

IV. GENERAL EMPLOYMENT POLICIES.

Criminal Background Checks and Criminal Convictions

During the hiring process, the College will obtain information regarding a prospective employee's background and work experience. Prior to the beginning of employment, the College will conduct a complete background check that may include, but is not limited to, criminal background checks, security clearance, past employment, and education. The College will utilize a third-party consumer agency to procure this information, and will comply with the requirements of the Fair Credit Reporting Act in doing so. The information obtained during this process will be reviewed and used only as it is relevant to the hiring decision for the position for which the candidate has applied, as described below. A signed authorization and release form must be provided and on file prior to obtaining a criminal background check. An applicant's failure to provide a signed release will render the applicant ineligible for further consideration for employment.

The College will not use arrest records as a basis for hiring decisions. The College will not use criminal conviction and guilty plea records as a basis to refuse to hire, to segregate, or to act with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges or conditions of employment, unless (1) there is a substantial relationship between one or more of the previous criminal convictions and the employment sought or held; or (2) the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the Simpson College community or the general public. "Substantial relationship" means a consideration of whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position.

The College will consider the following factors in making its determination based on conviction or guilty plea record: (1) the length of time since the conviction and the completion of the sentence therefor; (2) the number of convictions that appear on the conviction record; (3) the nature and severity of the conviction and its relationship to the safety and security of others; (4) the nature and duties of the job or position sought conviction; and (5) evidence of rehabilitation efforts.

Revised and restated: October 22, 2024

General Office Conduct

The College is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the College are treated in a respectful manner. Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered inappropriate in the workplace. Such behavior may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive:

1. Theft or inappropriate removal or possession of College property or the property of a fellow employee.

2. Willful destruction of College property or the property of a fellow employee.
3. Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
4. Fighting or threatening violence in the workplace.
5. Conduct that violates the College's Anti-Discrimination and Anti-Harassment policy.
6. Using excessively abusive, threatening or obscene language.
7. Using intimidation tactics and making threats.
8. Sabotaging another's work.
9. Making defamatory statements about others.
10. Falsifying company records or reports, including one's time records or the time records of another employee

Employees are expected to conform to general office hours under normal circumstances and to provide information on where they may be reached when absent from campus. Courtesy within the office, between departments, and on the telephone and in emails is highly encouraged. Supervisors are responsible for ensuring that their department complies with these procedures.

Employees should not be asked to perform non-professional or personal tasks that are considered to be beyond normal requirements of the position.

Institutional Hours

The College maintains a regular schedule of office hours for the academic year and the summer season that all employees are expected to follow.

Regular office hours for full-time employees during the academic year are 8:00 a.m. to 4:30 p.m. Forty-five minutes are allowed for a lunch break. It is recognized that at times the lunch hour may be used to conduct College business and involve a longer period of time. Offices will remain open over lunchtime.

A normal workweek is 38.75 hours worked between 12:01 a.m. Sunday through 12:00 midnight Saturday. All full-time non-exempt employees are paid on a 40-hour per week basis. It is recognized that exempt employees' hours must be somewhat flexible depending on the demands of their specific schedule and area of responsibility; however, normal office hours should be respected.

To best meet the needs of our students and business, the College has established "Core Hours," during which the academic offices are to be open and staff available for meetings. Core hours

during the academic year are 9:00 a.m. – 3:00 p.m. Monday through Friday. If feasible for your department, this offers individuals the ability to flex their time - whether staying late or leaving early – as long as there is departmental coverage. As always, if you intend to flex your hours, you are required to obtain your supervisor's approval in advance.

The summer workweek is 36 hours and office hours are 8:00 a.m. to 4:30 p.m. The supervisor of each office will schedule half days off for employees, concentrating time off on Friday, in such a way that offices remain open as needed. Core hours during summer half days will be 9:00 a.m. - 3:00 p.m. Monday through Thursday. All employees are urged to take their half-day off each week, as half days must be used by September 30 or they will be forfeited.

Inclement Weather

Generally, all offices will be open and classes held as regularly scheduled despite the weather conditions. However, in the case of severe weather or emergencies, the College may close for all or part of normal working hours.

In the event of severe weather, the following procedures will be used:

- 1) The appointed members of the President's Cabinet will meet to determine if a closure is necessary and are the only individuals who may cancel classes and close the College because of inclement weather.
- 2) Canceled events may be rescheduled. If rescheduled, it should be convenient for the students or other persons involved.

Notification Procedures:

In the event of a closure, the campus community will be notified by all or a combination of the following:

- The SAFE Emergency Alert Information system.
- Notification will be placed on the internal and external College web site.
- Notification will be made through primary local media.

The campus weather line (961-1414) will also carry a closure message.

Absences Due to Inclement Weather

The following applies to both full-time and part-time employees.

A. If an employee comes in late, leaves early or is unable to report to work because of severe weather on a day the College is open, that employee has the option to use vacation or personal leave, take time without pay or make up the time within the same work week with direct supervisor approval.

B. If a decision to close or delay opening is announced, employees are encouraged to stay home and will be paid for those hours at their regular rate. Employees who voluntarily elect to report to work during a delay or closure will not be further compensated.

C. If an employee previously scheduled time off and the decision to close or delay opening is announced, that employee will be required to use vacation, personal leave or sick leave as planned.

D. Non-exempt employees who are required to remain at work after the College has closed due to severe weather will be compensated for the hours worked plus allowed SC leave hours with direct supervisor approval.

In all situations, the safety of students, faculty and staff is the College's first concern. Please utilize discretion and judgment when determining whether to travel in inclement weather and communicate with your supervisor in a timely manner.

Additional

Resources:

[Iowa's DOT 511-Traveler Information](#)

[Class schedule for delayed start](#)

Updated February 26, 2019.

Dress Code

In an effort to enhance flexibility, Simpson College has initiated a "Dress for Your Day" employee dress code, which provides each employee the discretion to choose his or her dress, based on what is appropriate attire for the venue and with whom the employee will be working that day.

Dress for Your Day Guidelines:

Using good judgment, we decide what to wear every day, with just a few basic guidelines. Consider what your workday looks like and take it from there. It is all about showing your individuality in an appropriate, good-judgment kind of way.

For example:

- If you have several appointments, you might wear something like a dress or a suit, or maybe even dressy jeans and a blazer.
- If your day is more low-key, jeans and a nice polo or a sweater might be the answer.

Traditional business attire *is always acceptable*. Supervisors will have discretion to require traditional business attire for certain situations, campus meetings or events.

The list below contains examples of items that are not acceptable:

- Heavily worn shoes, rubber flip flops
- Clothing with potentially offensive graphics or words
- Clothing with large logos (other than Simpson)
- Shorts, overalls, sweats, workout clothes or jogging suits (coaches are exempt)
- Leggings unless worn with an appropriate length dress, skirt or top
- Halter tops, sheer or revealing clothing (e.g., bare midriffs, short miniskirts, tube tops)
- Spaghetti-strap tops or dresses unless covered by a jacket or sweater

Fridays will continue to be ‘Show your Simpson Pride days’ and you are encouraged to wear jeans and your favorite Simpson gear.

Remember, your *sound judgment is the best initial measure of appropriate attire*. If you are questioning whether a certain piece of clothing should be worn, probably best to not wear it.

Employees with individual needs should consult with their supervisor or HR to discuss the dress guidelines.

Approved for 1/2/2020 effective date

Entry Key Guidelines

Simpson College, with concern for both accessibility and security, has keyed its academic and administrative buildings with a highly professional key system.

At the time of hire and prior to the new employee beginning work, the supervisor will work with Human Resource or the Building Advocate to obtain the appropriate building and office keys. If additional keys are needed, the Building Advocate will have to initiate a work order.

Individuals who receive keys are asked to protect them as they would protect their personal keys and to follow these basic rules.

- a. Do not share keys. Security is available to open buildings if needed.
- b. Building keys must not be given to students.
- c. Colleagues in the building should be notified immediately if a key is lost, stolen or misplaced, so they may give special consideration to their offices and property.
- d. The divisional vice president will be notified to coordinate the replacements of locks.
- e. The College reserves the right to periodically determine if all issued keys are in the possession of the person to whom they have been issued.
- f. When special occasions occur in a building, which affect the scheduled opening or closing times, the building supervisor must notify the Physical Plant and Campus Security at least 24 hours prior to the event. This enables the security guard and other personnel to be aware of any

changes in regularly scheduled hours. All weekend events that necessitate different hours than those scheduled must be reported by Thursday at 4:00 p.m.

Posting of Information on Campus Bulletin Boards

The purpose of this policy is to provide campus organizations and approved community organizations opportunities to promote events and place posters, flyers and postings in approved locations in the Kent Campus Center and elsewhere on campus. This policy will ensure effective campus posting that reduces waste, restricts publicity of unauthorized or unendorsed events, and encourages safety and campus attractiveness. Any person(s) or organization(s) advertising events, providing information, as well as students campaigning for positions, and/or informing the campus community of events or programs must follow this posting policy.

Any damage to college property will be charged to the event sponsor. Unauthorized postings will be removed and discarded. Please direct requests for exceptions to this policy to the student activities office.

Approval and Guidelines for Posting

- Postings in the Kent Campus Center, including but not limited to flyers, posters, and table tents, must be approved by the Student Activities Office prior to distribution and posting.
- Postings in other non-residential campus buildings for non-Simpson College sponsored events and services must be approved by the Student Activities Office prior to posting.
- Postings and distributions in Simpson College residence halls must be approved by the Residence Life Office prior to posting.
- All postings must be stamped for approval prior to posting.
- Personal notices by students and college employees may not be approved for posting depending on the content of the posting.
- Commercial and solicitation advertising will be approved on a limited basis depending on the content. Postings promoting bars, magazine subscriptions, non-Simpson-sponsored spring break trips, etc. are not allowed. The Student Activities Office will consider exceptions for educationally beneficial products. Individuals and groups should consult with the student activities office in regard to requesting an exception.
- Activities prohibited by Simpson College policies, or local, state or federal laws may not be publicized.
- Unauthorized postings will be removed and discarded.

Posting Specifications

No poster should be larger than 11"x17". Exceptions to this policy must be approved by the Student Activities Office.

A maximum of one posting per event/per campus group/per bulletin board is permitted.

Posters may be displayed for up to two weeks (unless approved for longer display based on available space by the Student Activities Office) or until the publicized information becomes obsolete, whichever comes first.

All postings must include the name(s) of the individual(s) or group(s) sponsoring the publicized information and dates of the event.

Approved Posting Locations

- Glass panels adjacent to doors may be utilized for campus groups only. Postings are not permitted on glass doors and windows.
- Office doors, with permission of the occupant.
- Kiosks and bulletin boards (unless designated for exclusive use of a Simpson College department or group).
- Temporary supports such as poles, sticks, ropes, sandwich boards and sign boards.
- All banners and self-supporting signs and their location indoors and outdoors the Kent Campus Center must be approved in advance by the Student Activities Office.
- Posters and fliers may not be affixed to interior or exterior walls except with prior, specific approval

While all posters must be approved prior to posting, individual academic buildings may have additional guidelines for what can be posted and where it can be posted. All groups should consult with individual building managers for approved locations for posting in each building.

Materials for hanging posters

For cork bulletin boards and tack strips, use tacks or stick pins only. For solid surfaces use only blue painters' tape.

Exceptions

Any exceptions to the above policy must be approved by the Student Activities Office.

Emergency or closing notices are exempt from this policy.

Parking Permits

The College has designated parking areas for faculty/staff and students. Your car must have a parking permit tag, which can be obtained from the Security Office in Hillman Hall. The tags are color-coded with the parking areas and should be hung over the interior rearview mirror.

Solicitation of Funds and Grants

As an independent, non-profit, gift-supported institution, Simpson College depends upon voluntary contributions to underwrite a significant portion of its annually budgeted operations, to support special projects for purposes over and above current operations, and to make possible the development of the College's physical facilities and endowment resources. The Board of Trustees establishes the fund-raising policies of the College and their implementation is managed and coordinated by the Office of College Advancement.

a. Solicitations of Funds

The only solicitations of funds permitted on campus are those authorized by the Vice President for Business and Finance. Employees are requested to report the appearance of any unauthorized salesperson to that office.

b. Annual Solicitation to the College Annual Fund

Employees may be solicited by colleagues once annually to participate in the Annual Fund of the College. While employees are encouraged to participate in such a campaign whenever possible, such participation is strictly voluntary and in no way constitutes a factor in continued employment. The Advancement Office confidentially maintains personal contribution information.

c. Gift Support

Many members of the Simpson community may play key roles in the College's development efforts by defining and clarifying academic needs, identifying prospective donors, and participating in the solicitation of gifts. It is expected that most expenditures required by College departments for educational and general purposes will be requested through normal budgeting channels and gifts sought and received by the College will be supportive of budgeted expenditures.

When special needs and/or opportunities for gifts arise in support of expenses not included in the budget, authorization of the project or program may be obtained after review by the appropriate Vice President and approval of the President. All prospects for gift support must be cleared by the Vice President for College Advancement prior to solicitation.

Alumni and friends of Simpson, Trustees, members of the Indianola community, parents of current and former students, local and national business organizations and foundations are regularly solicited through the Office of College Advancement to make contributions for approved capital projects and annual operations. Solicitations of gifts from these groups by other College

departments, College employees or members of College-sponsored organizations and clubs are not permitted without prior consent from the Vice President for College Advancement. In particular, students, faculty, and/or coaches, individually or collectively, are not permitted to request gifts from members of the above listed groups, to secure funds for annual operations, special projects, equipment, or capital projects unless authorization by the Vice President for College Advancement has been obtained. College-sponsored organizations that are separately incorporated, e.g., social fraternities and sororities, need not receive advance authorization to solicit their memberships.

Student sponsored fund-raising projects, including soliciting Simpson students, producing income through sales and advertising and merchandising goods and services on campus must receive prior approval from the Vice President for Student Affairs.

d. Grant Support

The writing of grant proposals is important for the continued success of the College's development efforts. Faculty members are encouraged to pursue any leads they might have concerning funding for research and/or academic programs or projects. While the gift support policy statement covers solicitation of individuals, firms and most foundations, it does not pertain to grant proposals for support of research projects and program development.

The procedures for applying for a grant to a research-oriented foundation or agency or for a grant to an academic program are coordinated first through the Office of the Senior Vice President and Academic Dean, and then through the Office of College Advancement. Before any academically oriented proposal is submitted to a foundation or federal agency, it will be reviewed by the Senior Vice President and Academic Dean and the Vice President for College Advancement to assure that contractual obligations implied in written proposals are in harmony with the College's policies, practices and capabilities, and to assure that no additional solicitations are made.

Faculty members are encouraged to develop proposals for educational and research projects and to pursue leads concerning their funding. The following procedures should be followed:

- 1) The preliminary proposal and budget are prepared in consultation with departmental and divisional leadership.
- 2) Proposals are then submitted to the Senior Vice President and Academic Dean.
- 3) The Offices of Academic Affairs and College Advancement collaborate in determining the appropriate funding source (private or public) to be approached and help in the preparation of the final document.
- 4) The proposal is submitted to the Office of the President for approval and addition of a College letter of endorsement.

Generally, if a proposal is to be submitted to a government-funding source, the Office of Academic Affairs will facilitate its submission; if to a private source, the Office of College Advancement will do so.

Secondary Outside Employment

Rationale for Policy: Secondary outside employment of the College's employees can, in some circumstances, enhance the stature of those employees and the College itself. However, the establishment of a policy regarding secondary outside employment is necessary to ensure such employment does not undermine or negatively impact the performance of the employee's regular job responsibilities to the College.

Definition. As used in this policy, the term "secondary outside employment" refers to additional employment for which compensation is paid by an external source while the employee is also an employee of the College. This employment includes, but is not limited to, teaching, consulting, and advisory services, and includes all external employment of any sort, whether academic or non-academic in nature. Employees on nine-month contracts or employment periods and paid over twelve months may accept outside secondary employment during the summer months without approval, provided they do not have employment duties with the College for any part of the summer months and such employment does not contravene the section on Conflicts of Interest and Non-Interference of this policy.

- This policy applies even when employees are on sabbatical or paid leave.
- Honoraria received for lectures or literary or scholarly articles; private income from investments; and royalties from books or patents are not considered "compensation from secondary outside employment" within the meaning of this policy.

Time Limitations. Paid outside employment will be limited to the person's non-scheduled work hours at the College (i.e., evenings, weekends, and vacations or holidays). Exceptions to this policy shall be made only upon the written approval of the Senior Vice President and Academic Dean in the case of faculty, or the relevant Division Vice President in the case of non-faculty employees.

Conflicts of Interest and Non-Interference. Secondary outside employment shall not interfere with an employee's duties at the College. No employee shall engage in outside employment, whether for compensation or not, which would result in a conflict of interest with the interests of the College or would be inconsistent with the values or mission of the College.

- Providing services to other higher education institutions is prohibited. Exceptions to this policy may be made in regard to teaching while on sabbatical; formally-designated visiting scholar or artist in residence programs; or other situations if the benefit to the College is deemed apparent and sufficient. Such exceptions shall be made only upon the written approval of the Senior Vice President and Academic Dean and the President.
- In all cases, secondary outside employment must not interfere with or diminish the quantity and quality of an employee's performance of the full scope of his or her duties. In the case

of faculty members, this includes teaching, advising, service work, and research. The fact that a substitute “to cover classes” has been or would be procured does not necessarily mean the secondary outside employment does not interfere with or negatively impact the performance of the employee’s duties.

Prior Approval Before Accepting Secondary Outside Employment. Tenured faculty, probationary tenure track faculty, and full-time adjunct faculty must receive prior written approval from the Senior Vice President and Academic Dean before accepting outside employment. Approval is required to ensure an employee is not overly committed to an outside entity, to ensure any conflicts are properly identified and managed, and to be aware of and address potential intellectual property issues that could be created. Faculty requesting approval for secondary outside employment shall submit a written request disclosing the name(s) of the outside employer(s), the amount of time involved and schedule, the proposed duration of the secondary outside employment, a statement that the secondary outside employment will meet the requirements of these policies, and written approvals of the Department Chair and Senior Vice President and Academic Dean.

Non-faculty employees, whether full or part-time, must receive prior written approval from the relevant Division Vice President or Athletic Director before accepting outside employment. Non-faculty employees shall submit a request form disclosing the same information as required of faculty employees and are subject to the same limitations and conditions of approval. Requests must also include written approval of the employee’s immediate supervisor and department head. Request forms are available in the Human Resources section of the web site.

Approvals may be revoked by the relevant Vice President or Athletic Director in the event the secondary outside employment demonstrates a conflict of interest or interferes with or negatively impacts the performance of an employee’s job duties. Approvals shall be of limited duration and shall not be longer than a single academic year. The fact that a particular secondary outside employment was approved in a previous academic year does not mean the employment will be approved in the future. Each request will be evaluated in view of its own relevant circumstances.

Materials, Facilities and College Services. Normally in outside secondary employment, no use will be made of the College’s materials, equipment, supplies, facilities, and services. Exceptions to this policy shall be made only by prior written authorization from the appropriate Vice President and proper advance deposit and reimbursement to the College.

Private Instruction and Lessons. Individuals who engage in private instruction, such as providing lessons to persons or groups (music, tennis, swimming, etc.) must have fees charged approved by the College. A contract outlining these matters is available from, and must be fully executed and submitted to, the Business Office before instruction commences. Generally, the College will charge for use of equipment and facilities. The charges will be set at an appropriate level with the approval of the Vice President for Business and Finance.

Effective: November 1, 2024

Non-Faculty Teaching Policy

Employees subject to the policy: All full-time employees employed in non-teaching positions are subject to this policy. This includes all members of the Administration and staff and applies to employees who seek to teach a class or classes as the regular instructor of record of that class. It does not include guest lectures, other short-term participation in regularly scheduled courses, or in cases where regular teaching duties have been included as part of the annual contract. It also does not apply to courses taught outside the employee's regularly scheduled workday.

Policy: Employees subject to this policy may not teach full-credit or partial-credit classes during their regularly scheduled workday without the permission of their direct supervisor and the area vice president.

Upon the approval of the supervisor, area vice president and the recommendation of the appropriate academic department chair, non-faculty employees may teach up to one for-credit course during their regularly scheduled work day each semester for a total of no more than two courses during the regular academic year. Employees who teach courses will be offered compensation at the current adjunct rate. Employees who seek permission to teach during the business day will be expected to fully execute the duties of their regular position and address the impact of teaching in her or his annual review. Employees must make their requests annually and shall include a written description of the impact teaching will have on their regular job and any accommodations that might be necessary.

Release time during the work day will be granted for the actual class time, but not granted for course preparation, office hours, scheduled meetings with students, etc. In all cases, the employee will seek to minimize the disruption such added duties may have on her or his regular work and the work of office colleagues.

A staff member traveling with a May Term class will have to seek permission from their supervisor and area vice president. In their request, a written description of what the impact of traveling on the May Term trip will have on their regular job and any accommodations that might be necessary in their absence should be included. Staff will receive their regular compensation while traveling during a May Term; no additional compensation will be received.

Exceptions to the policy may only be granted by the President or applicable vice president.

Amended 1/31/2011

Telecommuting Policy

The College may allow certain non-faculty employees to telecommute (work remotely or work from home). This policy applies to non-faculty employees permitted to telecommute during a period determined by the College. Telecommuting entails a work-at-home arrangement or a remote-access arrangement for at least part of the workweek on a defined basis. In general, telecommuting is a privilege that may be granted under appropriate circumstances to high

performing employees whose job responsibilities are suited to such an arrangement, and each request to telecommute will be decided on an individual basis under the guidelines set forth below.

Eligibility

Initiation of a telecommuting arrangement can be at the request of either the College or the employee. Participation in telecommuting is voluntary on the part of the employee. Telecommuting is not intended to permit employees to have time to work at other jobs or to run their own businesses. Failure to fulfill normal work requirements, both qualitative and quantitative, on account of other employment, will be cause to end the telecommuting arrangement and may be cause for disciplinary action or termination of employment. Permission to telecommute is dependent upon the employee having a suitable work location at the off-site premises, and on compliance with the requirements set forth below.

Telecommuting Approval

The College will consider the duties of positions and how the work is performed in making decisions about which positions are appropriate to approve for telecommuting. Generally, the following types of positions may be appropriate for telecommuting:

- Require independent work
- Require little face-to-face interaction
- Require concentration
- Result in specific, measurable work product that can be monitored by output, not time spent doing the job

All telecommuting arrangements are granted on a limited, temporary and revocable basis, and may be discontinued by the College at any time at its discretion. The College will attempt to give employees two weeks' notice if a decision is made to terminate a telecommuting agreement; however, advance notice is not required and may not be provided if circumstances warrant. In the situation when a telecommuting agreement is terminated, there is no appeal process.

While reporting for work in the employee's College office on campus is usually an important part of employees' job duties and recognizing that performance of all essential job functions may not be possible or may be accomplished less efficiently or effectively while telecommuting, the College may temporarily permit such telecommuting in unique situations. An employee's supervisor may approve a request to telecommute and the telecommuting arrangement will be reviewed with additional College supervisory personnel and the Director of Human Resources. The College may withdraw an employee's ability to telecommute at any time or approve the employee to telecommute for a longer period. The College may require employees who telecommute to report to work on campus as needed and may require employees to attend meetings via telephone, video teleconferencing, or other telecommunication available to employees. In addition, an employee may discontinue participation in telecommuting at any time.

College's Policies Remain in Effect

Telecommuting assignments do not change the conditions of employment or required compliance with policies. Employees permitted to telecommute must continue to abide by College's Employee Handbook and all other applicable policies. Failure to follow the College's policies may result in termination of the telecommuting arrangement, and/or disciplinary action, including, but not limited to, termination of employment. Employees may not engage in or perform unauthorized work during their telecommuting work hours. The employee must notify the supervisor if there is a change to the agreed-upon terms of the telecommuting arrangement.

The following guidelines apply to telecommuting arrangements:

- A specific work schedule, including workdays and hours, must be agreed upon in advance.
- Employees must be on site as necessary to attend meetings, training sessions, or similar events or occurrences.
- Employees must maintain a normal workload.
- Employees who are unable to work due to illness must use sick leave or PTO, and must report their absence to their supervisor. Telecommuting may not be used in place of sick leave, Family and Medical Leave, Workers' Compensation leave, or other types of leave.
- Employees who wish to be relieved of responsibility for work on a particular day or days must use vacation or personal leave.
- Employees are responsible for the safety and security of all College property, and confidential and proprietary information.
- Telecommuting may not serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternate work location during employees' work hours, some other individual must be present to provide the care.

Timekeeping

Nonexempt employees who are permitted to telecommute must comply with the College's timekeeping and payroll practices. Employees must accurately record all working time. The employee's supervisor must authorize any hours beyond their normal work schedule in advance, and failure to do so may result in disciplinary action, up to and including, termination of employment.

Written Telecommuting Agreement

The employee whose telecommuting request has been approved will be required to sign a written telecommuting agreement that explains:

- ☐ The telecommuting agreement is not a contract of employment, does not provide any contractual rights to continued employment, and does not alter the employee's status as an employee-at-will.
- ☐ Permission to telecommute can be withdrawn at any time.
- ☐ The agreed-upon hours of work and how hours will be recorded.
- ☐ All telecommuting agreements will be reviewed for potential renewal every ninety (90) days.
- ☐ Expectations regarding how frequently the employee and the employee's supervisor will communicate.
- ☐ Currently we request the employee communicate at least once per day with employee's supervisor and attend any meetings via telephone, video teleconference, or other telecommunication system available to employees.
- ☐ Employee's responsibilities for safeguarding the College's equipment, information and work product.

Equipment and Technology Support

Unless otherwise approved, the employee will provide all furniture and equipment that the employee will need to telecommute except for the laptop that has been assigned to employee by the College. The College will not be responsible for any damage to employee's personal furniture or equipment.

Any equipment supplied by the College must be used solely by employee and only for business purposes of the College. The employee is prohibited from allowing College equipment to be used by anyone else and should not use it for non-College business or personal use. Employee must return all of College's equipment when the telecommuting arrangement ends. College's technology support is available to assist employees who telecommute.

Employee access and connection to College's network(s) may be monitored and may record dates, times, and duration of access.

Insurance

For the employee's protection, employees should have their homeowners/ tenant's liability policy endorsed to cover bodily injury and property damage to all third parties arising out of or relating to the business use of their home. Employees who live in rented property should be aware that their lease may not permit business use of the premises.

Security

The employee is responsible for securing from theft any of the College's property. Employees must use secure remote access procedures. Employees agree to maintain confidentiality by using passwords and maintaining regular anti-virus protection and computer backup. Employee will not download College confidential, proprietary or trade secret information and/or intellectual property onto a non-secure device. Any paper or folders that the employee takes out of the office must be kept confidential and held in a safe place so it is not made available to any third parties (including members of the employee's family). All records and information utilized and/or created by employee on behalf of the College are and remain the property of the College and subject to all College policies, including the College's Intellectual Property policy.

Employee may not share the employee's password with anyone outside of the College. If any unauthorized access or disclosure occurs, the employee must inform the College immediately.

Expenses

The College will not reimburse any additional expenses without advance approval from management. The College is not obligated to assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as telecommuting alternate work locations.

Workers' Compensation

Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises.

Administration of This Policy

The Director of Human Resources is responsible for the administration of this policy. Employees with questions regarding this policy, including questions about telecommuting that are not addressed in this policy, should contact Human Resources.

Approved 08/01/2020

Recruitment For Open Positions

Except in circumstances involving adjunct faculty employees and assistant coaching positions (which are governed by other procedures) or temporary part-time positions (400 annual hours or less), at the time a supervisor knows of or anticipates an opening in a non-academic department, the following procedures will be followed. ¹

¹ Part-time workers who have worked within the past calendar year and are returning to work on a job similar to their former work are to be considered as continuing appointments and these positions need not be posted.

- 1) The supervisor will contact the Office of Human Resources to begin work on the Staff Request/Approval form. After the form is completed with the appropriate attachments, the divisional vice president who seeks to fill the vacancy will bring the staffing request to a Cabinet meeting for discussion. If approval to fill the position is given the Division Vice President, the Vice President for Business & Finance, and the President will sign the staffing request and send it to Human Resources to begin the search process.
- 2) The Director of Human Resources will review the job announcement to assure compliance with professional and equal employment opportunity standards. Human Resources will place the finalized job announcement in local and regional job boards and in appropriate national or regional professional publications. The notice will contain minimum job eligibility requirements, the steps to apply using the College's Applicant Tracking System (ATS), and a deadline for applications.
- 3) A search committee will be formed. The names of the committee members will be sent to Human Resources so that search committee members receive DEI/anti-bias training before commencing work. Search committees should include representative individuals who will work closely with the position sought to be filled. The committee should be involved at all stages of the candidate selection process and will have access to the job description. Salary ranges will be kept confidential. The duty of the search committee is to find and recommend the best-qualified candidate.
- 4) After all applications are reviewed, those candidates identified as having appropriate qualifications and work experiences, and who appear potentially suited for the position should be scheduled for a Zoom interview to determine who to bring to campus for an in-person interview. The decision to invite candidates is to be made after such a conference and relayed to the candidate by the committee chair.
- 5) Communications with candidates regarding scheduling campus interviews will be issued from the Human Resources Office. Candidates clearly ineligible or rejected will be notified. Strong candidates will be notified of the committee's interest as early as possible. Final announcements of a decision should be sent by the Director of Human Resources or the committee chairman as soon as possible.
- 6) Arrangements for the interview schedule (and when appropriate and applicable, lodging, entertainment and travel support) are the responsibility of the search committee chair and the Office of Human Resources. Careful attention is to be given to keeping candidate evaluation costs within reason.
 - a) When appropriate and available, the candidate should be entertained on campus at the Pfeiffer Dining Hall or Kent Campus Center as the primary intent of a campus interviewing is to allow the candidate to see the campus.
 - b) Restaurants and accommodations in Indianola should be used if possible.
 - c) The number of people involved with meals should be kept to a minimum.

d) Under no circumstances is the cost of liquor to be charged against any college or departmental account.

7) When a candidate is invited to the campus, the College will pay the direct cost of travel and lodging involved. All charges for exempt position recruitment are charged to 10-4520-670072 and must be signed by the Director of Human Resources.

8) After review of all input and data collection concerning each candidate, the search chair will review with the division vice president to determine if an offer should be extended.

9) Salary offers and offers regarding moving costs are to be made by the divisional vice president or Human Resources unless otherwise directed. No other special agreements can be offered without the approval of the President.

10) When the applicant accepts a job offer, the search chair/supervisor will inform the Director Human Resources so that an employment agreement (if applicable and appropriate) can be drafted and sent. The supervisor will also draft a first week schedule for the new hire; scheduling meetings that will include Human Resources to complete necessary forms, IT for technology on-boarding and other relevant departments or individuals to bring the new hire up to speed.

Access To Personnel Files

Employees shall have access to their personnel files in accordance with the Employee Access to Personnel Files Act (Chapter 91B.1 of the Code of Iowa), subject to the following:

1. The College and the employee shall agree on the time the employee may have access to the employee's personnel file and a representative of the College may be present;
2. An employee shall not have access to employment references written for the employee;
3. The College may charge a reasonable fee for each copy made by the College for an employee of an item in the employee's personnel file, except that the charge shall not exceed what a commercial photocopying service would charge.

Changes in Name and Contact Information

Your personnel records should be kept up to date. It is important that the College be informed of any changes in your home address, personal email address, telephone number, marital status, dependent information, or other pertinent data so your paycheck and W-2 information can be kept up to date. It is the responsibility of each employee to promptly notify the College of any such changes. If this information is not correct, problems could arise concerning your taxes, employee benefits, and other important matters. If you have any changes, please contact your supervisor or Director of Human Resources.

Employment Orientation Period

All new non-exempt employees and all new exempt employees below the Cabinet level (except probationary track faculty) will work through an Employment Orientation Period. The Employment Orientation Period is ninety (90) days for non-exempt employees and six (6) months for exempt employees. The purpose of the Employment Orientation Period is to:

- Ensure the position remains as described during the interview process;
- Confirm the employee demonstrates the skills to be successful in the position;
- Provide a period of adjustment to the College community;
- Conduct orientations and training as required;
- Communicate Simpson College employment expectations; and
- Provide an opportunity for the employee to review and commit to these standards.

Supervisors are responsible for completing an evaluation on the employee's progress during the orientation period and at the completion of the orientation period. All new employees should meet with their supervisor at monthly intervals to complete the orientation evaluations in addition to any regularly scheduled weekly/biweekly meetings.

Holidays and any days off will be taken into account when calculating the three (3) or six (6) months of the orientation period and/or any extensions, and will be extended accordingly.

At the end of the orientation period review, supervisors will recommend one (1) of three (3) courses of action in writing:

- Employment will continue and the orientation period will be completed;
- Employment will continue but the orientation period will be extended due to either specific performance issues or to allow the supervisor additional time to evaluate performance during a typical workload; or
- Employment will be severed because the employee is not likely to be successful in the position (requires advance consultation with the Director Human Resources and the applicable department head).

In cases of employee misconduct or extreme poor performance, employment may be terminated before reaching the end of the Employment Orientation Period, if warranted and appropriate under the circumstances.

Successful completion of the Employment Orientation Period and/or conferral of regular status does not change an employee's status as an employee-at-will.

Promotions And Transfers

Job promotion is based on merit. It is the College's policy to fill vacancies through a promotion process. Many times it is necessary to employ persons from outside the College for positions that require special experience or skills. Employees interested in a new assignment should discuss it with their supervisor. The supervisor will then discuss it with the Director of Human Resources.

All requests for transfers within the College will be given due consideration. Such transfers are made only when they are satisfactory to both the employee and the College.

Corrective Action/Employee Discipline

The College reserves the right to exercise judgment in determining behavior and/or infractions of policy that might subject an employee to discipline or corrective action. When an employee's work performance, work behaviors, or compliance with policy do not meet expectations of the College, discipline may occur. The circumstances will determine the nature and severity of the discipline which may include, but is not limited to, verbal or informal counseling, a verbal warning, written warning, suspension without pay, or termination. Disciplinary documentation signed by the supervisor is presented to the employee for a signature as acknowledgment of the receipt of the discipline, and retained in the employee's personnel file. Any documentation related to the incident should be attached.

Nothing contained in this policy is intended to affect the "at will" status of the employment relationship or create an obligation to use progressive steps in employee discipline.

Annual Performance Evaluation

The College will conduct annual written performance assessments. Employees will complete a self-assessment; their supervisor will also complete an assessment. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance, and goal setting for the coming year.

Human Resources will send an orientation period review to supervisors approximately 90 days after a new employee begins to review performance as well as set goals for the coming year. The schedule for all other performance assessments will typically occur over the summer months. The President shall evaluate the Vice Presidents in the same time frame.

Evaluations should be thorough and allow for open discussion. Resources and a guide to completing and holding a performance review can be found on the Human Resources site on SC Connect.

When a performance assessment form is complete, it should be sent to the divisional vice president for review and approval via signature. After the assessment has been approved by the division vice president, the supervisor should administer the assessment to the employee. After the assessment has been administered, the completed assessment form should be sent to Human Resources and will be maintained in the employee's personnel file.

Communication between employees and their supervisors is very important. Discussions regarding job performance should be ongoing. *Employees should feel free to initiate conversations with their supervisors at any time if they want or need additional feedback.*

Salary Adjustments

In years when salary adjustments are available, using individual productivity during the preceding year, divisional vice presidents will make recommendations regarding individual salary adjustments for each employee in their division to the President and Vice President for Business and Finance. Typically, only those individuals employed by the College prior to May 31 will be eligible for a salary adjustment. The effective date of a salary adjustment will be determined by the Board of Trustees, in consultation with the President.

Simpson College follows the regulations established by the Department of Education and the Department of Health and Human Services regarding student financial assistance programs. Simpson will not allow or tolerate a supervisor suggesting that recruitment goals would be tied in any way to an increase in compensation. As such and in accordance with 34 CRF 668.14(B)(22)(I), Simpson College does NOT provide any commission, bonus, or other incentive payment based in any part directly or indirectly, upon success in securing enrollments or the award of financial aid, to any person or entity who is engaged in any student recruitment of admission activity or in making decisions regarding the award of title IV HEA program funds.

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