

**OFFICE OF HUMAN RESOURCES**

o (716) 380-6623

f (716) 380-0926

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*We believe that Colorado College is an outstanding place to work with its strong sense of community, commitment to our students, and the beautiful surroundings of Colorado Springs. The HR team and I are committed to supporting the people of CC and to helping each achieve excellence in all that they do on behalf of the college.*

*Please feel free to call on us if we can be of assistance to you. Become acquainted with the HR staff by clicking [here](#).*

*Ryan Simmons, Vice President of People and Workplace Culture*

The information in this handbook is intended to provide general information and summarize various college policies, procedures, expectations and benefits. It replaces and supersedes all prior versions of the staff handbook.

You should never construe the staff handbook, any [Colorado College policies](#) or procedures, or any written materials or statements by supervisors or leadership as a contract guaranteeing the rights, compensation, or benefits of any employee. The college reserves the right to unilaterally modify or cancel any of these provisions or its policies at any time without notice. fl 792 reW<sup>n</sup>BT/F5 12 Tf1 0 0 1 72.024 326.45 Tm0.129 0.145 0la3 612 792

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Value all persons and seek to learn from their diverse experiences and perspectives;  
Practice intellectual honesty and live with integrity;  
Serve as stewards of the traditions and resources of Colorado College;  
Nurture a sense of place and an ethic of environmental sustainability;  
Encourage engagement and social responsibility at local, national and global levels;  
Seek excellence, constantly assessing our policies and programs.

*Colorado College has a foundational commitment to equal opportunity and diversity in the workplace. We want to make sure that everyone feels our willingness to hear about issues and do everything possible to make this a welcoming, inclusive, and supportive place to work.*

Colorado College is an equal opportunity employer committed to increasing the diversity of the college community and to not discriminating in its employment practices or educational programs and activities on any basis protected by law, *e.g.*, race, color, national or ethnic origin, sex, age, religion, gender identity or expression, marital status, veteran status, disability, or sexual orientation. The college values a diverse workforce and engages in recruitment strategies designed to increase the diversity of its applicant pool.

At Colorado College, it is everyone's responsibility to promote a work environment in which differences and diverse perspectives are respected, faculty and staff are treated equitably, and individual contributions are valued and rewarded.

Staff who feel that they have been discriminated against may choose to pursue the matter through informal or formal procedures, or both. The college will respond promptly to all complaints, and will respect, insofar as possible, the right to confidentiality of all members of the college community. Retaliation against staff who bring complaints of discrimination in good faith is prohibited and is also considered a form of discrimination that is actionable under the policy.

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*Colorado College is committed to assisting all staff to become familiar with information regarding employment at the college. This section provides a general overview of items that all staff members should be aware of during their career with the college.*

Unless staff have a signed written contract with Colorado College with contrary provisions, either party may terminate the employment relationship at will without notice, cause, or any prior disciplinary action. The President of the College is the only person authorized to create a contract with any staff member. While Colorado College is an at-will employer, it strives to maintain open and honest communication with staff

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period at the regularly scheduled time, notify your supervisor so it may be taken at another time during your shift.

All exempt staff are encouraged to take at least a 30-minute duty-free lunch break.

### Rest Periods

Non-exempt employees are entitled to and are authorized, permitted, and expected to take 10-minute, paid rest periods as set forth below:

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Beneficiary (if you have benefits coverage);  
Driving record or status of driver license (if you drive on College business); and  
W-4 tax exemptions.

You may make changes to your W-4, race, ethnicity and gender designations, and emergency contacts directly in [Self Service Banner](#).

You may review your personnel file by scheduling an appointment with Human Resources during regular business hours. You may not remove or alter documents in the file; however, you may add employment-related information to the file with approval from Human Resources.

Complete information can be found in the [Personnel Records Policy](#).

Staff of Colorado College may accept employment outside the college as long as it does not interfere with their normal work schedule, affect their work performance, or represent a conflict of interest.

Complete information can be found in the [Outside Employment and Secondary Employment Policy](#).

Working in locations other than the regular work site (telecommuting) can be an alternative means of achieving the mission of the college. Supervisors may allow telecommuting when doing so will benefit the college and the staff member.

*Full-time:* Regularly scheduled to work 1400 hours or more per fiscal year (an average of about 27 hours per week).

*Part-time:* Regularly scheduled to work 1000 to 1399 hours per fiscal year (an average of 19 to 26 hours per week).

*Regular Employment:* No predetermined end date or an end date that is more than 6 months from the date of hire.

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*Temporary Employment:* Employment of six months or less. The existence of a predetermined end date does not guarantee employment until that date.

*Occasional Employment:* A schedule that totals less than 1000 hours per rolling 12 month period.

*Exempt:* Not eligible for overtime as determined by federal wage and hour regulations. Exempt staff are paid on a salaried basis.

*Hourly:* Eligible for overtime as determined by federal wage and hour requirements.

Colorado College determines pay for staff positions using applicable market studies. More detailed information regarding [staff compensation](#) is located on the Human Resources website.

Colorado College strives to provide a high-quality liberal arts education to a diverse community of students. Achieving this mission requires an equally diverse group of highly qualified employees who are rewarded and recognized for their contributions. Therefore, the college supports a compensation program that:

- Is aligned with the college's mission, is administered in a financially sustainable manner, and is in compliance with all applicable legal requirements.
- Provides compensation that is competitive within appropriate labor markets and takes into account living wage principles.
- Promotes performance excellence and encourages career development and advancement by rewarding achievements and outcomes.
- Administers compensation in a fair and flexible manner.
- Values campus and community engagement and work/life balance.

Staff are paid on the 15<sup>th</sup> of the month and the last working day of each month. For hourly staff, the paycheck on the 15<sup>th</sup> covers the period of time from the 22<sup>nd</sup> of the previous month through the 6<sup>th</sup> of the current month. The paycheck on the last working day of the month covers the period of time from the 7<sup>th</sup> through the 21<sup>st</sup> of the current

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month. For exempt staff, the paycheck on the 15<sup>th</sup> covers the period of time from the 1<sup>st</sup> to the 15<sup>th</sup> and the paycheck on the last working day of the month covers the period of time from the 16<sup>th</sup> through the last working day of the current month. If a payday falls on a weekend, staff will be paid on the Friday before that weekend. Staff may make

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*We provide a variety of benefits to support our staff during illness, injury, or disability. Other benefits are intended to provide staff with services they will value. All are intended to attract and retain the most talented and qualified staff members for the ultimate benefit of our students and their education.*

*Complete information on the College's benefit programs can be found at [www.mybensite.com/coloradocollege](http://www.mybensite.com/coloradocollege)*

*To learn about enrollment and other common questions, please review the FAQ and various drop-down menu items at the "Benefits & Wellness" section of Colorado College's Human Resources website:*

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_____	Eligible from DOH	Eligible from DOH	Eligible on an unpaid basis	Eligible on an unpaid basis
_____	Eligible from DOH	Eligible from DOH	Not eligible	Not eligible
_____	Eligible from DOH	Eligible from DOH	Not eligible	Not eligible
_____	Eligible from DOH	Eligible for		

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You must receive prior approval from your supervisor for vacation time. Consideration will be given to all requests for vacation time and your request will be approved whenever practical. However, your supervisor may deny vacation leave requests that conflict with the operation of the department or if you do not have vacation leave

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Complete information can be found in the [Health & Safety \(Sick\) Leave Policy](#).

The federal Family and

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reimburse Colorado College for insurance premiums paid during leave unless the staff member does not return due to continuation or onset of a serious health condition beyond the staff member's control.

In some cases, a leave of absence for the above reasons may be taken on an intermittent leave or reduced leave basis. In some situations, Colorado College may transfer the staff member to an equivalent position which may better accommodate recurring periods of time off.

Staff absent from work because of their own serious health condition or the serious health condition of an eligible family member may be required to submit certification from a physician at any time during the absence, and also a certification of fitness for duty before returning to work. Staff absent from work because of a qualifying exigency related to an eligible call to active duty, or because of the need to care for a recovering service member may also be required to provide certifications related to these situations. Failure to obtain any of these certifications may disqualify the staff member for approved time off.

The Colorado Family Care Act provides up to 12 weeks of leave, using the same

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result, is not receiving regular pay from the college, then the staff member may keep the court's compensation.

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Because polling places in Colorado are generally open from 7:00 a.m. until 7:00 p.m. it is possible for employees to vote either before or after work and you are encouraged to either vote by mail or vote in person during hours outside your workday or flex your hours on election day. However, if you are voting in person, cannot flex your hours, and do not have at least three unscheduled work hours between 7:00 a.m. and 7:00 p.m. to vote and you need to arrive late or leave early on election day to allow you time to vote

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Employees may be terminated from LOA status for the following reasons:

- Failure to be present on the first day of work after the leave has expired.
- Falsification of documents or statements to gain LOA.
- Failure to provide certification of fitness for duty or of medical condition from a designated medical provider when requested.
- Reductions in force or layoff.
- Other reasons for dismissal unrelated to the request for leave.

Following one year of employment, a staff member who is a victim of domestic abuse, stalking, or sexual assault may be eligible for up to three days of unpaid time off in a 12 month period to seek a civil restraining order, obtain medical care or seek mental health counseling (for the staff member or dependent children), make the home secure, or seek new housing or legal assistance. The staff member may choose to use any available paid time (vacation, health & safety, or COPFML if eligible).

Requests for victim protection time should be made to the supervisor and to Human Resources in advance of taking the time off unless the staff member is in a situation of imminent danger, in which case the supervisor or Human Resources should be notified as soon as possible. If requesting protection time under COPFML, apply with The Hartford at 888-301-5615. The Hartford will review your claim for all leaves available and all leaves available run concurrently.

If the threat to the staff member might also put other Colorado College employees at risk, the staff member must also notify the Campus Safety Department.

Complete information can be found in the [Victim Protection Time Policy](#).

The college will provide a reasonable amount of break time for nursing employees to express milk or nurse for up to two years after the birth of the child. Reasonable may vary based on the individual. Requests should be made to Human Resources.

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You are expected to become familiar with this handbook and any policies and procedures that are specific to your role and department and adhere to all as stated. Questions or concerns about any such information should be brought to the attention of your supervisor, division head, or human resources.

### Safety and Efficiency

You are expected to be a good steward of the college's resources by avoiding wasteful practices, to perform your job as efficiently as possible, and to make suggestions about methods that make the college more productive. You are expected to observe safety rules and contribute to a safe workplace.

The college understands the importance of a workforce that is highly prepared for the work they are being asked to do. Performance Excellence implies that every staff person is prepared to bring a high level of expertise every day and that each person is engaged in ensuring that the mission of the college is achieved.

### Performance Feedback

You should receive feedback from your supervisor throughout the year regarding the success that you are achieving as well as feedback on any performance issues that need attention.

New employees typically receive a review of their performance following completion of 90 days of employment. Annual performance reviews are generally conducted in the

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## Professional Staff Development

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supervisor, and Human Resources immediately. The college will maintain the confidentiality of any such report to the greatest extent possible.

Complete information can be found in the [Workplace Safety Policy](#).

*College Business Only*

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The college shall own the copyright to any copyrightable work conceived in whole or in part during the course of your employment involving or relating to the use of college resources.

Personal social networking activity should not be conducted during working time but rather before or after work, or during breaks or the lunch period. Personal social networking activity should never contain confidential information regarding our students, faculty or other staff. In addition, in order to prevent the appearance of a conflict of interest, the college prefers that employees not identify themselves as employees of Colorado College on these personal sites.

You should also be aware that there may be times when a particular posting may call into question a staff member's ability to work at Colorado College (e.g., comments

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Whether you drive your personal vehicle or a college vehicle on college business, you must report any moving violation or driving convictions (including DWI or DUI) to your supervisor and the Director of Human Resources within 5 days of the conviction.

The college reserves the right to conduct searches and inspections to protect college property, equipment, and operations as well as to help maintain a safe and efficient working environment for the benefit and protection of all college faculty, staff, and students. You are expected to cooperate in the conduct of such inspections and searches, which may involve college vehicles, offices, computers, lockers, desks, filing cabinets, and files as well as any items brought on to college premises, including (but not limited to) staff vehicles, backpacks, purses, lunch bags, and briefcases.

Complete information can be found in the [Inspections, Searches and Confiscation Policy](#).

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Any fund-raising efforts undertaken on behalf of Colorado College must receive prior approval from the Advancement Division. Questions about the college campus fund-raising policy should be directed to the Vice President for Advancement.

Colorado College makes every attempt to ensure that the environment is safe for students, faculty, staff, and visitors and places a high priority on the identification and remediation of situations which are potentially unsafe or damaging.

When potential safety concerns are observed, staff must:

Contact Campus Safety at 719-389-6707 OR  
Call 911

When potential environmental protection concerns exist, staff must:

Immediately report the concern to the appropriate supervisor, and  
Contact the [Environmental Health and Safety office](#).

Emergency telephones are located at strategic points around the campus. These telephones are for use in the event of an emergency. Campus Safety will respond immediately to the location of the call. Please see the [Campus map](#) for the locations of these telephones.

Staff are encouraged to call 719-389-6340 for an escort if they arrive or leave the campus during the dark or work on weekends or holidays.

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Facilities Services. When your employment ends, you must return all keys to Facilities Services.

Lost or found articles should be reported to Worner Center information desk. Lost or found keys should be reported immediately to Campus Safety Department.

Colorado College parking hang tags are required for students, faculty, and staff for all vehicles parked on campus during the academic year. Vehicles must be registered at Campus Safety within one week after arrival and a payment plan selected if parking on campus.

*Colorado College strives to ensure that employees who leave the college have all the information necessary to making their exit as smooth as possible.*

Colorado College requests that you provide at least 14 calendar days' notice before the effective date of your resignation. Your letter of resignation should be addressed to your supervisor with a copy to Human Resources for your personnel file. The letter should include the last day of work, your reason for leaving, and any changes in your forwarding address.

Staff members who wish to retire from Colorado College must meet specific age and length of service requirements. Please contact Human Resources if you are planning on retiring.

Regular full- and part-time staff are eligible for retirement on t\*nb f/ yf are el(t)-4(a)4(f)-4(f)-4( a)55(r

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You are responsible for scheduling an appointment with Human Resources prior to your

arrange for any outstanding debts you may have to the college, and address any questions about your final paycheck. The meeting may also include a review of your employment experience, and discussion of any suggestions you might have for improvements to the college.

Vice President of People & Workplace Culture	389-6202
Assoc. VP, People Operations	389-6422
Assoc. VP, Workplace Culture	389-6194
Talent Acquisition Specialist	389-6331
Payroll Manager	389-6420
Title IX Coordinator	389-6881
Ombudsperson	389-6110
Chaplain	389-7986
Assistant Director, Wellness Resource Center	227-8101
Employee Assistance Program	1-800-272-7255
Campus Safety	38937.97 eETQqq370.75 284

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