

## IV. EMPLOYMENT POLICIES

Employment policies are described in the Employee Handbook, which is available on the Doane University Web site at [www.doane.edu/About\\_Doane/Offices/human-resources/policies-handbook/](http://www.doane.edu/About_Doane/Offices/human-resources/policies-handbook/). Employment policies/leave and benefits that are unique to faculty are described in the below section of the Faculty Handbook.

### LEAVES OF ABSENCE

Doane College subscribes to the AAUP Statement of Principles on leaves of absence (**AAUP Policy Documents & Reports, 10<sup>th</sup> edition, pp. 254-255**). Leaves of absence may be granted to full-time faculty for professional growth and intellectual achievement, for public or private service outside the institution, for illness and recovery of health, and for the birth of a child or adoption of a child and family emergencies.

#### A. PAID LEAVES OF ABSENCE

##### 1. Faculty Development Leaves

###### a. Purpose of Faculty Development Leaves

Faculty Development Leaves provide opportunity for research, creative effort, or intensive study. A desired result of a Faculty Development Leave is improved teaching (updating discipline content and/or improving teaching style) by the faculty member and, hence, a stronger contribution to the college as a whole.

###### b. Eligibility

Faculty are eligible to be awarded a Faculty Development Leave after they meet the criteria of six years full-time service at Doane and tenure. Faculty desiring a leave in their seventh year at Doane should apply in their sixth year of service at Doane. An individual who has taken a Faculty Development Leave is not eligible for another Faculty Development Leave before a period of an additional six years of service at Doane University. Each recipient is required to submit a written summary of the completed project to the Vice President for Academic Affairs for inclusion in the faculty evaluation file and present the project through some type of public performance. If the faculty member fails to complete both the written summary and the public performance within one calendar year of his/her return to Doane University following his/her leave, he/she will not be eligible for any future Faculty Development Leaves.

###### c. Application process

Application for leave is made through a proposal requiring the acknowledgment of the division chair and the recommendation of the Vice President for Academic Affairs and the Faculty Affairs Committee. The deadline for proposals is September 1 of the academic year prior to the proposed leave. Final approval is by the Board of Trustees at their fall meeting. (Forms are available in the Academic Affairs Office or see Faculty Handbook appendix for a sample form.)

d. Proposal

The proposal should clearly delineate the project that will be completed during the leave. It should include the following information:

- \* objectives
- \* activities
- \* timeline
- \* anticipated results
- \* explanation of how the project develops the individual's professional growth
- \* benefits to the students and the college
- \* explanation of compensation from outside Doane (if any) during the Faculty Development Leave

e. Review of Proposal

All proposals submitted will be reviewed by the Vice President for Academic Affairs and the Faculty Affairs Committee. Factors to be considered will include:

- \* clarity of proposal
- \* division chair feedback
- \* length of time since last Faculty Development leave
- \* benefits to students and the college
- \* the potential of the project to keep the individual at the cutting edge of one's field
- \* the faculty member will be given the option of addressing the committee prior to decision making.

Known and proposed forms of compensation outside of Doane during a Faculty Development Leave must be approved by the college. Such compensation needs to be identified, if possible, in the proposal and discussed by the Faculty Affairs Committee prior to the recommendation to the Vice President for Academic Affairs. Recommendations made by the Faculty Affairs Committee will be forwarded to the Vice President for Academic Affairs. Final approval is by the Board of Trustees.

f. Types of Faculty Development Leaves

The following options are available for leaves:

- \* one full academic year at half pay
- \* one term at full pay
- \* half time through one full academic year at full pay

Faculty members on Faculty Development Leaves will not be expected to take part in committee assignments, advising responsibilities, and student recruitment. The individual on half pay has the option to continue the full contribution to their retirement plan. In such cases, the college will continue its contribution.

g. Number of Leaves

The current number of leaves per year is four. The Committee reserves the right to recommend a fifth Faculty Development Leave when there are strong proposals that warrant consideration and sufficient funds to meet the needs.

h. Follow-up requirements of individuals awarded leaves

Each recipient is required to submit a written summary of the completed project to the Vice President for Academic Affairs for inclusion in the faculty evaluation file. Each recipient is also required to present the project through some type of public performance. If the faculty member fails to complete both the written summary and the public performance within one calendar year of his/her return to Doane University following his/her leave, he/she will not be eligible for any future Faculty Development Leaves. A variety of options are available for public performance such as the following:

- \* Faculty Colloquium presentation
- \* Conversations with Colleagues presentation
- \* state or national conference presentation
- \* publication
- \* performance or exhibition

i. Additional information

- \* The remuneration granted by the college during the Faculty Development Leave must be repaid (except under extraordinary circumstance or illness) if the recipient does not teach one full year at Doane University upon return from the leave or if the recipient fails to do the proposed project.
- \* Courses may be taken during the leave for personal growth and enhancement, but leave may not be utilized for completion of a degree or for coursework leading to a new degree.
- \* Applications to peer review granting agencies for funds to supplement Faculty Development Leaves are encouraged.

2. Leaves to full-time faculty for illness, recovery of health, and maternity leave.

- a. The Family and Medical Leave Act (FMLA) is available to Faculty who meet the eligibility requirements. The full FMLA policy is available in the Employee Handbook.

B. UNPAID LEAVES OF ABSENCE

1. Leave for further graduate study.

- a. Application for this type of leave requires the recommendation of the division chair, Vice President for Academic Affairs, and the Faculty Affairs Committee. Forms are available in the Academic Affairs Office. The deadline for application is October 1 of the academic year prior to the proposed leave. Final approval is by the Board of Trustees at their fall meeting.
- b. All applications will have attached a statement by the division chair concerning the method of replacement.
- c. A leave for further graduate study may be full or part-time. These leaves are normally for up to one year. Exceptions must be mutually agreed upon.

- d. The university provides no compensation for this type of leave except that the individual may choose to continue his or her contribution to health coverage and/or retirement which will be matched by the college in these cases. Part-time compensation for courses taught will be on the basis of regular term compensation.
  - e. Time spent on this type of leave will normally count as part of the probationary period toward promotion and tenure. Normally these leaves will not be granted the year in which a tenure decision must be made. Exceptions to this policy will be mutually agreed to in writing prior to the leave.
  - f. Remuneration granted in the form of fringe benefits during the leave must be repaid if the individual does not teach one full year at Doane upon return from the leave.
2. Postdoctoral, special research leave.
- a. Application for this type of leave requires the recommendation of the division chair, Vice President for Academic Affairs, and the Faculty Affairs Committee. The deadline for application is October 1 of the academic year prior to the proposed leave. Final approval is by the Board of Trustees at their fall meeting.
  - b. All applications will have attached a statement by the division chair concerning the method of replacement.
  - c. A postdoctoral or special research leave may be full or part-time. These leaves are normally for up to one year. Exceptions must be mutually agreed upon.
  - d. The individual may choose to continue his contribution to health coverage and/or retirement which will be matched by the college. Part-time compensation for courses taught at Doane while on leave will be on the basis of regular term compensation.
  - e. Time spent on this type of leave will normally count as part of the probationary period toward promotion and tenure. Normally these leaves will not be granted the year in which a tenure decision must be made. Exceptions to this policy will be mutually agreed to in writing prior to the leave.
  - f. Remuneration granted in the form of fringe benefits during the leave must be repaid if the individual does not teach one full year at Doane upon return from the leave.
3. Leaves to full-time faculty for public or private service outside the institution.
- a. Application for this type of leave requires the recommendation of the division chair, Vice President for Academic Affairs, and the Faculty Affairs Committee. The deadline for application normally is October 1 of the academic year prior to the proposed leave. Final approval is by the Board of Trustees at their fall meeting.
  - b. All applications will have attached a statement by the division chair concerning the method of replacement.

- c. A leave for public or private service outside the institution may be full or part-time. These leaves are normally for up to one year. Exceptions must be mutually agreed upon.
- d. The individual may choose to continue his contribution to health coverage and/or retirement which will not be matched by the university in these cases.
- e. Time spent on this type of leave will normally count as part of the probationary period toward promotion and tenure. Normally these leaves will not be granted the year in which a tenure decision must be made. Exceptions to this policy will be mutually agreed to in writing prior to the leave.

## C. FRINGE BENEFITS

### **Employee Benefit Plans**

Doane University offers various employee benefit plans to employees, including a retirement plan, a health insurance plan, a long term disability plan, and a life insurance plan. The terms of these plans and various other fringe benefits are available in the Employee Handbook, which is available on the Doane University Web site at [www.doane.edu/About\\_Doane/Offices/human-resources/policies-handbook/](http://www.doane.edu/About_Doane/Offices/human-resources/policies-handbook/).

These summaries highlight the benefits under the various programs, but applicable law requires that the plans be operated in accordance with the plan documents. Accordingly, in the event of a conflict between the following summaries and the plan documents, the plan documents will control. The plan documents are available in the Payroll Office. Doane University further retains discretion to interpret the policies set forth in this handbook outlining the various employee benefits and to determine their applicability or inapplicability to any given fact situation. Additional benefits available for faculty are described in the below section.

#### 1. Early Retirement Incentive Program

- a. Full Early Retirement -- the termination of full-time duties at the conclusion of the contractual period during which the age of 60, 61, 62, 63, or 64 is reached.

Opting for early retirement is a voluntary choice of qualified faculty but with the approval of the college; however, conversations concerning early retirement may be initiated by either the administration or by the employee. Faculty with 15 years of continuous service to the university (including approved leaves) are eligible for the early retirement option.

- b. Provision of Full Early Retirement:

- 1) The retirement incentive stipend is paid over 12 months per the employer's regular payroll period upon full retirement as follows:

Age attained during

the last contractual  
year of full-time  
employment

Stipend

60	100% of highest contract base salary
61	80% of highest contract base salary
62	60% of highest contract base salary
63	40% of highest contract base salary
64	20% of highest contract base salary

- 2) Part-time teaching contracts after retirement may be offered to the retiree by the Vice President for Academic Affairs, if it is in the best interest of both the retiree and college. Payments for such teaching will be based on the prevailing compensation for part-time faculty. Retirees who have attained age 60 and who teach part-time may be eligible to elect to receive an in-service distribution from the Doane University Defined Contribution Retirement Plan. For details regarding in-service distributions, please refer to the Retirement Plan section of the Employee Handbook, available at [http://catalog.doane.edu/content.php?catoid=7&navoid=320#Retirement\\_Plan](http://catalog.doane.edu/content.php?catoid=7&navoid=320#Retirement_Plan)
- 3) The college will pay its portion of the health insurance premium (not dental) for the retiree only (single coverage) under the terms and conditions of the continuation coverages available to the retiree under the college's group health plan at the time of retiree's retirement. The university's contributions will cease upon retiree reaching age 65 or at such earlier time as the retiree's eligibility for extended coverage ceases. The retiree is responsible for completing all forms to elect extended coverage on a timely basis.
- 4) During the last year of employment prior to the time of retirement, if the participant is not a highly compensated employee, as defined in Section 414(q) of the Internal Revenue Code, the university will contribute an amount equal to an additional 5% of the early retirement incentive payment the university's Defined Contribution Plan. If the participant is a highly compensated employee, the college will pay directly to the retiree or will match with an additional 5% of the early retirement incentive stipend a 5% payment by the retiree to the retirement account from the retirement incentive stipend.
- 5) The retiree may continue to enjoy the benefits of faculty status including personal and dependent tuition waivers (for all dependents currently enrolled), use of the library and campus recreational facilities, parking, and free admission to most regularly scheduled events of the university.
- 6) The faculty retiree with at least 15 years of service to Doane will be granted emeritus status if he or she fulfills the requirements for this recognition as outlined in the Faculty Handbook.

c. Procedures

- 1) This early retirement option is available to faculty members who meet prescribed age and years of service requirements through the current academic year when the program's continuation will be expressly determined by the Board of Trustees.
- 2) The options stated herein will be reviewed on a yearly basis to determine whether the program is meeting the purposes for which it was established and whether it should be continued, modified or cancelled.
- 3) Notwithstanding the provisions in 1) above, the program may be cancelled at any time upon recommendation of the President and by vote of the Board of Trustees. Agreements already entered into prior to cancellation will be honored in their entirety.
- 4) All requests to participate in the program should be filed in the office of the Vice President for Academic Affairs before April 1 of the year proceeding the academic year in which the retirement is to become effective. Exceptions will be considered only in extraordinary circumstances. A decision will be rendered in due course, and, if early retirement is approved, a written contract, developed and signed by the participant, the Vice President, and the President, enumerating the date of termination of full employment, the amount of incentive payment, and other benefits, will be executed. The contract will be binding on the parties thereto, their respective heirs, personal representatives, successors and assigns.

2. Travel Allowance

A professional travel budget is administered through the Academic Affairs Office. A minimum of \$600 (accumulative to two years) is available to each full-time member of the faculty. Additional available funds may be allotted to defray expenses of faculty members reading papers, participating in panel discussion, or otherwise contributing to professional meetings. Consult with the Vice President for Academic Affairs for additional funding. Travel/Entertainment Vouchers, accompanied by receipts, must be submitted to the Academic Affairs Office as soon as possible after travel has been completed.

3. International Programs Travel Funds

Fifty dollars is available to cover International Programs expenses, and faculty are asked to apply in advance. Travel/Entertainment Vouchers, accompanied by receipts, must be submitted to the Academic Affairs Office as soon as possible after travel has been completed.

4. Faculty Development Travel Funds

Travel/Entertainment Vouchers, accompanied by receipts, must be submitted to the Academic Affairs Office as soon as possible after travel has been completed.

5. Student Travel Allowance

A small travel budget is available to help defray the costs of student travel to professional meetings. Apply for these monies in the Academic Affairs Office.

6. Professional Dues

Faculty members are expected to pay their own dues to their respective professional organizations. In the cases of institutional membership, however, the college will pay. When in doubt, consult the Vice President for Academic Affairs.

7. Student Entertainment

A student entertainment budget is administered through the Academic Affairs Office. Available funds are used to defray expenses for hosting students in faculty homes or other appropriate settings.

D. EMPLOYMENT POLICIES/PROCEDURES

Doane University employment policies and procedures are described in the Employee Handbook which is available on the Doane University Web site at [www.doane.edu/About Doane/Offices/human-resources/policies-handbook/](http://www.doane.edu/About_Doane/Offices/human-resources/policies-handbook/).

Additional employment policies and procedures for Faculty are described in the below section of the Faculty Handbook.

Anti-Harassment Policy

A fundamental policy of the University is that employees and students at the University should be able to work and study at the University in an environment free of discrimination and any form of harassment based on race, color, religion, sex, national origin, disability, age, marital status, genetic information, sexual orientation or any other protected class recognized by state or federal law. Sexual harassment and/or sexual violence are prohibited forms of sex discrimination. To further this fundamental policy, the University prohibits the harassment of any person, student or employee and the prohibition extends to harassment based on race, color, religion, sex, national origin, genetic information, disability, age, marital status, or sexual orientation. Harassment is counterproductive to the University's goals and will not be tolerated. Such behavior is unacceptable because it is a form of unprofessional behavior threatening to the academic freedom and personal integrity of others. Failure to follow this policy will result in disciplinary action up to and including termination.

The type of harassment that is prohibited may take many forms and includes, without limitation, verbal harassment (derogatory comments and/or slurs), physical harassment (assault or physical interference), visual harassment (posters, cartoons, drawings), use of the Internet or e-mail to harass or embarrass, and innuendo or false rumors. Further, harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Harassment is prohibited both during normal work or school hours and outside the normal work or school hours if such harassment is determined by the University to affect the normal working or student/faculty/staff relationships.



Harassment can take a number of forms, but of particular concern is sexual harassment, which is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, sexual assault, sexual violence, domestic violence, stalking, and other verbal or physical conduct, or visual forms of harassment of a sexual nature.

Harassment includes, but is not limited to, the following forms:

- Unwelcome or unwanted advances, including sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- Unwelcome requests or demands for favors, including sexual favors. This includes subtle or blatant expectations, pressures or request for any type of favor, including a sexual favor, whether or not it is accompanied by an implied or stated promise of preferential treatment or negative consequences concerning academic or employment status.
- Verbal abuse or kidding that is oriented toward a prohibited form of harassment, including that which is sex-oriented and considered unwelcome. This includes offensive comments which harass an individual based upon his or her sex, race, age, national origin, disability, or marital status; telling “dirty jokes” that are inappropriate and considered offensive, or any tasteless, sexually oriented comments, innuendoes, or actions that offend.
- Creating a work or academic environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts, or attentions, whether sexually oriented or otherwise related to a prohibited form of harassment.

The University’s concern is to provide a working and academic environment that is comfortable, conducive to the academic enterprise, and free from this type of behavior. This policy is written to be sure that everyone understands our intent to provide an academic and working environment free of harassment.

Obviously, the University cannot prevent violations of this policy unless such behavior is observed or the University is told of the violations. The procedures regarding complaints of harassment are described below.

All persons are assured that they will not suffer negative consequences as a result of bringing their concerns to the University’s attention. Failure of any person involved in the investigation of a harassment complaint to keep the complaint confidential shall be a separate violation of this policy. A separate violation shall also occur if any retaliatory action is taken against or directed at any person who has made a harassment complaint or participated in an investigation of such conduct. Violations will result in disciplinary action. The University reserves the right to provide information regarding any harassment

complaint or retaliatory conduct to the necessary legal authorities if the University, in its sole discretion, believes illegal conduct has occurred.

#### Procedures Regarding Complaints of Harassment

- a) Any member of the University community who believes that he or she has been the victim of harassment as defined above may bring the matter to the attention of the individuals designated to handle complaints of harassment. If the potential offender is a staff member, reports should be made to the Vice President for Finance. If the potential offender is a faculty member, reports should be made to the Vice President for Academic Affairs. If the potential offender is a student, reports should be made to the Vice President for Student Leadership. If the potential offender is an outside party, such as a vendor or contractor of the University, reports should be made to the Vice President for Finance and the procedures for handling complaints against staff members shall apply. Any person shall also have the option of reporting the concern to the College Nurse in the Health and Wellness Office or to the Director of Human Resources who will inform the appropriate individual of the concern. If the person designated to receive the report is part of the problem, a report can be made to any other person designated to handle complaints of harassment.
- b) All harassment complaints will be reported to the designated Title IX official.
- c) The complainant should present the complaint as promptly as possible after the alleged harassment occurs.
- d) The person receiving the complaint can and should provide to the complainant a written memorandum advising the complainant that in order for the University to best investigate the complaint, a written complaint should be submitted under these procedures.
- e) After the initial meeting with the person designated to receive the complaint, the complainant should submit or verify a written statement to the person designated to receive the complaint describing with particularity the alleged harassment. The written statement should identify any persons with knowledge of any facts relevant to the harassment complaint.
- f) Except as reasonably necessary to investigate the written complaint and to give the person accused of harassment an opportunity to respond, all written complaints of harassment shall be kept confidential.
- g) The written complaint shall be promptly forwarded to the person accused of harassment and the person accused of harassment shall submit a written response to the allegations within seven days. The response should identify any persons with knowledge of any facts relevant to the harassment complaint.
- h) Upon receipt of the response, the person designated to receive the complaint or an impartial investigator appointed by the person receiving the complaint shall promptly investigate the complaint. Normally, the investigation period should not exceed 21 days. During the investigation, the person receiving the complaint may take whatever steps he or she deems appropriate to affect an informal resolution of the complaint acceptable to the University, the person making the complaint and the person accused of harassment.
- i) In determining whether there is sufficient evidence to support a complaint of harassment, the investigator shall use a preponderance of evidence standard (i.e., that it

is more likely than not that harassment occurred). This same standard shall be applied in any appeal from the investigator's decision.

- j) Upon completion of the investigation and if an informal resolution has not been reached, the person receiving the complaint shall promptly provide a written statement regarding the outcome of the investigation to both the person making the complaint and the person accused of harassment.
- k) Either the person making the complaint or the person charged with harassment may appeal the findings or the decision to impose or not to impose disciplinary action by filing a written appeal within two business days of receipt of the findings.
- l) All appeals shall be communicated to the office of the University President, and the President or his or her designee shall convene a Committee to hear the appeal. The Committee shall consist of three members selected from the Doane community who have been trained to hear cases as a Special Hearing Board member pursuant to Doane's Sexual Assault and Rape Policy §5.02 in the Crete Student Handbook. The three Committee members shall reflect the appropriate faculty and student populations as appropriate under the circumstances as determined by the President or his or her designee. The written appeal must state the specific basis for the appeal, including whether the appealing party is challenging (1) whether a violation occurred; (2) whether the sanction is appropriate; or (3) that new evidence not previously considered is now available. The Committee may call witnesses and receive as evidence the information it deems necessary to assist it in reaching a determination of the merits of the allegation. Once such a determination has been reached, the Committee shall simultaneously communicate its findings in writing to the person making the complaint and the person accused of harassment. A finding that harassment has occurred requires a majority vote of Committee members. If the Committee finds harassment and further finds that reasonable cause exists for seeking sanctions, the Committee shall forward its recommendations for sanctions directly to the University President or his or her designee in the matter. A recommendation for sanctions requires the majority vote of Committee members. The University President or his or her designee, although not bound by the recommendations, shall promptly act in response to the recommendations of the Committee. If the person accused of harassment holds a tenured faculty position and the potential discipline includes dismissal, the University President or his or her designee, in reviewing the matter, shall comply with the procedures for dismissal proceedings for faculty on continuous tenure as set forth in the Faculty Handbook.

The Committee may have legal counsel present to provide technical and legal advice to the Committee and shall observe the following guidelines in conducting its proceedings:

- a) An opening statement by the chair regarding the nature of the case, the identity of the parties, and the nature of the allegations.
- b) Sequence of presentation of evidence:
  - Complainant presents evidence;
  - Person accused of harassment presents evidence;
  - Complainant presents rebuttal evidence;
  - Chair or investigator presents additional evidence from initial investigation of the matter;
  - Closing statements from complainant, person accused of harassment, and Chair or investigator.

Both the complainant and accused have the right to have present an advisor of their choice from the Doane community but they shall not be represented by legal counsel in the proceedings.

All written records of harassment complaints made pursuant to this policy shall be kept in a separate confidential file and not in the faculty evaluation files, personnel files or permanent student records.

Consensual amorous relationships between faculty and students are also considered unethical under this policy because of the inherently asymmetrical nature of the relationship between student and faculty. Due to the possibility of abuse of power, or the appearance of such abuse, faculty members are warned that any romantic involvement with a student makes them subject to formal disciplinary action.

Faculty may not participate in activities or decisions that may reward or penalize a student with whom the faculty member has or has had a consensual amorous relationship. Any person adversely impacted may make a complaint for a violation of this rule.

The University's concern is to provide a working and academic environment that is comfortable, conducive to the academic enterprise, and free from this type of behavior. This policy is written to be sure that everyone understands our intent to provide an academic and working environment free of harassment. Please refer to the Fraternization and Inappropriate Relations policy in the Employee Handbook for additional information.