Employee Handbook Acknowledgment and Receipt

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.

(Non-Faculty): 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.

(Faculty): 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.

Faculty: I have received this handbook, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to the policies except when the subject of the policy is superseded by a provision in the Faculty Master Agreement or is included as a term and condition of professional service under the Kansas Professional Negotiations Act, K.S.A. 72-5413 et seq.

__________________________________   ______________________________________
Printed Name      Signature

__________________
Date
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Greetings Colleagues,

What a privilege we have to benefit from the thousands of Tiger Nation employees who have paved the way for us since 1922 so that we can enjoy serving at Cowley College, a premiere and nationally recognized community college. Thank you for your dedication to our central mission which is to provide opportunities for learning excellence, personal achievement, and community engagement. We value people, accountability, integrity, and leadership as hallmarks of our work ethic and above all, we are deeply committed to the success of our students. Cowley College has a rich tradition of innovation and strategic risk-taking so that we can always remain relevant and responsive to the ever-changing needs of our students, communities, and business partners. Again, thank you for investing your time, talent, and heart into the furtherance of the mission of Cowley College. You are our most prized resource...thank you for being part of the Cowley College Family.

GO TIGERS! . . . TOGETHER WE ROAR!

Dr. Dennis C. Rittle
President of Cowley College
Mission Statement

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

Cowley College Vision Statement

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

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.
Core Values

Cowley College is dedicated to the continual pursuit of excellence by embracing our core values, the fundamental principles that guide our actions: People, Accountability, Integrity and Leadership.

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.

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.

Integrity

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

1. Downtown Ctr
   Wichita KS

2. Mulvane Center
   Mulvane KS

3. Career & Tech Ed
   Mulvane KS

4. Winfield Center
   Winfield KS

5. Main Campus
   Arkansas City KS

6. Sumner Campus
   Wellington, KS
Arkansas City Main Campus

Although we are a two-year college, Cowley College’s main campus is like a university, but with that hometown, family feel. Cowley offers over 120 program pathways in the areas of: Natural Science, Mathematics & Computer Science; Humanities, Visual & Performing Arts; Business and Social Sciences; Career & Tech Education; and Health & Human Services.

Winfield Campus Allied Health Center

Winfield Campus is home to the Emergency Medical Services and Allied Health programs at Cowley College including Emergency Medical Services (EMT), paramedic (MICT), Critical Care Emergency Medical Transport (CCEMPT), CAN/CMA, pre-nursing, phlebotomy, long range adult care, medical transcription, and pre-athletic training. Our programs are nationally recognized with certification rates as high as 100% for our Paramedic, EMT and CNA graduates.

Mulvane Center

The Mulvane Center offers classes scheduled to accommodate working adults with face-to-face, online and hybrid offerings. The Mulvane campus main focus is on SEA (Science, Engineering and Academics) curriculum. The Mulvane Technical Education Center focus on certificates and associate’s degrees in Automotive Technology and Welding.

Wichita Downtown Center

The Wichita Downtown Center offers the following support services of Enrollment, Financial Aid, transcript requests, a computer lab and a bookstore. Hybrid courses offer the best of both worlds by combining face-to-face with online learning.
Wellington Campus

Cowley College’s newest campus features two state-of-the-art facilities: The Technology & Innovation Center and the Short General Education Building. Programs offered here include: Agricultural Studies (Farm & Ranch Development), Computer Science and Information Technology (App Development, App Development-Databases & Applications, Software, Security and Development Game Development, Information Security and Information Technology Foundations), and Manufacturing (Welding, Machine Tool and Mechatronics).

Cowley College Accreditation and Recognition

Cowley College 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) 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 Polices

At-Will Employment (Policy 109.00)

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 (Policy 128.00)**
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 (Policy 128.00)**

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 (Policy 128.00)**

Cowley College 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 620.441.5214. For full policy, refer to Administrative Affairs Policy 128.00.

**Personnel Records (Policy 121.00)**

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.
- A signed and acknowledged job description detailing the requirements and responsibilities of the employee’s position with the College.
- Signed acknowledgement for various College policies.
- 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 (Policy 114.00)**

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 April. 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 employee 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 (Policy 115.00)

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 onboarding 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.

Firearms on Campus (Policy 126.00)

As required by Kansas law (the Personal and Family Protection Act (“PFPA”)), concealed carry of handguns shall be permitted on college campuses, including all buildings and public areas of buildings owned or leased by the College that do not have adequate security measures, except if in specified restricted access areas within buildings. Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited on all College campuses. Nothing in this policy shall be read to prohibit the possession of weapons on College campuses (1) as necessary for the conduct of Board of Trustees approved academic programs or College approved activities or practices, (2) by College police or security officers or other law enforcement officers as defined by K.S.A. 75-7c22. Cowley College shall develop campus specific procedures for the safe possession, use, and storage of such weapons.

Per Cowley College’s Firearms Policy 126.00, beginning on July 1, 2017, any individual who is 21 years of age or older and who is not prohibited or disqualified by law and who is lawfully eligible to carry a concealed handgun in Kansas shall not
be precluded from doing so on College campuses, including all facilities owned or leased by the College, except in buildings and public areas of buildings for which adequate security measures are provided or, if not an employee of the College, in buildings or areas of buildings with restricted access. Open carry of firearms and possession of weapons other than concealed handguns shall be prohibited in all College facilities, with limited exceptions.

**BloodBorne Pathogens (Policy 184.00)**

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 Custodial Services Department operates the "Sharps Program" for the college by distributing properly labeled one gallon plastic containers to departments that need them. The Custodial Services Department will pick up the container and properly dispose of the sharp objects. At no time may sharps be discarded in the trash.

**Sensitive Information & Red Flag Rules (Policy 148.00)**

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: college, employee, student or vendor personal information, 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. (Policy 148.00).

Employee Code of Conduct (Policy 111.00)
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 (Policy 127.00)**


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 (Policy 125.00)**

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. Student violations are to be dealt with per Policy 403.00. Staff violations are to be dealt with per policy 111.00.

Attendance (Policy 163.00)

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 contact the supervisor at the scheduled starting time if he/she is to be absent from work or more than 15 minutes late.

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 who are out for medical reasons for three (3) consecutive days will be required to submit a return to work release from their attending physician.

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 (Policy 130.00)**

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 (Policy 137.00)**

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 (Policy 170.00)**

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

- No full-time 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 full-time employee shall provide direct supervision or have line staff authority over a direct supervisor of an immediate family member, who is also a full-time employee of the College. The College’s organizational chart shall be used to determine whether director supervision or line staff authority over a direct supervisor exists.

If two full-time employees become related during their employment at the College and such relationship violates paragraph 2 of this policy, it is the responsibility of the employees to notify the College of such a relationship. After notification, one of the employees will be given opportunity for full-time reassignment. In the event the reassignment opportunity is not available or accepted, within 120 days one of the employees must end full-time employment at the College.

The College will not employ any full-time employee who is an immediate family member of a member of the Board of Trustees or the President.

If any full-time employees become related to a member of the Board of Trustees or the President during their employment at the College and such relationship violates paragraph 4 of this policy it is the responsibility of the employee(s) to notify the College of such a relationship. After notification, the employee(s) will be given opportunity for full-time reassignment. In the event the reassignment opportunity is not available or accepted, within 120 days the employee(s) must end full-time employment at the College.

Paragraph 4 shall not apply to any Board of Trustee/immediate family member conflict which was in existence prior to October 20, 2014 as long as a break in Board service has not occurred. Re-election to the Board does not constitute a break in service.

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, sister/brother-in-law, and son/daughter-in-law

**Reporting of Fraud (Policy 134.00)**

This policy outlines the methods employed for reporting and investigation of suspected or actual fraudulent acts against Cowley 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 (Policy 136.00)**

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 (Policy 145.00)

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

• Animals used for teaching with prior approval of the Vice President of Academic Affairs.
• 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 not housebroken;
• The animal 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;
• The animal is out of control and the individual does not take effective action to control it;
• The animal would fundamentally alter the nature of a program or activity, or;
• The animal 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 (Policy 143.00)**

The purpose of all technology resources at Cowley 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 (Policy 149.00)**

Cowley College 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 149.00 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 (Policy 110.00)**

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 (Policy 141.00)**

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 Vice President of Information Technology 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 Vice President of Academic Affairs 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 Vice President of Academic Affairs or designee.
**College Vehicles (Policy 153.00)**

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. Policy 153 is implemented in process through Procedure FEP001.

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 (Policy 155.00)**

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 Vice President of Business & Finance
- 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 Vice President of Business & Finance.
• Approved request to be sent to Director of Facilities & Maintenance.
• Key to be logged in key inventory by Director of Facilities & Maintenance.
• Key to be issued to employee, who will be required to sign acknowledgment of receipt.
• Request to be approved by appropriate 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 are required to have direct deposit for the payment of their wages using 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. An employee does not have a financial institution for direct deposit purposes, the employee will be issued a pay card where wages are loaded onto it for usage like a debit card.

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 (Policy 120.00)**

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**

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.

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 College, regardless of the circumstances. Managers or supervisors violating this policy will be subject to discipline up to and including termination:

- Jury duty.
- Attendance as a witness.
- Temporary military leave.
- Absences caused by the employer.
- Absences caused by the operating requirements of the College.
- Partial day amounts other than those specifically discussed below.

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.

- Absences for personal reasons other than sickness or disability, including vacation leave (partial days must be paid).
- Absences of one or more full days due to sickness or disability.
• 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.
• 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.
• Unpaid disciplinary suspensions of one or more full days in accordance with Cowley County Community College's employee discipline procedures.
• 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.
• Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act (FMLA).

Benefits & Time Off

Fringe Benefits: Full-Time Employees (Policy 112.00)

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 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 $640 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 Benefits

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).

Holidays: Full-time employees will be granted twenty (20) paid holidays each year. For a listing of these paid holidays, please refer to the Academic Calendar online at www.cowley.edu.

Should a holiday fall on a weekend, the holiday may 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.

Professional Development Day: Each Fall and Spring semester, Cowley College closes its operations for one day each semester to educate our employee with information and topics designed professional growth and development. Attendance to these dates is mandatory for all full-time faculty
and staff.

Vacation Leave: (Full-Time, Non-Faculty Employees) (Policy 166.00)

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. Vacation time may be used in ½ hour increments.

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 (Policy 165.00)**

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 (½) 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) (Policy 129.00)**

Cowley 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.

**General Provisions**

Under this policy, the College grant up to 12 weeks (or up to 26 weeks of
military caregiver leave to care for a covered Service member 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.

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

- 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).
- 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.

**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:

- The birth of a child and the ability to care for the newborn.
- The placement of a child for adoption or foster care and to care for the newly placed child.
- To care for a spouse, child or parent with a serious health condition (as defined by the FMLA regulations).
- 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.
- 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.

- Military caregiver leave (also known as covered Service member leave) to care for an injured or ill Service member or veteran.

**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 Service member, 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.

**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.

**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.

**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.

**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 Service member 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.

**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.
Certification of Qualifying Exigency and/or Serious Injury or Illness of Covered Service member 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 Service member. 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.

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.

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 (Policy 117.00)

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.

 Ark City Clinic/Alliance Health Medical Group  
510 W. Radio Lane  
Arkansas City, KS 67005  
Phone: (620) 442-2100

 Wichita Clinic/Ascension Medical Group  
3311 E. Murdock St.  
Wichita, KS 67208  
Phone: (316) 689-9111

 Mulvane Family Medical Center  
1004 SE Louis Drive  
Mulvane, KS 67110  
316-777-0176

 Sumner County Family Care  
507 E. 16th St. #1  
Wellington, KS 67152  
620-326-3301

 Urgent Care of Cowley County  
1305 E. 19th Street  
Winfield, KS 67156  
620-705-5050

For a SERIOUS INJURY OR ILLNESS (or any treatment that should not wait until clinic hours the next day) seek emergency treatment at the nearest emergency medical center to you.

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.
Retirement Benefits

Kansas Public Employees Retirement System (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.

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 2019 tax year, the contribution limits are:

Basic salary contribution limit:  $19,000  
Additional Catch-up contribution (age 50+):  $6,000

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

**Amerprise Financial Services, Inc.**  
53800 Ameriprise Financial center  
Minneapolis, MN 55474  
David Ford  
612-671-5704  
Dave.ford@ampf.com

**ING Life Ins. And Annuity Company**  
PO Box 990065  
Hartford, CT 06199-0065  
Brian Murphy  
860-580-1651  
Brian.Murphy@us.ing.com

**Security Financial**  
PO Box 750560  
Topeka, KS 66675-0560  
Leasha Rutschman  
316-461-5063 p  
leasharutschman@ofgfinancial.com

**American Fidelity Assurance Company**  
P.O. Box 269008  
Oklahoma City, OK 73126-9008  
Nancy Steeber  
866-560-6415  
afplanserv@af-group.com

**Aspire Financial**  
4010 Boy Scout Blvd, Suite 500  
Tampa, FL 33607  
Mike Gottfried  
866-634-5873 p  
info@aspirefineserv.com

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**Medical/Dental, Voluntary and Employee Discounts**

**Health/Dental Insurance-Blue Cross Blue Shield of Kansas**

As a condition of employment at Cowley College, all full-time employees are required to enroll in single level medical and dental plans. The college provides each employee with a monthly benefit stipend of $640 each month towards the cost of the medical, dental and other Section
125 benefit option premiums.

Cowley College Health and Dental plans are through Blue Cross/Blue Shield (BC/BS). The College offers additional tiers of coverage for eligible family members: Employee+Child(ren), Employee+Spouse, and Family Coverage.

Our plan currently offers three options, which are detailed below: High Option, Low Option and a High Deductible Health Plan. Plans differ by premiums, deductibles, coinsurance amounts, and out-of-pocket maximums.

Dental insurance is also through BC/BS. All full-time employees are required to enroll in individual dental insurance. Dental insurance may be purchased for the employee’s eligible family members whether or not the family member(s) are covered on the employee’s health insurance through the College.

The BCBSKS website at 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.

Plan Year
Our Benefits Plan year runs from September 1st to August 31st each year.

Open Enrollment
August is our Open Enrollment period where employees can review and make changes to their plan selections. Elections made during this open enrollment period remain effective for 12 months unless you experience an IRS-approved “qualifying event”.

Qualifying Event
Examples of qualifying events include:
- Marriage or Divorce,
- Death,
- Birth or adoption of child,
- Change in employment status,
- Change in dependent eligibility status,
- Loss of or significant change to your current coverage, or
- Judgement decree or court order –
A qualifying event change must be made within 60 days from qualifying event to make the change.

**Deductible Year**
Our benefits deductibles run from September 1st to August 31st each year.

**Benefits Eligibility**
All full-time employees are eligible to receive medical and dental insurance the first of the month upon completion of 30 days of employment. If hired on the first of a given month, benefits will become effective on the first day of the coming month.

**Benefits at Termination**
Upon separation of employment, an employee’s elected medical and dental coverage will remain in effect until the last day of the month following the date of separation. A COBRA (Consolidated Omnibus Benefit Reconciliation Act) packet of information will be mailed to the employee’s address on file detailing continuation of coverage details.

**Telemedicine**
We offer all benefits-eligible employees access to a telemedicine option through BC/BS Telemedicine. This will provide employees and covered family members 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.

Telemedicine offers members 24/7/365 access to tele-health consults via phone (1-8447-SEE-DOCS) or secure video/audio connections — whenever they need it, from wherever they are. Telemedicine’s U.S. board-certified physicians can diagnose, recommend treatment, and write short-term, non DEA prescriptions, when appropriate. Cost for the Telemedicine services depends on your plan type office visit co-payment.

**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 for 2019 is $2,700 per calendar year. Use or Lose benefit.

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). Use or Lose benefit.

**Health Savings Account (HSA) — ONLY available with High Deductible Health Plans (HDHP)**

A health savings account (HSA) is an account that you can use to pay qualified medical expenses. An HSA is available to those participating on a Qualified High Deductible Health Plan. Individuals may contribute up to $3,500 per year or $7,000 for family. Those participants 55 years of age or older and not enrolled in Medicare can contribute an additional $1,000 “catch up” each year. Not a Use or Lose benefit.

**Employee Assistance Program**

Empac is an Employee Assistance Program (EAP) dedicated to providing excellent services and the members or their households. Empac’s employer sponsored services are designed for personal or family issues including mental health, substance abuse, marital problems, parenting challenges, emotional issues as well as financial and legal concerns. Empac offers up to 6 face to face visits per

Empac will make an appropriate referral based on the assessment. The benefit gives employees and their family members up to six sessions with an Empac counselor free of charge. EMPAC is available 24/7/365 and is completely confidential. **1-800-234-0630**

**Voluntary Insurance Plans**

Cowley College Employee Handbook
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. If interested in any of these voluntary benefits, please contact the Human Resources Department who can assist you.

- Vision Insurance
- Accident Insurance
- Cancer Insurance
- Short Term Disability Insurance
- Voluntary Term Life and Accidental Death & Dismemberment

**Tuition Scholarship/ Tuition Reimbursement (Policy 167.00)**

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 $4,700.00 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**

**Wellness Center (Ben Cleveland):** 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.

**Bookstore (Sid Regnier):** 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 (Brown Center):** 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). This is only for limited gigabyte plans only (not for unlimited plans).

**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.*

**Closing**

We are excited to have you as part of the Cowley College family. We look forward to your success and contribution in making Cowley the very best. Should you have any questions about anything contained in this Employee Handbook, please do not hesitate to contact the Human Resources Department. We wish you the very best! Again, welcome to our Cowley family!