Section 9
Employee Benefits
The Hotel at Kirkwood Full-Time Hourly/Non-Exempt Employees

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Employee Benefits Eligibility

Unless otherwise noted, benefits are effective the first of the month following 60 days.

Group Health, Dental and Vision Coverage

Group health, dental and vision coverage shall be provided as one of the benefits extended by the college for The Hotel full-time hourly employees. There are four plans offered: Alliance Select Plus and Alliance Select Standard (both PPOs) and Blue Advantage Plus and Blue Advantage Standard (both HMOs). The HMO plans recommend referrals from your designated Primary Care Provider. All four plans include a prescription drug program and mental health/substance abuse program. The dental plan is through Delta Dental of Iowa and the vision plan is administered by Vision Service Plan. Detailed information on these plans is available in the Human Resources Office and the Human Resource website at www.kirkwood.edu/hr.

Coverage is effective on the first of the month following 60 days, and continues until the last day of the month in which employment is terminated.

The premium cost for single health, dental and vision coverage for eligible employees is paid at the Blue Advantage Standard level. Employees can pay up to purchase a higher level plan. Participants may elect to have family coverage for health, dental and/or vision coverage. The fee for family coverage for group health, dental and vision coverage will be deducted from the employee’s paychecks on a pre-tax basis. Contact Human Resources for rate information.

Through the Metro Interagency Insurance Program (MIIP), Kirkwood Community College, Cedar Rapids Community School District, College Community School District, Linn-Mar Community School District, Marion Independent School District and Grant Wood Area Education Agency are collectively purchasing health insurance. A board is made up of representatives from each member organization.

The primary goals of this consortium are:
- To contain or reduce the rate of increases in medical costs.
- To help employees become better health care consumers through education.

Dependent Coverage

Employees may elect to cover dependents (spouse, domestic partner and/or children) on the health, dental and vision plan. Employees may elect to cover dependents on medical only, dental only, vision only or any combination thereof. Employees should refer to their plan benefits certificate for definition of eligible dependents.

Domestic partner benefits will be provided in accord with the Kirkwood Community College Extended Family Relationship Eligibility. This allows a qualified extended family partner to be eligible to apply for coverage under the group health, dental, and/or vision plan in the same way as would be provided to a spouse. In order for an individual to qualify as a domestic partner, the employee must complete the Kirkwood Extended Family Relationship Affidavit available on the Human Resources website or contact Human Resources.
Adding Dependents to the Health Plan
Upon hire, employees will receive information regarding the specific health, dental and vision plans available and the necessary enrollment forms that must be completed and returned to the Human Resource office. At this time, employees have the opportunity to enroll dependents in the health plan.

If an employee declines to enroll a dependent or dependents (including spouse or domestic partner) because the dependent has other group health insurance coverage and the dependent later loses eligibility for this other group coverage, the employee may enroll the dependent(s), following a qualifying event, provided that the request is made within 31 days after the other coverage ends.

If an employee acquires new dependents as a result of a qualifying event, such as marriage, birth, adoption, placement for adoption or meeting the qualifications under the Extended Family Relationship Eligibility, they may enroll new dependents provided the request is made within 31 days of the qualifying event.

Examples of events that qualify for a special enrollment are listed below.

A loss of eligibility for group coverage under another plan may be due to:
- Legal separation of marriage
- Divorce
- Death
- Termination of employment
- Reduction in hours
- Employer contribution towards coverage terminates
- Termination of COBRA benefits
- Termination of Title XIX or Hawk-I

A change in family status due to:
- Marriage
- Birth of a child
- Adoption or placement for adoption
- Meeting the qualifications under the Extended Family Relationship Eligibility

A change in job status:
- Part-time to full-time
- Full-time to part-time

Significant change in employer contribution

Employee returns from a leave of absence

Adding Dependents to the Dental and Vision Plans
Employees may add dependents to the dental and/or vision plans under the same guidelines as outlined above under “Adding Dependents to the Health Plan.” In addition to adding dependents following a qualifying event, employees will have the option each year, effective July 1, to add dependents to the dental and/or vision plans. Employees will receive notice in May of each year with instructions and deadlines for adding employees during this open enrollment period.
Dropping Dependents from Medical, Dental and Vision
Employees can drop dependents once a year during the annual enrollment, and the change would be effective July 1 of that year. Employees may not drop dependents in the middle of a plan year (July 1 – June 30) without a qualifying event. If an employee experiences a qualifying event (see above), they must notify Human Resources within 31 days of the other coverage ending.

Continuation of Insurance (COBRA) 9.3
The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), a federal law, entitles employees and their eligible dependents continuation of health care coverage after it would otherwise end.

Individuals who are eligible for COBRA continuation coverage are described below.

- An employee (and any covered dependents) whose coverage ends due to termination of employment for a reason other than gross misconduct.
- An employee (or any covered dependents) whose coverage ends due to a reduction in work hours.
- An employee’s former spouse (and dependent children) whose coverage ends due to divorce or legal separation.
- An employee’s surviving spouse and/or dependent children, whose coverage ends due to the employee’s death.
- An employee’s spouse and/or children whose coverage ends due to the employee’s election to drop out of the group health plan upon entitlement to Medicare.
- An employee’s child whose coverage ends because the child ceases to be a dependent child under the terms of the plan.

Employees or their eligible dependents, if applicable, should notify the Human Resources office immediately if any of these events occur. A Continuation of Health Coverage Notice will be sent to the eligible individual(s) explaining COBRA coverage.

Employees who choose continuation due to any reason listed above are afforded the opportunity to maintain coverage for 36 months, unless the employee lost group coverage because of termination of employment or reduction in hours. In that case, the required continuation is 18 months.

Upon receiving the Continuation of Health Coverage Notice, eligible individuals must apply for COBRA within 60 days after the date of the notice or within 60 days after coverage would otherwise end, whichever is later. If application is not made within the 60-day period, the continuation option expires.

An individual who elects continued coverage under COBRA is required to pay the full monthly premium plus an administrative fee. The individual’s continued coverage through Kirkwood/The Hotel would cease when he/she becomes covered for similar insurance under
another group plan due to re-employment, re-marriage, etc., or for failure to make monthly premium payments in a timely manner.

**Flexible Pre-Tax Benefit Plan (IRS Section 125)**

Employees are given the opportunity to reduce their income taxes and increase their spendable income through enrollment in the Flexible Pre-Tax Benefit Plan under Section 125 of the Internal Revenue Service Code (refer to Section 4.1 Employee Benefits Eligibility). The Hotel full-time hourly employees are eligible to enroll the first of the month following 60 days of employment.

Employees who participate in this plan estimate their expenses for uninsured health, dental, vision and/or dependent care for the year, then designate the pre-tax earning dollars to be deducted from each pay check for deposit into the Flexible Pre-Tax Benefit Plan account. As qualified expenses are incurred, employees provide evidence of those expenses to receive reimbursement from their benefit account.

All medical expenses must be submitted to the employee’s health, dental and vision plan before submitting to the Flexible Pre-Tax Benefit account. Any amount left in the employee’s account after reimbursement of benefit expenses incurred during the plan year will be forfeited.

The Kirkwood Community College Flexible Benefit Plan is administered by ASI out of Columbia, Missouri. Employees who would like individual counseling on setting up their plan may contact an ASI representative at 1-800-659-3035.

Claim forms to file for health and/or dependent care reimbursement are available in Human Resources and on the Human Resources web site.

**Life Insurance**

**Basic Life Insurance**

Kirkwood/The Hotel provides basic life insurance for employees in an amount equal to their basic annual earnings times two, then rounded up to the next highest $1,000, if not already a multiple thereof. For example, an employee earning $25,350 would have a life insurance benefit of $51,000. No medical underwriting is required.

Accidental Death and Dismemberment (AD&D)

Kirkwood provides AD&D coverage for eligible employees in an amount equal to the benefit amount provided under the basic life insurance plan.

**Dependent Life**

Employees can purchase life insurance in the amount of $2,000 for dependents (spouse or domestic partner and each eligible dependent child). No medical underwriting is required when employees enroll within 30 days of their benefits effective date. Enrollment to the dependent plan at a later date will require proof of good health on dependents. Premiums for this coverage will be payroll deducted.
Employees can enroll acquired dependents at a later date, without providing proof of good health, as long as enrollment takes place within 30 days of a qualifying event. Qualifying events in this case would include the following:

- Marriage.
- Birth of a child.
- Adoption or placement for adoption.
- Qualification under the Extended Family Relationship Eligibility.

**Supplemental Life**

Eligible employees can purchase additional term life and AD&D insurance on themselves, spouse or domestic partner, and/or dependent children. Premiums for this coverage will be payroll deducted. Proof of good health is required on those individuals enrolling. For rate and enrollment information, contact Human Resources.

**Long-Term Disability**

Kirkwood provides long-term disability benefits for eligible employees with an elimination period of 90 calendar days before disability benefits are paid. The eligible employee is paid 70 percent of their basic monthly earnings until age 65, not to exceed the maximum monthly benefit of $8,750. A detailed booklet describing coverage is provided to all employees by the Human Resources office.

**Personal Liability**

The college provides all employees with personal liability insurance for activities related directly to the terms of their employment by the college with limits of risk and in such amounts as maintained in the office of the Secretary to the Board of Trustees.

**Workers’ Compensation**

Workers’ compensation provides benefits for employees who suffer personal injury from accidents or illnesses arising out of, and in the course of, their employment with the college. An employee who is injured on the job, or whose injury or illness is directly related to the performance of job duties, regardless of severity of the injury or illness, should:

- Seek appropriate medical attention, either from the campus nurse or St. Luke’s Work Well. First aid treatment can be obtained by contacting the campus nurse at ext. 5588, or call 9-911 for emergencies. For emergencies, employees must go to St. Luke’s Hospital or closest hospital.
- Report the occurrence to their immediate supervisor.
- Report the occurrence to the Human Resources Generalist located in 313 Kirkwood Hall. The Human Resources Generalist will need to obtain information as to exactly what happened, how the injury or illness occurred, the exact time and location, as well as any witnesses to the occurrence.
Should an employee experience a disabling work injury or illness, the nature of which necessitates an absence from work, the Human Resources Generalist, will provide the injured or ill employee with information concerning his/her lawful benefits. The appropriate form(s) should be obtained, completed and returned to the Human Resources Generalist, as soon as possible following the injury or illness. If, as a result of this injury or illness, the employee is absent from work and/or receiving Workers’ compensation payments, the following procedures will go into effect:

- For each day the employee is absent, he/she will continue to receive their daily or weekly rate of pay, and the time will be charged against accrued sick leave. Employees are to submit an Employee Leave Report for days absent due to workers’ compensation.
- If the employee has sufficient accrued sick leave to cover the total period of absence, the total amount of workers’ compensation payments will be signed over to the college.
- If the employee does not have sufficient accrued sick leave to cover the period of absence, the only compensation they will receive for the time not covered by sick leave will be what they receive for workers’ compensation benefits.

The provider of care for work-related injuries or illnesses should be instructed to send medical bills to Kirkwood so they can be filed with the workers’ compensation claim. The bills for work-related incidents should not be sent to the employee’s health insurance carrier.

If the employee does not feel that medical treatment by a physician or registered professional is needed for a work-related injury or illness, it will be documented as such. Any employee who is absent for three consecutive workdays because of a work-related injury or illness must report the incident to the Human Resources Generalist, Insurance, whether he/she did or did not seek medical treatment.

Workers’ compensation claims have a 90 day elimination period, so it is important to report injuries as soon as possible.

Employees who have questions concerning the payment of Workers’ compensation benefits are encouraged to contact the Human Resources Generalist, Insurance, 313 Kirkwood Hall.

**Workers’ Compensation – Treatment and Insurance Claim Reporting**  9.8.1

The following Treatment and Insurance Claims Reporting Policy and Procedure is applicable to all Kirkwood Community College employees and all students participating in clinical programs.

I. Treatment and Reporting Procedure and Requirements

As soon as any clinical/work-related incident (injury or illness) occurs, the following process should be followed:

A. Any Kirkwood employee or a student in a clinical setting, having knowledge of an incident, should report the incident immediately to their department supervisor or clinical instructor.

B. Non-Emergency and Non-Urgent Illness / Injury Incidents
These incidents include those where an appointment is required and there is not an obvious concern of the threat of loss of life or limb if care is not urgently or emergently provided. Some examples of these incidents include minor sprains, strains, back pain, minor burns.

- If the incident occurred on main campus, the employee or student should report to Campus Health (132 Iowa Hall) for evaluation by the Campus Nurse and completion of the required documentation (letter “D” below). The incident needs to be reported within 24 hours (or the next business day).

- After evaluation, the Campus Nurse or designated person should complete a Kirkwood Illness and Injury Report form. One copy of this form will remain in Campus Health office in the employee or student medical file. A second copy of this form will be sent to the Insurance Human Resources Generalist in Kirkwood Business Services within 24 hours (or the next business day). The employee or student can also be given a copy upon request.

- All non-emergency or non-urgent healthcare evaluations related to the incident must be scheduled at St. Luke’s Corporate Health / Work Well Clinic located at 830 1st Ave NE, 319-369-8153. Failure to use St. Luke’s Corporate Health/ Work Well Clinic may result in loss of benefits for payment of services.

- If off-campus (Outreach Centers / Iowa City campus), the Kirkwood Illness and Injury Report form should be completed and sent to Campus Health (132 Iowa Hall, Main Campus) within 24 hours of the incident. All non-emergency / non-urgent healthcare evaluations related to the injury must be scheduled at St. Luke’s Corporate Health/ Work Well Clinic located at 830 1st Ave NE, 319-369-8153. Failure to use St. Luke’s Corporate Health/ Work Well Clinic may result in loss of benefits for payment of services.

C. Urgent and Emergency Medical Care Incidents

These include incidents where there is a concern of the loss of life or limb. Some examples would include suspected heart conditions, severe back injury with neurological changes or severe pain, or a laceration needing stitches.

- In the Cedar Rapids / metro area, the designated emergency department is St. Luke’s Emergency Department located at 1026 A. Ave NE, Cedar Rapids, 319-369-7105.

- At the outreach centers and at the Iowa City campus, a St. Luke’s or Iowa Health Systems medical facility is preferred, but the nearest facility should be used for a true emergency.

D. The Campus Nurse, Insurance Human Resources Generalist or designated person will assure that the injured employee or student is given an information packet including:

1. A copy of this policy and procedure.
2. The First Report of Injury or Illness form (if outside medical care is needed) and a business reply envelope.

E. When a health insurance claim is received, an investigation will commence to determine the type of claim, severity of the incident, and the identification of the people and/or property involved.

II. Employee / Student Responsibilities
A. Any Kirkwood employee or a student in a clinical setting, having knowledge of an incident, should report the incident immediately to their department supervisor or clinical instructor and follow the treatment and reporting procedure and requirements as listed above.

B. All employees or students should submit all bills and/or receipts of medical services or care as a result of the incident to the Kirkwood Insurance Human Resources Generalist, 313 KH, Main Campus.

C. The employee or student should also notify the Kirkwood Insurance Human Resources Generalist of any claim they feel is not being resolved either as quickly as it should or in the manner they feel it should.

D. Kirkwood employees and students will be responsible for all costs deemed not covered by Kirkwood Community College after the claim has been adjusted and payment has been authorized.

F. Kirkwood employees and students may be held responsible for all costs of non-emergency or non-urgent healthcare services related to a work or clinical injury or illness not provided by St. Luke’s Corporate Health / Work Well Clinic.

III. Kirkwood Community College Responsibilities
A. Emphasize safety practices and accident prevention to avoid losses.

B. Advise employees and students, involved in an incident, not to make any statements regarding fault or liability.

C. Encourage employees and students to ensure all incidents are promptly reported and documented.

D. Initiate a report on all incidents to ensure that a written record exists. All incidences involving actual, or suspected criminal acts, or if required by law, ordinance, or regulation, should be promptly reported to the appropriate law enforcement agency.

E. Any damaged property should be protected to prevent any additional damage, injury or loss.
IV. Contact Information

CORPORATE HEALTH CLINIC
Doctor: St. Luke’s Corporate Health / Work Well Clinic
Address: 830 1st Ave NE
Telephone Number: 319-369-8153

AMBULANCE
9- 911 (from campus phone)
911 (from non-campus phone)

HOSPITAL EMERGENCY ROOM
Hospital: St. Luke’s Emergency Department
Address: 1026 A. Ave. NE
Telephone Number: 319-369-7105

KIRKWOOD HEALTH SERVICES
Campus Health 319-398-5588
Emergency Cell 319-310-5199
Kirkwood Community College
Main Campus, 132 Iowa Hall
6301 Kirkwood Blvd. SW
Cedar Rapids, IA 52406

KIRKWOOD HUMAN RESOURCES GENERALIST
Human Resources Generalist
319-398-7673
Kirkwood Community College
Main Campus, Human Resources, 313 KH
6301 Kirkwood Blvd. SW
Cedar Rapids, IA 52406

Vacations

Vacations are provided by The Hotel to enable employees to leave their work environment for a period of time and are intended to be taken within the year in which they are earned.

- Vacation days are credited at the beginning of each fiscal year (July 1).
- No more than five days of vacation earned in a given fiscal year can be banked beyond June 30.
- Unused, banked vacation entitlement may be cumulative to a maximum of 60 days.
Unused accumulated vacation days will be paid on a per diem rate upon termination of employment with The Hotel or to the estate upon death of an employee.

Any days that are not banked will be forfeited on June 30.

Vacation credits may be used in a minimum of one-hour increments.

For example, if an employee has 20 days on July 1 and uses 12 by the following June 30, five days will be banked and three will be forfeited.

Request forms (Employee Leave Reports) for vacation are available in each department and are to be submitted to the employee’s immediate supervisor and approved prior to utilization of vacation leave. Employees are asked to submit requests for vacation at least two weeks prior to the scheduled vacation date, unless the request is due to an unexpected situation. Efforts will be made to grant vacation time as requested, but business needs may require an employee to adjust his or her vacation time.

When an employee changes employment status from a position that earns vacation to a position that does not earn vacation, he/she shall be paid at the time of the employment status change for all earned vacation. Upon termination of employment, the employee will be paid for any unused, earned vacation for the current fiscal year and any banked vacation days. If the terminating employees has used days that have not yet been earned, those days will be deducted from the employee’s final paycheck.

The Hotel hourly personnel are entitled to vacation as shown below.

- One day per month up to a maximum of ten days per year for the first four years of continuous employment.
- One and one-half days per month up to a maximum of 15 days per year for the fifth through the ninth year of continuous employment.
- Two days per month up to a maximum of 20 days per year for each year of continuous employment after the ninth year.

**Holidays**

The following are recognized as holidays by The Hotel:

1. New Year’s Day - January 1
2. Memorial Day - Last Monday in May
3. Independence Day - July 4
4. Labor Day - First Monday in September
5. Thanksgiving Day - Fourth Thursday in November
6. December 25

Veteran’s Day – Employees who are veterans can request time off for Veterans Day, November 11, if the employee would otherwise be required to work on that day. The employee/veteran shall provide their supervisor with at least one month’s prior written notice of their intent to take time off for Veteran’s Day and also provide a copy of a federal certificate of release or discharge from active duty, or such similar federal document. Employees requesting this as a holiday will be required to use any available paid personal leave or vacation for this day and if all paid leave is exhausted, it can be taken as an unpaid day.
If the employee is not scheduled to work the holiday, they will receive holiday pay if they work their assigned hours on their scheduled work day immediately prior to and following the holiday. For example, if the holiday is Monday, July 4, and they are scheduled to work 8 hours on the previous Friday and the following Tuesday, and they work those scheduled hours, they will receive the paid holiday. If they are scheduled to work the previous Friday and/or the following Tuesday and get prior approval to take a vacation or personal day on either or both these days they will receive the paid holiday. Otherwise the holiday will not be paid.

If the employee is scheduled to work on the holiday and works the scheduled holiday hours, the employee is eligible for holiday pay plus pay for the actual hours worked that day, as long as they meet the same guidelines as noted in the previous paragraph (working their assigned hours in the scheduled work day immediately prior to and following the holiday).

**Family and Medical Leave (FMLA)**

Notwithstanding any other provisions under Paid or Unpaid Leaves in this handbook, an employee who has been employed for at least 12 months and for at least 1,250 hours of service during the previous 12 months, may be granted unpaid leave for one or more of the following reasons:

1. Birth of son/daughter and in order to care for such son/daughter.
2. Placement of son/daughter with the employee for adoption or foster care.
3. To care for a spouse, son, daughter or parent who has a serious health condition.
4. A serious health condition that renders the employee incapable of performing the functions of his/her position.

A total of 12 work weeks of leave during any 12-month period may be granted under this policy. Such leave must be taken on a sustained or uninterrupted basis, except that intermittent leave may be taken for serious health care of the employee, child, spouse or parent. The employee shall provide as much prior notice as reasonably possible.

When the leave is related to a serious health condition, the employee must make a reasonable effort to schedule treatment(s) so as not to unduly disrupt their job responsibilities. The employee is required to first use their available sick days, accrued paid vacation and/or personal days for any part of the 12-week period. FMLA will run concurrent with all paid leave options after the fifth consecutive day of absence. If such paid leave is available, Kirkwood provides enough additional unpaid leave to total 12 weeks. Where paid leave is available, the total FMLA absence (paid and unpaid) shall not exceed 12 weeks in a 12-month time period.

For Family and Medical Leave taken for reasons other than employee illness, paid leave time must be utilized prior to unpaid leave. Family and Medical Leave will run concurrent with this paid and/or unpaid leave.

The employee will be allowed to return to the same job or an equivalent position with equivalent pay and benefits. Previously accrued benefits will not be forfeited; however, additional benefits or seniority will not accrue during the absence.
Group insurance benefits will be continued during an approved absence, as applicable, provided the employee continues to remit his/her share of the premium if applicable. In cases where an employee takes a one-half time leave, benefits will be accrued at one-half the normal rate.

Medical certification of a serious health condition of the employee, spouse, parent or child may be required, and/or the college may request a second opinion. If a second opinion is requested, it will be at the expense of the college.

“Serious health condition” shall mean an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity, or incapacity which includes continuing care by a medical provider or incapacity due to a chronic serious health condition.

How to Apply for Family and Medical Leave/Illness or Injury Leave
Any illness or injury of duration of more than five consecutive work days should be reported to Human Resources. A Personal Illness/Injury Verification form will be forwarded to the employee. The Personal Illness/Injury Verification form must be completed by the attending physician and will serve as verification of the employee’s illness/injury under FMLA or for family illness/injury leave.

If FMLA is for the employee’s illness or injury leave, he or she must provide a Verification of Return to Work release from the attending physician before returning to his/her regular duties. There may be cases where the physician has released the employee to return to work, but with limitations or restrictions. This information is requested on the Verification to Return to Work form. This form is to ensure that employees do not return to work without permission from their physician to do so. It protects both the employee and Kirkwood from contributing to continued or further disability.

If the employee is released to return to work, but with limitations or restrictions, the form should be forwarded to Human Resources five days prior to the employee’s anticipated return to work. The immediate supervisor and Director, Human Resources, will then determine if an accommodation can be made. If the physician has released the employee to return to regular duties without restrictions or limitations, this form should be returned to Human Resources at the time of the employee’s return to work.
Leaves of Absence - General

The Board may grant a full-time employee a leave of absence in accordance with the provisions described below.

1. A leave of absence is granted as a leave from The Hotel and not as a leave from a specific position or location.
2. As a condition for granting the leave, the employee will designate the date upon which he/she will return to work.
3. Any employee on a leave of absence of more than 90 days shall notify Human Resources of his/her intent to return to work at least 30 days prior to the scheduled return date in number two above. For leaves of 90 days or less, the employee should provide two weeks notice of their intent to return to work.
4. Failure to provide notice under number three above may be considered a voluntary resignation.
5. Employees wishing to return to work on a date earlier than originally requested must provide 30 days written notice to the Human Resources office for approval.
6. Leave credits do not accrue while an employee is on an unpaid leave of absence.
8. Employees on unpaid leave become responsible for 100 percent payment of their health care premium if they wish to maintain coverage, except under the provisions of the Unpaid Extended Illness/Disability Leave (see Section 4.14.1) and Family and Medical Leave (see Section 4.11).
10. Leave credits may not be donated to other employees.
11. Leaves of less than 100 percent will be considered on an individual basis, taking into account the impact on the affected department, which is determined by the department supervisor, and the employee’s overall work record.
12. A written request for leave should be submitted to Human Resources after discussion with and approval of the immediate supervisor.
13. Paid leave credits are granted on a fiscal year basis (July 1).
Paid Leaves 9.13

Personal Illness or Injury 9.13.1

Employees are provided leave with full pay for illness, injury, elective disability, childbirth and illness or disability associated with pregnancy as shown below. Sick leave is prorated one-half day per month, effective the first of the month following 60 days for full-time hourly/non-exempt Hotel employees. Sick leave accrues at 6 days per fiscal year.

- Personal illness/injury leave can be used for the employee’s own illness or injury, not for illness or injury of family members, except as noted in Illness in the Family, Section 4.13.2.
- Personal illness/injury leave can be used for medical, dental or vision appointments for the employee.
- The college reserves the right to request physician certification for an absence under this policy.
- Unused leave provided by this policy will be cumulative to a maximum of 50 days.
- The Hotel reserves the right to require a second opinion by a physician selected by the college, at the college’s expense.
- If an employee’s illness or injury leave has potential to result in an absence of more than five days, please see “How to Apply for Family and Medical Leave/Illness or Injury Leave” under Section 4.11 Family and Medical Leave.

Please contact Human Resources as soon as possible once you (the employee) are aware of an illness or injury that may last more than 5 consecutive work days. Human Resources will work with you to explain the policy, procedures, appropriate form(s), etc. This will better ensure a smooth processing of your request. In addition, Human Resources will facilitate communications with your supervisor as appropriate; upon request.

Bereavement Leave 9.13.2

In case of death in the immediate family, employees may be granted up to five days leave of absence each fiscal year, with full pay. The immediate family shall be interpreted as father, mother, son, daughter, wife, husband, family partner (as specified in the employee’s Affidavit of Extended Family Relationship filed with Human Resources), brother, sister, grandparent, grandchild, comparable in-laws and step-parents/children.

An employee may be granted up to five additional working days of absence annually with full pay should the employee experience the death of any combination of the employee’s own parent, child, sibling or spouse in the same year. Exceptions to this policy based on unique individual circumstances may be requested through Human Resources.

The Hotel reserves the right to request proof of death or proof of attendance to a funeral.

Personal Leave 9.13.3

Non-administrative employees may be granted 16 hours of leave each fiscal year for the purpose of attending to important personal affairs that are not vacation type activities.

Military Duty 9.13.4
Military leave of absence shall be granted to employees under provision of the Selective Service Act and the Code of Iowa. Employees requesting military leave should send a copy of their orders along with a memo requesting military leave or an Employee Leave Report form to Human Resources.

**Jury Duty**

Employees may be excused from work duties to serve on jury duty. Employees will receive full pay for jury duty. Employees retain any mileage paid to them by the Court. Court paid per diem checks should be forwarded to Payroll upon receipt by the employee. A copy of the jury duty notification should be forwarded to Payroll along with a completed Employee Leave Report specifying leave for jury duty.

**Retirement Programs**

New employees may elect to participate in either the Iowa Public Employees’ Retirement System (IPERS) or Teachers Insurance Annuity Association/College Retirement Equity Fund (TIAA-CREF).

New employees have 60 days from their date of hire or benefits eligibility to make a retirement plan selection. The retirement plan selection is a one-time election and employees cannot later select the other plan. If an employee does not make a plan selection within the 60-day enrollment period, Kirkwood is required by law to default the employee to IPERS. A default to IPERS will be considered the employee’s one-time plan selection.

IPERS is a defined benefit plan that provides a pre-set amount of retirement income that is guaranteed and predictable. The retirement benefit is determined using a formula, which takes into account the employee’s highest three years of IPERS taxable wages, their age and their years of participation.

TIAA-CREF is a defined contribution plan. The employee and the college contribute a certain percentage of the employee’s salary each month into an individually owned retirement annuity accounts. The employee decides how to allocate these combined contributions among TIAA’s fixed (guaranteed) annuity and CREF’s investment accounts. The results of the employee’s participation in these options will determine the size of their overall accumulation and the amount of retirement income they will receive.

The employee and employer contributions will be maintained at the same level of benefits in both programs. The contribution Schedule is as follows:

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<th>Pre-July 1, 2007</th>
<th>July 1, 2007</th>
<th>July 1, 2008</th>
<th>July 1, 2009</th>
<th>July 1, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined Rate</td>
<td>9.45%</td>
<td>9.95%</td>
<td>10.45%</td>
<td>10.95%</td>
<td>11.45%</td>
</tr>
<tr>
<td>Employer</td>
<td>5.75%</td>
<td>6.05%</td>
<td>6.35%</td>
<td>6.65%</td>
<td>6.95%</td>
</tr>
<tr>
<td>Employee</td>
<td>3.70%</td>
<td>3.90%</td>
<td>4.10%</td>
<td>4.30%</td>
<td>4.50%</td>
</tr>
</tbody>
</table>

The employee contribution is state-mandated. Employees cannot contribute more or less than the state-mandated contribution level. Employees who wish to contribute additional pre-tax money toward retirement can participate in a tax-sheltered annuity (see Section 9.15).
**Tax-Sheltered Annuities**

Employees may purchase an individual tax-sheltered annuity, or 403b, from one of the approved providers of the State of Iowa Retirement Investors’ Club. Each employee is responsible for making arrangements for proper deductions. This should be arranged with the tax-sheltered annuity agent. The college does not advise employees concerning amounts to be sheltered nor does it assume any responsibility for an employee’s program. The college serves only as an agent between the employee and his/her insurance company/agent.

Changes to a tax-sheltered annuity may be made as determined by the Internal Revenue Code.

**Enrollment in Kirkwood Classes**

Employees of The Hotel may enroll for credit or non-credit courses offered by the college at no cost in accordance with the following guidelines. The Human Resources office will receive a list identifying Kirkwood employees attending classes and their employment status for monitoring purposes.

- Once the employee is benefits eligible (first of the month following 60 days), if they are enrolled in a class and not more than one-half of the semester has passed, the employee will be credited for the eligible tuition.
- No more than six credit hours may be taken per semester.
- To register for continuing education course, employees should complete the Class Registration Form for Employees and send to Human Resources.
- Employees will be limited to a total of $200 worth of classes per Continuing Education catalog. This benefit amount cannot be carried over into other sessions. For example, if you don’t take any courses in the Fall 1 Continuing Education session, you cannot carryover that $200 to the Fall 2 Continuing Education session and take $400 in that session.
- This benefit does not include travel programs.
- Only tuition is paid by Kirkwood. Any books and all fees are the responsibility of the employee.
- No travel time will be paid to or from classes.
- Employees can audit a course (no grade) with instructor approval.

**Dependent/Spouse/Partner Tuition Benefit for Kirkwood Classes**

Effective Fall 2009, the current Dependent Tuition Benefit will be expanded to include spouses and domestic partners of employees. The benefit will also change from a six semester limit to cover 86 credit hours.

Eligible dependents are those who are claimed as a dependent for income tax purposes. Spouses are those for whom an employee is legally married. To qualify as a domestic partner, an Extended Family Relationship Affidavit must be on file with Human Resources for that partner. The affidavit is available by contacting Human Resources.

Kirkwood will pay 50% of tuition and fees for credit courses up to 86 attempted/completed credit hours. The employee is responsible for notifying Human Resources if the dependent, marriage or domestic partner status changes and the individual is no longer eligible. Kirkwood reserves the right to bill for ineligible credit hours.
Once you have completed a Tuition Benefit Request form for an individual, you do not need to complete a new one. Their dependent status will stay in force until you either notify us they are no longer eligible or when the 86 credit hour limit is reached. Any dependents enrolled for Summer and Fall 2009 semesters will automatically be coded for the benefit to continue and you will not need to request the tuition benefits. If your child was registered for any previous semesters (prior to Summer 2009) and you have not requested the benefit for Fall 2009, you will need to complete the new Dependent/Spouse/Partner Tuition Benefit Request form on the HR Forms page.

In the event of the death of a Board-approved employee while in an active status, this tuition benefit shall apply to their dependent children who would be otherwise eligible. Younger children who have not reached the age of admission to Kirkwood may retain their eligibility for this tuition benefit, as long as they are claimed as dependents for income tax purposes by the surviving spouse in the year of their application for admission.

**Employee Assistance Program** 9.18

An Employee Assistance Program (EAP) through Mercy EAP Services is provided for employees effective their date of hire. An EAP program is designed to assist employees and their family members with problems that are affecting their job performance and their personal lives. This is achieved by offering counseling as well as referral and follow-up services when other treatment resources are necessary.

Services provided through an EAP are those services not typically covered by the group medical or mental health/substance abuse program. For example, the EAP can help you and your family members with issues such as marital problems, depression, divorce, financial concerns, anxiety, substance abuse, family issues, and grief/loss counseling. Services provided are confidential. There is no cost to you for sessions provided by the EAP staff.

In situations where work performance problems are caused by such issues, an employee may be directed to Mercy EAP Services for counseling as a condition of continued employment. In these cases, information regarding attendance to counseling session will be released to Kirkwood. Employees can contact Mercy EAP for assistance by calling 398-6694 or 800-383-6694.

**Group Long Term Care Insurance** 9.19

Newly hired full-time employees can enroll in the Kirkwood group long term care insurance program within 30 days of their benefits eligibility date with guaranteed coverage. No medical questions will be asked for those enrolling during this time frame. Existing full-time employees who passed up on the open enrollment when initially offered in September 2005, or those who pass on the new employee 30-day open enrollment, can apply for coverage, however they will be asked to complete a medical questionnaire and will be subject to approval.

Employees may also apply for long term care insurance for their spouse, domestic partner, parents, parents-in-law, grandparents, grandparents-in-law, children age 18 and older and their
spouses. Retirees and their spouses may also apply. These individuals will be required to complete a medical questionnaire and be subject to medical approval.

The group long term care insurance is provided by Prudential. Participants are billed directly or can pay through electronic fund transfer via the individual’s bank account. It will not be payroll deducted.

For more information, contact Human Resources or contact Prudential at 800-732-0416 or visit their web site at www.prudential.com/gltc, type in “kirkwood” where it asks for group name and the password is “kccltc.”
Overtime Provisions 9.20

Non-exempt employees are eligible to receive overtime compensation at the rate of one and one-half times their regular rate of pay for hours worked in excess of 40 in any one week period, which runs Friday through Thursday. Holiday pay and paid leave will not be counted as hours worked.

Overtime worked by non-exempt employees must be approved in advance by the employee’s immediate supervisor. Employees are not permitted to work beyond 40 hours in one week without supervisory approval; nor is it permissible for employees to voluntarily work through lunch breaks.

Payroll Period and Pay Dates 9.20.1

Payroll is processed on a bi-weekly basis. Employees will be paid every other Friday. Employee may access their pay check information by logging into Paylocity web pay system.

Non-exempt employees need to complete a time sheet for each payroll period, which must be approved and signed by their supervisor.

Tampering, altering, or falsifying time records or recording time on another employee’s time record is not allowed and may result in disciplinary action, up to and including termination.
Employee Acknowledgment Form

As an employee of Kirkwood Community College, I have:

___ read the handbook and am familiar with the information it contains.

___ read the handbook and discussed the information with my supervisor.

___ read the handbook and have additional questions about:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

I understand that a copy of the handbook is available to me on the Kirkwood Internet and I have been provided with instructions on how to access it. I have also been informed that a hard copy is available in the Human Resources Office and Kirkwood Library for review or checkout.

NOTE: The handbook is not a contract, but is intended solely to give eligible employees a short description of the working conditions at Kirkwood Community College. If at any time there should be a conflict between a description in this handbook and a labor contract, personnel policy or both, the terms of the actual contract or personnel policy will govern in all cases. Human Resources policies are applied at the discretion of management and may be withdrawn, applied or amended at any time. Except for employees covered by executed contracts or by Chapter 279, Code of Iowa, employees and/or the employer have the right to terminate employment at any time. However, under normal circumstances, discipline procedures as outlined in this document will be followed.

Print Employee’s Name _________________________________________________

Employee’s Signature ____________________________ Date _________________