

The College of *St. Scholastica*
**STUDENT EMPLOYEE
HANDBOOK**



The College of
St. Scholastica

Welcome / Mission

Welcome.

The Mission of the Student Employment program at The College of St. Scholastica is to provide financial assistance through employment opportunities on campus or in select positions off campus in the community.

Through our program, students will engage in experiential learning opportunities, build professional development and leadership skills, boost personal and transferable life skills, and network with faculty, staff and fellow students.

This document establishes policies, procedures, benefits and working conditions that are followed by the College of St. Scholastica employees as a condition of their employment. The Code of Conduct describes the expected actions and behaviors of employees while conducting College business.

You are expected to understand what you have read, and agree to abide by the contents. If you need help, or have questions or concerns this document does not address, feel free to call the Student Employment Coordinator at (218) 723-6051 or email studentemployment@css.edu.

Please visit the [Student Employment website](#) for more information.

Student Employment Coordinator

Statement of Purpose

This Handbook is intended for all student employees at The College of St. Scholastica, referred to as either “the College” or “St. Scholastica” throughout the remainder of the Handbook. This Handbook does not establish a contractual relationship between the College and its student employees. The purpose of this Handbook is to present, in convenient form, general policies, practices, procedures, and other information of interest to you as a student employee or as a student employee supervisor at the College. It cannot be construed as a legal document of any kind. Any procedure contained within the Handbook is strictly intended to provide all student employees and their supervisors with a general framework for addressing and/or resolving various situations that may arise.

The College of St. Scholastica reserves the right to change, alter, remove and/or amend any or all procedures, policies, and regulations contained within this Handbook at any time and at the sole discretion of the Administration, whenever such changes are deemed necessary, and without prior notice or cause. The most current version of the Handbook is always accessible on the Student Employment web page of the College’s website.

The College is not responsible for the content or accuracy of any web pages not owned or managed by the College that are linked to or referenced in the Handbook.

The provisions of these Policies supersede any conflicting statements made by supervisors, and the College has the right to change the policies at any time without prior notice.

It is the responsibility of each employee to keep current with changes made to the employee handbook.

The Employee Handbook is not meant to answer all of the questions an employee may have about their rights and responsibilities at the College. Questions not addressed in this Handbook should be directed to the Student Employment Coordinator or Human Resources.

Any section of this handbook that conflicts with state law may be invalidated without affecting the rest of the handbook.

**THIS HANDBOOK SUPERSEDES AND REPLACES ANY PRIOR HANDBOOK OR
SIMILAR DOCUMENT PUBLISHED BY THE COLLEGE OF ST. SCHOLASTICA.**

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Code of Conduct

SECTION A

The College of St. Scholastica's mission is to provide intellectual and moral preparation for responsible living and meaningful work. The success and reputation of the College in fulfilling its mission depends on the ethical behavior, honesty, integrity and good judgment of each member of the College community with due recognition of their positions of trust and loyalty to the College and its students.

This Code of Conduct outlines principles, policies and some of the laws that govern the activities of the College and to which our employees (faculty, staff and students) and others who represent the College must adhere. All employees (faculty, staff, and students) and other individuals representing the College are expected to inform themselves about and comply with College policies and regulations pertaining to them. Sources include, for employees, the Staff Handbook and relevant union agreements, for faculty, the Faculty Handbook, and for students, the Student Handbook. When in doubt about the propriety of a proposed course of action, one should seek counsel from colleagues, supervisors, or administrators who can assist in determining the right and appropriate course.

Approved by the Board of Trustees on Oct. 31, 2008

To view the full Code of Conduct document, click on the link below.

<http://www.css.edu/administration/human-resources/code-of-conduct.html>

Employment

SECTION B

B-1 EMPLOYMENT AT WILL STATEMENT

Notwithstanding any other language in this Handbook, this Handbook is not intended to create, nor is it to be construed to constitute, an employment contract with any employee. Employment is not guaranteed for any specific length of time, and all employees are employed “at will.” All employees have the right to resign at any time, for any reason, with or without cause. The College has the right to discharge employees at any time, for any reason, with or without cause.

B-2 EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

PURPOSE

The College of St. Scholastica provides Equal Employment Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies or agencies thereof.

GENERAL STATEMENT OF POLICY

- A.** The College will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national/ethnic origin, gender, gender identity or expression, marital status, disability, status with regard to public assistance, sexual orientation, age, genetic information, membership or activity in a local commission, family care leave status or disabled veteran status.
- B.** Action will be taken to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, or advanced educational opportunities. Reasonable accommodation will be provided to applicants and employees with disabilities in accordance with the ADA.
- C.** The College will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these equal employment opportunity objectives as well as other established criteria. In addition, all other employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.
- D.** It is a violation of this policy for any person to retaliate against a person who pursues rights under the law, opposes acts that may violate the law, or who cooperates with investigations into alleged violations of the law or this policy.
- E.** Submission of a good faith complaint or report will not affect the complainant or reporter’s future employment or work assignments. Individuals who intentionally make false reports of discrimination may be disciplined, up to and including termination of employment.

RESPONSIBILITY

Patricia Pratt-Cook, Vice President of Human Resources/Chief Diversity Officer, oversees the College's Equal Employment Opportunity efforts including monitoring all Equal Employment Opportunity activities and reporting the effectiveness of these activities to the President of the College. If any employee or applicant for employment believes he or she has been treated in a way that violates this policy, they should contact either Patricia Pratt-Cook at (218) 723-6602 or the President of the College, Dr. Collette Geary, at (218) 723-6033. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible and appropriate action will be taken in response to these investigations.

B-3 AMERICANS WITH DISABILITIES (ADA)

PURPOSE

The College of St. Scholastica is committed to ensuring equal access and opportunities with regard to employment. This policy sets forth the provisions for the College's compliance with relevant federal and state legislation and establishes the College's intent that qualified individuals with disabilities be provided with reasonable accommodations.

GENERAL STATEMENT OF POLICY

- A. **The College shall not discriminate against qualified individuals with disabilities** because of the disabilities of such individuals with regard to employment, including:
1. Application Procedures
 2. Hiring
 3. Advancement
 4. Discharge
 5. Compensation
 6. Job Training
 7. Other Terms, Conditions, and Privileges of Employment

B. **Definitions**

Disability: A documented physical or mental impairment that materially or substantially limits one or more major life activities; a record of such an impairment or being regarded as having such an impairment.

Reasonable Accommodation: a modification or adjustment to a job, an employment practice, or work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity.

C. Application:

This policy applies to all College of St. Scholastica employees. Employees requesting accommodations under this policy must contact their supervisor.

The College of St. Scholastica shall make reasonable accommodations for the known and documented disabilities within the meaning of the American with Disabilities Act (ADA) and the American with Disabilities Amendment Act (ADAA) for applicants and employees; unless the accommodation would cause a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship on the operations of the business of the College.

All employees are required to comply with the organization's safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

D. Assessment and Dialogue:

Providing reasonable accommodations does not require the College to exempt employees from performing the essential functions of their position, to create new positions or to displace another employee from a position for the purpose of an accommodation.

Supervisors who receive disability accommodation requests from employees must immediately consult with Human Resources and should not attempt to determine whether the employee has provided acceptable documentation, or what might constitute reasonable accommodations, without the participation of HR in the discussion.

If the employee with a disability declines reasonable accommodation and, as a result, cannot perform the essential functions of the job, employment may be terminated. The College is not required to offer the reasonable accommodation preferred by the employee. It is only required to offer a reasonable accommodation that is effective in facilitating the employee's ability to perform the essential functions of the job.

The College's assessment of the individual's needs and the availability of accommodations must be made on a case-by-case basis. Human Resources, in conjunction with the employee and his/her supervisor, will actively engage in ongoing dialogue throughout the assessment process. The College may request permission from the individual making the request for accommodations to interact directly with the medical provider to determine what accommodation would be reasonable and effective.

The person requesting the accommodation and the office responsible for evaluating the request are required to cooperate in attempting to reach an agreement on a reasonable accommodation. This dialog is the responsibility of both parties.

E. Confidentiality:

Information about an employee's documented disability will be kept in a secured file separate from the personnel file in the supervisor's office and/or the Human Resources Department, and this file must be kept confidential and shared with individuals within the College only to the extent allowed by law. However, once Human Resources has been informed of an employee's documented disability and request for accommodations, the employee's supervisor and chain of authority (if applicable) may be notified and brought into the discussion so that any accommodation request can be coordinated through the supervisor and chain of authority.

F. Determination:

Final determination of reasonable accommodation rests with the College. Any person with a disability who is dissatisfied with the responsible department's response to a disability accommodation request may file a complaint with the Vice President of Human Resources who serves as the ADA Coordinator.

If an accommodation is granted to an employee, the College reserves the right to review the accommodation on a regular basis to determine whether updated documentation is needed and whether the accommodation is still appropriate and sufficient.

RESPONSIBILITY

An employee is responsible for providing adequate notification to his/her supervisor or Human Resources of the need for accommodation for a disability. The employee is also responsible for providing appropriate documentation of the disability, and for cooperating with the College in attempting to reach an agreement on a reasonable accommodation.

Human Resources is responsible for processing and assessing requests for disability accommodations from employees, and for advising supervisors concerning reasonable accommodations for employees.

Failure by supervisory employees to adhere to this policy may result in disciplinary action up to and including termination.

EXCLUSIONS

Persons with documented disabilities are not entitled to receive accommodations that would fundamentally alter the job, class or activity, or that would excuse performance of the essential functions of a job or essential components of a class or activity.

Temporary, non-chronic impairments, medical conditions (including pregnancy), illnesses and injuries are not disabilities covered under the terms of this policy. Impairments which are expected to, or which in fact do affect an individual for six months or less does not meet the ADA definition of a "disability".

The College is not obliged to grant specific requested accommodations if other reasonable accommodations may suffice to give the requestor equal opportunity and access.

Individuals who pose a direct threat to the safety and health of others are not protected under the law or this policy, and are not entitled to receive accommodations.

Use of illegal drugs, or misuse of drugs or alcohol is not a protected activity, and such activity will not be considered as an accommodation.

Terms Used in the Policy:

ADA Coordinator: The person designated by the College to review denials of requests for reasonable accommodation and other claims of discrimination. The College's ADA Coordinator is the Vice President of Human Resources.

Disability: A documented physical or mental impairment that materially or substantially limits one or more major life activities; a record of such an impairment or being regarded as having such an impairment.

Direct Threat: A significant risk to the health, safety or wellbeing of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Essential Functions of the Job: Refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

Major Bodily Functions: Major bodily functions may include physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed mental retardation), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Major Life Activities: Major life activities include the following, but are not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Qualified Individual: Qualified individual means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable Accommodation: A modification or adjustment to a job, an employment practice, or work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity. This includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training

materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Substantially Limiting: In accordance with ADAA final regulations, the determination of whether impairment substantially limits a major life activity requires an individualized assessment and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples include, but are not limited to, epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia.

Impairment such as cancer that is in remission but that may possibly return in a substantially limiting form also is considered a disability under EEOC final ADAA regulations.

Undue Hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:

1. The nature and cost of the accommodation
2. The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources; or the impact of such accommodation upon the operation of the organization
3. The overall financial resources of the employer; the size, the number, type and location of the facilities
4. The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer
5. The impact of the accommodation on the operation of the facility

B-4 NURSING MOTHERS

PURPOSE

The College of St. Scholastica is committed to maintaining a family-friendly workplace and supporting the health and well-being of our faculty and staff.

GENERAL STATEMENT OF POLICY

A. Eligibility

The College of St. Scholastica recognizes that breast milk is the optimal food for growth and development of infants and encourages employees and management to have a positive, accepting attitude toward working women who are breastfeeding. CSS promotes and supports breastfeeding and the expression of breast milk by employees who are breast feeding when they return to work.

The following guidelines also comply with the mandates of the Patient Protection and Affordable Care Act (PPACA) of 2010. This law amended Section 7 of the Fair Labor Standards Act (FLSA).

The need to express milk or breastfeeding should not constitute a source of discrimination in employment or in access to employment. It is prohibited under this policy to harass a breastfeeding employee; such conduct unreasonably interferes with an employee's work performance and creates an intimidating, hostile or offensive working environment. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the CSS policies and procedures for discrimination and harassment.

B. Eligibility

All full time and part time faculty and staff are eligible to participate in the Nursing Mothers program.

While employees exempt from the overtime requirements of FLSA are not governed by the Fair Labor Standards Act (FLSA), in the spirit of this policy, employees exempt under FLSA will also be provided with periods of time to express milk.

C. Lactation Areas

Employees shall be provided the use of a clean, comfortable space "other than a bathroom that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk".

Breast feeding employees are responsible for keeping the general lactation room clean for the next user. If employees prefer, they may also express their milk in their own private offices ensuring that their door is locked so their privacy may not be invaded.

The designated space on the Duluth Campus is S1205F. As needed, a space will be designated on satellite CSS Campuses to meet the needs of a nursing mother.

D. Temporary Storage of Breast Milk on the Premises

1. Should a nursing mother choose to store milk in a CSS refrigerator, the milk must be clearly labeled with name and date. Those using the refrigerator are responsible for keeping it clean.
2. Employees may use their own cooler/cooler packs to store expressed milk.

E. Break Times

Breaks may be provided for an employee to express milk for her nursing child for one year after the child's birth each time such employee has a need to express the milk.

Employees shall be granted flexible and reasonable breaks, using their normal break periods and meal times, to accommodate milk expression. Lactation time beyond the regular break time is unpaid. Employees may make up the time as negotiated with their supervisors.

Employees who wish to express milk during the work period should keep their supervisors informed of their needs so that the appropriate accommodations can be made to satisfy the needs

of both the employee and the department. Nursing mothers who feel they have been denied appropriate accommodations are encouraged to contact Human Resources.

RESPONSIBILITY

Human Resources is responsible for implementing this policy, including resolution of accommodation requests.

B-5 HARASSMENT AND WORKPLACE VIOLENCE

The College prohibits sexual or any other kind of harassment, intimidation or workplace violence, whether committed by or against a student, faculty member, staff member, vendor or visitor. Harassment has no place on the College campus or at any College-sponsored activity, whether based on a person's race, color, creed, religion, national/ethnic origin, gender, gender identity or expression, marital status, disability, status with regard to public assistance, sexual orientation, age, genetic information, membership or activity in a local commission, or disabled veteran status.

It is the responsibility of all faculty, staff and students in the College to contribute to an environment free of harassment and violence and to promptly report any such incidences to their supervisor or other person in authority. College administrators, supervisors, department chairs, Student Affairs Directors and Extended Site Directors are responsible for ensuring that any incident of harassment or threatening behavior is reported.

Incidents of alleged harassment and gender based misconduct involving students should be reported to Megan Perry-Spears, Dean of Students (T2142, (218) 723-6029). Incidents of alleged harassment involving staff and faculty should be reported to Patricia Pratt-Cook, the Vice President of Human Resources/Chief Diversity Officer and College Equal Employment Opportunity Officer (T2101A, (218) 723- 6602). Pat is also available to discuss harassment and workplace violence situations and will investigate all complaints.

ACADEMIC ENVIRONMENT

While the College, through this policy, prohibits certain behaviors and actions, there is no guarantee that the environment will always be comfortable for all members of the College community. The educational process can be disturbing and uncomfortable; when one's ideas are criticized and one's values are being challenged, the effect may be painful, but is also often highly educational. Speech and actions that are disturbing or unsettling may be the product of an academic exchange or exploration of ideas, in an atmosphere of intellectual freedom, and may not necessarily be wrongful. It is imperative that faculty and students be able to take controversial positions without fear, in accordance with the principles of academic freedom.

DEFINITIONS

- A. Harassment consists of any words or conduct that shows hostility or aversion toward an individual because of race, color, creed, religion, national/ethnic origin, sex, marital status, disability, status

with regard to public assistance, sexual orientation, age, genetic information, membership or activity in a local commission, or disabled veteran status, or that of his/her relatives, friends, or associates and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment;
 2. Has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
 3. Otherwise adversely affects an individual's employment or academic opportunities.
- B.** Harassment may occur in situations where there is a power differential between the parties (between any persons on campus or between any persons at any campus activities), or where the persons share the same status (i.e., student-student, faculty-faculty, staff-staff). It may occur between members of the same or opposite sex.
- C.** All forms of harassment are prohibited and may include, but are not limited to, the following conduct:
1. Continual or repeated verbal abuse, including negative verbal slurs, stereotyping, threats, intimidation, and graphic verbal commentaries about an individual's body;
 2. Written or graphic materials or objects placed on or circulated within College premises (walls, bulletin boards, computer terminals, vehicles, email, text messages, etc.) that show hostility or aversion toward an individual or group or are sexually suggestive;
 3. Repeated offensive, unwelcome sexual flirtations, unwelcome personal attention, advances or propositions; requests for sexual favors; gestures and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made a condition of employment or educational opportunities;
 - Submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting the individual; or
 - Such conduct interferes with an individual's work or educational performance or creates an intimidating, hostile, or offensive working or educational environment.
- D.** Workplace violence is unjust or callous use of force or power which has the likelihood of causing hurt, fear, injury or death. It is prohibited and violators are subject to disciplinary action which may include sanctions and/or dismissal. The College seeks to provide a workplace which is free of violence of any kind. Workplace violence may include, but is not limited to bullying, intimidation, fear, threats, hostile acts, or acts of violence toward an individual or group.

PROCEDURES

If an individual believes he or she has been harassed or threatened or has observed anyone else being harassed or threatened, or someone has reported harassment or threatening behavior, that individual should promptly report the facts and names of the individuals involved to their supervisor or to any of the advisors

listed at the beginning of this policy. Students may also contact the Dean of Students directly. All reports of harassment and threatening behavior will be investigated promptly, and in as impartial and confidential a manner as possible. The investigation may include interviews with the individual making the charges, the accused, and appropriate witnesses. In some circumstances it may be desirable to remove one or more of the employees involved from the workplace or to remove a student from the classroom or residence hall environment during the investigation. Such a step may be seen as the best way to protect the interests of everyone involved. In this event, their absence from the workplace or the College environment should not be interpreted as meaning he or she is guilty of any wrongdoing.

Whenever a charge of harassment, threat, violence, etc., is considered by the College Equal Employment Opportunity Officer and/or the Dean of Students sufficient to warrant investigation beyond the initial complaint, the next step will be to inform the accused that the charge has been lodged, and the accused will at that time be given an opportunity to respond to the allegations. The accused will always have the right to bring a support person to any proceeding the accused attends.

It should be the intention of every member of the community to maintain a working and learning environment free of harassment and violence. Therefore, no retaliatory action may be taken, at any point in the process, against any individual because he or she makes a good-faith complaint against any member of the community. In addition, those who harass or threaten a participant (a witness, the investigator, the complainant or the accused) after a complaint has been made will be subject to appropriate sanctions.

FALSE ACCUSATIONS

False accusations can have serious effects on innocent men and women. Accordingly, accusations which are not made in good faith may also be grounds for discipline, up to and including termination or expulsion. Discipline, if any, will be determined on a case-by-case basis after a review of relevant information.

SANCTIONS

The College has the discretion to apply any sanction or combination of sanctions to eliminate any unlawful conduct and remedy the impact of any harassment or threats. Examples include but are not limited to:

1. counseling the offender;
2. transferring the offender to another position (if applicable);
3. placing the offender on probation, with a warning of suspension or discharge for continuing or recurring offenses;
4. placing the offender on suspension with or without pay;
5. terminating the employment of the offender.

Faculty members charged with a violation of this policy will be governed by the Grievance and Dismissal Procedure as written in the Faculty Handbook. Members of the Operating Engineers, Local 70, will be governed by their current contract procedures for grievance and dismissal. Students charged with a violation of this policy will be governed by the sanctions outlined in the Judicial Procedures section of the Student Handbook.

All documentation regarding any incident will be kept on file in the Equal Employment Opportunity Officer's office. The College will assist the victim with reporting the incident to the appropriate police department if he/she wishes to do so. Other resources available:

1. MN Office of Justice, Crime Victims' Unit - 1-800-247-0390
2. CSS Employee Assistance - HealthPartners Employee Assistance Program - 1-866-326-7194.
3. Program for Aid to Victims of Sexual Assault (PAVSA) 218-726-1442 (sexual assault cases)

B-6 ELIGIBILITY FOR STUDENT EMPLOYMENT

Much of the funding to support the Student Employment program at The College of St. Scholastica comes from the Federal and State governments. In order to utilize this funding, students need to meet specific qualifications based on the results of the FAFSA (Free Application for Federal Student Aid), and as determined by the Financial Aid Office. As a result, for many jobs, preference is given to students who qualify for this funding.

Some jobs are available to students who don't qualify for federal student employment as defined by the FAFSA. Students should contact the Financial Aid office to check their eligibility. All posted student jobs will state whether federal student employment eligibility is required for that position.

Students must be enrolled at least ½ time in a degree-seeking, main campus, traditional (graduate or undergraduate) program at The College of St. Scholastica.

Students must maintain Satisfactory Academic Progress (SAP).

If working during the summer, students must be enrolled or planning to enroll the following fall semester.

Students studying on an F-1 or J-1 visa are limited to 20 hours/week during periods of enrollment and 40 hours/week during periods of non-enrollment (breaks). Periods of non-enrollment need to be at least one week in length.

ALLOCATION OF WORK-STUDY AWARD

A student's work-study allocation, as shown on his/her most recent financial aid award letter and on the student letter of employment, may not be exceeded without prior authorization from the Student Employment Coordinator.

If the student employment supervisor becomes aware that a student will exceed their allocated amount, they should contact the student employment coordinator to see if the student's award can be adjusted.

B-7 STUDENT EMPLOYEE CLASSIFICATIONS

UNDERGRADUATE

The student must be enrolled or planning to enroll as a traditional, undergraduate student (at least ½ time, 6 credits, per semester) at The College of St. Scholastica.

Undergraduate students must maintain Satisfactory Academic Progress.

GRADUATE

Graduate students may only work as tutors, teaching assistants and research assistants on campus, or in an advanced role such as an internship or graduate assistantship. Graduate students with special certifications, may also work in a job that requires that specific certification.

The graduate student must be enrolled at least ½ time in their field of study in order to work on campus. Graduate students must maintain Satisfactory Academic Progress.

ON CAMPUS INTERNS

Internships may be offered to undergraduate or graduate students within their field of study. Internships are expected to be higher level positions, involving real-life scenarios, reports, research and analysis for a particular department. Interns are compensated with an hourly wage. (Unpaid internships for credit may be offered through the Career Services department on campus.)

GRADUATE ASSISTANTS

Graduate Assistants must be enrolled at least ½ time, in a graduate degree seeking program at the College of St. Scholastica during their contract period. Graduate Assistants are compensated in one of three ways; hourly, tuition reduction or tuition reduction and stipend. For more information regarding Graduate Assistantships, please contact the Student Employment Coordinator.

INCIDENTAL WORK

Incidental time is used on a very limited basis. Supervisors may request students work on one-time projects or special events. Supervisors will complete a hiring request EAPF (Electronic Personnel Action Form through Banner Web) for students in one of two ways: For hourly pay, the EAPF will be submitted like a standard EAPF, indicating the number of weeks the project will take. This process will generate a time-sheet for the student to complete, and supervisor to approve, on Banner Web. The second option is for students receiving lump sum payments for prizes, bonus or one-time events. There is a special incidental EAPF form for supervisors to complete in these instances.

VOLUNTEER WORK

Although the College promotes service learning activities for students, students are not allowed to volunteer their time if the work they are performing is normally a paid position within the College and/or if the supervisor has submitted a hiring request for that student in that position.

B-8 HIRING PROCEDURES FOR STUDENT POSITIONS

Hiring processes are designed to assure that the College provides equal employment opportunity to all qualified applicants.

At CSS, it is the student's responsibility to locate and interview for jobs. Please note that a financial aid award letter, indicating that a student is eligible for student employment, is NOT a guarantee of employment. Students will generally interview for positions, and some supervisors will hire on a "first-come, first-served" basis. In an effort to be fair to those students who are unfamiliar with campus, some jobs will be designated for incoming students to apply for over the summer months.

JOB POSTINGS

Jobs are posted on-line at <https://www.csshjobs.com/> as they are received from the hiring supervisors, by the Student Employment Coordinator. Jobs are posted year-round.

Jobs that require a student to be eligible for federal student employment will have the phrase 'Students must qualify for federal student employment' listed under the 'special instructions to applicants' or 'required qualifications' fields of the job posting. Other important instructions will be listed at these locations, as well.

ON-LINE APPLICATION

Students will apply on-line at <https://www.csshjobs.com/> for the jobs that are posted. Students should be very thorough when completing their application; and update their application when necessary. This application can be applied to any of the student jobs that are posted on our website.

HIRING REQUEST

An on-line hiring request form is completed when a supervisor intends to hire a student. The hiring request (Electronic Personnel Action Form or EPAF) will be completed by a designated staff member (EPAF originator) in each department. Supervisors will need to communicate their student employment needs to the EPAF originator, who then enters the information into the EPAF on Banner Web. If the student is eligible for student employment (*see Student Employment Eligibility*), the student's employment paperwork (*see Mandatory Employment Forms*) have been completed, and the department's budget is approved, the EPAF will be approved, and a time-sheet will be generated for the student.

STUDENT LETTER OF EMPLOYMENT

A Letter of Employment is generated when an EPAF is received, approved and processed by the Student Employment Coordinator. This letter is emailed to the student, and will lay out the basic information on the student's job including: Student Name, ID, Job Title, Department, Supervisor, Wage, Hours per 2 week pay period and Anticipated Earnings.

Letters of Employment are not sent out for incidental jobs (Game Management, Wait-staff, Campus Reps, prizes or other incidental pay). The employment letter reflects estimated earnings and only hours actually worked will be paid.

Letters of employment do not have end dates, and students are set up with time-sheets until a termination EPAF is generated. Students who remain in the same position within the same department, will be

considered for an automatic pay increase each July. A new Letter of Employment will be generated in August for the upcoming academic year.

B-9 EMPLOYMENT FORMS

All students need up-to-date employment forms on file. No student is allowed to begin work, regardless of the supervisor's or department's dire circumstances, until he/she has presented all of the required forms in person to the Financial Aid Office T1118.

FORMS

Federal I-9 Form

By federal law (Immigration Reform and Control Act of 1986), every employer in the United States must check the legal status of all employees, including student employees, hired to work after November 6, 1986, or face the threat of criminal penalties.

To prove eligibility for employment on campus, the student is required to provide original documentation (no copies), in person, as described at the end of the [I-9 form](#).

W-4 Form

Each student employee is required by the Internal Revenue Service to complete a [W-4 form](#) indicating the number of withholding allowances he/she wishes to claim. After this form has been completed and submitted to Student Employment it will be kept on file in the Payroll department, and does not need to be filled out again unless the student wishes to change the number of allowances claimed previously.

Annual Confidentiality Training (ACT)

All students who are employed on campus must complete Annual Confidentiality Training (ACT) each year, even if the student does not have direct access to confidential materials. This tutorial program is used as an instructional tool for understanding and following the guidelines of the College's data security and Family Educational Rights and Privacy Act. This program takes about fifteen minutes to complete and can be accessed at <http://www.css.edu/ferpa.xml>

Students will type their name and phone number at the end to signify they have completed the tutorial. Students will be notified to update this training each year in April.

All forms must be completed and returned to Student Employment (T1118) before a student begins work. Students will not have access to on-line timesheets until all employment forms are complete.

OTHER FORMS AND REQUIREMENTS

Direct Deposit

All students are encouraged to complete a [direct deposit](#) form and submit it to Student Employment (T1118) electing to have their student employment earnings deposited into either a checking or savings account.

Student Account Deduction

Students may have all or a portion of their check applied to their CSS student account to help cover an outstanding balance. Students should go to Cor/Student Employee tab and complete the request in the Miscellaneous Benefits deduction link at the bottom left-hand corner of the page.

Criminal Background Checks

Positions that require student employees to provide care, treatment, education, training, instruction or recreation to children or vulnerable adults, or that issue student employees master keys, or allow them unsupervised access to occupied residential areas, will require the completion of a Kari Koskinen Background check and a criminal background check prior to the beginning of employment. Employment is contingent on the completion of these background checks.

B-10 HIRING RELATIVES

The College does not prohibit the employment of relatives. However, hiring, transferring or promoting close relatives of employees into situations where the possibility of favoritism, ethical violations or conflicts of interest might arise must be avoided.

It is the College's policy that close relatives of persons currently employed by the College may not be hired into a position that would place that individual in a direct or indirect supervisory relationship with another close relative. If already employed here, close relatives cannot be transferred or promoted into a position with such a reporting relationship. Given that policy, the hiring or transfer of close relatives into the same department is strongly discouraged as it has the potential to minimize future promotional opportunities for both individuals.

For the purpose of this policy, a close relative is defined as spouse, parents, children, siblings, grandparents and grandchildren, and these same relationships created by marriage.

B-11 JOB RELATED INJURIES

All student employees are covered by Worker's Compensation while they are on the job. If a student is injured on the job:

1. The supervisor must be notified immediately.
2. The student will be taken to the College health service office or a local hospital depending in the severity of the injury.
3. Human Resources must be notified.
4. The student and supervisor must fill out an accident report. Accident reports are available in the Human Resources Department.

Commented [LR1]: (any employee paid through payroll, those paid through accounts payable are not considered employees)

B-12 CORRECTIVE ACTION

When it becomes necessary to address an employee's behavior, actions or job performance, general guidelines of acceptable workplace conduct will govern. Depending upon the nature and seriousness of the employee's actions, corrective action may be warranted and may take any or all of the following forms, even on a first infraction:

1. Counseling (Counseling may be formal or informal)
2. Verbal warning and record of conversation
3. Written warnings
4. Suspension with or without pay, pending investigation
5. Termination of employment

In addition to violations of college policies, employee actions warranting discipline may include misconduct, insubordination, unsuccessful job performance or excessive days off and tardiness. In most cases, if there are issues that need to be addressed, the supervisor will talk with the employee first. The supervisor and employee will work together to come up with an improvement plan.

Specific actions will be determined by the supervisor in consultation with Human Resources, based on the specifics of each case and will depend on such factors as frequency and severity of the situation. In general, the College will use progressive discipline but reserves the right to take any disciplinary action it deems appropriate to the circumstances.

B-13 COMPLAINTS

If an employee has a work-related problem or wishes to contest any discipline, the employee should discuss the issue with his/her immediate supervisor. If the employee's problem has not been resolved after this step, or if the complaint involves the supervisor, the employee should meet with the next level of management. If the results of the previous steps are unsatisfactory, the employee should talk to the Student Employment Coordinator located in the Financial Aid Office. The Vice President of Student Affairs, the Dean of Students or the Vice President of Human Resources/Chief Diversity Officer may be asked to mediate any serious charges.

B-14 SEPARATION OF EMPLOYMENT

Regardless of the reason for separation, all employees must meet with their supervisor to return keys and other College property. Students should also make sure they have all hours worked listed on their time-sheet, and their time-sheet submitted, at the time of departure.

VOLUNTARY TERMINATION (RESIGNATION)

A student may resign from a position with due notice to the employer (two weeks is recommended). Should the employer and the employee agree, resignation may be immediate. The student and/or supervisor must contact the Student Employment Coordinator when a resignation occurs.

A student may transfer job assignments from one department to another only after the supervisor for whom he/she is originally working agrees to the change. It is the decision of the current supervisor whether or not the student's services are needed, and whether or not a transfer request will be granted. A new Letter of Employment will be printed for the student after a hiring EPAF is received from the student's new supervisor. The student and/or supervisor must contact the Student Employment Coordinator when a transfer occurs.

INVOLUNTARY RESIGNATION

Dismissal necessitated by misconduct or poor performance becomes effective immediately upon the determination of the facts. While such determination is being made, the employee may be suspended without pay.

Temporary termination from employment may occur due to:

1. Student's poor or lack of attendance or promptness.
2. Quality or quantity of work not appropriate for the position. (There isn't a good "fit" between the student and the job.)

Permanent involuntary termination may occur without prior warning for a serious violation of the demands of the position. Such demands include but are not limited to:

1. Misuse of confidential information (ACT) to which the student has access.
2. Theft.
3. Dishonesty or cheating.
4. Misuse of keys or other college property.
5. Intoxication or use of chemical substances on the job

A student, whose cumulative grade point average (GPA) falls below Satisfactory Academic Progress (SAP), will be requested to stop working until the grades rise to a Satisfactory level.

Serious problems that result in a student's termination of employment for the academic year or on a permanent basis may also require consultation with the Vice President of Student Affairs or Dean of Students. Contact the Student Employment Coordinator if you are having difficulties with a student (or supervisor) to discuss your options.

TERMINATION EPAF

A termination EPAF is required when a student leaves their position. Supervisors will need to communicate their student employment changes to the EPAF originator in their area, who then enters the information into the EPAF on Banner Web.

Work Hours

SECTION C

C-1 WORKING HOURS

Each student and supervisor will examine the student's class schedule along with the particular needs of the department to set up a work schedule. Supervisors should require students to work at least one hour per workday, as work sessions of less than one hour are generally unproductive. Students may not work during the times they are scheduled to be attending class. It is expected that students work during exam week.

Students may work a maximum of 20* hours per week while classes are in session. Students may work up to 40 hours per week when the College is not in academic session subject to availability of work, supervisor approval, availability during that time, and eligibility of funds. Students are allowed to work up to 40 hours per week during the summer. Students may work in more than one office if necessary to earn the maximum allocation. A separate hiring EPAF and Letter of Employment are required for each student employment job.

*Freshmen and incoming international students are not allowed to work more than 10 hours per week while school is in session. After the first year, domestic students, and students studying on an F-1 or J-1 visa are limited to, and may not exceed 20 hours/week during periods of enrollment and 40 hours/week during periods of non-enrollment (breaks). Periods of non-enrollment need to be at least one week in length.

C-2 ATTENDANCE

The regular, daily attendance of each employee is essential to the successful operation of the College. An employee is required to report promptly and work the hours normally scheduled for his/her position. Employees are expected to notify their supervisors in advance of their scheduled starting time each day they are going to be absent from or late to work.

Excessive absenteeism, tardiness and/or leaving early will be addressed through the normal corrective action process. Supervisors are required to monitor the attendance of their staff.

C-3 REST AND LUNCH PERIODS

All hourly staff are entitled to take one paid rest period of not more than 15 minutes during each four hours worked and one unpaid half-hour lunch period during each eight-hour work day.

These lunch and rest periods may not be used to cover late arrival to work or early departure, nor may they be regarded as cumulative if not taken. These rest periods may not be used to make up time for classes taken during the workday, or to extend lunch periods.

Where possible, offices remain open with at least one person on duty during rest periods and lunch. Supervisors may specify when lunch and rest periods are to be taken.

C-4 OVERTIME WORK/SPECIAL CIRCUMSTANCES

Overtime work is that in excess of 40 hours in one work week. Overtime work hours must be approved, in advance, by the department supervisor. Employees working overtime hours without this approval may be subject to corrective action.

If an hourly employee works more than 40 hours in a week, he/she will be paid overtime. Overtime pay is paid at 1.5 times the hourly rate. NOTE: Under federal law, hours may not be banked and used at a time past the regular work week.

Hours worked to make-up time spent attending classes or for other reasons must be made up in the same week.

C-5 SICK TIME & HOLIDAYS

ELIGIBLE EMPLOYEES

Any person employed by the College who performs work within the geographic boundaries of the City of Duluth for more than 50% of the employee's working time in a 12-month period or who is based in the City and spends a substantial part of his or her time working in the City and does not spend more than 50% of his or her work time in a 12-month period in any other particular place is eligible to use earned sick and safe time as described below. Independent contractors, student interns, and seasonal employees are not eligible.

ACCRUAL

The employee will begin to accrue sick and safe time at the commencement of employment. The employee will accrue one hour of earned sick and safe time for every 50 hours worked. The employee may accrue up to 64 hours of earned safe and sick time each year. The employee may carry over a maximum of 40 hours of earned but unused sick and safe time into the following year.

USE

The employee may begin using earned sick and safe time after 90 calendar days of employment. The employee may use earned sick and safe time for the following reasons:

1. An absence resulting from the employee's own mental or physical illness, injury, or health condition; to accommodate the employee's own need for medical diagnosis, care, or treatment; or the employee's need for preventative medical care;
2. To allow the employee to care for a family member with a mental or physical illness, injury, or health condition; care for a family member's need for medical diagnosis, care, or treatment; or care for a family member who needs preventative medical care; and
3. An absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member.
 1. "Family member" includes: (1) a child, adopted child, adult child, foster child; legal ward or child for whom the employee is a legal guardian; (2) spouse or domestic partner; (3) sibling, stepsibling or foster sibling; (4) parent, stepparent, mother-in-law, father-in-law; (5) grandchild, foster grandchild, grandparent, step-grandparent; and (6) any individual related by blood or whose close association with the employee is the equivalent of a family relationship.

NOTICE

The employee must give reasonable advance notice to the College before using earned sick and safe time. The employee must provide reasonable documentation to the College for an absence of more than three consecutive days.

END OF EMPLOYMENT

Financial or other reimbursement for accrued but unused sick and safe time will not be paid upon the employee's termination, resignation, retirement, or other separation from employment.

DISCIPLINE POLICY

If the employee's use of earned sick and safe time is not in good faith, the employee may be subject to disciplinary action.

EMPLOYEE RIGHTS

The College is prohibited from retaliation against the employee for requesting or using earned sick and safe time. The employee has the right to file a written complaint with the Duluth City Clerk if the employee believes that the College has denied earned sick and safe time or the employee has been retaliated against for requesting or taking earned sick and safe time.

SNOW DAYS

If the College is closed due to weather or another reason, the student is not expected to work (unless required by his/her job description) and will not be compensated for lost work. The student may make up hours during the following weeks as approved by his/her supervisor.

Commented [LR2]: New sick time policy

Compensation and Payroll

SECTION D

D-1 COMPENSATION PHILOSOPHY AND STRUCTURE

Every job at The College of St. Scholastica is important and every employee should be fairly compensated for his/her contributions. The College's compensation objectives are to:

1. Maintain a compensation program that is career-oriented and pays salaries competitive with those paid for similar work in the market place;
2. Maintain a compensation program that helps attract, motivate and retain a well-qualified and diverse workforce; and
3. Assure that an individual's pay recognizes sustained performance and contributions to the College.

D-2 PAY RATES/ANNUAL INCREASES

PAY RATES

Students are paid a competitive rate on an hourly basis for hours worked. Students may earn more based on years of service, certifications, supervising responsibility and department or type of work.

ANNUAL INCREASES

Annual increases to hourly rates, as determined by the College, are factored into student wages on July 1 each year. Students may also be eligible for additional retention pay if they remain in the same position within the same department.

Some departments will offer opportunities for advancement; for this, many factors are taken into account, including, but not limited to: knowledge of job, performance, attendance and attitude.

D-3 PAYROLL PROCEDURES

PAY PERIODS

All employees are paid on a biweekly pay schedule. There are 26 biweekly pay periods in a 12-month period.

TIME-SHEETS

Student employees must complete electronic timesheets for actual hours worked, on Banner Web and submit these timesheets for supervisor approval no later than 2:00 p.m. on the last Friday of the pay

period. Supervisors must approve timesheets by 10 a.m. the following Monday. Instructions for completing timesheets and timesheet deadlines are located on Cor/Student Employee tab (links tab).

For students who miss the deadline date for entering their hours for a past pay period, they will be paid with the next payroll run, providing hours are submitted. Hours need to be entered under the “WS Late Timesheet School Year” line on the time sheet in the current pay period. Late hours entered on this time sheet will be added and paid with the student’s regular hours from the current pay period. Please see instructions at Cor/Student Employee tab (links tab).

Only pre-approved overtime and holiday work-time is permitted. Those who work holidays and overtime will be paid at the appropriate higher wage.

Falsification of one’s own timesheet or that of another employee is a violation of policy and is subject to discipline up to and including termination of employment.

PAY DELIVERY

Pay is issued on the Friday following the submission of time. Pay information is available on Banner Web by Wednesday of the pay week. Direct deposit advices are e-mailed on Thursday of the pay week. Employees receiving checks are required to present a picture ID in order to claim their check. Checks are available from the Cashier from 10:00 a.m. – 2:00 p.m. on payday Friday. Unclaimed checks are mailed to student home address (not CSS box) after 2 p.m. on that Friday. Questions regarding pay should be directed to the Payroll department.

If the normal payday falls on a College recognized holiday, pay will be issued on the workday prior to the holiday.

DIRECT DEPOSIT

Employees are encouraged to enroll in direct deposit. [Direct Deposit Authorization Forms](#) are available from the Payroll Office, Financial Aid, or on the Forms Repository found on My.CSS. Student employees may deposit pay into a checking or savings account. Enrollment in direct deposit can be started, stopped or changed at any time.

ADVANCE PAYMENT

The College will not issue advance payment of wages to employees for any reason.

EARLY DISTRIBUTION OF PAY

The College will not release any pay prior to the announced schedule unless a personal emergency arises. In all instances, approval is required by the employee’s supervisor.

LOST PAYCHECKS

If an employee loses a paycheck, the College will replace the paycheck after 10 working days if the check has not cleared the bank. The employee must sign a document declaring the loss of said paycheck and pay for the bank’s stop payment charge. In the event the lost check is recovered and the College identifies the endorsement as that of the employee, the employee will reimburse all salaries

within twenty-four hours. Failure to do so will result in disciplinary action up to and including termination of employment.

GARNISHMENTS AND TAX LEVIES

A garnishment results from a court order to withhold an amount from an employee's paycheck and pay it to a creditor or to the courts until the debt is satisfied or the employee leaves employment with the College. Levies are similar orders from either the federal or state government for payment of past due taxes. Another type of garnishment is a child support order typically issued as part of a divorce decree. Specific statutes govern the payment of garnishments and set priority of payment in the event of multiple garnishments.

W-2 TAX FORM

W-2 forms are provided to every employee each year by the College following the end of the calendar year. Employees may elect to receive their W-2's electronically. Employees who select electronic delivery of W-2's will not receive a printed W-2 mailed to their permanent home address. Once enrolled in Electronic W-2 delivery last year, there is no need to re-enroll. To enroll in electronic W-2 delivery, log on to Banner Web and select Employee Services.

All employment wages are taxable income and will be reported to student employees on their W-2 forms at the end of each calendar year. This includes both Federal and Minnesota taxes.

Unlike wages earned during academic terms, wages earned during summer breaks are subject to both FICA and Medicare taxes (as well as federal and state withholdings), unless a student is enrolled at least ½ time and regularly attending class.

D-4 WORKERS' COMPENSATION

All employees are covered by Workers' Compensation insurance. This coverage is provided by the College. Any job-related accident or illness must be reported to Human Resources immediately. It is the responsibility of the supervisor, not the employee, to determine particulars of the incident. When College personnel have on-the-job accidents, the supervisor must fill out an [*Accident Report Form*](#), which is available in Human Resources. Upon completion the form must be forwarded to Human Resources, which will file the proper forms for Workers' Compensation and OSHA requirements.

The College of St. Scholastica's Workers' Compensation program is self-insured. Utilization of this benefit is a direct cost to the College. Therefore, the utmost care should be used in all work activities so as to protect oneself and others against injury.

D-5 SOCIAL SECURITY/MEDICARE

All employees of the College participate in the Federal Insurance Contributions Act (FICA or commonly known as Social Security and Medicare). Deductions are mandatory and are made from each paycheck in the amount prescribed by law. Equal amounts are contributed by the College.

Students who are enrolled at least ½ time and regularly attending classes are exempt from FICA withholding. Students who work over the summer and are not attending classes will have FICA withheld at the amount prescribed by law.

General College Policies

SECTION E

E-1 WEAPONS

The possession or carrying of a dangerous weapon or firearm is prohibited by all employees on all property owned, leased, or occupied by the College. Dangerous weapons include, but are not limited to:

1. any firearm, loaded or unloaded, including pellet, BB, paint, air, and stun guns
2. knives and other similar instruments with a blade length of more than three inches, other than those normally present in the workplace for a specific purpose such as food preparation
3. switchblade knives, brass knuckles and similar weapons
4. bows, cross-bows and arrows
5. explosives and explosive devices, including fireworks
6. chemical agents
7. any other item commonly used, or primarily intended for use as a weapon

POLICY EXCEPTIONS

This policy does not prohibit the lawful possession of firearms in designated College parking lots provided the firearm is in a locked vehicle compartment in accordance with the Minnesota Citizens' Personal Protection Act of 2003, and Minnesota Statutes Section 624.714. All other weapons are prohibited in a parking area.

Licensed peace officers acting in the official performance of their assigned duties are exempt from this policy. Other exceptions may be granted for official administrative or educational purposes with permission from the Safety and Security Manager.

It is the responsibility of all employees who are permitted under the conceal and carry law to be in compliance with this policy as well as with the Minnesota Citizens' Personal Protection Act of 2003, and Minnesota Statutes Section 624.714.

E-2 DRUG-FREE WORKPLACE STATEMENT

PHILOSOPHY

Within the Benedictine tradition of hospitality, the College seeks to foster a healthy, respectful environment in which balance is the model to which we adhere. The College respects and supports those who choose a lifestyle free of chemicals. Those in recovery are offered support via an Employee Assistance Plan, health insurance coverage, leave opportunities, support groups on campus, and ongoing programming.

The goal of The College of St. Scholastica is to create an environment in which both the responsible use and nonuse of alcoholic beverages are respected and in which the line existing between responsible drinking and abuse is recognized.

STATEMENT ON ALCOHOL USE

The College asserts that inappropriate behavior is not excused by consumption of alcoholic beverages and will hold individuals accountable for actions performed under the influence of alcohol. This includes instances when the use or abuse of alcohol results in excessive absenteeism or tardiness or is the cause of accidents or poor work performance. Behavior following consumption of alcoholic beverages which violates College policy and/or state law will be considered an offense subject to review by the supervisor and the Vice President of Human Resources.

STATEMENT ON DRUGS OTHER THAN ALCOHOL

A drug is any substance other than alcohol capable of altering an individual's mood, perception, pain level, or judgment. A prescribed drug is any substance prescribed for a specific individual's consumption by a licensed medical practitioner. An illegal drug is any drug or controlled substance which is illegal to sell or consume.

The use, sale, possession, distribution, purchase, or manufacture of illegal drugs or controlled substances on College property or while performing College business is strictly prohibited.

No prescription drug will be used on College premises or while performing College business by any person other than the one for whom it is prescribed. Such drugs will be used only in the manner, combination, and quantity prescribed.

ASSISTANCE

Any employee who feels that he/she, a family member or friend has developed an addiction or dependence on drugs and/or alcohol is encouraged to seek assistance. Students in need of assistance due to alcohol or other drugs, can contact the Student Center for Health and Well-Being at x6085 or stop by T2150. There is also an Alcoholics Anonymous support group and an AI-Anon support group meeting on campus on a year-round basis. For assistance call (763) 781-5102 or visit their web page. Rehabilitation itself is the responsibility of the individual.

VIOLATIONS

Any employee whose abuse or use of alcohol, illegal drugs and/or unlawful prescription drugs results in excessive absenteeism or tardiness or is the cause of accidents or poor work performance will be subject to sanctions which may include a warning letter, suspension, or termination of employment, depending on the severity of the incident.

COLLEGE'S OBLIGATIONS

The College has in no way undertaken a duty to detect, prevent or treat drug or alcohol use by employees even where such use becomes apparent as a result of this policy.

E-3 SAFETY AND HEALTH

Safety, occupational health, and loss prevention are the responsibility of all employees. Accidental loss and occupational illness can be controlled through the active participation of management and all employees in reporting any unsafe conditions or unsafe actions to their supervisor, the Vice President of Finance, or the Safety and Security Manager. It is also the responsibility of management and all employees to identify and correct incidents or conditions with potential for an unsafe or unhealthful workplace. In addition, any accidents/injuries occurring on campus or off campus in the course of performing one's job duties must be reported to Human Resources as stated in the Workers' Compensation provisions.

A safe and healthful work environment can be achieved through the collective efforts of all employees and through personal awareness and by using good judgment and common sense.

E-4 TOBACCO-FREE COLLEGE

Effective January 1, 2012, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff, contractors, vendors and visitors is prohibited on all College properties at all times including but not limited to:

1. In all interior spaces on College campuses;
2. On all outside property or grounds controlled, managed or maintained by the College including all extended site locations;
3. In all College-owned, leased, or rented vehicles, including charter buses and vans, and all other College vehicles;

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4. In personal vehicles on all College property;
 5. At all events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using College facilities. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

This policy does not apply to the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC, sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the Facilities Services Department.

Smoking is defined as the burning of any type or lighted pipe, cigar, cigarette, electronic cigarette (e-cigarette) or any other smoking equipment, whether filled with tobacco or any other type of material. Smokeless tobacco products are the use of snuff, chewing tobacco, dissolvable tobacco, smokeless pouches, or other forms of loose leaf tobacco.

EDUCATION AND AWARENESS

The implementation of this policy will be augmented by an education and awareness campaign that may include but not be limited to:

1. Notification of this policy to prospective students and staff/faculty hires;
2. Informational meetings, postings, signs, and e-mail notifications;
3. Publication in staff, faculty, and student policy handbooks, and corresponding web sites;
4. Educational campaigns and events;
5. Referrals to smoking cessation programs;
6. Establishing a culture of compliance through peer oversight.

CESSATION PROGRAMS AND SERVICES

To support students and employees of the College who wish to reduce and/or quit using tobacco products, a variety of tobacco cessation resources and services are available at: go.css.edu/tobacco free.

ENFORCEMENT

It is the responsibility of all faculty, staff and students in the College to contribute to an environment that is free of tobacco. Should violations of this policy occur, the student or employee shall be informed of this policy. Should that person continue to violate the policy, the aggrieved party should contact the appropriate office: for College employees, the person's immediate supervisor; for students, the Office of Student Affairs; and for those not associated with the College, Campus Security. Continued violation may result in disciplinary consequences.

E-5 COLLEGE PROPERTY

All employees are expected to exercise due care in the use of College property and to utilize such property only for authorized purposes. Use of College property for employment purposes outside of CSS is strictly forbidden. Negligence in the care and use of College property may be considered cause for discipline. College equipment/assets are not to be used by outside groups, organizations or individuals. This includes, but is not limited to vehicles, telephones, computers, electronic recording and playing devices, audio-visual equipment, televisions, etc. Unauthorized removal of College property from the premises or its conversion to personal use is prohibited.

When employees are entrusted with keys, they must carefully control them to protect College property from fire, theft, vandalism and unauthorized use.

Employees with keys accept responsibility to:

1. Keep keys in a safe place at all times.
2. Refuse to lend keys to anyone.
3. Prevent keys from being copied.
4. Report to their supervisor immediately when keys are misplaced, lost, stolen, or destroyed.

College property and keys issued to an employee must be returned to the College at the time he/she terminates employment or when it is requested by the department head.

Requests for use of the College facilities by outside groups are processed by the Director of Conferences and Events Services. Requests for use of College equipment must be made to the appropriate department head.

E-6 PERSONAL TELEPHONE CALLS

Because of the large volume of College business transacted by telephone, the use of College telephones for personal matters is discouraged. The College recognizes that there may be times when personal calls must be made or received during business hours. Such calls must be held to a minimum, however, and must not interfere with the employee's work. Employees are encouraged to make such calls during their breaks or lunch time.

When a long-distance call must be made in an emergency situation, the call should be billed to the caller's home telephone number or personal phone card.

E-7 CLOTHING

Attire and personal appearance is expected to reflect the mission and heritage of the College. Employees are expected to wear clean, neat clothing appropriate to their job function.

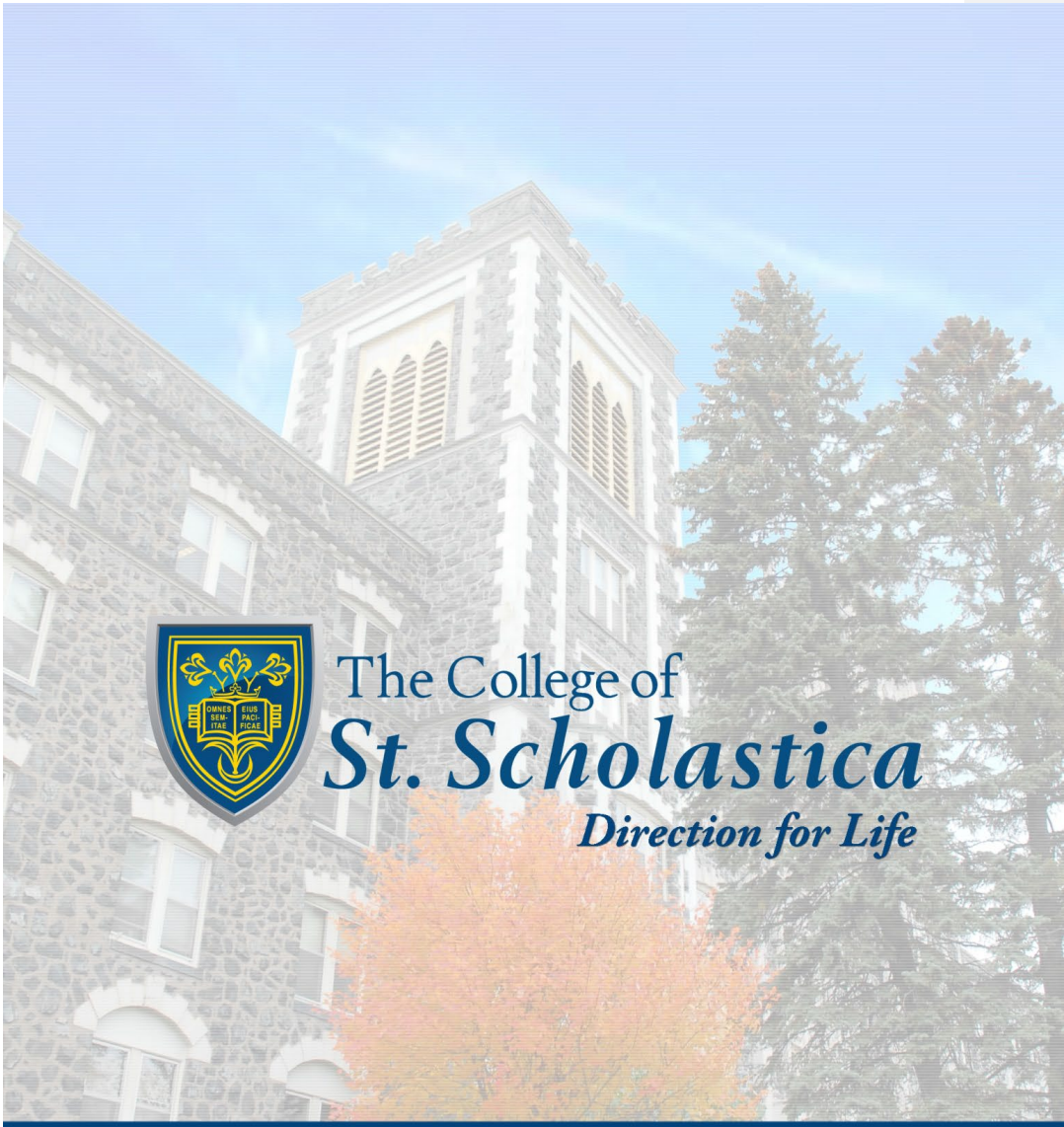
Each supervisor is responsible for communicating expected clothing standards and the proper attire to the staff in their area.

E-8 FAMILY IN THE WORKPLACE

The College recognizes that employees may occasionally, due to unforeseen circumstances, be required to bring children to campus for short periods of time. However, since the College is not designed (other than a lactation room in Science 1205F for nursing mothers) to accommodate the special needs of infants, toddlers and school-age children, all children must be directly supervised by a parent or adult guardian at all times and for their own safety, cannot be left alone while on campus grounds.

E-9 PETS ON CAMPUS

While it is recognized that many pets are well behaved, it is also known that many people suffer animal-related allergies and fears which could cause interference with the ability to work or study. Therefore, the College does not allow pet animals in any College buildings, with the exception of approved service animals. The College also strongly discourages the presence of pets on the campus grounds due to safety and sanitation concerns. All pets on campus grounds must be kept on a leash and may not be left unattended. Pet owners are required to keep their animals from being an annoyance to others.



The College of
St. Scholastica
Direction for Life

