



**Northwood**  
Technical College

**Northwood Technical College  
GENERAL EMPLOYEE HANDBOOK**

**Fiscal Year 2022  
March**

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# 1 INTRODUCTION

## 1.1 Welcome to Northwood Technical College

On behalf of the Board of Trustees and your colleagues, I'd like to thank you for providing your time and talents to serve as an employee at Northwood Tech. As your employer, Northwood Tech has developed this Handbook to describe many of the expectations of you as an employee and to outline the policies, procedures, programs, and benefits available to you. It is important for you to familiarize yourself with the Handbook. It is designed to answer many questions about the College and serves as a guide to provide an equitable, high-quality work environment for you and your co-workers. This Handbook and the College's Administrative Policies and Procedures can also be found on The Connection.

The dynamic environment in which we work requires the College to review and modify its policies, procedures, benefits, and programs from time to time. Handbook changes and updates to policies, procedures, benefits and/or programs will be communicated as they occur. You can expect to receive updates concerning all changes to the Handbook and associated policies and procedures through your Northwood Tech email with links that will direct you to the updated documents. Please do not hesitate to ask your supervisor or a member of the Human Resources team if you have questions regarding the Handbook, our policies and procedures, our benefits or changes to them when they occur.

Our goal in creating this Handbook and sharing information regarding our policies and procedures is to assist in facilitating your success as a Northwood Tech employee. We hope that your experience here will be challenging, enjoyable, and rewarding!

Sincerely,

A handwritten signature in black ink, appearing to read "John Will". The signature is fluid and cursive, with the first name "John" being more prominent than the last name "Will".

John Will  
President

## 1.2 About Our College

Northwood Technical College is referred to as “Northwood Tech”, the “College”, and the “Employer” throughout this Handbook and Appendices.

### **Mission, Vision, and Values**

Northwood Tech is on an innovative journey to enhance and promote our mission of “Learning First.” All policies, procedures, and structures will be aligned with Learning College Tenets and the College’s Mission, Vision and Values.

#### **Mission – Learning First**

Learning is our passion. As Northwest Wisconsin’s leader in technical education, Northwood Tech creates dynamic opportunities for career preparation and personal effectiveness. We are committed to making each and every experience with us meaningful and professional.

#### **Vision – An Innovative Journey**

Education is a lifelong journey of learning and discovery. We embrace innovative theories, techniques, and technologies to ensure success in a changing world.

#### **Values**

- **Empowerment** - We value an engaging and supportive environment that inspires learners to achieve their personal and professional goals.
- **Excellence** - We value high quality training, professional development, and customer service in a dynamic learning environment.
- **Innovation** - We value flexible delivery options and embrace the latest theories and technologies to meet individual learners' needs.
- **Integrity** - We value honesty, accountability, and diversity in an open and ethical environment.
- **Collaboration** - We value partnerships that enhance learning, promote economic development, and improve quality of life.

## 1.3 Northwood Tech Learning College Tenets

To enhance and promote our mission of "Learning First", the College will apply these Learning College Tenets to continuously improve our programming and services.

### **Quality and continuous improvement are expected in all aspects of the College.**

Quality and continuous improvement in people, processes, services, initiatives, and projects are valued, encouraged, assessed and expected throughout the College.

### **Learning environments are created and nurtured to maximize personal success.**

Learning environments, including atmosphere, modes of delivery and physical spaces for students and staff, will be created and nurtured to support personal growth and success.

**Decision-making is collaborative and research based.**

Research, dialogue and formal and informal consultations will be the basis for major decisions at all levels of the College.

**Leadership is based on talent and vision.**

Individuals will be sought out to provide leadership based on their individual talents, abilities and understanding of Northwood Tech's future directions rather than their position in the organization.

**All individuals are valued.**

All individuals (staff, students, and community members) are valuable to the vitality of Northwood Tech. The talents of each are considered necessary for the College to fulfill its mission and aspire towards its vision.

**Students and staff are both teachers and learners.**

In Northwood Tech's collaborative learning environment, each individual is expected to be both a learner and a teacher. This belief enhances and expands the learning potential of everyone involved with the College.

**Diversity is respected and embraced.**

Diversity implies 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 at Northwood Tech as a means of enriching relationships and enhancing collaboration.

**Dialogue takes place in a safe, open, empathetic, and respectful environment.**

Since dialogue is used in a Learning College to make critical decisions and create shared understanding, it is imperative that individuals feel the environment is non-threatening and their contributions are welcome.

**Risk-taking is encouraged.**

As Northwood Tech's Learning College evolves, individuals and groups are encouraged to think out-of-the-box. Mistakes are OK – even expected – when trying new ideas.

#### 1.4 How to Resolve Conflicting Information

This Handbook is a general publication designed to cover all employees. It is possible that at times a conflict may arise between an item in this Handbook and an item in other legal agreements. In the event of any conflict between the provisions of this Handbook and the provisions in any legal agreement, please see the Human Resources office for clarification. Further, no handbook can cover all possible employment-related situations, so please discuss concerns or questions with your supervisor or Human Resources.



## 2 EMPLOYMENT

These provisions supersede all handbook versions developed prior and may not be amended or added to without the express written approval of the Vice President, Administrative Services/CFO.

### 2.1 Equal Opportunity – Employment and Education

The College will maintain a distinct equal opportunity program. All personnel actions, school-sponsored training, education, and social and recreation programs will be administered without regard to 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. This policy is adopted in compliance with mandated federal and state legislation.

Alleged acts of discrimination which violate federal and/or state laws or regulations and established College policies shall be reported directly to the College's Affirmative Action Officer/Director, Human Resources. All complaints will be investigated in a prompt and equitable manner through developed procedures.

Individuals who engage in discriminatory practices are subject to disciplinary action, including expulsion and/or termination.

*See G-111, G-111A & J-111A, G-113 & J121, G-113A & J-121A & J-220A and G-113B for related policies and procedures.*

### 2.2 Anti-harassment and Nondiscrimination Policy

The College has adopted a policy that states that unlawful harassment and discrimination is prohibited. The College expressly prohibits any form of unlawful harassment or discrimination based on race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, or status in any group protected by federal, state, or local law. Unlawful interference with the ability of the College's employees to perform their expected job duties and the ability of students to obtain educational goals is not tolerated. Please refer to the College's full policy/procedure regarding anti-harassment and non-discrimination for clarification and direction.

#### **Harassment and/or Discrimination Complaint Procedure**

Any employee who experiences any College-related harassment based on race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, or status in any group protected by federal, state, or local law, or believes that he or she has been treated in an unlawful, discriminatory manner should immediately report any such incident at the following address:

Director, Human Resources/Equal Opportunity/  
Affirmative Action Officer/Title IX Coordinator  
Northwood Tech Rice Lake Campus  
1900 College Drive, Rice Lake WI 54868  
Phone: (715)645-7042  
amanda.gohde@northwoodtech.edu

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

All complaints or reports of alleged acts or charges will be handled under the developed procedures that 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.

### **Unlawful Discrimination/Harassment/Sexual Harassment/Sexual Misconduct/Sexual Violence Complaints**

Northwood Tech Director, Human Resources serves as the Equal Opportunity/ Affirmative Action Officer and Title IX Coordinator and the central intake point for complaints of unlawful discrimination/harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or similar unwelcome conduct determined to deny a person equal access to the College's educational programs or activities. All charges of unlawful discrimination/harassment/sexual harassment/sexual misconduct/sexual violence including domestic violence, dating violence, stalking, and/or similar unwelcome conduct determined to deny a person equal access to the College's educational programs or activities will be investigated according to College procedure by the Director, Human Resources (or designee) or a supervised investigation will be delegated to other trained, responsible members of the College Leadership Team and/or outside legal counsel as appropriate.

If further information, interpretation, or advice is needed regarding prohibited harassment or discrimination or the complaint process, an employee should contact Human Resources.

*See G-112 & J-120, G-113 & J-121, G-113A & J-121A & J-220A and G-113B for related policies and procedures.*

### **2.3 Disability Accommodation**

The College is committed to complying fully with the Americans with Disabilities Act (ADA) and all other applicable federal, state, and local laws by ensuring equal opportunity in employment and education for qualified persons with disabilities. The College is also committed to not discriminating against any qualified employee, student, or applicant because of the individual's disability or perceived disability,

with the understanding that the employee can perform the essential functions and work-related responsibilities of the job.

The College also provides reasonable accommodation for qualified individuals with disabilities in accordance with these laws. Qualified employees with disabilities may make a request for reasonable accommodation to Human Resources. Cooperation is expected in the event any employee is asked to assist in the accommodation afforded another employee under this policy. The requesting employee and Human Resources, and in some instances the supervisor, will participate in an interactive process to determine viable accommodations, qualifications, and implementation, if appropriate. The College encourages individuals with disabilities to come forward and request reasonable accommodations. Supervisors are to refer all such requests to Human Resources who will respond to the request on behalf of the College and make the final determination in response to the request. To request an accommodation evaluation, please complete the Ergonomics/Accommodations Request Form.

### **Ergonomics**

Proper workplace ergonomics are critically important to reducing incident rates, lost workdays, and other occupation related injuries. The College offers and encourages an ergonomic evaluation to all employees. An evaluation involves observation of the employee performing typical tasks, then adjusting the workstation as needed (such as raising a chair or lowering a keyboard). To request an ergonomic evaluation, please complete the Ergonomics/Accommodations Request Form.

### **Return to Work Program**

The College supports return to work efforts following work-related employee injuries by providing temporary accommodations or changes in job duties. Accommodations are based on medical recommendations, and any changes in job function are determined in an interactive process involving the injured employee, the supervisor, and Human Resources. Supervisors are expected to allow and encourage employee participation in this program if an accommodation or change in job function is considered a viable substitute for lost time due to work-related injury.

*See G-111, G-111A and J-111A for related policies and procedures and cross references.*

## **2.4 Reporting Relationships — Employment of Relatives**

The College permits the employment of qualified relatives of employees or Board 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. However, 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 or Board members 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, 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 (a vacancy and qualifications must be met) without delay.

*See District Board Policy – District Board Members’ Code of Conduct (II.I.).*

## 2.5 Employment Applications

The College relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and ongoing employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the College's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment, regardless of the time elapsed before discovery.

## 2.6 Orientation and Onboarding Programs

The purpose of orientation and onboarding programs is to familiarize new employees with the College, its benefits and policies, including its commitment to equal opportunity employment and access. Employees are encouraged to ask questions during these programs to understand all the guidelines that affect and govern employment relationships with the College.

Orientation and onboarding programs are typically offered early in employment and are conducted by campus staff, division members, and members of other departments, including Human Resources and Institutional Effectiveness. A basic orientation content is hosted in Maestro, the College’s Learning Management System for employees. New employees are enrolled in the course upon hire and completion of the online course is expected within the first 30 days of employment. The programs, both online and in person contain important information regarding job expectations, performance requirements, basic College policies, including this Handbook, compensation and benefits programs, and other information and documentation that employees are required to complete for the College is shared with the employee. Supervisors are an integral part of the orientation and onboarding process and should ensure that new employees participate to the fullest in all orientation programs.

## 2.7 Job Descriptions and Task Lists

Human Resources maintains Job Descriptions and Task Lists for all budgeted positions. Job Descriptions and Tasks Lists should be reviewed by all budgeted employees and their supervisors at the time of hire, transfer, and at each performance review. Updates to an employee’s Job Description and/or Task List should be sent by the supervisor to Human Resources (for updates and recordkeeping), the division Vice President (for review), and the employee (for informational purposes).

Job Descriptions include job purpose, minimum qualifications, physical requirements, and a broad summary of key job responsibilities. Employees with the same job title should share a Job Description. If a shared Job Description is not achievable for an employee who shares a title with other employees, the supervisor of the position should consider changing the employee's title. Title changes should be reviewed with Human Resources and sent to the appropriate division Vice President, who will share with CLT for approval. Job Descriptions are stored on The Connection and in employee personnel files.

Task Lists contain specific job duties and detail percent of time spent on each task; therefore, each employee in a budgeted position should have his or her own Task List. Task Lists are stored on the private HR Team in Microsoft Teams and in employee personnel files.

The Job Description Questionnaire (JDQ) is used when a position is being reviewed for reclassification. The JDQ gathers information about the primary purpose of a position, areas of responsibility, and more to provide a detailed view of the role to an external consulting agency. The external agency then reviews the JDQ and provides a placement recommendation to the College.

## 2.8 Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job expectations, performance, and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted at mid-year and year-end to provide both supervisors and employees the opportunity to discuss expectations and job tasks, identify and correct areas for improvement, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals, including possible training and professional growth opportunities, including the professional development activities as communicated in the employee's professional development plan.

It is the responsibility of supervisors to assist their employees in identifying strengths and areas for improvement and create a Development Plan to help employees achieve their professional goals. Supervisors may counsel, coach, mentor, and provide written improvement plans such as a Performance Improvement Plan (PIP), if appropriate. PIPs detail the areas of improvement that are necessary for successful job performance and are acknowledged by the employee and supervisor. A PIP can be part of a discipline process, and failure to meet the expectations of the PIP could affect the individual's employment at Northwood Tech. Supervisors should coordinate the development of a PIP with Human Resources.

The performance evaluation process is housed in Maestro. The process begins annually with an employee/supervisor conversation surrounding goal setting. Mid-year, the employee and supervisor update progress on the goals and performance factors in each job area, and by August 15 each year the supervisor will provide comments/feedback on each of the employee's job areas along with reviewing the results of the employee's goals and development plan. The supervisor and employee should review and discuss the employee's job description and task list on at least an annual basis.

## 2.9 Recruitment Process

Administration determines staffing levels throughout the year. All new and vacated positions are reviewed to determine the appropriate number of staff and hours to achieve objectives.

The College seeks the most qualified individuals to fill permanent and temporary vacancies. It is an employee's responsibility to communicate his/her career interests and to demonstrate his/her qualifications. The annual performance review process and ongoing dialogue with supervisors are opportunities for the employee to communicate his/her career goals and for the supervisor to counsel the employee on skills, performance, and experience needed to be eligible for advancement. Internal candidates may be more qualified than external candidates because of invested energy, effort, and interest in Northwood Tech specific skills, software, processes, professional development, and training. However, internal Northwood Tech experience and qualifications do not guarantee selection over a more qualified external candidate.

When staffing opportunities arise, qualified applicants must meet the minimum hiring qualifications for the position, including any credentialing or Faculty Quality Assurance System (FQAS) requirements, be capable of performing the essential functions of the job with or without a reasonable accommodation, and, if an internal candidate, be in good standing in terms of overall work record, including attendance. There is no requirement for posting or advertising a vacancy. There is no guarantee that any applicant, internal or external, will be granted an interview or that the vacancy will be filled. The decision to fill a vacancy will be based on the qualifications of the candidate and the needs of the College.

The recruitment process complies with all College policies and procedures as well as state and federal anti-discrimination/non-harassment requirements and is intended to provide adequate resources and time for the College to secure the most qualified candidates. Human Resources will prepare and coordinate recruitment activities based on the Job Requisition, including communication of the vacancy, advertising, and/or other actions.

## 2.10 Job Transfers, Promotions and Temporary Assignments

The College authorizes temporary and permanent job transfers and promotions based on operational needs. The decision to fill a position with a current employee through job transfer, promotion, or temporary assignment is solely the College's decision. Temporary assignments, transfers, or promotion opportunities may be posted at the discretion of the College.

If an employee turns down a permanent transfer assignment, which is a term of employment, the employee may be required to vacate the position.

## 2.11 Reduction In Force

The College strives to provide a stable and secure environment in which to work. Under certain circumstances, it may be necessary to eliminate positions due to budgetary needs, program reductions, reorganization, or other business needs.

The College President and the College Leadership Team shall determine which position(s) will be eliminated for reasons unrelated to the employee's performance. Any position(s) so identified should least affect the philosophy, missions, and goals of the College. Employees will be given at least sixty (60) days' notice prior to the end date that his/her position is going to be eliminated.

Northwood Tech is not restricted from permanently or temporarily laying off a person, an entire classification/department or any part thereof on a temporary basis not to exceed five (5) working days due to a mechanical breakdown, financial difficulties, acts of nature, civil disorder, or other acts over which the College has no control.

The College shall ensure that the recommended position elimination is based on a business purpose and complies with all antidiscrimination statutes, regulations, policies, and procedures. Employees laid off because of position elimination may apply for any position for which they are qualified. An eliminated position shall not be reinstated without written documentation that describes the changes to the College business that necessitates such action.

*See G-153A for related procedure.*

## 2.12 Access to Personnel Files

The College maintains official personnel files on each employee with the objective to catalog and record employment information related to the employee. These files contain documentation regarding various aspects of the employee's employment with the College, such as the employee's job application, performance appraisals, disciplinary warning notices, and other employment records. The employee should be made aware of and familiar with documents regarding his/her employment that are placed in his/her personnel file.

Personnel files are confidential and are the property of the College, and access to the information is restricted. Generally, only supervisors, Human Resources personnel, and management of the College who have a legitimate reason to review information in a file are allowed to do so. An employee may review documents within his/her own personnel file in accordance with applicable state laws. An employee interested in reviewing his/her personnel file should contact Human Resources.

Altering, removing, or destroying any personnel records pertaining to any employee, former employee, or applicant is prohibited unless otherwise directed by the College's record retention policy or other policies or practices.

*See C-481 and C-481A for related policies and procedures.*

### 2.13 Management Rights

The Northwood Tech Board of Trustees (the Board) and Administration, as delegated by the Board, possess the sole right to operate the College with all management rights, subject to applicable law. These rights include, but are not limited to, the following:

1. To direct all operations of the College;
2. To establish work rules, schedules of work, class schedules, workloads, and locations;
3. To hire, promote, demote, train, transfer, suspend, schedule, assign, lay off and separate from service employees and to set the quality standards and procedures and processes for employee evaluation including judgment of performance.

Other than the President or designee, no one from the College has the authority to enter into any agreement for employment for any specified period or to make any promises or commitments regarding employment. Further, any employment agreement entered into by the College is not enforceable unless it is in writing.

### 2.14 Work Stoppage Prohibited

Employees shall not engage in, authorize, condone, assist, sanction, or support any strike or slowdown, or withhold, in full or in part, any services authorized by their employment. In the event of a violation of this section, the College may take whatever disciplinary action is deemed appropriate.

### 2.15 Separation of Service and Exit Interviews

Although the College hopes the relationship with employees is long-term and mutually rewarding, the College and employee both have the right to terminate or end the employment relationship at any time unless prohibited by applicable law or College policy. As mentioned elsewhere in this Handbook, except where state law applicable to an employee provides otherwise, all employment relationships with the College are subject to termination.

Exit checklists and interviews with Human Resources and the employee's supervisor may be scheduled/completed for exiting employees after a supervisor and/or Human Resources receives notice of resignation or intent to retire. Interviews are generally conducted via confidential electronic survey. The purpose of the exit checklist and interview is to ensure that all necessary forms are completed, to collect all College property that may be in the employee's possession (e.g., College credit cards, computers, and keys), to elect future contact from the College for events, including the Foundation activities, and to provide the employee with an opportunity to discuss his/her job-related experiences.

*See G-136 for related policy.*



## 2.16 Bridge in Service

It is the policy of Northwood Tech to consider rehire of former employees who voluntarily or involuntarily separate employment. If a person is rehired within six months of separation, the College will honor a bridge in service. Employee will retain his/her original date of hire and rate of pay. If rehired in a new fiscal year, employee will retain most recent rate of pay plus calculated pay increase. Leave balances will be calculated based upon original date of hire but will be prorated to account for time of separation. If rehired into a different position, appropriate adjustments will be made to rate of pay and leave balances. Employee is eligible for health and other benefits effective the first of the month following reinstatement.

## 2.17 Worksite Location

The College determines an employee's worksite based upon business necessity, feasibility, and viability of instructional, operational, and financial programs and objectives. The College will consider voluntary requests for a change in worksite location; however, approval is not guaranteed. These requests will be for positions that support Collegewide organizational functions, instructional assignments, and/or other strategic objectives, and consideration is intended for full-time staffing needs. Each request for a change in worksite location will be evaluated on a case-by-case basis and must meet all criteria established per policy.

## 2.18 Job Classification

It is the policy of the College to have a position classification system including salary plans for each employee group. Each salary and classification plan contains ranges for the positions within each employee group. The College will periodically update salary and classification plans using comparative data from both internal and external sources. Positions are classified based on benchmarks and are slotted according to internal and external data including education, experience, responsibilities, and duties for the position. Movement in the ranges is not automatic and shall be approved by College Leadership Team in conjunction with Human Resources.

If job responsibilities of a position change by 30 percent or more, a reclassification of the position may be necessary.

# 3 COMPENSATION

## 3.1 Classifications of Employment

It is the intent of the College to clarify the definitions of employment classifications so that an employee understands his/her employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either non-exempt or exempt per federal and state wage and hour laws.

### **Non-Exempt Employees**

Employees who are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable federal and state wage and hour laws.

### **Exempt Employees**

Employees who are not required to be paid overtime, in accordance with applicable federal and state wage and hour laws, for work performed beyond forty (40) hours in a workweek. Administration, management, professional employees, and certain other employees in administrative positions are typically exempt.

An employee will be informed of his/her initial employment classification as an exempt or non-exempt employee during the hiring process. If an employee's exempt or non-exempt status changes as a result of a promotion, transfer, or change in position, Human Resources will notify the employee.

In addition to the above classifications, employees may also be designated as full-time, part-time, or temporary.

### **Full-Time Eligible Employees**

Management, Support and Technical Personnel, Career Specialists, Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Counselor/Accommodation Specialists, and Instructional Designers

- 1560-1950 hours per year

Counselors and Accommodation Specialists

- 1064-1950 hours per year

Instructors and College Health Nurses

- 1064-1330 hours per year

Custodians

- 1664-2080 hours per year

### **Part-Time Employees**

Employees consistently scheduled to work less than 80% of a full-time schedule.

### **Temporary Employees**

Employees engaged to work full-time or part-time without a guarantee of specific hours or projects.

Employees should direct any questions regarding employment classifications or exemption status to Human Resources.

## **3.2 Work Schedules**

Week

A week is equivalent to the following work hours:

- 37.5 hours for Management, Support and Technical Personnel, Career Specialists, Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Counselor/Accommodation Specialists, and Instructional Designers (excludes meal periods)
- 35 hours for Instructional Staff, Counselors, Accommodation Specialists (excludes meal periods)
- 30 hours for College Health Nurses (excludes meal periods)
- 40 hours for Custodians (includes meal periods)

Northwood Tech defines the workweek as Saturday through Friday for all employees except Custodians whose workweek is Monday through Sunday. Work schedules for full-time and part-time employees, including start and end times, meal periods and breaks, are set by supervisors and may be adjusted based on College need. A non-exempt employee is to be at his/her workstation at the authorized start time, not before the authorized start time, or beyond the authorized end time. A non-exempt employee must receive prior approval from his/her supervisor to alter his/her work schedule in any way, including arriving early or late, leaving early, staying late, or changing approved break or meal schedules. In accordance with applicable federal and state laws, non-exempt employees must be compensated for all time worked. Work schedules are established based on service needs and may be changed from time to time at the discretion of the College and will be announced as far in advance as possible.

Non-exempt employees required to work on a holiday as established by the College shall receive pay at two times his/her regular base hourly rate for hours worked on a scheduled holiday. Exempt employees required to work on a holiday established by the College will be allowed to offset those hours worked against future scheduled hours if approved by his/her supervisor.

*Please see G-155 and G-155A for related policies and procedures.*

### 3.3 Recording Work Hours – Non-Exempt Employees

It is the policy of the College to comply with applicable laws that require records to be maintained of the hours worked by non-exempt employees. To ensure that accurate records are kept of the hours actually worked (including overtime as applicable) and to ensure that non-exempt employees are paid in a timely manner, all full-time non-exempt employees will be required to record any extra hours worked and/or absences using the College's electronic time keeping system. Any change to an employee's work schedule must be pre-approved by his/her supervisor. All hours/leave must be requested and approved no later than during the current payroll period of the request.

Supervisors are responsible to ensure employees are working according to schedule and paid accurately. If corrections or modifications are made to the time, schedule, or hours of the employee, both the employee and the supervisor must verify the accuracy of hours/pay.

Altering, falsifying, or tampering with time records including failing to record leave or hours in a timely manner, or recording time on another employee's time record, is grounds for disciplinary action.

### 3.4 Overtime Pay/Compensatory Time – Non-Exempt Employees

If an employee is classified as non-exempt, he/she will receive compensation for pre-approved hours worked beyond his/her normal schedule or compensatory (comp) time in lieu of monetary payment for such hours. A non-exempt employee requesting to change his/her work schedule or requesting to work additional hours must obtain pre-approval from his/her supervisor. A non-exempt employee can choose the method of payment for additional hours worked as approved by his/her supervisor. It is the responsibility of the employee and supervisor to track the accumulation and utilization of comp time.

1. The employee will be paid straight time (regular hourly rate of pay) for all hours worked up to 40 in a given workweek.
2. Comp time (1 hour for 1 hour) is available in lieu of monetary compensation for hours worked beyond an employee's regular assigned hours up to 40.
3. The employee will be paid one and one-half times his/her regular hourly rate of pay for all hours worked over 40 in a given workweek.
4. Comp time (1 ½ hours for 1 hour) is available in lieu of monetary compensation for hours worked over 40.
5. "Hours worked" does not include any type of paid or unpaid leave. College recognized holidays will be considered time worked for purposes of calculating overtime for Custodians only.
6. The maximum accumulation of comp time at any one time shall not exceed 22 ½ hours for Support and Technical Personnel and 24 hours for Custodians, unless there is an extenuating circumstance that necessitates exceeding this maximum, and is agreed to in advance and approved in writing by the supervisor and Human Resources. All unused comp time will be liquidated by payment per the supervisor's request at the appropriate rate at the end of each calendar year.
7. The employee shall coordinate utilization of accrued comp time with his/her supervisor taking into account the business needs of the department.

Supervisors will attempt to provide reasonable notice when the need for overtime work arises. Advance notice may not always be possible. **Overtime work must always be approved by a supervisor before it is performed.** Requests for comp time and/or overtime may not always be approved but will depend on department needs including budget limitations. The employee will receive payment for overtime on the pay date corresponding to the period such overtime is worked, providing that the time entry has been properly prepared and approved by the supervisor in a timely manner.

### 3.5 Pay and Pay Dates

The College provides a competitive compensation program. Human Resources will provide official communication to the employee regarding his/her compensation. The College pays salary and wages bi-weekly via direct deposit. An employee's pay will include earnings for all work performed in the corresponding pay period according to the time record. If a scheduled pay date falls on a College-observed holiday, the employee will be paid on the day preceding the holiday. In the event the College overpays an employee, an employee resigns, or the employee is otherwise unable to perform his/her assigned duties, the employee will reimburse the College for any overpayment.

### 3.6 Payroll Deductions

All required deductions, such as federal, state, and local taxes, and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from the employee's pay. The College makes every effort to ensure that an employee's compensation is accurate. Normal deductions required by law or College policy or authorized by the employee will be taken from the gross amount of the employee's compensation. The type of deduction is noted on the pay advice. All employees are advised to check his/her pay advice carefully to ensure that it is accurate. Employees may access his/her pay advice through the MyNorthwoodTech portal.

The College complies fully with both state and federal wage and hour laws and regulations. Any employee who believes that an improper deduction has been taken should contact the payroll office immediately, who will review the matter and inform the employee of the outcome of that review. If an improper deduction has occurred or an authorized deduction has not been made, the College will make the proper adjustment to the employee's pay on the next pay date.

### 3.7 Inclement Weather

The College is generally open for business, regardless of weather conditions. However, weather conditions may prevent employees from getting to work or cause them to arrive late. When inclement weather conditions exist, it is the responsibility of each employee to find out if the College is officially closed due to inclement weather. All employees will be notified through the Northwood Tech Alert System. Employees are expected to make every reasonable effort to report to work when the College remains open during inclement weather. The supervisor must be notified by an employee if he/she is unable to get to work or expects to be late. If the closed campus is the home campus of the full-time employees, they will be paid. Part-time employees would not be paid but they can request to reschedule lost work time with their supervisor's approval. A full-time employee may delete a prior voluntary leave entry if there is a College closure during his/her requested leave period.

Pay will not be deducted from full-time Faculty scheduled to teach an overload course assignment or part-time Faculty scheduled to teach course assignments during times when the College is officially closed.

*Please see G-155, G-155.1, and G-155.1A for related policies and procedures.*

### 3.8 College Business Travel

The College will reimburse employees for expenses incurred while on approved College business. Reimbursement for such expenses shall be made in accordance with the specific requirements of College policies.

*Please see G-152, G-152A, G-152.2, G-185 and G-185A for related policies and procedures.*

### 3.9 Meal Periods and Rest Breaks

The College will provide a minimum of 30 minutes for a meal period if a non-exempt employee is scheduled to work six or more consecutive hours. Meal periods are usually scheduled during the middle of the employee's workday. All meal periods are unpaid except for Custodians, who receive a paid 30-minute meal period. If a Support and Technical Personnel employee requests to work through his/her meal period, pre-approval must be obtained from his/her supervisor with consideration of minimizing compensatory and overtime costs. Employees are free to leave the premises during meal periods unless work duties are required. If work duties are required, the meal period is paid, and the employee is required to remain on the premises. Meal periods cannot be combined with breaks or taken at the beginning or end of the 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 day. Rest breaks not taken cannot be carried over into another day. Missed rest breaks do not qualify for compensatory or overtime pay.

An employee must receive prior approval from his/her supervisor to alter his/her work schedule, including times for breaks or meal periods to ensure adequate coverage is provided during the workday.

*Please see G-155 and G-155A for related policies and procedures.*

### 3.10 Call In Requests When Not Scheduled

To serve the needs of the College, non-exempt employees may be called in and requested to work when not scheduled. If this occurs on a weekend or evening, the employee will be paid straight time for hours worked up to 40 or time and one-half for hours worked that exceed 40 hours in a workweek. If the call in request occurs on a scheduled holiday, the non-exempt employee will be paid holiday pay plus straight time for the hours worked up to 40 hours and time and one-half for hours worked that exceed 40 hours in a workweek. Only actual hours worked count toward the calculation of overtime. If called in, Custodians and non-exempt Technology Services Division staff will be paid a minimum of two hours. Work will be determined by the supervisor. Hours worked and/or paid will be calculated as part of the workweek for overtime purposes. Employees are not required to be on-call or on standby. Supervisors will determine staffing by availability.

*Please see G-155 and G-155A for related policies and procedures.*

### 3.11 Flexible Scheduling

The College supports flexible scheduling for employees depending on the department needs. Not all requests for flexible scheduling are approved. Some positions may not be appropriate for flexible work schedules; these positions will be identified and communicated to the staff by the supervisor. Certain times of the year may be more conducive to a flexible work schedule than others for some positions. A

flexible schedule can be changed at any time due to College and/or department needs and is not to be interpreted as a permanent work schedule.

*Please see G-155 and G-155A for related policies and procedures.*

### 3.12 Remote Work

The College allows employees to work partially or fully remote when appropriate and approved by the supervisor and division Vice President. The employee and supervisor should work together to complete and submit a Remote Work Packet prior to the employee working offsite.

Supervisors will consider the resources needed by the employee to complete his/her daily tasks, the service and communication level expectation of the employee's customers, impact on the employee's department team members, employee's performance and productivity, and the safety and security of the employee and College before approving or denying any remote work requests. Employees are expected to follow all rules, policies, and safety guidelines when working remotely or on campus. The ability to work remotely may be denied by the supervisor, division Vice President, or Human Resources at any time if the employee fails to work productively and safely in an offsite environment or if the employee cannot meet the requirements outlined in the Remote Work Agreement. Questions regarding remote work should be directed to Human Resources. To work remotely, employees must agree that they have an ergonomic space to conduct work, understand the College's expectations regarding the usage of technology, and will communicate and work effectively in an offsite environment.

Employees are required to maintain a professional work environment when working remotely. This means maintaining the ability to communicate with internal and external customers and participate in conference calls without distraction or interference. Any potential disruptions in a remote office should be proactively addressed.

Employees working partially remote may be required to share an office space while working on campus. Shared office spaces should be kept free of clutter and should not be decorated.

*Please see G-155, G-155A, and the Remote Work Packet for related policies and procedures.*

### 3.13 Increases to Salary and Wages

The College supports a compensation program that is designed to attract and retain individuals with diverse, high quality skills and abilities. The College will review the budget each fiscal year to consider if increases to salaries and wages for employees are feasible. The College will review the financial status of the budget, student enrollments, funding from grants and tax dollars received, Cost of Living Adjustments (COLA), and Consumer Price Index (CPI) in determining if any recommendations for a change in salaries and wages will be made. The College does not guarantee that an employee will receive an increase each year. Those employees covered under Union contracts will have adjustments to base wages decided through the negotiation process, which includes Board review and action. The goal of the College is to implement any changes to salaries and wages with the beginning of each fiscal year

as monies are available and approval is granted by the Board of Trustees. Wage Range Tables are established for each employee group classification with grades and ranges that structurally align with each other.

An employee's individual progression is partially dependent on the employee's status in his/her professional development plan. The College Leadership Team will review compensation related practices and procedures regularly to define relevancy and appropriateness to the operations of the College on an ongoing basis.

### 3.14 Criminal Background Checks

The College will perform criminal background checks on final candidates for all positions excluding student workers. 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 Northwood Tech. Candidates must complete a Request Authorization and Consent for Background Check Form as part of the job offer process that authorizes the College to conduct a criminal background check.

The College may conduct criminal background checks on current employees.

Human Resources will review state, county, and federal background information as appropriate.

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/her job or potential job in a safe and efficient manner.

If any of these conditions are present, an applicant may not be hired, or a current employee may be terminated for cause from employment with the College. A conviction does not automatically preclude an applicant from being hired nor does it automatically result in employment termination of a current employee.

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 on a need-to-know basis to those that need it to perform their assigned job responsibilities.

*Please refer to Appendix 2 – Compensation for more information on compensation.*



## 4 EMPLOYEE BENEFITS AND LEAVES OF ABSENCE

### 4.1 Employee Benefits Program

The College has established a variety of employee benefit programs. Benefit programs are described in more detail in Appendix One and the appendices, summary plan description documents posted on The Connection, and master contracts maintained by Human Resources. If information in this Handbook and the College's summary plan descriptions contradicts information in the master contracts or master plan documents, the master contracts/documents shall govern in all cases.

The College provides a competitive benefit program. It is the College's intent to continue to offer such a benefit program; however, the College reserves the right to amend or end any of the programs based on business or financial reasons and will provide as much advance notice as possible of such changes. Whenever an amendment is made to the College's benefit program, plan participants will be notified.

### 4.2 Workers' Compensation Insurance

The College provides a comprehensive workers' compensation insurance program. This program covers injuries or illnesses sustained in the course of paid Northwood Tech employment that require medical, surgical, or hospital treatment.

An employee who sustains a work-related injury or illness must inform his/her supervisor and the Safety Office immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately, and appropriate paperwork is completed according to College procedures. This will enable an employee to participate in and receive the support and services necessary for recovery and return to work.

Questions regarding workers' compensation should be directed to Human Resources.

### 4.3 Family and Medical and Military Family Leave

The College will grant family and medical and/or military family leave under the Family and Medical Leave Act (FMLA) to qualified employees in accordance with federal and state requirements. The College will also comply with any provisions of state law that mandates greater family or medical leave rights than the rights established by federal FMLA. The College administers the federal FMLA on a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Federal and Wisconsin FMLA will run concurrently to the extent provided by law. Supervisor and employee are required to notify Human Resources of the leave circumstances that may qualify for FMLA benefits as soon as they are aware of the circumstances.

#### **Eligibility**

To be eligible for federal FMLA leave, the employee must meet all requirements:

1. Work at a worksite with 50 or more employees within a 75-mile radius

2. Have worked for the College for at least 12 months (these months need not be consecutive); and
3. Have worked at least 1,250 hours in the 12-months immediately preceding the leave; and

To be eligible for Wisconsin FMLA leave, the employee must meet all requirements:

1. Have worked for the College for 52 consecutive weeks and at least 1,000 in the 12 months prior to leave.

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, if approved, employee's rights and responsibilities while taking FMLA leave. The College will inform employees requesting leave whether they meet the eligibility requirements for state and/or federal 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 12 months (measured backward from the date an employee uses any FMLA leave) for one or any combination of the following reasons:

1. The birth of a child, or placement of a child with you for adoption or foster care;
2. Your own serious health condition;
3. Because you are needed to care for your spouse, child, or parent due to his/her serious health condition;
4. Because of a qualifying exigency arising out of the fact that your spouse, son or daughter, or parent is on covered active duty or call to covered active duty status with the Armed Forces;
5. Because you are the spouse, son or daughter, parent, or next of kin of a covered service member with a serious injury or illness.

Further, employees are entitled to take up to 26 weeks unpaid leave to care for the employee's spouse, child, parent or next of kin who is a covered service member that incurs or aggravates a serious illness or injury while in the line of duty on active duty. This leave is available only during a single 12-month period and is available on a per-covered service member, per-injury basis. In certain instances, this leave may be combined with all other FMLA leaves, limiting the employee's FMLA leave entitlement for all purposes to no more than a total of 26 weeks of leave during the single 12-month period. Note: the FMLA definition of a serious illness or injury is distinct from the FMLA definition of a serious health condition.

Wisconsin law allows employees to take the following leaves in a calendar year:

1. Up to 6 weeks of family leave for the birth, adoption or foster care of a child;
2. Up to 2 weeks family leave to care for a child, spouse, domestic partner, parent or parent-in-law (including a domestic partner's parent) suffering from a serious health condition; and
3. Up to 2 weeks medical leave for an employee to care for his/her own serious health condition.

Any employee who has a situation that may qualify for family medical/military leave should contact Human Resources for further information about rights and responsibilities under both laws.

Please see Appendix One for additional information on benefit programs for each specific employee group including details on benefit eligibility; Medical, Dental, Vision, Short Term Disability, Long Term Disability, and Life Insurance; Flexible Savings Accounts and Health Savings Accounts; Bereavement Leave, Jury Duty, Vacation, Holiday, Personal Leave and Sick Leave.

See G-155.3 and G-155.3A for related policies and procedures.

#### 4.4 Leave for Active Military Service

The College complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) with regard to employees who undertake military service. USERRA addresses reemployment, discrimination, and health insurance continuation. Information regarding USERRA can be found on the US Department of Labor's website at <https://www.dol.gov/agencies/vets/programs/userra>.

*Please refer to Appendix 1 – Benefits for more information on benefits.*

## 5 EMPLOYEE CONDUCT

### 5.1 Employee Performance and Discipline

Supervisors should provide feedback to employees on an ongoing basis throughout the year, not only during the formalized review cycle. It is the responsibility of the supervisor to assist his/her employee to identify strengths and areas for improvement and develop an individualized learning plan that is coordinated with the Professional Development Plan for the employee's specific employment group to achieve his/her professional goals. The supervisor should counsel, coach, mentor, provide written improvement plans, and/or develop a Performance Improvement Plan (PIP) as needed. PIPs detail the areas of improvement that are necessary for successful job performance and are acknowledged by the employee and supervisor. Failure to meet the expectations of the PIP could affect the employee's employment at Northwood Tech. Supervisors should coordinate the development of a PIP with Human Resources.

The completed annual employee performance review, signed by the employee and supervisor, shall be submitted timely to Human Resources following the end of the fiscal year to be placed in the employee's personnel file. The procedures and schedule for each employee group are described in their respective Employee Performance System manual.

*See G-136 for related policy, Oral Warning and Counseling of Performance Deficiency, Written Notice of Performance Deficiency and Final Written Notice of Performance Deficiency forms.*

### 5.2 Personal Appearance and Demeanor

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that the College presents to students and visitors. An employee's attire should

be appropriate for his/her position, and the supervisor will provide direction and clarification in this regard.

### 5.3 Absenteeism and Tardiness

To maintain a safe and productive work environment, the College expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on our students, other employees, and on the College. The supervisor must be notified prior to the starting time on each day of an absence, unless granted an authorized leave. Failure to properly notify the College results in an unexcused absence. Absenteeism or tardiness that is unexcused or excessive in the judgment of the College is grounds for disciplinary action.

*See G-155, G-155A, and G-155.1 for related policies and procedures.*

### 5.4 Ethics and Appropriate Conduct

The successful operation and reputation of the College is built upon the principles of fair dealing and ethical conduct of Northwood Tech employees. The reputation of the College for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of the College is dependent on the trust of the public and taxpayers, and the College is dedicated to preserving that trust. Employees owe a duty to the College to act in a way that will merit the continued trust and confidence of the public.

The College will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with an employee's supervisor or member of College Leadership Team for advice and consultation.

As an integral member of the College team, employees are expected to accept certain responsibilities, to adhere to acceptable business principles in matters of personal conduct, and to exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that employees refrain from any behavior that might be harmful to them, to coworkers, and/or to the College, or that might be viewed unfavorably by current or potential students or by the public at large.

An employee's conduct reflects on the College whether on or off duty. Employees are, consequently, encouraged to observe the highest standards of professionalism and ethics at all times.

If an employee's performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the College, based on violations either of the above or of any other College policies, rules, or regulations, the employee will be subject to disciplinary action.

*See G-183 for related policies and procedures.*

## 5.5 Confidentiality of Information

It is the policy of the College to ensure that the confidential information, operations, and affairs of the College, our students, and customers are kept confidential to the greatest possible extent and in compliance with Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). 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 College or 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 are to be referred to College Leadership Team.

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

*See C-481 and C-481A for related policies and procedures.*

More information on FERPA:

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

More information on HIPAA:

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

*See J-113, J-113A for related policies and procedures.*

## 5.6 Conflicts of Interest

College employees should not allow personal and economic interest to influence actions and/or decisions related to the welfare of 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 or with the intent to obtain advantage for him/her or for another, nor should a College employee use his/her position to obtain financial gain for him/her, immediate family or personal or related business.

A College employee shall not use his/her position to obtain information, data, salary or other compensation from the College other than for the position for which he/she is employed and shall not use the College's facilities, equipment, or supplies or use the prestige or influence of his/her College's position for personal gain.

A College employee shall not accept, as a private gain or advantage, money or anything of value from a business for the performance of an act required as part of his/her official duties, unless accepted in the name of the College or Foundation. College employees are not permitted to solicit or accept fees, honorariums, or reimbursement of expenses for personal gain from outside sources when performing official duties of the College such as attending meetings, presentation of papers, talks, demonstrations or making appearances. Any fees, honorarium, or reimbursement of expenses which may be offered in connection with an employee's services, shall be paid to the College providing the College is reimbursing the individual for these same services. Fees and honorariums paid for papers, talks, demonstrations or appearances made by a College employee on his/her own time and not directly part of his/her official duties, shall not be in violation if payment is not from a business that is subject to direct or indirect control, review, audit or enforcement by the College, or in any way provides services, goods, or materials to the College.

A College employee may not use confidential information including employee, student, or community information gained in the course of or by reason of his/her public position or official activities other than in the discharge of his/her official duties.

A College employee is not prevented from accepting outside employment or following a pursuit that in no way interferes or conflicts with the full and faithful discharge of his/her duties to the College. Any employee in the discharge of his/her official duties who may be involved in an activity which may or may not be a conflict, may submit a written request describing such matters to the College President or designee for clarification. In the event it is determined an employee is in violation, appropriate discipline will be taken.

*See G-183 for related policies and procedures.*

## 5.7 Outside Employment

An employee may hold a job with another organization as long as he/she satisfactorily performs his/her job responsibilities with the College. All employees will be treated consistently and measured by the same performance standards and will be subject to the College's scheduling demands, regardless of any existing outside work requirements.

If the outside employment presents a conflict of interest, including use of College resources, resulting in an adverse impact on the College, or if the College determines that an employee's outside work interferes with performance or the ability to meet the requirements of the College, the employee may be asked to terminate the outside employment if he/she wishes to remain with the College.

## 5.8 Workplace Searches and Surveillance

To safeguard the property of employees, students, and the College, and to help prevent the possession of unauthorized weapons, the possession, sale, and use of illegal drugs on the College's premises, the

College reserves the right to search any College phone, computer, computer software or equipment or any employee's office, desk, files, locker, vehicles, or any other area or article on the College's premises. It should be noted that all offices, desks, files, lockers, and so forth, are the property of the College, and may be used only during employment with the College. The College may utilize surveillance systems, including cameras, at all locations.

Employees working on, entering, or leaving the premises who refuse to cooperate in an inspection as well as employees who, after the inspection and investigation, are found to have used College property for unauthorized purposes or to be in possession of stolen property, unauthorized weapons, or illegal drugs, may be subject to disciplinary action.

*See J-301 for related policies and procedures.*

## 5.9 Workplace Investigations

It may be necessary for the College to conduct an internal investigation. Each employee must fully cooperate and be completely honest if asked to participate in such an investigation. Failure to do so will result in disciplinary action.

## 5.10 College E-mail, Internet, and Other Telephonic Communications Systems and Resources

It is the policy of the College that its facilities be used to fulfill its mission of teaching and public service. Northwood Tech facilities are not available for unrestricted use for other purposes. Persons authorized to access Northwood Tech's facilities, including its internet facilities, are responsible for maintaining the privacy and security of these facilities, which include electronically stored data and software.

As is the case for other similar College facilities and resources, telephone services, computing, campus mail, internet use, electronic mail, and network facilities are not intended for personal use; they are not provided as a medium for free expression when unrelated to the academic programs or operations of the College.

Email is the official means of communicating with College employees.

All users must use computing equipment, software, and network access in a manner consistent with appropriate College policies. Communications that violate federal, state, local, or international laws are unacceptable. Activities that interfere with the ability of others to complete scheduled work and/or make effective use of work programs are prohibited. Employees may be subject to criminal prosecution if unauthorized information/data is accessed or released or if passwords are disclosed to others to gain unauthorized access to information, or adequate care in maintaining system security or other similar activities is not exercised. Using the network in a harmful or harassing manner is prohibited.

The use of the internet network is a privilege, not a right, which may be revoked at any time for misuse such as abusive conduct, the placing of unlawful information on a system, and/or the use of abusive or

otherwise objectionable language in either public or private messages. If guidelines or federal, state, local or international laws are violated, users will be subject to disciplinary action.

The College policy is not meant to be an exhaustive list of acceptable uses of the Northwood Tech Network. The College Leadership Team is the final authority on questions of acceptable use of the Network. Until an issue is resolved, questionable use should be considered unacceptable use. All users are expected to take all reasonable measures, given the constraints of technology and management practices, to ensure that traffic entering Northwood Tech from other networks conforms to this policy. The Northwood Tech Network should not be considered a secure network and should not be relied upon for transmitting confidential or sensitive information.

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 Northwood Tech encourages staff to join a global conversation, it is important to understand what is recommended, expected and required when Northwood Tech-related topics are discussed, whether or not the employee is at work.

Staff accessing the internet, instant messaging and social networking sites for non-College personal use are to limit their access to non-work times such as breaks and lunch.

A software application known as Aristotle is part of the Northwood Tech computer network system. This program enables the College to make better informed decisions regarding technology related hardware and software purchases and their deployment. The primary functions of the program will be used to monitor and report on: 1) computer hardware – actual hours of device utilization (including by whom, when, where, and for how long); 2) systems & application usage – network usage, cumulative software license utilization (Collegewide, historical, and real-time); and 3) policy compliance – can be used to monitor compliance with the Internet Acceptable Use Agreement. All computers provided to employees for Northwood Tech business, as well as any computers available to students and/or the public that are owned by the College, will be subject to this software.

*See G-187, G-187A, C-103, and C-103A for related policies and procedures.*

### 5.11 Intellectual Property Rights

The College encourages and supports the creative and intellectual efforts of its faculty and staff. The College has created a policy, applicable to all faculty and staff, intended to clarify what constitutes copyrightable work and the intellectual property rights of the individual and the College.

*See Technology Acceptable Use Handbook.*



### 5.12 Visitors in College Facilities and on College Property

The College's facilities are authorized for public use in designated areas according to approved procedures as long as an unsafe situation or condition is not created, and the primary purpose of authorized teaching and learning is not impeded. For the safety and security of visitors, campus locations may require that all visitors sign in at the time of arrival to the campus location and may be required to obtain permission to utilize meeting space at the locations. If there is an emergency, staff will know to include the visitors as part of emergency procedures.

### 5.13 Solicitations and Distributions of Literature

In order to ensure that an employee's work and other College operations can be conducted in an efficient manner, it is important to observe the following rules concerning solicitation, the distribution of literature and other materials, and building access.

- Non-employees may not engage in solicitation of employees or distribution of any kind to employees at any time without prior approval of the President or designee.
- Solicitation of employees by other employees, and/or the distribution of literature or other material between employees, is limited to the employee's non-working time and physically limited to employee break room/area only, unless it is for the Foundation.
- The term, "working time" means time when the person doing the soliciting or distributing, or the person being solicited or receiving the distribution is or should be working.
- The term, "work area" includes any area where work is regularly performed, but does not include the lunch room or other recognized non-public areas of the College used for employee breaks.
- Utilization of College email is prohibited for non-College activities.

*See C-105 and C-131 for related policies and procedures.*

### 5.14 Bulletin Boards

The College's bulletin boards are used to communicate official College information unless specifically designated by Human Resources or College Leadership Team for employees to post non-College materials. Additionally, the College has created an electronic site, Northwood Tech Staff Bulletin Board on Facebook for posting non-College materials. Employees and outside parties are prohibited from distributing literature and soliciting other employees except as stated in the College's solicitation and distribution of literature policy.

*See C-105 and C-131 for related policies and procedures.*

### 5.15 Facility Usage

Recognized political groups and candidates for public office are permitted to use College facilities provided the facilities are available, request procedures are followed, and the primary objective of teaching and learning is not disrupted. College procedures provide for one public meeting on behalf of

each recognized candidate for public office during any election year. During a general election year, each political party may use Northwood Tech facilities for one public meeting on behalf of its candidates for national office and one public meeting for state office candidates. Such meetings should conform to the Open Meeting Laws and provide audience participants with the opportunity to ask questions and/or react at the conclusion of presentations.

Students or staff wishing to engage in political activity or petitions on campus are responsible for obtaining permission from the Dean of Students (students) or the local Campus Administrator (staff). Students are expected to adhere to student conduct and to the designated campus locations' expectations. Other uses beside political activity are also described in C-131 Facility Usage.

*See C-131 for related policy.*

## 5.16 Political Activities

Employees are free to engage in political activity outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships, or College operations. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that actions and positions are not attributed to the College. College resources may not be used for promoting a particular candidate or political party or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

**Definition of College Resources:** Employees may not use College resources for political activities. College resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards, and other public spaces.

**Definition of "Political" Activities:** The following guidelines are not exhaustive but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or College resources to solicit money or signatures or to make political contributions
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time
- Posting political materials on Campus in areas open to the public
- Using the College's mailing address as the return address for political solicitations
- Providing College mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: The use and distribution of College mailing lists to outside parties always requires prior authorization from the College Leadership Team, including an assessment of whether fees should be charged to cover production costs)
- Providing a forum for an individual candidate to promote his or her campaign without allowing an equal opportunity to other candidates, for the same office, to participate in the forum

- Political advocacy in the form of clothing items, armbands, and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment, and intimidation in the workplace

These guidelines are not intended to discourage discussion of controversial issues in the classroom, where such discussions are consistent with College program guidelines and teaching methods nor are these guidelines intended to limit the off-duty activities where College buildings and property are made available to community groups for meetings and gatherings.

Nothing in the guidelines limit the rights of the College to sponsor non-partisan political forums or forums in support of College initiatives, such as building referendums. Nothing in the guidelines place restrictions on the College's freedom to invite speakers with political associations to forums that are not open to the general public.

*See J-113A, G-190 and G-190A for related policies and procedures.*

#### 5.17 Tobacco-Free Facilities

Northwood Tech recognizes its responsibility to comply with state law and provide a safe and healthy learning environment. Because of this commitment, the use of tobacco in any form and the use of electronic alternative smoking devices is prohibited in all campus facilities, near entryways, and in College vehicles. Each campus may adopt guidelines to implement this policy in compliance with all applicable local and state laws.

#### 5.18 Improper Drug and Alcohol Use

It is the College's desire to provide a drug-free, healthy, and safe workplace. To promote this goal, an employee is required to report to work in an appropriate mental and physical condition for satisfactory work performance. Employees with drug or alcohol problems may be eligible to participate in rehabilitation or treatment programs offered through an Employee Assistance Program or the College's health insurance benefit plan.

Violations may lead to disciplinary action. Employees should direct questions or issues related to improper drug or alcohol use in the workplace to supervisors or Human Resources.

*See G-181 and G-181A for related policies and procedures.*

#### 5.19 Safety and Health

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

It is the policy of the College to review, evaluate, and respond on a case-by-case basis to any known, suspected, or confirmed instances of certain communicable illnesses, which may be transmitted among College employees or students. While most people with communicable illness can remain in the workplace or educational setting, in certain instances evaluation of an individual's health status is advisable to protect the general population. In such instances, the College will contact officials within the Public Health community to direct appropriate action and response. At all times, the College will endeavor to balance the privacy, health, safety and welfare of its employees, students, and visitors.

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 illnesses as outlined in the Collegewide Safety Plan, which addresses the following components:

- Appendix A – Responsibilities
- Appendix B – Report of Unsafe Condition Form
- Appendix C – Accident Reporting and Investigation/Incident Reporting/Workers' Compensation
- Appendix D – Emergency Procedures
- Appendix E – Chemical Hygiene Plan
- Appendix F – Hazard Communication Plan
- Appendix G – Exposure Control Plan
- Appendix H – Office Ergonomics Evaluation Form
- Appendix I – Fall Protection Plan
- Appendix K – Personal Protective Equipment Plan
- Appendix L – Business Continuity Management
- Appendix M – Hot Work Plan

In support of the Collegewide Safety Plan, 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. **Employees are not authorized to transport injured students or other employees to receive medical care.**
- Immediately reporting unsafe conditions, equipment, practices or accidents
- Using safety equipment provided by the College. While the College strives to maintain an inventory free of natural rubber latex, there is no guarantee that all products purchased for employee/student use do not include natural rubber latex either as a component or from the production process. Employees/students with allergies or reactions to latex must self-report and ensure they are protected against exposure
- Conscientiously observing all safety rules and regulations
- Participating in all College safety drills and safety training programs and Inservice sessions as directed

Should an employee or student choose to not receive medical care or transportation against the advice of the attending emergency medical personnel, the Patient Acceptance of Responsibility and Patient Refusal of Additional Care and/or Transportation form must be signed and dated by the employee or student and designated staff.

*See G-182, G-182A, and the Collegewide Safety Plan for related policies and procedures.*

### **Weapons Possession**

Northwood Tech will uphold all local, state, and federal laws concerning the use, concealment, creation, manufacture, or possession of weapons, and/or potentially dangerous devices, as such weapons and devices are defined by Wisconsin Statutes, as amended, including but not limited to Chapter 941 of Wisconsin Statutes or any facsimile weapon that could reasonably be expected to alarm, intimidate, threaten or terrify another person, and/or potentially dangerous devices at any campus facility and College special Events. To that end, the College prohibits the possession of weapons as allowed under state statutes.

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, as defined in §941.295(4); billy clubs; knives; or any other device or instrument which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm. Illegal weapons means items that are illegal to possess as defined by Wisconsin Statutes. These include, but are not limited to, the following:

- Short barreled shotguns and rifles (§941.28)
- Machine guns (§941.27)
- Firearm silencers (§941.298)
- Tear gas, mace, or similar substances except for pepper spray [§941.26(1)(b)]

The use, placement, concealment, creation, manufacture, transportation, or possession of weapons and/or potentially dangerous devices in Northwood Tech owned or occupied buildings, Northwood Tech owned or leased vehicles, or at Northwood Tech special events as defined in Wis. Stat. §943.13 (1e)(h), except as expressly permitted hereafter or allowed by law. Any legal firearms must be unloaded (except for handguns) and stored in a manner that does not endanger “another’s safety by the negligent operation or handling” of the weapon in conformity of Wis. Stat. §941.20. Any person in possession of a weapon in an area where Northwood Tech does not prohibit weapons is responsible for complying with all laws, rules, and regulations.

Illegal weapons are prohibited on all College property. Any person prohibited by state or federal law or court from possessing firearms is prohibited from possessing firearms on all College property.

College employees will not use, place, transport or possess weapons in Northwood Tech buildings or during the course of his/her employment (per the terms and conditions of employment), or while operating any Northwood Tech vehicle. Any employee involved in a violation of this policy will be subject to the College’s disciplinary procedures up to and including termination of employment.

The general prohibitions above do not apply to:

1. Sworn law enforcement officers, whether on or off duty
2. Members of the armed forces acting in an official capacity with the armed forces
3. Faculty and students for training purposes, consistent with specific program practices and procedures, when authorized, unless prohibited by local, state, or federal laws or court order
4. Individuals authorized by the College President or designee

## 5.20 Sexual Violence Elimination Commitment

The College is committed to providing a safe learning and working environment in compliance with federal law, specifically Title IX, Jeanne Clery Act (the Clery Act), as amended, Sexual Violence Elimination Act (SaVE Act) as authorized by Violence Against Women Reauthorization Act.

The College will not tolerate sexual assault, sexual harassment, domestic violence, dating violence, stalking, or such similar unwelcome conduct as defined in related procedures, in any form. Such acts of violence are prohibited by College policy as well as state and federal laws. Individuals who the College determines more likely than not to have engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from the College, regardless of whether they are also facing criminal or civil charges in a court of law.

It is also the policy of the College to expressly prohibit any acts or threats of violence by any person in or about the College's facilities or elsewhere at any time. The College will not condone any acts or threats of violence against the College's students, employees, customers, or visitors on the College's premises at any time or while they are engaged in College-related activities, either on or off the College's premises.

Employees have a duty to warn their supervisors, Campus Administrators, or Human Resources representatives of any suspicious workplace activity. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The College will not condone any form of retaliation against any employee for making a valid report under this policy.

*See G-114, G-112, G-113 and G-113A and G-113B for related policies and procedures.*

## 5.21 Board Meeting Attendance

Northwood Tech staff who choose to attend Northwood Tech Board meetings must work with their supervisor to adjust their schedule and enter either personal or vacation leave into the e-leave system for time away from their position responsibilities or get pre-approval to make-up the time.

## 5.22 Public Access to College Records, Retention and Destruction

In accordance with Wisconsin Statutes, the College has established uniform retention and disposition practices for records and documents. Necessary records and documents are adequately protected and retained for sufficient periods of time to meet administrative, audit, legal, and historical needs.

*See C-481 and C-481A for related policies and procedures.*

### 5.23 Receipt of Gifts and Gratuities

Employees of Northwood Technical College (College) are not authorized to receive or offer to receive, either directly or indirectly, any gift, gratuity, or anything of value from any person, if such person:

- a. Has or is seeking to obtain contractual or other business/financial relationships with the College.
- b. Conducts operations or activities which are regulated by the Board of Trustees (Board).
- c. Has interests which may be substantially affected by actions of the Board.

The receipt of any gift, gratuity, or anything of value as outlined above is a violation and may result in disciplinary action up to an including termination of employment.

## 6 PROCEDURES FOR INSTRUCTION

The following procedures govern expectations for instructors and are based on the goals of quality teaching and learning, transparent and well-documented assignments, efficient and effective staffing, flexible scheduling, and professional courtesy to both adjunct and full-time instructors.

### 6.1 Instructional Assignment

Instructional assignments typically contain classroom contact hours, advising responsibilities, professional development/in-service days, and other activities as assigned. All assignments can be completed within the parameters of the Collegewide calendar and typical faculty workweek.

#### **Academic school year**

The academic school year is based on the Collegewide calendar as recommended by the Registrar and Vice President of Academic Affairs and approved by the College Leadership Team. The Collegewide calendar is based on the following parameters:

- Up to 190 assignable faculty workdays during the academic year. The actual number can vary depending on how the weekdays/holidays fall within the term.
  - Up to 160 teaching days available to schedule during the academic year.
  - Up to 18 assigned days for non-instructional type activities such as professional development and recruiting events.
  - 5 days (40 hours) designated toward academic advising of students.
  - Paid holidays as determined each year by the college.

#### **Faculty workload**

- Faculty workload is based on a contract totaling 1330 hours per academic year that encompasses teaching assignments, office hours and other assigned duties. The 1330 hours

are a guideline, not an absolute, as teaching preparation ebbs and flows.

- The 1330 assignable hours are allocated according to the guidelines outlined in Appendix 2 – Compensation of the Employee Handbook.
  - 22 classroom contact hours per semester
  - Additional office or prep or assigned activities if a minimum of 22 classroom contact hours are not met or as otherwise documented in the load calculation justification (see Faculty Activities)
  - A minimum of 8 office hours per week (may include activity hours) that can also be used to prepare for classes if students have access to the instructor during the designated time.
  - An additional 5 hours of other duties per week
- Classroom contact hours may include credit and/or non-credit courses as pre-determined each term in mutual agreement between the Dean and the faculty member.
- Classroom contact hours can be allotted to include summer term as pre-determined in mutual agreement between the Dean and the faculty member.
- First-year faculty may have load reduced by up to 6 contact hours either their first semester or over the academic year to support completion of FQAS requirements or other situations through the onboarding process.
- Exceptions to exceed 22 contact hours must be pre-approved by the Dean of the Academic Program.

Activities that may apply toward assigned contact hours (Instruction Load):

- Advising
- Clinical Coordinator
- Curriculum updates
- Dual enrollment activities
- Fieldwork Coordinator
- Grant activities
- Leadership of TSA and program review
- Practicum Coordinator
- Professional development/service to the College (includes committee service)
- Program Director
- Recruitment activities
- Special Assignments/Pilot Projects
- Shop maintenance
- Team Teaching
- Other duties as assigned

#### **Exceptions to Faculty Workweek**

- Cosmetology Instructors may be assigned 25 hours of teaching and 5 office hours per week.
- Truck Driving Instructors may be assigned up to 35 hours of teaching.

#### **Attendance and Leave**

UGrad Faculty and Adjunct Faculty Expectations



When classes are canceled but the campus or a regional location is open, a make-up plan for meeting the course competencies will be established and communicated by the instructor to their students within the canceled course. Examples of make-up plans for meeting content and competencies include, but are not limited to:

- Revising course content with the class schedule to meet expectations
- Assigning additional coursework that reinforces the content and competencies
- Posting lecture material, assignments, videos, etc. on the college's Learning Management System

If a faculty, including adjunct faculty, are scheduled to teach virtually (web conferencing or Your Choice) **to** the campus that is closed, they can still choose to teach the class as scheduled. If this is the plan, the faculty member must communicate this to their students and with the Distance Learning office in Rice Lake. The faculty member must also record the class and post access to it within the classroom learning management system so individuals taking the class from the closed campus can access the materials.

If faculty, including adjunct faculty, are scheduled to teach virtually (web conferencing or Your Choice) **from** the campus that is closed, they can still choose to teach the class as scheduled, but from an alternate location. If this is the plan, the faculty or adjunct faculty member must communicate this with their students and the LRC staff. If faculty or adjunct faculty members choose to teach the course from an alternative location, they must 1) record the class, 2) post access to the lecture within the classroom learning management system, and 3) have tested the alternative location for appropriate bandwidth and other technology requirements with the Distance Learning department.

In addition,

- Online courses will be held as scheduled, but faculty are encouraged to postpone or reschedule any test or assignment deadlines, as some students may rely on access to College resources to meet deadlines.
- Web conferencing (ITV) courses will likely run as scheduled depending on the faculty member's ability to access the technology. If the class runs, it will be recorded. If it doesn't run, faculty will communicate this to their students and develop a plan to meet the content and competencies that were to be addressed.
- For some courses that are not taught online, Your Choice or through web conferencing, the content, and competencies can be delivered and assessed virtually using technology.
- The program dean may require faculty to hold a make-up session if they believe it is necessary for student success. This will be communicated to the students by the instructor and, arrangements made with the scheduling and facilities departments.
- For programs dependent on outside partners for learning experiences (i.e. clinicals, internships), other arrangements will likely be necessary. Faculty will explain these arrangements to the students and report the alternate arrangements to their supervisor.
- Instructors are encouraged to discuss campus closures and course cancellation make-up schedules with their students at the beginning of the course.
- The faculty member's plan for inclement weather should be included within the syllabus and shared with students at the beginning of the first class.

### **Calculating Classroom Contact Hours**

Classroom contact hours may include the allocated course credit and the type of instruction.

Instructional types are the following:

- A. Classroom Presentation (Lecture/Demonstration/Discussion)
- B. Classroom Lab
- C. Individualized/Independent Instruction and Selected Clinical, Extended Laboratory and/or Shop Experiences – *refer to Procedure I-405A*
- D. Simulated or Actual Occupational Experience – *refer to Procedure I-405A*
- E. On-the-Job Experience (Limited Selected Programs) – *refer to Procedure I-405A*

With some instructional types, additional contact hours for the courses may be assigned. This is often done if a course primarily consists of simulated or actual occupational experience or on-the-job experience.

Course multipliers are applied to the following Northwood Tech courses (*refer to General Employee Handbook Appendix 2 – Compensation*):

- YourChoice
- English Composition

*Refer to WTCS Educational Services Manual Chapter 7: Course Standards.*

### **Class Roster Verification**

Faculty are required to complete class roster verification by the deadline date to verify the enrollment and participation of students receiving Federal Title IV financial aid. This also ensures college records are accurate and that instructors have accurate class rosters to report final grades.

### **Student Referrals**

Instructors should complete a Student Referral Form for students no longer attending class. Student services counselors will attempt to contact any students referred to get them reengaged or to officially drop.

### **Professional Expectations of Instructors**

There are professional expectations of Instructors outside of assigned teaching and other assigned duties. These non-instructional professional activities are an expectation and considered by the College when establishing instructional assignments. As part of the calculation of the 35-hour workweek, but not included in the teaching load, are the following activities:

- Collegewide meetings and in-services
- Campus meetings and in-services
- Department meetings
- Academic advising
- Advisory committee meetings

- Course preparation
- Student accommodations and accessible learning materials
- Student learning assessments
- Curriculum activities
- Selection committees
- Commencement
- Student orientation
- Office hours (faculty must be available to students)
- Travel, under certain circumstances
- Program Review/Technical Skills Attainment
- Maintaining certification requirements such as FQAS completion
- System called meetings
- Equipment repair, maintenance or installation within the labs

*See G-155, G-155.1, G-155.1A for related policies and procedures.*

## 6.2 Class Size

Class size is determined by facilities and the needs of the College. The College tries to maintain maximum class sizes as follows:

- Face-to-face lecture classes – 24 students
- Web conferencing classes – 24 students combined at all locations, unless there is an assigned teach-teaching arrangement to a receiving site, then class size is determined at Dean’s discretion
- Laboratory classes – 24 students (or classroom capacity)
- Online classes – 24 students

While a minimum of 12 students per course is desired, circumstances exist where courses have fewer than 12 students. These circumstances include, but are not limited to, core program courses, new program starts, new location starts, work-based learning experiences, and program teach-out plans. The Dean of Academic Program is responsible for ensuring that courses below 12 students meet the needs of the students while maintaining fiscal responsibility.

In circumstances where classes are over capacity, additional contact hours are paid as follows:

- 25-32 students = 1 contact hour
- 33-40 students = 2 contact hours
- 41-48 students = 3 contact hours

As additional students are added, new sections may be established per Dean’s discretion.

Nursing clinical courses (543) with (C) hours will have a maximum of 8 students. Clinical partners may approve smaller sections based on patient acuity, staffing, infectious disease in the community, etc. The

College will adhere to the clinical partner's established student maximum.

In circumstances where Nursing Clinical Care Across the Lifespan (10543107) is over capacity, additional contact hours for (C) hours are paid as follows:

- 9-11 students = 1 contact hour
- 12-15 students = 2 contact hours

Due to space limitations and equipment needs, Nursing Skills (10543102) and Nursing Advanced Skills (10543112) will have a maximum of 12 students.

*Please refer to Appendix 2 – Compensation.*

Independent study courses are to be planned on an as-needed basis and in discussion with the Academic Program Dean. An independent study has the following perimeters:

- Interaction between the instructor and the student is limited;
- Is not necessarily following course/credit hour requirement;
- Is primarily the responsibility of the student to initiate instruction;
- Is mutually agreed upon between the student, faculty, and Academic Program Dean;
- Has a documented plan to include expectations, timelines, and course competencies/outcomes signed by the student and faculty.
- Load decisions for independent study classes are determined between the Academic Program Dean and instructor of record.

### 6.3 Distance Education

Distance education refers to Web conferencing (formerly known as ITV/IPV), Online and/or Hybrid course delivery.

Faculty teaching using Distance Learning technology are responsible for coordinating online learning technologies under the Manager of Distance Education and Learning Resources.

- To assist faculty in online course development
- To keep faculty informed of recommended procedures for accessibility
- To provide answers to possible questions and training needs
- To offer insight into various services at Northwood Tech for faculty teaching via Distance Education
- To make suggestions about procedures for the development and instruction of online, blended, and web-enhanced courses

### 6.4 Professional Development Activities

Faculty development is encouraged and supported to the extent possible within budget. Faculty development includes meeting Faculty Quality Assurance System (FQAS) competencies.

Under FQAS, faculty (full-time and part-time credit), and designated manager positions with instructional supervisory responsibilities are required to complete FQAS requirements. Information

related to FQAS is described on the FQAS site on The Connection. It is the responsibility of instructional employees and designated manager to become familiar with the FQAS requirements and complete the program within the time requirements. The written FQAS Professional Development Plan document is located on the Professional Development site on The Connection.

Northwood Tech recognizes that instructors and their supervisors bring a variety of individual educational and occupational experiences to the College. The College awards credit for prior learning of Faculty Quality Assurance System (FQAS) requirements to recognize the value of these educational and occupational experiences. The College provides maximum recognition through transcript review for learning acquired through nationally or regionally accredited postsecondary institutions or other education. The College also recognizes, through portfolio assessment, learning acquired through training, work experiences, or other life experience pertinent to FQAS requirements.

*See G-122, G-122A for policies and procedures related to Credit for Prior Learning.*

If the College requires an instructor to acquire additional skills, education or knowledge, then the College covers the expenses related to the training to include: tuition, necessary books and supplies, reasonable, ordinary and necessary transportation costs at the prevailing commercial rate, meals and lodging while away from home in accordance with College business travel policy and procedure. Any personal expenses incurred during travel or training are not reimbursable by the College.

*See G-122, G-122A, G-152, G-152A for related policies and procedures and Professional Development and Out-of-State Travel Form.*

## 6.5 Collegewide Calendar

The Collegewide calendar year is from June through May and can be accessed on the Northwood Tech website or on The Connection. The Calendar includes: Student orientation days, contact days, Campus Inservice days, Holidays, Fall Student Recess, Winter Student Recess, Spring Student Recess, Collegewide Inservices, Collegewide Academic Days, Faculty Teaching and Learning Days, Commencement and the term/session beginning and ending dates.

## 6.6 Academic Advising

Academic advising is a process based on a close advisor/advisee relationship intended to aid students in developing and achieving their personal educational and career goals. Instructors are assigned advisees. Five days of non-teaching assignable workdays are for advising of students.

*See the Academic Advising training modules in Maestro.*

## 6.7 Program Review

All academic programs undergo a formal review on a regular basis as part of the College's continuous improvement efforts. In addition, the program review fulfills a criterion requirement of the College's accrediting body, The Higher Learning Commission. Instructors play a critical role in the program review process.

*See the Academic Program Review Manual.*

## 6.8 Transcribed Credit

Transcribed Credit is a technical college course taught to high school students by a high school instructor certified to teach the course. High school students receive Northwood Tech credit on a Northwood Tech transcript for the coursework completed. Northwood Tech instructors are encouraged to serve as mentors to high school instructors.

*See the Articulation Handbook.*

## 6.9 Program Development, Suspension and Discontinuance

Northwood Tech develops, suspends and discontinues programs according to a systematic process consistent with the WTCS directives and procedures. All program approvals, suspensions and discontinuances are approved by College Leadership Team and the Board.

Northwood Tech is responsible for developing, suspending and discontinuing occupational programs in accordance with the WTCS program development, suspension and discontinuance procedures for associate degree, short-term, one and two-year technical diploma, certificate and apprentice programs. All occupational programs must be in compliance with the policies and procedures referenced below. *See I-830, I-830A and the WTCS Educational Services Manual (ESM) for additional policies and procedures.*

## 6.10 Program Subsidy Review

The Program Subsidy Review process assists in guiding Northwood Tech decision-making by analyzing each program's enrollment, its cost per Full-Time Equivalent (FTE), and cost per headcount. After the quantitative information has been collected, program subsidy scores are analyzed. The College Leadership Team uses the information to determine Northwood Tech's program mix and resource allocations for future years. Program Subsidy Review consists of two steps as follows:

**STEP 1:** The subsidy review information is compiled by the Office of Institutional Effectiveness and District Controller for review by College Leadership Team. The College Leadership Team and Academic Affairs Leadership Team uses the subsidy data to review the programs.

**STEP 2:** Those who are closest to the programs, the faculty and deans, may be asked to complete and submit additional documentation to aid College Leadership Team in analyzing the program. After a final review by the Academic Affairs Leadership Team and College Leadership Team, suggested actions are provided to the Board.

*Please refer to The Connection, Institutional Effectiveness.*

### 6.11 Credit for Prior Learning

Northwood Tech recognizes the individual differences among students enrolling in its programs and acknowledges that students enter programs with a variety of individual educational and occupational experiences. Northwood Tech will award credit for prior learning, to recognize the value of these educational and occupational experiences, based on the experience and/or current competencies of the student. Northwood Tech provides maximum recognition for work completed through nationally or regionally accredited postsecondary institutions of other education, training or work experiences pertinent to the student's new educational programming and Northwood Tech's graduation requirements.

*See G-122 and G-122A for related policies and procedures.*

### 6.12 Scheduling Parameters

The following parameters have been established for scheduling:

- Deans will determine instructional assignments.
- Every attempt will be made to schedule in the most cost-efficient manner possible (e.g. maximize class load, reduce overload, and ensure full-time faculty are at load prior to hiring adjunct faculty).
- Every attempt will be made to schedule courses Collegewide (e.g. low-enrolled courses will be combined with the same courses at other locations).
- When scheduling web conferencing, all sites may be included (including Balsam Lake, Hayward and Ladysmith).
- Online courses will be scheduled from 7:00 a.m. to 7:30 a.m. as an identification piece only (they will be counted as regular instructional assignment).
- Start times begin on the hour or the half-hour and end on the twenty minutes (e.g., 10:00 a.m. – 11:20 a.m.; 2:30 p.m. to 3:50 p.m.) Exceptions to this guideline are Cosmetology, all off-campus clinical experiences, online and classes with additional online hours (ONLNHOUR), which will be scheduled on the hour or the half-hour.
- A course hour is based on 50-minute increments
- An instructor must place his/her schedule on his/her Outlook Calendar and maintain and keep the calendar current.
- Depending on program, student and community needs, classes may be scheduled between the hours of 7:00 a.m. and 10:00 p.m. including weekends.

- When scheduling, certain factors may be taken into consideration such as: Enrollments, number of preps, first-time teaching a course, a newly developed course, faculty requests, accreditation and certification requirements and total number of contact hours.
- See Collegewide Calendar for assignable days.

*See Appendix Two for additional information.*

### 6.13 Academic Appeals

Northwood Tech has a procedure for students to appeal institutional decisions that affect their academic standing or progress in final course grades, credit for prior learning and satisfaction of graduation requirements. Students and staff should make every attempt to resolve the issue through an informal review, which is required prior to the submission of a request for a formal appeal. In the case of a formal appeal, the Academic Appeals Committee will be formed to investigate. The decision of that committee is final.

*See I-500 and I-500A for related policies and procedures.*

### 6.14 Academic Standards

Northwood Tech will maintain academic standards for progress in and completion of associate degrees, technical diplomas and certificates. In addition to good academic standing, a student must be in good financial standing with the College and must have earned a minimum of 25% of credits by enrollment at Northwood Tech in order to be awarded a degree, diploma, or certificate. For associate degrees, the 25% must be technical studies credits, and for technical diplomas, the 25% must be in occupational-specific credits.

To be considered in good academic standing at Northwood Tech, a 2.0 program plan grade point average (GPA) on a 4.0 grading system is required. At the beginning of each course, faculty will give students written policies regarding grading procedures for that course.

The Northwood Tech grading scale establishes a Collegewide standard for consistency in the assessment of student performance. These standards are intended to promote fairness, transparency, and accountability across departments and disciplines. Upon completion of each course, faculty will assign a letter grade utilizing the following scale:

Letter Grade	Description	Grades Scored Between	Nursing Grades Scored Between	Grade Points/Credit
A	Excellent	94.5 and 100%	95 – 100%	4.00
A-		92.5 and less than 94.5%	93 – 94.9%	3.67
B+		90.5 and less than 92.5%	91 – 92.9%	3.33



B	Above Average	86.5 and less than 90.5%	87 – 90.9%	3.00
B-		84.5 and less than 86.5%	85 – 86.9%	2.67
C+		82.5 and less than 84.5%	83 – 84.9%	2.33
C	Average	79.5 and less than 82.5%	80 – 82.9%	2.00
C-		77.5 and less than 79.5%	78 – 79.9%	1.67
D+		75.5 and less than 77.5%	76 – 77.9%	1.33
D	Below Average	71.5 and less than 75.5%	72 – 75.9%	1.00
D-		69.5 and less than 71.5%	70 -71.9%	0.67
F	Failure	0 and less than 69.5%	0 – 69.9%	0.00

**NOTE:** Nursing Division requires that grading for Nursing coursework be rounded down to the nearest whole number.

Public Safety Division requires that the passing standard for all law enforcement and jail academy exams and coursework shall be the minimum standard determined by the State of Wisconsin Department of Justice, Training and Standards Bureau.

*See I-510A for related policies and procedures.*

### 6.15 Grades

Instructors should communicate with students throughout the semesters to discuss academic progress and shall include a grade calculation of work completed to-date. Individual letter grades are assigned to all courses at completion (except courses being audited).

#### **Timely Grading of Assignments**

Faculty members are expected to give students timely feedback on all graded assignments, so students will know of their progress in the course.

#### **Grade Entry**

Instructors must submit final course grades no later than 72 business hours after the course’s last scheduled meeting date.

#### **Incomplete Final Course Grades**

Course incomplete grades must be changed to a final grade within 72 hours after the student has been given six weeks from the course end date to complete the course. Incomplete grades not changed will be changed to a failing grade by the Registrar’s office.

*See I-510A for further details.*

## 6.16 Student Learning Assessment

Student Learning Assessment is a foundational component within the Academic Affairs Division. Faculty play a critical role in the implementation of Student Learning Assessment, by establishing program, course and Employability Essentials.

Additionally, Technical Skills Attainment (TSA) is a major WTCS initiative required by the federal government under Carl Perkins IV Legislation. Northwood Tech will assess the attainment of program outcomes to ensure graduates have the technical skills needed by employers. Faculty, in collaboration with Deans, are responsible for reporting on the TSA in the relevant program areas.

The Curriculum Office staff are available to assist Faculty and Deans with the design and development of program information, including TSA, and in the development of course and program information in the Worldwide Instructional Design System (WIDS) to include the following:

- Course Outcome Summaries
- Learning Plans
- Performance Assessment Tasks
- Syllabi
- Program Assessment Plans

## 6.17 Curriculum Modification and Development

A curriculum modification is required for any change to program curriculum. Internal modifications do not require WTCS approval. External modifications require Advisory Committee and WTCS approval. A program modification is required when there is a change to the program title or program number/aid code. All program modifications require Advisory Committee and WTCS approval. Priority approval will be granted for curriculum modification based on the following criteria:

- Program Review recommendations
- Statewide Curriculum revisions
- Mandated new and emerging technologies
- Student learning assessment recommendations
- Advisory Committee recommendations

There are two levels of curriculum modification:

### **Internal**

- Credit change of less than 20%\* for the program (includes technical studies, general studies, and elective categories), including:
  - Adding a course
  - Deleting a course
  - Adjusting credit
  - Modifying the course title
  - Changing the course number
- Change in course hours, not resulting in a change to course credits

- Additional or removal of course alternates (“or” courses)
- Changes to curriculum sequence
- Change to course descriptions
- Change to prerequisites and/or corequisites

**External** (must be submitted for WTCS approval)

- Curriculum change of more than 20%\* for the program (includes technical studies, general studies, and elective categories), including:
  - Adding a course
  - Deleting a course
  - Adjusting credit
  - Modifying the course title
  - Changing the course number
- Program title change
- Program number change
- Program aid code change
- Requires signed Advisory Committee minutes documenting discussion/approval of modification

**Note:** Modifications must be submitted by July 17 of the year preceding implementation of the change. Modifications should use College procedures and forms posted on The Connection.

\*According to the WTCS Educational Services Manual (ESM), 20% of a curriculum change requiring WTCS approval is the calculation of the total course components (both technical and general education) being changed in one academic year (i.e. The program has 17 courses; changes affect five courses resulting in a difference of 29.4%). Changes are only counted against the primary courses and does not count changes to alternates.

## 6.18 Advisory Committees

Northwood Tech will maintain active advisory committees for all approved programs and apprenticeships. A multiple program committee structure may be used when programs have similar characteristics as program outcomes and technical content. Prior to program approval by the WTCS Board, ad hoc advisory committees will be utilized for the purpose of obtaining appropriate and current input related to the areas of program development. The membership of all advisory committees should include equal representation of employers and employees and be representative of geographic location and racial and gender diversity. Related policies, criteria, and procedures will be developed and published for advisory committee and staff members’ use. A listing of members’ names and designations of the employee or employer status, and place of employment will be maintained and updated annually. The College may elect to form advisory committees for special projects and service areas as deemed appropriate. Northwood Tech expects that programs will hold advisory committee meetings at least once per year. Committee minutes documenting committee support of curriculum modifications, program outcomes, and TSA implementation plans are required and will be submitted to the WTCS prior to curriculum modification and TSA implementation.

*See I-210A for related procedure.*

### **6.19 Mentoring for New Faculty**

The mentor program for new faculty is an integral part of the new faculty orientation program. It is designed to enhance the new faculty member's instructional skills as well as to become familiar with College processes. The mentor/mentee relationship is assigned by the Mentor Coordinator and typically extends over a one year timeframe. The mentor/mentee experience is supported by a plan developed and tailored by the Mentor Coordinator. It is the responsibility of the Mentor Coordinator to monitor the new faculty progress. The Dean will determine whether the mentor/mentee relationship needs to continue over an additional term. Faculty members selected to serve as a mentor to a new faculty member will receive payment for services up to \$1500 annually per College guidelines.

### **6.20 Faculty Evaluations**

The purpose of the Northwood Tech Employee Performance Process is to support and encourage dialogue between employees and their supervisors on job performance, individual, department, College goals, and personal growth that will support attainment of those goals.

The key responsibility of the supervisor is to engage instructors in a quest for optimal performance, and to develop the instructors for future challenges and opportunities. The emphasis is on ongoing dialogue rather than on forms or rating scales, and on front-end planning rather than back-end review.

Employee performance goes beyond narrowly defined job responsibilities to include core abilities, annual goals, Performance and Professional Development Plan, and the collaborative working relationships with others. Deans may collect and utilize data gained through classroom visitation, student assessment of instruction and/or student forums.

*See Section 2.8 for additional reference.*

### **6.21 Club Advising**

Student activities and student organizations are considered a part of the WTCS and Northwood Tech's total educational mission. These activities provide currently enrolled students with opportunities to develop leadership skills, gain insight, acquire competence and experience, strengthen occupational preparation, learn and apply democratic procedures, and explore worthwhile leisure activities. Co-curricular student organizations are those whose activities consist primarily of professional enrichment, personal growth and occupational skill development related to instructional goals and career objectives of the program(s) in which the members are enrolled. Co-curricular classification is determined by whether or not the major portion of an organization's activities focus directly on supplementing the curriculum and enhancing the learning process through external instructionally related activities and experiences. Extra-curricular organizations are those whose activities consist primarily outside the regular academic curriculum. These activities exist to complement the academic curriculum and to

augment the student's educational experience and to support student development. Responsibilities of Club Advisors are outlined in the Advisor Letter of Agreement submitted to the Dean of Students by October 1 of each new school year.

*See J-250 and J-156 related policies and procedures and the Club Advising Handbook on The Connection.*

#### 6.22 Salary Placement for Newly Hired Instructors

A full-time faculty's initial salary placement is based on educational background to determine lane placement on the Wage Range Table.

#### 6.23 Non-Renewal

Full time faculty may be non-renewed in accordance with Wis. Stat. §118.22 for lack of work, lack of funds, for performance issues or for other reasons as determined by the College. The instructor will be given notice of non-renewal as outlined by the cited statute. The instructor has the right to a private conference with the Board to review the charges or notice upon the instructor's request. The instructor has the right to be represented by counsel at his/her own expense. The instructor has the right to request the conference be open to the public. Provisions shall be made for all statements at the conference to be taken under oath or affirmation and recorded. The instructor will be notified of preliminary consideration of non-renewal at least fifteen days (15) prior to receiving final notice and prior to the May 15 deadline.

Where certification is a requirement for the position, each educator shall meet the certification Faculty Quality Assurance System (FQAS) requirements of the Wisconsin Technical College System (WTCS) Board, Higher Learning Commission (HLC) and other regulating agencies. Failure to maintain current certification will result in no assignment or pay until certification status is obtained. Failure to maintain current certification may be cause for discipline, dismissal, and/or non-renewal.

#### 6.24 Intellectual Property Rights

The College encourages and supports the creative and intellectual efforts of its faculty and staff. The College has created a policy, applicable to all faculty and staff, which is intended to clarify what constitutes a copyrightable work and the intellectual property rights of the individual and the College.

*See Technology Acceptable Use Handbook Section 5.2 for additional procedures.*

#### 6.25 Academic Freedom

The freedom of every instructor to present the truth as he/she understands it in relation to his/her area of competence, consistent with course outline, is essential to the purpose of the College and society.

Northwood Tech encourages teaching, investigating and publishing findings in an atmosphere of freedom and confidence. As a result, students are exposed to a variety of opinions and beliefs, which leads to greater knowledge and critical thought.

Academic freedom should not be utilized as a shield for an instructor's lack of competence, poor performance or general unwillingness to comply with policies and procedures outlined by the College.

## 6.26 Commencement

Faculty are expected to participate in commencement exercises and should contact their supervisor if they are unable to attend.

## 7 COMPLAINT RESOLUTION PROCEDURE

The College has established a complaint resolution procedure to provide a timely and orderly review of decisions concerning a) workplace safety; b) employee discipline; and c) employee termination in compliance with Wisconsin Statute §66.0509. The College has also established separate complaint procedures to provide review of allegations of unlawful discrimination/harassment/sexual harassment/sexual discrimination/sexual misconduct/sexual violence.

Employees with concerns or issues that do not qualify within the three categories of this formal Complaint Resolution Procedure or the Complaint Procedure unlawful discrimination/harassment/sexual harassment/sexual discrimination/sexual misconduct/sexual violence are expected to bring such matters to their supervisor, their supervisor's supervisor and/or their division member of College Leadership Team.

Human Resources is available to assist employees and supervisors with resolution of concerns on an informal basis or on a formal basis if the complaint qualifies under this procedure or G-113A & J-121A & J-220A and G-113B.

*See G-113A & J-121A & J-220A and G-113B.*

### Definitions

- a. "Workplace Safety": For purposes of this procedure, "workplace safety" includes any practice or condition, affecting the safety of persons, property or equipment. "Workplace safety" shall be narrowly construed and not be construed to include basic conditions of employment unrelated to physical health and safety. "Workplace Safety" means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, warning requirements, workplace violence, and accident risk. "Workplace safety" does not include

conditions of employment such as hours, overtime, sick, family, or medical leaves, work schedules, or breaks.

- b. "Employee Discipline": For purposes of this procedure, "discipline" includes a personnel action taken as a result of violation of rules or policies, misconduct and/or poor performance and that negatively impacts an employee's base pay and/or impacts an employee's employment status provided base pay is negatively affected. "Employee discipline" does not include verbal notices, verbal discipline, verbal counseling, written counseling, written reprimands, Performance Improvement Plans (PIPs), plans of correction, performance evaluations or reviews, or documentation of employee acts and/or omissions in an employment file, provided base pay is not reduced. "Employee discipline" also does not include, administrative leave (with pay) pending investigation of alleged misconduct or nonperformance, administrative leave (without pay) pending investigation of alleged misconduct or nonperformance if such further discipline is subject to the terms of this complaint procedure, non-disciplinary wage, benefit or salary adjustments, reorganization of work, non-disciplinary demotion, position elimination, layoff, reduction in work time, workforce reductions, changes in assignment or assignment location, loss of employment at the end of a project or limited term assignment.
- c. "Employee Termination": "Termination" means a separation from employment by the College for disciplinary reasons as defined in this policy. "Termination" does not include layoff, furlough, reduction in workforce, failure to meet licensure qualifications, retirement, nonrenewal under Wis. Stat. 118.22 separation as a result of disability, completion of temporary employment, seasonal employment, contract employment, or assignment; "termination" also does not include voluntary termination including resignation, end of employment due to disability, job abandonment, or death.
- d. "Independent Hearing Officer": For purposes of this procedure, the "Independent Hearing Officer" (IHO) shall be designated by Administration. The role of the IHO will be to define the issues, identify areas of agreement between the parties and identify the issues in dispute, and to hear the parties' respective arguments.
- e. "Complaint": The written signed complaint shall give a clear and concise statement of the alleged complaint personally affecting the complainant, including the facts upon which the complaint is based, the issue involved, the specific policies alleged to have been violated, if any, and the relief sought as well as the employee's personal email address and the acknowledgment that the College may email a reply to the employee's email address and that will constitute receipt by the employee.
- f. "Complainant": means any full-time, part-time, project, or limited-term employee on the payroll of the College who has a personal complaint as defined in this policy. At the discretion of the Vice President, Administrative Services/CFO, written complaints with the same or sufficiently similar underlying facts and policy issues may be combined at any step in the proceeding.

### **Costs**

The IHO is selected by and paid for by the College. Each party will be responsible for its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees in investigating, preparing, presenting, or defending a complaint.

### **Time Limits**

The term “days” as used in this procedure means calendar days, excluding holidays as defined in the Handbook. The College and employee may mutually agree to waive time limits in writing. If the last day on which a complaint is to be filed or a decision is to be appealed is a Saturday, Sunday, or holiday as defined in the Handbook, the time limit is the next day which is not a Saturday, Sunday, or holiday. If the complaint is not answered within the time limits, the employee may proceed to the next available step within seven days.

If the employee fails to comply with the time limits specified in this procedure, the complaint will be deemed dismissed, with prejudice.

### **Written Appeal to the Board of Trustees**

An appeal shall be in writing and explain the reasons for the appeal. The request shall be filed with the Vice President, Administrative Services/CFO within seven days of receipt of the IHO’s decision.

### **Use of Designee:**

The College official named in any part of this policy may designate another party to fulfill the required role or responsibility, except members of the Board of Trustees (Board).

## **7.1 Procedure for Resolving Complaints Concerning Employee Safety**

**Step 1:** Any employee who identifies a workplace safety issue or is given information about an incident must notify the Safety Office of the issue or incident within the same working day of when the employee knew about the incident or issue. Upon receipt of the complaint, the Vice President, Administrative Services/CFO or President’s designee shall determine whether this procedure applies. The Vice President, Administrative Services/CFO or designee shall find that this procedure does not apply upon determining any of the following:

- a. That even if the complainant’s allegations or issues are true, the complainant does not involve a safety issue as defined in this procedure.
- b. That the alleged conduct did not occur on College-owned, College-leased, or College-controlled property or did not otherwise have a significant connection to the employment of the individual complainant and activities of the College.
- c. That the complainant is not an employee as defined in this procedure.
- d. That the complainant was not the party involved with the issue, activity, or action set forth in the complaint.

This list is not exclusive, and other situations may result in the Vice President, Administrative Services/CFO or designee determining that the procedure does not apply.

If the Vice President, Administrative Services/CFO or designee determines that this complaint is covered by the procedure, an Incident Report, completed by the employee with assistance from his/her supervisor as necessary, outlining the facts of the complaint and a proposed remedy/resolution, as



specified in this procedure, shall be signed by the employee and submitted to the Safety Office for review and consideration within seven days of the incident or issue.

**Step 2:** After receipt of the completed Incident Report, the College or Campus Safety Committee will conduct an investigation, as required, and normally issue a final report on its findings and conclusions within 30 days of receipt of the completed Incident Report. All reasonable non-financial efforts shall be considered, recommended, and/or expended prior to recommending any financial remedies. Copies of the College or Campus Safety Committee's final report with findings and conclusions will be given to the persons who signed the Incident Report, as well as to the College Safety Office and College Leadership Team.

**Step 3:** The employee may appeal the findings and conclusions of the College or Campus Safety Committee and request the appointment of an IHO by submitting a written complaint to the Vice President, Administrative Services/CFO within seven days after receipt of the Safety Committee's report. No new complaint information may be submitted following the issuance of this report.

If filed within the prescribed time requirements, the Step 3 hearing by the IHO will normally be scheduled within 30 days of receipt of the request for hearing. Prior to the hearing, the parties will participate in a mandatory conciliation meeting facilitated by the IHO who shall not be disqualified for involvement in the conciliation process. The IHO may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. At the conclusion of the hearing, the IHO shall record one of four outcomes: 1) Sustaining the conclusions of the Safety Committee, 2) Denying the conclusions of the Safety Committee, 3) Modifying the conclusions of the Safety Committee, or 4) Recommending additional investigation prior to a final determination. All reasonable non-financial remedies shall be considered, recommended and/or expended prior to recommending any financial remedies. The decision of the IHO is limited to the precise issue raised in the complaint and the information provided at the formal or informal proceedings.

**Step 4:** The College or employee may appeal the decision of the IHO to the Board by filing a request within seven days of receipt of the written decision of the IHO.

Level of Review: The Board shall review the written decision of the IHO and the reasons for the appeal only. The role of the Board, in reviewing the decision of the IHO, is to consider the following questions:

1. Did the IHO follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the IHO?
3. Did the IHO make an error of law which makes his/her decision invalid?
4. Did the IHO make an error of fact which makes his/her decision invalid?

After considering the above questions, the Board will decide to uphold, modify, or reverse the decision of the IHO. The Board will issue its written decision based solely on the record established in the Step 3 proceeding within 60 days from receipt of the appeal. The Board decision is final.

## 7.2 Procedure for Resolving Complaints Concerning Employee Terminations and Employee Discipline

**Step 1:** A written complaint as specified in this procedure shall be submitted to Human Resources within seven days after the discipline was imposed or termination became effective.

Upon receipt of the complaint, the Vice President, Administrative Services/CFO or President's designee shall determine whether this procedure applies. The Vice President, Administrative Services/CFO or designee shall find that this procedure does not apply upon determining any of the following:

- a. That even if the complainant's allegations or issues are true, the complainant does not involve discipline or termination as defined in this procedure.
- b. That the alleged conduct did not occur on College-owned, College-leased or College-controlled property or did not otherwise have a significant connection to the employment of the individual complainant and activities of the College.
- c. That the complainant is not an employee as defined in this procedure.
- d. That the complainant was not the party harmed by the activity or action set forth in the complaint.
- e. That the complaint is not timely.

This list is not exclusive, and other situations may result in the Vice President, Administrative Services/CFO or designee determining that the procedure does not apply.

Upon finding that the complaint is valid, the Vice President, Administrative Services/CFO or designee shall refer the matter to the immediate supervisor of the complainant employee's supervisor, who will conduct an investigation and will normally issue a final report in writing to the employee with a copy to Human Resources within seven days after receipt of the written complaint. If necessary, the supervisor may review documents, policies and witness statements as appropriate. Although not required, the supervisor at his/her discretion may conduct an informal hearing of the complaint. Such review shall be conducted in coordination with Human Resources. Copies of the investigating supervisor's final report shall be provided to the complainant employee and this employee's immediate supervisor.

**Step 2:** If the complaint is not settled in Step 1, and the employee wishes to appeal the decision of the investigating supervisor, the employee shall submit the written complaint to the Vice President, Administrative Services/CFO, to request a Step 2 hearing before an IHO within seven days after receipt of the Step 1 report or as soon as is administratively possible.

The IHO will meet with the parties' representatives to determine the hearing parameters. The IHO will assist the parties in identifying areas of agreement and areas of dispute. The IHO will hear the parties' respective arguments. The hearing may be informal if agreed to by all parties and the IHO, however depending on the issue, the IHO may require a formal hearing, sworn witness statements and require briefs. The IHO may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. No new complaint information may be submitted following the issuance of the supervisor's report in Step 1.

If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing. In the event the complainant employee wishes to have College employees testify or participate in the hearing preparation or hearing on his/her behalf, these employees must utilize personal leave or vacation for such time. Within 30 days from the conclusion of the hearing, unless more time is requested, the IHO shall render a written decision indicating the reasons for one of two decisions: 1) Sustaining the discipline/termination, or 2) Denying the discipline/termination. The decision of the IHO is limited to the precise issue raised in the complaint and the information provided at the formal or informal proceedings.

**Step 3:** The College or employee may appeal the written decision of the IHO to the Board by filing a request within seven days of receipt of the written decision of the IHO.

Level of Review: The Board shall review the written decision of the IHO and the reasons for the appeal only. The role of the Board, in reviewing the decision of the IHO, is to consider the following questions:

1. Did the IHO follow a fair and impartial process?
2. Is there evidence of corruption, fraud, or misconduct by the IHO?
3. Did the IHO make an error of law which makes his/her decision invalid?
4. Did IHO make an error of fact which makes his/her decision invalid?

After considering the above questions, the Board will decide to uphold, modify, or reverse the decision of the IHO. The Board will attempt to issue its written decision based solely on the record established in the Step 3 proceeding within 60 days from receipt of the appeal. The Board decision is final.

### 7.3 Limitations of the Scope of the Complaint Resolution Procedure

1. The scope of a complaint that is subject to any other policy, ordinance, or statute for formal or informal investigation or dispute resolution procedures may not be brought forth under this Complaint Resolution Procedure.
2. All procedures and hearings shall be closed session except where, in the event of a matter relating to discipline, the complainant specifically requests that any hearing before the Board be held in open session.
3. All participants in all proceedings under this procedure will observe confidentiality to the extent reasonably possible. However, appropriate College officials may be provided relevant information. The College may also use any information obtained in the proceedings to defend itself against any claims, complaints or allegations brought against it or as may be required by law.
4. Consistent with this procedure, the employee may utilize one designated representative at their own expense to assist in processing the complaint at any step. The designated representative shall be identified to the College at least three days in advance of any proceeding under this procedure. The College reserves the right, at any stage of the proceeding, to reasonably specify who may be present.

5. At each stage of the appeal process the appealing party must state the reason(s) why the appealing party disagrees with the action or decision. The written complaint will only be processed if all of the required information is provided by the complainant. The written complaint may not be amended following the decision at Step 1.

6. The authority to interpret this procedure rests with the Vice President, Administrative Services/CFO. Questions regarding this procedure should be directed to Human Resources.

*See G-125A for related procedure.*

## 8 HANDBOOK QUESTIONS

Employees can direct any Handbook questions to their supervisor or submit a [MyHelp ticket](#) to contact Human Resources. More information is also available on The Connection under Administrative Policies and Procedures and the Human Resources site.

## **APPENDIX 1: Benefits FY22 March**

The information contained in this Appendix supersedes all versions developed prior. The College reserves the right to change benefits during the fiscal year with notification provided through email distribution.

### **ELIGIBILITY REQUIREMENTS FOR NORTHWOOD TECH BENEFITS**

The following schedule of benefits within each employee group is based on the total annual hours worked.

#### **Management and Support and Technical Personnel\***

0-999 hours per year

- No benefits\*\*

1000-1559 hours per year

- Paid time off (PTO), jury duty, bereavement leave
- WRS eligible if 1200 hours or more\*\*

1560-1950 hours per year

- Eligible for all benefits except PTO
- Benefits may be prorated if less than 1950 hours per year

#### **Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Counselor/Accommodation Specialist, and Instructional Designers\***

0-999 hours per year

- No benefits\*\*

1000-1559 hours per year

- Paid time off (PTO), jury duty, bereavement leave
- WRS eligible if 1200 hours or more\*\*

1560-1950 hours per year

- Eligible for all benefits except PTO
- Benefits may be prorated if less than 1950 hours per year

#### **Custodians\*\*\***

0-1039 hours per year

- No benefits\*\*

1040-1663 hours per year

- Paid time off (PTO), jury duty and bereavement leave
- WRS eligible if 1200 hours or more\*\*

1664 -2080 hours per year

- Eligible for all benefits except PTO
- Benefits may be prorated if less than 2080 hours per year

## **APPENDIX 1: Benefits FY22 March**

### **Counselors, Accommodation Specialists, and College Health Nurses\***

0-879 hours per year

- No benefits\*\*

880-1063 hours per year

- Paid time off (PTO), jury duty, bereavement leave
- WRS eligible if 880 hours or more\*\*

1064-1950 hours per year

- Eligible for all benefits except PTO
- Benefits may be prorated if less than 1330 hours per year

### **Instructional Staff**

0-879 hours per year

- No benefits\*\*

880-1063 hours per year

- Paid time off (PTO), jury duty, bereavement leave
- WRS eligible if 880 hours or more\*\*

1064-1330 hours per year

- Eligible for all benefits except PTO
- Benefits may be prorated if less than 1330 hours per year

\*Employees hired October 1, 2011 or after

\*\*If employee has WRS creditable service prior to July 1, 2011, eligibility criteria may differ.

\*\*\*Custodians hired July 1, 2012 or after

### **DEFINITIONS**

**DAY:** A day is equivalent to the following hours:

- 7.5 hours for Management, Support and Technical Personnel, Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Counselor/Accommodation Specialists, and Instructional Designers (excludes meal periods)
- 7.0 hours for Instructional Staff, Counselors, Accommodation Specialists, and College Health Nurses (excludes meal periods)
- 8.0 hours for Custodians (includes meal periods)

**WEEK:** A week is equivalent to the following hours:

- 37.5 hours for Management, Support and Technical Personnel, Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Counselor/Accommodation Specialists, and Instructional Designers (excludes meal periods)
- 35 hours for Instructional Staff, Counselors, Accommodation Specialists (excludes meal periods)
- 30 hours for College Health Nurses (excludes meal periods)
- 40 hours for Custodians (includes meal periods)

## **APPENDIX 1: Benefits FY22 March**

**PRORATED:** Benefits are prorated as indicated in the handbook appendices specific to each employee group.

### **BENEFITS**

#### **Medical Insurance**

##### Northwood Technical College Medical Plans

Eligible employees may participate in one of four medical plans offered by the College. An employee will be provided the opportunity to enroll in a medical plan at the time of hire into an eligible position or during the open enrollment process conducted once each year. An employee can make changes to coverage outside of open enrollment only if a qualifying life event occurs as established by federal guidelines. An employee is eligible to enroll in a single, single plus one, or family plan coverage of the specific medical plan selected. The College and the employee may share in the cost of the coverage. Any deductions made for medical insurance will be taken on a pre-tax basis. Deductions for medical insurance will be reflected in the first two pay periods of each month.

##### Opt Out

If an eligible employee has other insurance that is available he/she may elect to “opt out” of the College’s medical insurance during his/her initial hire, open enrollment, or qualifying life event. An employee electing to opt out will be compensated a monthly amount for each month that he/she does not participate in the College’s medical insurance.

##### Family Advantage Health Plan (FAHP)

If an eligible employee has other coverage through an employer-sponsored group health plan, he/she may elect to participate in the Family Advantage Health Plan (FAHP) during his/her initial hire, open enrollment, or qualifying life event. A qualified employee electing FAHP will be compensated a monthly amount for each qualified individual under the plan. This option includes reimbursement of deductibles, copays, and coinsurance under the employer-sponsored group health plan, up to a maximum amount.

The College reserves the right to change the medical plans offered.

#### **Dental Insurance**

An eligible employee may participate in dental insurance that is offered by the College. He/she can choose a single or family plan at the time of hire into an eligible position or during the annual open enrollment process. An employee can make a change of coverage outside of open enrollment only if a qualifying event occurs as established by federal guidelines. The College and the employee may share in the cost of the coverage. Any deductions made for dental insurance will be taken on a pre-tax basis. Deductions for dental insurance will be reflected in the first two pay periods of each month.

#### **Vision Insurance**

An eligible employee may participate in a vision insurance program that is offered by the College. The cost of this coverage is paid in full by the employee. Deductions for this coverage are taken from the first

## **APPENDIX 1: Benefits FY22 March**

pay period of each month on a pre-tax basis. An employee who is actively working and enrolls in vision insurance is required to maintain participation in the insurance for the full calendar year. If an employee chooses to cancel his/her coverage, he/she will not be allowed to re-enroll in the plan until he/she has been without coverage for a period of two years.

### **Flexible Spending Account (FSA)**

The College offers a flexible spending account program to eligible employees. This optional program allows employees to set aside pre-tax dollars to cover dependent care expenses and/or a variety of medical expenses per IRS guidelines not otherwise covered by insurance. Employees who enroll in the 80/20 Network Medical Plan or opt out of medical coverage are eligible to contribute to the medical FSA. All benefit-eligible employees are eligible to contribute to the dependent care FSA.

### **Health Savings Account (HSA)**

The College offers a health savings account program to eligible employees who enroll in one of the Consumer Driven Health Plans (CDHPs). The program allows employees to set aside pre-tax dollars to cover a variety of medical expenses per IRS guidelines not otherwise covered by insurance. Northwood Tech may choose to contribute to the account. The account is owned by the employee and goes with the employee if he/she leaves Northwood Tech employment.

### **Life Insurance**

An eligible employee is enrolled in a life insurance policy offered by the College that includes Accidental Death and Dismemberment coverage. The College and the employee may share in the cost of the coverage. Any policy value over \$50,000 will become a taxable benefit and will be reflected on the pay advice of the employee. The Coverage also includes dependent life insurance at a value of \$5,000 for a spouse, \$2,000 for a dependent age six months to 19 or 25 if a full-time student, and \$1,000 for a dependent age 14 days to six months. The specific value of the policy provided to an eligible employee is defined below.

- Management – Two times the annual base salary rounded up to the next thousand to a maximum value of \$150,000
- Instructional Staff, Counselors, Accommodation Specialists, College Health Nurses, Counselor/Accommodation Specialists, Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Instructional Designers, Custodians, Support and Technical Personnel – One and a half times the annual base salary rounded up to the next thousand to a maximum value of \$50,000

Employees who retire from the College may qualify to continue coverage under the group term life insurance program at his/her own expense.

### **Long Term Disability**

An eligible employee is enrolled in a long term disability plan offered by the College. The College and the employee may share in the cost of the coverage. The plan provides income protection coverage for an employee who is totally disabled and unable to work. The plan provides for a benefit of up to 90 percent of average monthly earnings up to a specified maximum monthly benefit after meeting a 60 consecutive



## **APPENDIX 1: Benefits FY22 March**

calendar-day waiting period. The maximum benefit period ends at age 65 if disablement occurred at age 61 or younger. For those who become disabled over age 61, the duration of the benefit is prorated.

### **Short Term Disability**

Benefit-eligible employees may apply for short term disability any time throughout employment. The benefit amount is based on coverage elected by the employee (weekly benefit cannot exceed 66-2/3% of annual salary divided by 52). The employee pays the full premium cost. Deductions are taken on an after-tax basis and deducted the first two pay periods of each month.

### **Employee Assistance Program (EAP)**

An Employee Assistance Program (EAP) is available to eligible employees. The program provides support and resources for emotional well-being, financial and legal, parenting and child care, relationships, senior life, and work and career life issues.

### **Holidays**

The College recognizes ten paid holidays per fiscal year for eligible Management, Support and Technical Personnel, Custodians, Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Counselor/Accommodation Specialists, and Instructional Designers and eight paid holidays per fiscal year for Instructional Staff, Counselors, Accommodation Specialists and College Health Nurses. Any holiday that falls on a Saturday or Sunday will be recognized on the Friday before or Monday after the holiday. The College will establish the holidays each fiscal year, post a calendar, and may adjust it accordingly. The holidays that are recognized are listed below.

- New Year's Day
- Spring Holiday
- Memorial Day\*
- Independence Day\*
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

\*Only available to Management, Support and Technical Personnel, Custodians, Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Counselor/Accommodation Specialists, and Instructional Designers.

### **Vacation**

The College grants paid vacation on a fiscal year basis to eligible Management, Non-Instructional Faculty, Support and Technical Personnel, and Custodians. The amount of vacation to which an employee is eligible depends on his/her length of continuous service and hours worked in a fiscal year. Listed below are the vacation schedules.

## APPENDIX 1: Benefits FY22 March

Management/Non-Instructional Faculty Working 52 Weeks (1950 hours)

Vacation Hours	Years of Service
112.5 hours	July 1 of 1st full fiscal year and June 30 of 3 <sup>rd</sup> fiscal year
150.0 hours	July 1 of 4th full fiscal year and June 30 of 9 <sup>th</sup> fiscal year
187.5 hours	July 1 of 10th full fiscal year and after

Support and Technical Personnel Working 52 Weeks (1950 hours)

Vacation Hours	Years of Service
75.0 hours	July 1 of 1st full fiscal year and June 30 of 4th fiscal year
112.5 hours	July 1 of 5th full fiscal year and June 30 of 9th fiscal year
150.0 hours	July 1 of 10th full fiscal year and June 30 of 12th fiscal year
157.5 hours	July 1 of 13th full fiscal year and June 30 of the 15th fiscal year
165.0 hours	July 1 of 16th full fiscal year and June 30 of the 18th fiscal year
172.5 hours	July 1 of 19th full fiscal year and June 30 of the 21st fiscal year
180.0 hours	July 1 of 22nd full fiscal year and June 30 of the 24th fiscal year
187.5 hours	July 1 of 25th full fiscal year and after

Custodians Working 52 Weeks (2080 hours)

Vacation Hours	Years of Service
80.0 hours	July 1 of 1st full fiscal year and June 30 of 4th fiscal year
120.0 hours	July 1 of 5th full fiscal year and June 30 of 9th fiscal year
160.0 hours	July 1 of 10th full fiscal year and June 30 of 19th fiscal year
200.0 hours	July 1 of 20th full fiscal year and after

Vacation will be prorated for any partial years worked. The use of vacation is always subject to supervisor approval and must be approved in advance. Supervisors are charged with assisting employees to schedule and manage vacation requests and balances so that the College's business is not negatively affected and employees are able to fully utilize this benefit. Employees may not borrow or draw against future year vacation allotments.

### **Vacation Carryover**

An employee may carry over vacation hours not utilized in a fiscal year to the following fiscal year. All vacation carryover hours may be utilized through December 31. If an employee still has vacation carryover hours remaining after December 31, a maximum of one week (five days) can be "banked". "Banked" vacation cannot exceed one week (five days) at any given time.

### **Vacation Pay at Termination**

An employee voluntarily or involuntarily terminating employment is entitled to payment for all unused vacation time, calculated on a prorated basis based on the hours worked during the fiscal year. Entries for vacation/vacation carryover hours are to be made in the electronic timesheet system prior to taking planned vacation or within two weeks following an unplanned vacation. Supervisors should ensure that entries for his/her staff are made according to the aforementioned timeframes.

## **APPENDIX 1: Benefits FY22 March**

### **Sick Leave**

Full-time employees are provided 12 days per fiscal year based on the definition of a day for each employee group. An eligible employee who works less than full-time will have his/her sick leave prorated. This leave is cumulative up to 120 days and is the maximum that can be carried over to a new fiscal year. Sick leave hours are provided at the beginning of each fiscal year with the expectation that the employee will complete a full fiscal year of employment. Sick leave may be utilized for the

employee's own illness or an illness associated with a family member. A return to work document written by the employee's physician is required after hospitalization, being absent five consecutive workdays, or if the employee has any work restrictions after utilizing sick leave hours. Listed below are the sick leave allocations. An employee must complete the Family Medical Leave Act process if three or more days of leave is expected under a FMLA qualifying condition.

Management, Support and Technical Personnel, Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Counselor/Accommodation Specialists, and Instructional Designers

- 90 hours per fiscal year to a maximum of 900 hours that can be carried over to a new fiscal year

Instructors, Counselors, Accommodation Specialists, and College Health Nurses

- 84 hours per fiscal year to a maximum of 840 hours that can be carried over to a new fiscal year

Custodians

- 96 hours per fiscal year to a maximum of 960 hours that can be carried over to a new fiscal year

Entries for sick leave hours are to be made in the electronic timesheet system prior to taking planned time off for sick leave or within two weeks following an unplanned sick leave. Supervisors should ensure that entries for his/her staff are made according to the aforementioned timeframes.

### **Personal Leave**

Full-time employees are provided one day of personal leave. An eligible employee who works less than full-time will have his/her personal leave prorated. The purpose of this leave is to provide time for an employee to conduct personal business. Personal leave cannot be carried over and must be utilized in

the fiscal year earned. Requests for personal leave require prior supervisor approval. Listed below are the personal leave allocations.

Management, Support and Technical Personnel, Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Counselor/Accommodation Specialists, and Instructional Designers

- 7.5 hours

Instructors, Counselors, Accommodation Specialists, and College Health Nurses

- 7.0 hours

Custodians

- 8.0 hours

Entries for personal leave hours are to be made in the electronic timesheet system prior to taking planned time off or within two weeks following. Supervisors should ensure that entries for his/her staff are made according to the aforementioned timeframes.

## **APPENDIX 1: Benefits FY22 March**

### **Bereavement Leave**

Eligible employees will be compensated for time lost from regular work schedules for the purpose of bereavement according to the following guidelines:

- Up to one week (hours per year divided by 52) due to the death of a family member
  
- Up to three days each fiscal year due to the death of a non-family member
- An employee's request for bereavement leave shall be submitted to his/her supervisor. The College may request documentation in support of the employee's request for bereavement leave.

Entries for bereavement leave should be entered in the electronic timesheet system prior to taking planned time off or within two weeks of taking the leave. Supervisors should ensure that entries for his/her staff are made according to the aforementioned timeframes.

### **Jury Duty**

The College provides time off to an eligible employee to satisfy his/her civic responsibility when summoned for jury duty during scheduled work hours. The College will pay regular earnings to an employee who is scheduled to work during the period of time he/she is scheduled for jury duty. An employee will reimburse the College for any payment received from the municipality for his/her service. On a daily basis, when an employee is released from jury duty, the employee shall immediately report to work unless formally excused by his/her supervisor. To qualify for paid jury duty leave, an employee must submit a copy of the summons to his/her supervisor upon receipt. Supervisors should forward the summons to Human Resources.

Entries for jury duty should be entered in the electronic timesheet system within two weeks of reporting for jury duty. Supervisors should ensure that entries for his/her staff are made according to the aforementioned timeframes.

### **Paid Time Off (PTO)**

An employee who works less than 80 percent of a full-time position, but more than the specified minimum for each employee group, will be eligible for one week of PTO. This leave will be available at the beginning of each fiscal year. There is no carryover of PTO hours not utilized in a fiscal year. The use of PTO requires supervisor approval and must be approved in advance.

Entries for PTO hours are to be made in the electronic timesheet system prior to taking planned time off or within two weeks following an unplanned time off. Supervisors should ensure that entries for his/her staff are made according to the aforementioned timeframes.

### **403(b)/457(b) Retirement Savings**

Employees working 1,000 hours or more in a 12-month period can establish a 403(b) and/or 457(b) account with any one of the designated investment providers at any time during employment. The College will match employee contributions to a 403(b) each pay period up to a certain percentage beginning the fiscal year when three years of full-time employment are met. There is no employer match to 457(b).

## **APPENDIX 1: Benefits FY22 March**

### **Wisconsin Retirement System (WRS)**

Employees who meet the eligibility criteria must be enrolled in the WRS retirement benefit. The Employee Trust Fund (ETF) determines eligibility requirements for participation and the percentage for contribution each calendar year. The College and the employee share in the contribution percentage. Visit [www.etf.wi.gov](http://www.etf.wi.gov) for more information.

### **Retirement Medical Benefit**

The College offers post-employment medical coverage to retired employees who meet the eligibility criteria as indicated in the handbook appendices specific to each employee group.

### **QUESTIONS REGARDING BENEFITS**

The College provides benefits to employees to enhance their total compensation package and improve the overall employment experience. It is important that employees understand the terms and conditions surrounding their benefits.

Questions regarding benefits should be directed to Human Resources.

## **APPENDIX 1A: Faculty Benefits FY22 March**

### **ELIGIBILITY**

- Includes Instructors, Counselors, Accommodation Specialists, and College Health Nurses
- Full Time – 1064-1950 hours
- Part Time – 880 to 1063 hours (benefits with an \* may apply and/or are prorated)

### **GROUP MEDICAL INSURANCE**

- Four medical plans to choose from – three consumer driven high deductible options and an 80/20 network option
- College and employee share the premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first two pay periods of each month
- Options of coverage are single, single plus one, or family
- Opt out of \$150/month is available for those who wish to waive coverage
- Family Advantage Health Plan (FAHP) option is available to those that have other coverage through an employer-sponsored group health plan; \$50/month for each enrolled member; reimbursement of deductibles, copays, and coinsurance up to a maximum amount
- Effective begin date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a qualifying life event

### **GROUP DENTAL INSURANCE**

- One dental plan is offered with choice of single or family coverage
- \$1,500 maximum benefit per calendar year per covered individual
- Separate \$1,500 lifetime maximum for orthodontia for each subscriber and covered dependent (dependent children are covered to age 26)
- College and employee share the premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first two pay periods of each month
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a qualifying life event

### **VISION INSURANCE**

- Offers coverage for eye exams, contacts, or eyeglass lenses once every 12 months and up to \$60 towards frames once every 24 months
- Employee pays full premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first pay period of each month
- Single, limited (employee + 1 other person in family or single parent with children), or family coverage is available
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends

## **APPENDIX 1A: Faculty Benefits FY22 March**

Can make changes to vision insurance plan only during annual open enrollment or a qualifying life event

- If you choose to cancel, there is a two-year waiting period before you can re-enroll in this program

### **FLEXIBLE SPENDING ACCOUNT/HEALTH SAVINGS ACCOUNT**

- Flexible spending account (FSA) for medical is available to those employees who have coverage in the 80/20 Network Medical Plan or have opted out
- FSA for eligible medical and dependent care expenses as defined by IRS
- FSA for dependent care is available to any benefit-eligible employee
- Health Savings Account (HSA) is available for those enrolled in one of the three Consumer Driven Health Plans (CDHP)
- HSA can be utilized for eligible expenses as defined by IRS
- College contribution to an HSA if enrolled in a Northwood Tech CDHP medical plan is determined each calendar year prior to open enrollment

### **EMPLOYEE ASSISTANCE PROGRAM**

- College provides an Employee Assistance Program (EAP) to all benefit-eligible employees
- Program provides support and resources for various life issues

### **LIFE INSURANCE**

- One and a half times the base annual salary rounded to the next higher \$1,000 up to a maximum of \$50,000 for a life insurance policy
- Dependent life insurance is also available – \$5,000 for spouse, \$1,000 for each dependent child age 14 days to 6 months, \$2,000 for each dependent child age 6 months to 19 or 25 if full-time student
- College pays premium cost
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### **LONG TERM DISABILITY**

- College pays premium cost
- 60 consecutive calendar day waiting period
- 90 percent of average base monthly salary from previous 12 months to a maximum annual salary of \$60,000 (maximum monthly benefit of \$4,500)
- Long term disability payments are considered taxable income
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### **SHORT TERM DISABILITY**

- Benefit is based on coverage elected by employee (weekly benefit cannot exceed 66-2/3 percent of annual salary divided by 52)
- Employee pays full premium cost
- Deductions are taken on an after-tax basis and deducted the first two pay periods of each month

## **APPENDIX 1A: Faculty Benefits FY22 March**

- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### **WISCONSIN RETIREMENT SYSTEM (WRS)\***

- Employees who meet the eligibility criteria must be enrolled in the WRS retirement benefit
- Employee Trust Fund (ETF) determines eligibility requirements for participation and the percentage for contribution each calendar year
- College and the employee share in the contribution percentage
- Effective on date the employee is expected to meet or meets the WRS eligibility criteria (date of hire, one-year anniversary of employment, 12-month rolling look-back, or rehire)
- Employee deductions are taken on a pre-tax basis each pay period

### **403(b)/457(b) RETIREMENT SAVINGS\***

- Employees working 1,000 hours or more in a 12-month period can establish a 403(b) and/or 457(b) account with any one of the designated investment providers at any time during employment
- College match to a 403(b) (no employer match to 457(b)) of 2% of base salary beginning the fiscal year when three years of full-time employment are met
- Deductions are taken on a pre-tax or after-tax basis each pay period per account type
- Employee can change contribution amount four times per fiscal year and investment provider only during the annual 403(b)/457(b) open enrollment

### **HOLIDAYS**

- Eight holidays are recognized as part of the employee's work schedule
- Holidays include New Year's Day, Spring Holiday, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day

### **SICK LEAVE**

- 84 hours per fiscal year for the employee's illness and/or the illness of a family member; prorated for faculty between 1064 and 1329 hours
- Can be utilized in ½ hour increments
- A maximum of 840 hours can be carried over from year to year

### **PERSONAL LEAVE**

- Seven hours per fiscal year are available for personal leave; prorated for faculty between 1064 and 1329 hours
- There is no carryover of personal leave hours not utilized in a fiscal year

### **PAID TIME OFF\***

- One week per fiscal year for part-time staff
- Week is calculated by taking fiscal year hours divided by 52 weeks
- There is no carryover of PTO hours not utilized in a fiscal year

### **OTHER LEAVES\***

- Jury Duty
  - Employees will receive their regular pay when called to Jury Duty during scheduled work hours



## **APPENDIX 1A: Faculty Benefits FY22 March**

- Employee will need to sign over or reimburse College for any per diem pay from municipality
- Employee must submit copy of summons to supervisor and Human Resources
- Bereavement Leave
  - 35 hours for the death of each family member; prorated for faculty between 880 and 1329 hours
  - 21 hours total per fiscal year for the death of any non-family members; prorated for faculty between 880 and 1329 hours
  - Both types of leave can be taken in ½ hour increments

### **RETIREMENT MEDICAL BENEFIT**

To be eligible for the retirement medical benefit, a faculty member must:

- Be eligible to receive a WRS retirement benefit (currently is age 55)
- Have completed 15 years of consecutive full-time service with Northwood Tech (prorated benefit for faculty retiring with 10-14 years of service\*)
- Provide an irrevocable letter of intent to retire 6 months prior to retirement date

Employees fall into one of two retirement medical benefit groups based on date of hire into a full-time position.

#### **Group 1 – *If hired prior to January 1, 2008***

- One day (7.0 hours) of sick leave at time of retirement turns into \$1,000 of benefit put into a Health Reimbursement Account (HRA) up to a maximum of \$120,000
- Funds can be utilized to reimburse the retiree for medical coverage purchased through one of Northwood Tech's active plans, the Marketplace, or any other group health plan
  - If at any point the retiree elects outside coverage, retiree cannot elect coverage through any of Northwood Tech's plans thereafter
  - If retiree elects Marketplace coverage, he/she must waive premium tax credit
  - If retiree elects other group health plan, he/she must pay with after-tax dollars
- Maximum monthly reimbursement amount is equal to the highest monthly premium of any of Northwood Tech's single medical plans
- Coverage continues until funds are exhausted or retiree reaches Medicare eligibility age (currently age 65)

#### **Group 2 – *If hired January 1, 2008 or after***

- Sick leave balance (up to 840 hours) multiplied by hourly rate at time of retirement creates a cash pool of retirement funds to be distributed through a Health Reimbursement Account (HRA)
- Funds can be utilized to reimburse the retiree for medical coverage purchased through one of Northwood Tech's active plans, the Marketplace, or any other group health plan
  - If at any point the retiree elects outside coverage, retiree cannot elect coverage through any of Northwood Tech's plans thereafter
  - If retiree elects Marketplace coverage, he/she must waive premium tax credit
  - If retiree elects other group health plan, he/she must pay with after-tax dollars

## **APPENDIX 1A: Faculty Benefits FY22 March**

- Maximum monthly reimbursement amount is equal to the highest monthly premium of any of Northwood Tech's single medical plans
- Coverage continues until pool is exhausted or 120 months of coverage is provided

\*Faculty retiring with 10-14 years of service receive a prorated benefit as follows:

<b>Years of Service</b>	<b>Proration of Sick Leave Hours</b>	<b>Maximum Months of Coverage</b>
10	50% up to 420 hours	60
11	60% up to 504 hours	72
12	70% up to 588 hours	84
13	80% up to 672 hours	96
14	90% up to 756 hours	108

Note: If retiree returns to work for the College in any capacity, retirement benefit is suspended during that period (suspension minimum one month).

Questions regarding benefits should be directed to Human Resources.

## **APPENDIX 1B: Non-Instructional Faculty Benefits FY22 March**

### **ELIGIBILITY**

- Includes Counselor/Accommodation Specialists, Career Specialist/Recruiters, Career Specialist/Financial Aid Advisor, and Instructional Designers
- Full Time – 1560-1950 hours
- Part Time – 1000 to 1559 hours (benefits with an \* may apply and/or are prorated)

### **GROUP MEDICAL INSURANCE**

- Four medical plans to choose from – three consumer driven high deductible options and an 80/20 network option
- College and employee share the premium cost
- Employee premiums are taken on a pre-tax basis and are deducted the first two pay periods of a month
- Options of coverage are single, single plus one or family
- Opt out of \$150/month is available for those who wish to waive coverage
- Family Advantage Health Plan (FAHP) option is available to those that have other coverage through an employer-sponsored group health plan; \$50/month for each enrolled member; reimbursement of deductibles, copays, and coinsurance up to a maximum amount
- Effective begin date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a qualifying life

### **GROUP DENTAL INSURANCE**

- One dental plan is offered with choice of single or family coverage
- \$1,500 maximum benefit per calendar year per covered individual
- Separate \$1,500 lifetime maximum for orthodontia for each subscriber and covered dependent (dependent children are covered to age 26)
- College and employee share the premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first two pay periods of each month
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a qualifying life event

### **VISION INSURANCE**

- Offers coverage for eye exams, contacts, or eyeglass lenses once every 12 months and up to \$60 towards frames once every 24 months
- Employee pays full premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first pay period of each month
- Single, limited (employee + 1 other person in family or single parent with children), or family coverage is available
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends

## **APPENDIX 1B: Non-Instructional Faculty Benefits FY22 March**

- Can make changes to vision insurance plan only during annual open enrollment or a qualifying life event
- If you choose to cancel, there is a two-year waiting period before you can re-enroll in this program

### **FLEXIBLE SPENDING ACCOUNT/HEALTH SAVINGS ACCOUNT**

- Flexible spending account (FSA) for medical is available to those employees who have coverage in the 80/20 Network Medical Plan or have opted out
- FSA for eligible medical and dependent care expenses as defined by IRS
- FSA for dependent care is available to any benefit eligible employee
- Health Savings Account (HSA) is available for those enrolled in one of the three Consumer Driven Health Plans (CDHP)
- HSA can be utilized for eligible expenses as defined by IRS
- College contribution to an HSA if enrolled in a Northwood Tech CDHP medical plan is determined each calendar year prior to open enrollment

### **EMPLOYEE ASSISTANCE PROGRAM**

- College provides an Employee Assistance Program (EAP) to all benefit-eligible employees
- Program provides support and resources for various life issues

### **LIFE INSURANCE**

- One and a half times the base annual salary rounded to the next higher \$1,000 up to a maximum of \$50,000 for a life insurance policy
- Dependent life insurance is also available – \$5,000 for spouse, \$1,000 for each dependent child age 14 days to 6 months, \$2,000 for each dependent child age 6 months to 19 or 25 if full-time student
- College pays premium cost
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### **LONG TERM DISABILITY**

- College pays premium cost
- 60 consecutive calendar day waiting period
- 90 percent of average base monthly salary from previous 12 months to a maximum annual salary of \$60,000 (maximum monthly benefit of \$4,500)
- Long term disability payments are considered taxable income
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### **SHORT TERM DISABILITY**

- Benefit is based on coverage elected by employee (weekly benefit cannot exceed 66-2/3 percent of annual salary divided by 52)
- Employee pays full premium cost
- Deductions are taken on an after-tax basis and deducted the first two pay periods of each month

## APPENDIX 1B: Non-Instructional Faculty Benefits FY22 March

- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### WISCONSIN RETIREMENT SYSTEM\*

- Employees who meet the eligibility criteria must be enrolled in the WRS retirement benefit
- Employee Trust Fund (ETF) determines eligibility requirements for participation and the percentage for contribution each calendar year
- College and the employee share in the contribution percentage
- Effective on date the employee is expected to meet or meets the WRS eligibility criteria (date of hire, one-year anniversary of employment, 12-month rolling look-back, or rehire)
- Employee deductions are taken on a pre-tax basis each pay period

### 403(b)/457(b) RETIREMENT SAVINGS\*

- Employees working 1,000 hours or more in a 12-month period can establish a 403(b) and/or 457(b) account with any one of the designated investment providers at any time during employment
- College match to a 403(b) (no employer match to 457(b)) of 2% of base salary beginning the fiscal year when three years of full-time employment are met
- Deductions are taken on a pre-tax or after-tax basis each pay period per account type
- Employee can change contribution amount four times per fiscal year and investment provider only during the annual 403(b)/457(b) open enrollment

### HOLIDAYS

- Ten holidays are recognized as part of the employee's work schedule
- Holidays include New Year's Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day

### SICK LEAVE

- 90 hours per fiscal year for the employee's illness and/or the illness of a family member; prorated between 1560 and 1949 hours
- Can be utilized in ½ hour increments
- A maximum of 900 hours can be carried over from year to year

### VACATION

- Vacation hours are allocated at the beginning of each fiscal year based on scheduled hours of work and years of service; prorated between 1560 and 1949 hours
- Hours are provided at beginning of each fiscal year assuming all scheduled hours of position will be worked
- Can be utilized in ½ hour increments
- Allocation is as follows:

Vacation Hours	Years of Service
112.5 hours	July 1 of 1st full fiscal year and June 30 of 3rd fiscal year
150.0 hours	July 1 of 4th full fiscal year and June 30 of 9th fiscal year

## **APPENDIX 1B: Non-Instructional Faculty Benefits FY22 March**

187.5 hours	July 1 of 10th full fiscal year and after
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- Vacation hours not utilized by June 30 of fiscal year can carry over to following fiscal year and use by December 31
- If vacation carryover hours are still available after December 31, a maximum of 37.5 hours can be banked
- Banked vacation hours cannot exceed 37.5 hours at any given time

### **PERSONAL LEAVE**

- Seven and a half hours per fiscal year are available for personal leave; prorated between 1560 and 1949 hours
- There is no carryover of personal leave hours not utilized in a fiscal year

### **PAID TIME OFF\***

- One week per fiscal year for part-time staff
- Week is calculated by taking fiscal year hours divided by 52 weeks
- There is no carryover of PTO hours not utilized in a fiscal year

### **OTHER LEAVES\***

- Jury Duty
  - College employees will receive their regular pay when called to Jury Duty during scheduled work hours
  - Employee will need to sign over or reimburse College for any per diem pay from municipality
  - Employee must submit copy of summons to supervisor and Human Resources
- Bereavement Leave
  - Up to 37.5 hours for the death of each family member; prorated between 1000 and 1949 hours
  - Up to 22.5 hours total per fiscal year for the death of non-family members; prorated between 1000 and 1949 hours
  - Both types of leave can be taken in ½ hour increments

### **RETIREMENT MEDICAL BENEFIT**

To be eligible for the retirement medical benefit, employee must:

- Be eligible to receive a WRS retirement benefit (currently is age 55)
- Have completed 15 years of consecutive full-time service with Northwood Tech
- Provide an irrevocable letter of intent to retire 6 months prior to retirement date

Employees fall into one of two retirement medical benefit groups based on date of hire into a full-time position.

#### **Group 1 – If hired prior to July 1, 2003**

- One day (7.5 hours) of sick leave at time of retirement turns into \$1,000 of benefit put into a Health Reimbursement Account (HRA) up to a maximum of \$120,000
- Funds can be utilized to reimburse the retiree for medical coverage purchased through one of Northwood Tech’s active plans, the Marketplace, or any other group health plan

## **APPENDIX 1B: Non-Instructional Faculty Benefits FY22 March**

- If at any point the retiree elects outside coverage, retiree cannot elect coverage through any of Northwood Tech's plans thereafter
- If retiree elects Marketplace coverage, he/she must waive premium tax credit
- If retiree elects other group health plan, he/she must pay with after-tax dollars
- Maximum monthly reimbursement amount is equal to the highest monthly premium of any of Northwood Tech's single medical plans
- Coverage continues until funds are exhausted or retiree reaches Medicare eligibility age (currently age 65)

### **Group 2 – If hired July 1, 2003 or after**

- Sick leave balance (up to 900 hours) multiplied by hourly rate at time of retirement creates a cash pool of retirement funds to be distributed through a Health Reimbursement Account (HRA)
- Funds can be utilized to reimburse the retiree for medical coverage purchased through one of Northwood Tech's active plans, the Marketplace, or any other group health plan
  - If at any point the retiree elects outside coverage, retiree cannot elect coverage through any of Northwood Tech's plans thereafter
  - If retiree elects Marketplace coverage, he/she must waive premium tax credit
  - If retiree elects other group health plan, he/she must pay with after-tax dollars
- Maximum monthly reimbursement amount is equal to the highest monthly premium of any of Northwood Tech's single medical plans
- Coverage continues until pool is exhausted, 120 months of coverage is provided, or retiree reaches Medicare eligibility age (currently age 65)

Note: If retiree returns to work for the College in any capacity, retirement benefit is suspended during that period (suspension minimum one month).

Questions regarding benefits should be directed to Human Resources.

## **APPENDIX 1C: Management Benefits FY22 March**

### **ELIGIBILITY**

- Full Time – 1,560 to 1,950 hours per year
- Part Time –1,000 to 1,559 hours (benefits with an \* may apply and/or are prorated)

### **GROUP MEDICAL INSURANCE**

- Four medical plans to choose from – three consumer driven high deductible options and an 80/20 network option
- College and employee share the premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first two pay periods of each month
- Options of coverage are single, single plus one, or family
- Opt out of \$150/month is available for those who wish to waive coverage
- Family Advantage Health Plan (FAHP) option is available to those that have other coverage through an employer-sponsored group health plan; \$50/month for each enrolled member; reimbursement of deductibles, copays, and coinsurance up to a maximum amount
- Effective begin date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a qualifying life event

### **GROUP DENTAL INSURANCE**

- One dental plan is offered with choice of single or family coverage
- \$1,500 maximum benefit per calendar year per covered individual
- Separate \$1,500 lifetime maximum for orthodontia for each subscriber and covered dependent (dependent children are covered to age 26)
- College and employee share the premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first two pay periods of each month
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a qualifying life event

### **VISION INSURANCE**

- Offers coverage for eye exams, contacts, or eyeglass lenses once every 12 months and up to \$60 towards frames once every 24 months
- Employee pays full premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first pay period of each month
- Single, limited (employee + 1 other person in family or single parent with children), or family coverage is available
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to vision insurance plan only during annual open enrollment or a qualifying life event



## **APPENDIX 1C: Management Benefits FY22 March**

- If you choose to cancel, there is a two-year waiting period before you can re-enroll in this program

### **FLEXIBLE SPENDING ACCOUNT/HEALTH SAVINGS ACCOUNT**

- Flexible spending account (FSA) for medical is available to those employees who have coverage in the 80/20 Network Medical Plan or have opted out
- FSA for eligible medical and dependent care expenses as defined by IRS
- FSA for dependent care is available to any benefit-eligible employee
- Health Savings Account (HSA) is available for those enrolled in one of the three Consumer Driven Health Plans (CDHP)
- HSA can be utilized for eligible expenses as defined by IRS
- College contribution to an HSA if enrolled in a Northwood Tech CDHP medical plan is determined each calendar year prior to open enrollment

### **EMPLOYEE ASSISTANCE PROGRAM**

- College provides an Employee Assistance Program (EAP) to all benefit-eligible employees
- Program provides support and resources for various life issues

### **LIFE INSURANCE**

- Two times the base annual salary rounded to the next higher \$1,000 up to a maximum of \$150,000 for a life insurance policy
- Dependent life insurance is also available – \$5,000 for spouse, \$1,000 for each dependent child age 14 days to 6 months, \$2,000 for each dependent child age 6 months to 19 or 25 if full-time student
- College pays premium cost
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### **LONG TERM DISABILITY**

- Employee pays full premium cost
- 60 consecutive calendar day waiting period
- 90 percent of average base monthly salary from previous 12 months to a maximum annual salary of \$150,000 (maximum monthly benefit of \$11,250)
- Long term disability payments are considered non-taxable income
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### **SHORT TERM DISABILITY**

- Benefit is based on coverage elected by employee (weekly benefit cannot exceed 66-2/3 percent of annual salary divided by 52)
- Employee pays full premium cost
- Deductions are taken on an after-tax basis and deducted the first two pay periods of each month

## APPENDIX 1C: Management Benefits FY22 March

- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### WISCONSIN RETIREMENT SYSTEM\*

- Employees who meet the eligibility criteria must be enrolled in the WRS retirement benefit
- Employee Trust Fund (ETF) determines eligibility requirements for participation and the percentage for contribution each calendar year
- College and the employee share in the contribution percentage
- Effective on date the employee is expected to meet or meets the WRS eligibility criteria (date of hire, one-year anniversary of employment, 12-month rolling look-back, or rehire)
- Employee deductions are taken on a pre-tax basis each pay period

### 403(b)/457(b) RETIREMENT SAVINGS\*

- Employees working 1,000 hours or more in a 12-month period can establish a 403(b) and/or 457(b) account with any one of the designated investment providers at any time during employment
- College match to a 403(b) (no employer match to 457(b)) of 2% of base salary beginning the fiscal year when three years of full-time employment are met
- Deductions are taken on a pre-tax or after-tax basis each pay period per account type
- Employee can change contribution amount four times per fiscal year and investment provider only during the annual 403(b)/457(b) open enrollment

### HOLIDAYS

- Ten holidays are recognized as part of the employee's work schedule
- Holidays include New Year's Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day

### SICK LEAVE

- 90 hours per fiscal year for the employee's illness and/or the illness of a family member; prorated for managers between 1560 and 1949 hours
- Can be utilized in ½ hour increments
- A maximum of 900 hours can be carried over from year to year

### VACATION

- Vacation hours are allocated at the beginning of each fiscal year based on scheduled hours of work and years of service; prorated for managers between 1560 and 1949 hours
- Hours are provided at beginning of each fiscal year assuming all scheduled hours of position will be worked
- Can be utilized in ½ hour increments
- Allocation is as follows:

Vacation Hours	Years of Service
112.5 hours	July 1 of 1st full fiscal year and June 30 of 3rd fiscal year
150.0 hours	July 1 of 4th full fiscal year and June 30 of 9th fiscal year

## APPENDIX 1C: Management Benefits FY22 March

187.5 hours	July 1 of 10th full fiscal year and after
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- Vacation hours not utilized by June 30 of fiscal year can carry over to following fiscal year and use by December 31
- If vacation carryover hours are still available after December 31, a maximum of 37.5 hours can be banked
- Banked vacation hours cannot exceed 37.5 hours at any given time

### PERSONAL LEAVE

- Seven and a half hours per fiscal year are available for personal leave; prorated for managers between 1560 and 1949 hours
- There is no carryover of personal leave hours not utilized in a fiscal year

### PAID TIME OFF\*

- One week per fiscal year for part-time staff
- Week is calculated by taking fiscal year hours divided by 52 weeks
- There is no carryover of PTO hours not utilized in a fiscal year

### OTHER LEAVES\*

- Jury Duty
  - College employee will receive his/her regular pay when called to Jury Duty during scheduled work hours
  - Employee will need to sign over or reimburse College for any per diem pay from municipality
  - Employee must submit copy of summons to supervisor and Human Resources
- Bereavement Leave
  - Up to 37.5 hours for the death of each family member; prorated for managers between 1000 and 1949 hours
  - Up to 22.5 hours total per fiscal year for the deaths of any non-family members; prorated for managers between 1000 and 1949 hours
  - Both types of leave can be taken in ½ hour increments

### RETIREMENT MEDICAL BENEFIT

To be eligible for the retirement medical benefit, employee must:

- Be eligible to receive a WRS retirement benefit (currently is age 55)
- Have completed 15 years of consecutive full-time service with Northwood Tech
- Provide an irrevocable letter of intent to retire 6 months prior to retirement date

Employees fall into one of two retirement medical benefit groups based on date of hire into a full-time position.

#### **Group 1 – If hired prior to July 1, 1993**

- One day (7.5 hours) of sick leave at time of retirement turns into \$1,000 of benefit put into a Health Reimbursement Account (HRA) up to a maximum of \$120,000
- Funds can be utilized to reimburse the retiree for medical coverage purchased through one of Northwood Tech's active plans, the Marketplace, or any other group health plan

## **APPENDIX 1C: Management Benefits FY22 March**

- If at any point the retiree elects outside coverage, retiree cannot elect coverage through any of Northwood Tech's plans thereafter
- If retiree elects Marketplace coverage, he/she must waive premium tax credit
- If retiree elects other group health plan, he/she must pay with after-tax dollars
- Maximum monthly reimbursement amount is equal to the highest monthly premium of any of Northwood Tech's single medical plans
- Coverage continues until funds are exhausted or retiree reaches Medicare eligibility age (currently age 65)

### **Group 2 – If hired July 1, 2003 or after**

- Sick leave balance (up to 900 hours) multiplied by hourly rate at time of retirement creates a cash pool of retirement funds to be distributed through a Health Reimbursement Account (HRA)
- Funds can be utilized to reimburse the retiree for medical coverage purchased through one of Northwood Tech's active plans, the Marketplace, or any other group health plan
  - If at any point the retiree elects outside coverage, retiree cannot elect coverage through any of Northwood Tech's plans thereafter
  - If retiree elects Marketplace coverage, he/she must waive premium tax credit
  - If retiree elects other group health plan, he/she must pay with after-tax dollars
- Maximum monthly reimbursement amount is equal to the highest monthly premium of any of Northwood Tech's single medical plans
- Coverage continues until pool is exhausted, 120 months of coverage is provided, or retiree reaches Medicare eligibility age (currently age 65)

### **Group 2 Hybrid – If hired between July 1, 1993 and June 30, 2003**

- Initial benefit is the same as Group 2
- If retiree exhausts cash pool and has not reached age limit or 120 months of coverage and had at least 36 days of sick leave at time of retirement, an additional \$36,000 will be added to the cash pool
- Funds can be utilized to reimburse the retiree for medical coverage purchased through one of Northwood Tech's active plans, the Marketplace, or any other group health plan
  - If at any point the retiree elects outside coverage, retiree cannot elect coverage through any of Northwood Tech's plans thereafter
  - If retiree elects Marketplace coverage, he/she must waive premium tax credit
  - If retiree elects other group health plan, he/she must pay with after-tax dollars
- Maximum monthly reimbursement amount is equal to the highest monthly premium of any of Northwood Tech's single medical plans
- Coverage continues until pool is exhausted, 120 months of coverage is provided, or retiree reaches Medicare eligibility age (currently age 65)

Note: If retiree returns to work for the College in any capacity, retirement benefit is suspended during that period (suspension minimum one month).

Questions regarding benefits should be directed to Human Resources.

## **APPENDIX 1D: Support and Technical Personnel Benefits FY22 March**

### **ELIGIBILITY**

- Full Time – 1,560 to 1,950 hours per year
- Part Time –1,000 to 1,559 hours (benefits with an \* may apply and/or are prorated)

### **GROUP MEDICAL INSURANCE**

- Four medical plans to choose from – three consumer driven high deductible options and an 80/20 network option
- College and employee share the premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first two pay periods of each month
- Options of coverage are single, single plus one, or family
- Opt out of \$150/month is available for those who wish to waive coverage
- Family Advantage Health Plan (FAHP) option is available to those that have other coverage through an employer-sponsored group health plan; \$50/month for each enrolled member; reimbursement of deductibles, copays, and coinsurance up to a maximum amount
- Effective begin date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a qualifying life event

### **GROUP DENTAL INSURANCE**

- One dental plan is offered with choice of single or family coverage
- \$1,500 maximum benefit per calendar year per covered individual
- Separate \$1,500 lifetime maximum for orthodontia for each subscriber and covered dependent (dependent children are covered to age 26)
- College and employee share the premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first two pay periods of each month
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a qualifying life event

### **VISION INSURANCE**

- Offers coverage for eye exams, contacts, or eyeglass lenses once every 12 months and up to \$60 towards frames once every 24 months
- Employee pays full premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first pay period of each month
- Single, limited (employee + 1 other person in family or single parent with children), or family coverage is available
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to vision insurance plan only during annual open enrollment or a qualifying life event

## **APPENDIX 1D: Support and Technical Personnel Benefits FY22 March**

- If you choose to cancel, there is a two-year waiting period before you can re-enroll in this program

### **FLEXIBLE SPENDING ACCOUNT/HEALTH SAVINGS ACCOUNT**

- Flexible spending account (FSA) for medical is available to those employees who have coverage in the 80/20 Network Medical Plan or have opted out
- FSA for eligible medical and dependent care expenses as defined by IRS
- FSA for dependent care is available to any benefit-eligible employee
- Health Savings Account (HSA) is available for those enrolled in one of the three Consumer Driven Health Plans (CDHP)
- HSA can be utilized for eligible expenses as defined by IRS
- College contribution to an HSA if enrolled in a Northwood Tech CDHP medical plan is determined each calendar year prior to open enrollment

### **EMPLOYEE ASSISTANCE PROGRAM**

- College provides an Employee Assistance Program (EAP) to all benefit-eligible employees
- Program provides support and resources for various life issues

### **LIFE INSURANCE**

- One and a half times the base annualized wages rounded to the next higher \$1,000 up to a maximum of \$50,000 for a life insurance policy
- Dependent life insurance is also available – \$5,000 for spouse, \$1,000 for each dependent child age 14 days to 6 months, \$2,000 for each dependent child age 6 months to 19 or 25 if full-time student
- College pays premium cost
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### **LONG TERM DISABILITY**

- College pays premium cost
- 60 consecutive calendar day waiting period
- 90 percent of average base monthly salary from previous 12 months to a maximum annual salary of \$60,000 (maximum monthly benefit of \$4,500)
- Long term disability payments are considered taxable income
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### **SHORT TERM DISABILITY**

- Benefit is based on coverage elected by employee (weekly benefit cannot exceed 66-2/3 percent of annual salary divided by 52)
- Employee pays full premium cost
- Deductions are taken on an after-tax basis and deducted the first two pay periods of each month
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

## APPENDIX 1D: Support and Technical Personnel Benefits FY22 March

### WISCONSIN RETIREMENT SYSTEM\*

- Employees who meet the eligibility criteria must be enrolled in the WRS retirement benefit
- Employee Trust Fund (ETF) determines eligibility requirements for participation and the percentage for contribution each calendar year
- College and the employee share in the contribution percentage
- Effective on date the employee is expected to meet or meets the WRS eligibility criteria (date of hire, one-year anniversary of employment, 12-month rolling look-back, or rehire)
- Employee deductions are taken on a pre-tax basis each pay period

### 403(b)/457(b) RETIREMENT SAVINGS\*

- Employees working 1,000 hours or more in a 12-month period can establish a 403(b) and/or 457(b) account with any one of the designated investment providers at any time during employment
- College match to a 403(b) (no employer match to 457(b)) of 2% of base salary beginning the fiscal year when three years of full-time employment are met
- Deductions are taken on a pre-tax or after-tax basis each pay period per account type
- Employee can change contribution amount four times per fiscal year and investment provider only during the annual 403(b)/457(b) open enrollment
- Employees hired prior to January 1, 2009 can opt for the 403(b) employer match of 2% per fiscal year if waive participation in the Group 1 retirement medical benefit

### HOLIDAYS

- Ten holidays are recognized as paid hours for eligible employees
- Holidays include New Year's Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day

### SICK LEAVE

- 90 hours per fiscal year for the employee's illness and/or the illness of a family member; prorated for Support and Technical Personnel between 1560 and 1949 hours
- Can be utilized in ½ hour increments
- A maximum of 900 hours can be carried over from year to year

### VACATION

- Vacation hours are allocated at the beginning of each fiscal year based on scheduled hours of work and years of service; prorated for Support and Technical Personnel between 1560 and 1949 hours
- Hours are provided at beginning of each fiscal year assuming all scheduled hours of position will be worked
- Can be utilized in ½ hour increments
- Allocation is as follows:

Vacation Hours	Years of Service
75.0 hours	July 1 of 1st full fiscal year and June 30 of 4th fiscal year

**APPENDIX 1D: Support and Technical Personnel Benefits  
FY22 March**

112.5 hours	July 1 of 5th full fiscal year and June 30 of 9th fiscal year
150.0 hours	July 1 of 10th full fiscal year and June 30 of 12th fiscal year
157.5 hours	July 1 of 13th full fiscal year and June 30 of the 15th fiscal year
165.0 hours	July 1 of 16th full fiscal year and June 30 of the 18th fiscal year
172.5 hours	July 1 of 19th full fiscal year and June 30 of the 21st fiscal year
180.0 hours	July 1 of 22nd full fiscal year and June 30 of the 24th fiscal year
187.5 hours	July 1 of 25th full fiscal year and after

- Vacation hours not utilized by June 30 of fiscal year can carry over to following fiscal year and used by December 31
- If vacation carryover hours are still available after December 31, a maximum of 37.5 hours can be banked
- Banked vacation hours cannot exceed 37.5 hours at any given time

**PERSONAL LEAVE**

- Seven and a half hours per fiscal year are available for personal leave; prorated for Support and Technical Personnel between 1560 and 1949 hours
- There is no carryover of personal leave hours not utilized in a fiscal year

**PAID TIME OFF\***

- One week per fiscal year for part-time staff
- Week is calculated by taking fiscal year hours divided by 52 weeks
- There is no carryover of PTO hours not utilized in a fiscal year

**OTHER LEAVES\***

- Jury Duty
  - College employees will receive his/her regular pay when called to Jury Duty during scheduled work hours
  - Employee will need to reimburse College for any per diem pay from municipality
  - Employee must submit copy of summons to supervisor and Human Resources
- Bereavement Leave
  - Up to 37.5 hours for the death of each family member; prorated for Support and Technical Personnel between 1000 and 1949 hours
  - Up to 22.5 hours total per fiscal year for the deaths of any non-family members; prorated for Support and Technical Personnel between 1000 and 1949 hours
  - Both types of leave can be taken in ½ hour increments

**RETIREMENT MEDICAL BENEFIT**

To be eligible for the retirement medical benefit, employee must:

- Be eligible to receive a WRS retirement benefit (currently is age 55)
- Have completed 15 years of consecutive full-time service with Northwood Tech
- Provide an irrevocable letter of intent to retire 6 months prior to retirement date

Employees fall into one of two retirement medical benefit groups based on date of hire into a full-time position.



## **APPENDIX 1D: Support and Technical Personnel Benefits FY22 March**

### **Group 1 – *If hired prior to January 1, 2009***

- One day (7.5 hours) of sick leave at time of retirement turns into \$1,000 of benefit put into a Health Reimbursement Account (HRA) up to a maximum of \$120,000
- Funds can be utilized to reimburse the retiree for medical coverage purchased through one of Northwood Tech’s active plans, the Marketplace, or any other group health plan
  - If at any point the retiree elects outside coverage, retiree cannot elect coverage through any of Northwood Tech’s plans thereafter
  - If retiree elects Marketplace coverage, he/she must waive premium tax credit
  - If retiree elects other group health plan, he/she must pay with after-tax dollars
- Maximum monthly reimbursement amount is equal to the highest monthly premium of any of Northwood Tech’s single medical plans
- Coverage continues until funds are exhausted or retiree reaches Medicare eligibility age (currently age 65)
- Can opt out of this benefit to receive 403(b) employer match

### **Group 2 – *If hired January 1, 2009 or after***

- Sick leave balance (up to 900 hours) multiplied by 1.5 times hourly rate at time of retirement creates a cash pool of retirement funds to be distributed through a Health Reimbursement Account (HRA)
- Funds can be utilized to reimburse the retiree for medical coverage purchased through one of Northwood Tech’s active plans, the Marketplace, or any other group health plan
  - If at any point the retiree elects outside coverage, retiree cannot elect coverage through any of Northwood Tech’s plans thereafter
  - If retiree elects Marketplace coverage, he/she must waive premium tax credit
  - If retiree elects other group health plan, he/she must pay with after-tax dollars
- Maximum monthly reimbursement amount is equal to the highest monthly premium of any of Northwood Tech’s single medical plans
- Coverage continues until pool is exhausted, 120 months of coverage is provided, or retiree reaches Medicare eligibility age plus 60 months (currently age 70)
- Includes 403(b) employer match

Note: If retiree returns to work for the College in any capacity, retirement benefit is suspended during that period (suspension minimum one month).

Questions regarding benefits should be directed to Human Resources.

## **APPENDIX 1E: Custodian Benefits FY22 March**

### **ELIGIBILITY**

- Full Time – 1,664 to 2,080 hours per year
- Part Time –1,040 to 1,663 hours (benefits with an \* may apply and/or are prorated)

### **GROUP MEDICAL INSURANCE**

- Four medical plans to choose from – three consumer driven high deductible options and an 80/20 network option
- College and employee share the premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first two pay periods of each month
- Options of coverage are single, single plus one, or family
- Opt out of \$150/month is available for those who wish to waive coverage
- Family Advantage Health Plan (FAHP) option is available to those that have other coverage through an employer-sponsored group health plan; \$50/month for each enrolled member; reimbursement of deductibles, copays, and coinsurance up to a maximum amount
- Effective begin date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a qualifying life event

### **GROUP DENTAL INSURANCE**

- One dental plan is offered with choice of single or family coverage
- \$1,500 maximum benefit per calendar year per covered individual
- Separate \$1,500 lifetime maximum for orthodontia for each subscriber and covered dependent (dependent children are covered to age 26)
- College and employee share the premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first two pay periods of each month
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends
- Can make changes to medical insurance plan and/or coverage only during annual open enrollment or a qualifying life event

### **VISION INSURANCE**

- Offers coverage for eye exams, contacts, or eyeglass lenses once every 12 months and up to \$60 towards frames once every 24 months
- Employee pays full premium cost
- Employee premiums are taken on a pre-tax basis and deducted the first pay period of each month
- Single, limited (employee + 1 other person in family or single parent with children), or family coverage is available
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is last day of month in which employment ends

## **APPENDIX 1E: Custodian Benefits FY22 March**

- Can make changes to vision insurance plan only during annual open enrollment or a qualifying life event
- If you choose to cancel, there is a two-year waiting period before you can re-enroll in this program

### **FLEXIBLE SPENDING ACCOUNT/HEALTH SAVINGS ACCOUNT**

- Flexible spending account (FSA) for medical is available to those employees who have coverage in the 80/20 Network Medical Plan or have opted out
- FSA for eligible medical and dependent care expenses as defined by IRS
- FSA for dependent care is available to any benefit-eligible employee
- Health Savings Account (HSA) is available for those enrolled in one of the three Consumer Driven Health Plans (CDHP)
- HSA can be utilized for eligible expenses as defined by IRS
- College contribution to an HSA if enrolled in a Northwood Tech CDHP medical plan is determined each calendar year prior to open enrollment

### **EMPLOYEE ASSISTANCE PROGRAM**

- College provides an Employee Assistance Program (EAP) to all benefit-eligible employees
- Program provides support and resources for various life issues

### **LIFE INSURANCE**

- One and a half times the base annual salary rounded to the next higher \$1,000 up to a maximum of \$50,000 for a life insurance policy
- Dependent life insurance is also available – \$5,000 for spouse, \$1,000 for each dependent child age 14 days to 6 months, \$2,000 for each dependent child age 6 months to 19 or 25 if full-time student
- College pays premium cost
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### **LONG TERM DISABILITY**

- College pays premium cost
- 60 consecutive calendar day waiting period
- 90 percent of average base monthly salary from previous 12 months to a maximum annual salary of \$60,000 (maximum monthly benefit of \$4,500)
- Long term disability payments are considered taxable income
- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### **SHORT TERM DISABILITY**

- Benefit is based on coverage elected by employee (weekly benefit cannot exceed 66-2/3 percent of annual salary divided by 52)
- Employee pays full premium cost
- Deductions are taken on an after-tax basis and deducted the first two pay periods of each month

## APPENDIX 1E: Custodian Benefits FY22 March

- Effective date of coverage is first day of month following date of hire and effective end date of coverage is employment end date

### WISCONSIN RETIREMENT SYSTEM\*

- Employees who meet the eligibility criteria must be enrolled in the WRS retirement benefit
- Employee Trust Fund (ETF) determines eligibility requirements for participation and the percentage for contribution each calendar year
- College and the employee share in the contribution percentage
- Effective on date the employee is expected to meet or meets the WRS eligibility criteria (date of hire, one-year anniversary of employment, 12-month rolling look-back, or rehire)
- Employee deductions are taken on a pre-tax basis each pay period

### 403(b)/457(b) RETIREMENT SAVINGS\*

- Employees working 1,000 hours or more in a 12-month period can establish a 403(b) and/or 457(b) account with any one of the designated investment providers at any time during employment
- College match to a 403(b) (no employer match to 457(b)) of 2% of base salary beginning the fiscal year when three years of full-time employment are met
- Deductions are taken on a pre-tax or after-tax basis each pay period per account type
- Employee can change contribution amount four times per fiscal year and investment provider only during the annual 403(b)/457(b) open enrollment

### HOLIDAYS

- Ten holidays are recognized as part of the employee's work schedule
- Holidays include New Year's Day, Spring Holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day

### SICK LEAVE

- 96 hours per fiscal year for the employee's illness and/or the illness of a family member; prorated for custodians between 1664 and 2079 hours
- Can be utilized in ½ hour increments
- A maximum of 960 hours can be carried over from year to year

### VACATION

- Vacation hours are allocated at the beginning of each fiscal year based on scheduled hours of work and years of service; prorated for custodians between 1664 and 2079 hours
- Hours are provided at beginning of each fiscal year assuming all scheduled hours of position will be worked
- Can be utilized in ½ hour increments
- Allocation is as follows:

Vacation Hours	Years of Service
80.0 hours	July 1 of 1st full fiscal year and June 30 of 4th fiscal year
120.0 hours	July 1 of 5th full fiscal year and June 30 of 9th fiscal year

**APPENDIX 1E: Custodian Benefits  
FY22 March**

160.0 hours	July 1 of 10th full fiscal year and June 30 of 19th fiscal year
200.0 hours	July 1 of 20th full fiscal year and after

- Vacation hours not utilized by June 30 of fiscal year can carry over to following fiscal year and used by December 31
- If vacation carryover hours are still available after December 31, a maximum of 40 hours can be banked
- Banked vacation hours cannot exceed 40 hours at any given time

**PERSONAL LEAVE**

- Eight hours per fiscal year are available for personal leave; prorated for custodians between 1664 and 2079 hours
- There is no carryover of personal leave hours not utilized in a fiscal year

**PAID TIME OFF\***

- One week per fiscal year for part-time staff
- Week is calculated by taking fiscal year hours divided by 52 weeks
- There is no carryover of PTO hours not utilized in a fiscal year

**OTHER LEAVES\***

- Jury Duty
  - College employees will receive his/her regular pay when called to Jury Duty during scheduled work hours
  - Employee will need to sign over or reimburse College for any per diem pay from municipality
  - Employee must submit copy of summons to supervisor and Human Resources
- Bereavement Leave
  - Up to 40 hours for the death of each family member; prorated for custodians between 1040 and 2079 hours
  - Up to 24 hours total per fiscal year for the deaths of any non-family members; prorated for custodians between 1040 and 2079 hours
  - Both types of leave can be taken in ½ hour increments

**RETIREMENT MEDICAL BENEFIT**

To be eligible for the retirement medical benefit, employee must:

- Be eligible to receive a WRS retirement benefit (currently is age 55)
- Have completed 15 years of consecutive full-time service with Northwood Tech
- Provide an irrevocable letter of intent to retire 6 months prior to retirement date

Employees fall into one of two retirement medical benefit groups based on date of hire into a full-time position.

**Group 1 – If hired prior to January 1, 2008**

- One day (8.0 hours) of sick leave at time of retirement turns into \$1,000 of benefit put into a Health Reimbursement Account (HRA) up to a maximum of \$120,000

## **APPENDIX 1E: Custodian Benefits FY22 March**

- Funds can be utilized to reimburse the retiree for medical coverage purchased through one of Northwood Tech's active plans, the Marketplace, or any other group health plan
  - If at any point the retiree elects outside coverage, retiree cannot elect coverage through any of Northwood Tech's plans thereafter
  - If retiree elects Marketplace coverage, he/she must waive premium tax credit
  - If retiree elects other group health plan, he/she must pay with after-tax dollars
- Maximum monthly reimbursement amount is equal to the highest monthly premium of any of Northwood Tech's single medical plans
- Coverage continues until funds are exhausted or retiree reaches Medicare eligibility age (currently age 65)

### **Group 2 – *If hired January 1, 2008 or after***

- Sick leave balance (up to 960 hours) multiplied by 1.5 times hourly rate at time of retirement creates a cash pool of retirement funds to be distributed through a Health Reimbursement Account (HRA)
- Funds can be utilized to reimburse the retiree for medical coverage purchased through one of Northwood Tech's active plans, the Marketplace, or any other group health plan
  - If at any point the retiree elects outside coverage, retiree cannot elect coverage through any of Northwood Tech's plans thereafter
  - If retiree elects Marketplace coverage, he/she must waive premium tax credit
  - If retiree elects other group health plan, he/she must pay with after-tax dollars
- Maximum monthly reimbursement amount is equal to the highest monthly premium of any of Northwood Tech's single medical plans
- Coverage continues until pool is exhausted, 120 months of coverage is provided, or retiree reaches Medicare eligibility age plus 60 months (currently age 70)

Note: If retiree returns to work for the College in any capacity, retirement benefit is suspended during that period (suspension minimum one month).

Questions regarding benefits should be directed to Human Resources.

## **APPENDIX 2: Compensation FY22 March**

### **Introduction**

The information contained in this Appendix that pertains to compensation are as of the publication date. The College reserves the right to change compensation during the course of the fiscal year with notification being provided through email distribution.

Compensation for all employee groups determined annually and approved with the adaption of the budget prior to July 1st. Northwood Tech defines the workweek as Saturday through Friday for all employees except Custodians whose workweek is Monday through Sunday (Handbook 3.2).

The Northwood Technical College Board of Trustees supports a Compensation Program that is designed to attract and retain individuals with diverse, high quality skills and abilities. It is the intent of the Program to pay salaries commensurate with counterparts throughout the state as employed by other institutions within the Wisconsin Technical College System (WTCS), taking into account applicable market competition. Wage Range Tables are established for each employee group classification with grades and ranges that structurally align.

The Compensation Program includes an annual compensation review (Handbook 3.13) as part of the budget process. Annual wage adjustments are impacted by negotiations, Board approved discretionary amounts, length of service, Consumer Price Index (CPI)/Cost of Living Adjustment (COLA) and Wage Range Table adjustments. Changes in compensation are annually determined by the College Board of Trustees and applied to the Wage Range Table for each classification. An employee's progression is also dependent on the employee's status in his/her professional development plan and compliance training. The College Leadership Team will review compensation related practices and procedures regularly to define relevancy and appropriateness to the operations of the College on an ongoing basis.

The College implemented a new Compensation Plan (Plan) for all full-time employees effective July 1, 2017. This procedure is designed to reflect elements of the new Plan. This Plan applies to all full-time positions with the exception of those who serve on the College Leadership Team. The President establishes the salaries of the members of the College Leadership Team. See General Employee Handbook Section 3.1 for definition of full-time.

Each full-time employee group has a Wage Range Table established to represent the salary placement of employees within that specific classification. Each Table has four Quartiles: Quartile I: Onboarding; Quartile II: Skill-Building; Quartile III: Competency; and Quartile IV: Proficiency. Methods for progression through the ranges are detailed in the Professional Development Plan and are customized for each employee classification.

An employee may progress through his/her range as a result of several factors or including, but not limited to negotiations/Consumer Price Index (CPI) (if position is Union represented), Board discretionary adjustment (if appropriate) and completion of his/her professional development requirements. An employee may not progress if on a Performance Improvement Plan.

## **APPENDIX 2: Compensation FY22 March**

The Compensation Program as outlined below shall determine rates of the compensation. Other factors including grant applications, funding sources and/or business partnerships shall not supersede the established individual compensation rate.

### **NEW HIRE**

New employees will be placed at the minimum placement of the Onboarding Quartile of the appropriate grade level for their employee classification. As part of the new Plan, new hires will not be placed ahead of current employees.

It is intended that an employee in his/her first three years is to progress toward the Midpoint or Quartile III: Competency.

### **PROMOTIONS/RECLASSIFICATIONS**

An employee who is currently employed full-time by the College and is promoted to a new position or if their current position is reclassified will be placed in the Quartile of the grade level of the new position that would reflect an increase closest to his/her current base annualized salary.

If the placement in the Quartile of the grade level of the new position is less than a 4% increase in his/her annualized salary, additional quartile progression will be provided that will result in a minimum of a 4% increase. If the salary adjustment is made mid-fiscal year, an analysis will be conducted to determine placement based on previous fiscal year salary information, but will include a minimum of a 4% and placement within the range of the new grade based on previous fiscal year placement. This process is conducted to provide fair adjustment no matter the timing of the promotion or reclassification. For example, a Grade 7 Manager with current placement at \$71,963 receives reclassification to Grade 9. The manager's previous fiscal year placement is reviewed. Placed the previous fiscal year at \$70,249 at Grade 7. A 4% increase = \$73,058. Placement at Grade 9 = \$74,033, provide placement with a 4% increase and within the range.

The placement for a current full-time employee will be no less than the median of the Onboarding range.

Should an employee's grade level or classification be changed and result in placement in a lower level grade or his/her base salary is above the maximum placement of the new grade, his/her salary maybe 'frozen' until such a time that it is not above the maximum placement or adjusted to reflect placement within the range of the grade.

Salary placement must be approved by the Vice President, Administrative Services/CFO and Divisional Vice President.

### **Classification or Reclassification Consideration**

A request for reclassification of a current position or the classification of a new position may be initiated by a staff member seeking reclassification, by the staff member's supervisor/ department head, or by the Director, Human Resources. Requests for reclassification shall be submitted once per year during



## **APPENDIX 2: Compensation FY22 March**

the month of February given budget and funding considerations; classification of a new position may occur throughout the year as positions are created or become vacant.

Reclassification consideration for existing positions requires that the employee and the supervisor/ department head document substantial changes in existing duties since the most recent review. Duty changes may be from substantial, immediate reassignment of duties due to reorganization, or may be the result of a logical and gradual change of responsibilities over a period of time.

To be considered for reclassification, changes should be stable and typically should have been in effect for least six months preceding the reclassification request so that it is clear that the changes that exist are likely to remain for some period of time. Reclassification will not be considered for temporary changes in duties.

A request for classification or reclassification consideration must be in writing and include a Job Description Questionnaire (JDQ) or Job Description that describes the new position or a redlined version of the employee's current JDQ or Job Description that highlights the changes in the current position since the last review. Following an internal review, the Director Human Resources will submit the request and any supporting documentation to Carlson Consulting LLC or another mutually agreed upon consultant for evaluation. The consultant will recommend classification or reclassification assignment that is appropriate for the position. The consultant may request further information including other positions affected by the review. The College will implement the results of a classification of a new position within 30 days of receipt of the consultant's recommendation. The College will implement the reclassification of a current position no later than the first day of the next fiscal year. The employee and the supervisor/ department head will be informed of the decision in writing. The College may consider immediate action at the discretion of the Vice President, Administrative Services/CFO.

### **TEMPORARY ASSIGNMENTS**

The necessary functions of a position may be temporarily assigned to another employee with the approval of the Divisional Vice President and President. The assignment assumes that the employee will continue to perform at least 50% of his/her regular duties and take on a portion or all of the new duties pending personnel action impacting the staffing of the vacant position.

Any award of a salary adjustment for a temporary assignment assumes:

- The assigned work is at a higher grade or classification; or
- The assigned work is at the employee's current grade and classification but requires different knowledge and skills to accomplish; and
- The assigned work is substantially added work for the employee; and
- The assigned work is for a duration of 30 days minimum; and
- The assigned work is for a period not to exceed 16 weeks unless an extension is approved by the Divisional Vice President and President.

Placement for a temporary assignment will be in the quartile of the grade level of the vacant position. If the placement is less than a 4% increase in his/her annualized salary, additional quartile progression will be provided to result in a minimum of a 4% increase.

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The placement for a current full-time employee will be no less than the start of the Skill-Building Quartile, unless determined by Divisional Vice President and President that Onboarding has not been completed. Consideration in setting the amount of a salary adjustment may also include:

- Current level and salary of the employee; and
- Number of additional hours required of the employee; and
- Any necessary regular travel due to the additional duties.

Once the temporary assignment is complete, the employee will return to the previous placement with any increase that would have been received applied to the original base salary. For example, an Associate Dean temporarily assigned to the role of Dean would move to Grade 11 when staffing the temporary vacancy; once the assignment is complete, he/she would return to Grade 10, Associate Dean.

### **INTERIM MANAGERIAL ASSIGNMENTS FOR NON-MANAGERIAL STAFF**

Administration 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 following compensation procedures apply to all non-managerial positions assigned management responsibilities on a temporary basis in addition to current job responsibilities.

1. The necessary functions of a management position may be assigned on a temporary basis to non-managerial staff by the Divisional Vice President or approved Vice President and Human Resources. The assignment assumes that the employee will continue to perform all or most of his/her regular duties and take on a limited portion of the managerial duties on a temporary basis.
2. A temporary assignment of management duties should be distributed first among management employees when possible. This will also ensure overtime costs are controlled.
3. Any award of compensation for a temporary assignment assumes:
  - a. The assigned work does not involve any supervision of staff; and
  - b. The assigned work is within the skill level of the employee to perform; and
  - c. The assigned work is at least a 30% increase in workload; and
  - d. The assigned work is for a duration of a minimum of 30 days and a maximum of 12 months; and
  - e. There are no management benefits associated with the increased job duties, and
  - f. This temporary assignment does not change the exempt/non-exempt status of the non-management employee.
4. In those limited circumstances when a non-exempt employee assumes management duties on a temporary basis, he/she will continue to receive overtime for hours over 40 since the classification status does not change.
5. The maximum weekly salary adjustment for the temporary assignment will be calculated by taking 10% of the minimum of the grade level of the position from which the duties were temporarily assigned, divided by 52, and adding it to regular wages.
6. Consideration in setting the amount of a salary adjustment may also include:
  - a. Current level and wage of the non-management employee; and

## **APPENDIX 2: Compensation FY22 March**

- b. Number of additional hours required of the employee; and
  - c. Any necessary regular travel due to the additional duties.
7. Once the temporary assignment is complete, the non-management employee will return to his/her previous wage.

### **INTERIM ADDITIONAL PAY**

Additional pay may be granted to any employee in the event of interim/temporary job assignments or other assigned projects outside the normal scope of job duties. To request additional pay, the employee should complete the Request for Interim Additional Pay form and submit to the appropriate Divisional Vice President. The College Leadership Team will review the request and notify the employee and Human Resources if approved.

### **ANNUAL ADJUSTMENTS**

Administration recommends annual adjustments based on the financial condition of the College, which could include no increase, to the Board for approval. The annual adjustment may consider merit/performance pay. Employees on a Performance Improvement Plan (PIP) will not be eligible for a wage increase beyond a negotiated increase if in a represented position. Non-represented positions will receive no increase if on a PIP.

In order to be eligible for an annual adjustment, employees must have worked for the College for more than six (6) months prior to the effective date of the annual adjustment and have satisfactory performance.

Employees placed at maximum placement of his/her classification range or beyond will receive future adjustments as negotiated or that reflect Consumer Price Index (CPI) or Cost of Living Adjustments (COLA). Such increases may or may not be paid in a lump sum and may or may not adjust the employee's base salary.

### **ORGANIZATION ADMINISTRATION**

This procedure is not intended to limit the ability of the College to assign or schedule employees' work and compensate staff accordingly.

### **CLASSIFICATION OF EMPLOYMENT**

It is the intent of the College to clarify the definitions of employment classifications so that an employee understands his/her employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The College and employee both have the right to terminate or end the employment relationship at any time unless prohibited by applicable law or College policy.

Each employee is designated as either non-exempt or exempt per federal and state wage and hour laws.

- **Non-Exempt Employees:** Employees who are required to be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable federal and state wage and hour laws.

## **APPENDIX 2: Compensation FY22 March**

- **Exempt Employees:** Employees who are not required to be paid overtime, in accordance with applicable federal and state wage and hour laws, for work performed beyond forty (40) hours in the defined workweek. Administration, management, professional employees, and certain other employees in administrative positions are typically exempt.

An employee will be informed of his/her initial employment classification as an exempt or non-exempt employee during the hiring process. If an employee's exempt or non-exempt status changes as a result of a promotion, transfer, or change in position, Human Resources will notify the employee. In addition to the above classifications, employees may also be designated as full-time, part-time, or temporary.

### **Full-Time Eligible Employees**

Management, Support and Technical Personnel, Career Specialists, Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Counselor/Accommodation Specialists, and Instructional Designers

- 1560-1950 hours per year

Counselors and Accommodation Specialists

- 1064-1950 hours per year

Instructors and College Health Nurses

- 1064-1330 hours per year

Custodians

- 1664-2080 hours per year

### **Part-Time Employees**

Employees consistently scheduled to work less than 80% of a full-time schedule.

### **Temporary Employees**

Employees engaged to work full-time or part-time without a guarantee of specific hours or projects.

### **HOURLY ELIGIBILITY CONSIDERATIONS**

- Affordable Healthcare Act (ACA) Hours (all groups – not to exceed an average of 29 hours per week for the portion of the year the employee is scheduled, or the employee becomes medically benefit eligible.) – rolling hours calculation
- WRS Hours (teachers 880 hours vs non-teaching 1200 hours) – measured on a calendar year
- Union (faculty 665 hours & support 19 hours/week for 18 consecutive weeks) – rolling hours calculation
- Fiscal Hours – College budgeted number of hours calculated/tracked on fiscal year 7/1-6/30
- Calendar Hours
- Rolling Hours – reporting used to calculate hours worked on a continuous 12-month period.

### **FULL-TIME, BUDGETED COMPENSATION**

- **Full-Time Manager:** Full time managers have annual contract compensation as established by the current Administration Wage Range Table. A management staff full-time equivalent (FTE) is equal to 1,560 hours/fiscal year to 1,950 hours per fiscal year. Annual contract compensation is paid bi-weekly over 26 pay periods.

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<b>Administration Wage Range Table</b>			
<b>July 1, 2021 – June 30, 2022</b>			
<b>Salary Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>11</b>	\$87,323	\$99,550	\$111,775
<b>10</b>	\$80,052	\$91,261	\$102,469
<b>9</b>	\$68,600	\$78,204	\$87,808
<b>8</b>	\$64,425	\$73,445	\$82,465
<b>7</b>	\$57,661	\$65,734	\$73,802
<b>6</b>	\$49,166	\$56,048	\$62,933
<b>5</b>	\$43,829	\$49,967	\$56,102

- **Full-Time Faculty:** Full time faculty positions have annual contract compensation as established by the current Faculty Wage Range Table. Instructional Faculty staff full-time equivalent (FTE) is equal to 1,064 to 1,330 hours per fiscal year. Annual contract compensation is paid bi-weekly over 26 pay periods. Note, if resignation occurs outside normal cycle, an analysis of assigned hours and pay received may be required to determine whether additional compensation is owed or repayment of earnings is necessary.

<b>Faculty Wage Range Table</b>			
<b>July 1, 2021 – June 30, 2022</b>			
<b>Salary Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Doctorate</b>	\$65,196	\$74,322	\$83,446
<b>Masters</b>	\$63,203	\$72,051	\$80,898
<b>Bachelors</b>	\$61,190	\$69,754	\$78,317
<b>Pre-Bachelors</b>	\$58,828	\$67,062	\$75,294

- **Full-Time Non-Instructional:** Full time non-instructional faculty have hourly rate compensation as established by the current Non-Instructional Faculty Wage Range Table. Non-instructional faculty full-time equivalent (FTE) is equal to 1,560 to 1,950 hours per fiscal year. Bi-weekly compensation is calculated by the hourly rate multiplied by contracted bi-weekly hours.

<b>Non-Instructional Wage Range Table</b>			
<b>July 1, 2021 – June 30, 2022</b>			
<b>Salary Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>Non-Instructional</b>	\$28.90/hour	\$32.93/hour	\$36.97/hour

## APPENDIX 2: Compensation FY22 March

- Full-Time Support and Technical Personnel: Full time support and technical personnel have hourly rate compensation as established by the current Support & Technical Personnel Wage Range Table. Support and technical personnel full-time equivalent (FTE) is equal to 1,560 to 1,950 hours per fiscal year. Bi-weekly compensation is calculated by the hourly rate multiplied by contracted bi-weekly hours.

<b>Support &amp; Technical Personnel Wage Range Table</b>			
<b>July 1, 2021 – June 30, 2022</b>			
Salary Grade	Minimum	Midpoint	Maximum
1	\$17.13/hour	\$19.51/hour	\$21.91/hour
2	\$16.47/hour	\$18.78/hour	\$21.08/hour

- Full-Time Custodian: Full time custodial staff have hourly rate compensation as established by the current Custodian Wage Range Table. Custodial staff full-time equivalent (FTE) is equal to 1,664 to 2,080 hours per fiscal year. Bi-weekly compensation is calculated by the hourly rate multiplied by contracted bi-weekly hours.

<b>Custodian Wage Range Table</b>			
<b>July 1, 2021 – June 30, 2022</b>			
Salary Grade	Minimum	Midpoint	Maximum
Maintenance Custodian	\$20.04/hour	\$21.89/hour	\$23.79/hour
Custodian I	\$17.02/hour	\$18.55/hour	\$20.08/hour

### **FULL-TIME CONCURRENT ROLE COMPENSATION**

Employees hired in full-time positions may also be hired in a concurrent role with the College, which would dictate a separate rate of compensation based on the qualifications required to perform other assigned duties. Supervisors of employees hired concurrently need to pay special attention to hours compensated so as to not exceed Fair Labor Standards Act guidance or employee group contract requirements including applicable overtime, schedule adjustment or the need to take leave. (Handbook 3.4)

- Full-Time Managers hired concurrently to teach: If teaching is an expectation of a full-time management position, additional compensation is not provided. If teaching is outside standard job duties for a full-time management position, the manager may be hired concurrently into an adjunct or teaching specialist position. Time spent teaching must either be outside the manager’s regular hours or the manager must take leave while teaching.

### **PART-TIME, BUDGETED COMPENSATION**

Part-time, budgeted employees are both instructional and non-instructional positions that are less than 0.8 staff FTE (less than 1,064 hours for instructional and less than 1,560 hours for non-instructional), but

## **APPENDIX 2: Compensation FY22 March**

have set hours that meet an annual fiscal year threshold (599 hours for Management and Support & Technical; 665 hours for instructional faculty; 1,040 hours for Custodians; 999 hours for Career Specialist, Career Specialist/Recruiter, Career Specialist/Financial Aid Advisor, Counselor Accommodation Specialists, and Instructional Designers).

Part-time, budgeted compensation is made at an hourly rate of pay for actual hours worked. The rate of pay is established upon hiring and subsequently adjusted upon Board approval.

The hourly rate of pay for part-time, budgeted compensation is established utilizing the applicable current fiscal year Wage Range Table and is based on the qualifications required to perform the duties assigned.

Entry for compensation is made in the electronic timesheet system as follows:

- Earnings Code I01 (Regular Pay)
- Account 50XX (as associated with regular pay)

The hourly rate of pay for part-time, budgeted compensation does not change based on grant funding availability.

Employees hired into part-time, budgeted roles may be hired in a concurrent role with the College, which would dictate a separate rate of compensation based on the qualifications required to perform other assigned duties. Supervisors of employees hired concurrently need to pay special attention to hours compensated so as to not exceed the 0.8 staff FTE limitations.

### **PART-TIME, NON-BUDGETED, NON-INSTRUCTIONAL COMPENSATION**

Part-time, non-budgeted, non-instructional employees, such as call-staff (support and custodial) and teaching assistants, are non-instructional positions hired for the purpose of a specific project or task.

The current base call staff rate is \$12.33 per hour. This rate is for positions requiring limited skills to perform a specific project or task.

For support and technical call staff positions requiring Level II skills, the rate is \$16.47 per hour. For support and technical call staff positions requiring Level I skills, the rate is \$17.13 per hour.

For custodial call staff, the rate is \$17.02 per hour.

The following are examples of call staff roles in various capacities:

- National EMS Registry Testing “Runner” = Call Staff III @ \$12.33/hour
  - This is considered an unskilled role consisting of the delivery of paperwork to the examiner on the testing day
- Police Scenarios “Actor” = Call Staff III @ \$12.33/hour
  - This is considered an unskilled role based on the instructions as given in the scenario
- 720 Academy “Drinkers” = Call Staff III @ \$12.33/hour

## **APPENDIX 2: Compensation FY22 March**

- This is considered an unskilled role as the role is to consume alcohol for participation in sobriety testing
- Allied Health/Nursing Scenarios “Actor” = Call Staff I @ \$17.13/hour
  - This is considered a skilled role based on criteria and coaching provided Nursing faculty
- Allied Health/Nursing Testing “Warm Body” = Call Staff III @ \$12.33/hour
  - This is considered an unskilled role – an example would be testing blood draw procedures and needing an arm with blood.

Teaching Assistants OTS Level 1 positions. If managers are looking to hire outside of this role, then the position is not a TA and the employee should be hired as adjunct faculty or another role.

These employees are expected to be compensated for less than 1,200 hours during a 12-month period. Employees who are compensated in excess of 1,560 hours in a 12-month period are eligible for health benefits as they then exceed 0.8 staff FTE. Supervisors of part-time, non-budgeted employees are expected to schedule and accurately track the total hours compensated for these employees so as to not exceed 1,560 hours in of compensation in a 12-month period.

Compensation is made at an hourly rate of pay for actual hours worked. The rate of pay is established upon hiring and subsequently adjusted upon Board approval. The hourly rate of pay for part-time, non-budgeted compensation is established utilizing the current fiscal year Wage Range Table and is based on the qualifications required to perform the duties assigned. These employees start at minimum placement if external and step 2 if internal.

The hourly rate of pay does not change based on grant funding availability.

Employees may be hired in a concurrent role with the College which would dictate a separate rate of compensation based on the qualifications required to perform other assigned duties.

### **UNDERGRADUATE VS. CONTINUING EDUCATION COURSE DEFINITIONS**

Undergraduate courses are often referred to as “for-credit” and are identified as UGRD/EXED. These courses are defined by aid code which is the first digit of the course number as follows:

- Aid Code 1X – Associates Degree courses (example 10-101-101: Financial Accounting I)
- Aid Code 3X – Technical Diploma courses (example 31-442-370: Gas Metal Arc Welding I)
- Aid Code 5X – Apprenticeship courses (example 50-427-758: Plumbing Advanced Topics)
- Aid Code 7X – Adult Basic Education courses (example 73-851-716: ABE Communications)

Continuing education courses are often referred to as “non-credit” and are identified as CNED. These courses are defined by aid code which is the first two digits of the course number as follows:

- Aid Code 42 – Adult General (42-818-401: Multiple Offenders)
- Aid Code 47 – Occupational (47-503-701: Fire Rescue Training)
- Aid Code 60 – Life & Leisure (60-807-606: Water Aerobics)



## **APPENDIX 2: Compensation FY22 March**

### **FULL-TIME INSTRUCTIONAL OVERLOAD COMPENSATION**

Full-time faculty contracts for the instruction of UGRD/EXED courses are compensated based on a total of 1,330 hours with a standard 35 hour, Monday through Friday, work week covering the Fall and Spring semesters. The expectation of the weekly 35 hours is that 22 hours per week provide UGRD/EXED instruction (also referred to as contact hours) and 13 hours per week are set aside for non-instructional activities including grading, curriculum management, instructional preparation, meeting attendance, mentorship and office hours. Examples of positions or activities that may be included in the assigned 22 hours of teaching are Program Director, Fieldwork Coordinator, Practicum Coordinator, Clinical Coordinator, Special Assignments and/or Team Teaching.

In certain situations, it may be necessary to exceed the weekly 22 contact hours in order to meet the needs of the College. These additional hours are defined as overload hours. Overload hours are paid at the faculty contracted hourly rate. The calculation of overload hours is made by the Program Dean and reviewed with faculty by the Associate Dean prior to acceptance. Calculations are based on contact hours as defined on the program curriculum checklists with a 1.5 multiplier applied to YourChoice and English Composition classes. Total contact hours can be adjusted for various reasons including, but not limited to, team teaching, independent study courses, class sizes above 24 students, multiple sections, and other items as addressed in Procedure I-405A. An example of such an adjustment would be as follows: 25-32 students = 1 contact hour, 33-40 students = 2 contact hours, 41-48 students = 3 contact hours. Instruction of Continuing Education courses or Business & Industry Contracts will not be considered for overload calculations.

Entry for overload compensation is made in the electronic timesheet system as follows:

- Earnings Code I03 (Overload-Faculty)
- Account 5074 (Instructor Noncontract Credit)
- Class Number, Term, Course Number and Section (as assigned)

### **OFF-CONTRACT INSTRUCTIONAL COMPENSATION**

As stated above, full-time faculty contracts for the instruction of UGRD/EXED courses are compensated based on a total of 1,330 with a standard 35 hours, Monday through Friday, work week covering the Fall and Spring semesters. In specific instances, and with Vice President of Academic Affairs approval, an instructor may choose to work their 1,330 hours during the Spring and Summer semesters or Fall and Summer semesters based on the programming needs of the College.

Off-contract time is established by the College Calendar as published annually. Examples of off-contract time include the November Fall Student Recess, the December/January Winter Student Recess, the March Spring Student Recess and (in most cases) the Summer session.

If full-time faculty elect to instruct UGRD/EXED courses during their non-contract time they are compensated at their applicable annual contract rate for the instructional hours.

Entry for compensation is made in the electronic timesheet system as follows:

## **APPENDIX 2: Compensation FY22 March**

- Earnings Code I03 (Overload)
- Account 5074 (Instructor Noncontract Credit)
- Class Number, Term, Course Number and Section (as assigned)

### **CLASS SIZE**

Class size is determined by facilities and the needs of the College. The College tries to maintain maximum class sizes as follows:

- Face-to-face lecture classes – 24 students
- Web conferencing classes – 24 students combined at all locations, unless there is an assigned team teaching arrangement to a receiving site, then class size is determined at Dean’s discretion
- Laboratory classes – 24 students (or classroom capacity)
- Online classes – 24 students

While a minimum of 12 students per course is desired, circumstances exist where courses have fewer than 12 students. These circumstances include, but are not limited to, core program courses, new program starts, new location starts, work-based learning experiences, and program teach-out plans. The Academic Program Dean is responsible for ensuring that courses below 12 students meet the needs of the students while maintaining fiscal responsibility.

In circumstances where classes are over capacity, additional contact hours are paid as follows:

- 25-32 students = 1 contact hour
- 33-40 students = 2 contact hours
- 41-48 students = 3 contact hours

As additional students are added, new sections may be established per Dean’s discretion.

Entry for the overload compensation is made in the electronic timesheet system as follows:

- Earnings Code I03 (Overload-Faculty)
- Account 5074 (Instructor Noncontract Credit)
- Class Number, Term, Course Number, and Section (as assigned)

Exceptions are to be approved by the Dean of Academic Programs and documented on the Contact Hours Calculation of Overload Agreement by Term form.

### **ADJUNCT FACULTY COMPENSATION**

Adjunct faculty are defined as part-time, non-budgeted employees who are hired for the purpose of teaching UGRD/EXED and CNED courses on behalf of the College. Adjunct faculty are expected to be compensated for less than 880 hours during a 12-month period. Adjunct faculty who are compensated in excess of 1,064 hours in a 12-month period are eligible for health benefits as they exceed 0.8 staff FTE. Supervisors of adjunct faculty are expected to schedule and accurately track the total hours compensated for adjunct faculty so as to not exceed 1,064 hours in of compensation in a 12-month period.

## **APPENDIX 2: Compensation FY22 March**

Adjunct faculty are compensated based on the course for which they are instructing (UGRD/EXED or CNED) and whether or not they have completed WTCS Faculty Quality Assurance System (FQAS) requirements. Adjunct faculty can be hired in concurrent roles based on the needs of the College.

- **UGRD/EXED Adjunct Faculty Compensation:**
  - Current compensation rate = \$44.00/hour for each instructional course hour for those who are the primary instructor of record and have not completed FQAS requirements
  - Current compensation rate = \$49.00/hour for each instructional course hour for those who are the primary instructor of record and have completed FQAS requirements
  - The Professional Development Office will notify Human Resources when an adjunct instructor provides notification of FQAS requirements completion at which time the compensation rate will be updated and processed on the next payroll following notification.
  - Compensation rate for Teaching Specialist = \$38.00/hour for each course instructional hour for those instructors that are not the primary instructor of record. Teaching Specialists are not required to complete FQAS certification
  - Entry for compensation is made in the electronic timesheet system as follows:
    - Earnings Code I07 (Instruction PT-Credit)
    - Account 5074 (Instructor Noncontract Credit)
    - Class Number, Term, Course Number and Section (as assigned)
- **UGRD/EXED Adjunct Faculty Program Meeting Attendance Compensation:**
  - Adjunct instructor compensation rate = \$44.00/hour for instructors who have not completed FQAS requirements
  - Adjunct instructor compensation rate = \$49.00/hour for instructors who have completed FQAS requirements
  - Full time instructors or full-time staff hired concurrently as adjunct faculty are ineligible for this compensation
  - Completion of FQAS is ineligible for this compensation
  - Entry for compensation is made in the electronic timesheet system as follows:
    - Earnings Code I44 (Non-Instructional Honorarium)
    - Account 5040 (Non-Instructional Honorarium)
    - Header comment to indicate course & meeting purpose
- **UGRD/EXED Compliance Training Compensation:**
  - Adjunct instructor compensation rate = \$44.00/hour for instructors who have not completed FQAS requirements
  - Adjunct instructor compensation rate = \$49.00/hour for instructors who have completed FQAS requirements
  - Full time instructors or full-time staff hired concurrently as adjunct faculty are ineligible for this compensation
  - Completion of FQAS is ineligible for compensation
  - Entry for compensation is made in the electronic timesheet system as follows:
    - Earnings Code I45 (Inservice/Orientation)
    - Account 5040 (Non-Instructional Honorarium)/Project Number 891 Compliance Training
    - Header comment to indicate period associated with training completion

## **APPENDIX 2: Compensation FY22 March**

- Dates/Hours comment associated with each individual line to indicate related course completed
- **UGRD/EXED Substitution Compensation:**
  - Northwood Tech Substitute is defined as an individual who conducts class sessions on a short-term basis when the scheduled instructor is unavailable (e.g. personal day, leave of absence, emergency, etc.). Substitute instructors are not the instructor of record, are typically not responsible for class prep or lesson planning and may be required to meet some specific qualifications by program area (i.e. specific WI licensure).
  - Adjunct instructor compensation rate = \$44.00/hour for each instructional course hour for those instructors who have not completed FQAS requirements
  - Adjunct instructor compensation rate = \$49.00/hour for each instructional course hour for those instructors who have completed FQAS requirements
  - Full time instructors are compensated at their contract rate for substitution hours
  - FQAS is not a requirement for substitution compensation
  - Entry for compensation is made in the electronic timesheet system as follows:
    - Earnings Code I09 (Substitution)
    - Account 5074 (Instructor Noncontract Credit)
    - Class Number, Term, Course Number and Section (as assigned)
- **CNED Adjunct Faculty Compensation – All Aid Codes**
  - \$24.00 per hour is applicable for activities as follows:
    - Curriculum development for aid code 42, 47 and 60 courses
    - Substitution when course does not require special certification(s)
    - Attending training/conferences/Inservices
      - Electronic timesheet system entry as follows:
        - Earnings Code I45 (Inservice/ Orientation)
        - 5040 (Non-Instructional Honorarium)
        - Comment to indicate course/training/conference/Inservice
- **CNED Adjunct Faculty Compensation – Aid Code 42: Occupational**
  - \$38.00 per hour applies to Driver's Education courses (42-812-40X)
    - Electronic timesheet system entry as follows:
      - Earnings Code I08 (Instruction PT-Non-Credit)
      - Account 5075 (Adult Education Staff)
      - Project 7XX6XX (for specific location)
      - Class Number, Term, Course Number and Section (as assigned)
  - \$38.00 per hour applies to Motorcycle Safety Training courses (42-816-XXX)
    - Electronic timesheet system entry as follows:
      - Earnings Code I08 (Instruction PT-Non-Credit)
      - Account 5075 (Adult Education Staff)
      - Project 7XX739 (calendar year ending in odd number)
      - Project 7XX740 (calendar year ending in even number)
      - Class Number, Term, Course Number and Section (as assigned)
  - \$38.00 per hour applies to all other aid code 42 courses
    - Electronic timesheet system entry as follows:

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- Earnings Code I08 (Instruction PT-Non-Credit)
- Account 5075 (Adult Education Staff)
- Project 7XX820 (calendar year ending in odd number)
- Class Number, Term, Course Number and Section (as assigned)
- **CNED Adjunct Faculty Compensation – Aid Code 47: Occupational**
  - Public Safety Specialist: \$44.00/hour for each course instructional hour for those instructors who are the primary instructor of record in which the course requires special certification(s) for program content delivery. Public Safety Specialists are not required to complete FQAS certification.
    - Electronic timesheet system entry as follows:
      - Earnings Code I08 (Instruction PT-Non-Credit)
      - Account 5075 (Adult Education Staff)
      - Class Number, Term, Course Number and Section (as assigned)
  - Teaching Specialist: \$38.00/hour for each course instructional hour for those instructors that are not the primary instructor of record, but the course requires special certification(s) for program content delivery. Teaching Specialists are not required to complete FQAS certification.
    - Electronic timesheet system entry as follows:
      - Earnings Code I08 (Instruction PT-Non-Credit)
      - Account 5075 (Adult Education Staff)
      - Class Number, Term, Course Number and Section (as assigned)
  - Teaching Assistants: \$17.13/hour (OTS level 1 minimum) for actual hours worked. Teaching Assistants non-instructional compensation.
    - Electronic timesheet system entry as follows:
      - Earnings Code I46 Call Staff/Teaching Assistant
      - Account 5044 (Part-time Clerical)
      - Class Number, Term, Course Number and Section (as assigned)
  - Professional Development Seminar instruction (refer to 38.24 guidelines) refers to instruction in courses that require the employment of Northwood Tech personnel of other agencies, such as governmental agencies, educational systems, or the private sector where the salaries for these individuals have been established by their employers or other certifying agencies. In these instances, the Northwood Tech employee's hourly rate would be applicable.
    - Electronic timesheet system entry as follows:
      - Earnings Code I08 (Instruction PT-Non-Credit)
      - Account 5075 (Adult Education Staff)
      - Class Number, Term, Course Number and Section (as assigned)
- **CNED Adjunct Faculty Compensation – Aid Code 60: Life & Leisure**
  - The College wishes to encourage and incentivize instructors aid code 60 program courses that exceed recruitment goals; therefore, aid code 60 program courses are compensated on an instructional hourly rate based on student enrollment.
    - 3-6 students enrolled \$24 per hour
    - 7-9 students enrolled \$26 per hour

## **APPENDIX 2: Compensation FY22 March**

- 10-12 students enrolled \$28 per hour
- 13-16 students enrolled \$30 per hour
- 17+ students enrolled \$32 per hour
- A comment is required in the electronic timesheet system indicating the total number of students enrolled in the class and course selected. In the event of stacked classes, the class, term, course and section will be selected for one of the stacked classes and a note will be made in the comments stating total students enrolled including a listing of the other associated stacked classes. Electronic timesheet system entry as follows:
  - Earnings Code I08 (Instruction PT-Non-Credit)
  - Account 5075 (Adult Education Staff)
  - Project 7XX822 (calendar year ending in odd number)
  - Class Number, Term, Course Number and Section (as assigned)

### **PROGRAM DIRECTOR COMPENSATION**

Full-time faculty who assume additional responsibilities within their instructional program are eligible to be downloaded from 22 contact hours/week during the fall and spring terms to perform the program director responsibilities. This may result in additional overload compensation (refer to Overload Compensation section).

In the event that full-time faculty perform program director duties outside of their annual contract hours, for example during the summer or holiday breaks, compensation for those hours would be made at their contracted hourly rate and entered into the electronic timesheet system as follows:

- Earnings Code I44 (Honorarium Non-Instruction)
- Account 5040 (Non-Instructional Honorarium)
- Comments to include “non-contract program director hours”

### **MENTOR PAY**

Northwood Tech recognizes the need to mentor its new faculty, students and staff. Specific mentorship pay is to be preapproved and may be limited based on grant funding or discretionary operational budgets. Two main types of mentor pay are as follows:

- New Faculty Mentor = \$1,500 total for 1-2 mentees (additional \$1,500 is paid if the mentor takes on 1-2 more mentees)
  - \$500 payment after the completion of the 1<sup>st</sup> eight weeks in the mentees 1<sup>st</sup> semester
  - \$500 payment after the completion of the 2<sup>nd</sup> eight weeks in the mentees 1<sup>st</sup> semester
  - \$250 payment after the completion of the 1<sup>st</sup> eight weeks in the mentees 2<sup>nd</sup> semester
  - \$250 payment after the completion of the 2<sup>nd</sup> eight weeks in the mentees 2<sup>nd</sup> semester
- Transcribed Credit (Hourly rate based on annual salary; hours are based on number of credits of course and whether course is new or continued; may be assigned as part of instructor assignment)

Compensation of mentor pay is made in the electronic timesheet system as follows:

- Earnings Code I65 (Mentor Pay)
- Account code is dependent upon grant funding, collegewide or divisional mentorship

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- Hourly rate = \$50.00
- Total Hours = Total pay divided by \$50 (i.e. \$750/\$50 = 15 hours)
- Comment required to indicate course applicable to the curriculum development compensation

### **FACILITATOR PAY**

Northwood Tech recognizes the need to draw on the strengths of its faculty and staff to facilitate specific professional development, training, team building or process modifications. Facilitated sessions must be scheduled through the professional development office and have approval from the Director, Training & Development in order to qualify for compensation. If there are multiple presenters, the amount may be split between presenters as compensation may be limited based on grant funding or discretionary operational budgets. Examples of facilitator pay are as follows:

- Process Improvement Event (PIE) = \$750.00 per event
- FQAS Course = \$2,000 per course – paid upon grade submission for the course
- Crucial Conversations = \$750.00 for the two-day event – prorated if the event is shortened
- SafeZone Project = \$200 per session
- True Colors = \$150 stipend for the standard 3-hour presentation (Personal Success) and \$34.00/hour plus the 0.36 prep multiplier for customized follow-up sessions

Facilitator pay is made in the electronic timesheet system as follows:

- Earnings Code I52 (Facilitator Pay)
- Account code is dependent upon grant funding, collegewide or divisional mentorship
- Hourly rate = \$50.00
- Total Hours = Total pay divided by \$50 (i.e. \$750/\$50 = 15 hours)
- Comment required to indicate course applicable to the curriculum development compensation

### **CURRICULUM DEVELOPMENT COMPENSATION**

Curriculum development compensation requires pre-approval. Approval is obtained through the use of a completed Curriculum Development Application. Completed applications should be submitted to the Curriculum & Assessment Manager for approval who will then forward the approved documentation to Human Resources for inclusion in the employee's file. Compensation is based on the following:

- Outcome Summary Development
  - New Course = \$100 per credit
  - Development of learning outcomes for state aligned courses = \$150 per course
  - Revision of 50% or more of existing course = \$150 per course
- Syllabus and Schedule Template for New Course = \$100 per course
- Learning Plans, Companion Activities (Student Workbook/Lab Manual), Teaching Materials (Slides, Worksheets, Games), Performance Assessment Tasks and/or Tests
  - New Course = \$200 per credit
  - State-Aligned Courses = \$100 per credit
  - Revision of 50% or more of existing course = \$100 per credit
  - Using external resources (MyMath, Cisco) = \$100 per credit
- Online Course Shell = \$250 per course
- Challenge Exam or Skills-Based Assessment = \$100 per credit

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UGRD/EXED curriculum development electronic timesheet system entry:

- Earnings Code I04 (Curriculum/Projects)
- Project 830 (Curriculum Development)
- Hourly rate = \$50.00
- Comment required to indicate course applicable to the curriculum development compensation

CNED curriculum development electronic timesheet system entry:

- Earnings Code I04 (Curriculum/Projects)
- Project 820 (Aid code 42) / Project 821 (Aid Code 47) / Project 822 (Aid Code 60)
- Hourly rate = \$24.00
- Comment required to indicate course applicable to the curriculum development compensation

### **EMPLOYEE HONORARIUM COMPENSATION**

The College recognizes the need to compensate individuals who perform specialized services to enhance the delivery of College services through short-term instruction and/or other non-instructional activities.

This type of compensation is defined as honorarium compensation.

- Instructional honorariums may be paid to individuals for specialized instructional needs for seminars, workshops, courses, or training. The market rate within the instructional area will be the used as a guide by the supervisor and budget manager to establish an equitable compensation amount.
  - Entry for compensation is made in the electronic timesheet system as follows:
    - Earnings Code I43 (Honorarium Instruction)
    - Account 5074 (Instructor Noncontract Non-Credit)
    - Class Number, Term, Course Number and Section (as applicable)
- Non-Instructional honorariums may be paid for non-instructional activities, which include individuals or guest speakers/presenters of seminars, workshops, courses or training activities. The market rate within the professional area will be used as a guide by the supervisor and budget manager to establish an equitable compensation amount. Additionally, non-instructional honorariums should be used when compensating faculty for non-contract time such as participation in selection/hiring committees.
  - Entry for compensation is made in the electronic timesheet system as follows:
    - Earnings Code I44 (Honorarium Non-Instruction)
    - Account 5040 (Non-Instructional Honorarium)
    - Comments to include justification for payment
- Non-Employee honorariums adhere to the IRS definition as an independent contractor and may be paid if the provider of any services is a company, firm, or business which provides such services for the public and the activity meets Internal Revenues Service (IRS) guidelines regarding behavioral control, financial control and the relationship of the parties. The Vice President of Administrative Services should be contacted if assistance is necessary to make such a determination. If the Vice President of Administrative Services is unable to render a decision, he/she may seek IRS determination by filing form SS-8, Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding, with the IRS. Independent Contractor services must bill the College directly for the services provided and the detailed



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invoice must include the business name, address, Federal Identification Number and contact information. IRS guidelines and definitions regarding independent contractors can be found in Publications 1779, Independent Contractor or Employee Brochure, and/or Publication 15-A, Employer's Supplemental Tax Guide, at the IRS.gov Web site.

### **INSERVICE ATTENDANCE COMPENSATION**

- Full-Time Manager: Full-time managers are not eligible for additional compensation for Inservice attendance as the expectation is that attendance is a requirement of their employment with Northwood Tech.
- Full-Time Faculty: Full-time faculty are not eligible for additional compensation for Inservice attendance as the expectation is that attendance is a requirement of their employment with Northwood Tech.
- Full-Time Support and Technical Personnel: Full-time support and technical personnel are not eligible for additional compensation for Inservice attendance as the expectation is that attendance is a requirement of employment with Northwood Tech.
- Full-Time Custodian: Full-time custodial staff are not eligible for additional compensation for Inservice attendance as the expectation is that attendance is a requirement of their employment with Northwood Tech.
- Part-Time, Budgeted Staff: Part-time, budgeted staff are eligible for compensation for Inservice attendance at their hourly rate of pay.
  - Entry for compensation is made in the electronic timesheet system as follows:
    - Earnings Code I01 (Regular Pay)
    - Account 50XX (as associated with regular pay)
- Part-Time, Non-Budgeted Staff: Part-time, non-budgeted staff are generally not required to attend Inservices. Attendance approved by the supervisor, is compensated at the employee's hourly rate pay.
- Adjunct Faculty: Adjunct faculty may be asked to attend an Inservice for UGRD/EXEC programming in support of their instructional function. Budget managers for adjunct faculty, based on the availability of funds, will determine whether to invite adjuncts staff to meetings or work events. The rate of pay for attendance at trainings or Inservice meetings is made at the applicable \$44.00/hour (non-FQAS completion) & \$49.00/hour (FQAS completion) and is paid in 15-minute increments for actual time in attendance
  - Entry for compensation is made in the electronic timesheet system as follows:
    - Earnings Code I45 (Inservice/Orientation)
    - Account 5040 (Non-Instructional Honorarium)
    - Project 894 (Inservice/Divisional Days Travel)
    - Comment to include brief description of attendance

### **SHOP MAINTENANCE**

Full-time faculty may be requested to work additional non-contract hours for the purpose of shop maintenance or lab setup if there are remodel projects on campus. Compensation would be paid at the current contract hourly rate for actual hours worked.

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Entry for compensation is made in the electronic timesheet system as follows:

- Earnings Code I23 (Additional Compensation)
- Account 5040 (Non-Instructional Honorarium)
- Comments to include purpose for additional compensation

### **EXTRACURRICULAR (CLUB) ADVISOR COMPENSATION**

The student organization advisor serves a designated recognized student co-curricular and extracurricular organization and provides advice and continuity to the members of the student organization. Only full-time employees (faculty and management staff) of the College are eligible to serve as an advisor.

Compensation for Club Advisors who meet the responsibilities outlined in the Advisor Letter of Agreement is as follows:

- \$1,000 for Advisor and \$500 for Co-Advisors
- \$250/club for state competitions and \$500/club for national competitions

Entry for compensation is made in the electronic timesheet system as follows:

- Earnings Code I17 (Extracurricular Advisors)
- Account 5037-1000-93402-17XX

### **TESTING COMPENSATION**

Testing is a function of both entry and certification at Northwood Tech. Compensation for the proctoring of testing by a non-adjunct employee is paid at the employee's contracted hourly rate for actual hours worked. Adjunct employees are compensated on the hourly rate associated with a Teaching Specialist. Testing compensation is not eligible for payment by a non-employee honorarium as the IRS requirement as an independent contract is not met.

Entry for compensation is made in the electronic timesheet system as follows:

- Earnings Code I16 (Testing/Proctoring)
- Project 817 (Testing)

### **TUTOR COMPENSATION**

Compensation for general student tutoring is paid at an hourly rate of \$12.33 for actual hours worked.

Entry for compensation is made in the electronic timesheet system as follows:

- Earnings Code I37 (Tutor Non-Work Study)
- Account 5044-2001-93800-1701-72X141
- Earnings Code I62 (Tutor Work-Study)
- Account 5094/5096

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The College recognizes the need for tutors with industry-specific instructional knowledge. These individuals may be required to have advanced education and/or understanding of complex topics being tutored. An example of this type of tutor would be in the math and writing labs.

Compensation for professional tutoring is paid at an hourly rate of \$38.00 for actual hours worked.

Entry for compensation is made in the electronic timesheet system as follows:

- Earnings Code I38 (Professional Tutor)
- Account 5074 (Instructor Noncontract Credit)

### **REHIRED RETIREE OR OTHER WISCONSIN RETIREMENT SYSTEM (WRS) ANNUITANT RECIPIENTS**

Employees who work for the College in retirement, after a minimum of a 75-day break in service from a WRS employer, are subject to limitations on the hours they can work and still receive WRS annuity payments. Employees receiving WRS annuity payments would be re-employed at the minimum rate for the applicable Wage Range Table. Rehired employees who are receiving WRS annuity payments must complete the Rehired Annuitant Form and are limited to annual hours set forth by Employee Trust Funds (ETF).

Supervisors of employees who are receiving WRS annuity payments must be mindful of ETF hour limitations when scheduling employees and should verify actual compensation of hours at a minimum of twice each year (recommended in May and November).

If an employee retires and/or resigns from active employment with the College and returns in a part-time or adjunct capacity, he/she will begin at the start of the salary schedule. No minimum break in service is required and whether the retiree/resignee collects a WRS annuity does not impact hourly placement.

### **REHIRED RETIREES**

Employees who work for the College after retirement and are not receiving WRS annuity payments would be also be re-employed at the minimum rate for the duties performed based on the applicable Wage Range Table.

### **ASSIGNED HOME CAMPUS**

All employees in a budgeted position are assigned a home campus upon hire based on their functional duties and job requirements. The employee's home campus is utilized when calculating travel time compensation and mileage reimbursement. IRS requirements dictate that mileage reimbursement must include commute miles to be categorized as non-taxable income to the employee; therefore, the employee home campus is utilized when calculating mileage reimbursement.

Home campus is determined based upon business necessity, feasibility and viability of instructional, operational and financial programs and objectives. The College will also consider voluntary requests for a change in worksite location; however, approval is not guaranteed. These requests will be for positions that support Collegewide organizational functions, instructional assignments and/or other strategic

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objectives and provides opportunity or creates benefits for Northwood Tech in a way that technology cannot facilitate.

The assignment on a home campus for part-time employees and adjunct faculty without a normally scheduled work assignment are determined by their county of residence based on the following table:

<b>County of Residence</b>	<b>Home Campus</b>
Ashland County	Ashland Campus
Barron County	Rice Lake Campus
Bayfield County	Ashland Campus
Burnett County	Siren Training Center
Douglas County	Superior Campus
Iron County	Ashland Campus
Polk County	Balsam Lake Outreach Center
Rusk County	Ladysmith Outreach Center
St. Croix County	New Richmond Campus
Sawyer County	Hayward Outreach Center
Washburn County	Shell Lake Administrative Office

### **TRAVEL TIME COMPENSATION**

The College recognizes the need for employees to travel to locations other than their assigned home campus on a temporary basis.

- **Full-Time Manager:** Full time managers are not eligible for travel time compensation as the expectation is that travel time is included in the salary of the exempt position.
- **Full-Time Support and Technical Personnel:** Full time support and technical personnel are eligible for travel time compensation from their assigned home campus when the number of hours including their travel time exceeds the 37.5-hour work week (Saturday through Friday). Travel time would be treated the same as additional hours of work and would be entered and calculated as follows:
  - 105 (Additional Straight Time) using the expense account assigned to the employee contract
    - For the first 2.5 hours of travel multiplied by the contract hourly rate
  - 106 (Overtime Pay) using the expense account assigned to the employee contract
    - For any hours in excess of 40 multiplied by 1.5 the contract hourly rate
- **Full-Time Custodian:** Full time custodial staff are eligible for travel time compensation from their assigned home campus in the event that the number of hours including their travel time exceeds the 40-hour work week (Monday through Sunday). Travel time is treated the same as overtime hours of work and would be entered and calculated as follows:
  - 106 (Overtime Pay) using the expense account assigned to the employee contract
    - For any hours in excess of 40 multiplied by 1.5 the contract hourly rate
- **Full-Time Faculty:** Full time faculty traveling to attend an event outside their fiscal contract hours are not eligible for travel time to attend the meeting; however, will be compensated at their current contract hourly rate up to 8 hours for each event and entered for actual hours worked as follows in 15-minute increments.
  - Example: Interview search committees

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- Earnings Code I44 (Honorarium Non-Instruction)
- Account 5040 (Non-Instructional Honorarium)
- Comments to include description of meeting attended or interview committee participation
- Full-Time Faculty: Full time faculty traveling to a temporary work location to teach credit courses may be scheduled within their instructional load as defined in section 6 of the Handbook. Any travel above the instructional load will be reimbursed \$35.00 per hour and will be calculated and entered per trip as follows in 15-minute increments.
  - I10 (Travel time) using expense account 5040
    - Total round trip drive time less 1-hour multiplied by \$35.00 per hour
    - Example: [4 hours total round-trip drive time – 1 hour] = 3 hours x \$35.00 = \$105.00
    - If the faculty member begins or ends their daily travel at their assigned home campus the 1-hour deduction does not apply
    - Example: Home campus in Superior, faculty member teaches a class in Ashland in the morning and returns to Superior in the afternoon to teach another class:  
3 hours total round-trip drive time – 0 hour = 3 hours x \$35.00 = \$105.00
- Part-Time/Adjunct Faculty: Travel time compensation is provided for adjunct staff when traveling from the employee's assigned home campus to a temporary work location at a rate of \$35.00 per hour and will be calculated and entered per trip as follows in 15-minute increments.
  - I10 (Travel time) using expense account 5040
    - Total round trip drive time less 1-hour multiplied by \$35.00 per hour
    - Example: [4 hours total round-trip drive time – 1 hour] = 3 hours x \$35.00 = \$105.00
- Part-Time Support and Technical Personnel and Custodians: Part time support and technical personnel and custodians are eligible for travel time compensation from their assigned home campus as part of their regular hourly pay and should be entered as follows:
  - I01 (Regular pay) using the expense account assigned to the employee contract

### MILEAGE REIMBURSEMENT

In addition to travel time compensation, reasonable transportation expenses incurred on necessary, authorized trips away from the employee's assigned home campus are reimbursable regardless of the type of transportation used. However, all travel should be by the most direct route. If an employee for personal convenience does not use the most direct route and incurs additional expense(s) and additional time away from the office, such additional expense(s) must be considered personal with reimbursement limited accordingly.

- Travel by Private Vehicle
  - Employees who travel by private vehicle as a part of their assignment with the College will be reimbursed at the College's approved mileage reimbursement rate.
  - The College will not reimburse the employee for any maintenance or repair costs incurred for his/her private car while on College business. These types of expenditures are included in the mileage reimbursement rate.
  - Reimbursement will be limited to activities covered under the assignment.
  - Only miles required to conduct College business will be reimbursed.
  - Any parking, taxi/shuttle fares, and toll charges incurred while on College business are reimbursable.

## **APPENDIX 2: Compensation FY22 March**

- Traffic citations, parking tickets, and other traffic violation expenses are the employee's responsibility.
- An employee requesting reimbursement for travel expenses for his/her private car must carry automobile insurance and provide a copy of declaration of personal insurance coverage with the following as a minimum of liability insurance: \$25,000 per person, \$50,000 per occurrence, \$10,000 property damage.
- Whenever possible, employees are expected to plan their trips to coordinate travel with other employees having business at the same location.
- Travel mileage is calculated from the employee's assigned home campus to the temporary work site location utilizing the College's approved mileage chart. Mileage is not computed from and to an employee's residence.
- If an employee works at a temporary work site location at his/her convenience (not as the result of supervisor assignment), travel mileage will not be paid from the work site location.
- The College will not reimburse the employee for any maintenance or repair costs incurred for his/her private car while on College business. These types of expenditures are included in the mileage reimbursement rate.

Questions regarding compensation should be directed to Human Resources.