

Section 4

Employee Benefits

Board-Approved Employees

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Employee Benefits Eligibility

4.1

The terms “employee” and “employees” used in Section 4 refer to Board-approved employees as defined below.

Regular Full-Time Personnel

All contracted, and/or exempt personnel not covered by a negotiated agreement and all non-exempt personnel will receive benefits (Board-approved group insurance and leave benefits) on a full accrual basis.

Those contracted persons covered by a negotiated agreement will receive group insurance and leave benefits as outlined in the negotiated Master Contract Agreement.

Temporary Full-Time Personnel

Benefits to be in accord with the negotiated Master Contract Agreement or Section 279.13 of the Code of Iowa, as applicable, and/or benefits to be provided to initial appointments over six months in duration that have received Board approval.

Grant Employees

Benefits as provided for in the grant funding allocation. Employees in grant or agency funded positions may receive salary and benefits at a level different than non-grant or agency funded positions, due to funding limitations.

Hotel Employees

Unless otherwise noted, benefits for full-time hotel employees follow the same schedule as Full-time Board-Approved Personnel.

Group Health, Dental and Vision Coverage

4.2

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

Coverage is effective on the first day of board-approved employment, or the first of the month following, and continues until the last day of the month in which employment is terminated. The Hotel Non-Exempt/Hourly Employees: First month following 60 days.

The college will pay the premium cost for single health, dental and vision coverage for eligible employees at the level of the three lowest premium plans. The Hotel Non-Exempt/Hourly

employees pay at the lowest level/premium plan. Participants may elect to have family coverage for health, dental and/or vision coverage. The fee for family coverage for group health, dental and vision coverage will be deducted from the employee's paychecks on a pre-tax basis. Contact Human Resources for rate information.

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

The primary goals of this consortium are:

- To contain or reduce the rate of increases in medical costs.
- To help employees become better health care consumers through education.

Dependent Coverage

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

Domestic partner benefits will be provided in accord with the Kirkwood Community College Extended Family Relationship Eligibility. This allows a qualified extended family partner to be eligible to apply for coverage under the group health, dental, and/or vision plan in the same way as would be provided to a spouse. In order for an individual to qualify as a domestic partner, the employee must complete an affidavit that certifies:

- The employee and partner reside together and intend to do so indefinitely, are responsible for common welfare, and share the common necessities of life.
- The relationship has been in existence at least 12 consecutive months.
- They are not married to anyone.
- They are at least 18 years of age.
- They are not related by blood closer than would bar marriage in the state of Iowa.

In addition to these requirements, three of the following conditions must exist:

- The individuals have been residing together for at least 12 months prior to filing the affidavit.
- The individuals have common or joint ownership of a residence.
- The individuals have at least two of the following arrangements:
 - a) joint ownership of a motor vehicle
 - b) joint credit, checking or loan account
 - c) joint lease of a residence
- The employee has named the family partner as beneficiary on a life insurance policy, an annuity contract or in his/her will.
- The individuals have executed a "relationship contract" which obligates each to provide support for the other and upon dissolution of the relationship requires a substantially equal division of property acquired jointly.

- One or both of the individuals have executed a Durable Power of Attorney, and/or including for health care, naming the other.

If this benefit applies, employees are to contact the Benefits Coordinator in Human Resources for a detailed copy of the eligibility requirements and affidavit.

Adding Dependents to the Health Plan

Upon hire, employees will receive information regarding the specific health, dental and vision plans available and the necessary enrollment forms that must be completed and returned to the Human Resource office. At this time, employees have the opportunity to enroll dependents in the health plan.

If an employee declines to enroll a dependent or dependents (including spouse or domestic partner) because the dependent has other group health insurance coverage and the dependent later loses eligibility for this other group coverage, the employee may enroll the dependent(s), following a qualifying event, provided that the request is made within 31 days after the other coverage ends. Employees adding dependents with a qualifying event must provide the proof of creditable coverage from the prior carrier to apply months of prior coverage toward Kirkwood's pre-existing condition limitation.

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

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

A loss of eligibility for group coverage under another plan may be due to:

- Legal separation of marriage
- Divorce
- Death
- Termination of employment
- Reduction in hours
- Employer contribution towards coverage terminates
- Termination of COBRA benefits
- Termination of Title XIX or Hawk-I

A change in family status due to:

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

A change in job status:

- Part-time to full-time
- Full-time to part-time

Significant change in employer contribution

Employee returns from a leave of absence

Adding Dependents to the Dental and Vision Plans

Employees may add dependents to the dental and/or vision plans under the same guidelines as outlined above under “Adding Dependents to the Health Plan.” In addition to adding dependents following a qualifying event, employees will have the option each year, effective July 1, to add dependents to the dental and/or vision plans. Employees will receive notice in May of each year with instructions and deadlines for adding employees during this open enrollment period.

Dropping Dependents from Medical, Dental and Vision

Employees can drop dependents once a year during the annual enrollment, and the change would be effective July 1 of that year. Employees may not drop dependents in the middle of a plan year (July 1 – June 30) without a qualifying event. If an employee experiences a qualifying event (see above), they must notify Human Resources within 31 days of the other coverage ending.

Rate Information

Current insurance rate information can be obtained by calling the Benefits Coordinator in Human Resources or on the Human Resources website.

Employees covered by a negotiated agreement will receive insurance benefits as provided and outlined within the negotiated Master Contract Agreement.

Continuation of Insurance (COBRA)

4.3

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

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

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

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

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

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

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

Employees who retire from Kirkwood should refer to Retirement, Section 4.16 for information on insurance continuation.

Flexible Pre-Tax Benefit Plan (IRS Section 125)

4.4

Employees are given the opportunity to reduce their income taxes and increase their spendable income through enrollment in the Flexible Pre-Tax Benefit Plan under Section 125 of the Internal Revenue Service Code (refer to Section 4.1 Employee Benefits Eligibility). Eligible employees will be provided with a flexible spending account that may be used to pay insurance premiums, for medical reimbursement, for dependent care reimbursement or it may be taken in cash. Amounts taken in cash will be taxed accordingly. The amount allocated to the employee's flexible spending account will be determined on an annual basis. The Hotel Hourly/Non-Exempt employees can participate in the medical and dependent expense programs, however, they will not receive flex benefit money in excess of their salary. They may enroll the first of the month following 60 days of employment.

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

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

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

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

Life Insurance

4.5

Basic Life Insurance

Kirkwood provides basic life insurance for employees in an amount equal to their basic annual earnings times two, then rounded up to the next highest \$1,000, if not already a multiple thereof. For example, an employee earning \$25,350 would have a life insurance benefit of \$51,000. Coverage is effective on the first day of employment through the last day of employment. The Hotel Non-Exempt/Hourly Employees: Effective first of the month following 60 days.

No medical underwriting is required.

Any Board-approved employee who has been continuously employed for at least 12 months is eligible for an accelerated benefit of either 25 percent or 50 percent of their benefit amount, if the insurance company receives proof that the employee is terminally ill.

A detailed booklet describing coverage is provided to all employees by the Human Resources office.

Accidental Death and Dismemberment (AD&D)

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

Dependent Life

Employees can purchase life insurance in the amount of \$2,000 for dependents (spouse or domestic partner and each eligible dependent child). No medical underwriting is required when employees enroll within 30 days of their employment. Enrollment to the dependent plan at a later date will require proof of good health on dependents. Premiums for this coverage will be payroll deducted.

Employees can enroll acquired dependents at a later date, without providing proof of good health, as long as enrollment takes place within 30 days of a qualifying event. Qualifying events in this case would include the following:

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

Supplemental Life

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

Long-Term Disability **4.6**

Kirkwood provides long-term disability benefits for eligible employees with an elimination period of 90 calendar days before disability benefits are paid. The eligible employee is paid 70 percent of their basic monthly earnings until age 65, not to exceed the maximum monthly benefit of \$8,750. A detailed booklet describing coverage is provided to all employees by the Human Resources office. The Hotel Non-Exempt/Hourly Employees: Effective first of the month following 60 days.

Personal Liability **4.7**

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

Workers' Compensation **4.8**

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

- Seek appropriate medical attention, either from the campus nurse or St. Luke's Work Well. First aid treatment can be obtained by contacting the campus nurse at ext. 5588, or call 9-911 for emergencies. For emergencies, employees must go to St. Luke's Hospital or closest hospital.
- Report the occurrence to their immediate supervisor.
- Report the occurrence to the Human Resources Generalist located in 313 Kirkwood Hall. The Human Resources Generalist will need to obtain information as to exactly what happened, how the injury or illness occurred, the exact time and location, as well as any witnesses to the occurrence.

Should an employee experience a disabling work injury or illness, the nature of which necessitates an absence from work, the Human Resources Generalist, will provide the injured or ill employee with information concerning his/her lawful benefits. The appropriate form(s) should be obtained, completed and returned to the Human Resources Generalist, as soon as possible following the injury or illness. If, as a result of this injury or illness, the employee is absent from work and/or receiving Workers' compensation payments, the following procedures will go into effect:

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

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

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

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

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

Workers' compensation – Treatment and Insurance Claim Reporting 4.8.1

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

I. Treatment and Reporting Procedure and Requirements

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

- A. Any Kirkwood employee or a student in a clinical setting, having knowledge of an incident, should report the incident immediately to their department supervisor or clinical instructor.
- B. Non-Emergency and Non-Urgent Illness / Injury Incidents
 These incidents include those where an appointment is required and there is not an obvious concern of the threat of loss of life or limb if care is not urgently or emergently provided. Some examples of these incidents include minor sprains, strains, back pain, minor burns.
 - If the incident occurred on main campus, the employee or student should report to Campus Health (111 IA Hall) for evaluation by the Campus Nurse and completion of

the required documentation (letter “D” below). The incident needs to be reported within 24 hours (or the next business day).

- After evaluation, the Campus Nurse or designated person should complete a Kirkwood Illness and Injury Report form. One copy of this form will remain in Campus Health office in the employee or student medical file. A second copy of this form will be sent to the Insurance Human Resources Generalist in Kirkwood Business Services within 24 hours (or the next business day). The employee or student can also be given a copy upon request.
- All non-emergency or non-urgent healthcare evaluations related to the incident must be scheduled at St. Luke’s Corporate Health / Work Well Clinic located at 830 1st Ave NE, 319-369-8153. Failure to use St. Luke’s Corporate Health/ Work Well Clinic may result in loss of benefits for payment of services.
- If off-campus (Outreach Centers / Iowa City campus), the Kirkwood Illness and Injury Report form should be completed and sent to Campus Health (111 Iowa Hall, Main Campus) within 24 hours of the incident. All non-emergency / non-urgent healthcare evaluations related to the injury must be scheduled at St. Luke’s Corporate Health/ Work Well Clinic located at 830 1st. Ave NE, 319-369-8153. Failure to use St. Luke’s Corporate Health/ Work Well Clinic may result in loss of benefits for payment of services.

C. Urgent and Emergency Medical Care Incidents

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

- In the Cedar Rapids / metro area, the designated emergency department is St. Luke’s Emergency Department located at 1026 A. Ave NE, Cedar Rapids, 319-369-7105.
- At the outreach centers and at the Iowa City campus, a St. Luke’s or Iowa Health Systems medical facility is preferred, but the nearest facility should be used for a true emergency.

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

1. A copy of this policy and procedure.
2. The First Report of Injury or Illness form (if outside medical care is needed) and a business reply envelope.
3. Information on St. Luke’s Corporate Health / Work Well Clinic.

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

II. Employee / Student Responsibilities

- A. Any Kirkwood employee or a student in a clinical setting, having knowledge of an incident, should report the incident immediately to their department supervisor or clinical instructor and follow the treatment and reporting procedure and requirements as listed above.
- B. All employees or students should submit all bills and / or receipts of medical services or care as a result of the incident to the Kirkwood Insurance Human Resources Generalist, 313 KH, Main Campus.
- C. The employee or student should also notify the Kirkwood Insurance Human Resources Generalist of any claim they feel is not being resolved either as quickly as it should or in the manner they feel it should.
- D. Kirkwood employees and students will be responsible for all costs deemed not covered by Kirkwood Community College after the claim has been adjusted and payment has been authorized.
- F. Kirkwood employees and students may be held responsible for all costs of non-emergency or non-urgent healthcare services related to a work or clinical injury or illness not provided by St. Luke's Corporate Health / Work Well Clinic.

III. Kirkwood Community College Responsibilities

- A. Emphasize safety practices and accident prevention to avoid losses.
- B. Advise employees and students, involved in an incident, not to make any statements regarding fault or liability.
- C. Encourage employees and students to ensure all incidents are promptly reported and documented.
- D. Initiate a report on all incidents to ensure that a written record exists. All incidences involving actual, or suspected criminal acts, or if required by law, ordinance, or regulation, should be promptly reported to the appropriate law enforcement agency.
- E. Any damaged property should be protected to prevent any additional damage, injury or loss.

IV. Contact Information

CORPORATE HEALTH CLINIC

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

AMBULANCE

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

HOSPITAL EMERGENCY ROOM

Hospital: St. Luke's Emergency Department
Address: 1026 A. Ave. NE
Telephone Number: 319-369-7105

KIRKWOOD HEALTH SERVICES

Campus Health 319-398-5588
Emergency Cell 319-310-5199
Kirkwood Community College
Main Campus, 111 IA Hall
6301 Kirkwood Blvd. SW
Cedar Rapids, IA 52406

KIRKWOOD HUMAN RESOURCES GENERALIST

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

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

- Vacation days are credited at the beginning of each fiscal year (July 1).
- No more than five days of vacation earned in a given fiscal year can be banked beyond June 30.
- Unused, banked vacation entitlement may be cumulative to a maximum of 60 days.
- Unused accumulated vacation days will be paid on a per diem rate upon termination of employment with the college or to the estate upon death of an employee.
- Any days that are not banked will be forfeited on June 30.
- Vacation credits may be used in a minimum of one-hour increments.

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

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

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

Regular Full-Time Contracted (Exempt) Personnel

Regular full-time contracted personnel (with exclusion of those engaged primarily as licensed instructors, counselors or librarians, and those employed on a contract for less than 260 days) are entitled to vacation as shown below.

- Twenty (20) days per year of employment.
- Vacation entitlement for any period of less than one year shall be computed as having been earned at the rate of two days of vacation each month of completed employment, but said entitlement shall not exceed 20 days for any year of employment or portion thereof.

Regular Full-Time Hourly (Non-Exempt) Personnel

Regular full-time hourly personnel are entitled to vacation as shown below.

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

- Two days per month up to a maximum of 20 days per year for each year of continuous employment after the ninth year.

Vacation begins to accrue on the date of hire. The Hotel Non-Exempt/Hourly Employees: First of the month following 60 days,

Holidays and Winter Recess

4.10

The following 13 days will be observed as paid holidays by the college.

1. New Year's Day - January 1
2. Spring Holiday - Friday preceding Easter Sunday
3. Memorial Day - Last Monday in May
4. Independence Day - July 4
5. Labor Day - First Monday in September
6. Thanksgiving Day - Fourth Thursday in November
7. Friday following Thanksgiving Day
8. Winter Holiday - December 24
9. Winter Holiday - December 25
10. Winter Recess — Four days
11. Winter Recess — between December 25
12. Winter Recess — and the reopening
13. Winter Recess — of the campus after January 1

If a holiday listed above falls on Saturday or Sunday, the previous Friday or following Monday will be granted as a holiday at the discretion of the President.

Full-time staff and administrators will be paid for holidays based on the percent of pay received the work day immediately preceding the holiday. For example, employees actively at work or being paid 8 hours via sick leave, vacation or personal day on the work day immediately preceding the holiday will be paid 8 hours for the holiday. If an employee is on unpaid leave on the work day immediately preceding the holiday, the holiday will be unpaid. If the employee is being paid at one-half time on the work day immediately preceding the holiday, the holiday will be paid at 4 hours for that day. The employee must also be actively at work or on paid leave the work day following the holiday.

Holiday Pay (Non-Exempt Employees)

When an employee is required to work on an approved holiday, they will be paid straight time for the holiday plus a rate of one and one-half times their regular rate of pay for hours worked on the holiday. For example, if the employee's regular wage is \$10 per hour, they will receive holiday pay at the rate of \$10 per hour for holiday pay, plus \$15 per hour for hours worked on the holiday.

Winter Recess (Four days)

In the late 1970s, a decision was made to close the college the week between December 25 and January 1 as an energy conservation measure. The Board of Trustees agreed to give staff two days of paid time off if they would agree to give up two holidays they celebrated at that time.

The staff agreed to give up Veteran's Day and President's Day in order to have the four days. One day was approved for December 25 and one for January 1, for a total of six days.

Since that time, a seventh paid day off was approved, December 24. At this time, seven paid days off are provided from December 24 through the beginning of January. The seven paid days off will be identified prior to December 1 of each year.

Due to business operations, a supervisor may require some employees to work during the winter recess. Every effort should be made to schedule an alternate day off. If this is not possible for an hourly/non-exempt employee and the employee is required to work, he/she will be paid according to the holiday pay guidelines shown above.

Veteran's Day – Employees who are veterans can request time off for Veterans Day, November 11, if the employee would otherwise be required to work on that day. The employee/veteran shall provide their supervisor with at least one month's prior written notice of their intent to take time off for Veteran's Day and also provide a copy of a federal certificate of release or discharge from active duty, or such similar federal document. Employees requesting this as a holiday will be required to use any available paid personal leave or vacation for this day and if all paid leave is exhausted, it can be taken as an unpaid day. Employees will be notified by their supervisor at least 10 days prior to Veterans Day or as soon as practical after the leave is requested. Leave requests for Veterans Day may be denied in order to meet minimum operational requirements for the college.

Family and Medical Leave (FMLA)

4.11

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

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

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

When the leave is related to a serious health condition, the employee must make a reasonable effort to schedule treatment(s) so as not to unduly disrupt their job responsibilities. The employee is required to first use their available sick days, accrued paid vacation and/or personal days for any part of the 12-week period. FMLA will run concurrent with all paid leave options -

after the fifth consecutive day of absence. If such paid leave is available, Kirkwood provides enough additional unpaid leave to total 12 weeks. Where paid leave is available, the total FMLA absence (paid and unpaid) shall not exceed 12 weeks in a 12-month time period.

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

The employee will be allowed to return to the same job or an equivalent position with equivalent pay and benefits. Previously accrued benefits will not be forfeited; however, additional benefits or seniority will not accrue during the absence.

Group insurance benefits will be continued during an approved absence, as applicable, provided the employee continues to remit his/her share of the premium if applicable. In cases where an employee takes a one-half time leave, benefits will be accrued at one-half the normal rate.

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

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

How to Apply for Family and Medical Leave/Illness or Injury Leave

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

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

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

Leaves of Absence - General

4.12

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

1. A leave of absence is granted as a leave from the college and not as a leave from a specific position or location.
2. As a condition for granting the leave, the employee will designate the date upon which he/she will return to work.
3. Any non-faculty employee on a leave of absence of more than 90 days shall notify Human Resources of his/her intent to return to work at least 30 days prior to the scheduled return date in number two above. For leaves of 90 days or less, the employee should provide two weeks notice of their intent to return to work.
4. Failure to provide notice under number three above may be considered a voluntary resignation.
5. Employees wishing to return to work on a date earlier than originally requested must provide 30 days written notice to the Human Resources office for approval.
6. Leave credits do not accrue while an employee is on an unpaid leave of absence.
7. The administration reserves the right to initiate Board approval for official unpaid leave of absence status on behalf of any employee who is off payroll for more than 30 days.
8. Employees on unpaid leave become responsible for 100 percent payment of their health care premium if they wish to maintain coverage, except under the provisions of the Unpaid Extended Illness/Disability Leave (see Section 4.14.1) and Family and Medical Leave (see Section 4.11).
9. Except in the case of leave for professional development, upon return to employment from extended leave, the employee will receive the salary in effect when the initial leave was granted.
10. Leave credits may not be donated to other employees.
11. Leaves of less than 100 percent will be considered on an individual basis, taking into account the impact on the affected department, which is determined by the department supervisor, and the employee's overall work record.
12. A written request for leave should be submitted to Human Resources after discussion with and approval of the immediate supervisor; or the employee can complete an Employee Leave Request form, have it approved and signed by the supervisor and submit it to Human Resources.
13. There is no pay-out of paid leave at the time of an employee's termination or death.
14. There is no carryover of paid leave credits (except sick leave).
15. Agreement.
16. Paid leave credits are granted on a fiscal year basis (July 1).

Leave request forms are available on the Human Resources website.

Paid Leaves

4.13

Personal Illness or Injury

4.13.1

Employees are provided leave with full pay for illness, injury, elective disability, childbirth and illness or disability associated with pregnancy as shown below. Sick leave is prorated at one day per month for Kirkwood employees and is effective on date of hire. For employees of The Hotel, sick leave is prorated at one half day per month, effective on the date of hire for salaried/exempt Hotel employee, and the first of the month following 60 days for hourly/non exempt Hotel employees.

	<u>Kirkwood</u>	<u>The Hotel</u>
◇ First, second and third year of employment	12 days/year	6 days/year
◇ Fourth year of employment	13 days/year	6 days/year
◇ Fifth year of employment	14 days/year	6 days/year
◇ Sixth and subsequent years of employment	15 days/year	6 days/year

- Personal illness/injury leave can be used for the employee's own illness or injury, not for illness or injury of family members, except as noted in Illness in the Family, Section 4.13.2.
- Personal illness/injury leave can be used for medical, dental or vision appointments for the employee.
- The college reserves the right to request physician certification for an absence under this policy.
- Unused leave provided by this policy will be cumulative to a maximum of 100 days for Kirkwood employees and 50 days for employees of The Hotel.
- The college reserves the right to require a second opinion by a physician selected by the college, at the college's expense.
- If an employee's illness or injury leave has potential to result in an absence of more than five days, please see "How to Apply for Family and Medical Leave/Illness or Injury Leave" under Section 4.11 Family and Medical Leave.

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

Illness in the Immediate Family

4.13.2

In cases of illness or injury of a member of the employee's immediate family, a maximum of three days leave of absence with full pay may be granted each fiscal year. The immediate family shall be interpreted as father, mother, son, daughter, wife, husband, family partner (as specified in the employee's Affidavit of Extended Family Relationship filed with Human Resources), brother, sister, grandparent, grandchild, comparable in-laws and step-parents/children.

Employees shall be allowed two (2) additional leave days, to be deducted from accumulated sick leave, in the event that immediate family illness necessitates such leave and the employee's three

days of illness in the family has been used. (Employees covered by a negotiated agreement will receive benefits as provided and outlined within the negotiated Master Contract Agreement.)

If a family member's illness or injury will result in an absence of more than five days, please see "How to Apply for Family and Medical Leave/Illness or Injury Leave" under Section 4.11 Family and Medical Leave.

The Hotel: There is no Illness in Immediate Family leave for exempt/salaried or non-exempt/hourly employees. The Hotel employees can use personal leave or vacation for such absences.

Bereavement Leave **4.13.3**

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

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

In addition, up to two days of leave of absence each fiscal year, with full pay, may be allowed to attend funerals of other relatives or close friends.

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

The Hotel: Non-exempt/Hourly employees effective the first month following 60 days.

Personal Leave **4.13.4**

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

Military Duty **4.13.5**

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

Jury Duty

4.13.6

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

Administrative Leave

4.13.7

Regular full-time administrative employees may be granted a one-half time leave for a period of nine months to complete the on-campus residency requirement for an advanced degree. While on leave, the individual shall receive two-thirds of his/her annual salary. All requests for such leave shall be directed to the President. The number of requests that may be honored in a given year shall be controlled by the governing Board of Trustees.

Unpaid Leaves

4.14

Extended Leave - Illness/Disability

4.14.1

Employees may become ill or disabled for extended periods of time (more than five consecutive work days). On such occasions, the Human Resources office should be notified since physician confirmation of illness/disability may be required, as well as physician certification of ability to return to work. If an employee's illness or injury leave may result in an absence of more than five consecutive work days, please see "How to Apply for Family and Medical Leave/Illness or Injury Leave" under Section 4.11 Family and Medical Leave.

Physician confirmation of illness may be necessary when:

- Any employee is ill or disabled for more than five consecutive work days.
- Circumstances are such that administration feels it is reasonable and appropriate.

An employee who is unable to work because of personal illness or disability, and who has exhausted all sick leave available, shall be granted a leave of absence without pay for a period not to exceed two and one-half years. Any employee unable to work due to illness or disability for a period of two and one-half years will be terminated at that point. COBRA (see Section 4.3 for information on COBRA) provisions under the Americans with Disabilities Act will run concurrent during this period.

The Board will pay health, dental, vision, life and long-term disability premiums for persons on extended illness/disability leave under the provisions of the Family and Medical Leave Act. FMLA will run concurrent with extended leave for illness or disability.

The Verification of Return to Work form should be submitted to the immediate supervisor:

- At least one week prior to the employee's return to work if limitations/restrictions exist.
- Just prior to or on the day of employee's return to work, if no limitations/restrictions exist.

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

All forms are to be forwarded to the Human Resources office and they become a part of each employee's permanent confidential medical file.

The college may have an employee examined by a doctor selected by the college, at the college's expense.

Political Activity **4.14.2**

The Board of Trustees recognizes and encourages its employees to engage in the political process so long as it does not interfere with their professional commitments as college personnel. A leave of absence without pay in order to hold political office may be granted by the Board of Trustees.

Professional Leave **4.14.3**

Employees may be granted a leave of absence without pay for professional purposes, as approved by the Board of Trustees, for periods not to exceed one year.

Child Care Leave **4.14.4**

Upon written request to Human Resources, employees may be granted a leave of absence without pay for purposes of child care, as approved by the Board of Trustees, for periods not to exceed one year. The employee making such a request must be a parent or serving in the capacity of a parent, and the leave of absence shall be within the first year following the birth or adoption of the child. If a medical leave of absence for birth of the child precedes child care leave, the child care leave will commence the date the attending physician has released the employee to return to work.

There are two phases of leave for female employees who give birth. The first phase is a disability period of time that begins whenever the attending physician certifies the employee physically

unable to continue working. This most often occurs shortly before or at the birth of the child. Sick leave credits can be used during this disability period.

If sick leave credits are exhausted, the employee can use vacation and/or personal leave credits to continue paid leave. In any case, the provisions of the Family Medical Leave Act begin after the 5th consecutive day of absence. The provisions of the Family Medical Leave Act continue for up to twelve (12) weeks (see Section 4.11).

The disability period continues until the attending physician certifies the employee as physically able to return to work full-time.

Child care leave begins at the point the employee (birth mother) can physically return to work, the date of birth of the child for fathers, or the day the child is received into the adoptive parents' home full-time.

Full-time, unpaid child care leave for a period of 12 weeks commencing with the end of the disability period or the exhaustion of sick leave, is guaranteed by the FMLA. Continued, full-time, unpaid leave may be granted for a period not to exceed one year from the end of the disability period. Anything less than full-time leave needs to be negotiated with, and receive full approval of, the immediate supervisor. The supervisor will consider college needs, department operations, the ability to backfill the position, and how essential functions will be carried on in determining the amount of leave flexibility that can be approved. A memo outlining the particulars of the agreement needs to be submitted in writing to Human Resources signed by the employee and the supervisor.

Requests or leaves of less than one-half (½) time employment, or for more than one year, will not be approved.

Personal Leave

4.14.5

Upon written request to Human Resources, employees may be granted a leave of absence without pay for the purpose of attending to a personal circumstance of such significance that continuing to work would substantially interfere with the health and well-being of the employee. Approval of this leave will not exceed six months and will be determined on an individual basis at the discretion of the President (or designee).

Retirement Programs

4.15

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

New employees have 60 days from their date of hire to make a retirement plan selection. The retirement plan selection is a one-time election and employees cannot later select the other plan. If an employee does not make a plan selection within the 60-day enrollment period, Kirkwood is

required by law to default the employee to IPERS. A default to IPERS will be considered the employee's one-time plan selection.

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

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

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

	Pre- July 1, 2007	July 1, 2007	July 1, 2008	July 1, 2009	July 1, 2010
Combined Rate	9.45%	9.95%	10.45%	10.95%	11.45%
Employer	5.75%	6.05%	6.35%	6.65%	6.95%
Employee	3.70%	3.90%	4.10%	4.30%	4.50%

The employee contribution is state-mandated. Employees cannot contribute more or less than the state-mandated contribution level. Employees who wish to contribute additional pre-tax money toward retirement can participate in a tax-sheltered annuity (see Section 4.19).

Retirement Benefits

4.16

Kirkwood employees can retire in one of two ways.

1. Retirement Incentive Program - Eligible employees who retire under the Kirkwood Retirement Incentive Program (see [Section 4.17](#)).
2. Retiree – An employee who resigns his or her position and immediately begins receiving retirement benefits.

Kirkwood retirees can enjoy the benefits listed below.

- A Kirkwood EagleCard, which allows retirees a discount at the Kirkwood Bookstore, admittance to Johnson Hall facilities and the Recreation Center; to purchase a Kirkwood campus parking permit; and admittance to Kirkwood sponsored activities such as plays, concerts and athletic events.

- Staff Development and Wellness activities and programs are available to Kirkwood retirees at the same benefit level as for full-time employees.
- Retirees can enjoy tuition-free credit and non-credit courses under guidelines stated in Section 4.20.
- Retirees have access to the Kirkwood Library.
- They may participate on college committees.
- Dependent tuition benefit under guidelines stated in Section 4.21.
- Retirees can remain on the Kirkwood group health, dental and/or vision plans at their own expense until age 65, unless the retiree accepts other full-time employment which offers paid health insurance benefits or becomes Medicare eligible. Premium payments can be arranged through Human Resources. (Employees who retire under the Kirkwood Retirement Incentive Program should refer to Section 4.17 for health insurance information.)
- Spouses and/or dependent children who were covered on the health, dental and/or vision plans on the retiree's last date of employment are also eligible to remain on a family contract, at the retiree's expense, until the retiree comes off the plan at age 65, becomes Medicare eligible or dies. Spouses can remain eligible until the earlier of Medicare eligibility or five years after retiree reaches age 65, becomes Medicare eligible or dies, plus COBRA extension of up to 36 months. Dependent children can remain eligible until they are no longer an eligible dependent or five years after the retiree reaches age 65, whichever comes earlier, plus COBRA extension of up to 36 months; or becomes Medicare eligible. Spouses and dependent children who experience a qualifying event may enroll after the employee has retired and then remain eligible under the same provisions defined above.

Kirkwood Retirement Incentive Program

4.17

Eligibility

The Board of Trustees of Kirkwood Community College extends an offer of a retirement incentive program, with June and December retirement options, to full time employees as outlined below if they:

- Have attained the age of 55 by the date of retirement
- Have worked the last ten (10) years consecutively at Kirkwood

Approved professional development leaves of absence will count toward consecutive years as well as service years. Other types of leaves will count as consecutive years, but not as service years. (For example: an employee who has worked for 15 years for the College, but took Political Leave or Medical leave during one of those years would have 15 consecutive years of service to be eligible to participate in the plan, but would only receive 14 service years for calculating the salary-related benefit.)

Effective July 1, 2006, employees may elect to participate in this program for a period of seven (7) years from the date the employee first meets the eligibility criteria. If an otherwise eligible employee fails to elect to participate in the program by the end of the academic year of the seven year eligibility period, the employee will no longer be eligible to participate in the program.

Procedure

A request to participate in the retirement program must be received by Human Resources by the previous December 31 for a June 30 or August 29 (for faculty) termination date, and the previous June 30 for a December 31 termination date.

The Retirement Application and Acknowledgment can be obtained in the Human Resources office. In signing this document the participating employee is acknowledging that participation in the program is knowing and voluntary. This document must be completed and signed by the participating employee prior to receiving benefits under this program.

Each application will be reviewed on an individual basis and will be subject to Board of Trustees approval. Acceptance of the application shall be considered by the Board as a voluntary resignation effective on the date cited by the applicant on the application form.

Benefits

Cash

Benefits will be based on the employee's base salary and years of service effective the date of termination of employment under this plan.

There will be a one-time cash benefit of 5% per each year of service, not to exceed 100% of base salary.

The cash benefit will be paid in two equal payments. The first payment will be made on the date of the termination. The second, and final payment, will be made on or about January 15 of the following calendar year. Federal, State and FICA taxes will be withheld from these payments. No IPERS or TIAA-CREF contributions will be deducted from the payments.

Should a retiree decease prior to full payment of the cash benefit being made under this plan, the balance will be paid to the retiree's estate.

Insurance

The College will pay the cost of the single health and dental and vision care premiums for the retiree who remains in the College's group health plan until such time as the retiree accepts other full time employment that offers comparable paid health benefits or the retiree becomes eligible for Medicare.

The retiree may, at his/her own expense, include a spouse or family in their plan.

The College will continue the retiree life insurance program at two times ending base salary and according to the life insurance Schedule of Benefits, until the retiree becomes eligible for Medicare.

Furthermore

The Kirkwood Board of Trustees shall have the complete discretion to make exceptions to the eligibility requirements when in their judgment it is in the best interests of Kirkwood to do so.

This program will continually be monitored to be in accord with legal issues. The Kirkwood Board of Trustees shall have the complete discretion to make changes to this program at any time in order to remain in compliance with legal requirements.

Employees who separate from employment service at Kirkwood under this program shall not be eligible to be rehired into any full time position with Kirkwood.

This program is in effect through June 30, 2012. The Kirkwood Board of Trustees will review the program for consideration of continuation during the fall of 2011.

The Board of Trustees retains the right to make exceptions to this policy.

Post-Retirement Emeritus Status

4.18

The Kirkwood Board of Trustees is pleased to provide a post-retirement emeritus status program for faculty and other licensed retirees of proven and long-standing experience.

Emeritus Agreements will be based on the following guideline:

- The retiree must have provided at least 10 years of full-time, board-approved service at Kirkwood.

Approval of part-time teaching positions is based on:

- Department or college need for instructional services.
- Recommendation of immediate supervisor or dean.
- Limited hours - no more than 15 credit hours per academic year

Salary:

- 1.5 times the maximum part-time credit hour rate for the first nine credit hours of the academic year, then receive the regular maximum rate for credit hours over nine.

Benefits:

- See Section 4.16 for details on benefits for retirees.
- A retired instructor may be eligible to draw IPERS or TIAA-CREF and Social Security benefits given the employment limitations listed above and each individual circumstance.
- Business cards with Professor Emeritus title
- Participation in graduation ceremonies

Representing the college at external functions and access to college resources to carry out scholar and service functions require approval of the dean or other college administrator.

These options do not apply to anyone who leaves the institution for any reason other than retirement, regardless of age or years of service. Individuals covered under IPERS must meet the Bona Fide Retirement guidelines set by IPERS prior to returning to part-time employment.

Tax-Sheltered Annuities

4.19

Within the provisions of Iowa law, it is the policy of the Board of Trustees to honor the written request of employees to allow purchase of an individual tax-sheltered annuity. Each employee is responsible for making arrangements for proper deductions and having billing statements sent to Payroll. This should be arranged with the tax-sheltered annuity agent. The college does not advise employees concerning amounts to be sheltered nor does it assume any responsibility for an employee's program. The college serves only as an agent between the employee and his/her insurance company/agent.

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

Additional information and tax-sheltered annuity salary reduction agreements are available in the Human Resources office.

Enrollment in Kirkwood Classes

4.20

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

- Only Board-approved personnel are eligible for this benefit.
- To register for a credit course, employees should call Enrollment Services and identify themselves as a Board-approved employee.
- To register for a continuing education course, please complete the Class Registration Form for Full-Time and Retirees on the Human Resources forms website.
- No more than six credit hours may be taken per semester.
- To register for continuing education course, employees should complete the Class Registration Form for Employees and send to Human Resources.
- Employees will be limited to a total of \$200 worth of classes per Continuing Education catalog. This benefit amount cannot be carried over into other sessions. For example, if you don't take any courses in the Fall 1 Continuing Education session, you cannot carryover that \$200 to the Fall 2 Continuing Education session and take \$400 in that session.
- This benefit does not include travel programs.
- Only tuition is paid by Kirkwood. Any books and all fees are the responsibility of the employee.
- No travel time will be paid to or from classes.
- Employees can audit a course (no grade) with instructor approval.

Dependent Tuition Benefit for Kirkwood Classes

4.21

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

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

Kirkwood will pay 50% of tuition and fees for credit courses up to 86 attempted/completed credit hours. The employee is responsible for notifying Human Resources if the dependent, marriage or domestic partner status changes and the individual is no longer eligible. Kirkwood reserves the right to bill for ineligible credit hours.

Once you have completed a Tuition Benefit Request form for an individual, you do not need to complete a new one. Their dependent status will stay in force until you either notify us they are no longer eligible or when the 86 credit hour limit is reached. Any dependents enrolled for Summer and Fall 2009 semesters will automatically be coded for the benefit to continue and you will not need to request the tuition benefits. If your child was registered for any previous semesters (prior to Summer 2009) and you have not requested the benefit for Fall 2009, you will need to complete the new [Dependent/Spouse/Partner Tuition Benefit Request form](#) on the HR Forms page.

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

Employee Assistance Program

4.22

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

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

In situations where work performance problems are caused by such issues, an employee may be directed to Mercy EAP Services for counseling as a condition of continued employment. In these cases, information regarding attendance to counseling session will be released to Kirkwood.

Employees can contact Mercy EAP for assistance by calling 398-6694 or 800-383-6694.

Tuition Reimbursement Program

4.23

Staff Development benefits will include an allowance for tuition reimbursement for dollars spent by Board-approved full-time exempt and non-exempt employees on college credit courses taken at outside institutions.

Human Resources will be responsible for determining how the money will be allocated among the employee applicants. Because the fund is limited, only a certain number of awards can be granted each year. Human Resources will consider a number of factors when making decisions regarding the awarding of funds to individuals. The guidelines are shown below.

Who is eligible?

- Full-time exempt and non-exempt staff of Kirkwood who have been employed with the college for a minimum of six months.
- Full-time faculty eligible for the bargaining unit should contact the Instruction office for information about a Professional Development application for tuition reimbursement.

What types of courses are covered?

- College credit courses at a four-year accredited institution.
- Courses must lead to or fall within a specified degree program or, if the course is not within a specific degree program, it must be directly related to the individual's job duties as they have been assigned at the college (documentation will be requested).
- Courses funded through the tuition reimbursement program need to be completed on personal time.
- Fees for books and course materials will be the responsibility of the individual taking the course.

What is the maximum reimbursement amount?

- Maximum of \$1,500 for a Bachelors program and \$2,000 for Masters and Ph.D. program per individual per fiscal year (July 1 – June 30).
- Funding for the program will be awarded from the Tuition Reimbursement Fund which is a part of the Staff Development budget.

How often can an individual apply for reimbursement?

- Once per fiscal year.

What are the course completion requirements?

- Funding will be awarded on a reimbursement basis or a direct payment to the college.

- Individuals awarded reimbursement funding must submit proof of successful course completion (grade of “C” or better or a minimum 2.5 GPA for the course) and verification of the tuition paid to the Human Resources office within 30 days of the course completion date.

What does the application process entail?

- An application for tuition reimbursement must be submitted to the Human Resources office within the annual application window (May 1 through June 1 of each year for courses to be completed within the following fiscal year).
- The application form must be completed in full and all requested support materials must accompany the application to be considered.

Employee Computer Buy Program

4.24

The Employee Computer Buy program offers interest free financing for personal computer purchases, to eligible full time-Board approved employees. Information regarding this program and how it works can be accessed two ways. The policy is located In [Policy Manager > Accounting Services](#) and the policy, form and process are located in [KIN > Employee Information > Employee Forms Plus](#).

Group Long Term Care Insurance

4.25

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

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

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

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