

MORNINGSIDE COLLEGE'S MISSION & VISION PHILOSOPHY

The College is rooted in a strong church-related, liberal arts tradition with a curriculum embracing several professional and pre-professional programs of study in addition to broad curricula in the Arts, Humanities, Natural and Social Sciences. As a Liberal Arts College related to the United Methodist Church, the Christian tradition gives meaning to the tasks of teaching and learning. Thus, the academic and co-curricular programs of the College involve more than accumulation of knowledge and learning job skills. The process of education at Morningside assumes further that:

1. The world is an arena of personal freedom and social responsibility;
2. Education for life and career integrates the intellectual, moral, spiritual, physical, and cultural dimensions of human existence;
3. The acquisition of knowledge and skill is part of a larger commitment to the task of bringing about a more just and humane world;
4. Learning incorporates care for one's fellow human beings and for the natural environment.

STATEMENT OF MISSION

The Morningside College experience cultivates a passion for life-long learning and a dedication to ethical leadership and civic responsibility.

VISION STATEMENT

The College is a student-oriented participatory community, offering liberal arts curriculum combined with a diverse array of practical experiences. The goal is the development of the whole person through an emphasis on critical thinking, effective communication, cultural understanding, practical wisdom, and ethical action. The Morningside College graduate is equipped for both personal and professional success.

INTRODUCTION

This handbook has been prepared to help you understand the policies of Morningside College and acquaint you with your benefits, rights, privileges, and responsibilities as a member of the Morningside community. The following outline is to be used primarily as an administrative and staff tool to formalize the procedures for those responsible in directing the program. All personnel are eager to make your work at Morningside both pleasant and rewarding.

TITLES AND NAMES

The following is a current list of names of employees in the positions which are mentioned in this handbook. Updates will be provided as needed.

President of Morningside College Lewis Hall - 118. x5100	Mr. John C. Reynders
V.P. and Dean of the College Lewis Hall - 116. x5103	Dr. William Deeds
V.P. for Business and Finance Lewis Hall - 102. x5128	Mr. Ronald A. Jorgensen
V.P. of Student Services Lewis Hall - Student Services . . x5257	Ms. Terri Curry
V.P. for Institutional Advancement Lewis Hall - 120. x5260	Mr. Thomas M. Rice
Equal Employment Officer Lewis Hall - 102. x5128	Mr. Ronald A. Jorgensen
Director of HPER Scheduling HPER Center - 101 x5223	Ms Jessica Jones-Sitzmann
Director of Campus Security Olsen Student Center - Security Office x5234	Mr. Jim Cornelia
Director of Human Resources Lewis Hall - 103B x5114	Ms Cindy Welp
Payroll/Administrative Coordinator Lewis Hall - 102 x5142	Ms Missy Beck
Director of Physical Plant Maintenance Building x5116	Mr. Kirk Johnson
Custodial Supervisor Maintenance Building x5116	Mr. Larry Best
Dean of Students Lewis Hall - 219 x5426	Ms Robbie Rohlena
Dean for Advising Lewis Hall - 219 x5252	Ms Mary Leida
Tuition Exchange Liaison Officer Lewis Hall - Student Planning . . x5272	Ms Karen K. Gagnon

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I. GENERAL COMMENTS

ADMINISTRATIVE AND STAFF PERSONNEL POLICY HANDBOOK

This handbook (which is subject to revision from time to time) is not necessarily up-to-date at all times. Therefore, all employees must abide by the most recent policy decisions, even though they may not be printed in this handbook. Further, it should be stated that this is a summary and many of the items listed here are amplified and/or supplemented in the College catalog and by other documents prepared by the administration. Such changes may take effect whenever the administration makes its decision, and this may be before the handbook can be republished. Any changes in the handbook will be made known to you by administrative memo or handbook revision or other appropriate notices. Policies with the most recent revision date will be binding. In all cases, the most recent official statement of the College establishes the current binding policies; and since this handbook is not reprinted with every change of policy, you may have to check with your department supervisor as to the policy in force at the moment.

DEFINITION OF EMPLOYEES COVERED BY HANDBOOK

All employees other than faculty and students.

NONCONTRACT CLAUSE

THIS HANDBOOK AND THE BENEFITS AND POLICIES SET FORTH NO WAY CONFER ANY CONTRACTUAL BENEFITS TO THE EMPLOYEE. AS AN EMPLOYEE "AT WILL" YOU HAVE THE RIGHT TO END YOUR EMPLOYMENT WITH THE COLLEGE AT ANY TIME FOR ANY REASON. BY THE SAME TOKEN, THE COLLEGE HAS THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME FOR ANY REASON.

MORNINGSIDE COLLEGE ADMINISTRATIVE/STAFF COUNCIL

The Administrative/Staff Council was established to provide a forum for representatives of College Administrative/Staff personnel from all departments on campus to facilitate communication between the administration and employees.

It does not establish policy, replace other avenues of communication, nor does it resolve individual grievances but it is called upon to furnish staff input and recommendations on a matters which concern Administrative/ Staff employees at Morningside College.

ORIENTATION

Morningside College recognizes the importance of an informed employee and therefore has developed a 3-phase orientation program. As a new employee you will receive:

- **Human Resources Orientation:** Before you report to your department to begin work, you will receive an orientation by a Human Resources Representative. This orientation includes a general personnel policy orientation.
- **Payroll and Employee Benefits Orientation:** Next you will fill out various pay and payroll deduction forms. A representatives in the Payroll and Employee Benefits office will also provide information and forms for you to sign up for benefits such as health and life insurance for yourself and for eligible family members.
- **Departmental Orientation:** Your supervisor will discuss details relating to your specific key responsibilities and departmental policies. This orientation generally is completed on the day you report to your department.

MORNINGSIDE COLLEGE HUMAN RESOURCES

Human Resources functions to serve the best interests of both the employees and the College. The Vice President for Business and Finance and staff are responsible for implementing Human Resource Policies. They also handle recruiting, position classification, wage and salary administration, orientation, training, employee records, and employee relations.

If you need any information or counsel, members of the Human Resources staff are available to provide assistance. Contact Human Resources in Lewis Hall for assistance at 274-5114.

II. COLLEGE EMPLOYMENT

GENERAL

CONDITIONS OF EMPLOYMENT

Morningside College recognizes its legal and moral obligation to provide an environment in which an opportunity for employment is available to all qualified individuals without discrimination on the basis of age, sex, religion, creed, race, color, sexual orientation, disability, or national origin.

The College also commits itself to maintaining on a nondiscriminatory basis the conditions for continuing employment and for individual advancement within the job structure of the College.

As an employee of Morningside College, you will have the opportunity to contribute to the instructional, and research activities of the College.

Any employee or group of employees has the right, without discrimination or retaliation, to discuss with their supervisor(s) and/or the Vice president for Business and Finance the terms of their employment or working conditions .

Occasionally, the College, just as any other large organization, has to make decisions without prior consultation with its employees.

The College must, therefore, maintain exclusive discretion to exercise the customary functions of management including, but not limited to, the discretion to select, hire, promote, transfer, demote, suspend, dismiss, assign, supervise, and discipline employees; to determine the work schedule; to determine the sizes of and composition of the work force; to establish, change and abolish policies, procedures, rules and regulations; to determine and modify job descriptions and job classifications; to assign responsibilities to employees, and to establish and change salary and wage rates in accordance with needs and requirements determined by the College.

Responsibility for administration of the policies and rules herein set forth is delegated by the President to the Vice President for Business and Finance.

EMPLOYEE STATUS CATEGORIES

Employment status will be established at the time of employment as follows:

- I. Full-Time
Employees who are regularly scheduled to work an average of 36 hours or more per week.
- II. Part-Time Employees who are regularly scheduled to work less than 36 hours but greater than or equal to 20 hours per week.
- III. Casual Part-Time
Employees who are regularly scheduled to work an average of less than 20 hours per week.
- IV. Temporary Employees
Employees who are specifically hired for a limited period of time and less than 1,000 hours per year.

Casual part-time and temporary employees are not eligible for fringe benefits.

EMPLOYEE CLASSIFICATIONS

Administrative Employee

Employees who are exempt from minimum wage and overtime requirements of the Fair Labor Standards Act.

“A Test for Exemption” form must be completed and returned to Human Resources for a new employee to be considered an administrative employee. This shall also be done anytime an existing staff level employee is changed to an administrative level.

Staff Employee

Employees who work in non-exempt jobs as defined under the Fair Labor Standards Act, and qualify to receive time-and-a-half for all time worked during the week which is in excess of 40 hours.

EMPLOYMENT RECRUITING PROCEDURES

Whenever an opening occurs within any department, the Human Resource Office needs to be notified. Once notification has been received the College’s Administrative and Staff Employment Procedures Policy will be followed. A copy can be requested from Human Resources.

INTERIM APPOINTMENTS

In order to promptly cover vacancies in a department's senior supervisory positions, and pending recruitment and selection efforts, it is occasionally necessary to give subordinate employees acting or interim appointments. Acting/interim appointments may be for a specific term or on a month-by-month basis. Employees who are given an appointment to a higher pay level may receive a temporary increase in compensation for the newly assigned responsibilities. When the acting/interim period is completed, the salary adjustment will be removed. These administrative appointments will be approved by the respective Vice President. Any salary adjustment of current salary for acting/interim appointments will require the approval of the President. Typically, interim appointments will not extend beyond six months in length.

EMPLOYMENT ELIGIBILITY VERIFICATION

Form (I-9) The Immigration Reform and Control Act requires that all newly employed individuals provide documents that establish identity and employment eligibility and complete an I-9 form. The College will employ only U.S. citizens and aliens authorized to work in the United States. Failure to comply with the provisions of the act will result in immediate termination of employment.

WORKING HOURS

Regular College office hours are 8:00 a.m. to 5 p.m., Monday through Friday. These times may vary depending on your departmental schedule or your position.

It may be necessary for you to work outside your normal schedule because of emergency situations. If you have any questions concerning your work schedule, please direct them to your department supervisor.

You might occasionally be required to work more than 40 hours in a week. The additional hours you work over 40 hours would be overtime work, and you will receive overtime pay, unless you are in a position which is exempt from overtime.

Overtime must be approved in advance by your supervisor.

ATTENDANCE AND LATENESS

We expect each of our employees to report to work on time and continue to work until the end of each work-day. An unsatisfactory attendance record, frequent lateness, and long breaks may be cause for disciplinary action up to and including termination. Your attendance record can also be a significant factor in evaluating you for raises and promotions. When you are going to miss work or be late it is required that you notify your supervisor as soon as possible stating your reasons for missing work or being late. Failure to call in for three or more days in a row may make you subject to termination.

WORK WEEK

The College work-week runs from Sunday through Saturday.

LENGTH OF SERVICE

Your Length of Service is the period of continuous employment since the first date you started at Morningside College. Length of Service is a primary factor in deciding some benefit levels. A former employee re-employed after a break in service, of not more than five years, shall be given credit for previous service with the College for purposes of determining service awards.

The amount of credit depends on the type of benefit and the length of the break in service. Please refer to the specific benefit area in the handbook for more details.

EMPLOYMENT AND TERMINATION DATES

Employment Date

The employment date for a new employee is the first date on which that employee works. Holidays are not considered to be scheduled working days.

Termination Date

The termination date for an employee is the last date on which that employee works. Holidays are not considered to be scheduled working days.

CALL - BACK WORKTIME

Employees who are called back to work outside their regular schedule are guaranteed at least two hours of work (unless they are exempt from overtime). This does not apply when an employee still at work is asked to continue working past the normal quitting time.

WORK BREAKS

If your work situation permits, your supervisor may authorize two 15-minute breaks, one in mid-morning and one in mid-afternoon. During the break period you may leave your work area if you have the approval of your supervisor. Where it is necessary to have someone on duty at all times, care should be taken to see that your work assignments are covered. The needs of the job must be met first, and in some cases breaks are not possible. You may not forego breaks to accumulate extra time off in the future.

LOST AND FOUND

Any items lost or found should be reported to the cashier's window at the Business Office in Lewis Hall.

III. SALARY ADMINISTRATION

JOB ASSIGNMENT & DESCRIPTION

The person who will be your supervisor will explain the exact nature of the job to which you will be assigned. The duties, responsibilities, and opportunities connected with that particular position will be carefully explained to you so that subsequent misunderstandings will be minimized. If you are reading this handbook as a prospective employee, we suggest that you study it thoroughly before accepting employment with Morningside College.

Although you will be given a job description of your position, additional duties not included in the job description may be assigned. It is the nature of a college environment that various jobs have periods during which the work load comes to a peak. Hence, it is in the best interest of the institution to keep the job descriptions fairly broad. Even though a certain area of work has been designated as your responsibility, it is expected that you will willingly accept such other duties that may from time to time be assigned to you when the need arises. Also, other persons may be asked to help you when your work- load is temporarily heavy.

SALARY PLAN OBJECTIVES

In order to attract, retain, and motivate well-qualified employees, the objectives of the College's salary administration program are to:

- a) Set salaries that are equitable among all employees considering each individual's responsibilities; knowledge, skills, abilities; and performance in the work place.
- b) Set salary ranges for all jobs which in the aggregate are as near competitive with salaries paid for like jobs by other employers in appropriate geographic areas to the extent permitted by available funds.
- c) Ensure that salary decisions provide equity across all employee subgroups identified by age, sex, religion, creed, race, color, sexual orientation, disability, or national origin.

The pay of individual employees will be based on one or more of the following: pay structure, job evaluations, position classifications, and the compensable characteristics that the individual brings to the job as described in this section. All employee salary decisions must be approved in advance by the President.

SALARY

Your beginning salary will be discussed with you at the time you are offered employment. The rate shall be based on the responsibilities associated with the job and your qualifications to meet these responsibilities.

Since the College operates under a restrictive budget, it is difficult to match those offered in private industry in certain job classifications. Subsequent salary adjustments may be made as follows:

- Straight percentage - such as cost of living.
- Merit as evidenced by your work and attitude during the previous year.
- Promotion

PAYDAY

You will be paid on the last working day of the month. Deductions that will be made from your check include those required by the Federal Government and State of Iowa for income withholding and for Social Security and Medicare. All other college sponsored programs will be withheld upon appropriate authorization by the employee. When payday falls on a weekend or holiday payment will be made on the last working day preceding the weekend or holiday.

AUTOMATIC PAYROLL DEPOSIT

All employees are required to use automatic payroll deposit. A form must be completed in the Payroll Office which requires a voided check(s) of the bank(s) where funds will be deposited. Anytime a change in bank(s) or account(s) is made, the Payroll Office must be notified in advance.

OVERTIME PAY

As a nonexempt employee, you are subject to working time records and overtime payments at one and one-half time your normal rate of pay.

During peak workloads or emergencies, it may be necessary for your supervisor to request that you work overtime. The standard workweek is 40 hours for employees who are non-exempt under the Fair Labor Standards Act. You may not work more than 40 hours a week unless prior approval has been given by your supervisor. Employees who come under the Fair Labor Standards Act will be paid at one-and-one-half times their standard pay rate for each hour of authorized overtime work.

PAYMENT TO EMPLOYEES FOR OTHER SERVICES PREFORMED

It is the policy of Morningside College that all payments to Morningside College employees for other services preformed be classified as "other compensation" and included on the employee's regular paycheck. The only exception would be if the employee had an established business that they were performing these services from.

TIME CARD PROCEDURE

Your supervisor will explain the time card procedure used in your department. Please follow this procedure carefully. In no case should you punch another employee's time card or make entries on another employee's time sheet. Forging or falsifying these documents as well as other College records is a serious offense that will result in serious disciplinary action including possible termination.

IV. EMPLOYEE RELATIONS

JOB POSTING

All Administrative/Staff job vacancies are posted on a bulletin board outside the Business Office in Lewis Hall. Employees are also notified by E-mail when openings occur. You may telephone the Job-line at 274-5553 to receive a pre-recorded listing of available job openings. This service operates 24 hours a day, 7 days a week. You may also check the College's web site. If the department with the opening is promoting an employee internally, no posting will be required. These notices are posted for five (5) working days to allow employees the opportunity to apply.

If you see a posted position that interests you, contact Human Resources. They will discuss the job requirements and answer any questions you may have.

EMPLOYMENT OF FAMILY MEMBERS

A family member includes those persons related by blood, marriage or co-habitation, or by other close personal or dating relationships. It is contrary to College policy to permit a member of a family to work under the direct supervision of a family member. This policy also applies when supervisors marry or establish close personal or dating relationships with employees in their department.

Exception to this policy will be granted only upon prior written approval by the President.

PERFORMANCE APPRAISALS

The key to moving ahead in any job is performance. One way we help you is by providing periodic performance appraisals. Your performance appraisal communicates areas that you are performing well and areas that require improvement. Copies of the completed performance appraisal will be given to each employee after final signatures. As an on-going process, your performance appraisals go into your personnel file after you have read, discussed, and signed them. This serves to document your future plans and past performance. It is important that you discuss and understand all parts of your appraisal before it goes into your file. Performance appraisals are done annually usually at the end of the College's fiscal year.

PROMOTIONS AND TRANSFERS

A promotion is any personnel action resulting in the movement of an employee to a job requiring greater skills and job responsibilities. This new position will also result in a higher salary range and generally an increase in pay. Employees are eligible to be considered for positions which represent promotional opportunities for them outside their current work department as they become available once they have completed one year of service in their current work department.

Employees may apply for promotional opportunities within their department. Positions are filled through a competitive process and may include external as well as internal searches. Current job performance and compliance with College work rules are given great consideration in making the selection decision.

Promotion also may occur as the result of reclassification in connection with progression through designated job families or restructuring of a department's organization and/or job assignment changes. Reclassifications are initiated by the department supervisor and require the approval of the President.

A transfer is the movement of an employee from one position to another position without a change in salary. Transfer actions are not considered eligible for pay increases. An employee may apply for positions which represent lateral transfers through the above referenced competitive process. Transfers may also be initiated by department supervisors in compliance with College policies and procedures.

DEMOTION

A demotion is the movement of an employee to a position in a lower pay level or lower rank.

An employee may be demoted when the employee's position is reclassified to a lower level job, or the employee is reassigned to a lower level job. Demotion may be initiated by the supervisor to meet the operational needs of the department; requested by the employee; or made as a result of application by the employee for consideration of an open vacancy. For demotions initiated for operational reasons, the College will attempt to find reasonable alternatives for consideration by the employee.

RESIGNATION

College Administrative/Staff employees may resign by submitting their resignation in writing to their immediate supervisor. A copy of the written resignation must be forwarded to Human Resources for inclusion in the employee's personnel file.

LAYOFF

The College may adjust the size and configuration of the work force as the need dictates. The President and/or a Vice President of the College is responsible for determining when it is necessary to effect a layoff in their respective area. Employees affected by a work force reduction, job abolition or reorganization will be notified at least 30 days in advance. The College reserves the right to deviate from this timeline based on the sensitivity of the position.

DISCIPLINARY PROCEDURES

ACTIONS WHICH RESULT IN EMPLOYEE DISCIPLINE

Good working relationships require everyone to meet their responsibilities to the College, themselves, and the people with whom they work. At all times employees are expected to meet the College's standards for work performance and business conduct and to follow the policies and procedures covered in this handbook.

From time to time, it may become necessary to counsel or discipline employees who for one reason or another fail to observe their goals. The College shall have the right to discipline or summarily discharge an employee at any time for any reason. Each case shall be evaluated on its own set of circumstances. The following examples can result in disciplinary action including possible discharge. It is important to note that this list is not all-inclusive.

- a. Interfering with rights or privileges of other employees.
- b. Violating College Policies.
- c. Changing or otherwise falsifying, or forging any College records, permits, time cards, licenses, certifications, passes, or approving signatures thereon.
- d. Indulging in grossly offensive, obscene, or immoral conduct.
- e. Deliberately restricting production output and/or College operations, or concealing defective work.
- f. Stealing or misappropriating College property or property belonging to others.
- g. Intentionally defacing or damaging College property or the property of others.
- h. Fighting on College property or creating disturbances that adversely affect morale, production, studies, or discipline.
- i. Sleeping while on duty during working hours.
- j. Continually or intentionally disregarding any appropriate departmental or College rules.
- k. Reporting to work under the influence of intoxicants, narcotics, or drugs.
- l. Refusing to obey reasonable and necessary orders or job assignments or using abusive or threatening language.
- m. Indulging in horseplay or malicious mischief in any form.
- n. Smoking in nonsmoking areas or disregarding any College security or fire regulation.
- o. Leaving College premises prior to the end of any normal work period without prior notice or approval.
- p. Failing to return to work at the end of an authorized leave period.
- q. Habitual absences or tardiness from scheduled work.
- r. Continually disregarding normal safe work practices.
- s. Contributing to poor housekeeping or unsanitary conditions.
- t. Distracting or annoying other employees while they are performing assigned duties.
- u. Abusing sick leave policies.
- v. Failing to notify your supervisor each day of any absence or tardiness from scheduled work.
- w. Disclosing confidential information.
- x. Poor job performance.
- y. Any other actions, not listed above, but considered by the College in its sole discretion as constituting misconduct, insubordination, gross negligence, or gross disregard of employee's obligation to the College.

The college reserves the right to decide in its sole discretion the form of discipline to take in each case. Such discipline may include, but not be limited to, reprimand, suspension (with or without pay) and termination. Your employment can be terminated at any time at the will of either the college or yourself.

OTHER CONDUCT RULES

Confidential Nature of College Business

Discussing any confidential matters with anyone outside the College (or with unauthorized College employees) is strictly prohibited.

College business is just that, and not a subject for outside conversation. The business which crosses your desk or information that becomes available to you through your work on campus, no matter how interesting, should be kept from your social conversation. Every negotiation between the College and its clientele is confidential and is never to be discussed with or disclosed to anyone except authorized personnel. Improper handling of information can result in loss of business and/or can leave the College open to serious charges.

Code Of Ethics

The College has established a written Code of Ethics that each administrative/staff employee is expected to abide by. The Code of Ethics statement is located at the end of this handbook.

Personal Telephone Calls

College facilities must be available for business use at all times. Therefore, personal calls should be made only when absolutely necessary, and conversation should be as brief as possible. If an emergency arises and it is necessary for you to place a long-distance or toll call while at work you must have the call charged to your home telephone or reverse the charges.

Official Communication with the Public

The Board of Directors and the Administration have designated certain individuals to speak and write officially for the College. Hence, to keep the lines and facts straight, we request that you refrain from presenting yourself as a spokesperson for the College on educational and other policy matters.

College Postage Meter

The use of the College's postage meter or postage stamps for personal reasons is strictly forbidden.

College Stationery

The writing of personal letters on College stationery is prohibited. The sending of personal letters, payment of bills, and so on in College envelopes is prohibited.

Use of Leased Aircraft by College Personnel

All College personnel are prohibited from operating or using leased or chartered aircraft by or on behalf of Morningside College for any educational activity or business purposes.

Keys

It is highly essential that close control be maintained over all keys so that they do not fall into unauthorized hands. You will be provided the necessary keys by the Maintenance Department upon recommendation of your respective Vice President. Do not let them out of your possession. Never have your key or anyone else's duplicated.

Ordering Merchandise

Ordering personal merchandise and using the College's name in the order process is strictly prohibited.

COLLEGE STAFF GRIEVANCE PROCEDURES

In the day-to-day operation of your area or department, problems, misunderstandings, and difficulties sometimes occur. While consideration, cooperation and common sense can solve most of these situations, a few require special attention.

The College has established a formal grievance procedure for handling the wide variety of problems or inequities that inevitably occur. If you believe you have a legitimate complaint, you should discuss it with your supervisor. If that does not prove satisfactory to you, the normal procedure is then to go to your department head and next to the Vice President for Business and Finance.

Definition & General Provisions - A grievance is hereby defined as a problem or concern by an employee alleging that he or she has been treated wrongly in regards to the interpretation, application, or violation of a College policy and/or procedure.

When an employee is disciplined by his or her supervisor including oral and written reprimands, the employee should be informed of the specific reasons for the action and be advised of his or her right of appeal utilizing the College Grievance Procedure.

Temporary employees are excluded from filing formal grievances. An exception for these employees may be a claim that is filed for pay inequities or for claims based on discrimination in regard to age, sex, religion, creed, race, color, sexual orientation, disability, or national origin.

Morningside College's grievance procedure is not a legal proceeding where the presence of legal counsel is required, therefore, legal counsel will not be permitted to participate in any grievance proceeding.

Policy Statement - It is the policy of Morningside College to insure that its employees have a right to file what they feel to be a legitimate grievance and to follow the formal procedure through the appeal process, if necessary, without fear of censure or reprisal.

Statute of Limitations - For the purpose of this policy a grievance must be filed within thirty (30) working days of the occurrence of the complaint, unless the complaint is proven to be of a continuing nature.

Procedures

Step I - The employee must discuss the situation with his or her immediate supervisor within thirty (30) working days from the date of the event(s) giving rise to the grievance. The supervisor will have six (6) working days within which to answer the grievance. If the employee is not satisfied with the supervisor's answer to the grievance, he or she can appeal the grievance within five (5) working days to Step II. Morningside College urges that both the supervisor and the employee make a genuine effort to resolve their differences at Step I of the grievance process. Grievances related to suspension, dismissal or impasse between the supervisor and employee may be filed at Step II of the procedures, bypassing Step I.

Step II - If a mutually satisfactory agreement is not reached at Step I, the aggrieved employee may submit a formal grievance in written form to his or her Department or Division head within five (5) working days from the date of the supervisor's answer in Step I. The employee may request a full time employee or any other person of his or her choosing to assist in the preparation and presentation of his or her grievance at this or any higher appeal level (only one person will be able to assist in the actual grievance presentation). The supervisor may also choose to have one (1) person to assist him or her in the presentation of a grievance at a hearing. The written grievance will contain all the pertinent facts on which it is based to include: the identity of the grievant (name of the person who is filing the grievance); the date and approximate time and location of the occurrence of the incident; the specific policy, rule, or regulation involved; and the remedy or correction sought by the employee. A copy of the grievance will be submitted immediately to the Vice President for Business and Finance or his or her representative for the grievance to be officially documented. The appropriate Department or Division head after receiving the written grievance will arrange a meeting with all involved parties to discuss the grievance. The Department or Division head will answer the employee, in writing, regarding his or her decision within five (5) working days after the meeting with a copy sent to Human Resources. If the employee is not satisfied with the response to the grievance, the grievance may be appealed to Step III.

Step III - If the grievance is not satisfactorily resolved at Step II of the grievance procedure the employee can appeal the grievance within five (5) working days of the receipt of his or her response from the appropriate Department or Division head. This appeal will be made to the Vice President for Business and Finance who will advise both the employee and the supervisor that a fact finding committee made up of College employees, will be formed to evaluate the grievance and make a decision as to the validity of the grievance. Committee members will not include employees from the grievant's or supervisor's division. The committee will include one (1) member selected by the employee, and one member selected by the supervisor, the third selected and mutually agreed upon by the two (2) members previously selected by the supervisor and the employee. This third committee member will serve as chairperson of the committee. The committee will have ten (10) working days after its formation to study the case and render its decision to the Vice President for Business and Finance. The committee's decision must be in compliance with College rules, regulations, procedures and federal and state laws governing employees. The Vice President for Business and Finance will advise both parties of the committee's decision.

Step IV - Should the Committee's decision not resolve the grievance, the grievant may appeal the decision within seven (7) working days to the President. The President, or his or her representative will review the written reports, provide a hearing to the participants and within ten (10) working days render a decision. This decision will be final and binding on all parties.

TERMINATION

Reasons for Termination of Employment

To assure orderly operations, high standards of performance, and to conduct and provide the best possible work environment, Morningside College expects employees to conduct themselves in a manner that will protect and enhance the interests and safety of all employees, students, and the College. Disciplinary action, including suspension or termination of employment, may be taken for any reason not prohibited by law. For examples of such reasons see section IV.I. Since it is not possible to list all forms of behavior that are considered unacceptable in the work place, common sense, honesty, and good judgment should always prevail.

Infractions not mentioned in this handbook may also bring disciplinary action if such actions appear warranted. **All employees are employed by the College at the mutual consent of the employer and the employee. Either may terminate this relationship at any time, with or without cause (unlawful reason excepted).**

Notice of Termination and Compensation

In the event of retrenchment and/or abolition of a position because of lack of work or other reasons outside of the employee's control, the employee will receive pay and benefits as outlined in the College's layoff severance policy. The employee will also be compensated for any unused vacation accrued to the date of termination. The College will not be liable for any accrued sick days.

In case of voluntary resignation, a staff employee is required to give 14 days advance notice, and an administrative employee is required to give 30 days advance notice. Compensation for unused vacation will not be given in the event you give a notice of less than the days just noted and you agree that no accrued vacation benefits are due to you under chapter 91 A of the Iowa Code for less than timely notice.

In the case of an involuntary termination for cause, the College will not be liable for any additional benefits or compensation past the date of termination (including unused vacation).

Termination Procedure

When an employee terminates voluntarily or involuntarily, an appointment must be scheduled with the Human Resource Office to take care of the following applicable items.

- Written Notice of Resignation (voluntary termination)
- Turn in Employee Handbook
- Turn in Staff ID Card and Keys
- Turn in Parking Permit(s)
- Turn in Telephone Credit Card(s)
- Turn in Gas Credit Card(s)
- Complete College Automobile Mileage Form
- Pay Any outstanding Balances Due the College
- Elect Health Insurance Participation
- Settle Flex Account Balance
- Provide Forwarding Address
- Complete Exit Interview

V. EMPLOYEE BENEFITS

Morningside College is pleased to provide the following benefits for the greater financial security of our eligible employees and their families.

The following information outlines the principle provisions of the benefits listed below and is not intended to be a comprehensive description of each plan. For further information or explanation on any of these plans, contact the Human Resource Office.

Morningside College maintains these programs for the exclusive benefit of its employees. The College presently plans to maintain these programs for an indefinite period of time, although the College reserves the right to amend or terminate such programs in the future. Appropriate written plan documents shall be made available to employees for inspection or copy, upon reasonable request.

EDUCATIONAL BENEFITS

Human Resource Development for employees is essential to the improvement and efficiency of College service functions. The College has an obligation to provide training and development offerings which stress improved organizational effectiveness and productivity, plus acquisition of skills, knowledge and abilities required for work related success, individual growth, and career development. The College is committed to effective utilization of human resources.

The College encourages its employees to continue their education and as a result offers the following tuition rebate programs along with other internally developed educational programs.

TUITION REBATES

Tuition rebates have been established to encourage College employees to continue their education and to help with the education of their families. The purpose of the tuition rebate is to provide a direct benefit to employees and not to other persons. All Full-time applicants must meet College entrance requirements and maintain satisfactory academic progress. Any officially enrolled employee / spouse / dependent will be eligible for this tuition rebate benefit as noted below.

All employees

Before receiving any rebates under this section, the student and his or her parents must exhaust all other sources of private, state and federal financial aid (grants, scholarships, etc.) and all such persons must make proper application for such other sources of aid through the office of Student Financial Planning. This would include all employees and/or spouse/dependents completing a FAFSA application. It should be recognized that each individual's situation may differ as far as qualifying for financial aid so it is highly recommended that you visit with Student Financial Planning about your individual situation. Financial aid will be determined with and without the rebate. Students will be awarded the better of the two packages. State grant funds will not be replaced by the rebate if the student is considered ineligible by the state due to incomplete paperwork or late filing.

Children and the spouse of an employee who dies or becomes permanently disabled within the meaning of the Social Security Act, while employed at Morningside College, after at least three years of continuous employment, are entitled to receive the benefits they would be eligible for if the employee had lived or not become disabled. This policy does not apply to dependents of retired employees.

Employees may not attend classes during their regularly scheduled working hours without supervisor approval.

All tuition rebate benefits automatically cease upon an employee's separation from employment with the College.

Application Procedures

Appropriate forms for requesting an employee rebate must be signed and received by the Office of Student Financial Planning by the last day to register for classes in order for the aid to be credited to the student account. Employee rebates may not be combined with any other institutional aid.

Full-Time Employee and Spouse / Dependents

A full-time employee and spouse / dependents may receive a one-half tuition rebate for undergraduate or graduate credit during the employee's first three years of full-time employment. After the employee begins the fourth year of full-time employment they will be eligible to receive a full-tuition rebate.

Dependent Children -- (natural or legally adopted)

Dependent children of full-time employees shall be eligible to receive a one-half tuition rebate during the parent's first three years of full-time employment at Morningside College. After the employee begins the fourth year of full-time employment at Morningside, dependent children shall be eligible to receive a full-tuition rebate until they reach 25 years of age. The College policy prohibiting multiple institutional awards will apply in all cases.

Part-time Employee and Spouse / Dependents

Part-time employees (working at least 20 hours a week) and spouses / dependents may receive a one-half tuition rebate for undergraduate or graduate credit.

TUITION EXCHANGE PROGRAMS

Morningside College is a member of two student exchange programs: Tuition Exchange, Inc. and Council of Independent College (CIC) Tuition Exchange. These programs provide full-time employees who meet full-tuition rebate criteria, the opportunity to have their dependent children attend college at one of the member institutions. Program information, participating institutions, and application forms are available from the Tuition Exchange Liaison Officer in the Student Financial Planning Office.

Openings for the exchange programs are limited. A written application will be accepted beginning September 1 of the student's senior year in high school.

Tuition Exchange, Inc.

- * Application deadline is December 1.

- * If exports are limited, participants will be selected on a first-come, first-served basis except that those with the greater total number of years service to Morningside College will have preference.

CIC Tuition Exchange:

- * Application deadline is October 15. EMPLOYEES ARE ADVISED THAT THE OCTOBER 15 DEADLINE IS AN INTERNAL DEADLINE. IT IS TO THE EMPLOYEE'S ADVANTAGE TO APPLY FOR ADMISSION TO THE COLLEGE OF CHOICE AND PROGRAM PARTICIPATION AS EARLY AS POSSIBLE.

- * If more than one employee is requesting exchange to a specific college, participants will be selected based on the number of years of full-time service at Morningside College.

- * Employees may apply for participation after October 15. Employees applying to the same college after October 15, will be certified on a first-come, first-served basis.

- * Employees may indicate preference for three colleges. In the event that more than one employee is applying for participation to the same college, only the college selected as the first choice will be certified.

EMPLOYEE ON-THE-JOB TRAINING

Every effort is made to train each employee to do his/her job effectively. This is an on-going process at the College. Employees will be trained through various methods:

- Supervisor
- Colleagues
- Seminars - In-house and off campus
- One's own initiative

IN-SERVICE TRAINING PROGRAM

Human Resources will initiate or assist in the development of noncredit programs of in-service training for College employees. The development of specific training programs will be a cooperative effort of Human Resources, faculty members, and staff employees. Employees will attend in-service training programs after obtaining approval from their department supervisor. Assignment to these training sessions will be made by the Human Resource Office after considering class size, time and place of meeting, and the benefits to be derived by the College having that employee receive such training.

1. In-service training courses may be offered during regular working hours, outside of working hours or a combination of both, depending upon the nature and purpose of the course.
2. The time spent by employees in the training programs will be considered as part of the regular work schedule.

Although satisfactory completion of course work or in-service training may result in qualification for a higher classification or promotion such actions are not automatic. Reclassification or promotion must conform to the College policies governing such actions.

TAKING CLASSES AT OTHER EDUCATIONAL INSTITUTIONS

At times employees desire to take classes at other educational institutions to obtain a degree not offered by Morningside College. If a particular course is available through Morningside College the employee must take it through the College. Upon approval by the President and/or a Vice President the employee may be reimbursed for a portion of the tuition fee for classes taken off-campus.

VI. TIME-OFF BENEFITS

SHORT TERM DISABILITY LEAVE POLICY

Full-time employees who are medically disabled and unable to perform their duties due to a non-occupational illness or injury may be eligible for up to six months of paid leave and benefits. With the exception of five (5) days, all annual vacation allowances and accrued sick days must be used before salary continuation payments will be made to the eligible employee. Sick leave will continue to accrue during the disability period.

Qualification for paid leave and benefits under this policy is subject to medical certification by a licensed physician. Morningside may require a second medical opinion at the College's expense. The College may also require further medical certifications during the claimed period of disability at the employee's expense. Under this policy an employee may be allowed to take up to six-months of disability within a 12-month period.

Employees with anticipated disabilities should promptly notify the College of the anticipated date of disability in order to plan staffing during the disability leave.

The College will pay for salary and benefits continuation pursuant to the short-term disability policy. The employee during the disability leave must pay any employee-required contribution to benefits.

All full-time administrative and staff employees with the College are eligible for salary continuation under the short-term disability leave policy after one year of service with the College. Faculty members are exempt from the one year of service requirement due to the unique nature of their association with the College prior to their starting date. Compensation during the disability period will be as follows: After the eligible employee has used up all but five (5) days of his/her vacation and sick days the employee will continue to be paid at 100% of his/her base compensation for the next 8 weeks. After that period the employee will be paid at 60% of their base compensation level for the remainder of the short-term disability period.

If an employee is unable to work due to disability for more than six consecutive months, he/she may be eligible for long-term disability benefits under the College's Group Long-Term Disability Plan.

Disability Leave Due to Childbearing

Periods of disability related to pregnancy and/or childbirth are treated like any other short-term disability.

Once the College is notified of the employee's pregnancy, the College will request an indication of when the employee expects to go on disability leave in order to plan staffing during the leave.

SICK LEAVE

All full-time employees are entitled to ½ day per month sick leave, or a total of six days for the year. Part-time employees are entitled to ¼ day per month sick leave, or a total of three days for the year. If all of this sick leave is not used in any one year, it may be accumulated for illness purposes up to a total of 18 working days. Sick leave may only be used for illness of the employee and not for time in connection with sickness of members of the employee's family. Personal days or vacation time must be used for this purpose. At termination of service, the employee shall have no claim for pay in lieu of unused sick leave.

When an employee cannot work because of illness they should call their supervisor immediately and explain the reason for their absence. In addition, the supervisor should be kept informed of the employee's condition.

Supervisors are authorized to require a statement from the physician, or to refer employees to a physician.

If an employee requires more than five days leave for an unexpected illness or injury, he /she may be asked to provide a physician's statement to return to work.

Outside employment during an employee's sick leave is prohibited, and may result in disciplinary action, up to and including immediate termination of employment.

Sick leave is integrated with the Short-term Disability Leave Policy and the Family and Medical Leave Policy.

LONG TERM DISABILITY INSURANCE

Long term disability insurance is furnished by Morningside College for all full-time employees. The benefit will begin the first day of the calendar month coinciding with or following thirty days of consecutive service. An application form must be completed in the Human Resources office.

180 days after a full-time employee becomes disabled or partially disabled, the Long Term Disability Insurance program provides for payment of 60% of basic monthly earnings (or a prorated amount if the employee is partially disabled), not to exceed the maximum monthly benefit of \$5,000. More detailed plan information can be obtained from Morningside College's Human Resource Office.

A full description of the eligibility requirements and benefits payable under this plan will be furnished to each participant at the time of enrollment.

JURY DUTY

Employees are encouraged to fulfill their civic responsibilities by performing jury duty service when called and will be excused to participate in juries except in extreme emergency situations. Upon receipt of a notice to serve on jury duty, each employee must immediately present the notice to his or her supervisor. The supervisor will retain a copy of this notice for the employee's file. Employees will be expected to make the necessary arrangements with their supervisor while on jury duty and must report for work for any days or portions of days when not actively engaged in jury duty.

Employees with outline of benefit forms will receive their regular pay while serving on jury duty. All jury duty checks must be turned into the Human Resource/Payroll Office. Any mileage portion of the jury duty check will be reimbursed to the employee.

Temporary postponements may be possible when scheduled jury duty falls at an unreasonable time. If a temporary postponement is determined by the supervisor to be necessary, the supervisor will provide the employee with a letter addressed to the Clerk of the Court that sets forth the problems that will be encountered by the College if the employee must serve as scheduled. A more convenient time should also be specified in this letter. Normally, a first postponement will be granted as a matter of course. Further postponements are more difficult to obtain.

All benefits shall remain in effect, and the employee continues to accrue vacation and sick leave, while on an excused absence for jury duty.

FUNERAL LEAVE

The College grants full-time and part-time employees a maximum of three consecutive days of paid leave when death occurs in an employee's immediate family. Immediate family includes spouse, children, grandchildren, grandparents, parents, parents-in-law, brothers, sisters, grandparents-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-children, or step-parents. Time off without pay may be arranged to attend the funeral of a close friend or relative not specified. Time off for funeral leave will not count as hours worked for overtime calculation purposes.

MILITARY LEAVE

Full-time employees who are active members of the National Guard, State Guard, or the reserve components of the Army, Navy, Marine Corps, Air Force, or Coast Guard will be granted an unpaid military leave of absence for training or other service (including short periods necessary to retain active reserve status or instances when one is called by the Governor to duty in the active service of the State). The employee must submit a request in advance for such leave, along with copies of his or her military orders, to the department head and Human Resources.

An employee who joins or is drafted into, military service will be terminated from College employment, but will be eligible for reemployment as prescribed in the Veterans Reemployment Rights law. The application for reinstatement to College employment must be made within ninety (90) days following separation from active military duty.

An employee may elect not to take military leave.

MORNINGSIDE COLLEGE FAMILY AND MEDICAL LEAVE POLICY

Under this policy, a family or medical leave (FML) which qualifies under the Family Medical Leave Act (FMLA) will satisfy the 12- workweek unpaid leave requirement granted an employee. An employee will not be allowed to take a 12 workweek family leave and also a 12 workweek medical leave within a 12-month period. An employee will be allowed to take a combination of a partial family leave and a partial medical leave providing the leave days do not add up to over 12 workweeks of unpaid leave within a 12-month period.

ELIGIBLE EMPLOYEES:

An employee will be eligible for a family or medical leave if:

- he/she have been employed at least 12 months prior to the commencement of the leave; or
- he/she have worked at least 1,250 hours during the 12-month period prior to the leave

WHEN BOTH SPOUSES ARE EMPLOYED AT MORNINGSIDE COLLEGE

If both spouses are employed at Morningside College, they in total will be entitled to a maximum of 12 weeks for birth or adoption of a child or care of a sick parent.

REASONS FOR TAKING LEAVE:

An employee will be granted an unpaid leave of absence for *any* of the following reasons:

1. To care for the employee's child after birth, or placement for adoption or foster care;
 - A. Leave must be completed within 12 months of the birth or placement of adoption or foster care
 - B. Foster care must be formal; State action is required
2. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
 - A. Spouse includes "common-law" marriage as recognized in the state of Iowa
 - B. A child must be under the age of 18, or age 18 and older if the child is incapable of taking care of themselves due to a mental or physical disability
3. For a serious health condition that makes the employee unable to perform the employee's job.

SERIOUS HEALTH CONDITION:

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- inpatient care in a hospital, hospice, or residential medical-care facility, or subsequent treatment resulting from such inpatient care; or
- requires an absence of more than **3 consecutive calendar days** and under continuing treatment by a medical provider; or
- are fewer than 3 days but are under the continuing treatment by (or under supervision of) a health care provider for a chronic or long term condition, or for prenatal care.

REQUEST FOR FAMILY & MEDICAL LEAVE:

All employees are required to file the Request For Family and Medical Leave Form in order to be granted leave. The Form is available in the Human Resource Office. The Form must be completed and filed by the employee in the Human Resource Office except for unforeseen circumstances.

ADVANCE NOTICE AND MEDICAL CERTIFICATION:

The employee will be required to provide advance leave notice and medical certification. Taking of leave may be denied if the requirements are not met.

- Employees must provide 30 days advance notice when the leave is “foreseeable”. If the notice is not given and there is no reasonable excuse for the delay, Morningside College reserves the right to deny the leave until at least 30 days after the notice is received.
- Employees are required to provide medical certification to support a request for leave because of a serious health condition; and subsequent medical certification every 30 days during FML.
- Morningside College reserves the right to require a second or third opinion (at Morningside College’s expense) and a fitness for duty report to return to work.

12-MONTH PERIOD COMPUTATION:

The 12-Month Period Computation is computed using a “rolling” 12-Month Period measured backward from the date an employee uses FML.

Example:

Jane was hired in August of 2000. On October 1, 2001, Jane applies for and receives four weeks of FML to take care of her father who suffered a stroke. On February 1, 2002, Jane applies for 12 weeks of FML for the birth of her child. Under the “rolling back” method, Jane will only be allowed eight weeks of FML since 4 weeks were previously used during the 12-month period prior to February 1, 2002. On January 1, 2003, Jane’s father suffers another stroke and she applies for 12 weeks of FML to take care of him. Jane will only be allowed to take four weeks of FML since she has previously taken eight weeks during the last 12-Month Period prior to January 1, 2003.

INTEGRATION OF BENEFITS:

Employees will be **required to use all paid leave days** provided by Morningside College before taking leave without pay. Examples include, but are not limited to, the following:

- Accrued vacation days
- Accrued sick-leave days
- Worker’s compensation absences
- Or any other paid leave which is provided by Morningside College

INTERMITTENT LEAVE:

Employees may take a medical leave intermittently if it is medically necessary; and may only take a family leave intermittently upon employer approval. The 12-week unpaid leave will be computed using hours; and the available hours of FML must be used within a 12-month period. All exempt and non-exempt salaried employees will be subject to pay docking as allowed under the Fair Labor Standards Act under FMLA.

- Full-time employees will have available 480 hours
- Part-time employees will have available the average number of hours worked per week in the 12 weeks prior to the leave times 12.

EMPLOYEE BENEFITS:

Employees will not be allowed to drop out of nor reduce any benefits during a FML unless the plan document of the benefit allows it. At the time an employee is granted a leave without pay, the employee will be required to pay their share of all applicable benefits up front for the duration of the leave.

An employer's obligation to maintain benefits under FMLA stops if and when an employee informs the employer of an intent not to return to work at the end of the leave period, or if the employee fails to return to work when the FMLA leave entitlement is exhausted. An employer's obligation also stops if the employee's premium payment is more than 30 days late and the employer has given the employee written notice at least 15 days in advance advising that coverage will cease if payment is not received.

PERSONAL DAYS

Full-time employees, who have completed one (1) year of service, will be granted two (2) paid personal days off each fiscal year. Part-time employees who have completed one (1) year of service, will be granted one (1) paid personal day off each fiscal year. Use of personal days must be approved in advance by the individual's supervisor. Personal days will not accrue from year to year and any unused days will not be paid out in cash at the end of the fiscal year or when an employee terminates employment.

Vacation Policy

Eligibility

All Full-time and part-time employees, who work on a 12 month basis, are granted paid vacation benefits as follows:

<u>Employee Status</u>	<u>Service</u>	<u>Accrual</u>	<u>Days</u>
F. T. Administrative	Immediate	1.67 / mo.	20 / yr.
F. T. Staff	0-5 yr.	.833 / mo.	10 / yr.
F. T. Staff	6-9 yr.	1 .25 / mo.	15 / yr.
F. T. Staff	10+ yr.	1.67 / mo.	20 / yr.

Part-time employees are granted paid vacation benefits on a proportioned basis. For example, a staff individual who has 2 years of service and works 20 hours per week will be allowed to take up to 5 days of paid vacation time per year (40 hours).

Statement of Procedures

1. Vacation is used in the year in which it is earned (not earned in one year to be used in the next).
2. Vacation is prorated in the year of hire as follows:

<u>Date of Hire</u>	<u>Administrative</u>	<u>Staff</u>
6/1 - 8/31	20 days	10 days
9/1 - 11/30	15 days	10 days
12/1 - 2/28	10 days	5 days
3/1 - 5/31	0 days	0 days

1. Vacation pay is based on the employee's normal work- week schedule.
2. Years of Service must be determined each year on June 1st looking forward to the anniversary the employee will celebrate in that fiscal year. For example, if a staff employee will reach six years of service on August 10, he or she would be told on June 1 that three weeks of vacation would be available in that fiscal year.
3. The vacation year begins on June 1st and ends on May 31st each year. All accrued vacation must be taken before May 31st or it is forfeited.
3. As a convenience to you, but subject to certain conditions, the College will permit you to use the vacation time allotted to you in a given fiscal year at any time during that year.
4. Unused vacation time is not paid out at year-end. Only on an exception basis and with the written approval of a Presidential Staff member may vacation be carried over. No more than 10 days can ever be carried over and an individual will not be allowed to carryover vacation two (2) years consecutively. All carryover vacation must be used by July 31 each year or it is forfeited.

Written notice for approved carryover vacation must be given to the Business Office prior to June 15th each year.

Vacation at Termination

If you voluntarily leave or are laid-off, vacation time will be prorated based on the Accrual Schedule as noted above under the Eligibility Section less the vacation time you have already taken. For example, if an administrative employee leaves in August, they would have earned 3 months vacation at a rate of 1.67 days per month or 5.01 days of earned vacation. Unused accrued vacation will be included in your final pay. The College will not be liable for any accrued sick days.

When you use more vacation than permitted by the schedule above, the pay you receive for that vacation is considered to be an advance against wages you will earn for services performed later in the year. If you terminate before performing those services, you will have to pay the value of the excess vacation back.

In case of voluntary resignation, a staff employee is required to give 14 days notice and an administrative employee is required to give 30 days notice. Compensation for unused vacation will not be given in the event you give a notice of less than the days just noted.

In the case of an involuntary termination for cause, the College will not be liable for unused vacation.

WEATHER CONDITIONS

The College distinguishes between (1) canceling classes and (2) closing offices of the College. On most occasions when severe weather causes a change in our schedule, it requires us only to cancel classes, not to close offices of the College.

Canceling Classes

Since a fair amount of our students commute to the College, it may become necessary on occasion to cancel classes due to weather conditions. On such days, persons who are employed in the administration and staff will continue their responsibilities. The service of some offices are needed more than ever on occasions when classes are canceled, because residential students are still on campus. This work, therefore, will continue on those days.

Faculty and students should assume that classes are normally held at the time in which they are regularly scheduled. However, the decision to cancel classes will be made at the earliest feasible time. In terms of evening classes, whenever possible the decision will be made in the late afternoon or early evening of the preceding day. If cancellation is necessary, hall directors and the College telephone operator will be informed as well as the media.

To find out if classes are canceled due to weather conditions, phone the college information line (274-5795 x 211). Local radio and TV stations also carry our closings.

If classes are not canceled, students commuting from long distances are urged not to take unnecessary risks at times when road conditions are hazardous. Students who are absent for this reason should inform their professors of the reason for the absence at the next class session.

A faculty member should not cancel classes unilaterally. Many students often make unusual efforts to reach their classes. Every effort, therefore, should be made by the faculty member to use the class time in an educational and valuable manner for the students who are present.

Closing Offices of the College

On rare occasions, weather conditions are severe enough to require offices of the College to be closed. When this is the case, administrative and staff members are not expected to be at work except for those areas where work is required for the safety of individuals or the protection of properties. If the College is closed and you are scheduled to work that day, you will be paid for that time. If the College does not close and you can't make it to work, you will not be paid. You are welcome to take a personal day off, if available, or vacation days. To find out if offices are closed due to weather conditions, phone the college information line 274-5795 (x 211). Local radio and TV stations will also carry our closings.

HOLIDAYS

The following days are paid holidays for full-time and part-time employees:

New Year's Day	Afternoon day before Thanksgiving
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Eve Day
Labor Day	Christmas Day

Part-time employees will be paid for the hours they were normally scheduled to work on those days.

If a holiday falls on Sunday, the following Monday will be observed. A Saturday holiday effects no change in your normal work period unless you are already scheduled to work, in which event you will have the day off.

Other holidays may be designated by the President of the College.

LEAVE WITHOUT PAY

Leave without pay has two major categories:

Voluntary leave without pay - refers to employees who have exhausted applicable paid leave time, but who, for approved reasons, are not immediately returning to work. A memo of request for extended leave without pay will be submitted in advance through the Department Head to Human Resources for approval. The employee should provide a statement of the date he or she intends to return to work. Such leave, once approved, will not exceed a period of six (6) months.

Disciplinary Leave Without Pay - refers to employees who have been placed on leave as a result of disciplinary action taken by their supervisor and the College.

VII. INSURANCE BENEFITS

GROUP COMPREHENSIVE HEALTH INSURANCE PLAN INCLUDING DENTAL

Morningside College has a self-insured group health / dental insurance program with Wellmark Blue Cross Blue Shield. All benefits are fully explained in the Group Health Care Plan booklet that is given to all new employees during orientation at the Human Resources Office in Lewis Hall.

All full-time employees may enroll in the group comprehensive health insurance plan. All retired employees may enroll in the Medicare Supplemental Insurance Plan.

A newly hired employee must enroll during the first 30 days of employment or sign a form to waive the benefit. The benefit will begin the first day of the calendar month coinciding with or following thirty days of consecutive service.

If an employee fails to enroll during the first 30 days of employment, the employee waives the right to participate at any time in the future unless a special event has occurred. Such events are discussed in the Group Health Care Booklet.

Termination of Coverage

Upon termination an employee and his/her dependents will be covered for the time period for which his/her last premium was deducted. Coverage will cease automatically and without notice unless coverage is continued under the College's continuation benefit.

FLEX-BENEFIT PLAN

Section 125 of the IRS Code makes it possible for employees to reduce their salary by a specific amount, through a Flexible Spending Account (FSA). FSA's are offered as an option for all full-time employees. The Flex-Benefit Plan covers Dependent Care Assistance, Group Medical Insurance, Medical Expense Reimbursement and Individual Medical Insurance.

The Medical FSA covers such expenses not otherwise paid by the group health plan (deductibles, co-insurance, etc.), dental related expenses, vision care, hearing expenses, etc.

The Dependent Care FSA covers expenses for the care of a dependent such as babysitting, day care centers, IRS eligible elder care, or any other legitimate dependent care charges necessary due to your employment.

You may enroll within 30 days following employment, within 30 days following a change in family status, or during the open enrollment period each December.

A copy of the Summary Plan Description; additional information and enrollment forms are available through the Human Resources Department.

LIFE INSURANCE/ACCIDENTAL DEATH AND DISMEMBERMENT

A group term life insurance policy is furnished by Morningside College for all full-time employees. The benefit will begin the first day of the calendar month coinciding with or following thirty days of consecutive service. An application form must be completed in the Human Resources office.

The amount of insurance for each participant is determined by the salary of the individual employee. The value is equal to 150% of the base salary. Upon attaining age 65 the value of the term life is 65% of the 150% of the basic base salary.

This group term policy also carries with it an additional coverage of Accidental Death and Dismemberment, which provides twice the face amount of the policy for accidental death.

A dependent life insurance policy is also provided by Morningside College for spouses and dependents of full-time employees.

Each full-time employee will be given a description of the term life plan at the time of enrollment.

WORKER'S COMPENSATION

All employees of Morningside College, while on the job, are protected under the Iowa Worker's Compensation Laws. If you are injured while working, be certain to notify your supervisor and the Human Resources Office immediately so that your rights may be protected and you may receive proper treatment. The College bears the total expense of this insurance. The Human Resources Office requires the completion of a worker's compensation claim form within 24 hours of the incident. If medical attention is necessary, the College requires the employee be treated at a medical provider of its choice.

Worker's Compensation is integrated with the Family and Medical Leave Policy.

LIABILITY INSURANCE

In order to protect Directors, Officers, Faculty, Administrative and Staff employees from potential liability suits, Morningside College has implemented a Comprehensive General Liability Insurance Plan. This plan provides insurance protection in accordance with the terms and conditions of the policy, from the legal liability that could result from events occurring during the course of performing their duties for the College.

Liability Coverage is provided for the Board of Directors, Officers, Faculty, Administrative and Staff employees, and will pay in accordance with the terms and conditions of the policy any claims that an insured may become legally obligated to pay as damages resulting from claims arising from a wrongful act of an insured in the performance of their duties for the College.

Morningside College also carries Automobile Liability Coverage that extends to the Board of Directors, Employees, Students and Volunteers while driving a College owned vehicle on College business. There is also non-owned coverage for individuals when driving personal vehicles on College business. However, the individual's personal liability insurance would be primary coverage with College coverage responding as an excess layer.

VIII. RETIREMENT PLANS

RETIREMENT PLAN -- TIAA-CREF

Administrative and Staff employees who have been with the College for 24 consecutive months or more may be eligible to participate in TIAA and CREF upon application. Under the College's plan the College will contribute the following for eligible employees:

For each eligible employee, whose date of employment commences before June 1, 1995, for each Plan Year, the Employer will contribute under the Plan an amount of each Participant's Compensation for the Plan Year in accordance with the following schedule:

<u>Years of Service Completed</u> as of June 1, 2001	<u>By the Institution</u>				
	<u>Fiscal year</u>				
	<u>01-02</u>	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>thereafter</u>
5-6	9%	9%	9%	9%	9%
7-11	10%	9%	9%	9%	9%
12-16	11%	10%	9%	9%	9%
17 or more	12%	11%	10%	9%	9%

For Eligible Employees hired on or after June 1, 1995:

<u>Years of Service Completed</u>	<u>By the Institution</u>
0-1	0%
2-4	5%
5-9	7%
10 or more	9%

For details on this program and a copy of the Summary Plan Description contact the Human Resources Office.

TAX-DEFERRED ANNUITIES PLAN

The United States Government allows employees of educational institutions to make, through salary adjustments, contributions to their retirement program or supplemental retirement program free of federal and state income tax during the year the contribution is made (the tax is paid during retirement). Employees who are interested in a 403(b) plan should contact the Human Resources Office for additional information and a copy of the Summary Plan Description.

OTHER BENEFITS

Bookstore

The College operates a Bookstore for faculty, administration, staff, and student convenience. All employees are granted a 10% discount on all merchandise (except sale items and books).

Parking

All employees are provided free parking facilities. Permits are issued by the Director of Security for the proper identification of your car. College personnel are expected to abide by all published parking rules. A copy may be obtained from the Director of Campus Security. If you change vehicles be sure to notify the Director of Campus Security of your new registration.

Health Office

The College maintains a Health Office in the lower level of the Olsen Student Center. A registered nurse is on duty at stated hours. The services of the Health Office are available to all employees for emergency first aid treatment and minor personal needs. It is understood that the services do not include those of a physician.

Tickets to College Events

Free tickets are available, in most cases, to all College employees and the families or guest of the employee to athletic events, dramatic productions, lectures, music concerts, and etc.

Library

The facilities of the library are available to all employees.

HPER Hindman-Hobbs Center

The facilities of the HPER Center are available to all full-time employees and dependents free of charge. Part-time employees will have use of the facility for a nominal charge. Those employees who are interested in using the facilities of the HPER Center should contact the Director of HPER Scheduling.

Unemployment Compensation

Because the College is covered by the Unemployment Compensation Act, members of the administration and staff have certain benefits in case their employment is terminated. Interpretation of this act is complex and further information can be obtained from the Human Resources Office and/or the Iowa State Unemployment Compensation Commission.

Social Security and Medicare

All employees of Morningside College participate in the Federal Social Security and Medicare programs. Each year the College contributes an equal amount as required by law to these programs. Details of these programs may be obtained at the local Social Security Office or in the Human Resource / Benefits Office of the College.

Sodexo Campus Services

Sodexo food service located in the Olsen Student Center is available to employees both on an individual basis for meals and as a catering service for private parties. A price list is available from the manager.

Morningside College ID Card

Faculty, Administrative and Staff employees may use their Morningside College campus ID Card to access numerous on-campus services including the Morningside College Library, paying for dining at Food Services facilities, and gaining access to many College events.

Thomas S. Thompson Staff Excellence Awards

All full-time administrative and staff employees are eligible to receive cash awards of either \$4,000 or \$5,000. These awards were established to:

- Reward outstanding dedication, service, and commitment to Morningside College
- Recognize employees who have enhanced the student's educational experience or daily environment and whose exceptional contributions through teamwork have improved a department or division of the college
- Recognize employees whose lives and work reflect the college's mission statement

Please contact the Human Resources Office for more information on the Thomas S. Thompson Staff Excellence Awards.

Service Recognition

To give recognition and appreciation for long and loyal service, Morningside College presents service awards each year at the annual Employee Appreciation Banquet. Employees receive these awards after completing five years of service and then five years thereafter. A former employee re-employed after a break in service, of not more than five years, shall be given credit for previous service with the College for purposes of determining service awards. Length of service is calculated equally for both full and part-time employees.

IX. POLICIES PERTAINING TO THE COLLEGE AS A WORKPLACE

The policies cited below that pertain to Equal Employment Opportunity, Harassment, and Drug-Free Campus and Workplace are responsive to College commitments and provisions of state and federal statutes. Changes in federal or state law in areas covered by these policies take precedence over the policies cited here.

EQUAL EMPLOYMENT OPPORTUNITY

Morningside College recognizes its moral and legal obligation to provide a work environment in which employment opportunities are open to all qualified individuals without discrimination on the basis of age, sex, religion, creed, race, color, sexual orientation, disability, or national origin. The College affirms its commitment to this principle which not only establishes the goal of achieving equal opportunity in employment, but which also detects and eliminates any elements of discrimination in employment which may be found to exist within the institution. The College also commits itself to maintaining on a non-discriminatory basis the conditions for continuing employment and for individual advancement within the job structure of the College.

NONDISCRIMINATION POLICY

Morningside College believes in and promotes non-discrimination. It is our policy and practice to promote equal opportunities without regard to age, sex, religion, creed, race, color, sexual orientation, disability, or national origin. This basic philosophy applies not only in searching for new employees, but also in the recruiting of students. It is believed that there should be no discrimination in the selection or placement of employees, as well as in administration, supervision, compensation, training, promotions, and termination of employment. Every other practice or procedure, both in the areas of academics and business, must subscribe to the intent of this basic philosophy which is inherent in Judeo-Christian principles.

The College is committed to providing all of its students, faculty, staff and visitors with equal access to its programs, events, and facilities. In compliance with Section 504 of the Rehabilitation Act of 1973, the College has made modifications to some of its buildings and grounds in such a manner as to allow students and faculty, including those with visual or hearing impairments, auxiliary aids, modification in classroom schedules and locations and adjustment of classroom techniques and practices in order to allow equal access to the regular program and degree objectives offered by the College.

Persons wishing additional information about this policy or assistance to accommodate individual needs should contact, the Equal Employment Opportunity Officer at the Business Office. The telephone number is 274-5128.

DOMESTIC PARTNERSHIP BENEFITS POLICY

Plan Coverage. Domestic partners (same gender) of current and future employees are eligible for the same benefits as spouses of current and future employees. Likewise, children of such domestic partners are eligible for the same benefits as children and future employees.

Enrollment procedures. To enroll a domestic partner and/or dependents of a domestic partner the employee must complete an Affidavit of Domestic Partnership, which is available from the Human Resources Department. Enrollment procedures and rules for Domestic Partner benefits will be the same as applies to current employees of the College.

Termination procedures. If there is a change in status of the domestic partnership, the employee must complete a Notice of Termination form within 30 days of the change and submit it to the Human Resource Department. Benefits will be discontinued on the last day of the month that the statement is received.

Tax Withholding. Employees who are considering applying for domestic partner benefits (including medical coverage and tuition benefits) should be aware that this might have significant tax consequences. This description is not intended as tax or legal advice but rather to alert employees of the potential ramifications. Due to Internal Revenue Code provisions, the “fair market value” of certain benefits must be considered as taxable income to the employee. Under federal law, domestic partners do not share the same status and corresponding tax benefits as those of a legal spouse. The College must report the fair market value of certain domestic partner benefits as wages earned by the employee to the Internal Revenue Service. Additionally, the College is required to make additional tax withholdings from the employee’s paycheck.

Confidentiality. Applications for domestic partner benefits and information provided in the affidavit of domestic partnership will be kept confidential to the extent permitted by business necessity and the law. For example, documents may be disclosed in response to a court order, subpoena, or public records request. Additionally, the College will need to share information with college administration to make appropriate payroll and tax deductions and with third parties with whom the College contracts for benefits programs.

Liability for False Statements. If any company or Morningside College suffers a loss because of a false statement contained in the documents submitted in connection with the coverage for a Domestic Partner or as a consequence of the failure to notify the Human Resource Department of a change of circumstance, the company or Morningside College will be entitled to recover reasonable attorney fees in addition to damages for all such losses.

Waiting Period. Following the termination of a domestic partnership, a twelve (12) month waiting period must elapse before a Morningside College employee is eligible to designate a new Domestic Partner or re-designate the prior Domestic Partner.

Legal Issues. Applying for domestic partner benefits may create legal obligations and have legal consequences. For this reason, the College encourages employees to seek legal advice before applying for domestic partner benefits.

DRUG-FREE CAMPUS AND WORKPLACE POLICY

Morningside College has the policy of providing students and employees a drug-free campus environment. Drug abuse affects all aspects of American life: it threatens the student's educational development and the workplace, as well as the community. In order to promote a safe and efficient educational and work environment, this policy has been adopted to supplement existing College policies, practices, and procedures. Implementation of this policy is subject to restrictions contained in all local, state, and federal laws.

"Workplace" means any office, building, classroom, or property (including parking lots) owned or operated by the College, or any other site at which an employee is to perform work for the employer. An "employee" of the College is any faculty, staff, or student receiving remuneration for services rendered. "Student" means any person registered at the College for any type of academic credit, except for continuing education units, regardless of the length of the student's program of study. "Possess" means to be contained either on a student's or employee's person, or in a student's or employee's motor vehicle, tools, briefcases, book bags, or areas entrusted to the control of the student or employee. "Impaired" means under the influence of an illicit drug or alcohol such that the student or employee is unable to perform his or her assigned tasks properly.

Drug abuse creates problems for the entire College. It decreases the student's capacity to learn, thereby inhibiting one's educational development. It interferes with an employee's efficient and safe performance of work responsibilities and reduces the employee's dependability. Drug abuse can adversely affect health, safety, and productivity while destroying public confidence and trust. Therefore, it is the policy of College that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol by students or employees is prohibited at any time on any College property or at any College activity. No employee will report for work or will work or be present in the workplace who is impaired by an illegal drug or by alcohol. No student will attend classes or any College activity who is impaired by illegal drugs or alcohol. Employees or students who are so impaired or who unlawfully possess, use, manufacture, dispense, or distribute illicit drugs or alcohol in the workplace, on any College property or at any College activity are subject to the disciplinary procedures of the College, which may include dismissal, expulsion, and/or referral for prosecution.

All students and employees shall be provided a copy of the Drug-Free Campus and Workplace Policy for the College. As a condition of enrollment or employment, the student and employee will abide by the terms of this policy. It is the responsibility of Human Resources, the Office of the Academic Dean, and the Office of the Vice President for Student Affairs to distribute this written policy statement to students and employees under their jurisdiction.

Any employee receiving a criminal drug statute conviction for a violation occurring in the workplace shall notify Human Resources, the Office of the Academic Dean, or the Office of Vice President for Student Affairs of such conviction not later than five days after such conviction, and such offices will immediately report this information to the Vice President for Business and Finance. If the employee reporting such a conviction is employed under a contract or grant, Morningside College, through the Office of the Academic Dean, will notify the appropriate granting or contracting agencies within ten days after receiving such notice of a criminal drug statute conviction.

Human Resources on behalf of Morningside College has established the drug-free awareness program, now held annually, to inform employees about the danger of drug abuse in the workplace. Human Resources shall offer drug abuse training and treatment referral in appropriate circumstances. Student Health Services and the Alcohol and Drug Information Center, sponsored by the Student Government Association, provide information on health issues and legal consequences associated with drug use, and offer referral for counseling and treatment.

SMOKING POLICY

The health hazards associated with tobacco smoke have long been associated with serious, often fatal cardiopulmonary diseases affecting the smoker. Recently, studies have produced unequivocal evidence that serious health risks also exist for non-smokers who passively breathe airborne combustion products from tobacco. Because the hazards associated with smoking are now known to extend beyond the user, this policy is established to affirm the rights of the non-smoker and the smoker at Morningside College.

A major component of indoor air contamination at Morningside College is tobacco smoke. Until the formulation of this policy, the College has left the matter of smoking policies totally to the discretion of its department heads for their areas. This policy will ensure a uniform application of smoking restrictions that are consistent with a set of established minimum standards throughout the College. Additionally, this policy confirms the College's desire to provide a smoke free environment by shifting the focus from posting NO SMOKING signage to that of stating SMOKING IS PERMITTED in specifically designated areas. The Physical Plant Division can assist units in the designation of smoking areas by the evaluation of ventilation systems and related factors.

It is the policy of Morningside College to prohibit the smoking of tobacco in those areas where non-smokers will be affected. Department heads will implement smoking policies for their facilities that are consistent with the policy set forth in this statement. Minimal program elements must include the following restrictions:

1. Smoking or tobacco chew will not be allowed in public areas including but not restricted to: lobbies, corridors, stairwells, elevators, waiting rooms, public reception areas, classrooms, laboratories (instructional and research), conference rooms, meeting rooms, employee lounges and break rooms, restrooms, cafeterias and restaurant facilities (unless a specified smoking area is provided). Outside organizations utilizing College facilities will also be expected to abide by these rules.
2. All areas are considered to be NO SMOKING areas unless specific signage indicates that SMOKING IS PERMITTED.
3. When non-smokers are required to enter a smoking area for the purpose of conducting College business, the smoker is expected to respect the rights of the non-smoker and not smoke during the time the non-smoker is present.
4. Residential units owned by the College and occupied by individuals or families are subject to the smoking preferences of the occupants.
5. Residence hall rooms inhabited by two or more individuals will be considered to be no smoking areas if one of the occupants is a non-smoker. Every attempt will be made to avoid the involuntary placement of smokers and non-smokers together in the same room.
6. Failure to comply with this policy will constitute a violation of College policy and may be dealt with accordingly through established, formal disciplinary procedures.

Requests for assistance and questions regarding this policy can be addressed to the Human Resources Office.

WEAPONS POLICY

Morningside College prohibits possession, use, and transportation of any dangerous or potentially dangerous weapons described below on all College properties.

1. Fixed blade knives concealed on the person or in vehicle (e.g., Bowie knife, knife, or instrument of like kind or description)
2. Shotgun or rifle or other shoulder gun
3. Pistol or revolver
4. Air gun (e.g., air or gas powered rifle or pistol)
5. Bow and arrow (e.g., archery equipment)
6. Slingshots (including throwing weapons)
7. Swords
8. Crossbows
9. Brass knuckles
10. Fireworks or explosive devices

This policy shall apply to all faculty, staff, students of Morningside College, and to all visitors to the campus or College properties. This policy shall not apply to duly authorized law enforcement officials in the lawful discharge of their duties .

Temporary exclusions may be granted by written permit only by the Director of Campus Security or his authorized designee for job related, educational, or demonstration purposes.

Where applicable, all federal, state, and local laws and ordinances will be strictly enforced by the Morningside College Security Department and respective mutual aid agencies and shall be separate from this administrative policy.

EMPLOYEE NON-HARASSMENT POLICY

Morningside College will not tolerate harassment of its employees. Any form of harassment related to an employee's age, sex, religion, creed, race, color, sexual orientation, disability, or national origin is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term "harassment" includes, but is not necessarily limited to:

Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's age, sex, religion, creed, race, color, sexual orientation, disability, or national origin. Harassment also includes unwelcome sexual advances, requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature. (see Sexual Harassment Policy)

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including discharge.

If an employee feels that he or she is being harassed by any other employee because of age, sex, religion, creed, race, color, sexual orientation, disability, or national origin, the employee should at once make this known to his or her immediate supervisor. The supervisor will promptly notify the Vice President for Business and Finance, or the Vice President and Dean of the College who will see that the matter is investigated, and that, where appropriate, disciplinary action is taken. If the employee does not feel the matter can be discussed with the supervisor, the employee should arrange for a conference with the Vice President for Business and Finance or the Vice President and Dean of the College to discuss the complaint.

Harassment of College employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a non-employee should report such harassment to his or her supervisor or to the Vice President for Business and Finance or the Vice President and Dean of the College, who is responsible for investigating all such incidents. Appropriate action will be taken against violation of this policy by any non-employee.

PERSONNEL RECORDS

The official personnel records for all employees (except student employees) of the College shall be maintained in Human Resources. Documents made as a part of an employee's record shall include application forms, performance evaluations, job descriptions, resumés, vitas, personnel correction notices, salary information, statements of benefits, and related materials. No document may be incorporated into an employee's record unless that employee has previously been afforded an opportunity to examine the document. Medical records shall not be placed in the official personnel file.

Personnel files are the property of the College and access to the information they contain is restricted. Generally, only management officials and representatives of the College who have a legitimate, verifiable reason to review information in a file are allowed to do so. With advance notice, an employee may review material in his or her file but only in Human Resources and in the presence of a representative of Human Resources. Such examination must be done within normal business hours. No information in a personnel file will be disclosed to anyone outside the College without a signed consent from the employee specifically authorizing the release of the information, except as listed below:

- a) Basic information such as employment, work telephone number, and job title may be verified without notification to the employee.
- b) Human Resources will comply with lawfully issued subpoenas and judicial orders.

It is the responsibility of each employee to promptly notify Human Resources, through his or her supervisor, of any changes in personal information. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

Any employee who questions the accuracy or completeness of information contained in his or her file should notify his or her supervisor, who will apprise Human Resources. Human Resources reserves authority to make the final determination as to the contents of such file. However, an employee is entitled to place a brief, signed statement in the file identifying the alleged errors or inaccuracies.

Personnel files shall be retained indefinitely for all active employees. Records of employees who have terminated College employment shall be retained in archival form for 12 years after termination.

CONFLICT OF INTEREST

A conflict of interest exists when any individual covered by this policy has a relationship or engages in an activity which impairs or adversely influences his or her judgment with respect to policy promoting the best interest of the College and the public good, or which impairs or adversely influences the performance of his or her duties to the College.

A conflict of interest exists when a person benefits financially, either directly or indirectly, from his or her employment or appointment by the College save and except for compensation and financial benefits paid or granted by the College.

Disclosure

In any case where a conflict of interest exists, or may exist, or the appearance of a conflict of interest may exist, it shall be the duty of the person covered by this policy to disclose his or her interest, including any interest in the organization or entity which may benefit from the person's association with the College and including any such beneficial interest a member of the person's immediate family may have because of the person's association with the College.

Persons who perceive the existence of a conflict of interest shall not endeavor to resolve the conflict or determine that the external benefits will not adversely affect the College; but shall make a full disclosure of the facts, circumstances, relationships and transaction as follows:

1. Vice Presidents shall report to the President.
2. Faculty members shall report to the Vice President for Academic Affairs.
3. Other employees shall report to their immediate supervisors, who shall keep the appropriate Presidential Staff members of the College currently informed.

Reports shall be made promptly, and at the discretion of the person receiving the report shall be made in writing and signed by the person making the disclosure.

Restraint on Participation

Persons covered by this policy are encouraged to avoid relationships and transactions that constitute a conflict of interest. When such situations cannot be avoided, the persons involved shall refrain from participating in consideration of the transaction affected by the conflict of interest, unless under special circumstances the College determines that their participation is imperative for the welfare of the College and the public good. If such a waiver is indicated, it shall be in writing and signed by the Vice President making the determination, and a copy of the Waiver shall be provided to the President.

CONSENSUAL RELATIONSHIPS

The College's educational mission is promoted by professionalism in student-faculty relationships and in supervisor-supervisee relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Taking note of the respect and trust accorded a faculty member by a student and a supervisor by a supervisee, the faculty and staff recognize that they are presumed to make decisions regarding their relationships with students and supervisees which will not endanger this atmosphere of mutual trust and respect. Faculty and staff should be aware of the possibility that an apparent consensual relationship with a student or supervisee may be interpreted (either now or at a later date) as nonconsensual and, therefore, sexual harassment.

The power differential inherent in faculty/student and supervisor/supervisee relationships may compromise the student's or supervisee's ability to decide and thus call into question the bona fide consensual nature of the relationship. The potential exists for the student or supervisee to perceive a coercive element in suggestions regarding activities outside those appropriate to professional relationships. Moreover, faculty and staff, particularly in relationships with students and persons under their supervision, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. They also need to be aware that a relationship may give rise to a perception on the part of others that the evaluative capacity of the faculty member or supervisor has been compromised.

It is a violation of this policy for a faculty or staff member to undertake an amorous relationship or permit one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation, even when both parties appear to have consented to the relationship.

Amorous relationships between faculty or staff members and students outside the instructional and supervisory context are also strongly discouraged.

The College does recognize that consensual amorous relationships may exist prior to the time a student is assigned to faculty or staff member, as a member of that person's class or is placed in a situation where the faculty or staff person must supervise or evaluate the student. It is also recognized that such a relationship may exist between co-employees prior to the time when one of those employees becomes the supervisor of the other. An amorous relationship is a recent amorous relationship if it is ongoing or has been in existence at any time within the six months immediately preceding the assignment of the student or supervisee to the faculty or staff member. Where the faculty or staff member has, or has had a recent amorous relationship with the student or supervisee the following procedures shall be followed:

1. If, at all possible, the student should be advised in his or her course selections to avoid course sections taught by the instructor with whom the student has or has had a recent consensual relationship. Efforts should likewise be made to place a subordinate under the supervision of another supervisor where the supervisor has or has had a recent consensual amorous relationship with the subordinate.
2. In the event it is not possible for the student to avoid the class taught by the faculty member or for the supervisee to avoid the supervision of the supervisor, the faculty member shall advise his or her division chair and the supervisor shall advise his or her supervisor of the present or recent consensual amorous relationship and the following steps shall be taken:

- A. The division chair shall appoint another instructor to evaluate the student's written work, such as essays, research papers, essay tests, care plans, etc.
 - B. The division chair shall appoint another instructor to evaluate the student's non-written work or performance such as artistic performances, teaching practice or clinical practice.
 - C. When an appropriate instructor is not available to evaluate the student's work, the division chair will provide the evaluation.
 - D. A supervisor will request that his or her supervisor evaluate the supervisee employee and if such evaluation is not available, he or she will request that a supervisor of a related department evaluate the employee.
 - E. The supervisor will remove himself or herself from the consideration of the employee for promotion, hiring or determination of salary.
 - F. A student should not be assigned to a faculty advisor with whom that student has or has had a recent consensual amorous relationship. The faculty advisor should request that the student be reassigned.
3. A faculty or staff member who fails to follow the policy set forth in subparagraph 2 above, and does not withdraw from participation in activities or decisions which may reward or penalize a student or supervisee with whom the faculty or staff member has or has had a recent consensual amorous relationship in accordance with this policy will be in violation of this policy.

Persons who are married, or were married, are included within the definition of those persons having, or who have had a consensual amorous relationship.

A complaint alleging violations of the policy regarding consensual relationships may be filed by any person and/or the process may be initiated by the Vice President for Business and Finance or Vice President for Academic Affairs.

NEPOTISM

It is the policy of the College to seek the most qualified persons to fill its teaching, administrative, and staff positions. However, effective from the date of this policy, no family member may have direct supervision over the progress, performance, pay, or welfare of another member of the same family, and together they may not be involved with matters of financial controls and physical inventories of college properties.

For the purpose of this policy, members of the same family include spouses, domestic partners, children, stepchildren, grandchildren, parents, grandparents, siblings, in-laws, uncles, aunts, nieces, nephews and cousins.

OUTSIDE EMPLOYMENT

It is the policy of the College to permit employees to hold second jobs, subject to certain restrictions as outlined below.

Restrictions to Outside Employment

The College requires that employees' activities away from the job must not compromise the College's interests or adversely affect job performance and ability to fulfill all responsibilities to the College.

Full-time employees are permitted, but are not encouraged to engage in outside employment or other work activity.

Employees are cautioned to consider carefully the demands that additional work activity will create before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, such employment must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with the specific problem.

The College will be particularly concerned about outside employment that—

- will reduce the employee's efficiency in working for the College or
- involves working for an organization that does a significant amount of business with the College such as major contractors, suppliers, etc.

All employees are prohibited from engaging in any activity that compromises the College's image. This prohibition includes the unauthorized use of any College tools, equipment, or resources. In addition, employees are not to conduct any outside business during paid working time.

Employees who have accepted outside employment are not eligible for paid or unpaid excused absence leave when the absence is used to work on the outside job or is the result of an injury sustained on the second job. Fraudulent use of sick leave will be subject to disciplinary action up to and including termination.

Administration

It is recommended that employees who accept outside employment, including self-employment, should notify their immediate supervisor. The notification should state the name and address of the outside employer, the nature of the job, and the hours and days of employment.

Questions concerning this procedure should be addressed to the Human Resources Department.

SAFETY AND HEALTH

It is the policy of the College that each work location be kept free of hazards that may cause physical harm or illness to employees. All members of the campus community are responsible for implementing this policy. Direction and assistance are provided by the Safety Committee, the Director of Physical Plant, and the Vice President for Business and Finance.

Failure to follow the following policy and procedure may result in loss of benefits to the injured or ill employee, or violation of the Workers' Compensation laws and the Federal Occupational Safety and Health Act.

It is the responsibility of each employee to do the following:

- Perform work in a safe manner
- Report any injury or occupational illness to the supervisor immediately

The supervisor is responsible for the following:

- Knowing and enforcing the safety and health requirements for all tasks
- Keeping subordinates informed of required safe practices
- Ensuring that each employee is properly instructed in the safest manner to perform work
- Ensuring that the physical areas in which employees work are free of hazards
- Ensuring that safe materials and substances are used or that protective equipment is used
- Ensuring that each employee is informed of the potential danger to his or her health or safety if instructions are not followed
- Taking appropriate disciplinary action promptly upon the occurrence of a willful violation
- Seeking the advice of the Safety Committee if a question concerning a safety procedure arises which he or she cannot handle alone
- Seeing that an injured or ill person receive proper and immediate treatment for any injury or illness
- Promptly notifying Human Resources of accidents or illnesses involving employees.
- Thoroughly investigating the circumstances of each accident or illness
- Notifying the Director of Physical Plant of the material or substance which may have induced an occupation illness.

The Human Resources Office is responsible for notifying an injured employee of his or her Workers' Compensation benefits. Members of that office are also responsible for filing the required reports on a timely basis.

If an employee is injured on the job the following actions should be taken:

1. Obtain first aid and medical assistance as needed. The injured party should be instructed to go to a medical care provider chosen by the College. The College retains the right to initially control medical treatment.
2. Investigate each accident or occupational illness promptly and thoroughly. Supervisors should file the required safety and health reports (incident report) with the Human Resource Office.

Upon receipt of the incident report the Human Resources Office will, if appropriate, inform the employee of Workers' Compensation benefits and rights and provide the original incident report information to the insurance company.

DRESS CODE

It is the policy of Morningside College that administrative/staff employees are expected to dress in appropriate business attire and adhere to commonly accepted standards of grooming and dress which represents a professional and business like image at all times.

Area supervisors will make the final decision on what is appropriate business attire. It is recognized that based on an individual's job responsibilities and varying circumstances the guidelines as noted here may not apply. In this situation the area supervisor shall inform the individual on the proper attire. Any questions on what attire is acceptable should be directed to the Human Resources Department or your area supervisor.

The following are the guidelines for proper dress.

Men:

- Suit or sport coat.
- Dress slacks coordinated with a dress shirt and a tie.
- Clean polished dress shoes or boots with dress length socks.
- No jeans or jean style pants.
- No athletic shoes of any kind, no hiking type shoes.
- Clean shaven on a daily basis
- Beards and contemporary hair styles are acceptable, but should be neatly maintained.
- No shorts, sweatshirts or T-shirts

Women:

- Dresses or coordinating separates, including skirts and blouses.
- Dress slacks / skirts / skorts must be worn with a matching top or blazer.
- Skirts are to be no shorter than 4 inches above the knee.
- No jeans (including denim), shorts, or leggings
- No sweatshirts or T-shirts
- No athletic shoes of any kind
- No shirts are to fall above the belt line – no midriff showing
- No tank tops or halter tops

Casual Day:

- Casual slacks allowed (Dockers, Corduroy etc..)
- Morningside shirt.
- No Jeans
- No shorts
- No athletic shoes
- No T-shirts, sweatshirts, wind-suits, or nylon sweat suits.
- Other rules as noted above also still apply

Maintenance / Custodial Staff:

- Uniform shirts must be worn.
- Jeans allowed but must be clean.
- Shorts allowed if approved by supervisor.
- Clean shaven on a daily basis

SEXUAL HARASSMENT POLICY

Introduction

Any form of sexual harassment is against the law and will not be tolerated at Morningside College. We are all responsible for eliminating sexual harassment. The members of the Sexual Harassment Advisory Council can provide knowledgeable assistance and information to members of the college community who have concerns about sexual harassment. Students, faculty, and staff are encouraged to consult with council members.

We are aware that some sexually harassing behaviors are unintended and the individual may not be aware that the behavior is offensive. An important function of the Sexual Harassment Advisory Council is the education of the campus community. We encourage all to become participants in this process by suggesting programs to Council advisors and by participating in those offered. In this way, we can all work to eliminate the behavior that creates serious, damaging effects for an individual, members of the community, and the entire educational process.

Morningside College is committed to fostering a healthy learning and working environment and to upholding the dignity and integrity of its individual members and the institution. Sexual harassment as well as sexist behavior limit the individual's options, experience, and opportunity for full achievement. The college prohibits sexual harassment of or by members of the college community, guests, or visitors to campus and all applicants for admission to or employment by the college. Sexual harassment violates both college policy and, when an employee is the victim, Title VII of the Civil Rights Act of 1964, as amended, and when a student is the victim, Title IX.

Morningside College also seeks to educate members of the college community about the nature of sexual harassment and the impact of harassing behavior on its victims. Toward this end, the Morningside College Sexual Harassment Advisory Council will direct campus educational programming and monitor the implementation of the policy.

Policy

- A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when:
 1. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive situation or environment; or
 2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
 3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

- A. Sexual harassment is understood to include a range of behaviors. In determining whether the alleged conduct constitutes sexual harassment, the college will look at the totality of circumstances, including the nature of the alleged incident, the effect on the individual to whom the behavior is directed, and the context in which it occurred. Commonly, sexual harassment is thought of as occurring in cases where one individual has some sanctioned authority over another, e.g., faculty-student, supervisor-subordinate, etc. However Morningside College's policy recognizes that sexual harassment may also occur between persons of the same college status, e.g., student-student, faculty-faculty, administrator-administrator, staff-staff.
- B. Morningside College recognizes its right and responsibility to respond to alleged incidents of sexual harassment. The rights of privacy and confidentiality and the concerns of individuals involved will be respected to the extent feasible, consistent with the college's obligation to deal with any acts believed to have occurred.
- C. Any student, applicant for employment, or employee who feels sexually harassed or who knows of or suspects the occurrence of sexual harassment, should immediately contact a member of the Sexual Harassment Advisory Council.
- D. Any formal complaint filed under violation of this policy by faculty, staff, administrator, or student, will be investigated by the Morningside College Sexual Harassment Advisory Council. Consequences will be determined on a case-by-case basis, will be appropriate to the case and individuals involved, and may range from explicit advising to an official warning, possible suspension, termination, or expulsion. Disciplinary actions that may result will be conferred by the appropriate agency or agencies for the constituent or constituents involved.
- E. Persons in a position of authority within the college or in affiliated programs are expected to provide an educational and work environment free from sexual harassment.

Forms of Sexual Harassment

Morningside College follows the guidelines of the Equal Employment Opportunity Commission in defining sexual harassment. Sexual harassment encompasses any sexual attention this is unwanted. To further clarify and to provide some standards as to what specific behaviors constitute sexual harassment as defined in the college's policy, examples of verbal or physical conduct prohibited at Morningside College include but are not limited to:

1. Sexist remarks and sexist behavior. This may be behavior that emphasizes the sexuality or the sexual identity of another person in an inappropriate manner or situation. This may also be a pattern of conduct that could cause discomfort, humiliation, or degradation to a reasonable individual. Behaviors include comments of a sexual nature or sexually explicit statements, questions, jokes, anecdotes; visual conduct such as leering at a person's body; or any unwanted physical advances;
2. Verbal insults. This behavior includes lewd, obscene, or sexually suggestive remarks directed at a person individually;
3. Advances without sanctions. This behavior includes unwanted advances (such as sexual propositions), or inappropriate behavior (such as unnecessary touching, patting, caressing, kissing) in which there is no threat of reward or punishment for compliance;
4. Advances with sanctions. This behavior includes advances and the actions described immediately above, accompanied by promise of reward or punishment (such as conditions of employment, promotion, work status, grades, or letters of recommendation) for compliance;
5. Assault. These behaviors include physical violence or unwanted sexual intimacy (rape, including acquaintance rape). By law, rape occurs when there is 1) force or threat of force; 2) lack of consent by an individual; and 3) penetration.

Procedures for Dealing with Cases of Sexual Harassment

Morningside College members who have general concerns regarding sexual harassment or sexist behavior are encouraged to contact the Sexual Harassment Advisory Council, whose members include representatives from the administration, faculty, student body, and staff. Persons who wish to discuss a specific incident are encouraged to consult with the Sexual Harassment Liaison within a reasonable period of time of the alleged incident. To better facilitate an effective resolution, the procedures for resolution of all alleged incidents or concerns are as follows:

A. Advising/Consultation

Any individual has the opportunity to consult with the Sexual Harassment Liaison or any member of the Sexual Harassment Advisory Council (SHAC). The incident or concern will be discussed for clarification and identification of the problem. The SHAC member will provide information, suggest resources, and assist in identifying reasonable options and their consequences. The advising phase of the procedure enables persons to discuss a situation in confidence with an advisor. Merely discussing the complaint does not preclude an individual from filing formal charges, nor is the advising phase required prior to the filing of a formal complaint. Formal complaint procedures are initiated when a member of the college community files a signed, written complaint. Individuals should be aware, however, that allegations involving a clear violation of the sexual harassment policy must be investigated whether or not a formal complaint is filed.

1. After all circumstances have been explored, the concerned individual will determine how he or she wants to proceed in an attempt to resolve the situation.
2. When appropriate, it is the responsibility of the Sexual Harassment Liaison to provide information to parties involved in a timely manner and to proceed with integrity and sensitivity.
3. All written records of the alleged incident that are retained will be stored in a secure, locked area to protect, within the law, the rights and confidentiality of all concerned parties.

B. Formal Complaint

Any person who believes that he or she has been subjected to sexual harassment may file a formal complaint. The college's Sexual Harassment Liaison is available to assist with the composition of such a complaint. Following are the guidelines governing the formal complaint stage:

1. The complainant will file a signed statement indicating the name(s) of the accused, the nature and date(s) of the incident(s), and a statement indicating that this is a formal complaint.
2. The Sexual Harassment Liaison will forward the written complaint to the Dean of the College, the person responsible for initiating the judicial process.
3. The Dean of the College will promptly notify the accused party of the complaint and will conduct a full, impartial, and timely investigation into the alleged incident(s). In order to investigate fully, the Dean may confer with any personnel he/she feels is appropriate.

All notes, paperwork, research materials, and records of conversation will be filed in a locked, secure area. The records will be treated with the highest level of confidentiality.

4. Upon completion of the investigation, the Dean will render a decision in the case and will contact both the accused and the accuser with this decision.
5. The decision of the Dean may be appealed to the President of the College within a reasonable amount of time.
6. Any sanctions or retaliations for filing a complaint in good faith are prohibited.

Resources

While we are all charged with the responsibility for providing an environment that is free of sexual harassment, specific individuals have been identified as resources for information and help with concerns related to sexual harassment. These concerns may range from specific incidents that have been witnessed to general discussions of the overall climate on the Morningside campus. Students, faculty, staff, and administrators are encouraged to discuss concerns related to sexual harassment with the resource people listed below:

Campus Resources

Sexual Harassment Advisory Council Members

Please contact Student Services for a list of the current members. 274-5257.

Personal Counseling Services. Offers confidential counseling services to victims and all concerned individuals. Student Services Department, 2nd Floor, Lewis Hall. 274-5104.

Campus Ministry. Offers a confidential supportive place to go. Campus Minister, Lower Level, Olsen Student Center. 274-5148.

Office of the Dean of Students. Offers information and referral. May work together with Dean of the College to administer the judicial process when a formal complaint has been filed. Dean of Students, 2nd Floor, Lewis Hall. 274-5104.

Student Health Office. Offers confidential medical assistance and information. Director of Student Health, Lower Level Olsen Student Center. 274-5178.

Office of Residence Life. Offers information, support, and referrals through staff, residence hall directors and resident assistants. 2nd Floor, Lewis Hall. 274-5335.

Office of Campus Safety and Security. Provides security, referral, and enforcement of college regulations. Offers assistance and escort services. Director of Campus Security, Main Floor, Olsen Student Center. 274-5234.

Off-Campus Resources

There are many resources available to Morningside College students, faculty, administrators, and staff in the Siouxland area. Some of these include:

Council on Sexual Assault and Domestic Violence, 258-7235

Hotline/Crisis Line, Crisis intervention, 525-5000

St. Luke's Regional Medical Center, 279-3500

Mercy Medical Center, 279-2010

Sioux City Police Department, 279-6357

SECURITY POLICY

Morningside College is concerned about the safety and welfare of all campus members and guests, and is committed to providing a safe and secure environment. Because no campus is isolated from crime, the College has developed a series of Policies and Procedures that are designed to ensure that every possible precautionary measure is taken to protect persons on the campus.

While Morningside cannot and does not guarantee a crime-free environment, the College does strive to provide a safe educational and living environment.

Iowa is at the forefront of an effort to inform students, faculty, and staff about safety procedures on college and university campuses. As a result of Title II Public Law 101-542, Morningside College developed this policy to provide an overview of the College's Security Program. The College's Department of Campus Security is responsible for campus security. The Department consists of one full-time Director of Security and 15 to 20 part-time student Security Officers. Although personnel do not have powers of arrest, the Department maintains an excellent working relationship with the Sioux City Police Department and other law enforcement agencies.

The Department of Campus Security provides a Campus Escort Service. If an escort is desired students should call the Security Office (274-5234).

Incident Reporting

The College's Campus Security Department handles complaints on campus and coordinates investigations with outside agencies as necessary. The College files a yearly statistical crime report with the state police and the United States Department of Education.

Students, faculty and staff should promptly report all crimes and medical or fire emergencies to the Campus Security Department and as necessary with local fire or police departments. When a report is received, an officer will be dispatched to the caller's location for investigation. When necessary, a follow-up investigation is conducted by the department and coordinated with local police agencies. In the case of a medical or fire emergency, the Campus Security Department notifies the appropriate emergency personnel.

Emergencies occurring within a residence hall should be immediately reported to a member of the Housing Staff. The staff member will then contact any additional emergency or security personnel needed to assist.

Facility Security

Most College facilities and corresponding programs are open to the public during respective hours of operation. Identification and/or sign in registration is not currently required.

College facilities and landscaping are maintained so as to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions are reported immediately to the Maintenance Department for repair or correction. In addition, Lighting Reports and Physical Security Reports are compiled by the Campus Security Department and forwarded to the Maintenance Department for appropriate action.

Residence halls are a special concern. Presently, our four facilities house undergraduates. Single, mostly double, and very few triple accommodations are available. Four buildings house both genders in separate wings. Upper-class students have the opportunity to choose both their room location and roommate. Freshmen are assigned to rooms as they return admissions deposits and indicate interest in on-campus accommodations. Changes in room assignments are made upon reasonable request. Each resident is provided with a room key that operates the room door lock as well as the main entrance. Doors marked “exit only” or “emergency exit only” are not accessible from the outside. Such doors are to be used for exit purposes only. Windows are equipped with locks operable by the room occupants. Campus security officers patrol both the exterior of the residence halls and campus parking lots while residence hall staff monitor the interior of the residence halls and secure all entrances and exits. During low-occupancy periods, the residence halls are locked and keyway cores are changed. Students who receive permission to stay on campus during such periods are registered with the Housing Department.

Local police officers monitor College-sponsored off-campus activities, such as dances and athletic events. Campus events are monitored by campus security officers.

Student Safety Education

Both the Office of Student Affairs and the Department of Campus Security provide educational materials and programs to the College community throughout the year. The vast majority of incidents on college campuses can be avoided if students recognize that they can become victims and take basic precautions, such as walking in groups at night and keeping residence hall doors locked. This message as well as specific policy issues and problems are routinely addressed at residence hall floor meetings or in the student newspaper. In addition, each residence hall room has posted information concerning emergency evacuation procedures in case of a fire or tornado and general information on campus security matters. Through these efforts College community members are encouraged to care not only for themselves, but for each other. Additional detail concerning student or residence hall regulations is included in the Student Handbook, provided to each student annually. Additional statistical analysis of crime is available upon request from the Department of Campus Security.

All federal, state and local laws and ordinances including those regarding alcohol and illegal drug possession, use and sale are applicable to the Morningside College campus. The College reserves the right to sanction individuals who violate these laws.

The possession of any type of firearm or weapon and the possession of any type of explosive, hazardous chemicals or fireworks are strictly prohibited. Background investigations are not conducted with prospective students or all employees. When information concerning criminal conduct is brought to the College’s attention it is given appropriate consideration.

Students who are convicted of a criminal offense after admission are subject to the College’s judicial process. If the student is found guilty by the College, penalties can range from probation up to and including suspension and/or dismissal from school.

For additional information contact:

Director of Campus Security, (712) 274-5234

For a copy of the College crime statistics, please contact:

Department of Campus Security, Morningside College
1501 Morningside Avenue
Sioux City, IA 51106

OTHER POLICIES, RULES AND REGULATIONS

Solicitation and Distribution: Distribution, canvassing and placing of signs and posters for solicitation purposes, chain letters, and collection of any kind, and sales of tickets or merchandise are not permitted on College property unless prior approval is granted by the Vice President for Business and Finance.

Political Activity: Each employee of Morningside College is specifically exempted from any obligation or compulsion to support any candidate or cause even though the support of such candidates or cause may be urged or suggested by any other employee of the institution, or department thereof. An individual employee of the College who may be expressing personal support for a candidate or partisan issues should do nothing to suggest or imply that he speaks as a representative of Morningside College.

Morningside College recognizes the constitutional rights of its employees to participate in and to assume the responsibilities of citizenship in government affairs. These rights include that of seeking public office in local, county, state and federal governments. It must be recognized, however, that this participation must not interfere with the performance of the employee's work obligations to the College.

Any employee who may decide to qualify for full-time elective office in federal, state, county, or municipal governments will submit his resignation at the time he presents his request for qualification as a candidate of election. Such resignations will be upon the standard forms and will be processed in the same manner as all other resignations. Such persons, so resigning, will do so without any guarantee by Morningside College that they may be re-employed in the event they are not elected; or, if elected, that they may be re-employed while holding an elective office; or, that they may be re-employed at the expiration of the term of office for which they have been elected.

Full-time employees of Morningside College may serve in nominally remunerative local and county elective offices provided the duties and responsibilities of such offices do not interfere with the proper performance of the duties of such employees to the institution. In such cases, it will be the duty of the employee, before qualifying for such nominally remunerative local or county elective office, to receive the approval of Morningside College. Such approval will depend only upon the effect of the elective office on the employee's ability to perform his or her College duties. However, in no case will such approval carry with it any obligation of Morningside College to support any such candidate.

CODE OF ETHICS

Morningside College has adopted a formal Code of Ethics detailing standards of conduct. In order to serve as a reminder of the importance of these rules of behavior, we are asking that staff employees review the Code at this time. You should be aware that the Code provisions cover activities which are illegal and activities which are unacceptable.

Personal Responsibilities

This section contains the most complex issues when dealing with ethics since it deals with an employee's personal life and his/her relationship with the College. It deals with an employee's personal responsibilities to exercise prudence in personal financial matters to avoid potential conflict of interest. It also covers favors which staff members might obtain because of their position at the College.

Responsibilities as a Member of the Community

As concerned citizens, and as representatives of the College, our responsibilities in the conduct of community affairs are of particular importance.

Other Responsibilities

General responsibilities covering a diverse range of topics are described in the final section. Examples of major topics include the employment of relatives, the requirement to report known fraud, embezzlement or other dishonest acts, communication and candor requirements in our dealings with regulatory agencies, external auditors and compliance with employee relations and equal employment opportunity policies.

Commitment to the Code

To assure that our Code of Ethics is understood and accepted by all of our employees, each staff member will be required to sign an annual statement indicating that he or she understands the Code and will comply with it.

Personal Responsibilities

Maintaining Confidentiality of Information

We possess vast amounts of confidential information on our students, alumni and contributors. The use or unauthorized communication of this information for one's own or anyone else's benefit constitutes a breach of trust and a most serious abuse of our position. Besides being morally wrong, any misuse of information could subject us as individuals as well as the College to liability. We must be conscious that casual remarks to others can lend themselves to misinterpretation and violate the integrity of our relationships.

Accepting Benefits or Tangible Favors

Transactions must not be made on the basis of any special personal relationship between the customer or supplier and a College staff employee.

While personal relationships can be important in business dealings, at no time shall the business relationship be based upon the acceptance of favors, gifts, extraordinary entertainment or similar influences.

In order to maintain the highest possible ethical standards and in keeping with the law, employees are expressly prohibited from:

- Soliciting for themselves or a third party anything of value from any student, prospective student, competitor, supplier, or any other person in return for any business, service or confidential information of Morningside College and
- Accepting anything of value from any student, prospective student, competitor, supplier, or any other party in connection with College business either before or after a transaction is discussed or consummated.

It is recognized that there are a number of circumstances in which a Morningside College staff member, without risk of corruption or breach of trust, may accept something of value from someone doing or seeking to do business with the organization. Therefore, acceptance of the following types of gifts, favors, and entertainment is generally permissible.

- Meals, refreshments, entertainment, tickets to cultural or sporting events, travel arrangements or accommodations, all of a reasonable value (not to exceed \$100), in the course of a meeting or other occasion, the purpose of which is to hold bona fide business discussions or to foster better business relations, provided that the expense would be paid for by the College as a reasonable expense if not paid for by another party.
- Advertising or promotional material (such as pens, pencils, note pads, key chains, calendars, etc.) of a reasonable value (not to exceed \$100).
- Gifts or favors based on obvious family or personal relationships (such as those with the parents, children, or spouse of a College official) when the circumstances make it clear that it is those relationships, rather than the business of the College, which serve as the motivation for the gift or favor.
- Gifts of reasonable value (not to exceed \$100) related to commonly recognized events or occasions, such as promotion, new job, wedding, retirement, or Christmas.
- Civic, charitable, educational, or religious organizational awards of a reasonable amount, to be determined on a case-by-case basis, for recognition of service and accomplishment.
- Discounts or rebates on merchandise or surveys that do not exceed those available to other customers.

Regardless of the source or value of any gift or favor, Morningside staff employees, and members of their families, must decline or return any gift or favor offered under circumstances indicating or appearing to indicate that its purpose is to influence the employee in performance of his or her job.

Gifts of cash in any amount are expressly prohibited, as well as any gifts or favors which would be viewed as lavish or expensive by a reasonable person, such as the use of a vacation home. Staff members must also refuse any gifts, even if of small value, if they are part of a pattern or practice which, when viewed as a whole, would be considered lavish or expensive. This could include, for example, a pattern of expensive meals or entertainment.

On a case-by-case basis, staff members may obtain approval to accept something of value in connection with College business in circumstances not specifically permitted by this Code. Approval may be given by the College President. Such approval may be given in writing in response to a full written disclosure of all relevant facts and circumstances if the receipt of the items does not present any reasonable potential for inappropriate influence on College business.

Providing Benefits or Favors to Students

Morningside College competes with other educational institutions solely on the basis of the value of its services. It is the policy of the College to refrain from the receipt or payment of sensitive payments to advance its business interests. The term sensitive payment obviously includes what are commonly known as bribes or kickbacks. It also includes ordinary payments made or received with an understanding that illegal rebates or refunds will be made at some future date. For purposes of this Code and for compliance with the Foreign Corrupt Practices Act, the term sensitive payment means any payments, promise, offer or gift of anything of value to anyone for the purpose of (a) inducing them to do or omit to do any act in violation of their lawful duty; (b) influencing their acts or decisions in their official capacity; or (c) inducing them to use their influence to affect or influence any act or decision of any government, department or agency.

Relationships with Competitors

Morningside College wishes to compete with other educational institutions on an open, fair, honest and vigorous basis. Any activity that is not within the spirit of this position is unacceptable.

We must refrain from any contact with competitors involving (or which might conceivably be misconstrued as involving) an attempted understanding concerning the pricing of our services. Similarly unacceptable are agreements not to compete for certain students or in certain territories or to otherwise restrict any aspect of our competitive behavior.

Membership on Boards of Business Corporations

When a staff member of Morningside College serves on the board of a non-affiliated business, there is the potential for a conflict of interest to arise between the business, and the College. On the other hand, the College does recognize that there may be occasions, where a board membership can be of value to the College, the individual and the outside business. Due to the sensitivity of this issue, approval of directorships should be obtained in writing from the President. If approval is granted, director's fees may be retained by the official.

Membership on Boards of Non-profit Organizations

Staff members are welcome to participate or assume leadership roles in non-profit organizations such as charitable, religious, educational, cultural and community institutions. The College encourages such participation provided this does not interfere with the staff member's regular duties. Staff members must be sensitive to activities or memberships which could compromise their position at the College.

Responsibilities as Members of the Community

As interested and concerned citizens, we have responsibilities as individuals and as representatives of Morningside College to participate in community affairs. While freedom of speech is a recognized individual right, the participation in political activity should be conducted in a particularly well-informed manner.

Political Activity

Personal Involvement in Political Activities

We believe it is important for staff members to take an active interest in political and governmental activities and to support principles, issues, parties or candidates of their choice. All such involvement must be done on an individual basis, and not as a representative of Morningside College. In addition, any political campaign activity must take place on the staff member's own time. Morningside College will not reimburse any individual for political contributions or expenditures.

Any staff member desiring to run for an elective political office or to accept an appointment to a political position should discuss this intent with the President. The potential conflict of interest in holding such an office is occasionally not resolvable, in which case the staff member should either resign or take a leave of absence, depending on the circumstances.

Federal, State and Local Lobby and Ethics Laws

It is not practical to set forth in this Code of Ethics the complex and detailed provisions of federal, state, and local laws governing activities involving contact with government officials. Because of the potential for severe corporate and personal penalties and attendant adverse publicity, employees having any contact with governmental officials are cautioned about prohibitions and restrictions on the number or purpose of such contacts, and gifts and hospitality extends to government officials including meals, beverages, tickets to the theater or sports events, and other entertainment.

Federal and State Election Laws

Federal and certain state election laws prohibit Morningside College from making contributions of anything of value to a political candidate or in connection with any federal, state or local election, except in a very few limited circumstances. This prohibition applies to both direct and indirect campaign contributions. This means that, in addition to cash, we are generally prohibited from offering the use of our equipment or personnel in connection with any political activity. Therefore, in their personal political activities, staff members must not utilize College equipment such as telephones, copying machines, postage, stationery or other facilities which could be construed as illegal corporate contributions. Under no circumstances should the College's letterhead be used in any correspondence in behalf of a party or candidate.

Morningside College will apply the usual standards and charge the usual rates currently in effect for any services furnished within the ordinary course of business to any political party, candidate or political committee.

Compliance with Laws, Codes and Regulations

In the pursuit of excellence we will tolerate nothing less than the highest standards of conduct, behavior, and attitude for all those involved in the Morningside College community. These include compliance with all applicable laws, codes and regulations as well as the widely accepted practice of fairness and equality.

Personal Responsibilities

Morningside College has no intention of controlling the private lives of its employees. Each employee is expected to conduct his or her life with an innate sense of what is right.

As College representatives, we should handle our personal financial matters with prudence in terms of risk assumption and with sensitivity to potential conflicts of interest. Generally speaking, our investments should not be of a character to influence our judgment in conducting the College's business. In addition to avoiding actual conflicts of interest, we must avoid apparent conflicts of interest - that is, any situation which, to a disinterested third party, might even remotely suggest a conflict of interest.

Confidential Information

Staff members are to treat all information regarding students, alumni and contributors in a professional and confidential manner. Such information should not be disclosed or discussed by any employee with other persons, including other employees, except in connection with the employee's official responsibilities pertaining to the individual in question.

Investing in Other Businesses

Staff members of Morningside College may not invest directly or indirectly in any business that competes with, or is a customer of the College. If any such entity is owned or partly owned by members of a staff member's family, such interests should be fully disclosed to a Presidential Staff Member and such staff member should not participate in any manner in any decision or action by the College involving such entity.

Investments are not prohibited in publicly-held companies or other institutions whose stock is listed on a national stock exchange or in the NASDAQ over-the-counter system whether or not they compete with the College, provided such investment is not so significant as to provide such staff member with any influence over the operations of such company.

Outside Employment

Staff members are expected to devote their full time and attention to the College's interests during regular hours of employment and whatever additional time is required to satisfy their responsibilities. Other employment or personal business commitments are not permitted if these interests would compete with the College's activities; involve the use of the College's equipment, supplies, or facilities; or imply sponsorship or support by Morningside College.

Trading on the Name of Morningside College

The nature of our business and the critical importance of maintaining a strong reputation impose special obligations on all Morningside College staff. The use of one's position as an official of Morningside College, either implied or direct, to gain leverage or personal advantage in any dealings with others cannot be permitted. As an example, even the incidental use of official college stationery for personal or non-College related correspondence is inappropriate.

Other Staff Responsibilities

Employee Relations and Equal Employment Opportunity

Morningside College's success is dependent upon the effort and talent of its entire employee group. We must pledge ourselves to actively support the College's policies to:

- Hire and promote employees on the basis of qualifications. There can be no discrimination or harassment on the basis of sex, color, race, sexual orientation, age, religion, national or ethnic origin, handicap, veteran's status or other prohibited or protected bases.
- Conscientiously implement the College's Non Discrimination Policy to attract and advance all qualified persons.
- Provide compensation related to performance and create a working environment that provides all employers with challenge, opportunity, recognition and satisfaction.

Employment of Relatives

The employment of relatives can create potential conflicts of interest. The circumstances under which relations may be employed should be approved in advance by the President.

Confidentiality of Salaries and Other Personal Employee Data

Information regarding individual employee salaries and performance should not be discussed with those who are not entitled to such information.

Compliance with Accounting Rules and Controls

No undisclosed or unrecorded fund or asset of the College shall be established or maintained for any reason. No payment on behalf of the College shall be approved or made with the understanding that any part of such payment is to be used for any purpose other than that described by the documents supporting the payment. No entry on the books and records of the College which might be misleading to management or the auditors shall be made for any reason.

Communications and Candor

Presidential Staff Members should be informed at all times of any matters which might affect the College's reputation. Concealment of these matters cannot be tolerated. Questions asked by Federal agencies, and the College's outside independent auditors shall be answered accurately and candidly without concealing accurate adverse data.

Fraud and Embezzlement

While the consequences of any act of fraud or embezzlement are so obviously grave they go without saying, the responsibility for reporting acts of others may be less evident. Under the U.S. Criminal Code, the failure to disclose known dishonest acts of others can classify a person as an accessory and subject him or her to severe penalties.

Support of the College Position

Morningside College invites and, in fact, expects its employees to express their opinions on matters which affect their jobs. We are all part of the College, and we should freely advocate our positions.

But while the College respects free speech, it does not condone actions which could reasonably be interpreted as detrimental to the best interests of the College or any other persons employed or affiliated with the College.

Administration and Interpretation of the Code

This Code does not and cannot cover all aspects of the College. Nor can the Code always be clear in its application to a given situation. As in most of life, there are few absolutes in our business dealings. Occasions will arise where interpretations and guidance will be needed. These situations should be discussed with an employee's superior. In all cases, disclosure of possible violations should be made promptly.

In conclusion, the essence of our corporate integrity does not lie in a Code of Ethics. It lies in the quality of employees and the manner in which they conduct themselves. The Code is intended to aid them in their efforts to represent themselves and the College with honesty and fairness.

If you have any questions or concerns regarding this policy you can contact the Vice President for Business and Finance at 274-5128.

