenses, such as dependent adult day care, nursery, and preschool programs.
Health Savings Account	Allows employees to use pre-tax dollars to pay for eligible healthcare-related expenses, such as health and dental insurance premiums, co-payments, and deductibles. This account is triple tax advantaged as the money goes in pre-tax, grows tax free, and comes out tax free if used on qualified medical expenses.
Life Insurance	Provides certain insurance coverage at group rates.
Accidental Death and Dismemberment (AD&D) Insurance	Provides payments in case of accidental death or dismemberment. This coverage is available to you and your eligible dependents at group rates.
Short-Term Disability	Helps replace your salary if you experience a covered disability. This benefit kicks in after a 7-day elimination period, covers 100% of your salary, and has a maximum of 6 calendar months.
Long-term Disability	Helps replace your salary if you experience a covered disability for an indefinite period of time.
Employee Assistance Program (EAP)	Program designed to help alleviate workplace issues due to mental health, substance abuse, personal, and workplace issues.

More information about these plans, including the terms, conditions, or eligibility requirements can be found in the [Benefits Guide](#).

To learn about enrollment and other common questions, please review the FAQ and various drop-down menu items at the “Benefits & Wellness” section of [Colorado College’s Human Resources website](#).

## **Eligibility**

Most benefits are effective on the first calendar day of the month once applicable waiting periods have been satisfied. If you were hired on the first calendar day or first business

day of the month, you will be eligible for coverage as of the first calendar day or business day of that month. However, if you were hired on any other day of the month, you will be eligible for coverage on the first calendar day of the following month.

## **Education Assistance Programs**

Colorado College provides four education assistance programs for eligible employees, retirees, and their dependents. For more information including eligibility, program requirements, and approval processes, visit the [Educational Assistance Programs website](#).

## **Childcare**

College employees currently have access to discounted childcare for children eight weeks through six years of age at the Cheryl Schlessman Bennett Children's Center on campus. For information on rates and availability, visit the [Children's Center website](#).

## **Time Off**

### **Vacation**

You must receive prior approval from your supervisor for vacation time. Consideration will be given to all requests for vacation time and your request may be approved when practical. However, your supervisor may deny vacation leave requests that conflict with the operation of the department or if you do not have vacation leave available. Paid vacation is limited to the time accrued and may not be taken in advance.

Complete information can be found in the [Vacation Leave and Accrual Policy](#).

### **Health & Safety (Sick) Leave**

Full- and part-time, benefit-eligible non-exempt and exempt staff accrue sick leave upon hire at the rate of .0462 hours for each hour worked. Exempt staff accrue sick leave based on their FTE, using .0462 as the multiplier. The maximum accrual is 160 hours.

Non-benefit-eligible staff and student employees accrue sick leave upon hire at the rate of .0333 hours for each hour worked. The maximum accrual is 48 hours.

Paid sick leave may be used if an employee:

- (1) has a mental or physical illness, injury, or health condition that prevents them from working;



- (2) needs to get preventive medical care or to get a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- (3) needs to care for a family member who has a mental or physical illness, injury, or health condition or who needs to get preventive medical care or a medical diagnosis, care, or treatment of any mental or physical illness, injury, or health condition;
- (4) the employee or the employee's family member is a victim of domestic abuse, sexual assault, or criminal harassment and needs leave for related medical attention, mental health care, or other counseling, victim services (including legal services), or relocation;
- (5) due to a public health emergency, a public official having closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child;
- (6) needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care;
- (7) needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member; or
- (8) needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

Paid sick leave may be used in one-hour increments. Employees begin accruing sick time upon hire. It is your responsibility to notify your manager that you will be out prior to the beginning of your shift.

If you have an extended illness, accumulated sick time currently provides pay while you are away from work. Unused sick hours currently are carried over from year to year up to 160 hours so they can be accumulated and used when needed.

Because paid sick time can be accumulated to be used if you are personally sick or injured; you will not receive extra pay or extra time off for your unused sick time. Paid sick time will not be used in the calculation of overtime. Also, you are not paid for unused sick time when you leave.

Employers shall not retaliate against an employee for requesting or using paid sick leave.

Additional rules will apply in the case of a public health emergency.

Employees who are rehired within six months of termination will have Health & Safety Leave balance restored upon rehire.

## Holidays

Colorado College offices are closed on the following holidays. Regular full-time and part-time staff are paid their regularly scheduled hours on these days.

New Year's Eve	Thanksgiving Day	Christmas Eve	Memorial Day
New Year's Day	Wednesday before and Friday following Thanksgiving	Christmas Day	Independence Day

If July 4th falls on a Saturday, it will usually be observed the prior Friday. If it falls on a Sunday, it will usually be observed the following Monday. All other holidays are observed on the holiday as it falls in the calendar.

## Religious Holidays

The Colorado College community is enriched by individuals of many faiths that have various religious observances, practices, and beliefs. We strive to provide time off to meet our employees' religious needs. If you wish to request vacation or leave without pay for a religious holiday, contact your supervisor at least five working days prior to the holiday.

## College Breaks (Spring, Fall, Winter)

In alignment with its academic schedule, the College typically closes most operations for scheduled breaks in March, November, and late December. These breaks are designated as paid time off for most employees. The exact dates for each break are outlined annually in the administrative calendar.

## College Sponsored Community Service

Regular full- and part-time staff may request time off with pay to voluntarily participate in any College-sponsored community activities. Colorado College offers this paid time off as a benefit to staff scheduled to work during the community service event but does not request or require them to participate in these activities. Such participation is voluntary

and not considered work-related time or part of a staff member's job duties, and, therefore, is not compensated except for those days the staff member is normally scheduled to work.

Complete information can be found in the [College Sponsored Community Service Policy](#).

## **Staff Volunteering Policy**

Colorado College believes that employee volunteering contributes to engagement and development as it helps to support our community. Complete information regarding this policy can be found in [CC's Staff Volunteering Policy](#).

## **Leaves of Absence**

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

The College provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, placement for adoption, or foster care.
- To care for the employee's spouse, child, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

### *Benefits and Protections*

During FMLA leave, the College maintains the employee's health coverage under any

group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the College for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

#### *Eligibility Requirements*

Employees are eligible if they have worked for the College for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles.

#### *Definition of Serious Health Condition for FMLA*

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### *Use of Leave*

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the College, or 26 weeks as explained above. The 12-month period is a rolling 12 months, meaning the first day of the 12-month period is the first day leave is utilized.

An employee does not need to use this leave entitlement in one time period. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College's operations. Leave due to qualifying exigencies may also be



taken on an intermittent basis.

Employees taking intermittent or reduced-schedule leave based on planned medical treatment and those taking intermittent or reduced-schedule family leave with the College's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

#### *Substitution of Paid Leave for Unpaid Leave*

Except where FAMILI applies, in which case there is a separate agreement governing leave, the College requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the College's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the College's paid leave policies, the employee cannot use accrued paid leave but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

#### *Employee Responsibilities*

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the College's normal call-in procedures.

Employees must provide sufficient information for the College to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The College may require second and third medical opinions at the College's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the College's attendance guideline. Employees on leave must contact the Human Resources Manager at least two days before their first day of return.

#### *The College's Responsibilities*

Colorado College will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as

the employees' rights and responsibilities. If they are not eligible, the College will provide a reason for the ineligibility. The College will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the College determines that the leave is not FMLA-protected, the College will notify the employee.

### *Unlawful Acts*

FMLA makes it unlawful for the College to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### *Enforcement*

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the College. FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

## **Colorado Paid Family Medical Leave (COPFML)**

The Family and Medical Leave Insurance (FAMLI) program is a state-run program that provides income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason.

However, the College has elected and been approved to provide a private family and medical leave plan in lieu of the state-run FAMLI plan. Our COPFML plan provides greater benefits and protections than required under FAMLI. This includes full income protection for eligible employees who are temporarily unable to work due to their or a family member's qualifying medical or legal reason, specifically:

- to care for a newborn, adopted child, or fostered child;
- to care for a family member with a serious health condition;
- for the employee's own serious health condition;
- for qualifying military exigency leave; or
- to address safety needs or the impact of domestic violence and/or sexual assault.

Fully paid leave is available for up to 12 weeks in a benefit year or up to 16 weeks under certain circumstances related to pregnancy and childbirth. Employees seeking to take leave under this program should notify Human Resources at least 30 days before

beginning leave or as soon as practicable. Complete information can be found in the [Colorado Paid Family Medical Leave Policy](#).

## **Military Leave**

Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veterans' re-employment rights.

## **Jury and Witness Duty**

Colorado College recognizes the civic responsibility of its staff members to serve, when called, for jury duty and to appear, when subpoenaed, as a witness. When summoned for jury duty or to serve as a witness, a staff member must notify their supervisor immediately so staffing needs can be anticipated.

The College will continue the staff member's regular pay during the first ten days of jury duty. The staff member must forward a copy of the Juror Service Certificate to Human Resources to receive regular pay. When excused from jury duty early during regular work hours, staff are expected to report for work promptly.

Jury duty pay does not reduce a staff member's vacation or sick time accrual. Any payment made by the court as compensation to the staff member for such service, other than a meal or parking allowance, shall be submitted to the college during the first ten days of jury duty. If a staff member serves on a jury for more than ten days and, as a result, is not receiving regular pay from the college, then the staff member may keep the court's compensation.

## **Time Off for Voting**

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Because polling places in Colorado are generally open from 7 a.m. until 7 p.m., it is possible for employees to vote either before or after work and you are encouraged to either vote by mail or vote in person during hours outside your workday or flex your

hours on Election Day. However, if you are voting in person, cannot flex your hours, and do not have at least three unscheduled work hours between 7 a.m. and 7 p.m. to vote, and you need to arrive late or leave early on Election Day to allow you time to vote, you must notify your supervisor not later than the day prior to the date of the election. Hourly employees may code the time for late arrival/early departure on timesheets as Other Paid Leave.

### **Personal Leave of Absence (PLOA)**

Following completion of 12 consecutive months of employment, a personal leave of absence may be granted for up to four months if an employee has a need for leave that is not covered under any other leave of absence policy.

PLOA's may be granted, taking into consideration the work needs of the College. A PLOA is not approved for staff to work elsewhere unless such work is related to the staff person's job at Colorado College and has the approval of the immediate supervisor and the respective division head.

You will be required to use any applicable paid leave available to you before unpaid time will be granted for a PLOA. Vacation and Health & Safety Leave accrual will continue during a leave of absence as long as paid time is being used. When unpaid time begins, vacation and sick leave will stop accruing. Full insurance benefits continue during a leave of absence; however, premiums paid by the College for dependent coverage, if previously carried, will be reimbursed by the staff member.

A job guarantee may be available but must be in writing and signed by the division head and the Director of Human Resources to be in effect.

### **Termination from PLOA Status**

Employees may be terminated from PLOA status for the following reasons:

- Failure to be present on the first day of work after the leave has expired.
- Falsification of documents or statements to gain PLOA.
- Failure to provide certification of fitness for duty or of medical condition from a designated medical provider when requested.
- Reductions in force or layoffs.
- Other reasons for dismissal unrelated to the request for leave.

### **Victim Protection Time**

Following one year of employment, a staff member who is a victim of domestic abuse,



stalking, or sexual assault may be eligible for up to three days of unpaid time off in a 12 month period to seek a civil restraining order, obtain medical care or seek mental health counseling (for the staff member or dependent children), make the home secure, or seek new housing or legal assistance. The staff member may choose to use any available paid time (vacation, health & safety, or COPFML if eligible).

Requests for victim protection time should be made to the supervisor and to Human Resources in advance of taking the time off, unless the staff member is in a situation of imminent danger, in which case the supervisor or Human Resources should be notified as soon as possible. If requesting protection time under COPFML, apply with The Hartford at 888-301-5615. The Hartford will review your claim for all leaves available and all leaves available run concurrently.

If the threat to the staff member might also put other Colorado College employees at risk, the staff member must also notify the Campus Safety Department.

Complete information can be found in the [Victim Protection Time Policy](#).

### **Nursing Mothers' Break Time**

The College will provide a reasonable break time for nursing employees to express milk or nurse for up to two years after the child's birth. Reasonable may vary based on the individual. Requests should be made to Human Resources.

Staff will be paid their regular rate of pay for up to two 15-minute breaks per day. Time used during the staff member's lunch break or time used beyond the first two breaks will not be compensated.

The College will provide a private space that is separate from the bathroom area, is shielded from view, and is free from intrusion. Space in the Children's Center will be dedicated to this use, but if that is not convenient, another space will be identified.

Complete information can be found in the [Nursing Mothers/Break Time Policy](#).

### **Administrative Leave**

Administrative leave is a temporary, involuntary leave of absence from an employee's regular job responsibilities. During this period, the employee is relieved of their duties and prohibited from reporting to work. Administrative leave may be paid or unpaid, as determined on a case-by-case basis.

Administrative leave is reserved for situations in which it is necessary, in the opinion of

campus management, for an employee to be temporarily removed from the workplace.

Management should be in consultation with the Director of Employee Relations and Support when considering administrative leave. All instances of administrative leave must be approved by the Vice President of Human Resources and the Vice President of Finance (or their designees) prior to the start of the leave period.

## **Expectations**

*The College expects the highest level of professionalism and integrity from employees. The quality of the education we provide depends on the quality of your work and the respectful interactions we have with each other. Staff are expected to uphold high standards of ethical and professional conduct by acting with integrity, respecting colleagues and community members, maintaining confidentiality, and complying with college policies and relevant laws. As part of a close-knit campus community, staff play a vital role in fostering a respectful, responsible, and supportive environment.*

## **Student Interactions**

Colorado College staff are discouraged from establishing personal relationships with CC students, because such relationships could make it difficult or impossible to maintain clear and appropriate boundaries. Intimate relationships between staff and students are strictly prohibited. In general, personal activities outside of working hours, personal phone calls/texts that are unrelated to CC, and personal contacts via social networking with students are discouraged.

## **Confidentiality**

Depending upon your job duties, you may have access to information that is sensitive, personal, or confidential. Examples of this type of information include:

- Information regarding students and their families;
- Information regarding other employees;
- Information regarding the College and its operations;
- Information about legal or financial matters; or
- Information arising from an investigation related to harassment, discrimination, or misconduct.

The information may be in written or verbal form. Regardless of the form and regardless of the source, you must protect the confidentiality of this information. At no time should confidential College information be downloaded or removed from the College without supervisory approval.



## **Document Retention Policy**

It is important to have systemic review, retention, and destruction of documents received or created by the College in connection with the transactions of the its business. This policy applies to all records and documents, regardless of form, and includes guidelines regarding how long each type of document should be kept and how records should be destroyed. Electronic documents should be retained as if they were paper documents.

Your supervisor will train you on the document retention schedule for documents associated with your job.

## **Conflict of Interest**

A potential conflict of interest exists whenever a person performing in an official, institutional capacity could choose among options and the choice may affect their own welfare or the welfare of a member of their family. Potential conflicts of interest are most likely to arise in employment decisions and purchasing decisions. It is everyone's responsibility to identify conflicts of interest and bring them to the attention of the College. Complete information can be found in the [Code of Ethical Conduct and Conflict of Interest Policy](#).

## **Misuse of College Funds/Resources**

You are expected to follow all Colorado College procedures concerning the use of College resources, cash handling, the use of College credit cards, expense reporting, the use of computers and personal phones, and the maintenance of a secure work environment. Dishonesty and theft will not be tolerated. Any concerns regarding such behavior should be reported immediately to your supervisor or Human Resources.

## **Freedom of Expression**

Free speech is essential in an academic community and is vigorously defended at Colorado College. Complete information can be found in the [Freedom of Expression Policy](#).

## **Nepotism in Employment**

The College strives to avoid any conflict of interest in hiring and promotion decisions. Complete information can be found in the [Nepotism in Employment Policy](#).



## **Gifts and Gratuities**

The College's [Code of Ethical Conduct and Conflicts of Interest Policy](#) states that staff may not give to, or receive gifts from, persons doing business with the College unless of a nominal value (\$100 or less).

## **Children in the Workplace**

Under most circumstances, bringing children to your office or workspace during regular business hours is not appropriate. When a situation exists where you feel it is necessary to bring your child to work, you must obtain prior approval from your supervisor.

## **Work Attire**

At Colorado College, the generally accepted dress code is business casual, although individual departments may establish specific attire requirements based on the nature of their work, such as uniforms or safety gear. Employees are expected to dress in a manner that is appropriate for their role. Appropriate attire may include casual pants, knee-length or longer skirts and dresses, collared shirts, blouses, or sweaters.

Cultural, religious, and personal expressions of identity – such as attire, hairstyles, and adornments – are encouraged, provided they do not present safety concerns or hinder the functioning of your department.

Inappropriate attire includes, but is not limited to, items such as tank tops, halter tops, crop tops, sportswear, excessively worn or unkempt clothing, clothing with tears or rips, or clothing featuring profanity, hate speech, or exclusionary language. Additionally, clothing that reveals the midriff, buttocks, groin, breasts, or undergarments, or is significantly above the knee, is not considered appropriate work attire at Colorado College.

In some areas, attire featuring the Colorado College logo may be worn. If you are unsure whether logo-branded apparel is appropriate for your department, please consult your supervisor.

If you have any questions or need clarification about the dress code expectations for your department, please reach out to your supervisor.

## **Attendance**

Regular and timely attendance is an essential duty of all positions at Colorado College. If you need to be gone for a planned absence, you must make sure you have the approval of

your supervisor and you must request the time off in advance. Employees who fail to report to work for three consecutive days without notifying their supervisor or division head may be deemed to have abandoned their jobs and voluntarily resigned.

### **Corrective Action**

If employee performance or behavior falls short of our standards and/or expectations, the College may address those gaps through actions that, in its opinion, are appropriate, including potential disciplinary action. Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

### **Problem-Solving Procedures**

Problems arising in the workplace should be addressed as quickly and efficiently as possible so that everyone involved can focus on the successful completion of their job duties. If you have concerns related to your employment with Colorado College, your first step should be to discuss your concerns with your immediate supervisor. If unresolved at that level, you can seek assistance from your division head. You may contact Human Resources at any time to discuss your concerns. The College expressly forbids retaliation for voicing a concern provided it is done in good faith.

### **Drug and Alcohol-Free Workplace**

As an educational institution, Colorado College attempts to educate its community members about unlawful use of controlled substances and alcohol, and to encourage appropriate, responsible behavior. The unlawful use, possession, distribution, manufacture or dispensing of controlled substances or alcohol is prohibited on CC property or as part of any of the College's activities.

The College recognizes that chemical dependency of any sort is a major health problem and encourages staff who need help in overcoming such dependency to use the counseling, treatment, and rehabilitation programs available to them. Resources include those available through the Employee Assistance Program (EAP) and/or their healthcare provider.

If you are convicted under a criminal drug statute, you must notify the Director of Employee Relations and Support within five days of the date of the conviction.

Prescription drugs prescribed by your physician may be taken during work hours if they do not constitute a safety risk, do not cause mental impairment, and are not illegal under federal law. You must notify your supervisor if the use of prescribed drugs may adversely

affect your work performance. The College will not tolerate abuse of prescription drugs at work. In addition, being under the influence of substances, such as marijuana, that may be legal under state law but remain illegal under federal law, will not be tolerated.

The College reserves the right to conduct drug or alcohol testing as a condition of employment for new employees. In addition, the College may require drug or alcohol testing for current employees either randomly or based on reasonable suspicion of use. If you are notified of a required test, you must report to the designated testing facility immediately and authorize the release of test results to the College. Human Resources will coordinate with Campus Safety to provide transportation to the testing facility when necessary. Refusal to comply with a required drug or alcohol test may result in immediate termination of employment.

Staff attending College-related social functions, or serving as a representative of the College at other events, may consume alcohol at such functions, provided they engage in limited use and conduct themselves in a manner that reflects favorably upon themselves and the College.

Complete information can be found in the [Drug-Free Campus and Workplace Policy](#).

### **Smoke and Tobacco-Free Workplace**

See Colorado College's [Smoke and Tobacco Free Campus Policy](#) for more information.

### **Anti-violence**

Colorado College strives to create and maintain a work environment that is free from intimidation, threats, and violent acts. Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, bullying, carrying weapons onto campus, or any other act that, in the College's opinion, is inappropriate for the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior.

The possession of weapons of any kind on campus is prohibited. This prohibition also applies to anyone with a concealed weapons permit. You must report any concerns regarding threatened or actual workplace violence to Campus Safety, your immediate supervisor, and Human Resources immediately. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others. The College will maintain the confidentiality of any such report to the greatest extent possible.

Complete information can be found in the [Workplace Safety Policy](#).

## **Safety and Reporting of Injury**

Many different circumstances may lead to unsafe conditions. If an unsafe condition is noticed inside or outside of the workplace without immediate threat to life:

- Immediately report the concern to the appropriate supervisor, and
- Contact the [Environmental Health and Safety Office](#).

If employees are injured on the job, no matter how minor, they must report this fact in writing as soon as possible within 10 days to [Human Resources](#).

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the College's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

## **Computers and Information Technology Services**

### *College Business Only*

The information systems provided to staff, including telephone systems, computer systems, and access to the internet, are provided for College purposes. Personal use of these systems should be kept to a minimum and at no time should personal use of College systems interfere with the timely completion of job duties or of any other College operations. Staff may not access or download personal items, including music, pictures, or inappropriate sites or information (gambling, pornography, chat rooms, etc.).

### *Password and Security Code Protection*

The College expects everyone to respect password-protected information. Except for the management review or inspection mentioned in the next paragraph, the college will not tolerate sharing passwords or using others' passwords.

### *College Property*

All computer and information systems, as well as the data that are transported over, stored by, or transmitted by the systems, are the property of the College regardless of their origin or intent. Consequently, these systems, including password-protected files, telephone messages and conversations, email messages, and social networking activity, may be reviewed or inspected by College management at any time. Staff members should never expect that any information they access, store, or provide using College systems is private. This information may also be included on external storage such as hard drives and flash drives for an indefinite amount of time.

## **Copyrightable Works and Work Product**

Colorado College encourages the creation and dissemination of creative and intellectual work, supporting contributions to the world of ideas and civic discourse while respecting intellectual property rights. All faculty, staff, and students, ensuring that individuals own the copyright to their scholarly, pedagogical, or creative works, unless otherwise specified by contractual agreements or specific job requirements. The college provides guidance on copyright law and expects all community members to comply with fair use provisions for educational purposes.

Complete information can be found in the [Intellectual Property and Copyright Policy](#)

## **Social Media Use**

Personal social networking activity should not be conducted during working time but rather before or after work, or during breaks or the lunch period. Personal social networking activity should never contain confidential information regarding our students, faculty, or other staff.

You should also be aware that there may be times when a particular posting may call into question a staff member's ability to work at Colorado College (e.g. comments reflecting a tendency to violence, harassment or discrimination, extreme poor judgment, or an inability to perform the functions of a job). You are encouraged to think carefully about the impact of any posting on the College's ability to carry out its mission effectively.

The College encourages staff and supervisors to be mindful of maintaining healthy professional boundaries when engaging with students and colleagues on social media. While social media is a valuable tool for building community and fostering connections, it is important to ensure that personal and professional roles remain distinct. Staff members are encouraged to use social media in ways that respect privacy and maintain the clarity of supervisory and professional relationships. To promote a healthy work environment, staff should consider using dedicated professional platforms or institutional channels for engagement, while maintaining respectful boundaries that support trust and professionalism in all interactions, both online and offline.

Complete Information can be found in the [Information Security Policy](#).

## **Telephone Use**

Colorado College telephones are for College business use only. Personal telephone calls should be kept to a minimum.

If you bring a personal cellular phone to work, you must keep personal use to a minimum. You should turn the ringer to vibrate or silent to reduce interruptions. Calls on these phones should not result in an interruption to College activities or business.

### **Driving on College Business**

If you drive your personal vehicle on College business, you must maintain a valid driver's license and automobile insurance with an insurance carrier. In the event of an accident while on College business, you must submit a claim to your personal insurance carrier.

If your job requires you to drive a College vehicle, we will require proof of a valid driver's license. In addition, a motor vehicle review is conducted regularly to determine your insurability under the College's vehicle insurance policy.

Whether you drive your personal vehicle or a College vehicle on College business, you must report any moving violation or driving violations when they happen (including DWI or DUI) to your supervisor and the Director of Employee Relations and Support within five days of the conviction.

### **Inspections and Searches**

The College reserves the right to conduct searches and inspections to protect College property, equipment, and operations, as well as to help maintain a safe and efficient working environment for the benefit and protection of all College faculty, staff, and students. You are expected to cooperate in the conduct of such inspections and searches, which may involve College vehicles, offices, computers, lockers, desks, filing cabinets, and files as well as any items brought on to College premises, including (but not limited to) staff vehicles, backpacks, purses, lunch bags, and briefcases.

Complete information can be found in the [Inspections, Searches and Confiscation Policy](#).

### **Political Activity**

As a tax-exempt organization, the College may not endorse or oppose any candidate for public office or engage in more than minimal activity to influence legislation. Accordingly, the College expects all staff to scrupulously avoid anything that might appear to violate these restrictions on political activity. However, these restrictions do not forbid presentations for educational purposes. Further, there is a distinction between endorsement by the College as an institution and endorsement by others who might be using our facilities. The College is also prohibited from using campus mail for the distribution of political campaign materials.





Complete information can be found in [Code of Ethical Conduct and Conflict of Interest Policy](#).

## **Solicitation**

The College strives to establish a work environment that is productive and without undue disruptions to the workday. Therefore, solicitation by one staff member of another is prohibited while either individual is working. Solicitation and distribution of literature on College property by anyone not employed by the College is prohibited. Complete information can be found in the [Distribution of Printed Materials and Solicitation Policy](#).

## **Fundraising**

Any fundraising efforts undertaken on behalf of Colorado College must receive prior approval from the Advancement Division. Questions about the College campus-fundraising policy should be directed to the Vice President for Advancement.

## **General Campus Information**

### **Safety and Security**

Colorado College makes every attempt to ensure that the environment is safe for students, faculty, staff, and visitors and places a high priority on the identification and remediation of situations which are potentially unsafe or damaging.

Staff are encouraged to call 719-389-6340 for an escort if they arrive or leave the campus during the dark or work on weekends or holidays.

When potential safety concerns are observed, staff must:

- Contact Campus Safety at 719-389-6707 OR
- Call 911

### **Emergency Notifications**

To receive emergency notifications, please [register with Rave](#) to start receiving campus notifications by text, phone call, and/or email. Individuals must sign up to manage how they receive notifications. All CC faculty, staff, and students should automatically receive notifications to their CC email addresses. Guests visiting the college can also opt into this system to receive notifications while on campus.





## **Severe Weather – Limited Service Operations**

During severe weather, Colorado College may implement limited-service operations. Some employees, known as essential employees, will be required to work on-site to maintain health and safety, while others may work remotely if operationally feasible. Employees unable to work, either on-site or remotely, due to weather-related closures will receive regular pay for missed hours. Essential employees who cannot report to work must notify their manager immediately.

Employees working remotely must obtain prior approval from their manager, ensure they have an appropriate work setup, and log hours worked as regular time. If childcare is needed due to school or daycare closures, employees may use Health and Safety Leave for this time off.

In the event of a limited closure (e.g. delayed start or early closure), these guidelines apply proportionally, and hourly employees may be paid for the hours they cannot work. Complete information can be found in the [Severe Weather Policy](#).

## **Personal Property**

The College assumes no responsibility for the loss or damage of a staff member's personal property.

## **College Identification Card (Gold Card)**

College staff are issued an identification card (Gold Card) that grants access to the appropriate buildings on campus, and are required to always keep it on their person while on campus. See the [Gold Card webpage](#) or contact the Office of Information Technology for more information.

## **Keys**

Campus keys are issued at Facilities Services and can only be duplicated by Facilities Services. You will be charged for lost keys and you may not pay the charge from departmental funds. Broken keys will be replaced without charge when returned. When your employment ends, you must return all keys to Facilities Services.

## **Parking**

Colorado College parking hang tags are required for students, faculty, and staff for all vehicles parked on campus during the academic year. Vehicles must be registered at Campus Safety within one week after arrival and a payment plan selected if parking on

campus.

## **Bicycle Use**

Bicycles are not permitted inside buildings, with the exception that staff may bring their bicycles into their offices for safekeeping.

Bicycles blocking entryways, doors, stairwell banisters, or ramps will be picked up and held by Campus Safety or residence hall staff. Hindering traffic flow in and out of buildings violates both the City fire code and College policy. Parked bicycles should be kept locked at all times.

Complete information can be found in the [Bicycle, Motorized Scooter, Inline Skate and Skateboard Policy](#).

## **Ending Employment**

Colorado College strives to ensure that employees who leave the College have all the information necessary to make their exit as smooth as possible.

### **Resignation**

Colorado College requests that you provide at least 14 calendar days' notice before the effective date of your resignation. A letter of resignation should be addressed to your supervisor with a copy to [Human Resources](#) for your personnel file. The College encourages you to include the last day of work, your reason for leaving, and any changes in your forwarding address.

### **Retirement**

Staff members who wish to retire from Colorado College must meet specific age and length of service requirements. Please contact Human Resources if you are planning on retiring.

Regular full- and part-time staff are eligible for retirement on the date the staff member attains:

- Age 55 with at least 10 years of service, or
- Age 60 with at least 5 years of service.

## **Exit Interviews**

You are responsible for scheduling an appointment with Human Resources prior to your last day of employment to return College property, discuss termination of benefits, arrange for any outstanding debts you may have to the College, and address any questions about your final paycheck.

You may also schedule time for an in-person exit interview with the Director of Employee Relations and Support, which may include a review of your employment experience and a discussion of any suggestions you might have for improvements to the College.

## **Staff Resources**

*At any time during your career with Colorado College, you may have the need for guidance and support related to your employment or related to personal circumstances. At such times, you are encouraged to contact any of the following resources.*

**Director of Employee Relations and Support** - is a key resource for fostering positive workplace relationships, offering guidance and assistance in resolving employee concerns and ensuring fair application of policies.

**Assistant VP, Civil Rights/Title IX Coordinator** - The Civil Rights/Title IX Coordinator is a resource to staff who believe they have been discriminated against or harassed because of gender or another protected class.

**Staff Council** - Comprised of representatives from across the college, Staff Council acts to promote the interests of all staff and advises the President and campus leadership on matters that impact staff.

**Ombuds Office** - The Ombuds Office provides a confidential resource for staff who wish to discuss concerns or obtain information about college policies and processes.

**Employee Assistance Program (EAP)** - Guidance Resources provides short term counseling, crisis services, and legal/financial services to benefits-eligible staff, their spouses/domestic partners, and dependent children.

**Chaplain's Office** - The chaplain fosters the life of the spirit by inviting authentic spiritual exploration and meaningful religious commitment.



## **ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK & NON-DISCLOSURE AGREEMENT**

- Click here for access to the [Faculty Handbook](#)
- Click here for access to the [Staff Handbook](#)

I have received and reviewed a copy of the staff and/or faculty handbook relevant to my role. I understand that (i) the handbook provides a summary of many, but not all, of the College's policies, procedures, and expectations for employee conduct; (ii) I am responsible for familiarizing myself with its contents and adhering to the terms therein as applicable; (iii) the handbook is not a contract of employment, either express or implied, and does not guarantee employment for any specific duration; (iv) except for the employment protections provided by the College to tenured and tenure-track faculty and to staff or faculty serving under a signed contract, employment with the College is at-will, which means that either the employee or the College may end the employment relationship at any time, with or without notice or cause, and (v) the College reserves the right to revise, delete, or add to the handbook and other College policies at any time, with or without notice.

### **EMPLOYEE NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT**

As part of my employment with Colorado College, I acknowledge both a legal and ethical responsibility to protect the privacy and confidentiality of our students, faculty, and staff. I understand that I may be entrusted with confidential and sensitive information. As a condition of (continued) employment, I agree to the following:

- I will not disclose, share, or distribute any personal, academic, employment, or other confidential information concerning any student, faculty, or staff member unless authorized to do so by my supervisor or designated College officials.
- I will not alter, modify, add to, or delete any information or official College documents unless specifically instructed to do so by my supervisor.
- I will access only the information that I have been authorized to access and only as required to carry out my job duties. This includes information in physical files, computer systems, databases, or any other medium.

I understand that failure to uphold confidentiality may result in disciplinary action, up to and including termination of employment, and may subject me to legal consequences.

*\*For student employees: Any breach of confidentiality will also be referred to the Office of Student Life and may result in disciplinary action, including dismissal from the College.*

### **ATTESTATION**



**OFFICE OF HUMAN RESOURCES**

**O:** (719) 389-6421

**F:** (719) 389-6926

14 E. Cache La Poudre Street  
Colorado Springs, CO 80903

By signing below, I confirm that I:

- Have read, understood, and agree to comply with the Faculty / Staff Handbook and the Non-Disclosure Agreement as outlined above.
- Understand that failure to follow these guidelines may result in disciplinary action up to and including termination of employment.

**Employee Name (Printed):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**COLORADO  
COLLEGE**

**OFFICE OF HUMAN RESOURCES**

**O:** (719) 389-6421

**F:** (719) 389-6926

14 E. Cache La Poudre Street  
Colorado Springs, CO 80903

**Colorado Overtime and Minimum Pay Standards Order (COMPS Order) Acknowledgment of Receipt**

**I HAVE BEEN PROVIDED AND HEREBY ACKNOWLEDGE RECEIPT OF A COPY OF THE COLORADO OVERTIME AND MINIMUM PAY STANDARDS ORDER (COMPS ORDER #39) POSTER.**

**Employee Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Print Employee Name:** \_\_\_\_\_



# COLORADO COLLEGE

## OFFICE OF HUMAN RESOURCES

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Colorado Springs, CO 80903



COLORADO  
Department of  
Labor and Employment

## COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES: The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

Effective 1/1/2025

Use new version released by each December

### Colorado Minimum Wage: \$14.81 per hour in 2025, updated yearly (COMPS Rule 3)

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable: [ColoradoLaborLaw.gov](https://coloradolaborlaw.gov) lists all local minimum wages
- 15% lower is allowed for unemancipated minors — but not for some local minimum wages

### Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

### Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)

- Can be unpaid only for employees completely relieved of duty, and allowed to do personal activities
- If work doesn't allow uninterrupted meal periods; must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

### Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

# Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
# Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

### Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to \$3.02 if tips (not service charges) aren't diverted to un tipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge \$25-\$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
- Other deductions: Only for items in CRS 8-4-105; not for poor work, breakage, quitting without notice, etc.

### Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
- Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
- Receiving or sharing work information, or wait for tasks — but not just off-duty time on premises
- Travel for employer benefit — but not normal commuting (Rule 1.9.2)
- Sleep time required to be on-site — but not if lengthy and uninterrupted (Rule 1.9.3)

### Exemptions from COMPS (Rule 2.2 lists all; highlights below)

- Executive/supervisor, administrator, or professional: \$56,485 (updated yearly) in salary (not hourly pay)
- Other high-level work: non-manual jobs paid 2¼ times the above salary; % owners who actively manage
- Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

### Employer Responsibilities (Rule 7)

- Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years
- Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual
- Use translations (available from this Division) of this poster/notice for employees with limited English
- Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions
- Individuals with control over work may be liable for wages and violations, even at incorporated employers

### Complaint & Anti-Retaliation Rights (Rule 8)

- File complaints in the Division or Court, or send the Division confidential tips
- Retaliation, or actions interfering with rights, may yield fines or other consequences
- Immigration status is irrelevant to these rights, and can't be used to interfere with rights

### Contact Us:

**DIVISION OF LABOR STANDARDS & STATISTICS**  
303-318-8441 / 888-390-7936 / [cdle\\_labor\\_standards@state.co.us](mailto:cdle_labor_standards@state.co.us) (English or Spanish)

For all laws,  
guidance, &  
complaints:  
[coloradolaborlaw.gov](https://coloradolaborlaw.gov)



Spanish  
guidance &  
complaints:  
[leyes.laborales.de.colorado.gov](https://leyes.laborales.de.colorado.gov)



This notice  
in other  
languages:  
[cdle.colorado.gov/LaborStandardsPosters](https://cdle.colorado.gov/LaborStandardsPosters)

