

# COWLEY COLLEGE

# EMPLOYEE HANDBOOK



**COWLEY**  
**COLLEGE**

# Employee Handbook Acknowledgment and Receipt

(Non-Faculty Acknowledgement)

## **I have received my copy of the Employee Handbook.**

The employee handbook describes important information about Cowley College, and I understand that I should consult my supervisor or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Cowley College voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Cowley College can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, other than the President of the College, no manager, supervisor or representative of Cowley College has any authority to enter into any employment agreement. Only the Board of Trustees of Cowley College has the ability to adopt any revisions to the policies in this handbook.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Cowley College. By distributing this handbook, the College expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Cowley College, and the College reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

**I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Cowley College is employment at will, which may be terminated at the will of either Cowley College or myself. Furthermore, I acknowledge that this handbook is not a contract of employment.** I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Cowley College or myself.

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.

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Employee's Signature

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Employee's Name (Print)

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Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**

# Employee Handbook Acknowledgment and Receipt

(Faculty Acknowledgement)

**I have received my copy of the Employee Handbook.**

The employee handbook describes important information about Cowley College, and I understand that I should consult my supervisor or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Cowley College voluntarily.

I understand and agree that, other than the President of the College, no manager, supervisor or representative of Cowley College has any authority to enter into any employment agreement. Only the Board of Trustees of Cowley College has the ability to adopt any revisions to the policies in this handbook.

**I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Cowley College is determined by my Faculty Contract. I acknowledge that this handbook is not a contract of employment.** I also understand that the terms of my employment are outlined by my current Faculty Contract and the current Faculty Master Agreement.

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.

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Employee's Signature

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Employee's Name (Print)

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Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**

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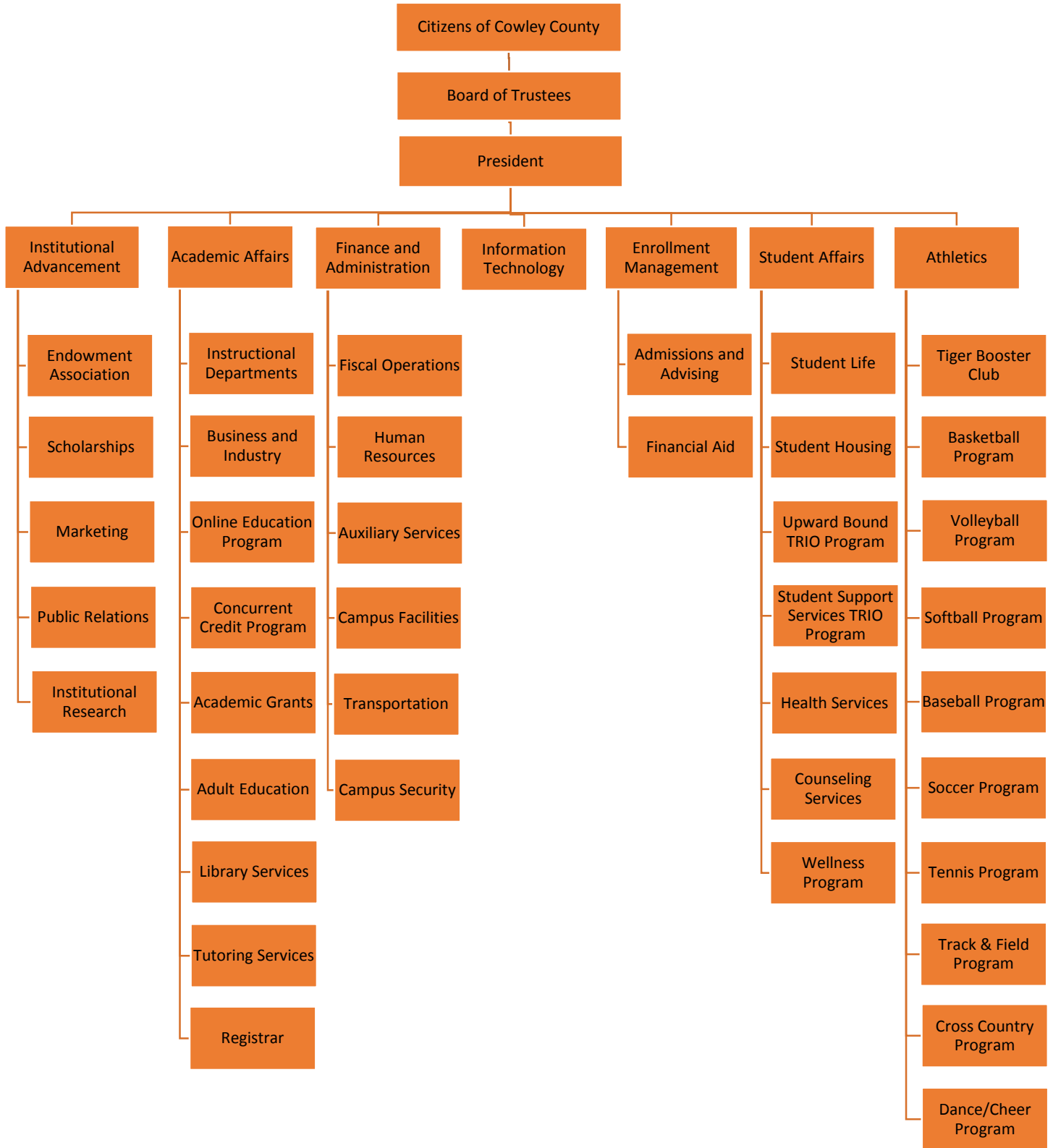
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# Cowley College Organizational Structure



## College Information

### Mission Statement

Cowley College is committed to providing opportunities for learning excellence, personal achievement, and community engagement.

### Vision Statement

Champion the relevance of two-year colleges in higher education through holistic learning and workforce development opportunities.

### Core Values

Cowley County Community College and Area Vocational-Technical School is dedicated to the continual pursuit of excellence by embracing our Core Values, the fundamental principles that guide our actions.

#### **People**

- We emphasize the importance of human relationships, diversity, and a sense of community.
- We provide student-centered instruction.
- We provide a safe, learning environment where joy, humor, and teamwork are embraced.
- We encourage open communication and the sharing of ideas.

#### **Leadership**

- We provide a positive atmosphere that fosters personal and professional growth.
- We empower students and employees to be innovative and visionary.
- We are an ethical leader in the field of education.

#### **Integrity**

- We regard honesty, trust, and respect as essential principles in our academic, personal and professional standards.

#### **Accountability**

- Our students will receive a quality education.
- The College will provide students the opportunity to take an active role in their success.
- All employees are responsible and committed to excellence.
- We are accountable to the community to educate students and to sustain and improve society.

### Strategic Theme

With integrity and passion, Cowley College advances its mission and vision by supporting the attainment and demonstration of life skills in the areas of critical thinking and problem solving, communications, citizenship, computation, and technology.

### Cowley College Accreditation and Recognition

Cowley County Community College and Area Vocational-Technical School is accredited by the Higher Learning Commission and a member of the North Central Association. (230 North LaSalle Street, Suite 7-500, Chicago, IL 60604; 312.263.0456; or [info@hlcommission.org](mailto:info@hlcommission.org)) It is also accredited by the Kansas State Board of Education



### **Individual Program Accreditations:**

The Cosmetology program is accredited by the Kansas State Board of Cosmetology.

The EMS Education program is accredited by the Committee on Accreditation of Educational Programs for EMS Professions.

The College is a member in good standing of the Kansas Association of Community Colleges, the Council of North Central Junior Colleges and the American Association of Community and Junior Colleges.

## **Employment Policies**

### **At-Will Employment**

Employment at Cowley College is a voluntary one and is subject to termination by the employee or the College at will, with or without cause, and with or without notice, at any time. Nothing in any policy or procedure shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Cowley College employees (exception: The President and Faculty).

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception this procedure is a written employment agreement approved at the discretion of the President or the Board of Trustees, whichever is applicable.

The Employee Handbook is not intended to be a contract of employment.

Cowley College strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the College should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the College. For that reason, Cowley College will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the College will seek to prevent, correct and discipline behavior that violates this policy

All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment.

### **Equal Employment Opportunity**

Cowley County Community College and Area Vocational-Technical School (Cowley College) is an equal opportunity employer. The College prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, marital status, political affiliation or other legally protected category. Cowley College conforms to the spirit as well as to the letter of all applicable laws and regulations. In addition to federal law requirements, Cowley College complies with applicable state and local laws governing nondiscrimination in employment in every location in which the College has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.



## **Discrimination**

It is a violation of Cowley College's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, marital status, political affiliation or other legally protected category. This policy is intended to comply with the prohibitions stated in federal, state and local anti-discrimination laws.

## **Statement of Non-Discrimination**

Cowley County Community College and Area Vocational-Technical School is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, marital status, political affiliation or other legally protected category.

The College will provide all qualified individuals reasonable accommodations in the work and educational environment and ensure equal access to all College programs, activities and facilities.

The College does not discriminate in admissions, educational programs, or employment on the basis of any factor outlined above or prohibited under applicable law.

This prohibition against discrimination applies to College employees, students, contractors, or agents of the College and to anyone participating in a College-sponsored event or activity. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the Student Affairs Office or the Human Resources Office at 125 S Second St, Arkansas City, KS 67005 or by calling 620.442.0430.

## **Employee Records**

A personnel file will be maintained in the Human Resources Office for each employee. Each employee is responsible for submission of required documents and information to maintain a current cumulative record. Each member of the staff is required to have in his personnel file, the following items:

- An application for employment, which will include all data required by the State or accrediting agencies as well as for local administrative use.
- Any supplementary data and other supporting evidence of qualifications, experience, and training.
- Registrations of (or locally reproduced copy of) a current teaching certificate, (K.S.A. 72-1390) license and certification, if applicable.
- Transcripts of all course work, if applicable.
- A copy of the signed, original employment contract or letter of employment, if applicable.
- Other documents, including a loyalty oath as required by K.S.A. 54-106.
- A record of publications, professional offices or activities, sponsorship of student activities, and major community involvement or contributions, if applicable.

## **Performance Appraisals**

The performance of every full-time classified employee in the organization will be annually evaluated to make sure that all employees know how they are doing in terms of carrying out their job duties and requirements. These performance appraisals may also be used as a factor in pay-increase decisions,

performance-improvement counseling efforts, and determinations of training needs. They will also be a significant factor in promotion decisions made to fill vacant positions within the organization.

Supervisors will be responsible for evaluating the performance of each worker in their department. All supervisors will be provided with appropriate training in evaluation skills and techniques, as well as with written guidelines designed to help them carry out their responsibility to appraise workers in a fair, accurate, and objective fashion.

Performance appraisals normally will be conducted annually during the month of May. However, while formal appraisal sessions are an annual event, supervisors are expected to observe, and provide feedback on, their employees' performance throughout the year. During the year, supervisors should document information or incidents that would be helpful in making appraisals.

In addition to completing the official appraisal form, supervisors must meet with the employee to explain and discuss the evaluation. These sessions should be held in a setting that is private and free from distractions or interruptions. Employees are expected to sign their appraisals to acknowledge their participation in the process, and are entitled to receive a copy of the completed form.

Employees who are dissatisfied with their appraisals should put their objections in writing and submit copies of this statement to their supervisor and their supervisor's immediate supervisor, who will review the worker's complaint and determine whether further action is warranted.

All performance appraisal documents, including any statements of dissatisfaction, will be retained in the personnel file of the worker involved.

All decisions and judgments made in connection with the organization's performance appraisal system will be based on job-related factors. To ensure this, all performance measures and indicators applied to any position must be based on the requirements, responsibilities, and duties contained in the job analysis or description prepared for the position.

### **Training and Development**

Every employee makes a significant contribution to the College. The College is committed to the following policy to ensure that all employees are provided with and informed about opportunities to develop skills, expand knowledge and increase proficiency to continually improve performance and personal growth.

The training and development process for each employee begins with new-hire orientation and includes the work-related instructions provided by supervisors, co-workers and mentors. Thereafter, individual employees and their supervisor will share responsibility for keeping informed about opportunities to acquire new skills or knowledge.

The College will provide ongoing training and development opportunities, both in-house and those sponsored by outside organizations, for all employees. Funding provided by the College will require approval from the supervisor prior to enrollment in any course or training activity. Training and development opportunities will be equally provided to all full-time employees without regard to an individual's race, color, creed, religion, national origin, age, sex, disability or marital status

## **BloodBorne Pathogens**

The College will adopt an exposure control plan which conforms with current regulations of the Kansas Department of Human Resources (KDHR).

The Plan will be accessible to all employees and will be reviewed and updated at least annually. All staff will receive the training and equipment necessary to implement the plan.

Used sharps such as hypodermic needles and syringes, scalpel blades, suture needles, razor blades, or other sharp objects must be stored in a closed, rigid, puncture proof container. The Buildings and Grounds Department operates the "Sharps Program" for the college by distributing properly labeled one gallon plastic containers to departments that need them. The Buildings and Grounds Department will pick up the container and properly dispose of the sharp objects. At no time may sharps be discarded in the trash.

## **Red Flag Rules**

The risk to the College, its employees and students from data loss and identity theft is of significant concern to the College and can only be reduced through the combined efforts of every employee and contractor. The College adopts a sensitive information policy to help protect employees, students, contractors and the college from damages related to the loss or misuse of sensitive information.

Sensitive information includes the following items whether stored in an electronic format, printed format, or shared verbally; credit card information, customer payment information, tax identification numbers, tax related information, payroll information, cafeteria plan information, medical information, other personal information, and sensitive College information.

Every employee performing work for the College will comply with the following practices:

- Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday.
- Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.
- When documents containing sensitive information are discarded, they will be placed inside a locked shred bin.

All College employees will be trained on Red Flag Rules, and required to respond appropriately to potentially fraudulent activity. Administration will have the responsibility to adopt, implement and enforce this policy and ensure that it is followed by employees and contractors.

## **Code of Conduct**

College employees are expected to follow acceptable business and professional principles in matters of business and personal conduct and to exhibit personal and professional integrity and objectivity at all times.

General expectations of behavior and conduct acceptable to the College and the community, include:

- Demonstrate courtesy and respect in all dealings with students, faculty, and staff.
- Establish and maintain cooperative and collegial relationships with all faculty and staff members.
- No alcoholic or cereal malt beverages and/or illegal drugs shall be allowed on the campus or at school-sponsored functions.
- Smoking is not permitted in College facilities. The same policy shall apply to smokeless tobacco.

- Obtain a college identification card and wear it daily.
- Be clean and dress within the limits of general trends of dress at this college. Additionally, dress must be in accordance with all laws pertaining to health, sanitation, and insurance and be appropriate to work assignment.
- Not to be disruptive or violate good conduct.
- Respect the rights and property of each other.
- Maintain accurate College records. Falsification of College records will not be tolerated.
- No firearms or other weapons are allowed on campus (except certified law enforcement officers).
- Compliance with college policies, procedures and/or regulations is expected of all college employees.
- Ethics and integrity are the responsibility of each individual. Therefore, every member of the faculty and staff, and any other person acting on behalf of the College, is responsible for ethical conduct consistent with Cowley's policies.

### **Drug-Free Workplace**

The College supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989.

The College, in fulfilling the requirements thereof, states the following regarding the work - related effects of drug use and the unlawful possession of controlled substances on company premises.

- Employees are expected and required to report to work on time and in an appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on College premises or while conducting College business off College premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- In the event a supervisor of an employee has a reasonable basis to believe that an employee possesses or is under the influence of illegal drugs or alcohol on the job, the supervisor may send the employee home, with an escort if appropriate, require a test by urinalysis or blood sample to determine the presence of drugs or alcohol, or take other action reasonably believed necessary under the circumstances. The determination of a reason to believe that a person is under the influence of drugs or alcohol includes, but is not limited to, any of the following criteria: slurred speech, smell of alcohol, impaired motor coordination, radical mood swings, disorientation, change in demeanor, bloodshot or dilated eyes, and other similar observations. Supervisors will be educated to recognize these and other signposts or symptoms of drug or alcohol use/abuse.
- The College recognizes drug dependency as an illness and a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use our employee assistance program in health services and health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job, and will not be noted in any non-medical record.
- Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off College premises while conducting College business. A report of a conviction must be made to the Director of Human Resources within five (5) days after the conviction.
- An employee, who violates this policy, including a refusal to submit to alcohol/drug testing upon request, will be subject to appropriate disciplinary action including suspension, demotion, non-renewal and/or termination.

## **Tobacco Use**

Cowley College strives to provide a positive learning and working environment while remaining flexible to the needs of students and staff. To that end, tobacco use of all forms is prohibited in all college buildings.

Smoking is permitted outdoors on campus; however, smoking is prohibited within 25 feet of any building entrance and is also prohibited within 25 feet of any designated "smoke free" outdoor table.

## **Attendance**

Employees are expected to report to work at their scheduled starting times on each scheduled work day.

- Excessive absenteeism shall result in discipline which can include discharge. "Excessive absenteeism" is defined to include but not be limited to those absences beyond allowed leave, or repeated and unexcused absences.
- There are occasions when employees cannot report to work. In those circumstances, the employee must call the supervisor at the scheduled starting time if he/she is to be absent from work or more than 15 minutes late. If the supervisor cannot be reached, a message should be left with the person answering the phone and the employee shall then notify the Director of Human Resources. Employees must give the reason for the anticipated tardiness or absence, where they can be reached, and their anticipated time away from work.
- Employees must either call the supervisor on each consecutive day of absence or give an anticipated return date based on medical advice. The supervisor may require a physician's certificate. Notification to a fellow employee is not proper notice.
- Employees are encouraged to avoid scheduling medical or other personal appointments which conflict with normal working hours. However, when such conflicts cannot be avoided, employees should advise their supervisors at the earliest possible time. Such time for classified employees will be taken as sick leave for medical appointments and vacation leave for personal appointments, assuming the employee has such leave time available; otherwise, the time will be unpaid.
- An employee who is absent from work two consecutive days without notifying the College is considered a voluntary resignation.

## **Crisis Management/Workplace Violence**

The College shall establish a crisis management plan to deal with various crises which might threaten the resources of the College and the physical safety of students, employees, and the general public. Such plans should address, without limit; natural disasters, fire, industrial accidents, criminal activities, workplace violence, and similar situations which require the orderly management of resources and processes to protect life and property. Each such plan shall provide for effective means of communication with students, employees, and the public.

In the development of such crisis management plans, the following underlying principles shall apply: The protection of human life and health is of the utmost importance.

College property and other resources shall be protected and preserved wherever possible consistent with the primacy of human health and safety.

The College shall, whenever possible, assist federal, state and local governments, disaster management and relief agencies, etc., and may allocate facilities, equipment and personnel to assist in the event of natural disasters.

The College shall cooperate with federal, state, and local disaster management and law enforcement agencies with respect to any crisis occurring on College property and/or involving College personnel or students.

Plans should provide for coordinated efforts of appropriate campus or agency staff, such as physical plant, campus security, student affairs, health services, etc., and for the designation of a single individual as coordinator supported by a designated crisis management team.

The College attorney shall be consulted in cases where the legal responsibilities of the College are unclear.

The College has a policy of zero tolerance for violence. Employees who engage in any violence in the workplace, or threaten violence in the workplace, may be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

"Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with this college, including students and employees, never feels threatened by any employee's actions or conduct.

Communications shall be from the President or his/her designee with respect to crises affecting the College.

The Crisis Management Team shall inform the President and the Clerk of the Board of any crisis that has occurred or that is threatening life, health, or College property, and give periodic status reports as information is available. The Clerk of the Board shall, in turn, keep members of the Board of Trustees property informed.

Appropriate information shall be provided routinely to College employees and students to enable their cooperation in a potential crisis.

### **Conflict of Interest**

A potential conflict of interest arises whenever a person is identified pursuant to this policy as having a direct or indirect financial interest with The College.

A person has a financial interest if the person has, directly or indirectly, through business, investment or family (a) an ownership or investment interest in any entity with which The College has a transaction or arrangement, or (b) a compensation arrangement with The College or with any entity or individual with which The College has a transaction or arrangement, or (c) an actual or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which The College is negotiating a transaction or arrangement. Compensation includes direct or indirect remuneration as well as gifts or favors that are more than incidental.

It is the intent of Cowley College to avoid whenever possible, even the appearance of impropriety, each employee and Board member will:

1. Immediately disclose any direct or indirect arrangement, agreement, investment or other activity with any vendor, supplier, or other party doing business with the College, or changes therein
2. Refrain from participation in any discussion, selection, award, vote or administration of a purchase or contract with which the employee or Board member has a potential conflict of interest

For purposes of this policy, family is defined as spouse, parent or other ancestor, sibling or spouse's sibling, child or spouse's child, grandchild or spouse's grandchild, great-grandchild or spouse's great-grandchild, or any other relative if the latter resides in the same household as the interested person. Contracts or minutes of meetings should reflect the disclosure of the conflict of interest and the steps taken by the employee or Board member to alleviate the conflict.

Potential conflict of interest disclosure forms will be maintained in the office of the Chief Business Officer.

### **Nepotism**

It is the policy of Cowley County Community College to employ and retain the best qualified people available without bias.

- Efforts will be made when filling a vacant position to avoid hiring immediate family members within the same department. No employee or trustee shall participate in or influence the recruiting, hiring, evaluation, promotion, discipline, transfer, tenure, or salary of a member of his/her immediate family, and that person shall not participate in or be present when any group or body considers such decisions.
- No employee shall be hired for a position when a member of his/her immediate family is employed by the College at an administrative level of Director and above.
- If two employees become related during their employment at the College and such relationship violates paragraph 1 of this policy, one of the employees should be reassigned. The College will make every effort to accommodate this reassignment, but if that is not reasonably possible, one employee must end employment at the College.
- The College will not employ anyone who is an immediate family member of a member of the Board of Trustees.
- Because of the dependence on part-time faculty for delivery of instructional programs, they are excluded from paragraphs 2 and 4 of this policy. Part-time or seasonal staff are also excluded from this policy. Any other exceptions to this policy will require written approval from the president and the Board of Trustees, which approval shall not be exercised in a discriminatory fashion and shall be based entirely on the immediate needs, requirements and availability of help dictated by the circumstances at the time.
- In addition, paragraph 2 of this policy shall not apply to any person who has been regularly employed (full-time) by the College or prior to the adoption of this policy. Paragraph 4 shall not apply to any Board of Trustee/immediate family member conflict in existence at the time of adoption of this policy.
- If any relationship contrary to this policy exists at the time of adoption, the relationship shall be disclosed in writing to the responsible administrator by the supervisor, to be accompanied by a written management plan. The management plan should include, at a minimum, a description of an alternative reporting structure for the supervised employee's appointment or hiring, retention, evaluation, promotion, discipline, transfer, tenure and salary. The management plan must be signed by the employee, the supervisor, and the alternate supervisor and must be approved by the president. If the relationship is ongoing, an annual disclosure and management plan shall be required.
- For purposes of this policy, immediate family shall mean the spouse, child, parent, father-in-law, mother-in-law, step-parent, step-child, grandparent, grandchild, sister, brother, aunt, uncle, niece, nephew, sister/brother-in-law, son/daughter-in-law.

## **Reporting of Fraud**

This policy outlines the methods employed for reporting and investigation of suspected or actual fraudulent acts against Cowley County Community College by any person, officer, employee, vendor, contractor, consultant, or agent.

- Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her loss or damage.
- Examples of a fraudulent act include, but are not limited to:
  - Any dishonest act
  - Forgery or alteration of any document or account belonging to the College
  - Forgery or alteration of a check, bank draft, or any other financial document
  - Misappropriation of funds, supplies, or other assets
  - Impropriety in the handling or reporting of money or financial transactions
  - Profiteering as a result of knowledge of College activities
  - Disclosure of confidential or proprietary information to outside parties
  - Acceptance or solicitation of anything of material value from vendors, contractors, or consultants for personal gain
  - Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment
  - Presenting a false claim
  - Identity theft
  - Identity fraud
  - Making false information
  - Any similar or related inappropriate conduct
- The College attorney has the primary responsibility for the investigation of all suspected fraudulent acts as defined in this policy. If the investigation substantiates that fraudulent activities have occurred, the College attorney will issue a report to the President, who may delegate or reprimand as appropriate.
- Decisions to terminate, prosecute, or refer to the appropriate law enforcement and/or regulatory agencies will be made by appropriate administrative staff in consultation with the College attorney.
- The College attorney will treat all witness statements, reports, and other information received confidentially. Investigations and the results thereof will not be disclosed or discussed with anyone other than those who have a legitimate need to know. The same shall not constitute an open record.
- The College attorney will have access to all College records necessary, including the ability to remove certain records or equipment to a neutral site if appropriate.
- The reporting procedures for an employee who discovers or suspects fraudulent activity are as follows:
  - Contact the College attorney immediately.
  - Share no information with any other person unless directed to do so by the College attorney.
  - Do not contact the suspected individual in an effort to determine facts, demand restitution, or otherwise.
- If an investigation results in a recommendation to terminate an employee, the recommendation will be reviewed by Employee Services for documentation.

Cowley College will not retaliate against an employee who, acting in good faith, reports suspected or actual fraud through the process outlined in this policy. Retaliation includes demotion, termination, denial of benefits, failure to promote, intimidation, reassignment, or other discriminatory actions that would negatively impact the terms and conditions of the reporting employee's employment, or dissuade a reasonable person from making reports under this policy in the future.



### **Acceptance of Gifts**

It is Cowley College policy that no employee shall benefit personally from purchases made with College funds. In implementing this policy:

- No employee may receive kickbacks, refunds, products, or discounts in any form from vendors as a result of business transactions with the College.
- No employee may solicit or accept any items of value for personal gain from any person or company known to have a business or professional relationship with the College in exchange for a promise for future College business.
- Vendors who provide such benefits make such benefits to the College and as such, benefits should be directed to the President so that the benefit may be acknowledged and used for College purposes.
- Employees may accept meals offered in the conduct of College business if the value of said meal is less than or equal to \$15.
- Employees who receive such benefits from vendors or persons with business relationships with the College and use such for personal gain are subject to appropriate discipline, up to and including termination.

### **Pets and Animals on Campus**

Pets and/or other animals are prohibited from all college facilities except for:

- Animals used for teaching with prior approval of the Chief Academic Officer.
- Service animals assisting an individual with a disability.

For purposes of this policy, a service animal is a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. Miniature horses may be considered as service animals on a case-by-case basis, consistent with the applicable law. Where it is not readily apparent that an animal is a service animal, the College may ask if the animal is required because of a disability and what work or task the animal has been trained to perform.

The service animal must be under the control of its handler. The College may exclude a service animal if the animal is 1) not housebroken, 2) poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable accommodation, 3) is out of control and the individual does not take effective action to control it, 4) would fundamentally alter the nature of a program or activity, or 5) is not being cared for by the individual. The College may impose charges for damages caused by a service animal in the same manner as the College imposes charges for damages to property.

The College is not responsible for the care or supervision of a service animal. Individuals with disabilities are responsible for the control of their animals at all times and for ensuring the immediate clean-up and proper disposal of all animal waste. Individuals with service animals must comply with all applicable laws and regulations including vaccination, licensure, animal health and leash laws unless these devices interfere with the service animal's work or the individual's disability prevents using these devices.

This policy does not affect reasonable accommodation requests or limit the broader definition of "assistance animal" under the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973.

## **Technology Use**

The purpose of all technology resources at Cowley County Community College is to promote and enhance education, instruction, and research activities in accordance with the College's mission statement. College employees are not to participate in the following activities while using College technologies. These activities are unethical and/or unacceptable and may violate state or federal laws:

- Loading or installing software on any computer or on the network without approval by the Computer Center staff.
- Attaching or installing any equipment not owned by the College on any computer or on the network without approval by the Computer Center staff.
- Modifying or moving (on or off campus) any technology equipment or software without prior authorization from the appropriate college administrator.
- Performing any act that will interfere with the normal operations of the College's technology. This includes connecting any unauthorized equipment to the computer network.
- Excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks.
- Unauthorized personal use. Information technology resources, including e-mail and the web, shall not be used for personal commercial gain, for charitable solicitations unless these are authorized by the appropriate college administrator, for personal political activities such as campaigning for candidates for public office, or for lobbying of public officials.
- Use of technology resources to threaten, harass or offend others. Technology resources shall not be used to intimidate or create an atmosphere of harassment based upon gender, race, religion, ethnic origin, creed or sexual orientation. Fraudulent, threatening, obscene, or pornographic use for distribution, to harass, or intimidate is prohibited.
- Attempting to gain or gaining unauthorized access to the network, any computer, or the files of another person.
- Undermining password security. No one should use the username or password of another; nor should anyone provide his or her username or password to another, except in the cases necessary to facilitate computer maintenance and repairs by the Computer Center staff.
- Willful misrepresentation of yourself as another person in any electronic communication.
- Distributing unsolicited mass mailings. This includes information not directly dealing with College business, events or announcements such as electronic chain letters, advertisements of for-sale items, community events, etc., without authorization from the appropriate College administrator.
- Using any College technology resource to violate local, state, or federal law, or another College policy.
- Violating libel, copyright, fair-use, or trademark laws while using Cowley technology resources.

## **Social Networking**

Cowley County Community College and Area Vocational Technical School recognizes the benefits of social networking for use by our institution, employees, and the public. Social networking platforms and other internet communications are valuable, supplemental forms of communications for the purposes of recruiting students, enriching academic programs, recruiting athletes, promoting student activities, distributing information about the college's programs and services, and networking alumni.

To balance the risk associated with engaging in social networking, Cowley College shall maintain Social Networking Procedures that establish guidelines for each of these groups.

Policy 149 is implemented in process through [Procedure OPR003](#).

The procedures shall provide scope and purpose, address the confidentiality of proprietary and student information and outline the protection of Cowley College brand identities. Users will be expected to abide by applicable laws and regulations.

Failure to comply with designated stipulations may result in disciplinary action or termination.

### **Work Area**

Employees may be assigned a designated work area. This work area is to be used by the employee for the benefit of the College and its students. Such area should be kept in a neat and orderly fashion, presentable to the public.

Employees may display personal items in their workspace, provided they meet the following:

- No tape should be used on walls, ceilings, or equipment to hang items.
- No permanent fasteners should be used without approval by the appropriate Vice President.
- Personal items should not be offensive to the public or co-workers.
- Personal items should be appropriate to the educational environment.
- Lit candles and other open flames will not be allowed in any indoor space, including offices, conference rooms, or commons areas. This is not intended to restrict any faculty supervised open flame educational demonstrations, such as are common in science labs or vocational program shops, nor any uses by maintenance personnel in the repair of College property or equipment.
- Employees may not paint or otherwise modify their work areas. If specific improvements need to be made to any work area, those requests should be submitted through a maintenance request to be scheduled at the earliest possible convenience.

### **College Property**

College property is purchased for the use of the Institution in the pursuit of established educational goals. Property will not be used for other than College purposes, nor shall it be moved from the building or facility where it belongs, except for special projects of business, other governmental, or philanthropic organizations (only if thoroughly trained to use the equipment). Any damage to equipment while on loan will be repaired at the borrower's expense.

Approvals shall be as follows:

- Audio-Visual equipment (including but not limited to overhead projectors, televisions, video recorders, video projectors, smart boards, cabling, etc.) shall not be loaned without the prior written approval of the Chief Technology Officer or designee.
- Other instructional equipment, (including but not limited to sound equipment, classroom computers, laboratory equipment, classroom models, musical instruments, etc.) shall not be loaned without the prior written approval of the Chief Academic Officer or designee.
- Vehicles, physical plant, maintenance, and all other equipment (including but not limited to construction tools, grounds equipment, tables, chairs, etc.) shall not be loaned without prior written approval of the Chief Business Officer or designee.

## **College Vehicles**

The College Vehicles are for use by College personnel for College business and student activities. The vehicles are scheduled upon receipt of an approved Travel Request.

Employees who operate a vehicle for College business must have a current, valid driver's license. In addition, they must have current personal automobile insurance coverage that meets or exceeds the minimum requirements set forth by statute or motor vehicle code. A copy of the employee's driver's license and current insurance certificate must be provided annually to the facilities/transportation clerk.

Employees must obey all traffic laws, whatever the jurisdiction. All passengers must wear seat belts at all times while traveling, and all equipment and luggage must be secured in a safe manner. Smoking, including electronic cigarettes, and tobacco products of any kind are not to be used in any college vehicle. No pets or animals are allowed in college vehicles, except an approved service animal. Texting while driving is prohibited.

## **College Keys**

College property should be kept as secure as possible, yet remain available for its intended uses. To that end;

- Keys to College facilities and equipment will be issued to College employees only on an as needed basis.
- No keys will be issued to any employee without proper approval from the appropriate Dean/Vice President and the Chief Business Officer.
- The process for approval will be:
  - Employee's supervisor to submit key request form, stating specific areas of buildings or equipment the employee needs access to, reason for access, and if the need for access is temporary or permanent, based on the following criteria:
    - Employee must be responsible to lock or unlock a specific area; or
    - Employee must supervise employees responsible to lock or unlock a specific area; or
    - Must need access to a specific area at times the area is to be locked.
  - Request to be approved by Chief Business Officer.
  - Approved request to be sent to Maintenance, copy to Director of Security.
  - Key to be logged in key inventory by Director of Security.
  - Key to be issued to employee, who will be required to sign acknowledgment of receipt.
  - Request to be approved by appropriate Dean/Vice President.
- All employees will be responsible for keys in their possession and should not loan their assigned keys to other employees or students.
- Keys for terminating employees should be collected by the Director of Security based on the key inventory.

## **Compensation**

### **Payment of Wages and Work Schedule**

All Cowley College employees will be paid on a monthly schedule. The official payday will fall on the last business day of each month.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice. Employees using direct deposit must have appropriate financial institution information provided to Human Resources. All employees are encouraged to utilize direct deposit.

In the event of a lost paycheck, the Human Resource department must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the College identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the College within 24 hours of the time it is demanded.

If the employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 and Form K-4 must be submitted to the Human Resources office.

No salary advances will be made.

A work hour is any hour of the day that is worked. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Monday and ending on Sunday.

A normal workday begins at 8:00 a.m. and ends at 4:30 p.m., Monday through Friday. All full-time employees are provided a 45 minute lunch break. Lunch breaks should be scheduled within the department, allowing for the best operation of the College.

### **Pay: Non-Exempt**

Non-Exempt employees will be paid in accordance to the Fair Labor Standards Act (FLSA). The College will pay for all hours worked. A non-exempt employee is not permitted to provide work for the College without getting paid for all time worked. Time worked includes all time that an employee is required to be performing duties for the College. Time worked is used to determine overtime pay required for non-exempt employees.

Overtime is defined as hours worked by an hourly or non-exempt employee in excess of 40 hours in a workweek. Non-Exempt employees who exceed 40 hours of work time in a workweek will be paid time and one half for the hours worked over 40 hours. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time. The workweek begins at 12:00 a.m. on Monday morning and ends at 11:59 p.m. on Sunday night.

Employees are required to obtain approval from managers prior to the use of overtime. Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. During busy periods, employees may be required to work extended hours.

Non-exempt employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They must also record the beginning and ending time of any split shift or departure from work for personal reasons. All non-exempt employees are to record their time worked through the College time keeping system.

It is the employee's responsibility to certify the accuracy of all time recorded. The supervisor of the department will review and then approve the time record before submitting it for payroll processing. In the event of an error in reporting time, employees must immediately report the problem to the department supervisor.

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

## **Pay: Exempt**

In accordance with the Fair Labor Standards Act (FLSA), exempt employees who are required to be paid on a salary basis may not have their pay reduced in certain circumstances.

### **Provisions Mandated by the Salary Basis Rules**

1. Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform NO work at all for the organization.
2. Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are therefore specifically prohibited by Cowley County Community College, regardless of the circumstances. Managers or supervisors violating this policy will be subject to discipline up to and including termination.
  - a. Jury duty.
  - b. Attendance as a witness.
  - c. Temporary military leave.
  - d. Absences caused by the employer.
  - e. Absences caused by the operating requirements of the College.
  - f. Partial day amounts other than those specifically discussed below.
3. The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases deductions may be permissible as long as they are consistent with other College policies and practices.
  - a. Absences for personal reasons other than sickness or disability, including vacation leave (partial days must be paid).
  - b. Absences of one or more full days due to sickness or disability.
  - c. Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due the employee for the week. No deductions can be made for failure to work for these reasons, however.
  - d. Penalties imposed in good faith for infractions of safety rules of major significance or serious workplace misconduct. Examples of workplace conduct that would be appropriate for reducing the wages of an exempt worker include: sexual harassment, violence, drug or alcohol citations, violations of state or federal laws. Safety rules of major significance include those relating to the prevention of serious danger in the workplace or to other employees.
  - e. Unpaid disciplinary suspensions of one or more full days in accordance with Cowley County Community College's employee discipline procedures.
  - f. Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
  - g. Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act (FMLA).

### **Pay Complaint Procedure**

Employees who feel their pay has been improperly paid should report this immediately, according to the procedures specified below:

1. An employee who believes his or her pay has been improperly paid should contact the Director of Human Resources to request an investigation.
2. The employee will be asked to specify in writing, using the guidance above, the circumstances of the incorrect pay and whether it has occurred on other occasions.
3. Cowley College will review pay records and interview the supervisor, as well as the payroll clerk handling the employee's pay, to determine if the allegation is correct.

4. If the pay was in fact improper, the College will reimburse the employee as promptly as possible (but in no case longer than two pay periods from the date the allegation is confirmed).
5. The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the College. If warranted, the responsible person(s) will be held accountable for the error(s) made consistent with College disciplinary policy.
6. The resolution of the situation will be documented (including confirmation by the employee that the situation has been resolved) and placed with the employee's pay records.
7. If appropriate, and as a good faith commitment to comply in the future, Cowley College will establish a practice to regularly audit employee pay records to ensure no further issues arise.

## Benefits

### Fringe Benefits: Full-Time Employees

All full-time employees of the College are required by law to become a member of the Kansas Public Employees Retirement System. A deduction as defined by state statute is paid to KPERs toward retirement benefits.

As required by the Internal Revenue Service, the salary of the administrative employees is subject to withholdings for Federal Insurance Contributions Act (FICA).

The Board of Trustees will provide to a fringe benefit plan the sum of \$540 per month for each full-time employee towards the options available in the I.R.C. 125 Plan. Each full-time employee will allocate the sum contributed to his/her credit among the various fringe benefits available in the approved pool.

All full-time employees are required, as a condition of employment, to participate in the college sponsored health and dental group insurances, at the single level. Coverage for family members under both insurances is available at the option of the employee.

When a full-time employee retires from the College after becoming sixty (60) years of age and having at least ten (10) years of continuous full-time service with the College, he/she may participate at the single membership level in the College sponsored group health insurance plan with said premium paid by the College and may pay the difference in monthly premium for a family membership in the plan at the employee's election until he/she is sixty-five (65) years of age.

*Administrators:* A single membership premium shall be paid for each administrative employee for disability insurance in the plan approved by the Board of Trustees.

The yearly **Open Enrollment** for all benefits is the month of August.

**Paid Time Off:** Cowley College offers a healthy paid-time-off benefit to all full-time employees (full-time faculty follow a different plan as outlined in the Faculty Master Agreement).

**Holiday:** Full-time employees are paid for all College holidays. Cowley College recognizes the following paid holidays each year:

- Martin Luther King Jr. Day
- Spring Break (Wednesday, Thursday, Friday)
- Memorial Day
- Independence Day

- Labor Day
- Fall Break (Thursday and Friday)
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Break (Christmas Eve Day through New Year's Day)

Should a holiday fall on a weekend, the holiday will be observed on the workday closest to the holiday.

Time off (unpaid) may be granted to employees who desire to observe a religious holiday that is not recognized by the College.

**Vacation Leave: Full-time, Non-Faculty**

**Purpose**

Cowley College recognizes the importance of employees' having leisure time to tend to non-work matters. Therefore, the College will attempt to grant all employees vacation leave at the time they desire to take it. However, the College must maintain adequate staffing at all times and may require full-staff within departments for special times in the College calendar. Therefore, vacations must be scheduled in advance and with prior written approval from the employee's supervisor.

**Eligibility and Accumulation**

Earned vacation for all regular, full-time employees (non-faculty) accrues the first month of full-time employment. All regular, full-time, employees (non-faculty) are eligible to use their accrued vacation after the first month of full-time employment.

***Administrators***

Vacation is earned by the eligible Administrators at a rate of 13.33 hours per month of full-time employment (equivalent to approximately 20 days per year).

Administrators are allowed to accumulate a maximum of 30 days (240 hours). Once 30 days of vacation are accumulated, no further accumulation will be allowed.

***Directors and Staff Instructors***

Vacation is earned by the eligible Directors and Staff Instructors at a rate of 10 hours per month of full-time employment (equivalent to approximately 15 days per year).

Directors and Staff Instructors are allowed to accumulate a maximum of 22.5 days (180 hours). Once 22.5 days of vacation are accumulated, no further accumulation will be allowed.

After 10 years of full-time service, eligible Directors and Staff Instructors earn vacation at a rate of 12 hours per month (equivalent to approximately 18 days per year). Director and Staff instructors are allowed to accumulate a maximum of 27 days (216 hours). Once 27 days (216 hours) of vacation are accumulated, no further accumulation will be allowed.

***Hourly and Salaried Staff***

Vacation is earned by the eligible hourly and salaried staff at a rate of 6.67 hours per month of full-time employment (equivalent to approximately 10 days per year).

Hourly and Salaried Staff are allowed to accumulate a maximum 15 days (120 hours). Once 15 days of vacation are accumulated, no further accumulation will be allowed.



After 10 years of full-time service, eligible Hourly and Salaried Staff earn vacation at a rate of 10 hours per month (equivalent to approximately 15 days per year). Hourly and Salaried Staff are allowed to accumulate a maximum of 22.5 days (180 hours). Once 22.5 days (180 hours) of vacation are accumulated, no further accumulation will be allowed.

### **Use**

Employees may use their vacation leave in any way that meets their needs. An employee's supervisor must approve all paid vacation leave in advance, except in the case of an emergency. Approval of vacation leave is contingent upon the needs of the department and the overall College operations.

Employees must take vacation leave in at least one-hour increments. Vacation leave pay is calculated based on the employee's base pay rate at the time of absence, and it will not include any special forms of compensation, such as overtime or shift differentials.

### **Accrual of Vacation Leave Benefits during Paid Leave**

All employees who are actively at work or on paid leave-such as vacation leave or sick leave days- will continue to accrue paid leave benefits provided by Cowley College.

### **Accrual of Paid Leave Benefits during Unpaid Leaves**

Employees on unpaid leave by the College are not entitled to accrue vacation leave. This applies to employees who are receiving income replacement benefits such as short-term disability, long-term disability or workers' compensation. However, employees on eligible military leave may be entitled to reinstatement of all benefits that would have been accrued, but for being absent on military leave, upon returning from military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

When an employee is on leave that is protected by the Family and Medical Leave Act (FMLA), that employee will continue to accrue paid leave as long as the employee is using paid leave benefits. If an employee on FMLA leave uses all paid leave in accordance with the College's FMLA policy and remains unable to return to work, the remainder of the FMLA leave will be unpaid. An employee will not accrue vacation leave during any period of unpaid FMLA leave.

### **Termination of Employment**

Upon termination of employment, all accrued but unused vacation time will be paid to the employee in the final paycheck. Vacation leave pay is calculated based on the employee's base pay rate at the time of termination of employment, and will not include any special forms of compensation, such as overtime or shift differentials.

The College will not pay employees for unused vacation except upon termination of their employment.

### **Sick Leave: Full-Time, Non-Faculty**

Absence/sick leave with pay is granted to each full-time Classified Employee at the rate of twelve (12) working days of sick leave for each full year of employment. Such leave accrued but unused in any year is cumulative for succeeding years up to a maximum of one hundred (100) working days. The College will pay each full-time Classified Employee with unused cumulative absence/sick leave in excess of one hundred (100) days twenty dollars (\$20.00) per day over the one hundred (100) day maximum accumulation limit.

- Absence with pay/sick leave shall be granted for personal illness only, however may be considered for serious illness or death of immediate family members. Immediate family, for purposes of this policy only, includes spouse, child, parent, son-in-law, daughter-in-law, sibling,

spouse's parent, grandparent, and grandchild. In addition, sick leave may be utilized by the employee parent of a minor child to provide care as required due to illness or need for medical treatment of the child or for care of spouse, parent or adult child per FMLA guidelines. Use of sick leave for immediate family as defined above is not automatic and is contingent upon the recommendation of the immediate supervisor, approval of the appropriate administrator, and the needs of the college at the time of the request. Absence is not to exceed a reasonable amount of time, usually three days. More time may be granted at the recommendation of the supervisor and approval of the President.

- If sick leave is claimed, a certification by a physician may be required before the salary for the period of leave is paid.
- Absences in excess of accumulated absence/sick leave or for personal reasons not approved by the appropriate administrator are deducted from the employee's salary at the rate of 1/21 of the regular monthly earning for exempt employees and actual hours at the hourly rate for non-exempt employees. See Attendance Policy for guidelines regarding excessive absences.
- Employees desiring to be off duty for any reason should make arrangements with their supervisors as far in advance as possible and complete the sick leave/vacation request.
- Employees may qualify for absence-without-pay under the same provisions as professional employees provided written permission is given by the employee's supervisor and approved by the appropriate administrator.
- Absence/sick leave shall be accrued at the rate of 1 day per month to accumulate to a total of twelve (12) days per year.
- Employees will complete a sick leave/vacation request on the first day of return to duty after an absence and submit it to the appropriate supervisor and administrator if not completed before the absence.
- When a full-time employee retires after ten (10) or more years of continuous full-time service with the College, the employee shall receive compensation for one-half (1/2) of accumulated absence/sick leave, on a prorated basis from January 1 to the date of retirement, to a maximum of one hundred (100) days (50 maximum days compensation). For purposes of calculation, one day's compensation shall equal 1/21 of the regular monthly salary for exempt employees and actual hours at the hourly rate for non-exempt employees. Employees shall not receive payment for unused absence/sick leave in the event of termination, resignation, or any other circumstances except retirement as noted above. Qualified employees shall notify the President, in writing, of their intention to retire and of the effective date of retirement at least ninety (90) calendar days prior to the effective date of retirement to receive compensation for unused absence/sick leave.

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

Cowley County Community College will comply with the Family and Medical Leave Act (FMLA), as amended. The company posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act. Information is posted in the office of Human Resources and in each Academic Center. In addition, the policy will be available to all employees on the Intranet and College website.

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

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

### *A. General Provisions*

Under this policy, Cowley County Community College (the College) will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered Servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination (paid and unpaid leave), depending on the circumstances of the leave and the availability of the employee's paid-time-off benefits.

### *B. Eligibility*

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years (unless the break is due to National Guard or Reserve military service obligations).
2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. Time spent on paid or unpaid leave will not be counted while determining the 1,250 hours of eligibility.

### *C. Type of Leave Covered*

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. The birth of a child and the ability to care for the newborn.
2. The placement of a child for adoption or foster care and to care for the newly placed child.
3. To care for a spouse, child or parent with a serious health condition (as defined by the FMLA regulations).
4. The serious health condition of the employee (as defined by the FMLA regulations). An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. Employees with questions about what illnesses are covered under this FMLA policy are encouraged to consult with the Director of Human Resources.
5. Qualifying exigency leave for families of members of the National Guard, Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty (as defined by the FMLA regulations) or called to covered active duty.
6. Military caregiver leave (also known as covered Servicemember leave) to care for an injured or ill Servicemember or veteran.

### *D. Amount of Leave*

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. Cowley College will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the college will compute the amount of leave the employee has taken under this policy in the last 12-months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above during a single 12-month period. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the College and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the

husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the College and each wishes to take leave to care for a covered injured or ill Servicemember, the husband and wife may only take a combined total of 26 weeks of leave. Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

#### E. Employee Status and Benefit During Leave

While an employee is on leave, the College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

#### F. Employee Status after Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The College may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

#### G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave must use all paid sick and vacation leave prior to being eligible for unpaid leave. Once all sick and vacation leave is exhausted, the remaining FMLA leave will be unpaid.

#### H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill Servicemember over a 12-month period).

The College may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

#### I. Certification for the Employee or Family Member's Serious Health Condition

The College will require certification for the employee or the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. The College has the right to ask for a second opinion. The College will pay for the employee or employee's family member to get a certification from a second doctor, which the College will select. The College may request recertification for the serious health condition, as allowed by the FMLA regulations.

#### J. Certification of Qualifying Exigency and/or Serious Injury or Illness of Covered Servicemember for Military Family Leave

The College will require certification of the qualifying exigency for military family leave or for the serious injury or illness of the covered Servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. The College may request recertification for the serious health condition, as allowed by the FMLA regulations.

#### K. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to

the Director of Human Resources. Within five business days after the employee has provided this notice, the Director of Human Resources will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the College with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the College's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

#### *L. Designation of FMLA Leave*

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

### **Workers Compensation Benefits**

Cowley College believes the best approach to containing incidents and costs is to keep injuries and illnesses from occurring. We are committed to utilizing our resources to provide a safe work environment for everyone.

The College is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must *immediately* notify their department supervisor and Human Resources. All medical treatment must be pre-authorized by the Director of Human Resources, except in emergency situations. The following medical facilities are the designated workers' compensation treatment centers.

Dr. Paul Klaassen  
Ark City Clinic  
510 W. Radio Lane  
Arkansas City, KS  
Phone: (620) 442-2100

Dr. Mark Dobyms  
Wichita Clinic  
3311 E. Murdock St.  
Wichita, KS  
Phone: (316) 689-9969

For a **SERIOUS INJURY OR ILLNESS** (or any treatment that should not wait until clinic hours the next day) seek emergency treatment at:

South Central Kansas Regional Medical Center  
6401 Patterson Pkwy  
Arkansas City, KS  
Phone: (620) 442-2500  
**24 Hour Service**

Wesley Medical Center  
550 N. Hillside  
Wichita, KS  
Phone: (316) 962-2000  
**24 Hour Service**

Our employees are our greatest asset and we are committed to providing prompt, high quality medical care and return our injured employees to productive employment as soon as medically possible.

- An injured employee will work with a team including the treating medical provider, our insurance carrier, and Cowley's administration to return them to their original position if possible.
- Injured employees will work modified or transitional work if available until they are able to resume normal duties.

- All of our modified work is temporary and our intention is to facilitate a return to regular work duties as soon as possible when medically feasible.

### **KPERS**

KPERS is the Kansas Public Employees Retirement System. All employees working 12 hours or more per week, are mandated by the state to participate in the program. All eligible employees contribute 6% of your gross monthly salary to your individual KPERS account. Employees cannot contribute more than 6%. Per KPERS guidelines, the College does not contribute to this retirement plan. Employees are vested in the plan after five years of employment.

If you terminate employment, you may request a withdrawal or transfer your money into an IRA after thirty days. You will receive your full contribution back plus interest.

In addition, all eligible employees receive Long Term Disability Insurance and a Life Insurance policy as a part of the KPERS program. The Life Insurance policy is for 1 ½ times your yearly salary. The policy is effective upon your hire date. The Long Term Disability Insurance becomes available after 180 days of disability and pays 66.6% of the employee's salary. In order to receive the Long Term Disability benefit, an employee must first apply for Social Security disability.

### **Health Insurance-Blue Cross Blue Shield of Kansas**

All full-time employees are required to enroll in individual Health Insurance. Family coverage is also available. Cowley College currently offers health insurance through Blue Cross Blue Shield of Kansas. Our plan currently offers three options.

<b><u>Benefit</u></b>	<b><u>High Option</u></b>	<b><u>Low Option</u></b>	<b><u>HDHP &amp; HSA</u></b>
<b>Office Visit Copayment</b>	\$30	N/A	N/A
<b>Out-Patient Lab &amp; X-ray</b>	100% up to \$300 per person per year, then deductible and coinsurance	Covered subject to deductible & coinsurance	Covered subject to deductible & coinsurance
<b>Plan Year Deductible</b>			
Per Person	\$500	\$1,000	\$3,000
Per Family	\$1,500	\$3,000	\$6,000
<b>Coinsurance</b>	80%*	80%*	100%*
<b>Out of Pocket Limit (Deductible &amp; 20%)</b>			
Per Person	\$1,500	\$2,000	\$3,000
Per Family	\$4,500	\$6,000	\$6,000
<b>Prescriptions</b>			
Generics	\$20	Covered subject to deductible & coinsurance	Covered subject to deductible
Formulary	\$40 or 30% up to \$200		
Name Brand	\$60 or 30% up to \$200		
Mail Order	\$50/\$90/\$150 or 30% up to \$500		
<b>Monthly Employee Costs</b>			
<b>Health Insurance</b>			
Employee Single	\$345.71	\$327.98	\$278.20
Employee & Family	\$683.17	\$631.08	\$547.19
<b>Dental Insurance</b>			
Single Dental	\$32.72	\$32.72	\$32.72
Family Dental	\$68.47	\$68.47	\$68.47

The BCBSKS website at [www.bcbsks.com](http://www.bcbsks.com) has contracting provider information. We encourage you to verify with your physician at time of appointment to ensure they are still a contracting provider. The BCBSKS website also has information on wellness, discounts, disease, care management and alternative medicine.

### **Dental Insurance-Blue Cross Blue Shield of Kansas**

The College offers Dental Insurance through Blue Cross Blue Shield of Kansas. All full-time employees are required to maintain individual coverage. Family coverage is also available.

The current plan offers the following primary benefits (Plan documents provide full detail of benefits):

#### **\$1,500 annual maximum for all covered services.**

Preventative—Oral Exam, cleaning, x-rays. No limit on number of cleanings per year.	100% payment
Primary—Filings, Inlays, Simple Extractions	50% payment after \$25/individual; \$75/family deductible
*Major—Onlays, Crowns, Periodontal Surgery (240 day waiting period for new hires)	50% payment after \$25/individual; \$75/family deductible

### **Teledoc**

We offer all benefit-eligible employees access to a new tele-health option through Teladoc. This will provide employees with an alternative to waiting for a doctor's appointments or having to go to the emergency room for non-emergency treatment. Employees will have the option of calling toll free number and talking directly to a licensed physician.

Teladoc offers members 24/7/365 access to tele-health consults via phone or online video — whenever they need it, from wherever they are. Our U.S. board-certified physicians can diagnose, recommend treatment, and write short-term, non DEA prescriptions, when appropriate. Teladoc is the only tele-health provider with a national network of pediatricians.

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

A **Health Flexible Spending Account** (also known as an Unreimbursed Medical Account) can save you money by allowing you to set aside part of your pay, on a pre-tax basis, to reimburse yourself for eligible medical expenses such as copayments, medical deductibles, prescriptions, and more. Expenses incurred for you, your spouse, and other qualifying individuals are eligible for reimbursement. The maximum amount allowed to contribute into this account is \$2,550 per calendar year.

A **Dependent Day Care Flexible Spending Account** allows you to set aside pre-tax dollars to reimburse yourself for incurred eligible dependent care expenses. Because your money goes into the account before income taxes are withheld, you pay less in taxes, and ultimately have more disposable income. You may allocate up to \$5,000 per tax year for reimbursement of eligible dependent care services (or \$2,500 if you are married and file a separate tax return).

If you are interested

## **Voluntary Insurance Plans**

Cowley College offers a variety of voluntary insurance plans to assist employees in providing long-term financial protection. The following list is some of the plans available. Some of the plans are available pre-tax (per federal guidelines). All are available through payroll deduct.

### **Life Insurance**

### **Short Term Disability insurance**

### **Accident Insurance**

### **Voluntary Health Solutions Insurance**

### **Cancer Insurance**

### **Hospital GAP Plan Insurance**

### **Vision Care**

## **403(b) Plan**

We are pleased to offer employees the opportunity to participate in the Cowley County Community College 403(b) Plan (will be referred to as “the Plan”). The opportunity for eligible employees to participate is on a voluntary basis.

The 403(b) Plan is a type of supplemental retirement program that allows you to set aside money for retirement during your working years on a pre-tax basis. This will lower your current income taxes-your contributions and any earnings that accumulate over the years are not taxed until you receive them.

All Employees are eligible to participate in the Plan unless specifically excluded by the written plan (Students performing services at Cowley College are excluded from Plan eligibility).

The amount that may be contributed to the Plan is set by federal tax law. The limit set is an annual contribution limit. For the 2016 tax year, the contribution limits are:

- Basic salary contribution limit: \$18,000
- Additional Catch-up contribution (age 50+): \$6,000

The following are a list of approved investment option providers under the Plan:

- American Fidelity Assurance: 888-662-1106
- Ameriprise Financial Services: 800-341-0902
- ING Life Insurance and Annuity Company: 860-580-3260
- Security Financial Resources: 800-888-2461

Please refer to the College summary plan document, located in the Human Resources Office, for more information

## **Cowley College Employee Tuition Scholarship/ Tuition Reimbursement**

The Board will grant tuition and scholarship books for each full-time classified and administrative employee, member of the Board of Trustees, spouse and/or dependent (per Federal guidelines) child enrolled at Cowley County Community College. The full-time College employee, Trustee, spouse, and/or dependent child shall pay the incidental fees. All textbooks must be returned back to the bookstore at the conclusion of each semester or the costs of the textbooks will be the responsibility of the employee.



The College will establish a pool of \$4700.00 to reimburse tuition of full-time classified staff to continue their education at an accredited institution of higher education. Only courses that Cowley does not provide are eligible for tuition reimbursement. An employee can receive reimbursement for a maximum of \$750.00 (tuition only) per fiscal year.

Application for tuition reimbursement must be made by August 1 each year for fall, spring and/or summer courses and must be approved by the President. At the time the application is made, the employee must have completed a minimum of three years of continuous full-time employment with the College.

The course/program shall be part of the professional development plan as approved by the employee's supervisor and should complement the College's strategic direction and have relevance to the mission of the College.

Reimbursement will be given upon proof of successful course completion with a grade of "B" or better, (grade report) and documentation of payment. (Tuition receipt). If an employee terminates their employment prior to completion of the course, no funds will be awarded.

### **Wellness Program**

Cowley College offers a comprehensive wellness program for all employees in order to create a culture that embraces wellness and to enhance the quality of life for all employees by promoting health and well-being. The program includes activities for physical, environmental, emotional, intellectual, social and spiritual well-being. Group activities are scheduled during work hours and outside of work hours. Employees are encouraged to participate and will be paid (normal wage rate) for participating during business hours. All participation in wellness activities outside of the normal work day are completely voluntary and employees will not be paid by the College for their participation in these activities.

### **Employee Discounts**

**Ben Cleveland Wellness Center:** All full-time employees, employees' spouses, and dependent children age sixteen (16) and over (under the employee's supervision) are allowed to use the Wellness Center at no cost.

**Sid Regnier Bookstore:** All employees (including full-time, part-time and adjunct instructors) receive a 10% discount on regular priced merchandise (textbooks and other exclusions apply).

Full-time and part-time employees receive an additional discount during the month of their birthday. The e-mail coupon provides a 25% discount off one regular priced item.

**Theatre Performances:** full-time employees are entitled to one free admission ticket for each Cowley College-produced theatre performance.

**Cowley College Athletic Events:** All employees, and their families, get free general admission into all home athletic games (must show college employee ID Card).

**Verizon Wireless Employee Discount:** College employees are eligible for an 18% Monthly Access discount and up to a 25% discount on accessories from Verizon on your personal Verizon plans (conditions apply through Verizon)

**Credit Union Membership:** You are eligible to join the Ark City Teachers Credit Union. You can open an account with a small \$5.00 deposit.

**Derby Recreation Center:** All Cowley College employees (both full and part-time) are eligible for a membership discount with the Derby Recreation Center (DRC). The membership is good at both DRC locations (Derby Rec Center and Oaklawn Activity Center)

Rates per month:

Family: \$42.00

Individual: \$23.00

Employees receive these rates whether they are a resident or non-resident of Derby. In addition, employees will be charged the 'resident fee' rate for all fitness classes. All fitness classes, land and water, are available for a drop-in-fee of \$3. The program guide is available online at [www.derbyrec.com](http://www.derbyrec.com). You must present your Cowley College ID card for benefit.

**Enterprise Rent-A-Car:** All employees will receive the corporate rate for personal use. Reservation information can be found at: [www.enterprise.com](http://www.enterprise.com). The *Corporate ID number is G87068* and the *PIN is COW*.

## General Notice of COBRA Continuation Coverage Rights

### **\*\* Continuation Coverage Rights Under COBRA \*\***

#### **Introduction**

You're getting this notice because you recently gained coverage under a group health and dental plan (the Plan). This notice has important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect your right to get it.** When you become eligible for COBRA, you may also become eligible for other coverage options that may cost less than COBRA continuation coverage.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and other members of your family when group health coverage would otherwise end. For more information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

**You may have other options available to you when you lose group health coverage.** For example, you may be eligible to buy an individual plan through the Health Insurance Marketplace. By enrolling in coverage through the Marketplace, you may qualify for lower costs on your monthly premiums and lower out-of-pocket costs. Additionally, you may qualify for a 30-day special enrollment period for another group health plan for which you are eligible (such as a spouse's plan), even if that plan generally doesn't accept late enrollees.

#### **What is COBRA continuation coverage?**

COBRA continuation coverage is a continuation of Plan coverage when it would otherwise end because of a life event. This is also called a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you're an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you're the spouse of an employee, you'll become a qualified beneficiary if you lose your coverage under the Plan because of the following qualifying events:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because of the following qualifying events:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;

- The parent-employee’s employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or  
The child stops being eligible for coverage under the Plan as a “dependent child.

### **When is COBRA continuation coverage available?**

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. The employer must notify the Plan Administrator of the following qualifying events:

- The end of employment or reduction of hours of employment;
- Death of the employee;
- The employee’s becoming entitled to Medicare benefits (under Part A, Part B, or both).

**For all other qualifying events (divorce or legal separation of the employee and spouse or a dependent child’s losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: Tiffany Vollmer, 620.441.5295**

### **How is COBRA continuation coverage provided?**

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage that generally lasts for 18 months due to employment termination or reduction of hours of work. Certain qualifying events, or a second qualifying event during the initial period of coverage, may permit a beneficiary to receive a maximum of 36 months of coverage.

There are also ways in which this 18-month period of COBRA continuation coverage can be extended:

#### ***Disability extension of 18-month period of COBRA continuation coverage***

If you or anyone in your family covered under the Plan is determined by Social Security to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to get up to an additional 11 months of COBRA continuation coverage, for a maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of COBRA continuation coverage.

#### ***Second qualifying event extension of 18-month period of continuation coverage***

If your family experiences another qualifying event during the 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if the Plan is properly notified about the second qualifying event. This extension may be available to the spouse and any dependent children getting COBRA continuation coverage if the employee or former employee dies; becomes entitled to Medicare benefits (under Part A, Part B, or both); gets divorced or legally separated; or if the dependent child stops being eligible under the Plan as a dependent

child. This extension is only available if the second qualifying event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

### **Are there other coverage options besides COBRA Continuation Coverage?**

Yes. Instead of enrolling in COBRA continuation coverage, there may be other coverage options for you and your family through the Health Insurance Marketplace, Medicaid, or other group health plan coverage options (such as a spouse's plan) through what is called a "special enrollment period." Some of these options may cost less than COBRA continuation coverage. You can learn more about many of these options at [www.healthcare.gov](http://www.healthcare.gov).

### **If you have questions**

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under the Employee Retirement Income Security Act (ERISA), including COBRA, the Patient Protection and Affordable Care Act, and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit [www.dol.gov/ebsa](http://www.dol.gov/ebsa). (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.) For more information about the Marketplace, visit [www.HealthCare.gov](http://www.HealthCare.gov).

### **Keep your Plan informed of address changes**

To protect your family's rights, let the Plan Administrator know about any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

### **Plan contact information**

Medical and Dental Insurance

**Blue Cross Blue Shield of Kansas**

1.800.432.0216

[www.bcbsks.com](http://www.bcbsks.com)

Vision Plan Insurance

**Vision Care Direct**

1.877.488.8900

[www.VisionCareDirect.com](http://www.VisionCareDirect.com)

Cowley College

Human Resource Department

Tiffany Vollmer

Human Resources Coordinator

[Tiffany.Vollmer@Cowley.edu](mailto:Tiffany.Vollmer@Cowley.edu)

620.441.5295

## Children’s Health Insurance Program (CHIP) Notice

### **Premium Assistance Under Medicaid and the Children’s Health Insurance Program (CHIP)**

If you or your children are eligible for Medicaid or CHIP and you’re eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren’t eligible for Medicaid or CHIP, you won’t be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance marketplace. For more information, visit [www.healthcare.gov](http://www.healthcare.gov).

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial **1-877-KIDS NOW** or [www.insurekidsnow.gov](http://www.insurekidsnow.gov) to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren’t already enrolled. This is called a “special enrollment” opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at [www.askebsa.dol.gov](http://www.askebsa.dol.gov) or call 1-866-444-EBSA (3272).

**If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of January 31, 2014. Contact your State for more information on eligibility –**

<b>ALABAMA – Medicaid</b> Website: <a href="http://www.medicaid.alabama.gov">http://www.medicaid.alabama.gov</a> Phone: 1-855-692-5447	<b>COLORADO – Medicaid</b> Medicaid Website: <a href="http://www.colorado.gov">http://www.colorado.gov</a> Medicaid Phone (In state): 1-800-866-3513 Medicaid Phone (Out of state): 1-800-221-3943
<b>ALASKA – Medicaid</b> Website: <a href="http://health.hss.state.ak.us/dpa/programs/medicaid/">http://health.hss.state.ak.us/dpa/programs/medicaid/</a> Phone (Outside of Anchorage): 1-888-318-8890 Phone (Anchorage): 907-269-6529	<b>FLORIDA – Medicaid</b> Website: <a href="https://www.flmedicaidplrecovery.com/">https://www.flmedicaidplrecovery.com/</a> Phone: 1-877-357-3268
<b>ARIZONA – CHIP</b> Website: <a href="http://www.azahcccs.gov/applicants">http://www.azahcccs.gov/applicants</a> Phone (Outside of Maricopa County): 1-877-764-5437 Phone (Maricopa County): 602-417-5437	<b>GEORGIA – Medicaid</b> Website: <a href="http://dch.georgia.gov/">http://dch.georgia.gov/</a> - Click on Programs, then Medicaid, then Health Insurance Premium Payment (HIPP) Phone: 1-800-869-1150
<b>IDAHO – Medicaid</b> Medicaid Website: <a href="http://healthandwelfare.idaho.gov/Medical/Medicaid/PremiumAssistance/tabid/1510/Default.aspx">http://healthandwelfare.idaho.gov/Medical/Medicaid/PremiumAssistance/tabid/1510/Default.aspx</a> Medicaid Phone: 1-800-926-2588	<b>MONTANA – Medicaid</b> Website: <a href="http://medicaidprovider.hhs.mt.gov/clientpages/clientindex.shtml">http://medicaidprovider.hhs.mt.gov/clientpages/clientindex.shtml</a> Phone: 1-800-694-3084
<b>INDIANA – Medicaid</b> Website: <a href="http://www.in.gov/fssa">http://www.in.gov/fssa</a> Phone: 1-800-889-9949	<b>NEBRASKA – Medicaid</b> Website: <a href="http://www.ACCESSNebraska.ne.gov">www.ACCESSNebraska.ne.gov</a> Phone: 1-800-383-4278
<b>IOWA – Medicaid</b> Website: <a href="http://www.dhs.state.ia.us/hipp/">www.dhs.state.ia.us/hipp/</a> Phone: 1-888-346-9562	<b>NEVADA – Medicaid</b> Medicaid Website: <a href="http://dwss.nv.gov/">http://dwss.nv.gov/</a> Medicaid Phone: 1-800-992-0900
<b>KANSAS – Medicaid</b> Website: <a href="http://www.kdheks.gov/hcf/">http://www.kdheks.gov/hcf/</a> Phone: 1-800-792-4884	<b>NEW HAMPSHIRE – Medicaid</b> Website: <a href="http://www.dhhs.nh.gov/oii/documents/hippapp.pdf">http://www.dhhs.nh.gov/oii/documents/hippapp.pdf</a> Phone: 603-271-5218
<b>KENTUCKY – Medicaid</b> Website: <a href="http://chfs.ky.gov/dms/default.htm">http://chfs.ky.gov/dms/default.htm</a> Phone: 1-800-635-2570	<b>NEW JERSEY – Medicaid and CHIP</b> Medicaid Website: <a href="http://www.state.nj.us/humanservices/dmahs/clients/medicaid/">http://www.state.nj.us/humanservices/dmahs/clients/medicaid/</a> Medicaid Phone: 609-631-2392 CHIP Website: <a href="http://www.njfamilycare.org/index.html">http://www.njfamilycare.org/index.html</a> CHIP Phone: 1-800-701-0710

<b>LOUISIANA – Medicaid</b> Website: <a href="http://www.lahipp.dhh.louisiana.gov">http://www.lahipp.dhh.louisiana.gov</a> Phone: 1-888-695-2447	<b>NEW YORK – Medicaid</b> Website: <a href="http://www.nyhealth.gov/health_care/medicaid/">http://www.nyhealth.gov/health_care/medicaid/</a> Phone: 1-800-541-2831
<b>MAINE – Medicaid</b> Website: <a href="http://www.maine.gov/dhhs/ofi/publicassistance/index.html">http://www.maine.gov/dhhs/ofi/publicassistance/index.html</a> Phone: 1-800-977-6740 TTY 1-800-977-6741	<b>NORTH CAROLINA – Medicaid</b> Website: <a href="http://www.ncdhhs.gov/dma">http://www.ncdhhs.gov/dma</a> Phone: 919-855-4100
<b>MASSACHUSETTS – Medicaid and CHIP</b> Website: <a href="http://www.mass.gov/MassHealth">http://www.mass.gov/MassHealth</a> Phone: 1-800-462-1120	<b>NORTH DAKOTA – Medicaid</b> Website: <a href="http://www.nd.gov/dhs/services/medicalserv/medicaid/">http://www.nd.gov/dhs/services/medicalserv/medicaid/</a> Phone: 1-800-755-2604
<b>MINNESOTA – Medicaid</b> Website: <a href="http://www.dhs.state.mn.us/">http://www.dhs.state.mn.us/</a> Click on Health Care, then Medical Assistance Phone: 1-800-657-3629	<b>UTAH – Medicaid and CHIP</b> Website: <a href="http://health.utah.gov/upp">http://health.utah.gov/upp</a> Phone: 1-866-435-7414
<b>MISSOURI – Medicaid</b> Website: <a href="http://www.dss.mo.gov/mhd/participants/pages/hipp.htm">http://www.dss.mo.gov/mhd/participants/pages/hipp.htm</a> Phone: 573-751-2005	<b>VERMONT – Medicaid</b> Website: <a href="http://www.greenmountaincare.org/">http://www.greenmountaincare.org/</a> Phone: 1-800-250-8427
<b>OKLAHOMA – Medicaid and CHIP</b> Website: <a href="http://www.insureoklahoma.org">http://www.insureoklahoma.org</a> Phone: 1-888-365-3742	<b>VIRGINIA – Medicaid and CHIP</b> Medicaid Website: <a href="http://www.dmas.virginia.gov/rcp-HIPP.htm">http://www.dmas.virginia.gov/rcp-HIPP.htm</a> Medicaid Phone: 1-800-432-5924 CHIP Website: <a href="http://www.famis.org/">http://www.famis.org/</a> CHIP Phone: 1-866-873-2647
<b>OREGON – Medicaid</b> Website: <a href="http://www.oregonhealthykids.gov">http://www.oregonhealthykids.gov</a> <a href="http://www.hijossaludablesoregon.gov">http://www.hijossaludablesoregon.gov</a> Phone: 1-800-699-9075	<b>WASHINGTON – Medicaid</b> Website: <a href="http://www.hca.wa.gov/medicaid/premiumpymt/pages/index.aspx">http://www.hca.wa.gov/medicaid/premiumpymt/pages/index.aspx</a> Phone: 1-800-562-3022 ext. 15473
<b>PENNSYLVANIA – Medicaid</b> Website: <a href="http://www.dpw.state.pa.us/hipp">http://www.dpw.state.pa.us/hipp</a> Phone: 1-800-692-7462	<b>WEST VIRGINIA – Medicaid</b> Website: <a href="http://www.dhhr.wv.gov/bms/">www.dhhr.wv.gov/bms/</a> Phone: 1-877-598-5820, HMS Third Party Liability
<b>RHODE ISLAND – Medicaid</b> Website: <a href="http://www.ohhs.ri.gov">www.ohhs.ri.gov</a> Phone: 401-462-5300	<b>WISCONSIN – Medicaid</b> Website: <a href="http://www.badgercareplus.org/pubs/p-10095.htm">http://www.badgercareplus.org/pubs/p-10095.htm</a> Phone: 1-800-362-3002
<b>SOUTH CAROLINA – Medicaid</b> Website: <a href="http://www.scdhhs.gov">http://www.scdhhs.gov</a> Phone: 1-888-549-0820	<b>WYOMING – Medicaid</b> Website: <a href="http://health.wyo.gov/healthcarefin/equalitycare">http://health.wyo.gov/healthcarefin/equalitycare</a> Phone: 307-777-7531
<b>SOUTH DAKOTA – Medicaid</b> Website: <a href="http://dss.sd.gov">http://dss.sd.gov</a> Phone: 1-888-828-0059	
<b>TEXAS – Medicaid</b> Website: <a href="https://www.gethipptexas.com/">https://www.gethipptexas.com/</a> Phone: 1-800-440-0493	

To see if any other states have added a premium assistance program since January 31, 2014, or for more information on special enrollment rights, contact either:

U.S. Department of Labor  
Employee Benefits Security Administration  
[www.dol.gov/ebsa](http://www.dol.gov/ebsa)  
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services  
Centers for Medicare & Medicaid Services  
[www.cms.hhs.gov](http://www.cms.hhs.gov)  
1-877-267-2323, Menu Option 4, Ext. 61565

OMB Control Number 1210-0137 (expires 10/31/2016)

## Family and Medical Leave Act Notice

### **Overview**

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**

Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

## **WOMEN'S HEALTH AND CANCER RIGHTS ACT**

### **The Federal law**

The Women's Health and Cancer Rights Act (WHCRA) helps protect many women with breast cancer who choose to have their breasts rebuilt (reconstructed) after a mastectomy. Mastectomy is surgery to remove all or part of the breast. This federal law requires most group insurance plans that cover mastectomies to also cover breast reconstruction. It was signed into law on October 21, 1998. The United States Departments of Labor and Health and Human Services oversee this law.

### **The WHCRA:**

- Applies to group health plans for plan years starting on or after October 1, 1998
- Applies to group health plans, health insurance companies, and HMOs, as long as the plan covers medical and surgical costs for mastectomy

### **Under the WHCRA, mastectomy benefits must cover:**

- Reconstruction of the breast that was removed by mastectomy
- Surgery and reconstruction of the other breast to make the breasts look symmetrical or balanced after mastectomy
- Any external breast prostheses (breast forms that fit into your bra) that are needed before or during the reconstruction
- Any physical complications at all stages of mastectomy, including lymphedema (fluid build-up in the arm and chest on the side of the surgery)





# New Health Insurance Marketplace Coverage Options and Your Health Insurance

Form Approved  
OMB N. 1210-0149  
(expires 1-31-2017)

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## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit\*.

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or Contact: [Tiffany Vollmer](mailto:Tiffany.Vollmer@DOL) at 620.441.5214 .

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

(\*An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.)

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

**Employer Name:** Cowley County Community College

**Employer Identification Number (EIN):** 48-0720889

**Employer Address:** 125 South Second St.

**Employer Phone Number:** 620.441.0430

**City:** Arkansas City

**State:** Kansas

**ZIP Code:** 67005

**Who can we contact about employee health coverage at this job?** Tiffany Vollmer

**Phone Number:** 620.441.5295

**Email Address:** [Tiffany.Vollmer@Cowley.edu](mailto:Tiffany.Vollmer@Cowley.edu)

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
  - ✓ All Full-time Employees, and part-time employees who work an average of 30 hours or more per week.
- With respect to dependents:
  - ✓ We do offer coverage. Eligible dependents are considered:
    - Spouse of full-time employee
    - All dependent children to age 26 of full-time employee
- This Coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, **HealthCare.gov** will guide you through the process. Here's the employer information you'll enter when you visit **HealthCare.gov** to find out if you can get a tax credit to lower your monthly premiums.

# **Employee 403(b) Plan Eligibility Notice**

Cowley College offers employees the opportunity to participate in the Cowley County Community College 403(b) Plan (will be referred to as “the Plan”). The opportunity for eligible employees to participate is on a voluntary basis.

The 403(b) Plan is a tax-sheltered annuity plan. The 403(b) plan allows employees to contribute some of their salary to the plan. There are significant tax advantages for participants in a 403(b), including pre-tax contributions and earnings on these amount are not taxed until they are distributed from the plan.

**Eligibility:** All Employees are eligible to participate in the Plan unless specifically excluded by the written plan (Students performing services at Cowley College are excluded from Plan eligibility).

**Contribution Limits:** The amount that may be contributed to the Plan is set by federal tax law. The limit set is an annual contribution limit. For the 2016 tax year, the contribution limits are:

- Basic salary contribution limit: \$18,000
- Additional Catch-up contribution (age 50+): \$6,000

**Withdrawals:** Federal law may allow employees to withdraw out of the plan when they:

- reach age 59 ½;
- sever from employment;
- become disabled
- die; or
- encounter a financial Hardship (special conditions apply).

**Approved Providers:** The following are a list of approved investment option providers under the Plan:

- American Fidelity Assurance: 888-662-1106
- Ameritas Investment Corp. 620-442-6757
- VOYA Financial: 860-580-3260
- Security Benefit: 800-888-2461

If you wish to participate in the Plan, contact Tiffany Vollmer at 620-441-5295.

**Plan Contact:** The College has contracted with AFPlanServ for selected plan administrative services. AFPlanServ provides the approval for salary reduction agreements, plan distributions and loans. All necessary forms can be found at [www.afplanserv.com](http://www.afplanserv.com) or by calling 1-866-560-6415. Additional documentation may be required. All required applications and documentation must be sent to **AFPlanServ** at: AFPlanServ, P.O. Box 269008, Oklahoma City, OK 73126-9008.

## **Questions:**

- Transaction approval: AFPlanServ Phone # 1-866-560-6415 or Fax # 1-866-578-0962
- Account Balances, Status of approved transactions, or investment option details: Contact your Investment Provider
- Changing your contribution amount: Contact your Investment Provider and Tiffany Vollmer at 620-441-5295