

Lac Courte Oreilles Ojibwe College Employee Handbook

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Employee Acknowledgements

Introduction

Welcome to Lac Courte Oreilles Ojibwe College (LCOOC)

Welcome to LCOOC. We wish you every success in your employment with the College. Part of your success will depend upon clearly defined expectations and practices. Many of the general policies, rules and procedures of the College are included in this Employee Handbook. Each employee is responsible for observing the rules and regulations of the College as published in the Employee Handbook. The Employee Handbook is available online at www.lco.edu. The College reserves the right, without prior notice, to make changes in policy and procedure as deemed necessary. Statements in this Handbook do not constitute, and should not be construed as, a contract with the College.

Every effort has been made to make this publication accurate. However, information is subject to change. This publication is not a contract, neither explicit nor implied, and Lac Courte Oreilles Ojibwe College reserves the right to make changes to the information contained herein.

For the most recent version, visit www.lco.edu/documents under Staff Resources and Human Resources Documents.

Please take the time to read the Employee Handbook carefully and refer to it regularly. It is each employee's responsibility to be familiar with its contents. Please review it and discuss any questions or comments with your supervisor or the Human Resources Director.

The College is part of a sovereign nation within the geographical boundaries of the United States. Immunity from private lawsuits is one aspect of inherent sovereignty. This means that no private lawsuit can be maintained against the College unless the College consents to the action. Nothing in this Handbook, including without limitation the provisions found in Article XI Grievances, constitutes a waiver of the College's inherent sovereign immunity.

It is the general policy of the College to extend to its employees, where possible, the rights and benefits provided by employers regulated by the laws of the United States. However, the College looks to federal employment laws as guidelines only, and nothing in the Employee Handbook shall be construed as the College's consent to application of such laws. The College reserves the right to create and modify its employment policies without regard to such laws or interpretations thereof.

PREFACE

The Employee Handbook is not a contract but is intended solely to give all employees an overview of the working conditions at Lac Courte Oreilles Ojibwe College. It is suggested that you read the complete Employee Handbook as soon as possible.

PURPOSE

The Employee Handbook will serve as a reference for both new and experienced employees. The information contained in this handbook is designed to increase understanding and help to assure uniformity in the application of work practices, policies and procedures throughout the organization. Any unanswered questions can be referred to your direct supervisor, department head or Human Resources Director. Portions of this handbook, like any printed information, may become obsolete due to changes in policies, laws, etc. Therefore, to ensure review of the most current information employees should always refer to the version of the Employee Handbook posted on the College website at www.lco.edu. Supplements and updated information will be posted there and/or the entire handbook may be revised as necessary. Employees will be notified via email when changes occur so that they may be fully informed concerning the policies and procedures at the College.

MISSION STATEMENT

The Lac Courte Oreilles Ojibwe College mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.

PHILOSOPHY

The College curriculum will reflect identified needs and interests of the Lac Courte Oreilles Band of Lake Superior Chippewa by providing academic, vocational, and community programs. The primary purpose is to meet the needs of the Native American population and maintain an open-door policy.

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 1.1

Policy Title: At-Will Employment



CROSS REFERENCE(S):

None

Purpose/Policy

Employees are not guaranteed employment for any specified length of time. As such, either Lac Courte Oreilles Ojibwa Community College (the college) or the employee can terminate the at-will employment relationship at any time. In addition, the college can modify, amend, supplement, or delete terms and conditions of employment at any time with or without cause or advance notice.

Date approved: July 21, 2017

Review date: July 2018

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 2.1

Policy Title: Indian Preference



CROSS REFERENCE(S):

None

Purpose/Policy

It is the ongoing policy of the college, whenever possible, to upgrade the professional and economic status of tribal members through the policy of tribal membership preference in hiring, promotion, job training and job opportunities. This is consistent with the fact that the college is exempt from the discrimination rules set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000 et seq. Therefore, to the extent feasible, the Lac Courte Oreilles Ojibwa Community College shall provide preference in hiring and training in keeping with the intent of the Indian Self-Determination and Education Assistance Act 25, U.S.C. 450 e c, 1994 and Title VII of the Civil Rights Act 703 (i).

The Lac Courte Oreilles Ojibwa Community College exists to serve the educational needs of its members and surrounding bands. As an employer, the college seeks to employ individuals who possess the education background, skills/qualifications, and experience to best meet the employment needs of the college. To further this goal the Lac Courte Oreilles Ojibwa Community College establishes the following policy in regard to Indian Preference for selecting employees which shall be applied to top job candidates rated as otherwise equivalent in the selection process:

- a) Enrolled members or descendants of the Lac Courte Oreilles Tribe or other tribes served through the various outreach locations.
- b) Spouses, parents, and children of Lac Courte Oreilles or other tribal members served through the various outreach locations.
- c) Members of other Federally recognized tribes.

Date approved: July 21, 2017

Review date: July 2018

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 2.2

Policy Title: Diversity and Inclusion



CROSS REFERENCE(S):

None

LCOOCC is committed to fostering, cultivating and preserving a culture of diversity and inclusion. College employees are its most valuable asset, and the collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that College employees possess and invest in his/her work represent our culture and achievement.

Diversity is respected and embraced at the College. Diversity includes being open to new and different ideas. It also implies respect for and appreciation of all staff, students and members of the community. Diversity is embraced as a means of enriching relationships and enhancing collaboration.

All employees of the College have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other College sponsored and participative events.


The College seeks a level of employment, enrollment and graduation which proportionately represents the communities which it serves. The College is committed to pursuing the recruitment of Native employees and providing opportunities for all employees to become more knowledgeable about diversity and inclusion in ideas, programs, efforts and populations.

Questions regarding this policy should be directed to Human Resources.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 2.3

Policy Title: Non-Discrimination/Non-Harassment Compliance



CROSS REFERENCE(S):

None

Lac Courte Oreilles Ojibwa Community College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by federal, state or local law in employment, admissions or its programs, services or activities in compliance with Title VI and VII of the Civil Rights Act of 1964 (Title VI, VII), Title IX of the Education Amendments of 1972 (Title IX) and Section 504 and Section 508 of the Rehabilitation Act of 1973 and Title II of The American with Disabilities Act of 1990, as amended (Section 504/Title II) and The Americans with Disabilities Act Amendments Act of 2008 (Amendments Act), Clery Act, as amended, Sexual Violence Elimination Act (SaVE Act) as authorized by Violence Against Women Reauthorization Act, and the Higher Education Act of 1965, 485(f) (20 U.S.C. 1092 (f)).

The Policy of Non-Discrimination/Non-Harassment Compliance is a key to the overall commitment of the College to equal employment and equal educational opportunity and directs the College in making decisions relating to the College facilities, employment of personnel, selection of educational materials, equipment, curriculum, and regulations affecting students and placement of qualified minorities at all levels of employment when deficiencies exist through affirmative action and providing reasonable accommodations for students and employees with disabilities.

The following position has been designated to oversee compliance with federal and state statutory and regulatory requirements related to equal employment and equal educational opportunities including Title IX, Title VI, Title VII, Section 504, Section 508, Title II, Clery Act, as amended, Sexual Violence Elimination Act (SaVE Act) as authorized by Violence Against Women Reauthorization Act, the guidance supplied by Department of Education, Office of Civil Rights and to handle inquiries, investigations and resolve complaints regarding the College's equal opportunity and non-discrimination/non-harassment policies for students, employees and student/employee applicants: Human Resources, 13466 W. Trepania Rd., Hayward, WI 54843. Employees and students may also report complaints to law enforcement as appropriate.

To ensure compliance with the intent of laws and regulations and the guidance supplied by the Office of Civil Rights, procedures for resolving complaints/grievances have been adopted by the College.

Complaints of alleged acts of unlawful discrimination which are in violation of the non-discrimination/non-harassment policy under which the College operates shall be filed directly with Human Resources who has been designated the Equal Opportunity/Affirmative Action Officer and Title IX Coordinator of the College. All complaints or reports of alleged acts or charges will be handled under procedures that will include, but not be limited to, taking immediate action to eliminate the acts or actions in violation of the Policy, preventing its recurrence, addressing its effects, publishing a notice of

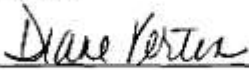
non-discrimination, adopting and publishing complaint procedures and ensuring College employees are trained to respond to issues/complaints promptly and equitably.

Individuals who engage in unlawful discriminatory practices are subject to disciplinary action up to and including termination of employment or expulsion.

Date approved: July 21, 2017

Review date: July 2018

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 2.4
Policy Title: Work Site Accommodations



CROSS REFERENCE(S):
None

Purpose/Policy

The college is exempted from the definition of an employer covered by the American's with Disabilities Act, 42 USC /// 12111 (5) (B). However, as a matter of its own internal policies the college discourages discrimination against persons with disabilities and when possible seeks to accommodate persons with disabilities on the job. When possible the college will make efforts to provide reasonable accommodations to all employees and applicants, including worksite accessibility. Employees shall provide written documentation from a health care provider regarding the need for the accommodation and must notify their immediate supervisor and the Human Resources Director in writing of any requested accommodation within a reasonable period of time after the employee learns of the need for such accommodation.

Date approved: July 21, 2017

Review date: July 2018

Signature

Deane Kerten President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 3.1

Policy Title: Posting of Vacancies



CROSS REFERENCE(S):

None

Purpose/Policy

When a vacancy occurs and there is a need to fill the position, a job posting will be created by the supervisor of the position and the Human Resource Director. All job postings shall contain the following:

- a) Job title, department, and supervisor's title
- b) Posting date, application deadline, preferred starting date
- c) Pay designation as exempt or non-exempt
- d) A brief job summary with duties, responsibilities and qualifications
- e) Contact information
- f) Indian Preference statement

Date approved: July 21, 2017

Review date: July 2018

Signature

Diane Kester President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Procedure: 3.1P - Posting of Vacancies Procedure

Policy Number: 3.1

Policy Title: Posting of Vacancies



CROSS REFERENCE(S):

3.1 Posting of Vacancies

All regular positions will be posted for a minimum of 14 days, with internal and external postings occurring simultaneously. Postings will be distributed via the College email system so that employees may be informed about the various opportunities available. Qualified college employees are encouraged to apply for positions in an effort to provide growth opportunities and to aid in their career development. Internal candidates meeting the minimum qualifications listed as required for the position will be provided the opportunity to interview for positions for which they apply. Employees currently in the role of Adjunct Faculty or Seasonal Employees shall be considered as an internal candidate for purposes of interviewing as noted within this area. Indian preference will be the guideline in selecting candidates for consideration.

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 3.2

Policy Title: Employment Application Requirements



CROSS REFERENCE(S):

None

Purpose/Policy

When a vacancy occurs all interested candidates will be required to respond by submitting the following documents:

- a) Letter of Interest (Cover letter)
- b) Current Resume
- c) Copy of college transcripts (official transcripts will be required for official employment offer)
- d) Completed Lac Courte Oreilles Ojibwa Community College Employment Application

Application packets which do not contain all of the items as noted above (with the exception of transcripts for non-degreed positions) will be considered incomplete and not reviewed for consideration towards the position. Application packets shall be complete in all items prior to submission to Human Resources for review.

Date approved: July 21, 2017

Review date: July 2018

Signature

Handwritten signature of Steve Berlin in cursive.

President

Handwritten signature of the Board Chair in cursive.

Board Chair

LAC COURTE OREILLES OJIBWE UNIVERSITY

Procedure: 3.2P Selection and Hiring Procedure

Policy Area: Recruitment and Selection



CROSS REFERENCE(S):

3.2 Employment Application Requirements

A Selection Committee will be convened no later than the closing date of the posting. The Selection Committee will consist of at least three (3) employees representing a cross section of employees throughout the University who do not have a conflict of interest among the candidates being considered. One of the selection committee employees should be a member of the Executive Council; the Human Resources Director does not count for this requirement. At least half of the Selection Committee will be Indian employees.

The Human Resources Director will be responsible for the coordination of the selection process and will verify that candidate application materials are complete, accurate and submitted on time. The Selection Committee will determine which applicants will be interviewed based on the qualifications of each candidate in comparison with the qualifications needed for the position. Following the selection of candidates, the Human Resources Director will make the necessary arrangements for the interviews. The Human Resources Director is responsible for facilitating the interview process and will serve as the Chair of the Selection Committee.

If the Selection Committees first choice declines the job offer, the job may be offered to the second ranked candidate. If there are no other qualified candidates to consider from the interview process the position will be re-posted.

Processes related to the hiring of adjunct (part-time) faculty will be outlined in a policy specific to such practice.

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE



Policy Number: 3.3

Policy Title: Criminal Background Checks

CROSS REFERENCE(S):

None

LCOOCC will perform criminal background checks on final candidates who are extended offers of employment for all regular full-time, regular part-time and adjunct faculty employment. Determination for criminal background checks on temporary employees and student workers will occur on a case by case basis. All employment applicants will be advised that the final candidate(s) for a position must successfully complete a background check as a condition of employment at LCOOCC. Candidates must complete a consent form as part of the application that authorizes the College to conduct a criminal background check.

The College may conduct criminal background checks on current employees.

The Human Resources Department will review, as may be appropriate, state, county, and federal background information.

With a report of a felony conviction, an investigation shall be performed to determine if the conviction:

- Compromises an employee's/applicant's ability to retain the public's trust, have access to funds, or work with sensitive data, records, or property.
- Arose out of an employment-related situation; or
- Affects an employee's/applicant's ability to perform his or her job or potential job in a safe and efficient manner.

If any of these conditions are present, and applicant may not be hired, or a current employee may be terminated for cause from employment with the College.

Except as authorized by the individual in writing or as required by law, information gathered under this policy will be disclosed only to College staff with a business need to know the information.

Date approved: July 21, 2017

Review date: July 2018

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 3.4

Policy Title: President's Authorization to Employ Staff



CROSS REFERENCE(S):

None

The President shall be empowered to hire all employees. Notification of employment shall be in writing to each employee. In accordance with State Statute 118.22, certified staff shall be given an annual notice of employment.

The President shall be empowered to accept all employee resignations and hire staff replacements when deemed necessary.

Date approved: July 21, 2017

Review date: July 2018

Signature

Steve Kerton President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 3.5

Policy Title: Probationary Period

CROSS REFERENCE(S):

None



Purpose/Policy

The first ninety (90) days of employment, considered to be an employee's probationary period, is for the purpose of on-the-job training, learning about the organization and to determine if the hiring decision was the right one for both the employee and the college. This is a time when supervisors will discuss with their employees the fulfillment of job responsibilities and provide help as needed.

During the probationary period the employee's supervisor shall meet with the employee regularly but at a minimum at 30, 60 and 90 days to discuss the new employee's performance. The following provisions shall apply to the 90 day performance evaluation:

- a) A probationary employee who receives an "unsatisfactory" performance rating in any category shall be dismissed without recourse to the Grievances Policy and Procedure found in this handbook;
- b) The accrual of annual and sick leave shall start on the beginning date of full-time employment; however, annual leave will not be approved for use until after successful completion of the 90-day probationary period. A probationary employee may use accrued sick leave after thirty (30) days have transpired from the beginning date of the full-time employment.
 - a. Payout of annual leave will not occur for employees who leave employment prior to completion of their initial 90 day probationary period for their first benefit eligible position held with the college.
- c) A probationary employee may be eligible for paid training if identified as integral to their position and approved by the supervisor and budget director;
- d) The employee's supervisor shall draft a letter to be placed in the employee's personnel file as to whether the employee completed the probationary period successfully or unsuccessfully.

An active employee taking a new position within the college shall be subject to the 90-day probationary period to include the 30, 60 and 90 reviews. Should the employee receive an overall "unsatisfactory" rating at the conclusion of the probationary period, the employee will be allowed to return to their previous position should it be vacant, otherwise, the employee will be terminated. Former employees rehired by the college will be subject to the probationary period, however; if they are determined to have "unsatisfactory" performance at the end of the period they will not be allowed to return to any former position.

At the end of an employee's (whether new, active, or former) probationary period, the employee will be granted regular status if they have successfully completed the probationary period.

The probationary performance evaluation forms will become a part of the employee's personnel file and the employee's signature on the evaluation form indicates neither agreement nor disagreement with the summary, but rather that the summary has been discussed with the employee. In the event an employee decides to refuse to sign the evaluation form the supervisor will provide a statement to that effect.

The probationary period may be extended by the college due to unexpected circumstances (i.e. unexpected absenteeism, etc.) for up to an additional 90 days. The immediate supervisor shall submit a written request outlining the reasons for the length of the extension to the Human Resources Director and President and they shall have final approval concerning the extension based upon adequate justification.

Temporary employees are not subject to the probationary period and their employment can be terminated at any time and/or when the job assignment is completed.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Procedure: 3.5P Probationary Period Procedure

Policy Area: Recruitment and Selection

CROSS REFERENCE(S):

3.5 Probationary Period, Recruitment and Selection



The employee and supervisor should discuss and determine a schedule when they are able to meet regularly, especially at the onset of employment, to provide a time when the employee can ask questions and obtain feedback from the supervisor as to their performance. If the supervisor determines the employee is not suited for the job, it should not be a surprise to the employee, but instead something that has been discussed with him/her along the way during their regular meetings. The supervisor should list, in writing, the specific job responsibilities in which improvement is required. By the same token, it is the period during which employees are to assess the new job; to decide whether the job is the position they anticipated and if it suits their abilities and interests.

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.1

Policy Title: Employee Classifications (Fair Labor Standards Act Purposes)



CROSS REFERENCE(S):

None

Purpose/Policy

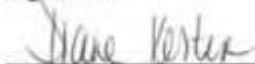
All employees hired by the college fall under one of the following wage classifications: exempt or non-exempt. Additional information on these classifications may be found in the Definitions section of this handbook. Provisions of the Fair Labor Standards Act (FLSA) are used as a guideline in establishing various parts of our policy as outlined below:

- a. Full-Time Status Employment: an employee classified as full-time has satisfactorily completed the probationary period, and is generally, depending on job responsibility, working 40 hours or more per week and is eligible for all allowed benefits.
- b. Part-Time Status Employment: an employee classified as part time has satisfactorily completed the probationary period, and is generally working less than 40 hours per week. Benefit eligibility is dictated by plan specifications and/or the Affordable Care Act.
- c. Temporary Status Employment: an employee classified as a temporary employee is generally hired for a specific task or duration, and is not eligible for any benefits other than the agreed upon wage and is terminated at the conclusion of the employment need.

Date approved: July 21, 2017

Review date: July 2018

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.2

Policy Title: Job Descriptions



CROSS REFERENCE(S):

None

Purpose/Policy

The purpose of the job description is to establish clear communication between the supervisor and the employees to assure that all parties have the same perception of the duties, authorities, responsibilities, and measure of performance for a particular position. Job descriptions also provide a basis for performance evaluation.

A job description for each position at the college shall be written, approved, kept on file and furnished to the employee when they begin employment with the college and/or move to a new position. Each job description shall be reviewed annually by the employee and the supervisor during the performance evaluation process. Any changes shall be incorporated into a revised job description which will be completed on the identified job description template of the College and provided to Human Resources after supervisory review and approval of updates.

Each employee is responsible for carefully reviewing his or her specific job description, understanding what is required of the job, and agreeing to do the job as outlined. Employees who feel that their job description needs to be updated should speak with their immediate supervisor.

Date approved: July 21, 2017

Review date: July 2018

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.3

Policy Title: Work Week



CROSS REFERENCE(S):

None

Purpose/Policy

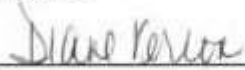
The standard schedule for work is based on a forty hour week. The college workweek begins on Sunday morning at 12:00 a.m. and ends on Saturday evening at 11:59 pm.


The work schedule may differ for employees based upon their employee classification, work location and college need. Employees will be provided their designated work schedule by their supervisor. Professional or exempt (salaried) employees are expected to attend to their responsibilities irrespective of time or work schedule. Employees are expected to arrive on time and leave as scheduled.

Date approved: July 21, 2017

Review date: July 2018

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.4

Policy Title: Faculty Load



CROSS REFERENCE(S):

Faculty Handbook Addendum to Employee Handbook

Purpose/Policy

Lac Courte Oreilles Ojibwa Community College reserves the right to assign instructional load. The normal faculty teaching load and associated procedures are outlined in the Faculty Handbook and as such are incorporated as part of this handbook. An instructional day will be considered as occurring between 7:00 a.m. to 9:00 p.m. within the established instructional calendar. Faculty shall be assigned a normal teaching schedule within this time period and all teaching schedules shall be approved by the Academic Dean.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.5

Policy Title: Meal Periods and Rest Breaks



CROSS REFERENCE(S):

None

Purpose/Policy

Employees are entitled to a thirty-minute unpaid meal period if the employee is scheduled to work six or more consecutive hours. Non-exempt employees must record their lunch period on their timecard. Employees are free to leave the premises during the meal period, unless work duties are required. If work duties are required, the meal period will be paid. Meal periods cannot be combined with breaks, or taken at the beginning or end of the work day.

Rest breaks are not required by law, however, non-exempt employees may take two 15 minute rest breaks as the work schedule allows. Breaks cannot be combined with meal periods and/or other breaks, or taken at the beginning or end of the work day. Rest breaks not taken on one day cannot be carried over into another day.

Should a non-exempt employee wish to be away from their work duties for more than the 30 minute unpaid leave time they should speak with their supervisor about taking appropriate leave time for the additional time they wish to be away or to adjust their schedule accordingly.

Date approved: 5-15-2020

Review date: May 2021

Signature

President

Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.6

Policy Title: Time Cards



CROSS REFERENCE(S):

Procedure 8.2P Inclement Weather and College Closures

Purpose/Policy

All non-exempt employees shall be responsible for completing a weekly time card. Such, employees must log in their hours into the college designated time recording system, located in MyLCO, when they start work and out when the employee leaves (to include lunch breaks). Anyone found logging in to another person's card, asking another person to log his/her time, or in any way falsifying his/her or another employees timecard, shall be subject to disciplinary action up to and including the possibility of immediate termination. Each employee responsible for completing a weekly time card in the college designated time recording system must finalize their hours once the work is completed for the pay period. The deadline for finalizing timecards is 8 a.m. the Monday following the last day of the pay period. Timecards finalized after the deadline will not be paid until the following pay date which is two weeks from the current pay date.

If the college is closed or closes early due to inclement weather, permanent non-exempt employees should enter their scheduled hours into their timecard for payment.

It is the supervisor's responsibility to approve work time through the college designated time recording system by 12:00 p.m. on the Monday following the end of the pay period. Late time submissions due to employees not following timelines outlined in this policy will be processed the next pay period. Late submission due to a supervisor error will be followed up on by the supervisor's immediate supervisor, is not acceptable and will not be tolerated.

Date approved: 01/17/2020

Review date: January 2021

Signature

President

Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.7

Policy Title: Unauthorized Absence



CROSS REFERENCE(S):

Faculty Handbook Addendum to the Employee Handbook

Article IX – Time Off and Leaves of Absence

Purpose/Policy

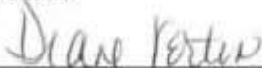
Employees are expected to observe their established workday schedule. Tardiness is not acceptable and employees that know or expect they will be tardy are to notify their immediate supervisor when they know their arrival time will be delayed. When an absence is anticipated employees should notify his/her immediate supervisor as far in advance as possible.

An unexcused absence is an absence not authorized by the employee's supervisor. Any absence or failure to participate in required official college functions or activities without prior approval from the immediate supervisor may result in withholding of pay for time missed or other appropriate disciplinary action. Failure to report for work as scheduled and without notification to your immediate supervisor for three consecutive days will be considered abandonment of their position and a voluntary resignation on the part of the employee. Notification to supervisors of such absences shall occur before the employees designated start time via either email or a voice message. Should the immediate supervisor not be available the employee shall notify the next person in the chain of command within the organization structure of the institution. Notification to the Front Desk/Receptionist at the main campus is also required when absences occur, including for staff at outreach site locations.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.8

Policy Title: Reporting Relationships- Employment of Relatives



CROSS REFERENCE(S):

None

The College encourages the employment of qualified relatives of LCOOCC employees or Board of Regents members provided they meet the qualifications of the position, as long as such employment does not, in the opinion of the College, create actual or perceived conflicts of interest. No special consideration will be given to applicants who are relatives of current employees or Board members. The College will exercise sound business judgment in the placement of related employees in the application of this policy to all categories of employment at the College.

Individuals who are related by blood or marriage are permitted to work in the same department, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative. If a manager/staff relationship between family members should occur as a result of marriage or potential promotion/transfer, one of the parties will need to terminate employment, be transferred to another department, or be transferred or demoted to a position not involving the manager/staff relationship (if a vacancy exists and qualifications are met) without delay.

This policy must be considered when making decisions specifically affecting the appointment, retention, transfer, demotion, promotion, or salary placement of an employee.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diane Foster President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.9

Policy Title: Personnel Files



CROSS REFERENCE(S):

None

Purpose/Policy

Personnel files maintained by the college on employees are the property of the college and therefore confidential. All such files are to be maintained by the Human Resources Department in a locked secure cabinet. Access to, or disclosure of, the contents of an employee's personnel file is strictly limited to the employee, or the employee's representative, if designated in writing stating the purpose of the disclosure, the college President and the employee's immediate supervisor (or another supervisor in the chain of command) based on circumstances necessitating the need for a review of the file. Designated Business Office Staff responsible for processing payroll have the authority to access employee files for payroll purposes only.

Any request, other than a legally executed request, must be made in writing to the Human Resources Director. A time will be scheduled for the review and the review will be conducted in the Human Resources Office with the Human Resources Director present. Should an employee request a copy of information contained in their personnel file, copies will be provided. Should the person no longer be employed by the College, usually and customary charges for such copies will be required to be paid by the former employee upon receipt of the copies..

All employees are responsible for keeping the Human Resources Department informed of their current address and phone contact information. Any changes related to contact information must be provided by the employee in writing to the Human Resources Department. The college will not be responsible for errors that occur because of incorrect employee contact information.

Date approved: July 21, 2017

Review date: July 2018

Signature

 President

 Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.10

Policy Title: Separation of Personnel

CROSS REFERENCE(S):

Employee/Faculty Handbook



The employment of an employee may be terminated by the College according to established policy and procedure that support business-based separations. Recommendations for termination will not be arbitrary or capricious and will require approval by Human Resources, and the President.

Questions regarding this procedure should be directed to Human Resources.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diane Vertin President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 4.11
Policy Title: Reduction in Force



CROSS REFERENCE(S):
Administrative Procedure-Reduction in Force

Purpose/Policy

The college President shall determine which position(s) will be eliminated for reasons unrelated to the employee's performance. Notification of layoff(s) shall be no less than thirty (30) work days prior to the date of layoff.

It is understood and agreed that while the main intent of this policy is to address permanent or indefinite layoffs, this shall not restrict LCOOCC from laying off a person, an entire classification or any part thereof on a temporary basis not to exceed five (5) working days because of a mechanical breakdown, financial difficulties, acts of God, civil disorder, or other acts over which the College has no control.

Date approved: July 21, 2017

Review date: July 2018

Signature

David Porter President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 5.1

Policy Title: Wages and Salaries

CROSS REFERENCE(S):

None



Purpose/Policy

Lac Courte Oreilles Ojibwa Community College shall attempt to pay equitable wages and salaries based on an employee's classification, relevant experience and education within the boundaries of our established salary administration guidelines and the college's ability to pay. All wages and salaries shall be subject to the approval of the program/department supervisor, the Chief Financial Officer, Human Resources Director and the college President. All wages and salaries will be determined by the funding available and the regulations those funding providers require.

Date approved: July 21, 2017

Review date: July 2018

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 5.2

Policy Title: Non-Managerial Staff Who Assume Management Responsibilities on a Temporary Basis



CROSS REFERENCE(S):

5.2P (Administrative Procedure- Non-Managerial Staff Who Assume Management Responsibilities on a Temporary Basis)

Lac Courte Oreilles Ojibwa Community College recognizes that in certain situations it is necessary for the College to temporarily assign managerial duties to qualified non-managerial staff during the absence of a manager. It is the intent of the College to compensate these employees with additional pay on a temporary basis for these additional duties under specific circumstances and criteria.

The Human Resources Department will review the additional duties with the requesting supervisor to ensure that they are appropriate and are eligible for additional compensation.

Date approved: July 21, 2017

Review date: July 2018

Signature

 President

 Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 5.3

Policy Title: Teaching by Qualified Staff Members



CROSS REFERENCE(S):

Faculty Handbook Addendum to the Employee Handbook

Purpose/Policy

Qualified staff members who meet the requirements for teaching, possess teaching expertise and skills that would benefit the students of the college will be allowed to teach approved courses for additional compensation for LCOOCC as long as these activities do not interfere with their normal duties. The President and/or their designee will authorize such activities on an individual basis to ensure there is no conflict of interest.

The Academic Dean or Dean of Continuing Education and Customized Training will contact the staff member's supervisor for approval with information on times and dates the teaching would be required. Prior to accepting of such teaching duties, the staff member shall work with their immediate supervisor for their primary position to allow for scheduling adjustments which may need to occur for the department to ensure completion of duties for their primary role.

Date approved: July 21, 2017

Review date: July 2018

Signature

David Vertin President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 5.4

Policy Title: Overtime

CROSS REFERENCE(S):

Policy 4.3 Work Week



Purpose/Policy

Employees, as defined by the Fair Labor Standard Act (FLSA) as eligible to receive overtime pay, shall be eligible for compensation for actual hours worked in excess of forty (40) hours per work week as designated by the College. College holidays, vacation time, sick time or other leave times does not count toward actual hours worked to arrive at the 40 hours per work week. Parameters of the College work week are defined in Article 4.3. All overtime must be approved in advance by the employee's immediate supervisor. Overtime will generally be worked only when it is necessary to meet deadlines or in the event of emergency situations. Overtime shall not be approved for meal/rest periods. Working overtime without prior approval may result in disciplinary action.

Non-exempt employees shall be compensated for working overtime in accordance with requirements of the FLSA at one and one-half times the employees designated hour rate of pay. The employee must have the approval of the immediate supervisor prior to the overtime being worked.

Date approved: July 21, 2017

Review date: July 2018

Signature

 President

 Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE



Policy Number: 5.5

Policy Title: Deductions from Pay/Safe Harbor

CROSS REFERENCE(S):

4.1 Employee Classifications

Purpose/Policy

The college does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the college or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated and if it is found that an improper deduction has been made, the college will reimburse the employee for the improper deduction.

Date approved: July 21, 2017

Review date: July 2018

Signature

David Verten President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE



Policy Number: 5.6

Policy Title: Pay Periods and Loans Against Wages

CROSS REFERENCE(S):

None

Purpose/Policy

All employees will be paid bi-weekly by direct deposit once all necessary paperwork has been completed and submitted to Human Resources and Payroll for processing. An electronic version of each individual employee's payroll advice slip will be available to the employee on the MyLCO Portal after 8:00 a.m. each payday. In the event of a federally recognized banking holiday falling on a payday, the bi-weekly payroll shall be distributed on the preceding working day no sooner than 8:00 a.m.

No loans against wages or salaries shall be allowed and there will be no early release of paychecks.

Date approved: July 21, 2017

Review date: July 2018

Signature

 President

 Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 5.7

Policy Title: Employee Indebtedness



CROSS REFERENCE(S):

None

Purpose/Policy

It is the policy of the college that any college employee, regardless of their status, who is indebted to the college, shall execute a wage assignment or make the necessary arrangements to satisfy such outstanding indebtedness. Examples include payment due for items such as tuition and fees, overpayment of wages, etc. Failure to provide for the payment of such indebtedness may result in termination.

Date approved: July 21, 2017

Review date: July 2018

Signature

Dawn Kertin President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COLLEGE

Policy Number: 5.8

Policy Title: On Call Maintenance Staff



CROSS REFERENCE(S):

None

Purpose/Policy

Maintenance personnel that are designated to be the weekly "on-call" worker will be provided an additional stipend above their normal pay to compensate them for their services. Such compensation will be in lieu of any overtime or compensatory time compensation.

Date approved: April 16, 2021

Review date: April 2022

Signature

12 [Signature] President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 6.1

Policy Title: Conflict of Interest



CROSS REFERENCE(S):

None

Conflict of Interest:

College employees should not allow personal and/or economic interest to influence actions and/or decisions related to the welfare of the College or those served by the College. In addition, an employee shall not, by act of commission or omission exercise a discretionary power in a manner inconsistent with his/her job duties or the rights of others with the intent to obtain advantage for him/her or for another. A College employee shall not use his/her position to obtain financial gain for him/her, immediate family or personal or related business. Furthermore, employees shall not engage in activities contrary to the philosophy of the College's mission and policies.

Board of Regents sanctioned programs and activities for non-profit organizations will be allowed upon the approval of the College President.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE



Policy Number: 6.2

Policy Title: Confidentiality

CROSS REFERENCE(S):

None

Purpose/Policy

All personal information concerning applicants for employment, current and past employees and/or students shall not be disclosed in any way to any outside entity unless it is a matter of public record and not prohibited by the Health Insurance Portability and Accountability Act, and Federal Privacy and Family Educational Rights Protection Acts.

If, during employment, employees acquire confidential or proprietary information about the college and its employees, students, or customers, such information is to be handled in strict confidence and not to be discussed with non-college members who have no business reason for obtaining the information. Employees are also responsible for the internal security of such information. Requests for public records should be referred to the President.

Employees found to be in violation of this policy are subject to disciplinary action up to and including termination and may also be subject to civil and/or criminal penalties and violations of applicable laws.

For more information on FERPA:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

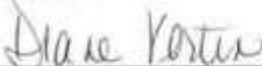
For more information on HIPAA:


<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

Date approved: July 21, 2017

Review date: July 2018

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 7.1

Policy Title: Rules of Conduct

CROSS REFERENCE(S):

None



Purpose/Policy

The successful operation and reputation of the college is built upon the principles of fair dealing and ethical conduct of our employees. As an employee it is expected that job duties are completed with integrity and excellence and in the spirit and letter of the applicable laws and regulations. Employees owe a duty to the college to act in a way that will merit trust and confidence of our students, communities and constituents. The college recognizes employees want to have a work environment that provides structure and guidance as it relates to the rules governing our behavior in the work setting. In general, good judgment and high ethical standards will help guide employees in regards to acceptable conduct. If a situation arises where it is difficult for an employee to determine the proper course of action related to a work situation the matter should be discussed openly with the employee's supervisor or Human Resource Director. As such, it is the responsibility of each employee to maintain positive working relationships with all others at the college. It is expected that college employees will work in a competent and conscientious manner, which will reflect favorably upon themselves, their department, and the college.

However, instances may occur when an employee has exhibited questionable behavior and corrective action including disciplinary action up to and including termination is necessary. As a result the following examples of inappropriate conduct, although not all encompassing, have been created as a means to communicate to employees what is considered to be unacceptable:


- a) Dishonest; falsification or misrepresentation on the application for employment or other work records; falsifying other data requested by the college; fraudulence in securing job appointment;
- b) Neglect of duty;
- c) Insubordination or willful misconduct;
- d) False representation in conjunction with job performance;
- e) Being intoxicated or under the influence of drugs other than those prescribed by your physician while at work or the use of intoxicants or such drugs during working hours;
- f) Conviction of a felony or misdemeanor either in performance of job duties, or in private affairs;
- g) Negligence or willful damage to college property;
- h) Discourteous treatment of the public or fellow employees during working hours;
- i) Loss of driver's license if required for the job;
- j) Violation of any lawful order, directive, or college policy;
- k) Job performance, which results in serious harm to the employee's program or department;


- l) Failure to properly notify your immediate supervisor of an absence when known in advance;
- m) Willful violation of any college rule or any deliberate action that is detrimental to the college
- n) Willful violation of security or safety rules or procedures;
- o) Negligence or any careless action which endangers the life or safety of another person;
- p) Possession of firearms, weapons, or explosives on the property of the college (See Policy 8.4 Weapons Possession);
- q) Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on the college's premises or when representing the college;
- r) Provoking a fight on college property;
- s) Threatening, intimidating or coercing fellow employees on or off the college premises at any time, for any reason;
- t) Excessive absenteeism or tardiness;
- u) Unauthorized disclosure of confidential information; including violations under the Family Educational Rights and Privacy Act (FERPA);
- v) Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job;
- w) Refusal to terminate activities, which constitute a conflict of interest;
- x) Poor work performance;
- y) Theft of college property or property of another employee;
- z) Falsification of timecards.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 7.2

Policy Title: Performance Appraisals



CROSS REFERENCE(S):

None

Purpose/Policy

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

It is the policy of LCOOCC that job performance of each employee should be evaluated periodically by the employee's supervisor.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Date approved: July 21, 2017

Review date: July 2018

Signature

 President

 Board Chair

LAC COURTE OREILLES OJIBWE COLLEGE

Procedure Number: 7.2P

Procedure Title: Performance Appraisals Procedure

CROSS REFERENCE(S):

7.2 Performance Appraisals

10.7 Professional Development



- (1) Supervisors should complete performance appraisals for their subordinate employees upon the following occasions:
 - (a) By the end of the first three months of initial employment or transfer or promotion to a new position.
 - (b) In conjunction with the annual review conducted in February each fiscal year to coincide with budget planning for professional development.
 - (c) When a reduction in staff is necessary.

If a performance appraisal has been completed within three months of the above occasions, a new appraisal does not need to be completed. Between scheduled appraisals, supervisors should discuss with employees any performance issues that require attention and should keep records of any significant incidents utilizing warning and performance improvement plan (PIP) forms provided by the Human Resources office when corrective action is necessary.

- (2) In evaluating employees, supervisors should consider factors such as the experience and training of the employee, the job description, and the employee's attainment of previously set objectives and goals. Other factors that normally should be considered include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.
- (3) Supervisors should use the form provided by the Human Resources office to prepare a written appraisal of each employee's job performance. The appraisal should include the supervisor's procedures and recommendations, an action plan for both the employee and supervisor, performance goals for the next evaluation period, and professional development (PD) goals using the PD tracking form.
- (4) Prior to the performance discussion with the employee, a PIP form to address areas rated "needs improvement" or "unacceptable" must be submitted to the department head and human resources for review. *(PIPs should be conducted on an as-needed basis and may be addressed during the yearly review when necessary.)*
- (5) The supervisor and employee should meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. The employee should be given the opportunity to examine the evaluation and make written comments about any aspect of it. The employee and supervisor should then sign and date the evaluation and forward it to the Human Resources Department for review and inclusion in the employee's personnel file.

- (6) The President of the College, in coordination with the Human Resources Director, shall review each supervisor's written evaluation to help assure that the valuation function has been properly completed in as fair and objective a manner as possible.
- (7) Information derived from the performance appraisal may be considered when making decisions affecting training, pay, promotion, transfer, or continued employment.

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE



Policy Number: 7.3

Policy Title: Disciplinary Action

CROSS REFERENCE(S):

None

Purpose/Policy

The college, in an effort to address unacceptable behavior adheres to the concept of progressive discipline. However, depending on the severity of the infraction the college reserves the right to immediately accelerate discipline to any step to include immediate termination. The steps of progressive discipline are as follows:

- a) **Verbal Warnings:** Initiated by the immediate supervisor for the purpose of correcting unacceptable work performance. A written record of any verbal warning will be placed in the employee's personnel file.
- b) **Written Warning:** If an employee does not respond to preliminary talks, has already received verbal notification, or has committed a sufficiently serious offense, a written warning may be given. The employee will receive a copy of the written warning and a copy will be placed in the employee's personnel file.
- c) **Suspension:** Based on continuing unacceptable work performance the employee's supervisor may recommend suspension to the President, who has the authority to suspend an employee. A written notice of the suspension will be given to the employee and placed in the employee's personnel file.
- d) **Termination.** Continuation of unacceptable performance may result in termination of employment.

The Immediate supervisor, after consulting with their supervisor and the Human Resource Director, has the authority to implement discipline as outlined in the steps above. Employees having received discipline who contact the Board or Regents and disregard the chain of command will be subject to corrective action. Final authority to terminate employment shall rest solely with the President. No record of disciplinary action will be placed in an employee's file without their knowledge.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diane Yertson President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 7.4

Policy Title: Outside Employment



CROSS REFERENCE(S):

None

Purpose/Policy

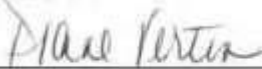
Employees are permitted to work other or, an additional job(s) as long as it does not interfere with their job performance with LCOOCC. Employees with an additional job are expected to work their assigned schedules for LCOOCC. An additional job will not be considered an excuse for poor job performance, absenteeism, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

Date approved: July 21, 2017

Review date: July 2018

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 7.5

Policy Title: Dress and Grooming

CROSS REFERENCE(S):

None



Purpose/Policy

The public image of the college is represented in large part by the employees of the college who interact with others, whether students, colleagues, guests or the public in general. As such employees are to model acceptable standards with the public and co-workers in a courteous, tactful, and cooperative manner.

The college does not mandate any type of formal dress code or require any standard dress. However, each employee is to dress in a professional manner appropriate for his/her job duties. At all times an employee's attire while at work or representing the college shall be neat and the employee's personal hygiene must be maintained at acceptable public standards. Each supervisor shall ensure that employees in their area of responsibility observe and adhere to these standards.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diann Kertea President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 7.6

Policy Title: Communication



CROSS REFERENCE(S):

None

Purpose/Policy

Email has been designated as the formal means of communication within the college.

All employees will be assigned a college email account upon hiring. Employees are expected to use their college email account for all college related business and to check their email accounts regularly to ensure they are informed regarding employee information shared through this venue. Information which may be shared through this method includes notification regarding college processes, emergency notifications, and employee specific information.

If an employee is out of the office it is expected that they will have their out of office email response set for the time period they are away along with their anticipated return date.

Employees are expected to provide timely response to email messages.

In addition to email, the majority of our employees have a dedicated telephone extension. Employees are expected to have the greeting on their voice message current and noting if they are going to be out of the office for an extended period of time. Additionally, return calls are to be placed in response to all messages left on an individual's voice mailbox within one working day, including when an employee has been out of the office for an extended time or on leave.

Date approved: July 21, 2017

Review date: July 2018

Signature

 President

 Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 7.7

Policy Title: Use of Computers, Internet, Email and Other Resources



CROSS REFERENCE(S):

Policy 13.7 Copyrights, Royalties and Patents

Purpose/Policy

All electronic and telephonic communication systems and information transmitted by, received from, or stored in these systems are the property of the college and as such are to be used solely for job-related purposes. The use of any college software and business equipment, including, but not limited to, email, internet access, facsimile machines, computers, telephones (land line and cellular phones) and copy machines for private purposes is prohibited unless approved by the college President in advance of the use.

Course content developed by faculty and documents created by staff on College-owned software programs and computers shall be the property of the College. Any actions to remove college property, including erasing, destroying, or otherwise denying access to College property without permission may be subject to disciplinary action up to and including termination.

Any College property that has been made available to students enrolled in the College, including students taking class for college credit as part of a degree or certificate granting program, shall be property of the College. Faculty staff or students may access, but not destroy, College property without permission of the College.

No employee may use a pass code, email log in, or voice-mail access code that has not been issued to that employee (unless authorized by an employee's supervisor to access such during an employee leave), or that is unknown or not approved by the college. Moreover, improper use of the email system (e.g., distributing offensive jokes, pictures, or remarks) will not be tolerated. Employees shall not use the college's internet, voice mail or email resources, phones, and other systems in a prohibited manner, including:

- a) To transmit, view, retrieve, or store any communications of a discriminatory or harassing nature or materials that are considered obscene or pornographic.
- b) To access pornographic or gambling internet sites, display or print any associated materials, pictures and/or cartoons.
- c) To harass or transmit messages with derogatory or inflammatory remarks about an individual's race, sex (including pregnancy), age, disability, religion, national origin or physical attributes or transmit abusive, profane or offensive language.
- d) For non-business, personal or private use, (except for emergent situations) including but not limited to game playing and personal communication not associated with business;

- e) To disclose any confidential or proprietary information except where such disclosure is authorized or permitted by policies which comprise the Employee Handbook.
- f) Destroy, erase, or otherwise deny lawful access to college course material that has been developed under College jurisdiction, used or offered to students during normal teaching methods or instructions, or otherwise is deemed to be property of the College.

Employees shall not use the College's internet, voice mail and email resources and systems and equipment, including but not limited to computer hardware, software, copier, fax machine and postage machine in a manner that is contrary to the provisions of any purchase or lease contract, such as unlawful copying of computer software.

College personnel do not have an expectation of privacy when using College property or materials. The College reserves the right to inspect, retrieve, gather, access or otherwise collect any information held on College-owned device.

Notwithstanding the College's right to retrieve and read any voice or electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any voice or email messages that are not sent to them. Any exception to this policy must receive prior written approval from the college President.

The College may monitor record and listen to all internet, email and voice mail usage, to assure compliance with its policies, for cost analysis and for legitimate business purposes. Thus, the College may listen to, access and disclose any information in the electronic communication or telephone systems, even such information or communication protected by an employee's personal password, at any time, with or without notice to the employee. Employees have no expectation of privacy in connection with the use of these system, or the transmission, receipt or storage of information in such systems.

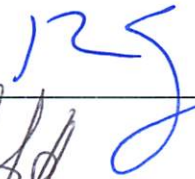
Social media applications have become increasingly important to the success of our student community. Online social media enables individuals to communicate insights, express opinions and share information within the context of a globally distributed conversation. Each tool and medium has proper and improper uses. While Lac Courte Oreilles Ojibwe College encourages staff to join a global conversation, it is important to understand what is appropriate, expected and required when LCOOC related topics are discussed, whether or not the employee is at work.


Staff accessing the internet, instant messaging or social networking sites for personal use are to limit their access time to non-work times such as rest breaks and meal periods.

Date approved: August 20, 2021

Review date: August 2022

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 8.1

Policy Title: Drug Free Workplace and Campus

CROSS REFERENCE(S):

Student Handbook



Purpose/Policy

Statement of Compliance- Lac Courte Oreilles Ojibwa Community College recognizes that the misuse of alcohol and other drugs is a serious issue affecting college students, the community and our society. The college adheres to the federal Drug-Free Schools Act which prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the College premises, or in conjunction with any College sponsored activity or event, whether on or off campus. In accordance with federal regulations, this policy is included in the Student Handbook and on the College's website, and distributed annually to students and employees of the College. The College conducts an annual review of this policy to determine the effectiveness of this policy and to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently.

Standards of Conduct - No student or employee shall manufacture, sell, give away, barter, deliver, exchange or distribute, or possess with the intent to manufacture, sell, give away, barter, deliver, exchange, or distribute alcohol, illicit drugs or drug paraphernalia while involved in a College-sponsored activity or event, on or off campus.

- a) No student or employee shall possess or use a controlled substance while involved in a College sponsored activity or event, on or off campus, except when the possession is for the person's own use and is authorized by law.
- b) Students and employees are expected to act responsibly and conduct themselves appropriately when representing the College on or off campus. The unlawful or irresponsible use of alcohol or other drugs will result in sanctions as described in this policy.
- c) Employees are advised to refrain from the use of alcohol while serving in a supervisory capacity with students at off-campus, College-sponsored events.
- d) No student or employee shall report to campus, and no employee should report to work while under the influence of a controlled substance which affects alertness, coordination, reaction, response, judgement, decision-making, or safety except as prescribed by a physician.

Disciplinary Sanctions- Students or employees who violate this policy will be subject to disciplinary sanctions. The severity of the sanctions will be appropriate to the violation. Sanctions for students include but are not limited to: official reprimand, restitution, completion of a rehabilitation program, community service, suspension, expulsion and/or reporting to local law enforcement officials. Sanctions for employees may include termination of employment.

Federal Sanctions- Federal and state sanctions for the illegal possession of controlled substances range from one year imprisonment and up to \$100,000 in fines for a first offense, to three years imprisonment and up to \$250,000 in fines for repeat offenders. Additional penalties may include forfeiture of personal property and denial of federal and student financial aid.

Under federal laws, trafficking of drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment for a first offense involving 100gm or more. Fines for such an offense can reach \$8 million. First offenses involving lesser amounts may result in sanctions up to and including 20 years imprisonment and fines up to \$4 million. A first offense for trafficking in marijuana may result in up to 5 years imprisonment and fines up to \$500,000 for an offense involving less than 50 kg, up to life imprisonment and fines up to \$8 million for an offense involving 1,000 kg or more. The state of Wisconsin may impose a wide range of sanctions for alcohol-related offenses including fines, imprisonment and/or revocation of driver's license.

The possession, use, distribution, sale, transportation or being under the influence of alcohol or an illegal drug (including but not limited to marijuana, cocaine, crack, phencyclidine (PCP), heroin, analgesics, LSD, amphetamines and other stimulants and barbiturates and other depressants, while on the job, on College premises or on College business is unacceptable. Any illegal substances found on College property or in College vehicles will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Our goal is to maintain a productive work environment that is free from the effects of alcohol and other drugs. Employees are expected to report to work in a condition to perform their duties safely and efficiently.

In the event of a College-sponsored activity at which alcoholic beverage(s) may be served or allowed, employees are expected to conduct themselves in such a manner so they do not represent a danger to themselves, to other employees, to the general public, or the College. Prior approval by the President is required for any College-sponsored activity at which alcohol will be served or allowed.

Off-the-job illegal drug use which could adversely affect an employee's job performance or which could jeopardize the safety of others, the public, or College equipment, is proper cause for disciplinary action up to or including termination of employment.

Employees who are arrested for off-the-job drug activity may be considered to be in violation of this policy. In deciding what action to take, management will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the College and other factors relating to the impact and circumstances of the employee's arrest. Employees are required to inform their supervisors within five days of criminal drug convictions.

For the purpose of this policy, conviction means a plea or finding of guilt or imposition of sentence or both, by any judicial body with the responsibility to determine violations of the Federal or respective criminal drug statutes.

An employee under the influence means that the employee is affected by a drug or alcohol, or the combination of a drug and alcohol, in any detectable manner such as slurred speech or difficulty in maintaining balance, sudden incoherent behavior or thinking.


Employees taking prescription medications currently prescribed by an accredited physician shall not be subject to discipline on the basis of, nor considered to be in violation of the College's substance use and abuse policy. However, the College reserves the right to arrange for a college-designated physician to review the prescription and the employee's work assignment and consult with the employee's physician to verify the length of treatment and to determine job-related consequences. The College may require the employee to take a leave of absence or comply with other appropriate remedies determined by management. Employees taking over-the-counter medications which could impact vigilance, judgment, coordination, or job performance may also be compromising fitness-for-duty. Instructions provided by the manufacturer on such over-the-counter medications should be followed.

This policy is applicable to all employees including full-time, part-time, seasonal, probationary and temporary. It is also applicable to student workers assigned to complete duties through various Federal Work Student or other Work Based Learning programs.

Date approved: July 21, 2017

Review date: July 2018

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COLLEGE

Procedure Number: 8.2P

Procedure: Inclement Weather and College Closings



CROSS REFERENCE(S):

Policy 8.2 – Inclement Weather and Other Emergencies

Procedures

1. The President or Acting President will determine by 6 am if the College will open or close. Closure decisions will then be immediately communicated by the **Marketing & Communications Department** to local media locations listed below and posted on the College Website and through email.
 - WOJB 88.9
 - WRLS 92.3
 - WHSM 101.1
 - WJMC 96.1
 - WAQE 97.7
 - WKFX 99.1
 - GM0 95.0
 - WDIO/WIRT TV
 - KBJR TV

Bad River & Red Cliff sites will follow the Ashland and Bayfield school system closures. Students and staff of those outreach sites should refer to local media for notices of school system closures. The Outreach Site Coordinator will put a message on site voicemail at 715-682-7111 ext. 1532 for Bad River and 715-779-3700 ext. 4287 stating the site is closed. Outreach staff will contact the **Marketing & Communications Department** (marketing@lco.edu) to have information posted on the College website.

St. Croix outreach site will follow the closures of the Siren School District. Students and staff of the St. Croix Outreach Site should refer to local media for notices of Siren school system closures. The St. Croix Outreach Site Coordinator will put a message on site voicemail at 1-800-236-2195 ext. 5312 stating the site is closed. Outreach staff will contact the **Marketing & Communications Department** (marketing@lco.edu) to have information posted on the College website.

The **LdF outreach site** closes when the LdF grade school cancels classes. The LdF tribe typically closes all its facilities concurrently with LdF School System. Announcements for the LdF School System are made on the local television and radio stations. The LdF Outreach Site Advisor will put a message on site voicemail at 715-588-3457 stating the site is closed. Outreach staff will contact the **Marketing & Communications Department** (marketing@lco.edu) to have information posted on the College website.

2. Questions regarding payroll status, see Policy No. 4.6 Time Cards.
3. When the College remains open, employees are to determine if they feel it is safe to try and come to work or leave early. If employees choose not to come in to work, or choose to leave early they will not be paid for hours not worked, but can use annual leave benefits. The employee must contact his/her supervisor prior to the scheduled starting time to indicate if and when he/she will be arriving to work.
4. If the College is open and the employee chooses not to come to work or chooses to leave early and then the College closes, he/she will receive pay for the hours the College closed provided he/she was scheduled to work.

In the event of a fire, storm, or other emergency, safety is most important. Employees are to move to a position of safety or exit the building as quickly as possible. Employees are required to follow written evacuation procedures.

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 8.3

Policy Title: Safety and Accident Prevention:



CROSS REFERENCE(S):

None

Purpose/Policy

LCOOCC is committed to providing a safe and healthy working environment. The College makes every effort to comply with relevant federal, state and local occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

The College objective is to minimize the exposure of our students, employees, customers, and visitors to health or safety risks. To accomplish this objective, all College employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illness.

In support of Safety, the responsibilities of each employee include, but are not limited to:

- Exercising maximum care and good judgment at all times to prevent accidents and injuries.
- Reporting and seeking first aid for all injuries, regardless of how minor.
- Immediately reporting unsafe conditions, equipment, practices or accidents.
- Using safety equipment provided by the College.
- Conscientiously observing all safety rules and regulations.
- Participating in all College safety drills and safety training programs and in-service sessions.

Employees have a responsibility to keep themselves, their co-workers, and their equipment and work area free from accidents. Doing the job safely is as much a part of job performance as technical knowledge, ability or skill. Employees shall report any unsafe practices and conditions to the appropriate supervisor or personnel to assure action is taken to correct the problem and thereby prevent serious injury.

Employees injured on the job will be afforded immediate and appropriate treatment if requested or deemed as necessary. The immediate responsibility in an injury situation is to provide treatment for the injured person which may be as simple as first aid administered on the College property or emergency vehicle transportation to the appropriate medical facility.

Employees injured on the job shall report the injury to their immediate supervisor immediately but not at risk of avoiding or delaying treatment. Employees in the area at the time of the incident shall promptly secure necessary medical aid for the injured employee, and then contact the Human Resources Department who will then file an accident report with the insurance carrier giving full and

complete details. Additionally, the employee shall complete an Incident Report Form to be submitted to Human Resources which can be found on the college website at <http://www.lco.edu/facultystaff/facdocs>.

A Safety Committee exists and meets regularly to develop, maintain and update safety procedures and processes to be carried out throughout the institution.

Suggestions from all employees regarding safety are welcomed and encouraged.

Date approved: July 21, 2017

Review date: July 2018

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 8.4

Policy Title: Weapons Possession



CROSS REFERENCE(S):

None

Purpose/Policy

Employees, former employees, students and visitors shall not bring or possess unauthorized firearms or other weapons onto any LCOOCC location or sponsored event. Any employee who possesses a firearm or weapon in violation of this policy will be subject to disciplinary action, up to and including termination.


Definitions:


Weapons means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm, any electric weapon; nightsticks; knives; or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

Date approved: July 21, 2017

Review date: July 2018

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 8.5

Policy Title: Animals on Campus

CROSS REFERENCE(S):



Definitions:

Pet – Any animal kept for ordinary use and companionship. Service and Support Animals are not considered Pets.

Service Animal – Any dog or in some circumstances a miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition.

Support Animal/Therapy Animal – An animal that provides emotional or other support that improves one or more identified symptoms or effects of a person's disability. Unlike Service Animals, Support Animals are not required to be trained to perform work or tasks, and they may include species other than dogs and miniature horses. Support Animals could include, but are not limited to domestic dogs, domestic cats, rabbits, companion birds, and other animals commonly kept as Pets.

Policy:

Service Animals are permitted to accompany people with disabilities in all areas of the College facilities, where students, members of the public, and other participants in services, programs, or activities are allowed to go.

A. A Service Animal must be trained so that it controls its waste elimination, absent illness or accident. The Handler must maintain control of the Service Animal at all times by a harness, leash, or other tether, or by voice, signals or other effective means if the Handler is unable to hold control devices, or such use would interfere with the Service Animal's performance of work or tasks.

B. The College does not require documentation, such as proof that the animal has been certified, trained, or licensed as a Service Animal.

C. College employees may only ask two questions of the Handler to determine whether

the animal qualifies as a Service Animal:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

Support/Therapy Animals

- A. Support/Therapy animals or pets are not allowed in College buildings.
- B. Support/Therapy animals or pets are not allowed in any College vehicles.
- C. Support/Therapy animals or pets are not allowed on any College-controlled grounds.

Responsibilities

The College is not responsible for the care or supervision of Service Animals.

- A. Handlers are responsible for the cost, care, and supervision of their animals, including:
 - i. Compliance with any laws pertaining to animal licensing, vaccination, and owner identification;
 - ii. Keeping the animal under control and taking effective action when it is out of control; and
 - iii. Feeding and walking the animal as necessary, and disposing of its waste.
- B. Handlers may be charged for damage caused by their animals to the same extent that the College would normally charge a person for the damage they cause.
- C. The animal must be in good health and maintain good hygiene. If fleas, ticks or other pests are detected, the owner/handler will be billed for the required pest treatment.
 - D. From time to time, the College may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of College facilities. The College is not responsible for any harm to animals on campus caused by such materials.
- E. Handlers must ensure their animals comply with applicable College rules regarding noise, safety, disruption, and cleanliness.

Date approved: January 07, 2019

Review date: January 2020

Signature

 President

 Board chair

LAC COURTE OREILLES OJIBWE COLLEGE

Policy Number: 9.1

Policy Title: Holidays

CROSS REFERENCE(S):

None



Purpose/Policy

Holidays observed by the Lac Courte Oreilles Ojibwe College will be the following: (the holidays actually observed by a given employee will be based on the length of their annual agreement and whether or not they are actually contracted to work when the holiday occurs).

New Year's Day
Treaty Day (observed the Friday after Martin Luther King Junior Day)
Good Friday
Monday following Easter
Memorial Day
July 4th
Labor Day
Indigenous People's Day
Veterans Day
Employee Appreciation Day (observed the Wednesday before Thanksgiving)
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas
New Year's Eve Day

Employees who are eligible to receive any of the paid holidays outlined above are required to work the scheduled day preceding the holiday and the first scheduled day after the holiday or have previously approved leave time by their immediate supervisor, in order to receive pay for the holiday. Exceptions to this requirement must be approved in advance by the employee's immediate supervisor or the pay may be forfeited or other disciplinary action may occur.

Holidays which fall on Saturday in a particular calendar year shall be observed on the preceding Friday and holidays which fall on a Sunday in a particular calendar year shall be observed on the following Monday.

At the discretion of the college President additional days may be declared as college holidays. When this does occur those employees eligible for holiday pay will receive such pay as if the day(s) were listed as a designated holiday. However, there is no guarantee that such days will occur or that they will be the same from year to year.

Holiday pay will not be paid to employees on unpaid leave.

Date approved: April 16, 2021

Review date: April 2022

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 9.2

Policy Title: Annual Leave

CROSS REFERENCE(S):

9.2P Annual Leave Procedure



Purpose/Policy

Employees eligible for annual leave (full-time non-faculty employees) shall accumulate annual leave based upon their total length of full-time service with the college to include any full-time years of service with any Lac Courte Oreilles tribal entity. For purposes of vacation benefit eligibility, full time is defined as working 40 hours or more per week during the academic year. No vacation time will be accrued beyond the amount outlined below without prior approval of the President. Employees who during the term of their annual agreement are off work for any reason without pay shall not accrue vacation time while they are away from work.

Annual leave accrual begins to accrue on the employee's hire date in positions which are eligible for this benefit (40 hours or more per week non-faculty employees) and advances to the next annual leave level on employee's anniversary date:

<u>Completed Years of Service</u>	<u>Days of Annual Leave</u>
0 to 3	12 days
4 to 10	15 days
11 +	18 days

Accumulated annual leave may be carried over from one fiscal year to the next. This carry over cannot exceed 160 hours and any hours beyond that amount not taken will be forfeited as of the last day of each fiscal year. Paycheck remittance or advice slips contain a "running total" of accumulated annual leave for each eligible employee. It is the responsibility of each individual employee to stay informed about their leave balance. An employee who has successfully completed the 90 day probationary period in a benefit eligible position will be paid for any unutilized annual leave to include up to 160 hours of accumulated leave plus any leave accumulated but not taken in the year in which their employment with the college is severed. Accrual for last pay period will be pro-rated if employee works less than 80 hours. Employees relieved of their position due to unsatisfactory completion of the 90-day probationary period will not be paid accumulated leave.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diann Vertin President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Procedure: 9.2P Annual Leave Procedure

Policy Area: Time Off and Leaves of Absence



CROSS REFERENCE(S):

9.2 Annual Leave Policy

The following applies to the utilization of Annual Leave:

- a) If an employee is to be away from work on annual leave during their normal work schedule it is the responsibility of the employee to inform the immediate supervisor of such prior to the time away. Supervisors have discretion to approve or deny such requests based upon business need and the individual employee's workload and performance.
- b) If at all possible, annual Leave shall be requested by the employee for approval by the immediate supervisor at least two (2) weeks in advance. Exceptions may be made in emergency situations or in the event of a "last minute" need/decision to take vacation. Regardless of when the request is made the vacation is not approved until the supervisor has agreed to the time off;
- c) Employees are required to use the College identified leave request forms, complete fully, submit to their supervisor for approval, and submit to **Human Resources** for processing prior to the annual leave being taken;
 - I. Leave request forms can be found on MyLCO/Employee Info/Bookmarks/LCOOCC Leave Slip.
 - II. All leave request forms must be submitted to **Human Resources** for processing in the pay period in which the leave time was taken.
- d) An employee who is absent from work without prior approval shall not be allowed to use vacation time "after-the-fact" to cover time missed;
 - I. Should there be an emergent situation and the employee cannot reach their immediate supervisor they shall go up the chain of command until contact and approval can occur to someone in their chain of command.
- e) The supervisor may disapprove the Annual Leave when conditions are present that would cause hardship to the department or institution;
- f) Advances on time or pay associated with Annual Leave will not be allowed;
- g) Employees shall ensure that they have accurately captured annual leave time on their Outlook calendar.
- h) Employees may donate up to 40 hours of their annual leave to another benefit eligible employee of the College, whose available balance is zero, up to one time per academic year. In order to do so the employee donating the time must complete the Donation of Annual Leave Time form which can be obtained from Human Resources. Hours donated will be an hour-to-hour transfer, not contingent on the salary or wage of the donor. Requests to receive donation of leave must go through Human Resources office for approval through the President. The

Human Resources Director has the right to refuse leave donation requests not related to Sick Leave Policy 9.3.

- i) Payout of annual leave will not occur for employees who leave employment prior to completion of their initial 90-day probationary period for their first benefit eligible position held with the college.

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 9.3

Policy Title: Sick Leave

CROSS REFERENCE(S):

9.3P Sick Leave Procedure



Purpose/Policy

Sick leave is for the purpose of providing salary continuation when an employee is off from work for medical reasons, when the employee is unable to perform their job duties, or for the care of an immediate family member.

Regular full-time and probationary status employees shall accrue sick leave at the rate of 3.7 hours per pay period from their full-time hire date. For the purposes of sick leave full time is defined as scheduled to work 40 or more hours per week. Sick leave is cumulative and there is no limitation to the accrual of sick leave. Employees who are on leave without pay, absent without leave or on suspension status shall not accrue sick leave.

Payment will not be made for accrued sick leave upon separation from employment.

Date approved: July 21, 2017

Review date: July 2018

Signature

 President

 Board Chair

LAC COURTE OREILLES OJIBWE UNIVERSITY

Procedure: 9.3P Sick Leave Procedure

Policy Area: Time Off and Leaves of Absence



CROSS REFERENCE(S):

9.3 Sick Leave Policy

The following applies to the utilization of Sick Leave:

- a) If an employee is to be away from work on sick leave during their normal work schedule it is the responsibility of the employee to inform the immediate supervisor of such prior to the time away. Notification must be sent to the front desk and HR Office in addition to the immediate supervisor.
- b) Employees are required to use the University identified leave request forms, complete fully, submit to their supervisor for approval, and submit to **Human Resources** for processing for sick leave taken **in the pay period in which the leave was taken**. Supervisor may submit the leave slip for the employee if the employee is not able to do so for the pay period in which the leave takes place.
 - I. Leave request forms can be found on the University website, www.lco.edu, under Staff Resources, Human Resource Documents, Leave Slip Form.
- c) After three (3) consecutive days of absence, the University reserves the right to request a qualified physician's statement verifying the illness of the employee. The President may withhold the employee's pay or take other disciplinary action for the days of absence, if such a statement is requested and not provided within one (1) week after such request is made.
- d) Should an employee sustain an injury or illness which requires a doctor's release for the employee to return to work, or should the immediate supervisor have legitimate concerns as to the employee's ability to return to full work capacity, the supervisor will discuss these concerns with the Human Resources Director and the President. Based on the President's approval an independent medical evaluation to establish return to work status may be authorized. Such medical review will be at the expense of the University.
- e) Payment will not be made for accrued sick leave upon separation from employment.
- f) Employees may donate up to 40 hours of their sick leave to another benefit eligible employee of the University, whose vacation and sick leave balance is zero up to one time per fiscal year. The employee receiving the donation must have been approved by LCOOU for 40 hours or more of FMLA medical leave. If Employee receiving donation doesn't qualify for FMLA leave, due to length of service, they must be approved by LCOOU for 40 hours or more of medical leave. In order to do so the employee donating the time must complete the Donation of Annual Leave Time form which can be obtained from Human Resources. The hours donated will be an hour-to-hour transfer, not contingent on the salary or wage of the donor. Requests for donation of leave must be requested by the Employee's supervisor to the Human Resources office for

approval through the President. The Human Resources Director has the right to refuse leave donation requests not related to Sick Leave Policy 9.3.

LAC COURTE OREILLES OJIBWE UNIVERSITY

Policy Number: 9.4

Policy Title: Personal Leave



CROSS REFERENCE(S):

MyLCO Leave Slip Form

Purpose/Policy

The purpose of Personal Leave is to take into consideration situations not covered by other leave policies provided by the college.

Employees requesting use of personal leave must submit a request in writing with reasoning and justification attached to the University designated leave request form to their immediate supervisor who will make a recommendation in writing and provide to the President for review and final determination prior to the leave occurring. In order to ensure sufficient time for the processes related to review to be completed, should the personal leave time be “planned”, it shall be requested no later than two weeks prior to the anticipated leave date.

Personal leave may be granted, with pay, and after obtaining prior approval as noted above for the following circumstances:

- a) Critical illness or death of an individual where a close personal relationship exists but is not covered by the term “immediate family.”
- b) The University will provide four weeks (160 hours) of paid maternity leave to deliver and/or care for a newborn child. Paternity leave may be granted for one week (40 hours) with pay.
- c) Full-time faculty members are eligible to have (1) paid personal leave day each semester for a total of (2) days paid personal leave per current academic year which must be requested in writing to the Academic Dean; University President approval is not required for this leave.
- d) The situations listed below which may qualify for Personal Leave shall not exceed a cumulative total of five (5) working days per year unless specific approval for extended time is obtained in advance:
 - i. Unusual conditions (acts of God and/or natural disasters) over which the employee has no control, and which require his/her presence.
 - ii. Recognized religious holidays or observances for beliefs not observed by the University calendar.
 - iii. Other unanticipated absence if the reason for the absence is judged to be grave or important enough by the immediate supervisor and President.
 - iv. Requests for observances for traditional Native American ceremonies will be reviewed by the Cultural Advising Committee who will make a recommendation for approval to the President. Based on the recommendation of the committee, President will determine the number of days needed (See Item (d) above).


Date approved: 10/20/2023

Review date: 10/20/2023

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COLLEGE

Policy Number: 9.5

Policy Title: Bereavement Leave



CROSS REFERENCE(S):

MyLCO Leave Slip Form

Policy Number 4.1 Employee Classifications

Purpose/Policy

All benefit-eligible full-time employees may receive paid Bereavement Leave subject to approval by employee's supervisor.

An employee may take up to five (5) workdays for Bereavement Leave to attend to the funeral and associated business of an immediate family member listed below.

This benefit shall apply to immediate family members defined as: wife, husband, son, daughter, mother, father, sister, brother, son- or daughter-in-law, mother- or father-in-law, domestic partner/relationship under Ojibwe tradition and practices, sister or brother-in law, grandparents, and grandchildren of the employee.

An employee may take up to three (3) workdays for Bereavement Leave for other persons, not listed above, if the employee is assisting the family of the bereaved during their immediate time of loss.

All other funeral leave will be limited to no more than one (1) working day to attend a funeral service.

Bereavement Leave is to be submitted on the LCOOC Leave Slip Form for supervisory approval.

Date approved: *December 18, 2020*

Review date: *December 2021*

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 9.6
Policy Title: Jury Leave



CROSS REFERENCE(S):
None

Purpose/Policy

Paid leave will be granted for employees in order to fulfill jury duty obligations. Employees required to fill out timecards should type a notation in the comments section stating the date and time the jury duty took place. If the employee receives jury duty fees, the employee will be paid the difference of those fees to that of their regular salary or wage. In order to receive pay under this section the employee must present proof of payment from the court to their immediate supervisor who will then provide the documentation to the Human Resources department. All benefits will continue to accrue during such service.

If the employee is to appear in court for personal reasons rather than in response to jury duty or a summons this pay provision does not apply.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diane Kertin President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 9.7

Policy Title: Military Leave



CROSS REFERENCE(S):

None

Purpose/Policy

A regular employee who is a member of the U.S. Armed Forces or National Guard and who is ordered into active service shall be granted a ten (10) day leave of absence with pay per academic year. Thereafter, the employee will be paid the difference of military pay to that of their regular salary or wage. Temporary or probationary status employees who are members of the Armed Forces shall be granted military leave when called to duty during their active work with the college and their pay will continue with the difference of military pay being deducted. All applicable benefits will continue to accrue. The following procedures are to be followed:

- a) A written request for military leave must be submitted with a copy of the employee's military orders signed by a commanding officer of the Armed Forces of which the employee is a member;
- b) Upon return from the leave of absence for military activities, the employee shall furnish a certificate of attendance of the days engaged in military activities from his/her commanding officer.

The College may within its discretion look to the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) 38 U.S.C. § 4301 et. seq. when determining reemployment of employees who take extended military leave.

Date approved: July 21, 2017

Review date: July 2018

Signature


_____ President


_____ Board Chair

LAC COURTE OREILLES OJIBWE COLLEGE

Policy Number: 9.8

Policy Title: Training Leave

CROSS REFERENCE(S):

None



Purpose/Policy

Any full-time benefit eligible employee of the college will be granted up to 4 hours per week leave time to attend one college course per semester, depending on the length of the course, to enhance their present job skills. It's the intent for employees to exercise this leave by taking classes at Lac Courte Oreilles Ojibwe College. The tuition for such class attendance will be waived; however, all other associated fees are the responsibility of the employee. This provision also applies to any summer school sessions when and if they are scheduled.

The tuition waiver only also applies for permanent part-time employees and adjuncts in employment status during the semester which the course will be taken. However, the course may not conflict with the regular scheduled hours the part-time or adjunct employee is contracted to work.

Non-exempt or hourly full-time benefit eligible employees do not need to note such time on their timecard for participation in classes and time will be considered paid time. Those Employees shall work with their individual supervisor to determine how coverage assistance may occur should it be needed for their position during attendance of the class. Time taken to attend a class for hourly employees will not be eligible for calculations in determination of overtime payments. Information associated with training leave for faculty members will be identified in the faculty handbook.

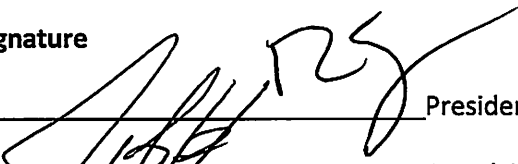
In the event the full-time benefit eligible employee wishes to exercise this leave at another college which would require time away from the job, approval must be obtained in advance from their immediate supervisor and the college President and such leave will not be considered as automatic under Training Leave. Full-time benefit eligible Employees taking online course work at LCOOC or another college will be allowed up to three (3) hours a week to work on necessary class work during work time with prior supervisory knowledge and approval.

This policy pertains to permanent employees that have successfully completed the 90-day probationary period. Employees that do not pass the course will be responsible for repayment of the waived tuition to the College. Employees whose employment with the college terminates prior to completion of the course will be responsible for repayment of the waived tuition to the college.

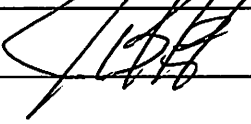
Date approved: 11/15/19

Review date: November 2020

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 9.9

Policy Title: Voting Leave

CROSS REFERENCE(S):

None



Lac Courte Oreilles Ojibwa Community College allows up to two successive hours of paid time away from work for employees to exercise their right to vote. An employee must request and obtain the prior approval of their immediate supervisor prior to using voting leave to ensure that services provided through the department are not impacted and that departmental coverage exists.

The College will remain open during normal business hours on days when voting occurs.

Date approved: July 21, 2017

Review date: July 2018

Signature

David Verten President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE



Policy Number: 9.10

Policy Title: Leave without Pay

CROSS REFERENCE(S):

MyLCO Leave Form

Purpose/Policy

Employees may request leave without pay for various reasons including but not limited to extended educational purposes and personal reasons. In all such instances employees shall submit the request in writing to their immediate supervisor who would make a recommendation in writing to the President for final determination. Employees will be required to exhaust all available annual leave time, sick leave (if appropriate) and non-contract leave available to them prior to being allowed to go into a "leave without pay" status. Determination will be made on a case by case basis as to the employee's ability to return to their same or similar position based upon the position availability unless such leave is associated with absence due to a Family Medical Leave, whereas processes will be dictated in accordance with such.

A leave of absence, without pay may be granted for a period not to exceed thirty (30) calendar days, for any of the following reasons:

- a) Necessary absence due to illness or other personal reasons which are not covered by some other type of leave
- b) Extended absence from college responsibilities for such purposes as research, advanced training, education attainment, etc., which will enhance job skills and which is in the interest of the college. Leave for this purpose may be denied based on the ability of the college to fill or in some other way handle the duties and responsibilities of the requesting employee. Furthermore, such leave is to be separate from any sabbatical leave that may be granted.

College employees, while on leave of absence, without pay, shall not accumulate any annual leave, or sick leave, nor shall such employee receive any employee benefits.

Date approved: July 21, 2017

Review date: July 2018

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 9.11

Policy Title: Family & Medical Leave Act



CROSS REFERENCE(S):

None

Purpose/Policy

The college adheres to the provisions of the Family and Medical Leave Act (FMLA) and as such employees who have been employed for at least twelve (12) months, or have worked at least 1,250 hours during the previous twelve (12) months are eligible for use of this leave.

Pursuant to the act an employee may take up twelve (12) weeks of unpaid job protected leave during any twelve (12) month period for family and medical reasons as set forth below:

- a) Upon the birth of the employee's child;
- b) Upon the placement of a child with the employee for adoption or foster care;
- c) When the employee is needed to care for his/her child, spouse, or parent who has a serious health condition; or
- d) When the employee is unable to perform the functions of his/her position because of a serious health condition.

For the duration of leave, employee's health coverage under any Group Health Plan shall be maintained. Upon return from leave, employees shall be restored to their original or equivalent positions with equivalent pay, benefits, and or other employment terms.

Application for FMLA must be made in advance whenever possible as outlined in the act. For specific details or questions about FMLA please contact the Human Resources Department.

The twelve (12) month period for any employee qualified for and taking FMLA will be a rolling twelve months backwards beginning the first day of leave taken. Also, FMLA leave will be counted for any period of time an employee is away from work for more than three (3) consecutive works days for any reason that would qualify for FMLA leave even if the employee didn't request such leave. Counting of FMLA in such cases will begin on the fourth day of absence.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diane Vesten President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Procedure Number: 9.11P

Policy Title: Family and Medical Leave

CROSS REFERENCE(S):

None

It is Lac Courte Oreilles Ojibwa Community College's (the College) intent to comply with the requirements of the federal Family and Medical Leave Act (FMLA).

Eligibility:

To be eligible for federal FMLA leave, the employee must (1) have been employed by the College for at least 12 months; (2) have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave.

The College will inform employees requesting leave whether they meet the basic eligibility requirements for federal FMLA leave. At the same time, the College will inform the employee of any additional information required to verify that the need for leave is for a FMLA-qualifying reason and employee's rights and responsibilities while taking FMLA leave.

Types of Leave and Amount of Leave Available:

Generally, federal law allows eligible employees to take up to 12 weeks of unpaid leave in a rolling year (measured backward from the date an employee uses any FMLA leave) for one or any combination of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care;
2. Family leave to care for a child, spouse, or parent suffering from a serious health condition;
3. Medical leave for an employee to care for his/her own serious health condition.

Notify the College of the need for Family or Medical Leave:

1. Requesting Leave

In all instances, the College will require an eligible employee to submit a completed Request for Family and Medical Leave Form to Human Resources. Forms are available in the Human Resources Department.

When asking for FMLA leave, an employee must provide sufficient information for the College to determine if the absence may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that, because of a serious health condition, the employee is unable to perform job functions, a family member is unable to perform daily activities, or the employee or family member require hospitalization or continuing treatment. The College may then collect other information from the employee to properly

determine whether the absence will be treated as FMLA leave. If the employee is seeking leave for an FMLA-qualifying reason for which the College has previously provided FMLA-protected leave, the employee must specifically refer to the qualifying reason for leave or the need for FMLA leave which has been previously taken or certified. Failure to do so may result in the delay or denial of FMLA approved leave.

2. Timing of Request for Leave

Generally, if the need for FMLA is foreseeable, an employee's request for FMLA leave should be submitted as far in advance as possible, and no later than 30 days before the leave is expected to commence. If the approximate timing of the need for leave is not foreseeable, employees should give notice of the need for leave as far in advance as practicable.

If the employee is capable of complying with the College's normal call-in and reporting procedures or arranging for the College to receive timely notice of the employee's absence, and fails to do so, the College may deny or delay the FMLA leave.

Certification of the FMLA-Qualifying Need for Leave:

The College requires employees to submit a completed Certification Form verifying the need for FMLA leave. The specific form required will depend upon the reason for the leave request; however, it will be one of the following, all of which are available in Human Resources:

- Certification of Health Care Provider for Employee's Serious Health Condition Form
- Certification of Health Care Provider for Family Member's Serious Health Condition Form
- Certification of Serious Injury or Illness of Covered Servicemember for Military Family Leave Form
- Certification of Serious Injury or Illness of Covered Veteran for Military Family Leave Form

The applicable Certification Form must be completed by the appropriate individual (the treating health care provider for a serious health condition; any authorized health care provider in the case of a serious illness or injury of a servicemember). Employees must return the Certification Form to Human Resources within 15 calendar days after the date of the College's request. If an employee cannot comply with this deadline, the employee must contact Human Resources and request, in writing, an extension prior to the date the form is due. The College has complete discretion on whether an extension will, in fact, be granted. Failure to timely return the form and/or request an extension may result in the denial of the employee's FMLA leave request.

Additional Certifications of Serious Health Conditions:

If the College has a reason to question the validity of a medical certification of a serious health condition completed by a health care provider of the employee or the employee's family member, an employee may be required to provide a second certification from a healthcare provider selected and paid for by the College. If the second opinion differs from the first, a third opinion may be required. The healthcare provider for the third opinion must be mutually chosen by the employee and the College and paid for by the College. The third opinion, by law, is binding on all parties. This provision shall also apply to certifications of a serious illness or injury for a covered servicemember where permitted by law.

Periodic recertification and annual certifications to verify that an employee's or employee's family

member's serious health condition is ongoing may be required as provided by the law. Failure to provide this certification within 15 days of a request will result in the delay or denial of the leave.

Designation of FMLA Leave:

The College will provide employees a Designation Notice informing employees whether the leave will be designated as FMLA-protected and, if so, the amount of leave counted against the employee's leave entitlement.

Use of Paid and Unpaid Leave:

Under federal law, the employee may elect or the College may require that the employee substitute accrued vacation, disability, personal or other College-provided paid leave during periods of federal FMLA leave. However, the College may prohibit the substitution of any accrued paid leave where the employee does not otherwise meet the conditions for use of such leave. Please consult the College's applicable policies for more information on the requirements for conditions of use.

When paid benefits are substituted for the otherwise unpaid time, the employee is using the benefits concurrently with FMLA leave and those benefits will not be available to the employee later. Similarly, substitution or use of paid leave does not extend the amount of FMLA leave available to an employee, it provides for pay.

As appropriate, employees on medical leave (for the employee's own serious health condition) may simultaneously be eligible for and receive workers' compensation income replacement benefits. In such cases, such benefits will run concurrently with this FMLA leave.

Intermittent and Reduced Schedule Leave:

Intermittent leave or reduced schedule leave will be permitted when it is medically necessary. If an employee wants to take family leave for the birth or placement of a child for adoption or foster care on an intermittent basis (as opposed to taking leave on a continuous basis), the employee should discuss this with Human Resources. Such a request may not be granted in all instances. Intermittent leave and reduced schedule leave for planned medical treatment should be scheduled with minimal disruption to the employer's operations. As practicable, medical appointments and treatment related to a serious health condition or a covered servicemember's serious illness or injury must be scheduled outside of working hours or at such times as allow for a minimal amount of time away from work.

If leave is taken on an intermittent or reduced schedule basis, the employee may, in some cases, be temporarily transferred to another job with no reduction in pay and benefits if the new position would better accommodate recurring periods of leave than the employee's regular position.

Benefit Continuation During Leave

Employees may elect to continue group health insurance coverage while on leave in the same manner as if the employee continued working. Employees will be required to continue to pay their portion of the premium as if they had continued working. Other employment benefits, such as group life insurance, etc., will also be continued during the leave, so long as the employee continues to pay any required contribution. If an employee has pay substituted for otherwise unpaid FMLA leave or has appropriate pay available, the employee contribution toward the insurance premium will be deducted as part of a normal payroll deduction to the extent permitted by law. To the extent a payroll deduction is not

available to fully cover the employee contribution, the employee must make the appropriate premium payment no later than the pay day to which coverage relates. If an employee does not make the appropriate employee contribution to the cost of group health plan coverage within 30 days of the payment's due date, the employee's group term health benefits will cease.

Rights upon Return from Leave:

An employee who takes leave under this policy will be reinstated to the same position or an equivalent position upon completion of the leave. However, the law provides that an employee has no greater rights upon a return from leave than the individual would have had if he/she had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work.

Return to Work Release

If leave has been taken due to the employee's own serious health condition, the employee must provide a Return to Work Release to Human Resources before the employee returns to work. Failure to provide a Return to Work Release form may result in the delay or denial of job restoration. Return to Work Release forms should be obtained through and completed by the employee's primary physician and then submitted to Human Resources.

Periodic Reports and Intent to Return to Work:

While on leave, employees are requested to report periodically to the College regarding their status and their intent to return to work. Any changes in status that would affect the employee's estimated return to work date needs to be reported immediately to Human Resources.

Extensions of Leave:

An employee is expected to return to work upon expiration of an approved leave. An employee needing an extension of an approved leave must notify Human Resources of the need for the leave extension promptly after learning of need for the extension. Extensions may be granted under other College policies and/or other laws. If an employee fails to report to work promptly upon expiration of approved FMLA leave any additional absences will be considered unexcused and treated in accordance with the College's applicable workplace policies.

A request for an extension must be in writing and accompanied by any required forms prior to the expiration of the original leave. The College does not guarantee an extension will be granted, and the continuation of benefits, substitution of other paid leave, and job availability may change if an extension is granted.

Miscellaneous:

The Wage and Hour Division of the U.S. Department of Labor is the federal agency that regulates the federal FMLA. Federal law makes it unlawful for an employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for the involvement in any proceeding under or relating to the FMLA. Nothing in the FMLA affects any federal law prohibiting discrimination, or supersedes local law or collective bargaining agreement which provides greater family and medical leave rights. Employees have the right to file a complaint with the U.S. Department of Labor ("DOL") or

bring a private lawsuit if they feel the College has violated their rights under the FMLA. For more information, you may contact the DOL at 866-487-9243 or www.wagehour.dol.gov. That being said, it is the preference of the College that its employees first bring any concerns to the attention of the Human Resources Department.

Questions regarding this procedure should be directed to Human Resources.

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 9.13

Policy Title: Sabbatical Leave



CROSS REFERENCE(S):

9.13P Sabbatical Leave Procedure

Purpose/Policy

LCOOCC encourages faculty member to engage in scholarly research or other activities that will increase their scholarly achievement or their capacity to serve LCOOCC. A regular full time faculty member must complete two (2) years of continuous employment with the college to be eligible for Sabbatical Leave.

A sabbatical leave is considered a privilege rather than a right, and should cause minimal disruption to the College and departmental programs.


All sabbatical leave arrangements approved by LCOOCC through the identified procedures carry the restriction that the faculty member is not permitted to engage in any form of regular academic or other employment of pecuniary advantage elsewhere.

Date approved: July 21, 2017

Review date: July 2018

Signature

 President

 Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Procedure Number: 9.13P

Policy Title: Sabbatical Leave Procedure

CROSS REFERENCE(S):

9.13 Sabbatical Leave Policy

Information within this procedure outlines procedural aspects associated with a full time faculty member who wishes to take a sabbatical leave. Sabbatical leave not to exceed one (1) year may be granted under the following conditions:

- a) The employee must submit a written request for the leave to include a Professional Development Plan to his/her immediate supervisor. Such submission must be made at least six months prior to the start of the requested leave. The supervisor along with the academic dean will review the written request and employee's most current performance evaluation prior to making a recommendation to the President for final decision concerning the leave request. The academic dean will review the request and recommendation to grant or deny the leave with the President prior to communicating the decision to the employee;
- b) The college shall continue to make the monthly premium contributions to the employee's group health insurance. The employee will be required to continue payment of the premium for their portion of the medical coverage premiums during this leave. Such payments shall be made directly to the Business Office on the first of the month for the month of upcoming coverage. If the employee fails to make payment for their cost of the benefit premiums within 30 days of the payment due date the employee's benefits will cease.
- c) The employee must sign a letter of intent to remain employed with the college for a period of one (1) year following the completion of their Sabbatical Leave. If the letter of intent is broken by the employee, he/she must repay the College the insurance premiums paid by the College.

A request for Sabbatical Leave that involves anything less than attending school full time will be addressed at the discretion of the President and will be agreed to only after all parties have committed to the process through a written agreement.

LAC COURTE OREILLES OJIBWE COLLEGE

Policy Number: 10.1

Policy Title: Medical Insurance

CROSS REFERENCE(S):



Purpose/Policy

Medical insurance is available to employees of the College who hold a permanent position with a schedule of 30 hours or more per week during the academic or fiscal year. If eligible employee elects to receive medical insurance coverage, the College will make a contribution consistent with the College Benefit Overview located on the College website <https://www.lco.edu/hr>. If employee declines medical insurance, the College is under no obligation to provide any contribution to the medical insurance coverage. Coverage is provided through the Federal Employee Health Benefits program.

Employees who meet eligibility requirements have the option of enrolling within 60 days of hire in the eligible position. An open enrollment time period occurs annually in November and December during which employees may change their coverage. Changes may also occur outside of the open enrollment time period due to a qualifying life event. Items which are considered a qualifying event include but are not limited to, marriage, birth of child, divorce, loss of coverage through spouse, etc. Employees are required to notify Human Resources of any such qualifying event which could affect coverage within 45 days of the event occurring so that filings associated with changes in coverage may occur within the 60-day required timeline of medical insurance companies.

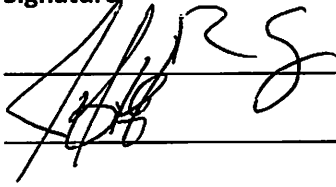
The employee's portion of medical and dental insurance premiums are processed through a payroll deduction. If an employee will be taking time off without pay and continues to qualify for medical and dental benefits; the employee will make arrangements with payroll to have extra premiums deducted to cover the time off. If the employee will be off for an extended period, the employee will reimburse the college for their share of the premiums. The employee will be invoiced monthly with the premium for the month due the first of the month. If the employee returns to a working status, payroll deductions will resume. If the employee fails to make payment for their cost of the benefit premiums within 30 days of the payment due date, the employee's benefits will cease.

Employees should speak with Human Resources for additional information on the medical insurance available through the College.

Date approved: 12/20/19

Review date: December 2020

Signature

A handwritten signature in black ink, appearing to be 'ARS', written over two horizontal lines.

President

Board Chair

LAC COURTE OREILLES OJIBWE COLLEGE

Policy Number: 10.2

Policy Title: Temporary Continuation of Coverage (Federal Employee Health Benefit COBRA comparable) and COBRA



CROSS REFERENCE(S):

10.1 Medical Insurance

Purpose/Policy

The Federal Employee Health Benefit program through which the College's medical insurance is provided allows for Temporary Continuation of Coverage (TCC) which is comparable to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) which gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the college health plan when a "qualifying event" (e.g., resignation, termination of employment, or death of an employee, and employee's divorce or legal separation) results in loss of eligibility. Except in the case of resignation, termination or non-renewal of contract, the employee is responsible for notifying the college of a "qualifying event". The TCC coverage will continue for the maximum months allowed per FEHB regulations.

Under TCC, the employee or beneficiary pays the full cost of coverage plus an administration fee. The insurance provider will bill the employee directly.

The employee dental plan allows for COBRA coverage as explained above for the maximum months allowed by that act. Payment of the premiums of the dental insurance will be required to be paid to the business office at least monthly with the premium due the first of the month prior to the coverage month. Non-payment of premiums by the due date will result in the cancellation of coverage.

Date approved: 12/20/2019

Review date: December 2020

Signature

President

Board Chair

LAC COURTE OREILLES OJIBWE COLLEGE

Policy Number: 10.3

Policy Title: Life Insurance

CROSS REFERENCE(S):

10.1 Medical Insurance




Purpose/Policy

Life insurance is provided in the amount of one time the employee's annual salary for full-time permanent employee's eligible to participate. Coverage is provided through UNUM Life Insurance. Premiums are paid in full by the College. Coverage begins the first of the month following the employee's date of hire.


Date approved: 12/20/2019

Review date: December 2020

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COLLEGE

Policy Number: 10.4
Policy Title: Retirement



CROSS REFERENCE(S):

Purpose/Policy

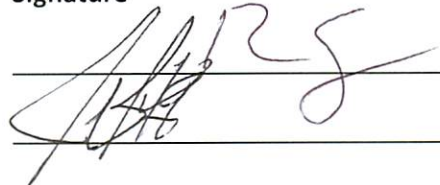
Upon successful completion of the initial 90-day probationary period, permanent full-time employees working during either the academic or fiscal year may elect to enroll in the college retirement plan. The college retirement plan consists of employee contributions to a plan administered by TIAA and a financial match by the college. Enrolled employees may contribute any amount they wish as long as it does not exceed federal contribution limits for the employee's age. In order to receive the contribution provided by the College toward the retirement benefit, the employee must contribute a minimum of one (1%) percent of their gross salary to receive the match of four (4%) percent of their gross salary contribution from the college. The match does not increase beyond that of four (4%) percent even if the eligible employee contributes a greater allowable amount. The college will not pay cash in lieu of the financial match.

Retirement matching contributions will not be made on overtime earnings or payment made in excess of the regular annual salary rate as noted in the employment agreement.

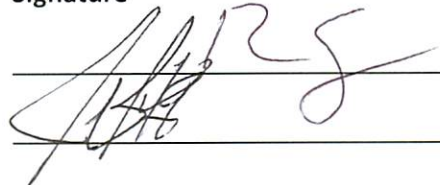
Date approved: 12/20/2019

Review date: December 2020

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 10.5

Policy Title: Worker's Compensation



CROSS REFERENCE(S):

Purpose/Policy

Lac Courte Oreilles Ojibwa Community College is committed to providing a safe and healthy work environment for all employees, guests, and students. As a part of this commitment, the college maintains worker's compensation insurance to provide for payment of medical expenses and partial salary continuation in the event of a work-related accident or illness. The amount of benefits payable, and the duration of payment, depends upon the nature of the employee's injury or illness.


If an employee is injured, or becomes ill on the job, the employee must immediately report the injury or illness to his/her immediate supervisor to ensure that the college can assist in obtaining the proper medical treatment. Failure to follow this procedure may result in the appropriate worker's compensation report not being filed in accordance with law, which may consequently jeopardize the employee's right to benefits in connection with the injury or illness.

Date approved: July 21, 2017

Review date: July 2018

Signature

 President

 Board Chair

LAC COURTE OREILLES OJIBWE COLLEGE

Procedure Number: 10.5P

Procedure Title: Workers' Compensation Insurance Program Procedure



CROSS REFERENCE(S):

10.5 Workers Compensation Policy

Workers' Compensation Insurance is provided exclusively to cover accidents and illnesses sustained in the course of employment. This procedure is to provide direction when accidents/injuries/illnesses occur while associated with employment activities. An Accident/Injury/Illness Report form needs to be completed no matter how minor an injury may appear. Forms are available through the Human Resources office.

What to do if an Accident/Injury Occurs:

1. Seek necessary medical attention as appropriate from the College Nursing Department or a medical facility.
2. Notify your supervisor of the accident/injury/illness within 24 hours of the incident.
3. Within 24 hours of the accident/injury/illness notify the Human Resources office to provide information to complete the Accident/Injury/Illness Report form. The Human Resources office will provide notification of accident/injury/illness to appropriate staff.
4. The Human Resources office will process a First Report of injury as required by the State of Wisconsin and submit it to the State and the College's workers' compensation insurance company for employee accident/injury/illness. The workers' compensation insurance company will follow up with the individual who has an accident/injury/illness that results in loss of time or when outside medical services have been provided.
5. Complete a College Incident Report which can be found on the website, www.lco.edu/documents under Forms.

Medical Attention Other Than College Nursing Department

1. When checking in for medical services, the employee should inform the facility that the visit is for a work-related injury or illness.
2. All billings for services rendered for accident/injury/illness should be sent to: LCO Ojibwe College, Human Resources, 13466 W. Trepania Rd., Hayward, WI 54843. Contact telephone number 715-634-4790 ex. 198.
3. The employee should contact Human Resources to notify them that medical care was obtained. (715-634-4790 ex. 198)
All billings/claims received by an individual for a work-related accident/injury/illness are to be forwarded to Human Resources.

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 10.6

Policy Title: Professional Memberships



CROSS REFERENCE(S):

None.

Purpose/Policy

It is the policy of Lac Courte Oreilles Ojibwa Community College to consider membership in organizations that would promote the advancement of education and research, enhance the professional standing of its employees and facilitate favorable relations with members of the community and other individuals who have a business relationship with the College. To assist in consideration of when a membership is appropriate, departments will be expected to assess the total costs and expected benefits to be derived from the membership.

The appropriate supervisor must review and approve the professional membership of an individual employee. Memberships must be directly related to the position and scope of the department and/or in support of the overall mission of the college and captured within the employee's performance appraisal. Approval will be contingent upon available and allowable funding.

Date approved: July 21, 2017

Review date: July 2018

Signature

A handwritten signature in cursive script, appearing to read "Diane Portier".

President

A handwritten signature in cursive script, appearing to be a stylized set of initials.

Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 10.7

Policy Title: Professional Development



CROSS REFERENCE(S):

10.7 P – Professional Development Procedure

10.7 P – Professional Development Application Form

Lac Courte Oreilles Ojibwa Community College fosters educational and service excellence through continuous improvement of the College's most valuable resource – its employees. This policy is designed to support employees who wish to develop or enhance their professional experience by attending professional development opportunities.

LCOCC allocates funds annually for professional development opportunities for employees. This amount may be adjusted from year to year based upon available resources and College and department plans. Applications for professional development that stimulate and support initiatives to achieve department goals and College wide strategic priorities, or which enhance the leadership capacity within the College, will be given the highest priority.

All full-time and continuing part-time employees will have the ability to participate in professional development annually as identified within the employee's performance review and evaluation, and in accordance with prioritization listed above.

Tuition reimbursement is not available at this time.

Date approved: July 21, 2017

Review date: July 2018

Signature

A handwritten signature in cursive script, appearing to read "Diane Kertter", written over a horizontal line.

President

A handwritten signature in cursive script, appearing to be initials, written over a horizontal line.

Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Procedure Number: 10.7P

Procedure Title: Professional Development Procedure



CROSS REFERENCE(S):

10.7 Professional Development Policy

10.7F Professional Development Form

Needs Assessment

To assist in the selection process related to professional development requests, department heads will annually develop goals and priorities for the upcoming year and identify the professional development needs required to support the goals. This process should be a collaborative effort between supervisor and their respective faculty/staff.

Selection Criteria

Factors which may influence the decision to support employee participation in a professional development opportunity include, but are not limited to, the following:

- a. Alignment with department goals and college-wide strategic priorities, or enhancement of leadership capacity within the College.
- b. Employee's need for training and relevancy to current job duties/responsibilities.
 - i. Identification of such need should be included on the employees performance evaluation form in the professional development goals area.
- c. Department and College's needs as well as training needs of other College employees. d. Availability of College resources.
- e. Cost implications for the College based on the details of the specific event (i.e. local vs. long distance events).
- f. Advantages of one type of training over another type that is available (i.e. online vs. in-person workshops/trainings).
- g. Effect on workload on other employees.

Application

Individuals interested in applying for funds for professional development, which have been approved by their supervisor and included in the budget, must complete and submit Form 10.7F (attached) to Human Resources, **with their supervisor's approval**, no later than 21 days prior to the date when funds are to be distributed. (Forms are due to supervisors for approval 30 days prior to travel date or event date if travel is not necessary.)

It is the expectation of the College that when applicable any employee who receives support to participate in a professional development event/activity will share the benefits of their experience by providing a brief presentation that is to be delivered to their department or larger audience within the College.

LCOOU Professional Development Application Form 10.7F

This form must be submitted to your supervisor for approval no later than 30 days prior to the date employee leaves for training and approved form must be received by Human Resources no later than 21 days prior to that date. Incomplete forms will be returned to the supervisor.

Name:

Date:

Position Title:

In accordance with the LCOOU Professional Development Plan and my individual professional development plan included in my annual performance evaluation document, I would like to complete the following professional development activities as part of my employment.

I will arrange for coverage of my job duties if my attendance will conflict with my job responsibilities.

Give a brief description of the requested activity, seminar, or class.

Name of Event:

Date(s) of Event:

Location:

Total Funds (\$) Requested:

Registration:

Travel:

Fund Code for Payment: **35-49001-60101**

Description of Event:

State how this activity meets the identified Selection Criteria as outlined in the Professional Development Procedural Guidelines:

Employee agrees to provide a brief presentation of the benefits of this experience to their department or larger audience within the University.

Requesting Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Director of Human Resource signature: _____

Approved: \$ _____

Denied

Registration to be completed by individual employee requesting funds or department.

Travel arrangements must be requested through the Business Office procedure at least two weeks in advance of travel date.

Please attach backup to document the event and fees.

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 11.0

Policy Title: Grievances



CROSS REFERENCE(S):

All items within Section 11 of the Employee Handbook

Purpose/Policy

Employees are encouraged to work out informal resolutions, in a professional manner, through discussion between themselves and/or their supervisor to issues that may arise in the workplace. Employees who have been unsuccessful with this approach may use the Grievance Process as outlined within this section of the Employee Handbook.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diane Kerin President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 11.1

Policy Title: Intent of Grievance Process



CROSS REFERENCE(S):

All items within Section 11 of the Employee Handbook

Purpose/Policy

The intent of the college's Grievance process is to provide all employees a formal means by which problems arising within their work environment can be addressed and resolved. The process looks to balance employees' rights, speedy adjudication, and equal and fair treatment, with protections for everyone involved based on due process. Under no circumstances will a college employee be retaliated against in any way for invoking these processes in good faith to seek the resolution of a dispute. (However, the pendency of a grievance will not immunize an employee from discipline, discharge, or any other adverse employment action that is taken for non-retaliatory reasons.) To the extent possible the Complainant and Respondent have the right to confidentiality in this entire procedure.

Should the issue be of such a nature that the employee is not comfortable communicating directly with their supervisor, the employee shall consult with a higher authority in the direct chain of command of the supervisor.

All parties designated as involved in this process shall attempt to comply with the timelines as set forth in this process. However, the inability to comply with any timeline, except for the initial filing of a grievance by the Complainant, must be mutually agreed to by the parties.

Date approved: July 21, 2017

Review date: July 2018

Signature

 President

 Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 11.2
Policy Title: Consent



CROSS REFERENCE(S):
All items within Section 11 of the Employee Handbook

Purpose/Policy

Employees agree to this Grievance process as a condition of continued employment. The Grievance process constitutes a contract between the college and the employee regarding the handling of complaints, grievances and appeals and establishes the framework under which employees may grieve and appeal disciplinary action or other employee claims. No employee can appeal any disciplinary action abased on activity that results in an arrest and conviction. In addition, nothing in this Employee Handbook shall be construed as the college consenting to any law or waving any defenses, including the defense that the subject law does not apply to the college.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diane Berlin President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 11.3

Policy Title: Applicable Rules

CROSS REFERENCE(S):

All items within Section 11 of the Employee Handbook



Purpose/Policy

Unless specifically noted to the contrary the following rules and procedures apply to all steps of the grievance procedure through Step 3:

1. Parties to the grievance shall have the right to present evidence and see all evidence in the case.
2. The initial grievance statement cannot be changed or amended after being filed with the college. During the process of gathering information or hearing the grievance it may become appropriate or necessary to gather additional supporting or clarifying evidence. In such instances should the discovery of this additional information lead to the determination that another issue arises, regardless of the reason, it shall be handled by a separate grievance.
3. Both parties to the grievance have the right to call and question witnesses but only in the presence of all parties. However, witnesses shall not be present in the hearing room except for when they are testifying. Each party is responsible for producing its own evidence, witnesses, defense actions and for all costs related to such efforts. However, the Human Resources Director, on behalf of all parties concerned, will arrange release time for all necessary college employees and the associated cost will not be the responsibility of the Complainant or Respondent.
4. The Complainant has the right to withdraw the grievance at any point in the grievance process. This request shall be dated and be submitted in writing to all parties involved.
5. Any grievance not filed at Step 1 of the Grievance Process as noted by Policy 11.4 within the Employee Handbook by the Complainant within the time limits outlined in this process shall be deemed void and will not be heard. Grievances, after the initial filing not processed within the designated time limits will be deemed as either settled and binding or abandoned and therefore not eligible for any further action. All time limits, other than the initial filing, may be extended by mutual agreement in writing.
6. The burden of proof is on the Complainant to prove that the grievance is valid. In cases regarding discipline, suspension or discharge, the burden of proof will rest with the employee.
7. The Human Resources Director shall facilitate all aspects of the formal grievance process and will be present at all steps and meetings held under the process. In the event the Human Resources Director is the Complainant or Respondent in the grievance, the President will name a designated representative to accomplish the tasks of the Human Resources Director.
8. Both the Complainant and the Respondent have a right to be accompanied by an advocate of their choice through each step of the process. Advocates must be full time employees of the college during the entire process.
9. Wherever this policy requires action on the part of the Human Resources Director or President,


such action may also be accomplished by the designee of the Human Resources Director or President.

10. In cases involving the grievance of a termination decision, the college shall not be required to hold the position open or delay recruitment efforts pending resolution of the grievance. Grievances associated with termination shall be filed within three days of the termination.
11. For purposes of this policy, the following definitions apply:
 - a. **Grievance:** A specific complaint arising out to the interpretation, application, administration, or alleged violation of the college's written policies and procedures, including but not limited to a complaint based on disciplinary action. (A Grievance is also sometimes referred to as a "Complaint," and for purposes of this policy the terms are interchangeable.)
 - b. **Disciplinary Action:** An action taken against an offending employee, such as a verbal warning, written reprimand, suspension, demotion, or dismissal.
 - c. **Advocate:** A full-time college employee selected by a Complainant or Respondent to accompany them, primarily as their spokesperson through the Grievance Process.
 - d. **Complainant:** The person initiating a complaint or grievance. Probationary employees are entitled to use these procedures, but their rights as employees may have been limited by other policies or procedures of the college.
 - e. **Respondent:** The person(s) named in writing as the person(s) responsible for the alleged violation in a complaint or grievance.
 - f. **Business days:** Business days means Monday through Friday, except official holidays or days when the college is otherwise closed.
 - g. **File:** Where this policy requires a grievance or other document to be "filed", that document must be filed by presenting the person with a copy of the document or mailing the document to the person at their college address, via certified mail return receipt requested.

Date approved: July 21, 2017

Review date: July 2018

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 11.4

Policy Title: Grievance Process

CROSS REFERENCE(S):

All items within Section 11 of the Employee Handbook



Purpose/Policy

A grievance, when filed, must be clearly stated in writing at the start of the formal process. The written grievance must contain the facts giving rise to the grievance, including the person or persons alleged to be responsible for the grievance, the written college policy(s) or procedure(s) alleged to have been violated and the remedy sought.

Step 1:

The Complainant shall file a written grievance within 10 working days of the incident to their immediate supervisor with a copy to the Human Resources Director. The immediate supervisor, the Complainant and Respondent may, at the Human Resources Director's discretion, be required to meet with the Human Resources Director (individually or separately) within five (5) business days of filing of the grievance. The Complainant and Respondent may be accompanied by an advocate of their choice to discuss the grievance on their behalf. The supervisor may also meet with and discuss the issues confidentially with any other parties directly involved prior to the Step 1 meeting.

The Human Resources Director will create a confidential file for the grievance which will contain copies of all documentation related to the grievance.

The Human Resources Director will provide the Complainant, Respondent, and supervisor with a written and dated decision concerning the grievance no later than five (5) business days after the Step 1 meeting or if there is no meeting, no later than ten (10) business days after the grievance is filed.

Step 2:

If the Complainant or the Respondent is dissatisfied with the written decision at Step 1, they may continue to Step 2. The decision to continue to Step 2 must be dated and filed within the Human Resources Director within five (5) working days of receipt of the decision at Step 1. All documents related to the grievance will be provided to the President by the Human Resources Director immediately upon receipt of the request to move to Step 2.

The President shall issue a written decision concerning the grievance within five (5) business days of receipt of the grievance materials or the conclusion of his or her further investigation, whichever is later. The President may make a decision based on the written documents of the case or may conduct a further investigation (including but not limited to questioning witnesses) at his or her discretion. If witnesses are called the Complainant and Respondent have a right to be present and question the witnesses. The examination of witnesses may, but need not be, under oath and/or recorded by

stenographic or other means, at the option of the President or Human Resources Director. The decision of the President regarding the grievance can be appealed to Step 3 of the process.

In the event of a grievance involving the college President, a panel, separate from the Grievance Appeals Committee designated in Step 3, consisting of four employees from the college and one Board of Regents member chosen randomly shall meet to decide the grievance, shall have access to witnesses as defined above and shall be governed by the time limits set out in this step.

Step 3:

If the Complainant or Respondent is dissatisfied with the decision rendered at Step 2, the grievance can be appealed to Step 3. Such an appeal must be made in writing and filed with the Human Resources Director within five (5) working days of receipt of the decision from Step 2.

The Human Resources Director will arrange a meeting of a Grievance Appeals Committee (see below) within five (5) working days of the receipt of the written request to appeal the decision and such meeting will occur within 10 working days. In making deliberations on the appeal, the Grievance Appeals Committee Chair shall have reasonable access to a college designated attorney if so desired and members of the Grievance Appeals Committee shall direct legal questions through the Chair.

In carrying out its responsibilities, the Grievance Appeals Committee is not authorized to alter or amend any written college policy, make any decision inconsistent with written college policy, or adjudicate any matter not specifically indicated in the original grievance. The Grievance Appeals Committee may make recommendations to the college President for future changes to college policy; however, the proposed changes shall not affect the grievance being heard.

The Complainant, Respondent, and the college may present witnesses and documentary evidence to the Grievance Appeals Committee and shall be entitled to cross-examine the witnesses of the other party. The Human Resources Director, as part of the role of facilitator of the process shall keep a record of the documents and other evidence presented at the hearing but will not make a tape recording, transcript or other verbatim record of the hearing, unless that record is shared with all parties. No other participant in the hearing may make such a recording unless it is shared with all parties. The cost of such record shall be the responsibility of the party making the record.

The Grievance Appeals Committee shall provide a written report of its decision, signed by a majority of the members of the committee to the college President, Human Resources Director, Complainant and Respondent within ten (10) working days of the hearing. The written report shall include:

- i. The membership of the Grievance Appeals Committee;
- ii. The basis of the grievance, a summary of the positions of the Complainant and Respondent, and the policy(s) cited;
- iii. The findings and conclusions of the Grievance Appeals Committee laying out the resolution to the grievance.


The Human Resources Director, at the direction of the college President, shall review the decision of the Grievance Appeals Committee and implement the resolution to the grievance within five (5) business days of receipt of the report. The written report will be placed in the file of the Complainant and Respondent in addition to becoming part of the master grievance file.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 11.5

Policy Title: Appeal to Tribal Court



CROSS REFERENCE(S):

All items within Section 11 of the Employee Handbook

Purpose/Policy

If the Complainant, Respondent or college President disagrees with the Grievance Appeals Committee's decision regarding an employment termination or the subsequent implementation of that decision, they may appeal to the Tribal Court as an additional and final recourse. *The Appeal to Tribal Court is available only in circumstances involving a termination of employment or unpaid suspension longer than 30 consecutive days. For all other grievance, Step 3 is the final step of the grievance process and the decision of the Grievance Appeals Committee is final.*

The purpose of the appeal is to allow the Tribal Court to review and determine whether or not due process was used in the previous steps of the process and whether or not the final decision of the grievance process was in keeping with the policies and procedures of the college as outlined in the Employee Handbook or other pertinent and applicable college documents. Any settlement determined by bringing the case before the Tribal Court will not include legal fees. Fees associated with bringing the grievance before the Tribal Court will be the responsibility of the party incurring the cost regardless of the outcome of the case.

Date approved:

Review date:

Signature

President

Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 11.6

Policy Title: Makeup of Grievance Appeals Committee



CROSS REFERENCE(S):

All items within Section 11 of the Employee Handbook

Purpose/Policy

The Grievance Appeals Committee at Step 3 in Policy 11.4 Grievance Process will consist of five (5) full-time college employees who will be selected as being impartial related to the situation at hand. No abstentions will be allowed by any committee member when voting on any grievance. In the event of a grievance involving the President, the Grievance Appeals Committee will consist of the Chair of the Board of Regents and four (4) members of the Step 3 Grievance Appeals Committee randomly selected from the five (5) members of the Appeals Committee. If it is determined that a conflict of interest exists with the Chair of the Board of Regents an alternate member of the Board of Regents will be randomly selected. In the event one of the four (4) selected members of the Grievance Appeals Committee is deemed to have a conflict of interest the fifth member of the Grievance Appeals Committee will be substituted.

Date approved:

Review date:

Signature

Diane Kertin President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 12.1

Policy Title: Sexual Harassment

CROSS REFERENCE(S):

2.3 Non-Discrimination/Non-Harassment Compliance



Purpose/Policy

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No supervisor, manager or any other employee shall threaten or insinuate, either explicitly or implicitly that another employee's refusal to submit to sexual advances will adversely affect that person's employment, salary, advancement, assigned duties, or any other condition of employment or career development. Similarly, no supervisor, manager or employee shall promise, imply or grant any preferential treatment in connection with another employee engaging in sexual conduct.

Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

Lac Courte Oreilles Ojibwa Community College is committed to maintaining a learning and working environment free of objectionable and disrespectful conduct and communication of a sexual nature, especially when such conduct is imposed by on person on another and adversely affects a student or employee member's employment relationship, working or learning environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. This includes the following:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
- b) Submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or
- c) Such conduct has the purpose or effect of interfering with an individual's work or classroom performance or creating an intimidating, hostile, or offensive environment.

It is a violation of institutional policy for anyone to recommend, make personnel decisions, or student status actions where the following conditions apply.

- a) Make sexual advances or request sexual favors when submission to or rejection of such conduct is the basis for either explicitly imposing or granting terms and conditions of

employment or education that either favorably or adversely affects member's or student's welfare.

- b) Disregard and fail to investigate allegations of sexual harassment, whether reported by the employee or student who is the subject of the alleged harassment or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.
- c) Subject another employee or student through conduct or communication of a sexual nature.
- d) Take retaliatory action against any person(s) reporting a violation of the College's Sexual Harassment Policy.


Whenever such misconduct exists, management is required to take prompt and corrective action consistent with the discipline provisions of the appropriate policy manual or labor agreement. An employee or student alleging either sexual harassment by anyone with supervisory authority, of failure by supervision to take immediate action on the individual's complaint of being sexually harassed by another employee, may file a grievance directly at the final step of the appropriate grievance procedure. Filing of a grievance or otherwise reporting sexual harassment will not reflect on the individual's status, as a student or employee, will not it affect future employment, compensation, work assignments, or enrollment status. The responsibility for confidentiality, both of the complaint and the accused, will be respected insofar as it does not interfere with the institution's legal obligation or ability to investigate allegations of misconduct when it found that misconduct has occurred.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 12.3

Policy Title: Harassment Responsibility and Reporting



CROSS REFERENCE(S):

2.3 Non-Discrimination/Non-Harassment Compliance

Purpose/Policy

Each member of management is responsible for creating an atmosphere free of harassment, sexual, racial or otherwise. Furthermore, employees are responsible for respecting the rights of coworkers.

In the event an employee experiences any job-related harassment based on any of the factors mentioned above, or believes that they have been treated in an unlawful, discriminatory manner, the employee must promptly report the incident to their immediate supervisor and the Human Resource Director who will investigate the matter and take appropriate action. All employee complaints will be kept confidential to the maximum extent possible.

The college prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, the college determines that the complaint is not bona fide and was not made in good faith or that an employee has provided false information regarding a complaint, disciplinary action may be taken against the individual who files the complaint.


Employees are assured that this procedure has been established for their benefit and to allow them the freedom of expressing their feelings and/or complaints. No employee needs fear that he or she will be penalized for registering a harassment complaint. The college is dedicated to preventing and/or removing all forms of harassment and is committed to a prompt and impartial investigation and resolution of any complaints.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 13.1

Policy Title: Campus & Library Bans



CROSS REFERENCE(S):

None

It is Lac Courte Oreilles Ojibwa Community College and Lac Courte Oreilles Ojibwa Library's goal that all students, staff, faculty, visitors and patrons remain in good standing with the College and Library and have access to full College and Library privileges. A code of conduct is expected to be adhered to which does not jeopardize the viability, health and safety of the College, students, staff, faculty, visitors or patrons.

Should there be a time when concern exists which may jeopardize the viability, health and safety of the College, students, staff, faculty, visitors or patrons, a ban may be imposed ranging in length in time from one date to permanent dependent upon the severity of the situation. This ban may begin immediately if needed.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE UNIVERSITY

Procedure Number: 13.1P

Procedure: Campus & Library Bans Procedure



CROSS REFERENCE(S):

13.1 Campus & Library Bans

Procedures

A campus ban can only be issued by the University President.

Issuance of a ban is appropriate when an individual is engaged in any of the following behaviors:

1. Disruptive or illegal behaviors;
2. Inappropriate uses or abuses of campus and/or library privileges, including use of another person's log on information to access a public computer;
3. Defamatory or disparaging remarks which may negatively impact the institution, staff or students;
4. Non-compliance with the reasonable direction of staff as it relates to rules of conduct and other campus policies;
5. Excess or disregard for appropriate use of resources and supplies;
6. Past or present stalking or unwanted, obsessive and/or threatening attention over a period of time;
7. Use of College resources and supplies for personal gain.

Determination to issue a ban can be made at any time and with or without notice. Additionally, various levels of notification associated with a ban and length of time for the ban will be determined on a case-by-case basis. Time periods can range from one day to permanent based upon the severity of the situation.

When an individual is banned from campus, that information will need to be communicated to various individuals within the University community to ensure everyone's safety. The University President will determine how and whom to communicate that information to. Only publicly available information can be shared due to privacy and confidentiality. Information will be shared that is necessary for people to know and may include a photo of the banned individual and descriptive information that describes the individual so that person can be identified.

To request a ban:

1. The staff member who observed or has information regarding the behavior should contact the University President.
2. Information is to be presented in writing regarding the incident and the reason for the ban request. If the person in question is known to be a student, that information should be included as well. Any student ban will be addressed in collaboration with Student Services. Information related to a student ban will be maintained by Student Services and within the student's official College file.

3. Details regarding the incident should be clearly articulated including date, time, who was present, and the situation.

Determination of a ban:

1. The University President will determine whether or not it is appropriate to implement a ban related to the incident as well as the length of time of the ban.
2. If a ban is approved exceeding a one-week time period written notice will be provided (via in person, certified mail, and/or regular mail) to the individual.
3. The ban places the individual on notice that if he or she is found on the property Tribal Police may be contacted to escort them from the property.

When implementing a ban, staff:

1. May contact the parent/guardian of a minor for bans of one month or longer.
2. May contact Tribal Police for assistance if a person refuses to leave when banned.

Lifting of bans:

1. The University President will determine whether ban will be lifted.

Violation of a ban:

1. The University may contact law enforcement if there is a violation of the ban.

The University President's decision is final.

10-18-22

LAC COURTE OREILLES OJIBWE COLLEGE



Policy Number: 13.2

Policy Title: Misuse or Destruction of College Property or Funds

CROSS REFERENCE(S):

None

Purpose/Policy

The misuse or destruction of College property or College funds is prohibited. College employees who have misused or destroyed College property or funds shall be subject to discipline, up to and including termination.

Any college employee who has information or evidence of misuse of College property or funds is required to report the misuse to their supervisor. Employees are required to exercise care and sound judgement in their use of College property and funds.

The College retains sole discretion and ownership of all College property regardless of location or assignment. Employees of the College do not have authority to lend, borrow, sell, transfer, erase or destroy such property or permit the same to pass out of their control without express written permission.

College funds are strictly monitored through the College Business Office and any such transaction conducted without permission or oversight of the Business Office is not authorized.

Proper care and maintenance must be given to College property utilized by employees in fulfilling the responsibilities of their job. Willful abuse or neglect of College property may result in disciplinary action to include restitution for damages, which will be required to be authorized to be collected from any funds held by the College for the employee, and other disciplinary action up to and including termination.

Date approved: August 20, 2021

Review date: August 2022

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 13.3

Policy Title: Obligations for the College



CROSS REFERENCE(S):

None

Purpose/Policy

Unless otherwise herein provided, no debt or obligation whatsoever shall be incurred in the name of the college, except in accordance with general or special apportionment authorized by the Board of Regents. Such apportionment must be entered in the record of its proceedings. Other obligations can be authorized by authority of an individual acting under Board of Regents instructions; or by the direction of the college President.

Date approved: July 21, 2017

Review date: July 2018

Signature

Steve Verten President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 13.4

Policy Title: Freedom of Speech

CROSS REFERENCE(S):

None



Purpose/Policy

College employees are entitled to exercise their right to speak and act as citizens of the United States and of the State of Wisconsin as well as members of their tribe, if applicable.

Date approved: July 21, 2017

Review date: July 2018

Signature

Shane Verin President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 13.5

Policy Title: News Media

CROSS REFERENCE(S):

None



Purpose/Policy

In the event of a significant disturbance to the operations of the college, and to provide constituents and others with adequate information relative to the situation, the Director of Community Relations is recognized as the clearinghouse for news releases related to such events although other departments may assist or be responsible for the creation of releases.

Departmental news releases regarding normal activities of the college shall be completed by the responsible department with departmental review and approval prior to dissemination.

Date approved: July 21, 2017

Review date: July 2018

Signature

Diane Vertin President

[Signature] Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 13.6

Policy Title: Employee/Student Relationships:



CROSS REFERENCE(S):

7.1 Rules of Conduct

Purpose/Policy

The college expects that all employees will approach their relationships with students in a professional and ethical manner. While recognizing the development of relationships between employees and students is critical to the overall goal of student learning and without mandating how those relationships are developed or maintained, discretion and caution must be used in such efforts. Relationships that go beyond the professional or casual friendships may lead to circumstances that could be deemed as an unacceptable behavior situation on the part of the employee.

Date approved: July 21, 2017

Review date: July 2018

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 13.7

Policy Title: Copyrights, Royalties and Patents



CROSS REFERENCE(S):

Policy 7.7 Use of Computers, Internet, Email and Other Resources

Purpose/Policy

No employee shall have any financial interest in or receive any compensation from the sale of educational materials used by students at the College, except for royalties when the employee holds a copyright or has assigned the rights to a recognized publishing house, and others produce the materials. No employee may use or destroy, without College permission, educational materials used by students at the College. The College shall claim no right of ownership of such copyright or such royalties. It shall be the policy of the college to encourage publication of educational materials, if there is no exploitation of college students resulting there from.

The Board of Regents encourages employees to seek patents on discoveries and inventions as a method of bringing recognition and remuneration to the individual and to the College.

Patent-worthy discoveries by employees that result from the performance of college duties or from the use of College properties or facilities, except where such use is minimal, shall be offered to the Board of Regents in writing prior to making a patent application.

The Board of Regents shall decide if it will accept the offer within three (3) months at which point it shall pursue the patent application with the help of the inventor at no cost to the latter. Royalties and other proceeds accruing from any successful patent shall be divided according to a mutually agreed upon formula, presented to the inventor by the Board of Regents, but in no case shall the inventor's share be less than 15 percent of the net revenues. In the event a third party assists the Board of Regents and the inventor in pursuing a patent, the conditions and financial arrangements shall be specified by contract signed by all parties to the arrangement.

Date approved: *June 18, 2021*

Review date: *June 2022*

Signature



President



Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 13.8

Policy Title: Travel for College Business



CROSS REFERENCE(S):

None

In instances where the employee is required to travel for college business purposes the employee may either seek a travel advance or reimbursement for college approved business travel within established budgetary limitations and with supervisory approval. For additional information on processes associated with college business travel please refer to the college procedures on business travel.

All requests for travel associated expenses shall be approved or disapproved by the employee's immediate supervisor prior to the travel occurring.

- a) Expenses, such as taxi fare, parking, printing, and other miscellaneous costs, if applicable to the approved travel, will be reimbursed upon presentation of receipts during the reconciliation process. Only expenses directly related to college business will be considered allowable expenses for reimbursement.
- b) The college does not condone, nor will it reimburse, for any alcoholic beverages expenses incurred during business travel.

For all employees returning from approved travel status, their immediate supervisor can permit them to take compensatory time based on their travel schedule. This compensatory time must be used within the same pay period if possible and is not to exceed eight (8) hours per trip.

Instructional and co-curricular Travel

Instructional and co-curricular travel is an integral part of many college students' education and experience. The group travel or class trip must be part of the educational objective of the course of study and fall within budgetary limitations.

Procedure:

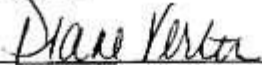
- a. Field trips for instructional purposes require approval in advance by the department supervisor and the Academic Dean, Vice President of Academic Affairs and Student Affairs, or President.
- b. The trip supervisor must file an approved requisition requesting the travel before any trip is taken.
- c. All allowable expenses may be paid in advance upon request to the business office, or will be paid upon return to campus. To claim these expenses, a Travel Expense Voucher and necessary receipts must be filed in the business office. In the case of an advance, an estimate of the expenses will be provided by the supervisor of the trip.

- d. An employee or student may not solicit funds in support of a college sponsored trip form outside college sources without prior written request to the President and permission from the President or authorized representative.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 13.9

Policy Title: Smoke Free Campus



CROSS REFERENCE(S):

None

Purpose/Policy

1. Smoking tobacco or any other substance is prohibited on College property except in designated areas. This includes any College owned or leased vehicles and College occupied building or workspace.
2. Nothing in this policy shall be deemed to limit or interfere with the use of tobacco at traditional ceremonies and cultural functions.

Violators of this policy are subject to disciplinary action, up to and including termination.

Date approved: 5-15-2020

Review date: May 2021

Signature

 President

 Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 13.10

Policy Title: Service on Committees and Boards



CROSS REFERENCE(S):

None

Purpose/Policy

Employees are encouraged to participate in community service by serving on boards, committees, and agencies throughout the communities served by the college. Service on a committee, board, or agency can be by appointment or by volunteering and the service is intended to support the best interest of the college and its mission. If appointed, regular work hours may be utilized to carry out their service responsibilities. Exempt or salaried employees will be expected to continue to fill all duties of their position with the college regardless of committee participations. Employees are expected to carry out their service responsibilities, if at all possible, outside of their regular working hours. All employees must discuss and obtain the permission of their supervisors in order to participate on such committee's and leave work for this purpose.

In addition, all college employees, when asked, are expected to serve on internal committee in support of college activities. Such activity will not normally exceed two committees in any academic year. Service on the annual Grievance Appeals Committee or a Selection Committee does not count toward the obligation of two committees per academic year.

Date approved: July 21, 2017

Review date: July 2018

Signature

 _____ President

 _____ Board Chair

LAC COURTE OREILLES OJIBWE COMMUNITY COLLEGE

Policy Number: 14.0

Policy Title: Definitions

CROSS REFERENCE(S):

Employee Handbook in total

Purpose/Policy

Abandonment of Position: When an employee is on unauthorized leave without proper notification to the college for three consecutive working days.

Ability: The present capacity to perform a function, physical or mental.

Anniversary Date: The calendar date of each year of uninterrupted service from the date of hire.

Annual Leave: Earned leave with pay which has been approved by a proper authority.

Appeal: A formal procedure whereby an employee may contest a personnel action taken against the employee. The procedure is intended to safeguard an employee's interest and employment and to protect an employee against arbitrarily acts by a supervisor.

Controlled Substance: A controlled substance as listed in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812).

Conviction: A finding of guilty (including pleas of nolo contendere or Alford plea) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal, state or tribal statutes.

Disability: A physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Effective Date: Any official personnel action such as beginning of payroll, status or salary changes, separations, leave, etc.

Employee Classifications: Employment wage classifications as designated by the Fair Labors Standard Act which includes the following and assists in determination as to whether or not overtime is to be paid:

Exempt Employee: Exempt employees are also often salaried employees. Determination of whether or not a position is exempt is determined by the annual pay amount and type of payments as well as the type of job duties performed.

Non-Exempt Employee: Non-exempt employees are also often hourly employees and are entitled to overtime pay at a rate of 1.5 times the hourly rate for actual hours worked above 40

in the identified work week of the employer.

Employee Handbook: The official document that outlines the policies and procedures covering the actions and responsibilities of all employees of the college.

Job Description: A written description of a position showing the kind and level of work performed together with the qualifications required of employees.

Misuse of Funds: Use of or conversion by an employee of college funds or assets of any kind without specific appropriate authorization in advance, regardless of purpose or reason.

Misuse of Property: College property entrusted in an employee's care that is lost or damaged as a result of negligence or abuse.

Pay or Salary Range: The minimum to maximum rates of pay established for any given position within the college's salary administration process.

Probation: A specified time period during which the employee's work is evaluated to determine suitability for regular employment.

Resolution: A formal determination, or consensus of the Board of Regents.

Supervisor: An individual with the authority to assign, direct and review the work of one or more subordinates.

Suspension: An involuntary absence with or without pay imposed on an employee for disciplinary action.