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## **4000 Introduction**

We believe our employees are our greatest resources, and the College strives to provide the training and tools needed to perform the job duties assigned. We endeavor to practice fair and consistent application of these policies in decision-making, from the selection of new employees, to cases in which employee discipline is required. LLTC has set up a structure that provides for conflict resolution, employee evaluation, and advancement and continued training opportunities. We encourage open communication between employees and their supervisors to identify and correct issues as they arise. We always expect the very best from our employees in this partnership.

This manual provides guidelines on personnel policies for informational purposes only. Although this manual outlines policies normally followed at Leech Lake Tribal College, the President, with authorization from the Board of Trustees, may change a policy or deviate from a policy at any time without notice to employees if the deviation from the policy is in line with the Board's fundamental policy intent.

### **.01 At-Will Statement**

In accordance with Minnesota Employment Law, all Leech Lake Tribal College employees are "at will" and of indefinite duration. Nothing in these policies or any additional description shall be construed as a contract or a guarantee of employment.

The College may terminate or otherwise discipline any employee at any time for reasons deemed by the President to be in the best interest of the College or its activities, without subjecting the College to a claim for breach of an employment contract. No agreement to the contrary will be recognized unless such an agreement is in writing and signed by the President.

In accordance with Minnesota Employment Law, any employee may terminate his/her employment at any time.

## **4010 Employee Adherence**

All employees of Leech Lake Tribal College are subject to and must adhere to the policies contained in this manual.

An employee, including faculty, is a person who has been officially hired to fill a position determined by the President to be needed for the necessary day-to-day operation of the College.

Consultants or other persons serving on behalf of the College, but not considered employees of the College, will be subject to these policies and procedures as determined by their work relationship with the College. For example, any individual or organization contracted to provide College services (such as teaching a community education program) will be subject to these policies. An individual or organization contracted to

provide professional services to the College (such as auditing) may be exempt from these policies.

An employee or group of employees has the right, without discrimination, to discuss with supervisors or other appropriate College management, any condition of employment.

#### **.01 Monitoring and Administration**

The President is responsible for monitoring and administering personnel policies. The President has the authority to assign the monitoring and administration of personnel policies to College administrative staff, department heads, and other supervisory staff as appropriate.

#### **.02 Compliance and Enforcement**

All College administrative staff, department heads, and other supervisory staff shall be responsible for compliance with and enforcement of the policies. Failure to ensure compliance and enforcement of these policies shall be considered dereliction of duty. The responsible supervisor shall be held accountable and disciplinary action taken.

#### **.03 Reviewing Personnel Policies**

The President is responsible for reviewing these policies on an annual basis and for recommending changes or updates to this manual. The Board of Trustees must approve all personnel policies by majority vote before they can be implemented.

#### **.04 Line of Authority**

All employees should work to resolve personnel matters with their immediate supervisor. In the event an employee grievance or concern is about their immediate supervisor, or there is no result or an unsatisfactory result, the employee should follow the line of authority as shown. Failure to follow the line of authority may result in disciplinary action including termination.

1. President
2. Human Resources Director
3. Vice President(s)
4. Department Directors, Deans, Chairs
5. Supervisors
6. Employees

The exceptions to the Line of Authority policy are:

1. Any complaints of sexual or discriminatory harassment; all such complaints must be reported directly to the President and Human Rights Officer (see below), and
2. Acts of violence or other circumstances where employees are fearful or may be placed in danger; all such circumstances should be reported immediately to law enforcement first, then to College personnel.

#### **.05 Compliance Officer**

For the purpose of these policies, the Human Resources Director is designated as the Human Rights Officer and the Americans with Disabilities Act Compliance Officer.

These roles are to assure compliance with the policies herein, and compliance with federal and state employment laws. When the Human Resources Director is asked to intervene or participate in a complaint or grievance process, this person's role is to assure that proper process and procedure take place, processes and procedures are properly documented, and appropriate authorities including *College* management staff and external authorities, when appropriate, are notified.

#### **4020 Mission of the College**

Leech Lake Tribal College provides quality higher education grounded in Anishinaabe values.

In order to fulfill its mission, the goals of Leech Lake Tribal College are to:

1. Provide associate degree programs.
2. Prepare students to transfer to other institutions of higher education.
3. Provide academic credentialing programs of varying lengths.
4. Assist students in developing and pursuing holistic lives (physically, intellectually, and aesthetically).
5. Attain and maintain appropriate accreditation and certification of LLTC degrees and programs.
6. Maintain and measure quality learning in all classes.
7. Provide a means of maintaining and enhancing Anishinaabe culture, values, language and knowledge.
8. Honor and respect women as the sacred life-givers of the Nation, and empower them for leadership roles in their communities.
9. Serve as a cultural and educational center for community development.
10. Encourage and support professional development of faculty and staff.

## **4030 Equal Opportunity and Affirmative Action**

Within the scope of Sovereignty and Indian Preference described below, the College will not discriminate in the administration of employment, education or admission to the College, financial aid, or the approved policies of the College on the basis of sex, race, age, religion, color, creed, political or sexual preference, disability, national origin, marital status, or status with regard to income.

### **.01 Sovereignty**

Federal and state labor laws, rules and regulations pertaining to employees shall be abided by in good faith to their fullest extent.

When such labor laws, rules and regulations are in conflict, the Sovereignty of the Leech Lake Band of Ojibwe will take precedence, i.e., legal matters concerning employment at Leech Lake Tribal College will be heard in Leech Lake Tribal Court.

### **.02 Indian Preference Law**

Provisions in the Federal Civil Rights Act of 1964 allow private and governmental employers on or near federal trust Indian Reservations to publicly announce and practice a policy of giving preferential treatment to qualified American Indian candidates who present proof of eligibility for Indian Preference.

The Indian Preference Law is reasonably and rationally designed to further Indian self-government. The Indian Preference Law is a distinct statute that does not violate Title VII of the Civil Rights Act of 1964, as amended. The United States Supreme Court has held that the Indian Preference Law does not constitute harmful racial discrimination or violate the due process clause of the Fifth Amendment.

Legal references:

1. I.S.D.A. [25 U.S.C. 450e(b)(1), 41 C.F.R. 14-78,5002] Section 7(b)(1)
2. Civil Rights Act of 1965, as amended [42 U.S.C. 2000e-2(1)] Section 703(i)
3. Executive Order 11246
4. A.R.S. 15-502,15-504,41-1463

The College will make every effort to recruit and hire the most qualified individuals available for all positions. The College reserves the right to invoke American Indian preference for all positions to be filled. The following is the preference the College will use when selecting from a qualified pool of candidates for each vacant position:

1. Qualified Leech Lake Band of Ojibwe enrollees
2. Qualified other federally recognized tribal enrollees, or other Canadian Reserves enrollees
3. Qualified other applicants



**.03 Equal Employment Opportunity**

Within the scope of Indian Preference, the College will not discriminate in the administration of employment, education or admission to the College, financial aid, or the approved policies of the College on the basis of sex, race, age, religion, color, creed, political or sexual preference, disability, national origin, marital status, or status with regard to income.

**.04 Filing an Equal Opportunity Discrimination Complaint**

If an employee feels he/she has been discriminated against on the basis of religious, racial, gender/sexual or other discrimination, the employee is encouraged to file a written or oral complaint to the Human Resources Director. The complaint must contain a description of the basis for the complaint, information pertaining to the charges, and the name/s of person or persons involved.

The Human Resources Director will review the complaint (and if verbal, document it in written form) and notify the President. The Human Resources Director will meet with all parties involved to discuss the complaint and try to get resolution. If resolution is not achieved, the Human Resources Director will notify the President and the complaint may subsequently be referred to College legal counsel.

**.05 Harassment**

Leech Lake Tribal College will provide a work environment that is free from harassment on the basis of a person's race, color, religion, sex, age, creed, political or sexual preference, disability, national origin, marital status, or status with regard to income.

Sexual harassment is a form of sex discrimination and employee misconduct that violates Title VII of the Civil Rights Act of 1964.

Sexual harassment includes (but is not limited to) unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct has a purpose or effect of unreasonably interfering with an individual's employment or creates an intimidating, hostile or offensive work environment.

Other harassment on the basis of a person's race, color, religion, sex, marital status, sexual orientation, national origin, age or disability is verbal or physical conduct that disparages or shows hostility toward a person because of one of these factors, and that has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or unreasonably interfering with a person's work performance, or otherwise adversely affects a person's employment.

Other harassment behavior includes (but is not limited to) name-calling, obscene gestures, pulling on clothing, graffiti, offensive notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers, or violent acts.

#### **.06 Reporting Harassment Complaints**

If you are a victim of sexual, religious or racial harassment that makes you feel uncomfortable or fearful, it is helpful if you directly inform the harasser that the conduct is unwelcome and must stop.

You should also report the behavior to the President of the College. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the College President.

Any person who receives a report of harassment shall inform the College President immediately.

Any witness to an experience of sexual, religious or racial harassment in the workplace should report the behavior to the College President.

The College encourages the reporting party to provide a written complaint, but oral reports shall be considered complaints as well.

The President will notify the Human Rights Officer immediately, without screening or investigating the report. If the report was given verbally, the President shall personally present it in written form within 24 hours and forward it to the Human Rights Officer. Failure of the President to forward any harassment or violence report or complaint will result in disciplinary action against the President. If the complaint involves the President, the complaint shall be made or filed directly with the Human Rights Officer who will notify the Board of Trustees.

In the absence of the President, the Director of Facilities and Safety or the Chief Academic Officer will receive and process the complaint as described above.

#### **.07 Reprisal, Privacy and Confidentiality**

Any employee or witness who submits a good faith complaint or report of harassment can raise such concerns without fear of reprisal or retaliation. The College will take immediate action if you report that anyone tries to intimidate you or takes action to harm you because you made such a report.

Throughout the investigation and outcome process, privacy and confidentiality for all persons involved, including the alleged victim(s) and alleged harasser(s) is of critical importance. All persons involved must refrain from gossip or discussion of alleged incidents or events with any persons other than the Human Rights Officer, College President, or such legal authorities as may become involved.

Your right to privacy will be respected as much as possible. We will take all appropriate action to investigate harassment claims, to eliminate that harassment, and to discipline any persons found to have engaged in such conduct.

Any violation of this policy by an employee will result in disciplinary action, up to and including termination of employment.

#### **.08 Procedure for Resolving Harassment Complaints**

The Human Rights Officer will make a timely, confidential, independent inquiry into any allegations of harassment. This inquiry should begin within three (3) working days of being notified of such allegations. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

Depending on initial investigation results, the Human Rights Officer may notify the President and recommend that the complaint be turned over to College legal counsel.

The College will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, as much as possible, consistent with the College's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

When investigating allegations of harassment, the College considers the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. A determination on the allegations is made from the facts on a case-by-case basis.

Upon completion of the investigation, the employee(s) who filed the complaint will be informed of the outcome of the investigation. This notification is expected to be within fifteen (15) working days after receipt of an allegation or complaint.

If the process exceeds fifteen (15) working days, the employee will be advised that an extension of time is required which will not exceed fifteen (15) additional working days.

Management will immediately halt any apparent or suspected harassment.

Any employee engaging in sexual, religious, racial or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

#### **.09 Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse that may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

#### **.10 Harassment or Violence as Abuse**

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes Section 626.556 may be applicable.

Nothing in this policy will prohibit the College from taking immediate action to protect victims of alleged harassment, violence or abuse.

#### **4040 Americans with Disabilities Act**

Leech Lake Tribal College has a duty to provide reasonable accommodation to the known limitations of an otherwise qualified employee who has a documented disability.

College personnel will be asked to make “reasonable accommodations” in the employment process to ensure nondiscrimination on the basis of disability. The College is prepared to reasonably accommodate persons with disabilities qualified to work in campus offices and departments in all aspects of employment including recruitment, application, hiring, benefits, promotion, and evaluation. Such accommodation will:

1. Be based on documented individual disability needs,
2. Not compromise the requirements of a course or program, and
3. Not pose a threat to personal or public safety.

#### **4050 Workplace Injuries**

##### **.01 Tribal Self Insurance Plan (Workers Compensation)**

As an employee of Leech Lake Tribal College, you are covered by a Tribal Self Insurance Plan (Workers Compensation). For further interpretation, see “Employee Protection Plan” and “Injury Procedures” in the Human Resources office.

##### **.02 What To Do When You Are Injured on the Job**

1. Report the injury immediately or within 24 hours to your supervisor or Department Director, Dean or Chair.
2. Request that your supervisor or Department Head call the Human Resources Director to immediately report the injury. If your supervisor or Department Director, Dean or Chair is not available, you should call the Human Resources Director.

3. If unable to contact your immediate Supervisor or Department Head, you must leave a detailed message of the injury within 24 hours with your immediate supervisor.
4. If an employee is physically unable to report his/her injury, a supervisor may report the injury to the Human Resources Director.

### **.03 Supervisor or Department Head Responsibility**

When calling the Human Resources Director, please have the information listed below available:

1. Employee name and home address,
2. Employee phone number,
3. Injury description, and
4. Date and location of occurrence,
5. Witness and statements.

If you receive a detailed message from the injured employee, the message must be saved and verified for proper documentation.

The supervisor's accident investigation report must be submitted to Human Resources within 24 hours of the accident.

### **.04 Return to Work**

When an employee is out from injury and/or hospitalization he/she must provide the written documentation "Return to Work Form" statement by a medical doctor in order to return to work. The Post-Accident Drug Testing Policy in §4100.03 will apply.

### **4060 Confidentiality**

As a condition of employment, all employees are required to sign and abide by the terms of a confidentiality agreement as follows:

1. All information which is revealed to employees in connection with their jobs regarding employment activities, current or former employees, students, funding sources, trustees, and vendors is confidential.
2. No employee shall release such information to anyone, including other employees and students, except in the proper exercise of their employment duties or with the written permission of the College President.
3. If employees release information in violation of this confidentiality agreement, employees will be subject to disciplinary action which may include termination of employment.
4. This confidentiality agreement binds employees during and after their employment at the College. If employees release information in violation of this agreement after their employment, they will be subject to whatever relief or penalties may be provided by law.

5. Refusal to sign the confidentiality agreement may be grounds for disqualification from employment consideration.

## **4070 Employee Workplace, Supplies, and Equipment**

### **.01 Employee Workplace**

Each employee is provided with a workplace at the College. This workplace is the property of the College. The College has the right of access to an employee's workplace at any time.

### **.02 Employee Personal Property**

Employee personal property at their workplaces is each employee's responsibility. The College is not responsible for loss or damage to employee personal property.

The College has the right to limit the personal property in any employee's workplace.

The College is not responsible for employee personal property that is left by an employee who resigns or terminates from the College. Such property will be held for the employee to pick up for a maximum of two weeks from the date of termination or resignation, after which time the College may dispose of the property in any manner.

### **.03 Tools, Supplies or Equipment**

The College provides each employee with tools, supplies or equipment. All such property is the property of the College. Upon resignation or termination of the employee, all such property is to be returned to the College. Failure to return College property will be considered theft and legal action may be initiated against the employee or former employee.

## **4080 Smoke-Free Workplace**

Leech Lake Tribal College is a smoke-free facility. Smoking is banned within all buildings and throughout the campus, including outdoor sites on campus.

Leech Lake Tribal College is dedicated to providing a healthy environment for all staff, students and citizens. All individuals on campus share in the responsibility of adhering to and enforcing this policy.

The exception to this policy is use of tobacco for ceremonial purposes. The President must approve this exception for each ceremonial event.

**4090 Gun-Free Workplace**

Leech Lake Tribal College bans guns in all College buildings. Law Enforcement personnel are exempt. Please see Security Policies.

All employees and students are forbidden to introduce, possess, use, buy, or sell weapons, firearms, ammunition, explosives, and other items prohibited by federal, state, and reservation regulations on any College controlled sites and at all College-directed activities.

**.01 Policy Violation Reporting Requirements**

Employees who become aware of a violation of this policy are required to immediately notify Campus Security or their immediate supervisor.

Employees who feel endangered should immediately report violations of this policy to law enforcement, Campus Security, and the College President.

**.02 Policy Violation Offenses**

Violation of this policy is considered a serious offense that endangers the safety of the College, its employees and students. This offense may result in immediate termination and legal action.

**4100 Drug and Alcohol-Free Workplace**

In accordance with the Drug-Free Workplace Act of 1988, Leech Lake Tribal College is a drug-free workplace, and prohibits the unlawful manufacture, distribution, dispensation, purchase, possession, or use of controlled substances, or any other thing that could alter job performance adversely or pose a threat to the safety and welfare of the employees or the public in the workplace. Circumvention of this prohibition will be cause for termination of employment.

**.01 Certification**

All employees of Leech Lake Tribal College are required to sign a certification on an annual basis indicating that they fully understand the College's Drug-Free Workplace Policy. False certification or violation of the certification shall be grounds for suspension or termination. This certification is required by regulations implementing the Drug-Free Workplace Act of 1988.

**.02 Pre-Employment Drug Testing**

As a condition of employment, applicants may be required to take a drug test prior to employment as a requirement of the position. This determination will be made by the

hiring supervisor and the College President. Refusal to take the test, or test failure (testing positive for drugs), will disqualify an applicant from employment consideration.

### **.03 Reasonable Suspicion and Post-Accident Drug Testing**

The College believes that testing employee urine for drugs can be an effective means by which to identify those in need of counseling, treatment, or disciplinary action. The urine testing process is intended to supplement, not replace, other means by which the use of drugs and alcohol can be detected.

Leech Lake Tribal College will require an on-the-job employee to undergo drug and alcohol testing if the College has reasonable suspicion that the employee:

1. Is under the influence of alcohol or drugs;
2. Has violated the provisions of this policy;
3. Has sustained a personal injury or caused another employee to sustain a personal injury; or
4. Is in, or causes, a serious accident, or performs unusually careless acts.

### **.04 Notification**

The employee will be notified in writing of the reason for the order to submit to drug testing.

### **.05 Refusal**

Refusal to submit to a test after a four-hour period, or failing a test, may be grounds for termination of employment.

### **.06 Confidentiality**

All laboratory reports or test results will be handled as confidential material and may be shared internally on a need-to-know basis.

### **.07 Use of Drug Test Results**

The College will take action on a confirmed positive test result as determined by the drug testing laboratory. Detection of any illegal drug in the urine may be grounds for termination of employment. The employee will have the right to explain the presence of any drug in his/her system and, if necessary, substantiate the explanation with medical evidence. The employee will have every opportunity for assessment and treatment.

If the result of the drug/alcohol test is positive:



1. The employer will request a chemical assessment and employee will follow recommendations made from the assessment. Counseling statement shall specify the corrective actions and time frame required for continued employment.
2. The employee may voluntarily resign from employment.

**.08 Rehabilitation**

Leech Lake Tribal College intends to give the same consideration to persons with chemical dependencies as it does to employees having other diseases.

In the case of abuse of illegal drugs or alcohol, the College may make rehabilitation opportunities available to the affected employee.

Normal leave benefits for which the employee is eligible are available to aid in the rehabilitation process.

If the employee does not voluntarily elect to participate in a rehabilitation program or fails to complete a rehabilitation process, the College will terminate employment of the affected employee.

**.09 Conviction of a Criminal Drug Statute Violation**

Employees convicted of a criminal drug or alcohol statute violation occurring in the workplace or workplace events will be terminated from employment.

**4110 Nepotism**

No administrator or supervisor will have direct supervision of a relative. The following relatives are included in the College Nepotism Policy:

1. Wife	6. Sister	11. Stepfather
2. Husband	7. Aunt	12. Stepmother
3. Daughter	8. Uncle	13. Stepson
4. Son	9. Niece	14. Stepdaughter
5. Brother	10. Nephew	

The Nepotism Policy also applies to applicants or employees who are in a relationship and who are residing together in the same residence, or “extended families.” The College will perform reasonable diligence to consistently apply the Nepotism policy, including asking prospective employees of their relationships to current employees.

The Nepotism Policy will not allow an employee to be assigned work under the supervision of a relative who might have the responsibility for that employee’s performance evaluation, promotion or salary increase.

Leech Lake Tribal College will not hire or permit the hiring of a relative unless the following conditions are met:

1. The applicant is not directly supervised or directly affected by the supervision of an immediate member of the family.
2. A related employee or Board member does not take part in the screening, interviewing or hiring of the family member.
3. Persons in a relationship cannot work in the same department or supervise each other.

#### **4115 Community Service Applicant**

Leech Lake Tribal College shall accept community service requests from any current Leech Lake Tribal College student if the student meets the following requirements:

1. Passes the drug screen requirements successfully.
2. Completes a Leech Lake Tribal College Community Service Contract/Agreement.
3. Agrees to follow the Leech Lake Tribal College Personnel Policies. Any violation will result in termination of the contract/agreement.
4. Agrees to be on time and to call his/her supervisor one hour in advance if he/she will be absent. Two unexcused absences will result in immediate termination of the contract/agreement.
5. Conducts himself/herself in a manner appropriate to the work environment.
6. Does not exceed 20 total work hours in one week.

#### **4120 Employment Policies**

##### **.01 Identity and Eligibility to Work in the United States**

Legally, the College is obligated to ascertain the identity and eligibility to work in the United States for all job applicants. Therefore, every prospective employee must complete certain documents, including an I-9 form, and must provide specific forms of identification, including a driver's license and Social Security card, and if a non-citizen, a passport or other identification as specified on an I-9 form, before being officially hired to work at the College.

##### **.02 Internal Promotions**

It is the philosophy of the College that we should promote from within whenever appropriate. Present employees in a department may be given first consideration when filling vacancies within the department, with second consideration going to other College employees.

### **.03 Internal Employee Transfers**

College employees have an opportunity to be considered for reassignment to positions within the College. Transfer of employees may occur only after Department Directors involved have agreed to the transfer, the required probationary period has occurred (if a new employee), and the President approves the transfer.

The transferred employee will be paid at the prevailing rate of the new position. Once transferred, the employee remains eligible for the benefits she/he has accrued.

Employees desiring to transfer positions will be responsible to:

1. Communicate in writing their desire for transfer to their Department Director.
2. Complete the application for employment for the position.
3. Meet the minimum qualifications for the position.
4. Satisfactorily complete the applicable selection procedures.
5. Serve a satisfactory probationary period after transfer of thirty days.

Employees who are transferred will:

1. Retain original employment anniversary date,
2. Have salary set in accordance with the type of reassignment, and
3. Retain leave balance, which shall transfer to the receiving department.

### **.04 Employees Hired from the Leech Lake Band of Ojibwe**

When an employee of the Leech Lake Band of Ojibwe and other Leech Lake Band entities (Gaming and Housing) is hired by Leech Lake Tribal College, he/she will be considered a new employee with a new hire date. Years of employment service at the Band will not be counted toward leave accrual at the College. Additionally, the College will not accept leave balance amounts for any new hire from the Leech Lake Band.

Leech Lake Tribal College will only allow medical and dental benefits to transfer from the Leech Lake tribal entities.

### **.05 Evaluation Period for Existing Employees in New Positions**

Evaluation period for existing employees in new positions is 30 days.

This 30-day evaluation period will not impact employee benefits that may have been accrued. This evaluation period is to evaluate the employee's competency in the new position.

### **.06 Employment Application Process**

All persons seeking employment at Leech Lake Tribal College must complete an application for employment and submit additional documentation where appropriate or required. Applications must be submitted to the Human Resources Office at Leech Lake Tribal College.

Faculty or administrative applicants are required to provide the following to the Human Resources Office before consideration for employment:

1. A completed and signed Leech Lake Tribal College application for employment
2. A cover letter of interest for the position
3. A current résumé
4. Certified academic transcripts from accredited Colleges or universities indicating the degrees earned by the applicant will be required before employment. (Unofficial copies are acceptable for the application process).
5. Name, address, telephone number and e-mail address (if available) of three references
6. Any other documents that support the application for employment.

Support Staff applicants are required to provide the following to the Human Resources Office before consideration for employment:

1. A completed and signed Leech Lake Tribal College Application for Employment
2. A cover letter of interest for the position
3. A current résumé
4. A high school transcript certifying high school graduation or a GED certificate earned
5. College transcript if appropriate
6. Name, address and telephone number of at least three references
7. Any other documents that support the application for employment.

Maintenance and Custodial Staff are required to provide the following to the Human Resources Office before consideration for employment:

1. A completed and signed Leech Lake Tribal College Application for Employment.
2. A current résumé
3. A high school transcript certifying high school graduation or GED certificate
4. Name, address and telephone number of the at least three references.

## **.07 Criminal Background Check**

As a condition of employment, applicants will be required to submit to a criminal background check. Refusal to submit to a background check, or failing a background check, will disqualify an applicant from employment consideration.

Criminal background checks may be conducted only after an offer of employment has been made.

Criminal background checks may be conducted on an existing employee if the employee is suspected of drug or alcohol use on campus, or has perpetrated a criminal act such as fraud, theft, or an act of violence. Refusal to submit to a background check, or failing a background check, may result in termination.

#### **.08 Evaluation Period for New Employees**

All new employees are on an evaluation status for 90 days.

During the 90-day evaluation period, new employees are not eligible to use personal leave benefits.

Employees who terminate or who are terminated during the 90-day evaluation period are not eligible for payment of personal leave time benefits.

After successful completion of the evaluation period for new employees, the accrual of personal leave time begins and is retroactive to the employee's start date.

#### **.09 New Employee Orientation**

All new employees must first meet with the Human Resources Director before they start work at the College. The purpose of this meeting is to prepare all paperwork to formalize the person as an employee in compliance with all regulatory and taxation authorities, payroll and benefits. Until the person has processed their paperwork, he/she is not an employee.

All new employees will have a formal employee orientation. The supervisor and department of a new employee are responsible for the employee orientation. The orientation includes a tour of College facilities, introductions to other staff, and introductory training on use of College equipment.

#### **.10 Temporary Employment and Emergency Hires**

Leech Lake Tribal College engages temporary employment or emergency hires when there is uncertainty about the need for a permanent position, or to replace a current worker while that worker is on sustained leave, or due to greater work demands. Generally, temporary employment and emergency hires will be for a year or less.

##### **Temporary Hires**

Temporary employees may be hired and scheduled in anticipation of vacancies, personal leave, greater business demands, or special events. If a temporary position leads to a regular full-time position, the temporary hire date will be the effective date of hire.

## **Emergency Hires**

Persons hired on an emergency basis may begin work immediately. If an emergency position leads to a regular full-time position, the emergency hire date will be the effective date of hire.

Temporary and emergency hires are not eligible for employee benefits and are subject to all normal College hiring practices, which include, but are not limited to, satisfactory results of pre-employment drug screening and a criminal background check.

The President may approve temporary employment and emergency hires as needed. If the status for the temporary placement or emergency hire changes to permanent employment status, the Leech Lake Tribal College application and interview process applies.

## **4130 Compensation**

All salary administration decisions are at the discretion of management. Financial and other factors impact all salary decisions.

### **.01 Starting Wages**

Management will determine the starting salary that will be offered to a new employee, based on a number of considerations including market value for the position, education, experience, knowledge skills and abilities, and responsibilities as described in the position description. This decision, like all other salary administration decisions, is at the discretion of management.

### **.02 Salary Increases**

“Cost of Living Adjustments” (COLAs) are increases typically awarded to full-time employees who have successfully completed the 90-day evaluation period by the first month following the recognition of the increase. COLAs will become effective on the first of the month following the recognition of the increase. Each eligible employee will receive the same percentage increase, except those employees who are in a disciplinary status and employees who may be deemed ineligible for the cost of living increase. Employees who are on disciplinary status may be eligible to earn the cost of living increase once they are no longer in disciplinary status, or the increase may be waived for that employee for that year. This decision, like all other salary administration decisions, is at the discretion of management. Part-time, Adjunct, Temporary Employees, and Emergency Hires are ineligible for COLAs.

### **.03 Overtime Pay and Exempt versus Non Exempt Status**

In accordance with the Fair Labor Standards Act, the College complies with overtime pay requirements.

Exempt employees are paid based on an annual salary and are exempt from overtime pay. Non-exempt employees are paid on an hourly basis and receive overtime pay.

Exempt status employees are employees who put in at least 40 hours a week on a regular basis without taking any type of leave. Exempt employees who are absent from work for more than 4 hours during a working day, or who run personal errands during work hours, need to take personal leave for that time.

If exempt employees cannot work a normal 40-hour week on a regular basis, that employee may be changed to hourly status.

Administrative and faculty positions are generally paid on an annual basis and are generally exempt from overtime pay.

Support, custodial, maintenance, and security staff are paid on an hourly basis and receive overtime pay for hours worked over forty (40) hours per week.

Employees who move from an exempt to a non-exempt status, or vice versa, will receive, or not receive, overtime pay based on their current status.

Non-exempt (hourly) employees will be paid time-and-one-half for all time worked in excess of forty (40) hours in one week. Holiday hours or personal leave hours do not count as hours worked and will not impact whether or not employees are entitled to overtime.

For example: During a one-week pay-period, there is an eight-hour Holiday, and the employee works 38 hours for a total of 46 hours to be paid. The employee will receive eight hours of Holiday pay and 38 hours of regular pay and will not be entitled to overtime pay.

#### **.04 Exempt Employees**

Exempt employees at Leech Lake Tribal College are those who fill supervisory roles, have fiduciary responsibilities, other job responsibilities, and/or have salaries that meet the salary requirement for exempt status.

Exempt employees are expected to work a minimum of 40 hours per week at LLTC. It should be understood that exempt employees can be expected to work more than 40 hours; however, LLTC is holding to a 40-hour per week standard. Because exempt employees are “exempt” from earning overtime pay (hence the term exempt employee) it becomes the role of the supervisor to allocate an employee’s time appropriately. LLTC recognizes that there are times exempt employees will work more than 40 hours. In these instances, LLTC will allow supervisors to be flexible in scheduling and accounting for the employee’s time.

It should be noted that if an exempt employee continually contributes less than 40 hours per week to LLTC, that employee may be required to take non-exempt employee status. Again, it is expected that exempt employees work 40 hours per week, take personal leave for time missed, or make up time as required. No one should expect the College to continue to pay for 40 hours of work when 40 hours are not worked. In these circumstances, the College must exercise fiscal responsibility and take actions that ensure the policies and pay scales set by the College are reflected in the hours worked by College employees.

## **.05 Overtime Procedures**

### **Supervisor Responsibility:**

It is the responsibility of the supervisor to determine if and when there is a need for an employee to work overtime. Every effort should be made to avoid overtime hours, but in cases where it is deemed necessary, the supervisor should ask the employees affected if they are available to perform extra hours of work. If the employee agrees, supervisors then write a memo describing the expected hours to be worked, the work to be performed, and the reason it is necessary to be done on an overtime basis versus regular hours. The supervisor and employee should be in agreement as to the additional hours that will be necessary to perform the work. Both the supervisor and employee must agree and sign the memo **before** any work is performed, **not after**. Immediate supervisors then need the approval of the Finance Office, since it affects budgets.

The College expects supervisors and employees to manage time appropriately. The College is aware of unforeseen situations that may require an employee to work more than 40 hours without prior approval; however, such occasions are rare, and if there are recurring requests for overtime, disciplinary action may be required.

### **Employee Responsibility:**

Employees are to record their overtime on their time card and attach the memo authorizing the overtime and signed by required supervisory staff and employee. Employees are expected to be able to perform their jobs within the 40-hour work week, and should not work additional hours without the prior approval of their supervisors, as described above, in writing and signed.

Supervisors may agree to allow employees who work overtime to document their hours as “comp time” at time and one half rates. The responsibility of both parties remains the same as for overtime earned, with the additional responsibility of keeping a log of the hours worked, signed by both the supervisor and employee. When the log is added to or subtracted from, both signatures need to be on the log. Supervisors should receive a copy of the log at the end of any week overtime is worked, whether it is to be paid as overtime, or used as “comp time” in the future.



This is critical because time earned and stored as comp time will be paid to employees eventually, either as time off, or as a remaining balance upon termination of employment.

#### **.06 Compensatory Time**

When compensatory time has been earned as described in Section 4130.04, Overtime Procedures, and employees want to use the time in place of personal leave, they are to attach the following documents to their time card:

Memo of Authorization for overtime earned, signed by employee, his/her supervisor, and the Chief Academic Officer. The signed leave form authorizes time away from the job with notation that the time being used is compensatory time, not personal leave.

Compensatory time log for verification of hours and remaining balance must be signed by the employee and supervisor.

#### **.07 Full-Time versus Part-Time**

Employees are principally classified as administrative, faculty, adjunct faculty, security, or maintenance. Within each of these classifications, each employee has a specific job title and position description.

Regular full-time employees work a minimum of 32 hours per week. Full-time faculty members teach 30 credit-hours per school year (15 credits per semester). These employees are those who are not in a contract on probationary status. These employees are eligible for enrolled benefits subject to the terms, conditions, and limitations of each benefit program.

Part-time employees are those employees who are assigned to work less than 32 hours per week. Part-time employees receive all legally mandated benefits such as Social Security and Workers Compensation insurance. Part-time employees may not be eligible for enrolled benefits.

#### **.08 Work Schedules**

Support, Custodial and Maintenance Staff: The normal workday will be between 8:00 a.m. and 4:30 p.m. with one-half-hour lunch period. All hourly employees are subject to work-schedule changes at the direction of the appropriate supervisor. Full-time employees in these positions may work overtime and be paid overtime pay with the authorization of their supervisor.

Part-time Support, Custodial and Maintenance Staff: Their supervisor will determine work schedules. Part-time employees can only work up to twenty hours per week.

Faculty: Full-time instructors are required to be on campus for the contracted number of credit hours and the contracted number of office hours, and are also expected to be

present for all faculty meetings and other meetings called by the Chief Academic Officer and/or Dean of Instruction. Faculty members must attend all committee meetings of which they are members.

Adjunct: Adjunct faculty members are classified as part-time employees. An adjunct instructor is expected to be on campus for the contracted number of hours per semester. Adjuncts are also required to be on campus for the contracted number of office hours.

Administrative Salaried Employees Administrative salaried employees must work a minimum of forty hours per week. These employees may be required to work a flexible schedule as needed, including evenings or weekends to ensure the demands of the position are met.

### **.09 Work Attendance Policy**

Excessive Absenteeism and Tardiness: The College expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the College. When employees cannot avoid being late, or are unable to work as scheduled, they should notify their immediate supervisor within thirty minutes or as soon as possible in advance of the anticipated absence or tardiness. Poor attendance and excessive tardiness are disruptive and will not be tolerated. Either may lead to disciplinary action, and/or termination of employment.

Notification: An employee who is going to be absent from work must call his/her supervisor by 9 a.m. of the day the absence will occur. Failure of the employee to comply with this requirement could result in loss of pay and possible termination.

No-Call/No Show: This condition is created when an employee does not call and does not show up for work. No-call/no-show will be considered "absent without approved leave" after 30 minutes past scheduled start time for any employee. The consequences of No Call/No Show are:

1. First occurrence: verbal warnings will be given and documented in the employee's personnel file. The employee's pay will be docked for the time the employee did not work.
2. Second occurrence: will be written and placed in the employee's personnel file. The employee's pay will be docked for the time the employee did not work.
3. Third occurrence: termination.

Job abandonment or absent without leave: When an employee fails to report to work for three consecutive scheduled workdays, it shall be considered job abandonment. Walking off the job or leaving the designated job site without approval may be considered job abandonment or absent without leave. The employee may be terminated.

### **.10 Time Cards**

All LLTC hourly employees are required to complete, sign and submit time cards.

Time cards must be submitted to the Finance Office no later than 11 a.m. the following Wednesday after each payday. The employee is responsible for preparing time cards correctly with name, department name, dates, hours, holidays and personal leave days, and employee signature.

All overtime must be authorized by the employee's supervisor; it is the responsibility of the supervisor to determine if and when there is a need for an employee to work overtime. Every effort should be made to avoid overtime hours, but in cases in which it is deemed necessary, the supervisor should request that an employee be available to perform extra hours of work. If the employee agrees, his/her supervisor must then write a memo describing the expected hours to be worked, the work to be performed, and the rationale for working overtime. The supervisor and employee should be in agreement concerning the additional hours that will be necessary to perform this work. Both the supervisor and the employee must agree and sign the memo **before** any work is performed, **not after**. The supervisor's memo pre-authorizing overtime must be attached to the time card. The College expects supervisors and employees to manage time appropriately. On the other hand, the College is aware that unforeseen circumstances may require an employee to work more than 40 hours without prior approval. These incidents are rare, and if incidents such as this continue to occur, disciplinary action may be taken.

The Finance Office will not complete time cards for any employee. No employee should prepare time cards or clock in for any other employee. It is the responsibility of the employee to clock in and submit time cards in a timely manner.

Falsification of time card records will be grounds for immediate termination.

#### **.11 Time Card Attendance Reports**

All administrators and salaried employees are required to complete, sign and submit time cards, recording leave time, to the payroll department. These reports are used to record and track sick leave and annual leave. These time card attendance reports are due in the payroll office the first Wednesday after each two-week pay period end date. Payroll checks will not be issued to employees who fail to submit their attendance reports on time.

#### **.12 Pay Periods**

Wages are paid bi-weekly for a total of twenty-six (26) pay periods per year. If a scheduled payday is on a holiday, the payday will be on the day prior to the holiday. The College offers, as an employee benefit, direct deposit of employee paychecks into the bank account of the employee's choice. See the Human Resources Director for further information. Employees who do not choose direct deposit should pick their paychecks up at the administration building on payday.

**.13 Pay Advances**

In the event of a personal emergency, employees may submit a written request to the Finance Office for up to a maximum of \$400.00 as a payroll advance. The advance must be repaid over the following four (4) pay periods and will be deducted from the employee's paychecks during those periods.

Such a pay advance can only occur twice per fiscal year per regular employee (July 1 to June 30), and once for Work-study employees and interns/tutors who are employees.

The Supervisor and President (or CFO, in the absence of President) must approve payroll advances. Payroll advances are intended for emergencies, i.e. death, serious illness, or natural disaster.

Requests should be made no earlier than the Tuesday of the normal payday week.

Early checks are released on occasion, dependent upon approval of supervisor and emergency situation. Early check release is greatly discouraged; therefore, employees will not receive approval for repeated requests for an early check release.

**.14 Pay Deductions**

Deductions from employee paychecks include, as applicable, federal income tax, Social Security (FICA), Medicare/Medicaid, state income tax, child support, Reservation Tribal Court orders, student loans, and federal wage levies. Additional deductions requested by an employee may include medical insurance premium co-pay and retirement contributions.

Any personal expenses or loans advanced by the College on behalf of an employee will be deducted at a schedule rate agreed upon in writing by the employee and appropriate creditor.

**4140 Performance Evaluations**

Performance evaluations are conducted to provide supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals and expectations.

**.01 Evaluation Period**

All employees on 30- or 90-day evaluation status will be evaluated by their supervisor at the end of their evaluation period.

**.02 Annual Performance Evaluations**

All full-time employees will be evaluated by their supervisor every twelve (12) months, on or before the anniversary of the employee's hire date.

### **.03 Interim Performance Evaluations**

Interim evaluations may be conducted periodically and are intended to assist employees in attaining employment goals, or may be follow-up evaluations for an employee on disciplinary or recommended work improvement status.

### **.04 Performance Evaluation Review and Filing**

The Department Director, Dean or Chair will review the performance evaluation. The Department Director, Dean or Chair must authorize any recommendations by the supervisor.

Performance evaluations shall be placed in the employee's personnel file folder.

### **.05 Employee Right to Appeal**

The employee has a right to appeal his/her performance evaluation through his/her Director, Dean or Chair or Vice President of Academic Affairs within two weeks of the evaluation date.

The Department Director, Dean or Chair, or Vice President of Academic Affairs will review the evaluation with the employee and supervisor and may or may not make adjustments or recommendations. The outcome of this appeal will be made in writing, and a copy will be placed in the employee's personnel file.

If the employee wishes to protest the results of the appeal, the employee should prepare a written protest to the Human Resources Director. The Human Resources Director, in consultation with the President, will determine if the employee should be reevaluated or if the original evaluation was conducted properly and will stand. The employee will be notified in writing of the result.

## **4145 Longevity Policy**

Leech Lake Tribal College recognizes employees who strive to perform their jobs with professionalism and integrity. Leech Lake Tribal College expresses appreciation and gratitude to employees for their hard work, sacrifices, and spirit of dedication to the students of our College, and will show a token of appreciation in the following increments:

1. 5 years of service
2. 10 years of service
3. 15 years of service
4. 20 years of service
5. 25 years of service

## **4150 Medical and Life Insurance Benefits**

Medical and life insurance benefits are dependent on available funding and may be enhanced or omitted at the discretion of the College.

Eligibility for and type of benefits may vary on employment status (full-time versus part-time), length of employment, and other factors as determined by each benefit. Medical benefits require employee co-pay and enrollment. Eligible employees who choose not to enroll will not be eligible for these benefits.

Eligibility criteria for health, dental, life, short term disability are:

1. Complete 60-day evaluation period successfully.
2. Work 30 hours or more per week.
3. Elect to enroll in the health plan.

See the Human Resources Director for more information.

### **.01 Medical Benefits**

Leech Lake Tribal College provides limited medical, dental and short-term disability insurance coverage for eligible employees who:

1. Have completed their 60-day evaluation period.
2. Are non-faculty employees who work 30 or more hours per week.
3. Are full-time faculty teaching 30 credits per year.
4. Elect to enroll in the health plan, and are not covered under other insurance.

Medical insurance requires employee co-pay and deductible. Employee spouse and dependents may be eligible for medical coverage.

The College may also provide payments in lieu of College-provided medical coverage if the employee provides proof of coverage under another medical plan. This option is determined on a case-by-case basis.

See the Human Resources Director for more information.

### **.02 Life Insurance**

Leech Lake Tribal College provides life insurance coverage to employees who elect to enroll for this benefit. See the Human Resources Director for more information.

### **.03 Retirement**

Eligible criteria for participating in the Leech Lake Tribal College Retirement Plan are:

1. Work 30 hours or more per week.
2. Work 1000 hours in the calendar year.
3. Have successfully completed the 90-day probationary period.
4. Fill out the enrollment paperwork obtained from the Human Resources Director.

## **4155 Tuition Waiver for Children/Grandchildren of Employees**

### **.01 Program Description**

The tuition waiver program provides free tuition to all eligible children and/or grandchildren of employees during their enrollment at Leech Lake Tribal College. Tuition waivers are available for children/grandchildren completing their first diploma or associate degree. In no case will tuition waivers be granted beyond six (6) semesters or the number of credits required for completion of a specific degree program.

### **.02 Definition**

The terms “children” or “grandchildren” shall include biological, legally adopted, step-children and legal wards of full-time Leech Lake Tribal College employees.

### **.03 Eligibility Requirements**

#### **Employees**

1. Full-time permanent employees in all job categories at Leech Lake Tribal College who have worked full-time for a minimum of one (1) year prior to the start of the first day of the semester shall be eligible for the tuition waiver for children/grandchildren.
2. Children/grandchildren of employees who have not completed the provisional test period are ineligible.
3. To maintain eligibility, the employee must maintain active full-time employment status. If an employee fails to maintain active full-time employment with Leech Lake Tribal College, the tuition waiver will cease at the end of the academic semester in which the status changed.

#### **Children/Grandchildren**

1. Children/grandchildren must meet LLTC’s academic criteria for admission to the College and maintain full-time student status.
2. The waiver of tuition applies to basic tuition costs only. It does not cover the payment of additional fees, such as registration and laboratory fees.
3. To be eligible to continue receiving a tuition waiver, the student must (a) maintain at least a 2.00 cumulative grade point average, or (b) if transferring from another accredited institution, must have earned at least a 2.00 grade point average for the work completed during the year preceding the semester of the waiver.

4. Once a student completes the associate degree requirements at LLTC, he or she is not entitled to any further tuition waivers.
5. After the student’s application to LLTC has been accepted, a one-page tuition waiver form needs to be completed and filed with the Finance Office. This form must be filed on an annual basis.

**4160 Personal Leave**

**.01 Eligibility**

Regular full-time (32 hours or more per week) employees (excluding faculty) accumulate personal leave according to the schedule below.

Personal Leave Accrual Schedule			
Years of Service	Maximum hours per pay period	Maximum hours per fiscal year	Maximum hours that can be accrued
Beginning 1 year	6	156	156
Beginning 4 years	8	208	240
Beginning 7 years	10	240	240

Leave time does not accrue when an employee is on an extended leave of absence, short- or long-term disability, Family Medical Leave, military leave, or other extended leave.

**.02 New Employees**

New employees on probation cannot take personal leave until after their probationary period.

**.03 Supervisor Approval**

Employees must have personal leave pre-approved by their supervisor before taking leave. Employees should request personal leave ten (10) working days in advance whenever possible.

**.04 Leave Increments**

Personal leave can be used in 1/4 hourly increments.

**.05 Advances of Personal Leave**

Employees cannot use personal leave in advance of earning it.

**.06 Leave at Employee Termination**



If an employee terminates employment but returns within 4 (four) months, personal leave accrual will continue based on previous years of service.

Accrued personal leave at termination will be paid to the employee.

**.07 Faculty Personal Leave**

Full-time faculty are eligible to have two paid personal leave days each semester for a total of four days paid personal leave annually. If an instructor needs leave greater than 2 days a semester, it will be without pay.

Adjunct faculty are not eligible for personal leave.

Faculty must request personal leave in writing to the Dean of Instruction or Chief Academic Officer.

The Dean of Instruction or Chief Academic Officer must approve faculty personal leave days.

The faculty member must make arrangements to have his/her class covered during the approved leave.

Faculty personal leave must be used during the academic year; faculty personal leave cannot be accrued.

**4170 Other Employee Leave**

**.01 Holiday Leave**

All regular full-time employees (excluding faculty) shall receive approved holidays with pay.

**Exceptions:** Because of the nature of their jobs, essential service employees may not take holidays as other employees do, at the direction of their supervisors. These employees include, but are not limited to, security and maintenance personnel.

In order to receive a paid holiday, the employee must be present or have approved personal leave the day prior to and the day after the holiday. The following are approved holidays:

New Year's Day	Veterans Day
Martin Luther King, Jr. Day	Thanksgiving Day
Presidents Day	Friday after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Employee Birthday
Labor Day	

If a holiday falls on a Sunday, the following Monday will be considered a holiday. When a holiday falls on a Saturday, the preceding Friday will be considered a holiday.

Holidays occurring during a period of approved personal leave shall be considered a day of holiday leave.

Part-time employees who work thirty hours or under shall be paid at the same rate as their regular hours; that is, if any employee normally works half-time, the holiday pay will be for one half-day.

## **.02 Bereavement Leave**

An employee may be granted up to three (3) working days of bereavement leave within one week from date of death of an immediate family member (spouse, parent, child, sibling, grandparent, in-laws, aunt, uncle, niece, nephew, first cousin, step-father, step-mother, step-son and step-daughter). Supervisors may, at their own discretion, approve other cases, such as when an employee's relationship with the deceased is similar to any of the above relationships. Additional leave, with supervisor approval, may be granted. If the employee has accrued personal leave time, the leave will be with pay. If the employee has no accrued personal leave time, the leave will be without pay.

## **.03 Unused Personal Leave**

An employee who resigns or is terminated will be paid for unused, accrued personal leave.

## **.04 Family and Medical Leave (FMLA)**

The following paragraphs present an overview of Family Medical Leave. For more specific information, contact the Human Resources Director.

Eligible employees of Leech Lake Tribal College are entitled to Family Medical Leave in compliance with the federal Family Medical Leave Act. If an eligible husband and wife are employed by the College, each of them has a total of 12 unpaid weeks available for FMLA leave in any fiscal year; however, they cannot use more than a shared total of 12 weeks for parental leave, and/or to care for a seriously ill parent.

Eligible employees must have worked for the College at least 12 months and worked at least 1,250 hours in the 12 months preceding commencement of the leave.

FMLA is intended to allow employees to balance their work and family life by taking reasonable unpaid leave (maximum of 12 weeks per fiscal year):

1. For the birth and subsequent care of the employee's child;
2. For the placement of a child with the employee for adoption or foster care;

3. In order to care for the spouse, child or parent of the employee who has a serious health condition; or
4. When the serious health condition of the employee renders the employee unable to work.

This twelve-week leave is a benefit that provides the employee the right to return to the same job or an equivalent position at the end of the leave, if such job or position is available.

The College will maintain the employee's health coverage under any group health plan provided the employee continues to make the required contribution.

Other benefits in place immediately before the leave will not accrue during the leave, but will be reinstated, provided the employee returns to work within 30 days following the end of leave date.

The employee, whenever possible, is required to request leave by providing at least thirty (30) days' notice prior to any leave. For emergency treatment or circumstances where thirty days' notice cannot be provided, the employee shall provide notice of leave to be taken as soon as possible.

The employee is always responsible for obtaining required medical certification to support any FMLA leave. The College may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

During FMLA leave, the employee will be required to first use all accrued personal leave for which they are otherwise eligible, concurrent with Family Medical leave.

#### **.05 Leave of Absence without Pay**

A leave of absence without pay may be granted for a maximum of 90 days.

The College must have assurance that the leave of absence will not have a negative effect on the day-to-day operation of the College.

To request a leave of absence without pay, the request must be made, in writing, to your immediate supervisor. Your supervisor will review the request with the appropriate supervising team which may:

1. Deny the request if it is determined that the leave will have a negative effect on the College, or
2. Make a recommendation to the President to approve the request.

The President of the College must approve any leave of absence without pay.

No applicable benefits shall accrue during unpaid leave and the employee will bear the cost of medical and dental benefits through COBRA during any leave of absence.

**.06 Education Benefit and Leave**

Employees of Leech Lake Tribal College may avail themselves of three (3) hours of paid Education Leave per week. Employees will receive one 3-credit tuition waiver per semester for classes taken at LLTC.

1. Education Leave must be arranged with and approved by immediate supervisor and the President of the College;
2. Education Leave must not leave a department or area short-handed;
3. Education Leave must be taken at the same day and time each week;
4. Education Leave may be taken only while classes and/or finals are in session, or when attendance in person is required, and not during breaks or holidays;
5. Persons participating in distance learning may take Education Leave during the work day and may remain at the College with permission of their supervisor. The person taking leave must post a visible note on his/her door stating that (s)he is taking Education Leave, must include the times (s)he will be unavailable, and must close his/her office door.
6. Employees taking Education Leave must note such leave on the time card submitted to their supervisor for payroll.

It is expected that LLTC employees will not do homework, readings, paper writing, research, etc. while on college time other than the three (3) hours of Education Leave allowed. Abuses of Education Leave, and/or working on things other than College duties will result in disciplinary action and possible termination.

**NOTE:** Paid education leave and fitness leave cannot be taken simultaneously.

**.07 Jury Duty Leave**

An employee on any work schedule shall be granted leave with pay for actual time spent on jury duty. The employee's pay will be adjusted to reflect jury duty compensation.

**.08 Military Leave of Absence**

A military leave of absence without pay will be granted to employees who are absent because of service in the U.S. Military. Accrued personal leave may be used for military reserve duty.

Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Leave benefits will not accrue during extended (non-reserve) military leave of absence. Medical benefits for which the employee is enrolled will continue if the employee continues to make his/her premium payments.

Upon return from military service, the employee will be placed in the position (s)he previously held, or a comparable position if such position is available.

#### **.09 Family Paid Medical Leave Act – Maternity/Paternity Leave**

Maternity/Paternity leave used to bond with a newborn baby is available to employees who have worked at LLTC for 12 months, with a minimum of 1,250 hours worked within that 12-month period.

Requests can be made for up to 12 weeks; however, Leech Lake Tribal College will only pay for six weeks if maternity/paternity leave is granted. If both parents request FMLA, and are both Leech Lake Tribal College employees, the six-week paid FMLA will be divided between them. Requests to use paid FMLA must be submitted to the employee's immediate supervisor.

#### **.10 Fitness Leave**

Leech Lake Tribal College acknowledges and supports the importance of physical activity, which benefits the health of employees, improves job performance, and may reduce costs associated with health care and lost wages due to illness of the employee.

In an effort to encourage employees to engage in regular physical activity, the College will allow employees up to 30 minutes per day of paid time to exercise, if an employee chooses to do so. This leave will only be allowed if it does not create an undue hardship on the program/department/division or affects the employee productivity.

The Director, Dean or Chair, or immediate Supervisor will make this determination, but all employees should be considered for the leave. The employee and supervisor must agree on time of day and location at which the employee utilizes this policy. If any discrepancies should occur, the supervisor can at any time review the sign-in sheets at area fitness centers, if applicable. If this policy in any way abused, the opportunity can be taken away from the employee and further disciplinary action will be taken.

**NOTE:** Paid fitness leave and education leave cannot be taken simultaneously.

#### **4175 Breastfeeding Policy**

Leech Lake Tribal College recognizes the importance of breastfeeding for both mother and infant. The College will support continuation of breastfeeding upon the mother's return to work. Management and employees shall work together to find mutually agreeable hours of work and breaks which support the continuation of breastfeeding. This shall be done within the policies of Leech Lake Tribal College.

#### **.01 Statement of Breastfeeding Harassment**

The employee's supervisor shall be informed immediately if an employee is subjected to any type of harassment, perceived or otherwise, with respect to breastfeeding. The Sexual Harassment policy shall then be followed to address the harassment.

## **.02 Breastfeeding Guidelines**

Employees may have their babies brought to work at break time and/or lunchtime to be breastfed. The College shall also provide a reasonable amount of break time to accommodate an employee desiring to express breast milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Flexibility regarding timing of these scheduled breaks or additional time required will be discussed with the Supervisor. The employee will be responsible for making up any additional time taken, in consultation with the Supervisor.

The employer shall make reasonable efforts to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to feed the baby or express milk in private. The room or location may include the place where the employee normally works, if privacy can be maintained.

Employees will be responsible for the storage of the expressed milk. The milk may be stored in any College refrigerator and must be labeled with the employee's name to ensure the safety of stored breast milk.

## **4180 Employee Conduct**

Leech Lake Tribal College expects all employees of the College to conduct themselves professionally, both on campus and in the community.

Integrity and excellence require careful observation of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity. The successful business operations and reputation of Leech Lake Tribal College are built upon principles of fairness and the ethical conduct of its employees.

Leech Lake Tribal College strives to ensure just and honest treatment of all employees and in all of its interactions with students and the community.

The continued success of Leech Lake Tribal College is dependent upon trust and is dedicated to preserving that trust and confidence.

Employees are encouraged to offer positive and constructive criticism to promote the continued growth and success of the College.

All employees representing the College on and off-campus are expected to adhere to the following basic conduct requirements:

1. Be professional in appearance.
2. Be neat, clean and well-groomed.
3. Show respect for all other employees.
4. Be respectful to students.

5. Be professional in representing the College at off-campus meetings and events.
6. Be at your work station or in your classroom on time.
7. Be prepared to perform the work of each day.
8. Do not leave work without approval.
9. Adhere to the policies contained in this manual.

#### **.01 Employee-Student Fraternization**

Leech Lake Tribal College desires to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can result from personal or social relationships between employees and students. Accordingly, all staff and faculty are prohibited from fraternizing or becoming romantically involved with students when, in the opinion of the College, their personal relationships may create a potential conflict of interest, cause disruption, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security or morale.

An employee who fails to withdraw from participation in activities or decisions that may reward or penalize the party with whom he/she is having a consensual personal or romantic relationship will be deemed to have violated this policy.

It is the responsibility of each Department Director, Dean or Chair, and all Supervisors to take necessary and appropriate steps, beginning with informal steps to resolution, to prevent and correct problems stemming from consensual personal or romantic relationships. If informal steps for resolution are unsuccessful, the matter will be pursued via the formal corrective action process listed in section 4190.

All employees should also remember that Leech Lake Tribal College maintains a strict policy against unlawful harassment of any kind, including sexual harassment.

The Human Resources Director shall take appropriate measures to ensure that:

1. This policy is widely and frequently disseminated to employees, and that
2. Other appropriate means of educating employees, such as periodic workshops, are pursued.

It shall be the responsibility of Directors, Deans or Chairs, and Supervisors to ensure that employees and students under their direction are informed of this policy.

#### **.02 Employee Gambling Restriction**

During work hours, all employees of Leech Lake Tribal College are prohibited from gambling at any gaming facilities or on the Leech Lake Tribal College campus. This policy applies to normal working hours, including break times.

Any employee violating this gambling policy will be subject to disciplinary action that may include termination.

### **.03 Employee Gift Restrictions**

College employees are forbidden to solicit or accept anything of monetary value for personal use or benefit, or in return for consideration, from any organizations or individuals whose interest may be affected by the employee's action in the course of performing their duties. This includes sales persons or companies that promise gifts for orders received.

Violations of this rule, at the discretion of the College, may include criminal prosecution and/or termination of employment. The exception to this policy is ceremonial gifts that are traditional in a culture.

### **.04 Misappropriation, Theft or Destruction of College Assets**

The misappropriation of College assets will be considered theft. All suspected theft or destruction of College property will be investigated, and will result in disciplinary action, which may include termination (if an employee) and legal action against the offender.

### **.05 Security**

Employees may be given security access codes for building security alarms and computers, and also may be given keys to buildings and offices.

Such codes and keys are never to be shared with any other person. Upon leaving employment at the College, all keys are to be returned to the Human Resources Department or your supervisor.

### **.06 Political Activities**

Acceptable Political Activities - Employees may:

1. Exercise their rights of citizenship by participating in tribal, local, state or national elections and public activities to the extent permitted by law.
2. Be candidates for any political office, provided such candidacy does not interfere with the performance of their assigned duties and responsibilities.
3. If an employee is elected to serve in any office in which a conflict of interest may arise between the elected position and decisions impacting the Tribal College during his/her term in office, the employee must resign from employment at the College.

Unacceptable Political Activities - Employees shall not:



1. Use their authority or influence for the purpose of interfering with or influencing an election, nomination or affecting the results thereof:
2. Directly or indirectly coerce, command or advise subordinates to pay, lend or contribute anything of value for political purposes to any party, committee, organization, agency or person.
3. Engage in any political activity outside the scope of assigned duties during scheduled working hours, or neglect their assigned duties and responsibilities. Personal leave must be used if an employee is going to participate in a campaign during regular work hours.
4. Actively participate in a political protest during work hours.

## **4190 Discipline Process**

The following presents a general guideline of progressive discipline procedures in case an employee has violated company policy or broken established rules or regulations. The College maintains full discretion to take whatever action it considers necessary and appropriate under the circumstances with respect to any disciplinary or performance issue. Upon authorization of the President, other disciplinary action may be taken.

The purpose of any disciplinary action is to 1) correct the problem, 2) prevent recurrence, and 3) prepare the employee for satisfactory service in the future. By using progressive discipline, it is hoped that most employee problems can be corrected at an early stage, benefiting both the employee and the College.

### **.01 Oral Notice**

The offense is discussed with the employee by the supervisor in a private location. The employee should be told of the violation, be reminded of the importance of the violated rule or policy, and told what the employee must do to correct the problem. The supervisor will document this meeting, and the required corrective action and a copy of the document will be placed in the employee's personnel file.

### **.02 Written Notice**

If the employee fails to correct the problem, the supervisor should write a memorandum, signed by the supervisor, to the employee describing the violation, the required corrective action, and a time frame for performance improvement. The supervisor should discuss the contents of the memorandum and the employee should sign the memorandum acknowledging receipt of the memorandum. A copy of the memorandum will be placed in the employee's personnel file.

The employee's supervisor should discuss the problem with the Department Chair or direct Supervisor. If it is determined that the problem may be unresolved and is serious enough to warrant potential termination, the President should be advised.

### **.03 Decision-Making Leave or Suspension**

If the problem continues to exist after the written reminder, or if the employee refuses to sign the reminder, the President is to be informed of the employee's policy violation and subsequent behavior.

The President has the authority to place the employee on paid decision-making leave for up to one day, or to suspend the employee for five (5) unpaid workdays. The supervisor, with consensus of the President, will write a letter advising the employee of the terms of the decision-making leave or suspension. The letter will be presented to the employee by the supervisor.

The purpose of decision-making leave or suspension is to allow the employee the time to contemplate and decide whether or not (s)he can comply with the rule or policy in order to retain a position at the College.

Employees on suspension are not allowed to be on campus until the end date of suspension. This includes attending classes and conducting personal business on campus.

### **.04 Results of Decision Making Leave or Suspension**

1. Upon the employee's return from decision-making leave or suspension, the supervisor and the President or direct Supervisor should meet with the employee before the (s)he returns to work.
2. If the employee fails to meet the conditions outlined in the written notice, and fails to meet the conditions after decision-making leave or suspension, the supervisor will recommend to the President that the employee be terminated.
3. The President will review the employee's personnel file and the supervisor's recommendation. The President determines if termination is appropriate and will provide notice to employee.

### **.05 Termination**

When an employee on discipline status has received a letter of termination, the employee, monitored by a supervisor (and security, if appropriate) will be required to return College property, collect personal belongings and immediately leave the College.

### **.06 Disciplinary Reasons**

While it is impossible to list every type of behavior or performance shortfall that may be cause for a disciplinary action, the following are examples of unsatisfactory performance or conduct that will make progressive disciplinary actions necessary. The first seven listed behaviors, if shown to be true, may result in immediate termination. The remaining behaviors and performance may also result in immediate termination, depending upon severity.

A. Possible Grounds for immediate termination;

1. Criminal activity which has an adverse effect on the reputation, credibility or reliability of Leech Lake Tribal College, its operations or activities.
2. Intoxication, unlawful use or sale of alcohol, drugs or other controlled substance while on property.
3. Theft or the illegal taking of another person's property without that person's freely-given consent. Theft may include such crimes as burglary, embezzlement, larceny, or looting.
4. Violence or intimidation on property, including hate crimes. Hate crimes occur when a perpetrator targets a victim because of his or her perceived membership in a certain social group, usually defined by race, religion, sexual orientation, disability, class, ethnicity, nationality, age, gender, or political affiliation. Incidents may involve physical assault, damage to property, bullying, harassment, verbal abuse or insults, or offensive graffiti or letters (hate mail).
5. Possession, use, purchase, or sale of weapons, firearms, ammunition, explosives, etc. on property.
6. Misstatement of material fact in application for employment.
7. Falsification of records.

B. Other conduct meriting disciplinary action;

1. Willful neglect in the performance of duties of a position to which an employee is assigned.
2. Disregard for policies of the Leech Lake Tribal College.
3. Unauthorized disclosure of any information that has been designated privileged or confidential.
4. Willful misuse, misappropriation, negligence or destruction of Leech Lake Tribal College property, removal or conversion of property for personal gain.
5. Absence from duty or tardiness without required prior notice or acceptable cause.
6. Violation of privileged information or its use for private gain or the soliciting or acceptance of any gift of value from any person whose interest may be affected by the employee's action in the course of performing his or her duties.
7. Engaging in sexual harassment, knowingly making a false report of sexual harassment, retaliating against a person who either reports a complaint or sexual harassment or provides information regarding a complaint of sexual harassment.
8. A supervisor who fails to report evidence of sexual harassment.
9. Insubordination.
10. Violations of generally accepted safety practices.
11. Unprofessional or discourteous conduct toward supervisors and coworkers.
12. Lack of performance.
13. Lack of, or loss of a valid driver's license when it's a bona fide qualification for the job held.
14. Any other conduct or action of such seriousness that disciplinary action is considered warranted.

**4200 Employee Grievance Policy**

Leech Lake Tribal College is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and candid atmosphere in which any problem, suggestion, or question receives a timely response from supervisors and management.

If an employee disagrees with disciplinary actions or employment practices, he/she can express his/her concern through the grievance process as a first step. No employee will be penalized formally or informally for voicing an employee issue.

**.01 Employee Grievance Procedures**

The College has established the following procedure that will address all complaints such as harassment, discrimination, offensive behavior, and other employee concerns. All employees are encouraged to bring concerns that affect their attitude or ability to perform their job to the attention of their supervisor. Open communication between supervisors and their staff should solve most concerns that arise in a timely manner.

1. The employee should present written documentation of the grievance to the supervisor. The supervisor must respond within three (3) working days.
2. If the employee is dissatisfied with the supervisor's response, if the supervisor is involved in the complaint, or if there is no response from the supervisor, the employee can present written documentation of the grievance and the supervisor's response to the next person in the line of authority. The employee should receive a response within three (3) working days.
3. Complaints that do not follow the line of authority will not be considered.
4. A complaint that has followed the line of authority and not been resolved will be forwarded to the Human Resources Director.
5. Once a complaint is received by the Human Resources Director, it will be promptly, confidentially and thoroughly investigated.
6. The Human Resources Director will meet with management personnel and discuss any recommended actions that may need to occur.
7. The employee will be notified of the results as soon as a decision has been made, not to exceed fifteen (15) working days.
8. If the process exceeds fifteen (15) working days, the employee will be advised that an extension of time is required, which will not exceed 15 additional working days.

**.02 Appeal of a Grievance Decision**

If an employee feels the grievance process has not been followed the employee may, within ten (10) working days after the grievance occurrence, appeal to the President who will hear the employee's concerns regarding the process and/or refer them to a grievance committee comprised of management and/or administrative staff from departments other than the employees department.

The grievance committee will review the grievance and make a recommendation to the President. The President's decision shall be final.

If the grievance is against the President, the Board of Trustees shall function as the grievance committee and will be the final authority.

## **4210 Employee Resignation or Reapplication for Employment**

### **.01 Resignation**

Any College employee planning to resign his/her position or retire from the College must give written notification to his/her immediate supervisor. The written notice must include the date the notice was written, the date the employee will leave the employment of the College, and must be signed by the employee.

All employees are requested to give a two-week minimum written notice of their intentions to leave College employment.

### **.02 Reapplication**

A previous employee seeking re-employment must reapply and be subject to College policies and procedures for filling a vacant or new position.

## **4220 Employee Professional Development**

Leech Lake Tribal College encourages all employees to further develop their skills through a variety of training and educational programs that are on-the-job or during-the-job.

Such training or education must have a positive direct impact on the employee's career path and success of the division and organization.

It is the responsibility of the employee's supervisor to work with the employee to develop a professional development plan for the employee that will improve or enhance the employee's job performance.

Department Directors, Deans or Chairs, and Supervisors are responsible for career development within their department. They are also to plan for the development of qualified personnel to meet anticipated future needs.

When the College pays for any type of tuition, class, or certification on behalf of the employee, and if the employee separates from employment within one year from the date that the class or program is completed, the employee will be required to repay Leech Lake Tribal College.

## **4230 Outside Work Policy Statement**

Definition: Outside Work means all gainful employment other than the performance of official duties, including but not limited to, self-employment, working for another employer, the management or operation of a private business for profit (including personally owned businesses, partnerships, corporations, and other business entities.)

Application: All faculty and staff of Leech Lake Tribal College, full and part-time.

### **.01 General Guidelines**

1. The outside work must not compete with the business LLTC is in: education. If the consulting or service relates to education, employees must work with administration to provide an opportunity through the College first. If that is not possible, the approval process outlined below shall apply.
2. The outside work cannot conflict with the Leech Lake Tribal College mission.
3. The outside work must not interfere with the employee's job commitment to Leech Lake Tribal College.
4. Employees must not use employer resources (including office, computer, phone, supplies, etc.) to fulfill the outside commitment.

### **.02 Faculty**

1. It is the policy of the Leech Lake Tribal College to support its faculty's opportunities for outside work whenever contractual obligations will not be breached. Contractual requirements, including attendance at special events, will have precedence over any outside employment.
2. Each full-time instructor shall submit in writing the nature of employment, describing the details and obtaining approval from the appropriate Department Director, Dean or Chair, or Supervisor, and the Chief Academic Officer. The appeal process for any denial of outside work shall go through the appropriate Department Director, Dean or Chair, Supervisor, Chief Academic Officer, and finally, to the President.
  - College employees should be open with their supervisors about any outside work they wish to participate in, but official approval is only required by those opportunities that the Chief Academic Officer and the employee determine may present a conflict.
  - Generally, all intellectual property (including lab notebooks, cell lines and other tangible research property) shall be owned by Leech Lake Tribal College if significant resources of Leech Lake Tribal College were used to develop such property, or if it is created pursuant to a project funded through corporate, federal or other external sponsors and administered by Leech Lake Tribal College, except as follows:

3. The creator shall retain ownership of the following.
  - All intellectual property developed without a significant use of Leech Lake Tribal College resources and without corporate, federal or other external sponsorship.
  - All rights in artistic, literary and scholarly intellectual property, such as scholarly books, articles, and other publications (including those in electronic form), works of art, literature and music recordings are owned by their creators, despite the use of Leech Lake Tribal College resources, so long as such works are neither created under the direction and control of Leech Lake Tribal College, nor developed in the performance of a sponsored project or other third-party agreement; and
  - All copyrights in papers, theses and dissertations written as a student to earn credit in Leech Lake Tribal College courses or otherwise to satisfy Leech Lake Tribal College degree requirements.
4. If permission is granted for an instructor to take outside employment, the employee must report to his or her supervisor when he/she has started.
5. The College will not pay Workers Compensation benefits for injuries resulting from employment at an outside company/institution.

### **.03 Staffing**

1. Each staff person shall submit in writing the nature of employment, describing the details, to garner approval from the appropriate Supervisor. The approval process for any denial of outside work shall go through the appropriate supervisor and the President.
2. The same ownership guidelines as in Section 4230.02, Items 2 and 3, applies to staff.
3. If permission is granted for the employee to take outside employment, the employee must report to his or her supervisor when (s)he has started.
4. The College will not pay Workers Compensation benefits for injuries resulting from employment at an outside company/institution.

### **.04 Memorandum of Understanding**

Employees will be asked to sign a memorandum of understanding with the College in certain circumstances--generally, when an employee wishes to teach on an adjunct basis, or if an employee wishes to perform two separate functions of employment at the Leech Lake Tribal College.

The rationale for the agreement is that employees, who wish to perform two or more jobs at the Tribal College, are in effect, taking an outside work agreement. There are two separate work agreements with two separate job duties, hours, and pay rates. Therefore an understanding of the terms is required to clarify the nature of performing both positions fully as required by acceptance of the positions.

The primary job at Leech Lake Tribal College should not be impacted in any way; if the primary job requires 40 hours per week with certain job performance outcomes

delineated, those hours and duties must come first. The secondary job will be performed at Leech Lake Tribal College as if being performed at an outside institution. For example, all preparations for the job would be done outside of the primary job work hours.

If the employee is accepting an adjunct teaching position, and the classroom hours are during the employee normal work hours for their primary job, arrangements must be made with the employee's supervisor to make up the hours missed or to use personal leave for the time in the classroom.

Employees who fulfill more than one position shall fill out a time card signed by the supervisor to monitor adherence to this policy. Faculty members are generally excused from filling out time cards, but would not be under this policy, should they apply.

If an employee is contracted to provide services that the College pays honorariums for, then this selection does not apply. These are usually speaking engagements or visits to other faculty classrooms to provide guest lecturing services. There is a disbursement voucher available in the Finance Office to describe those types of arrangements.

#### **4240 Travel Policies**

Leech Lake Tribal College recognizes the need for travel by Board members and employees, when the purpose of travel enhances the College.

1. Employees who are required to travel as part of their job will be reimbursed for expenses incurred according to travel policies and procedures.
2. Reimbursement will be made based on the most economical means of travel and according to Fiscal Management Policies.
3. Pre-approval is required for all travel.
4. The President or Chief Financial Officer (CFO) must approve all travel expenses greater than \$300.00.
5. An employee planning to travel on College-related business must submit a completed Travel Request Form to his or her supervisor at least one week in advance of intended travel.
6. If travel will require air transportation, advance notice of greater than 45 days is desired so the College can take advantage of the best air fares.
7. An employee may request a travel advance on a Travel Advance Form from the Finance Office. Such advances should be requested at least two weeks prior to the travel date.
8. If the amount advanced is greater than actual costs shown by receipts, the employee must reimburse the difference to the College.
9. If the amount advanced is less than actual costs shown by receipts, the College will reimburse the employee for the difference.
10. Travel in the employee's privately owned vehicle will be reimbursed at the mileage reimbursement rate established by the College.



Contact the Finance Office for a complete copy of the *Fiscal Policy Manual* for specific information on travel policies.

**4250 Crime Awareness on Campus**

Any criminal action or other emergency must immediately be reported to the Police Department and to Campus Security. The following are examples of on-campus criminal offenses that must be reported:

1. Murder	8. Hate Offenses
2. Rape	9. Arson
3. Robbery	10. Property Damage
4. Assault	11. Bomb Threat
5. Burglary	12. Negligent and Non-Negligent Manslaughter
6. Motor Vehicle Theft	13. Breach of Computer Security
7. Terrorist Threats	14. Identify Theft

The College must also maintain statistics concerning the number of arrests for the following crimes occurring on campus:

1. Liquor law violations
2. Drug abuse violations
3. Weapons possessions

The College will compile a security report each year. Information regarding campus security and consumer information materials is available in the Administration Office.

**4260 Personnel Records**

**.01 Health Insurance Portability and Accountability Act (HIPAA)**

To protect individually identifiable health information, all such information is maintained in a separate confidential benefits file for each employee. This includes all employee benefits for which an employee is enrolled, including medical insurance, dental insurance, life insurance, and 403(b) information, as any or all such benefits may be impacted by employee health information.

Such files are maintained in a separate drawer from personnel records. Access to such files is limited to the Human Resources Director and other such administrative staff who may be required to update or access such information in order to assure the benefit status of the employee.

**.02 Personnel File**

An official personnel file will be established for each employee and will be maintained in the Human Resources Office.

All personnel records are confidential and the release of information from these records should occur only in limited circumstances under the direction of the President. In the event of immediate health or safety needs of an individual staff member or others, access to records may be provided.

### **.03 Items Included in Official Personnel Records**

Each official personnel file may contain:

1. Application for Employment and/or Résumé
2. Job description
3. Emergency contact information
4. Personal data essential for payroll and affirmative action reporting. Form W-4, Income tax withholding form.
5. Original copies of all Personnel Action Forms (PAFs)
6. Performance Evaluations
7. Letters or memoranda of recommendation
8. Written reprimand(s)
9. Other documents relating to payroll for the employee.

Confidential information, Form I-9, photocopy of driver's license and other required identification will be maintained in separate files for all employees.

### **.04 Request for Removal of Items in Personnel File**

An employee must provide a written request to the Human Resources Director for removal of items in the employee's personnel file. Within (15) working days of receipt of the request, the Human Resources Director will investigate the request with the employee, the employee's supervisor, and other management staff as appropriate.

Pending the outcome of the investigation, such requests may or not be approved.

### **.05 Other Personnel Files**

Other personnel files may be maintained separately which may include:

1. Direct Deposit Forms
2. Wage Assignment
3. Payroll Deduction Authorizations
4. Grievance information
5. Investigations regarding employees

## **4270 Social Media Policy**

Leech Lake Tribal College employees should assume that when using any form of social media, you are representing the College, as well as your own viewpoints; therefore, each employee

should exercise discretion, thoughtfulness, and respect for your colleagues, associates, and LLTC supporters/community members in everything you post or tweet.

LLTC employees are prohibited from making comments that are libelous, abusive, or disloyal to the interests of our College, and should avoid posting anything to social media accounts that could be viewed as malicious, obscene, threatening, or intimidating to the College or to fellow employees. Specifically prohibited communications include harassment or bullying, posts that are meant to intentionally harm someone's reputation, or posts that may contribute to a negative work environment. An LLTC employee who uses his/her social media account to threaten another employee, or who makes racist or sexist comments about another employee, is subject to termination. Likewise, an employee who uses his/her social media account to voice his/her personal, malicious views of a fellow employee is subject to disciplinary action, including possible termination.

Above all, the online actions of LLTC employees should be governed by the seven Anishinaabe values upon which the College was founded: humility, truth, courage, honesty, respect, love, and wisdom.

#### **4280 Office Key and FOB Replacement Policy**

Replacing office keys and FOBs is a costly and time-consuming task for the Campus Safety Office; therefore, effective August 31, 2015, the following process will be in place:

1. Upon being hired, each employee will be issued one FOB and a Key, if required.
2. First replacement of a FOB or a Key will cost the employee \$10.
3. Second replacement of a FOB or a Key will cost the employee \$20.
4. Third replacement of a FOB or a Key will cost the employee \$40.
5. Fourth misplacement of a FOB or a Key will result in no replacement, and the employee must adhere to the public hours of open doors on campus.
6. If an employee loses three (3) sets of keys within one academic year, (s)he will not be issued another set of keys or a FOB replacement until the next fiscal year (July 1).

**Personnel Policies**

This manual has been prepared for your information and understanding of the policies and procedures of Leech Lake Tribal College. Please read it carefully. Upon completion of your review of this manual, sign the statement below, and return it to your supervisor (or other designated individual) by the due date. A copy of this acknowledgment appears at the back of the manual for your records.

I, \_\_\_\_\_, have received and read a copy of the Leech Lake Tribal College Personnel Policies which outlines the policies and procedures of Leech Lake Tribal College, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this manual. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Personnel Policies Manual provided to me by Leech Lake Tribal College. I understand this manual is not intended to cover every situation which may arise during my employment, but is simply a general guide to the policies and expectations of Leech Lake Tribal College.

I understand that the Leech Lake Tribal College *Personnel Policies Manual* is not a contract of employment and should not be deemed as such.

\_\_\_\_\_  
(Employee signature)

Date: \_\_\_\_\_