MINNEAPOLIS
COLLEGE of ART and DESIGN



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MCAD

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COLLEGE of ART and DESIGN

EMPLOYEE HANDBOOK

EMPLOYEE HANDBOOK
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MCAD

MCAD PURPOSE/HISTORY

This Handbook applies to all Minneapolis College of Art and Design (the “College” or “MCAD”) staff, Continuing Education Instructors, casual labor and student workers. It does not apply to Full-time Faculty and Adjunct Faculty. Full-time Faculty should refer to the Faculty Handbook, and Adjunct Faculty should refer to the Adjunct Faculty Handbook.

PURPOSE

The College issues this Employee Handbook (the “Handbook”) to all new employees at the time of their initial employment. Administrative memos pertaining to policy and operations should be kept by employees with their Handbooks. The current Handbook is available on the Human Resources page of the intranet. Employees are expected to keep up with and comply with changes and revisions to the Handbook made after they received the Handbook upon hire.

This Handbook contains a summary of the policies, practices, and procedures in effect at MCAD. This Handbook is to be used as a guide by employees and is not intended to and does not create a contract of employment or an offer for a contract between the College and its employees. This Handbook does not contain promises of any kind or statements regarding the terms and/or conditions of employment.

APPLICABILITY

All employees are subject to the guidelines set forth in this Handbook.

PROVISIONS SUPERSEDED

This Handbook is intended to replace and supersede any previously issued Human Resources (“HR”) policy, staff handbook, and manual guidelines regarding employment of staff.

INTERPRETATIONS, REVISIONS & AMENDMENTS

The College has established the policies set forth in this Handbook. On occasion, the College may disseminate emails or pages containing additions or changes to this Handbook. The College will distribute the Handbook, and any revisions or amendments, to employees in such manner as it deems appropriate. The College is free to change, revoke, add to, modify, deviate from, or amend any provision in this Handbook at any time at the College's sole discretion, with or without prior notice to employees. The College has the right to interpret or deviate from any of the policies set forth in this Handbook or to choose not to apply any policy, based on its determination of what is in the best interests of the College, at any time and in any manner it deems appropriate. The College's interpretation may vary from time to time if, in its opinion, the circumstances require such variation.

WELCOME LETTER

Since 1886, MCAD has been home to artists, designers, educators, and creative leaders who believe in the transformative power of art and design. Thank you for being part of this extraordinary community. Your work matters, and is part of a legacy that drives change, defies convention, and creates a lasting impact through creativity and purpose.

This handbook is designed to guide and support you in your work. Whether you serve students directly or work behind the scenes, every employee at MCAD plays a critical part in advancing our mission. We are committed to fostering a workplace built on collaboration, innovation, respect, and care for one another. These values are at the core of our guiding principles and essential to how we work together.

MCAD is a nationally recognized, nonprofit institution offering four-year and postgraduate degrees as well as continuing education for learners of all ages. We are proud of our leadership in areas like animation, comic art, graphic design, and fine arts, and we continue to grow through new programs focused on sustainable design, entrepreneurship, and creative leadership. But what truly distinguishes us is our shared belief that creative practice can lead to positive change.

I invite you to bring your full self to this community. Share your ideas, ask questions, and seek connection. My office is on the second floor of the Main Building, and I hope you'll feel free to stop by and say hello. I'd love to hear what brought you to MCAD, what excites you about your work, and how you hope to grow during your time here.

Thank you for being part of the MCAD team.

Best regards,
Gwendolyn Freed, Ph.D.

WELCOME TO MCAD

VISION

MCAD emboldens creative leaders to collaboratively transform society through equity, empathy, and imagination.

MISSION

MCAD provides a transformative education within a community of support for creative students of all backgrounds to work, collaborate, and lead with confidence in a dynamic, interconnected world.

VALUES

We, the MCAD community, shape our work and our interactions with others by honoring the following values:

- Transformational Ideas which emerge from the intersection of creativity, culture, justice, and equity.
- Critical Discourse which raises the bar on academic, institutional, and individual excellence.
- Multifaceted Solutions which honor an equal exchange of diverse perspectives and enable the confidence to act.
- Collaborative Community which bolsters independent achievements and collective success.
- Empathetic Leadership which harnesses the power of humility, curiosity, and foresight to fuel positive change.

HISTORY AND FUTURE

Since 1886, MCAD—a private, nonprofit four-year and postgraduate college—has been the preeminent art and design educator in the region. For more information about MCAD's history, visit the MCAD web page.

Today MCAD is a strong national leader in fine arts, design, entrepreneurship, and sustainability education. Through degree programs, continuing education courses, exhibitions, and a number of other community programs and events, MCAD transforms the world through creativity and purpose.

AT-WILL EMPLOYMENT

Employment relationships with the College are at-will. This means that staff are not required to work for the College for any set period of time and remain free to terminate employment at any time and for any reason. The College also remains free to terminate employment at any time and for any lawful reason, with or without notice.

Only the President of the College has authority to enter into an agreement of employment, for any specified period of time, or provide any particular terms of employment or agreements contrary to the foregoing. To be enforceable, any such agreement must be in writing and signed by both the President and the employee.

The provisions set forth in this Handbook should not be interpreted as creating anything other than an at-will employment relationship. Further, an employee's eligibility for or receipt of one or more benefits does not affect MCAD's right to terminate or discipline the employee.

ONBOARDING

During an employee's orientation, they will undergo related training assigned by Human Resources as well as their supervisor and department managers. An orientation period is no less than ten (10) days of in-person institutional and departmental education.

Please contact human_resources@mcad.edu for more information.

I-9 forms must be completed within three days after an employee has begun working for the College or the College is required by law to terminate employment. Please refer to the instructions attached to the I-9 form to determine the acceptable original documents that can be used as identification to complete the I-9 form.

IRS W-4 forms must be completed by employees before they begin work at the College. Employees may update their W-4 form at any time through their Self-Service portal on Paylocity. Some employees may be required to complete a Form W-4MN for the State of Minnesota.

Please note that, as an employer, MCAD may not give out any guidance on the completion of individual tax filing information. It is the employee's responsibility to regularly review their paycheck/stub for accuracy, especially personal information and tax filing.

JOB DESCRIPTIONS

Every position at MCAD is vital for College's mission. Employees should be familiar with their job description, the expected standards of performance required for the position, and the interdependence between their role and other roles within MCAD.

Job descriptions for each position are kept on file with HR. The job description is a summary of each employee's responsibilities, as well as the required and preferred qualifications for that role. Job descriptions will be adjusted as significant changes to ongoing job duties occur. HR will make every effort to ensure job descriptions remain accurate and relevant to the position.

IDENTIFICATION CARDS AND KEYS

Picture identification cards will be issued to all MCAD employees, typically during the first week of employment. Campus Safety is responsible for issuing all ID cards and keys. ID cards are required for access to the main buildings and specific offices. ID cards must be visible within campus buildings. Employees are encouraged to notify Campus Safety if working on site outside normal business hours.

Keys are issued depending on role and need. Employees are responsible for the safekeeping of keys, which should not be copied. Employees must immediately report missing ID cards and/or keys to Campus Safety. Keys should be returned to Campus Safety upon termination of employment.

WORKING HOURS AND BREAKS

MCAD business hours are 8:30 a.m. to 5:00 p.m. Flexible work schedules may be available upon request and when possible, based on department needs. It is the responsibility of department supervisors to ensure that services are available during business hours.

It is the responsibility of supervisors to ensure that employees are able to take legally protected breaks while also ensuring that departmental services are available to the public during work hours, whether in person or virtually. Supervisors may schedule non-standard working hours for employees upon request, as long as service is not disrupted during normal office hours.

Employees are allotted one (1) paid fifteen (15) minute rest period within every four (4) hours worked to use the restroom and more. Employees will also be provided thirty (30) minutes unpaid time to have a meal. Please recognize that the break and lunch periods may vary in certain instances in order to meet job requirements. Supervisors will inform employees of any schedules required for their particular job. Any break that exceeds twenty (20) minutes will require hourly/non-exempt employees to punch out.

Employees located in states other than Minnesota should consult their state addenda for state-specific information concerning this policy.

INTERNAL APPLICATIONS

Open positions are posted on MCAD's external careers page. Benefited staff who are in good standing with at least six (6) months of seniority are eligible to apply to internal positions.

Applicants are expected to notify their current supervisor of their intentions prior to interviewing with the hiring manager/team.

PAYROLL INFORMATION

Payroll is biweekly with the pay period ending on Friday with the pay date on the subsequent Friday. Pay dates may be altered depending on holidays and College closures.

PAY PERIODS: There are twenty-six (26) pay periods each year for employees. Each pay period begins on Saturday and ends fourteen (14) days later on Friday. Payment for each pay period takes place on Friday of the week following the end of the pay period. Paydays are every other Friday. All hourly employees must submit timesheets and managers must approve them through Paylocity by the end of each biweekly pay period.

For a schedule of timesheet due dates and payroll check distribution, please see the Payroll Calendar which can be found on the HR resources page of the MCAD Intranet.

AUTOMATIC DIRECT DEPOSIT OF PAY: To reduce delays in pay, HR strongly encourages employees to have their paycheck automatically deposited. Employees have the option of having their net pay or a portion of their net pay deposited to checking and/or savings accounts only. Deposits cannot be made to a lender's account.

DEDUCTIONS: Deductions for federal and state taxes are made as required by law. Work study students are FICA/FUTA tax exempt, but they must still pay applicable federal and state income taxes. Employees may authorize deductions for College-sponsored benefit programs, contributions to MCAD, and other College-sponsored plans.

CLASSIFICATION OF WORK

The Fair Labor Standards Act (FLSA) classifies all positions as either exempt or non-exempt. Exempt, salaried employees are those employed in an executive, administrative, or professional capacity and are not eligible for overtime pay. Non-exempt, hourly employees are required to report all hours including overtime.

EXEMPT EMPLOYEE PAY: Exempt employees (those not eligible for overtime) normally must receive their full salary for any week in which they perform work, without regard to the number of days or hours worked. Deductions are permissible in certain circumstances, including but not limited to the following:

- Absences of one or more full days for personal reasons;
- Absences of one or more full days due to sickness or disability when sick time is exhausted;
- Unpaid disciplinary suspensions of one week or more;
- Deductions for the first and last week of employment when only part of the week is worked by the employee;
- Partial day deductions for unpaid leave taken in accordance with the Family Medical Leave Act.

MCAD will comply with federal and state law with respect to the payment of, and deductions from, wages.

OVERTIME

Non-exempt employees will be paid overtime wages when they work more than forty (40) hours in one week. The College's week is defined as Saturday through Friday. Overtime compensation, paid when an employee works more than forty (40) hours per week, is paid at time and one-half of an employee's regular rate of pay. College closures due to holidays or inclement weather will be included as hours worked for purposes of overtime calculation. Vacation, personal holidays, sick time, and other absences are not included as hours worked for purposes of overtime calculation. Non-exempt employees need the permission and/or prior approval of their supervisor before working overtime.

Non-exempt employees who are required to work during the hours the College is officially closed due to inclement weather are paid at their straight time rate in addition to their regular pay; thus, they earn double time for each hour worked. If those hours worked during an inclement weather closing result in the non-exempt employee working more than 40 hours, they would be paid at time and one-half for those hours over 40 in addition to their regular pay; thus, they would earn double time and one-half for each hour over 40 in a work week.

Non-exempt employees required to work on a College-designated holiday receive time and one-half pay for all hours worked plus holiday pay for the day.

CALL-IN PAY

Non-exempt employees who are required to return to the College during non-standard, non-scheduled hours to address an emergency situation will be paid overtime for time worked, at the rate of time and one-half, with a minimum payment of four hours at time and one-half for each call-in.

OTHER COMPENSATION

In general, all payments for compensation paid to College employees for services rendered will be treated as employee wages. This includes supplemental payments made to College employees for services they provide that are outside the normal scope of their employment.

COMPLAINT PROCEDURE

CORRECTION REQUEST: Employees who believe they have been improperly paid should immediately contact HR as payroll@mcad.edu. Any changes will be processed in a timely manner.

If it has been determined that an employee has been overpaid, the College may deduct the funds from subsequent paychecks until the overpayment has been corrected. In such an event, the College will contact the affected employee and obtain written authorization before any such deductions are made. The deductions will not exceed 25% of the disposable earnings unless otherwise specified by state law. MCAD will follow applicable state wage deduction laws.

LOST OR STOLEN PAYCHECKS: If a negotiable paycheck is lost or stolen, the employee should immediately contact HR at payroll@mcad.edu to stop payment on the check. Employees may be responsible for the stop payment fee. A new check will be issued in a timely manner.

It is the responsibility of the employee to ensure that the address on all payroll correspondence is up to date at all times. MCAD mails out all year-end tax filing information. If an employee has not received a mailed paycheck due to an incorrect address, HR will reissue the check after a 10-day waiting period.

PAYROLL CHECK GARNISHMENTS

A wage garnishment is an order from a court requiring the College to remit part of an employee's wages to a third party in payment of a debt. MCAD is required by law to withhold the wages of an employee, if directed by a valid court order.

Usually, garnishments are "served" or sent to MCAD by an agent of the court. If received by another department, garnishments should be sent immediately to HR, not to the employee, the supervisor, or any other member of the employee's department.

ADVANCE PAYROLL CHECKS

Under special circumstances, an advance payroll check may be issued for time worked during the current pay period, with prior approval from the Senior Director of Human Resources Department. Accrued vacation balances are also available for advance checks.

There will be no payroll checks issued for time that is yet to be worked or vacation that has not been accrued. Requests must be submitted to payroll@mcad.edu.

RELEASE OF PAYROLL INFORMATION / EMPLOYMENT VERIFICATION

The following information may be released in response to a request from a third party:

- The period of employment;
- The type of employment (i.e., part-time, full-time, adjunct);
- The department in which the employee works/worked;
- The current title, business address, and business telephone number of the employee.

Other information regarding salary, taxes, and payroll deductions can only be released if a written request has been authorized by the employee, by court order, or by a federal or state agency.

EMPLOYEE BENEFITS

BENEFITS INTRODUCTION

Every year, MCAD assesses the current benefits package to ensure that it remains competitive with similar organizations while also taking into account MCAD's resources.

All statements of coverage are subject to the terms, conditions, restrictions, and other eligibility requirements set forth in the plan documents, which are the final word in terms of eligibility and coverage.

Benefits are subject to change or elimination at any time, within the sole discretion of MCAD, without prior notice to employees. Additionally, insurance carriers, premium amounts, eligibility requirements, and administrative procedures may be changed without notice. This statement is true of all benefits, whether or not this information appears on specific written communications regarding benefits.

BENEFITS ELIGIBILITY

Benefits eligibility depends on employment type. Employment types are as follows:

- **BENEFITED STAFF:** Employees that work no less than 30 hours per week and are eligible for the majority of options available in the employee benefit package.
- **PART-TIME LIMITED BENEFITED STAFF:** Employees that work between 20–29 hours and are eligible for select benefit options.
- **NON-BENEFITED EMPLOYEES:** Employees that work fewer than 20 hours per week and do not meet the criteria to receive benefits. This group typically includes Online Adjunct Faculty, CE Instructors, Casual labor and other part-time employees.
- **STUDENT WORKERS:** Students who are actively pursuing undergraduate or MFA degrees. Students remain in this classification until completion of their degree or who have separated from the pursuit of their education.
- **TEMPORARY OR CASUAL LABOR:** Hired for a limited time for a specific project that has a defined end date or are regularly scheduled for less than an average of 20 hours per week.

Benefits may change over time. If there is a conflict between the summary and any other benefit plan or other documentation, please refer to the most updated information on the HR Intranet page. The Plan documents and insurance policies will supersede any description in this Handbook. For more information and details about these benefits, please refer to the MCAD Benefits Guide or contact HR.

AVAILABLE BENEFIT	FULL TIME (30+ HRS)	PART TIME LIMITED (20–29 HRS)	NON-BENEFITED (<20 HRS)
Health Insurance	Y	N	N
Dental Insurance	Y	N	N
Vision Insurance	Y	N	N
Flexible Spending Plan (Medical or Dependent Care)/Health Saving Plan	Y	N	N
Life Insurance (Employer Paid and Voluntary)	Y	N	N
Disability Insurance (Short Term and Long Term)	Y	N	N
Voluntary & Supplementary Benefits	Y	Y	N
403(b) Plan*	Y	Y	N
SRA Plan	Y	Y	Y
Roth Plan	Y	Y	Y
Tuition Benefits	Y	N	N
Sick and Safe Time	Y	Y	Y
MN Paid Family & Medical Leave (MNPFML)**	Y	Y	Y
Paid Extended Illness and Family Leave (PEIFL)~	Y	N	N
Volunteer Time Off	Y	N	N

Paid Holidays	Y	N	N
Vacation Time (Accrued)	Y	N	N
Personal Days~~	Y	Y	N
Transit Benefits	Y	Y	N
Bicycle Benefits	Y	Y	N

* 403(b) plan eligibility is contingent on two (2) years of 1,000 hours of service and/or submission of previous work experience which qualifies for a waiver of this waiting period.

** Minnesota employees are eligible for MNPFML after ninety (90) consecutive days of work and certain minimum earnings. These thresholds are determined by the state and not the College and are subject to change.

~ PEIFL benefit is contingent on FMLA eligibility.

~~ Full-time staff will receive up to two (2) personal days, and part-time staff will receive up to five (5) personal days.

TUITION / PROFESSIONAL DEVELOPMENT BENEFITS

Full-time benefit eligible employees who have been with the College for at least six (6) months and in good standing are eligible for tuition and professional development benefits. Inquiries about tuition waivers and tuition reimbursement forms should be directed to HR.

MCAD CONTINUING EDUCATION COURSES

Once eligibility requirements are met, employees, their spouses, and children are welcome to enroll in evening, summer, Saturday or online classes at the College, free of tuition, provided the classes are not fully enrolled. Employees are expected not to register for classes that conflict with their scheduled working hours. Enrollment is limited to one (1) class per semester for each employee, spouse, or child.

A registration fee of $25 applies to each course, with any additional fees also being the responsibility of the employee. Furthermore, children of eligible employees who do not meet the IRS definition of dependent will be subject to an administrative fee of 7.65% as well as FICA taxes of 7.65% on the value of the tuition. This total amount will be reported as taxable income on the employee's IRS Form W-2. If the employee participates in MCAD's Defined Contribution Retirement Plan, both employer and employee contributions will apply to this income.

Enrollment for children of employees in the Summer Youth Program will depend on availability. The program ensures one seat per class for staff waiver usage, available on a first-come, first-served basis. Additional seats will be offered based on enrollment availability.

MCAD UNDERGRADUATE AND MASTER OR ARTS COURSES

After one (1) year in good standing, eligible employees may apply for tuition waivers for the undergraduate program for themselves or their dependent. Classes may be taken for credit only.

- Employee undergraduate program: Employees are limited to one class per semester. Enrollment is dependent on meeting course prerequisites and availability. The employee must pay an administrative fee of $500 per semester and will be responsible for paying any additional fees.
- Undergraduate program: Dependents seeking to enroll full-time or part-time in the Bachelor of Fine Arts (BFA) or Bachelor of Science (BS) program must follow the Admissions application process and be admitted to the college. If the dependent is admitted and confirms enrollment, the employee must pay an administrative fee of $500 per semester. The student will be responsible for paying any additional fees and will be required to meet housing and food plan requirements.
- Graduate program: Employees that wish to enroll in the Master of Arts (MA) in Creative Leadership (MACL), Graphic and Web Design (MAGWD), or Sustainable Design (MASD) programs must follow the Admissions application process and be accepted into the program. Employees are limited to one (1) class each semester. The employee must pay an administrative fee of $500 each semester, as well as any additional fees. The value of the waived tuition will be considered taxable income and should be included in the calculation 403(b) contributions.
    - The MASD is a cohort-based program; enrollment in classes will only be allowed if the cohort is not fully enrolled. The program requires two courses per semester (fall, winter, summer) for two (2) years. Courses must be taken in sequence.

  Employees are limited to tuition waiver for three (3) credits each semester. It is expected that employees will not enroll in classes that conflict with their working schedule.

TUITION REIMBURSEMENT PROGRAM

After one (1) year in good standing, employees are eligible to participate in the Tuition Reimbursement Program. Courses directly relevant to one's present position will be reimbursed up to IRS limits per fiscal year if approved by the employee's manager. This reimbursement is for tuition cost only; fees, materials, books, etc. are not eligible for reimbursement under this program.

Applications for summer or fall courses must be received by June 1st of each year; applications for winter or spring courses must be received by December 1st. Applications received after this date will be considered only if budgeted funds remain.

There may be situations where the number of eligible applicants exceeds the College's budgeted amount for tuition reimbursement. In this case, the reimbursement may be given on a pro-rata basis.

To receive reimbursement, the course must be approved in advance and taken for credit at an external accredited institution and be completed with a grade of “C” or better. Applications must be approved before the course begins.

Applications for summer or fall courses must be received by June 1st of each year; applications for winter or spring courses must be received by December 1st. Applications received after this date will be considered only if budgeted funds remain.

TUITION EXCHANGE SCHOLARSHIP

After six (6) months, employees are eligible to participate in the Tuition Exchange Scholarship program. Scholarships are not granted for graduate study, non-degree study or second undergraduate degrees.

Under this program, spouses and dependent children may be eligible to attend undergraduate courses at one of several hundred colleges in the United States. A list of participating colleges can be found at Tuition Exchange.org. The spouse or dependent child must be enrolled as a full-time student while in the Tuition Exchange Scholarship Program.

This benefit is subject to external restrictions and variables that may affect the applicant’s ability to utilize the program. MCAD cannot control how many of our applicants will be accepted into the program, nor does MCAD have control over whether an applicant will be accepted by the school of their choice.

The fall before an employee’s spouse or dependent child plans to enroll in college, the employee must contact HR to confirm that they are eligible and to complete all required forms.

COMMUTING BENEFITS

MCAD currently offers several commuting benefits and resources for eligible staff and students. These benefits include bicycle benefits and Metropass plans.

For more information, please refer to the MCAD Transportation Intranet Page.

403(B) RETIREMENT PLAN

All regular full-time and part-time employees who meet current conditions of eligibility are participants in the MCAD Retirement Plan. Eligibility is currently determined by age and date of employment: individuals must attain age 21 and have two (2) years of continuous service (1,000 or more hours per year for staff) before they are eligible to participate in the College sponsored portion of the plan.

New employees hired from higher education institutions described in Section 170(b)(1)(A)(ii) of the Internal Revenue Code (“Code”); non-profit institutions described under Section 501(c) (3) of the Code or employed by federal, state or local governments, where they have two (2) years of continuous service and have attained age 21 may be eligible to participate in the plan immediately. New employees can receive credit for one (1) or two (2) years of prior continuous service at an eligible institution.

Currently, once eligibility requirements have been met, the College will contribute 5.5% of an employee's total compensation to their retirement account. Eligible employees will be required to contribute 3.5% of compensation by payroll reduction as a condition of employment. These contributions will begin on the first full pay period after eligibility has been achieved. The retirement benefits an employee receives will depend upon the value of this account when they retire. These contribution amounts are subject to change.

All employees, even if they are not benefits-eligible, may elect to contribute to a Supplemental Retirement Annuity (SRA). Individuals are eligible to contribute to the SRA Plan immediately following employment. This tax-deferred annuity allows employees to accumulate retirement funds.

Current options for investing in Retirement or Supplemental Retirement Annuity Funds are described in the current MCAD Benefits Guide and in information available in HR.

OTHER BENEFITS AND RESOURCES

ART CELLAR: All employees can take advantage of the Art Cellar as a resource for art supplies, books, and materials. The Art Cellar provides materials at a discounted price for students, staff, and faculty. This is already part of the pricing at the Art Cellar (no additional discounts are given).

LIBRARY: The College library has over 225 periodicals and 60,000 volumes, primarily dealing with art and design and other subjects taught at the College. Employees (not including casual or temporary labor) are welcome to check out materials upon presentation of their official MCAD ID, as well as the ability to request books from partner libraries through Interlibrary loan. For more information, go to the Library resources page on the MCAD Intranet.

MCAD CAFE: The MCAD Café, located on the second floor of the Main Building, provides food service during the school year. Hours of service and menu options are posted on the MCAD Intranet. Vending machines for snacks and beverages are located in both College buildings.

TIME OFF

MCAD offers several types of paid time off benefits for benefit eligible staff. This includes Vacation Time, Holiday Time, Sick Time, and Summer Hours.

VACATION TIME

MCAD encourages all benefit-eligible employees to take advantage of vacation benefits. Benefit-eligible staff hired will accrue based on the following schedule:

Length of Continuous Service	Annual Accrual – Days *	Vacation Cap – Days	Vacation Pay at Separation - Days
1–4 years	12	15	10
5–10 years	15	18	10
10+ years	22	25	10
Benefit eligibility date between June 1, 2001 and December 31, 2025	22	25	10
Benefit eligibility date between June 1, 1999 and May 31, 2001	22	25	15
Benefit eligibility date prior to May 31, 1999	22	33	33

*Exempt employees hired prior to June 1, 2026 will accrue vacation at 22 days.

Part-time limited benefit employees and non-benefited employees are not eligible for vacation pay. Once the employee reaches the Vacation Cap, no additional hours are accrued until vacation time is used.

USE OF VACATION TIME: Vacation dates are determined by mutual agreement between each employee and their supervisor. Employees are encouraged to take a minimum of one (1) week of vacation each year. Because the schedule of an exempt or nonexempt, part-time employee may vary from week to week, they must record vacation time, for any given day, as the number

of hours they were scheduled to work. If a scheduled holiday falls within an employee's vacation, the holiday will not be counted as a day of vacation.

VACATION PAY ADVANCE: The College can pay the employee in advance when the vacation period includes a regular payday. Requests for an advance must be received by Payroll no later than ten (10) working days prior to the start of the vacation period and are required to be approved by the CFO or Human Resources.

VACATION PAY AT SEPARATION: Payment will be made for accrued, unused vacation, up to the equivalent of ten (10) days, at the time of separation of employment. Employees who fail to provide sufficient written notice of their resignation may not be paid for their unused vacation.

Any employee who was hired prior to June 1, 1999 will receive payment for accrued, unused vacation balance up to the equivalent of 33 days.

Any employee who was hired prior to June 1, 2001 will receive payment for accrued, unused vacation balance up to the equivalent of 15 days.

Employees located in states other than Minnesota should consult their state addenda for state-specific information regarding this policy.

HOLIDAYS

COLLEGE HOLIDAYS: All full-time benefited staff are currently eligible for fourteen (14) paid College holidays. Holidays are designated annually by the College. Each year, by November, a memo detailing the holiday schedule for the upcoming year will be released. The dates are also posted on the HR Intranet page.

College holidays are considered time worked for overtime purposes. Personal holidays are not considered time worked for overtime purposes.

PERSONAL DAYS: Full-time benefited staff are awarded up to two (2) personal days per calendar year. New employees, hired on or after July 1st of any given year, are granted one (1) personal day; employees hired before that date are granted two (2). Part-time limited benefit staff are awarded up to five (5) personal days per calendar year. New employees hired during the calendar year will be awarded a pro-rated balance.

Use of personal days are determined by mutual agreement between each employee and their supervisor. Unused personal days will not carry over to the next calendar year.

PERSONAL DAY PAY AT SEPARATION: Unused personal days will not be paid out at separation.

SICK TIME

SICK TIME ACCRUAL: Employees accrue Sick Time based on hours worked. Sick Time accrues at a rate of one (1) hour for every twenty-one (21) hours worked. Employees can carry

over unused Sick Time to the next calendar year up to a maximum accumulation of sixty (60) days.

EARNED-SICK-AND-SAFE-TIME (ESST) ACCRUAL: Non-benefit eligible employees accrue ESST at a rate of one (1) hour for every thirty (30) hours worked up to a maximum of forty-eight (48) hours annually. Employees can carry over unused ESST to the next calendar year up to a maximum accumulation of eighty (80) hours.

USE OF SICK TIME AND ESST: Employees may use Sick Time and ESST for their own health and certain family members' illness, injury, or health conditions; appointments for diagnosis, care, treatment, or preventive care or the need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member. Family members include an employee's child (minor or adult), step child, adopted child, foster child, spouse, sibling, parent, step parent, parent-in-law, son or daughter-in-law, guardian, ward, registered domestic partner, grandchild, or grandparent. "Grandchild" includes a step grandchild, and a biological, adopted or foster grandchild. Victims of domestic abuse, sexual assault, and stalking may use Sick Time and ESST to receive medical treatment and other necessary services. Employees may use Sick Time and ESST to stay home with a family member during emergency closure of school or place of care, including closure due to inclement weather.

Employees must record their Sick Time and ESST in fifteen (15) minute increments.

MCAD may request documentation of an illness or absence that lasts longer than two (2) consecutive days.

SICK TIME AND ESST AT SEPARATION: Accrued but unused Sick Time and ESST will not be paid out at separation.

Employees located in states other than Minnesota should consult their state addenda for state-specific information concerning this policy.

EXTENDED ABSENCE

In the event of an extended illness (more than five (5) days), employees must work with HR to determine FMLA and/or PFML eligibility. While employees are away, it is important that they remain in contact with their immediate supervisor so that scheduling arrangements and anticipated return to work dates can be discussed. Employees requiring more than five (5) days of Sick leave, but not eligible for FMLA or PFML, may be required to provide evidence of fitness to return to work from their attending physician.

NOTIFICATION OF UNPLANNED ABSENCE

Employees unable to report for work due to illness or other emergency must make every effort to contact their direct supervisor as soon as possible during the workday.

VOLUNTEER TIME OFF (VTO) POLICY

MCAD encourages employees to become involved in their communities by lending voluntary support to programs that positively impact the quality of life.

VOLUNTEER TIME OFF ACCRUAL: Full-time benefits eligible staff employees accrue four (4) hours per pay period with a maximum accrual of twenty-four (24) hours. Non-benefit eligible employees are not eligible for VTO. VTO does not roll over to the following calendar year; all unused VTO hours will be forfeited at the end of each calendar year.

USE OF VOLUNTEER TIME OFF: Employees are encouraged to use a minimum of one (1) day of VTO each month to support a 501(c)(3) organization of their choosing. Selected organizations must not conflict with MCAD's purpose, vision, or values. VTO cannot be used to volunteer for a political candidate's campaign or campaign activities.

Employees may take up to two (2) hours of accrued VTO each week OR one day (if accrued) per month.

Interested employees should meet with their supervisors to discuss their volunteer choice and to schedule and receive approval. Employees must provide evidence of the volunteer activity and the 501(c)(3) status of the organization to their supervisor when requesting VTO.

VTO cannot conflict with work commitments, deadlines, or urgent work, or cause conflicts with other employees' schedules. VTO must be requested in advance when possible. VTO must be used during MCAD hours of operation/during normal working hours.

Employees are expected to follow all MCAD policies and behave as positive brand ambassadors of MCAD when volunteering.

VTO does not count as work time for the purposes of overtime.

VTO is not considered a work-related activity. MCAD Workers Compensation coverage does not extend to VTO or any other off-site volunteer activities

Volunteer hours for an organization lacking 501(c)(3) status will be considered on a case-by-case basis (e.g., neighborhood cleanups, tutoring/reading help at a school, etc.). If an employee requests approval for an organization lacking 501(c)(3) status, supervisors should check with HR prior to approving.

VOLUNTEER TIME-OFF PAY AT SEPARATION: Unused VTO will not be paid out at separation of employment.

SUMMER DAYS

Summer Days (paid vacation days offered between May and August) are considered for approval annually by the President and Executive Leadership Committee (ELC). Summer Days are not guaranteed and may change from year to year.

USE OF SUMMER DAYS: If approved, Summer Days will be used and approved in the same way as Vacation Time. Approval will depend on departmental workload during the summer.

SUMMER DAYS AT SEPARATION: Accrued but unused summer days will not be paid out at separation.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Employees who have been employed for at least twelve (12) consecutive months immediately preceding the request for FMLA leave and worked the equivalent of at least 1,250 hours during the preceding twelve (12) months, may take up to:

- Twelve (12) weeks of unpaid leave in each twelve (12) month period for any of the following reasons:
    - Birth or adoption of a child;
    - Placement of a child for foster care;
    - Own serious health condition;
    - Care for a family member (spouse, parent, or child) with a serious health condition
    - Because of any qualifying exigency arising out of the fact that the employee's spouse, child, parent or parent-in-law is on covered active duty in the Armed Forces, including the National Guard and Reserves, or has been notified of an impending call or order to covered active duty in the Armed Forces, including the National Guard and the Reserves. Please see HR for the specific activities and events which constitute a "qualifying exigency" and "covered active duty."
- Twenty-six (26) weeks of unpaid leave in each twelve (12) month period to care for a covered service member, including covered veterans, with a serious injury or illness if the employee is the spouse, child, parent, parent-in-law or next of kin of the service member. "Next of kin" means the nearest blood relative other than the spouse, parent, or child, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA.

An employee returning from fulfilling their military obligation shall be credited with the hours of service that would have been performed but for the period of military service in determining whether the employee worked the required equivalent of 1,250 hours of service.

When eligible spouses are employed by MCAD, they are entitled to a combined total of 12 weeks of FMLA leave in a 12-month period upon the birth of a child, placement for adoption, or

foster care. Eligible spouses are also limited to a combined total of 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness if each employee is a parent, spouse, child, or next of kin of the service member.

For purposes of calculation, the twelve (12) month period is a “rolling” twelve (12) month period measured backward from the first day of the FMLA leave. In some circumstances, as required by state law, additional twelve (12) week parenting and pregnancy leave can be taken within the one (1) year period upon the birth or adoption of a child.

If intermittent leave is requested in connection with a serious health condition of the employee or an employee’s family member, the certification from a health care provider is required to document the need for intermittent leave.

Leave in conjunction with the birth, adoption, or foster-care placement of a child must be taken within one (1) year of the birth, adoption, or foster-care placement.

NOTICE TO MCAD: If an employee knows in advance that they will need FMLA leave, thirty (30) days’ written notice is required whenever possible. Supervisors are to forward this written request to HR. Otherwise, an employee must provide written notice as soon as practical. Although verbal notice is sufficient in cases of medical emergency, the employee must submit written notice to HR setting forth the reasons for the requested leave and anticipated duration of the leave.

CERTIFICATION: Employees are required to submit medical certification from a health-care provider on a form furnished by HR in the event an absence of more than five (5) days occurs for either of the following:

- Care for a covered family member with a serious health condition
- An employee’s serious health condition which makes them unable to perform their job

In the event an employee’s leave is for a qualifying exigency in connection with a covered military member, they must submit a certification that provides the information requested in the form furnished by HR. This form must be accompanied by documents which support the request for the leave, such as a copy of the covered military member’s active-duty orders or other documentation issued by the military, which indicates that the covered military member is on active duty or call to active-duty status in support of a contingency operation, and the dates of the covered military member’s active-duty service. This information need only be provided to MCAD once. A copy of new active-duty orders or other documentation issued by the military may be required if the need for leave because of a qualifying exigency arises out of a different covered active duty or call to covered active duty status (or notification of an impending call or order to covered active duty) of the same or a different military member. A qualifying exigency could include:

- Short-notice deployment; seven (7) or less calendar days prior to the date of deployment
- Military events and related activities

- Childcare and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- Arranging for alternative care
- Attending meetings with staff at a care facility

If the leave is taken to care for a covered service member with a serious injury or illness, MCAD requires the employee to obtain certification completed by an authorized health care provider of the covered service member. The certification must be on a form furnished by HR.

MCAD can contact the employee's health-care provider for purposes of clarification and authentication after MCAD has given the employee an opportunity to cure any deficiencies in the certification. An HR official, not the employee's supervisor, will contact the health-care provider. If an employee chooses not to provide MCAD with authorization allowing MCAD to clarify the certification with the health-care provider, and does not otherwise clarify the certification, MCAD can deny the taking of the FMLA leave. It is the employee's responsibility to provide MCAD with a complete and sufficient certification and to clarify the certification if necessary.

When leave is foreseeable and thirty (30) days' notice has been provided, employees must provide certification before leave begins. Otherwise, the certification must be submitted within fifteen (15) calendar days after receipt of written notice of certification is required. Forms for this certification are available through HR. Completed forms should be sent to HR. Leave may be denied in the event of a failure or refusal to satisfactorily complete this form.

When the leave involves an employee's serious health condition, a second or third opinion from a designated physician may be required at the College's expense. Recertification of the employee's condition may be required every thirty (30) days or after the minimum duration of the condition stated in the certification. Recertification may also be requested if the circumstances in the previous certification have changed significantly, MCAD receives information that casts doubt upon the employee's stated reason for the leave, or the employee requests an extension of leave. If leave was taken as a result of an employee's personal serious health condition, they must also provide certification from the health-care provider stating that they are fit to resume their job. Any restrictions they may have must be included in the certification.

SALARY AND BENEFITS: Employees may be eligible for sick pay and short-term disability for their own illness if not covered by Workers Compensation; sick pay may be taken for the serious illness of a child, spouse, parent, or parent-in-law. In such cases, FMLA and sick/disability leave run concurrently. Earned vacation time may also be taken during the leave. Receipt of disability

benefits will be contingent upon completion of a FMLA Health Care Provider Disability Benefits Form. Medical, dental, life, short-term, and long-term disability insurance will be continued during the leave, up to twelve (12) weeks, with the employee paying their portion of any required premiums. If an employee receives a wage during the leave, the premiums will be deducted from their paycheck during the regular payroll cycle. If an employee knows about their leave in advance, premiums can also be deducted in advance, in some circumstances. If an employee is not receiving a check, their premium portion is due the first of each month. If a check is not received by the 30th of the month, coverage may lapse. In that event, when the employee returns from leave, coverage will be restored.

Medical reimbursement accounts may be maintained by payroll deduction if an employee is receiving a check or prepaid if the employee is not receiving a check. An employee's monthly payment is due the 1st of each month. If an employee decides not to continue their medical reimbursement account, they cannot be reimbursed for claims incurred during the period when coverage is terminated. If an employee elects to reinstate their medical reimbursement account upon return from FMLA, their coverage will be prorated to reflect the FMLA period during which no payments were made and reduced by prior reimbursements.

An employee may wish to suspend any dependent care reimbursement account contributions during the period of their Family and Medical Leave. Dependent care expenses incurred during the leave cannot be reimbursed because such expenses were not incurred to enable the employee to work, as required by the IRS.

REINSTATEMENT: At the end of the FMLA leave, the employee will be restored to their prior position or to a position with equivalent benefits, pay, and other conditions of employment, provided they have submitted a fitness-for-duty certification unless they would otherwise have been subject to layoff during the leave. The employee will retain all accrued, unused, pre-leave benefits.

FMLA leave runs concurrently with other leave, including Minnesota PFML, Parenting and Pregnancy Leave, and PEIFL, as applicable.

PAID EXTENDED ILLNESS AND FAMILY LEAVE POLICY (PEIFL)

MCAD will provide up to two (2) weeks of Paid Extended Illness and Family Medical Leave (PEIFL) to Benefited staff and faculty for qualifying FMLA or Parenting and Pregnancy approved leave. The purpose of PEIFL is to support eligible employees during the waiting period prior to the start of their benefit payments. Eligible employees must be a full-time benefited employee and meet the criteria for FMLA (above). Intermittent FMLA does not qualify. This policy will run concurrently with FMLA leave, MNPFML, and Parenting and Pregnancy Leave, as applicable.

Eligible employees will receive a maximum of two weeks of PEIFL per rolling 12-month period in which they have been approved for FMLA, Parenting and Pregnancy Leave, or MNPFML. Multiple leaves for different purposes do not increase the number of weeks of PEIFL granted per 12-month period.

USE OF PEIFL: The employee will provide their supervisor and HR with notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or, if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by HR to substantiate the request.

- Approved PEIFL may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee, provided the employee was approved for FMLA or Parenting and Pregnancy Leave.
- In the event of an employee who has given birth, the two weeks of PEIFL will commence prior to any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth. For example, if the waiting period for Short-Term Disability is two weeks, the employee would receive two weeks of PEIFL prior to receiving pay via Short-Term Disability benefits.
- Employees must take PEIFL in one continuous period of leave and must use all PEIFL during the 12-month time frame indicated above. Any unused PEIFL will be forfeited at the end of the 12-month period.
- Each week of PEIFL is compensated at 100 percent of the employee's regular weekly pay. Hourly employees will be paid based on their standard scheduled hours.
- After the PEIFL (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee's accrued sick, vacation, and personal time. Upon exhaustion of accrued sick, vacation, and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- MCAD will maintain all benefits for employees during the PEIFL period.
- If a college holiday occurs while the employee is on PEIFL, the day will be charged to holiday pay; however, such holiday pay will not extend the total PEIFL entitlement of two weeks. An employee may choose to shift the dates of PEIFL to occur before or after a holiday and/or winter break, as long as that does not split the PEIFL period and does not extend the total entitlement of two weeks.

PEIFL PAY AT SEPARATION: Unused PEIFL will not be paid out at separation.

MINNESOTA PAID FAMILY & MEDICAL LEAVE (MNPFML)

All Minnesota employees may be eligible for Minnesota Paid Family & Medical Leave (MNPFML). Eligibility is attained after an employee has worked ninety (90) consecutive days, earned the state's minimum earnings requirements, and met all other eligibility requirements. This policy is in accordance with state regulations.

MNPFML provides job protection and wage replacement benefits for qualifying family and medical events. The leave can be up to twelve (12) weeks for medical leave and twelve (12) weeks for family care with a maximum of twenty (20) weeks per year. Qualifying events include:

- Employee's own serious health condition
- Bonding with a newborn, adopted, or foster child
- Care for a family member with a serious health condition
- Safety leave related to domestic violence, sexual assault, or stalking

- Military-related exigency leave

MNPFML will run concurrently with federal FMLA (if applicable), Parenting and Pregnancy Leave, PEIFL, ADA reasonable accommodation processes (if applicable) and MCAD leave and paid time off policies.

Employees must notify Human Resources and their supervisor at least thirty (30) days in advance of anticipated leave, or as soon as practicable for unforeseeable events.

Job protection is defined as: restoration to the same or equivalent positions, or same pay, benefits and other terms and conditions.

MCAD will continue the employer portion of benefit premiums during the employee's leave. The employee will be responsible for reimbursement of their portion of benefit premiums as coordinated by the Human Resources Department.

If the employee does not provide adequate notice, MCAD will follow PFML guidance on delayed benefit eligibility but will not discipline employees for notice issues linked to emergent circumstances.

MINNESOTA PARENTING AND PREGNANCY LEAVE POLICY

Pursuant to Minnesota law, employees are able to take up to twelve (12) weeks of unpaid leave during a rolling 12-month period in the following circumstances:

- upon the birth or adoption of a child
- a female employee for prenatal care, or incapacity due to pregnancy, childbirth or related health conditions.

Employees must give MCAD reasonable notice of the date the leave will commence and the estimated duration of the leave. For leave taken in connection with the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption, except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within twelve (12) months after the child leaves the hospital. The length of leave will not be reduced by any period of paid or unpaid leave taken for prenatal care medical appointments.

For the duration of the 12-week leave, MCAD will continue to make coverage available to the employee under any group insurance policy or health care plan for the employee and any dependents.

The use of Pregnancy and Parenting Leave will not result in the loss of employment benefits that accrued prior to the start of the employee's leave. Employees are required to first substitute accrued leave time for unpaid Pregnancy and Parenting Leave. Upon a timely return from Pregnancy and Parenting Leave, the employee will be returned to his/her original or equivalent position, unless the employee would have been laid off in a bona fide layoff.

If an employee is on an FMLA, MNPFML and/or PEIFL leave for pregnancy or pregnancy-related conditions, the leaves will run concurrently.

Employees located in states other than Minnesota should consult their state addenda for state-specific information concerning this policy.

SCHOOL CONFERENCES AND ACTIVITIES LEAVE

Employees may be granted up to sixteen (16) hours per year to attend school conferences or school-related activities of their children, provided these activities cannot be scheduled during non-work hours. If an employee's child receives childcare services or attends a pre-kindergarten regular or special-education program, employees may use this leave time to attend a related conference or activity, or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled during non-work hours. Employees may use accrued vacation time for these activities if they wish to be paid for the time taken; otherwise, the time taken will be unpaid. An employee must give reasonable notice of the intended leave to their supervisor so that any disruptions resulting from their absence can be minimized.

BONE MARROW / ORGAN DONATION LEAVE

Employees who work at least twenty (20) hours per week will be granted a paid leave of absence of up to forty (40) hours if they seek to undergo a medical procedure to donate bone marrow or an organ. This leave may be taken on an intermittent basis. Employees must notify their supervisor, in advance, of the length of the leave, and notify HR so the appropriate steps and documentation can begin. A document from the physician verifying the purpose and length of the leave will be required.

Employees located in states other than Minnesota should consult their state addenda for state-specific information concerning this policy.

UNPAID PERSONAL LEAVE OF ABSENCE

In the event an employee is not eligible for FMLA or other leaves, and/or has exhausted available paid time (such as vacation, sick, and personal holiday), they must submit a Leave of Absence (LOA) form to their department supervisor and HR. Such leaves may be granted on a case-by-case basis.

After three (3) months of employment, employees may request a non-medical leave of absence. This request must be made in writing, stating the beginning and end dates and reason for the employee's leave. Leaves of up to five (5) calendar days may be granted upon the approval of the department manager. Leaves of over five (5) calendar days also require the approval of the department manager's supervisor. A copy of the approved leave must be sent to HR. Leaves will only be granted when an employee's absence does not negatively affect the department's ability to efficiently deliver service.

If an employee chooses to take a personal leave, they are responsible for paying the full cost (includes employer and employee premiums) of the benefits for which they are enrolled. Employees on unpaid leave do not accrue vacation or sick time.

TIME OFF FOR VOTING

An employee who is eligible to vote in an election will be provided time off from work for the time necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of that election, or for absentee or early voting before election day, without penalty or deduction from salary or wages because of the absence. Employees should inform their supervisors if they intend to take time off to vote pursuant to this policy.

Employees located in states other than Minnesota should consult their state addenda for state-specific information concerning this policy.

OTHER POLITICAL LEAVES

An employee who is entitled to attend a major political party precinct caucus is permitted to take unpaid time off to attend. Ten (10) days' written notice is required.

Employees may take unpaid time off to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. Unpaid time off can also be granted to attend any convention of a major political party if the employee is a delegate or alternate delegate. Ten (10) days' written notice is required.

Employees elected to public office are permitted unpaid time off to attend meetings necessitated by the public office. An employee may use accrued vacation time for these activities. Reasonable notice must be given to an employee's supervisor.

ELECTION JUDGE WAGES

Employees may be absent from work to serve as election judges. The College will pay the differential between election judge pay and regular wages. Twenty (20) days' written notice is required, accompanied by a certification from the appointing authority stating the hourly compensation to be paid to the employee for service as an election judge and the hours during which the employee will serve.

BEREAVEMENT LEAVE

All benefit-eligible employees are eligible for bereavement leave. Employees will be granted up to three (3) working days leave of absence with pay for the purpose of attending or making arrangements in the event of a death in the immediate family (spouse, child, stepchild, parent, stepparent, sister, stepsister, brother, stepbrother, sibling of spouse, mother-in-law, father-in-law, grandparent, step grandparent, grandchild, step grandchild). An additional two (2) days of paid leave may be granted under certain circumstances, e.g., when the deceased relative lived in a distant location. Bereavement days do not need to be taken consecutively.

Employees located in states other than Minnesota should consult their state addenda for state-specific information concerning this policy.

MILITARY DUTY

The College recognizes duty requirements of members of the U.S. Armed Forces and will comply with applicable laws regarding military leave.

JURY DUTY

The College encourages employees to respond to calls for jury duty and will continue full pay for five (5) business days for regularly scheduled employees while they serve. Jury duty compensation will not be deducted from this amount. While serving on a jury, employees are expected to report for regular work hours to the extent permitted by the schedule of jury duty.

CRIME VICTIMS LEAVE

MCAD will grant reasonable time off to employees:

- To attend criminal court proceedings in which the employee, their spouse, or immediate family has been the victim of a violent crime.
- To seek an order for protection under the Domestic Abuse Act or an order for protection against harassment.
- To attend court as a victim or witness of a crime for the purpose of giving testimony in criminal proceedings related to the victim's case, and are subpoenaed or requested by the prosecutor.

Except in cases of imminent danger or where otherwise impractical, employees must notify their supervisor forty-eight (48) hours in advance of the need for time off under this policy. Upon request, employees must provide HR with written verification supporting the need to be in court. Information pertaining to leave taken under this policy will be kept confidential by MCAD.

ACCOMMODATIONS

PREGNANCY ACCOMMODATION

MCAD will provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the requested accommodation would impose an undue hardship on the operation of MCAD's operations. The employee and MCAD will engage in an interactive process with respect to an employee's request for reasonable accommodation. Reasonable accommodation may include but is not limited to temporary transfer to a less strenuous or hazardous position, temporary leave of absence, modification in work schedule or job assignments, seating, more frequent or longer break periods, and limits to heavy lifting. MCAD is not required to create a new or additional position in order to accommodate an employee, and shall not be required to discharge an employee, transfer another employee with greater seniority, or promote an employee.

Pregnant employees can request the following accommodations without medical documentation:

- more frequent restroom, food and water breaks;
- seating; and
- limits on lifting over 20 pounds.

MCAD will not require an employee to take a leave or accept an accommodation. MCAD will not discharge, discipline, penalize, interfere with, threaten, restrain, coerce, or otherwise retaliate or discriminate against an employee for asserting rights or remedies under this subdivision.

BREAK TIME FOR NURSING MOTHERS AND LACTATING EMPLOYEES

MCAD will provide nursing mothers with reasonable break time each time the employee has the need to express breast milk in accordance with the Providing Urgent Maternal Protections for Nursing Mothers Act and Minnesota's Nursing Mothers and Lactating Employees Law. Employees will be provided with a private area in close proximity to the work area, other than a bathroom or a toilet stall, which is shielded from view and free from intrusion from coworkers and the public and that includes an electrical outlet. Break time used for expressing breast milk may run concurrently with break time already provided to the employee. MCAD will not retaliate against an employee for seeking a location to express breast milk.

Remote workers may take a lactation break in an area free from observation by any employer-provided or required video system, including a computer camera, security camera, or web conferencing platform.

RELIGIOUS ACCOMMODATION POLICY

MCAD respects the religious beliefs and practices of all employees. Upon request, the College will make an accommodation for such observances when a reasonable accommodation is available and does not create an undue hardship on the College.

An employee whose religious beliefs or practices conflict with their job, work schedule, or with MCAD's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must complete the MCAD Religious Accommodation Request Form and submit to HR.

REASONABLE ACCOMMODATION OF QUALIFIED DISABLED EMPLOYEES

Upon request, a qualified disabled employee may be entitled to reasonable accommodation if necessary to allow the employee to perform the essential functions of their job, and such reasonable accommodation can be provided without undue hardship to MCAD. Employees requesting reasonable accommodation should contact HR.

MCAD does not unlawfully discriminate against qualified persons with physical and mental impairments that substantially limit one or more major life activities, as defined by the Americans with Disabilities Act.

MEDICAL INFORMATION AND CONFIDENTIALITY

Medical information on individual employees is treated confidentially. MCAD will take reasonable precautions to protect such information from inappropriate disclosure. Department heads and supervisors have a responsibility to respect and maintain the confidentiality of employee medical information.

STANDARD EXPECTATIONS AND CONDUCT

The following guidelines outline MCAD's standards of conduct and expectations in order to further the College's mission. Every employee is expected to contribute to a professional and

collaborative culture where everyone is treated with respect and dignity. When a violation of these standard expectations and conduct occurs, the College has the sole discretion to determine what behavior warrants disciplinary action and what type of disciplinary action is appropriate, up to and including termination. MCAD's standards of conduct and expectations align with the College's Mission and Values.

TRUST AND CREDIBILITY: The success of MCAD and its students depends on the trust and confidence earned from stakeholders. Credibility is earned by adhering to commitment and displaying honesty and integrity.

RESPECT FOR THE INDIVIDUAL: MCAD is committed to creating a work environment centered around dignity and respect to bring out the full potential for its employees and its students.

MCAD is an equal employment employer, providing a workplace that is inclusive and welcoming to its students, staff, and faculty. Any employee who feels harassed or discriminated against should report the incident to their supervisor or to HR, or file a grievance under the Grievance Procedure for Staff Employees.

OPEN AND HONEST COMMUNICATION: The MCAD community has a responsibility to create an open and supportive environment. Employees are expected to report instances of inappropriate behavior. MCAD will follow up on reported instances. If improper behavior occurs, the College will take appropriate action. MCAD will not tolerate retaliation against employees who raise concerns in good faith.

Employees are encouraged to address such issues and adhere to their established chain of command. HR has an open-door policy to help employees convey their concerns.

DEPENDABILITY: The MCAD community relies on each member to be a dependable part of their team. Excessive absenteeism and unexcused absences can significantly impact the operations of the institution. Employees found to be in violation of this policy can be disciplined, up to and including termination.

If an employee does not report to work for three (3) days without notice, it will be considered job abandonment.

CODE OF CONDUCT

MCAD reserves the right to discipline or discharge any employee for violating any MCAD policy, practice, or standard of conduct. MCAD attempts to provide employees with notice of problems and an opportunity to improve. However, MCAD reserves the right to administer discipline or take any action it deems appropriate to the circumstances at issue.

The following conduct is prohibited and may subject an employee to disciplinary action, up to and including termination:

- Failure to work efficiently or produce satisfactory results;
- Unacceptable or unexcused absenteeism or tardiness;

- The possession, manufacture, distribution, transfer, sale, impairment, or use of cannabis, drugs, and alcohol while employees are MCAD premises, on duty, conducting MCAD business, or using MCAD vehicles, machinery, or equipment;
- The use of profanity or abusive language;
- The possession of firearms or other weapons on MCAD property except as permitted by law;
- Insubordination or the refusal by an employee to follow MCAD's instructions concerning a job-related matter;
- Disorderly conduct, fighting, assault, or intimidation of a fellow employee, supervisor, student, security, donor, or other persons;
- Theft, destruction, defacement, or misuse of MCAD property or another employee's or student's property;
- Falsifying or altering any MCAD record or report, such as an application for employment, a timecard, an expense account, or an absentee report;
- Sleeping on the job;
- Failure to abide by safety rules and policies, or failure to immediately correct an unsafe condition or immediately report injuries or accidents;
- Improper attire or inappropriate personal appearance;
- Engaging in any form of sexual, racial, or other forms of harassment;
- Improper disclosure of confidential information;
- Engaging in any other business or employment that conflicts with or interferes with your responsibilities to MCAD;
- Making false or malicious statements, frivolous claims or charges to MCAD or to a third party about MCAD, coworkers, students, its board of directors, or donors;
- Unauthorized use of mail, telephones, computers, or other MCAD equipment;
- Insubordination or inability or refusal to work cooperatively and harmoniously with other employees;
- Uncooperative, rude or offensive treatment of a fellow employee, supervisor, student, security, director, donor, or other persons;
- Committing a gross misdemeanor, felony or serious regulatory offense, or any similar act or omission, whether on or off duty, which adversely affects MCAD by bringing MCAD into disrepute, exposing MCAD to risk of liability or expense, or undermining the employee's ability to effectively perform his or her duties;
- Failure or refusal to cooperate with MCAD's processes concerning investigations, leaves of absences, or any other matter in which MCAD requires the employee's direct cooperation to resolve;
- Violation of any MCAD policy and any other conduct that MCAD determines to be adverse to its mission and objectives.

The examples above are merely illustrations of the types of behavior that are not permitted by MCAD. This list of examples is not intended to be all-inclusive; MCAD reserves the right to take whatever action may be warranted by circumstances which may arise without following any specified disciplinary plan or procedure

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including employee rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

MCAD will not retaliate against an employee who reports violations or raises concerns under this in good faith.

EMPLOYEE QUARTERLY CHECK INS

Ongoing feedback is one of the most effective ways to recognize employee contributions, address concerns, and support continuous improvement. MCAD's performance check-in process is designed to foster regular, meaningful dialogue between employees and their supervisors.

Employees working twenty (20) hours or more per week are expected to participate in performance check-ins with their immediate supervisor at least four (4) times per year. Each check-in will reflect on the three-month period leading up to the meeting.

New employees will also receive informal 30-day and 60-day reviews in addition to the quarterly check-ins. These early conversations are intended to support a successful onboarding experience and ensure alignment on expectations. Nothing about this process is intended to alter the at-will employment relationship with the College.

Both employees and supervisors are expected to prepare for check-ins by reflecting on the following topics: key accomplishments and successes, areas for growth and development, career interests and goals, understanding of job responsibilities, departmental communication and collaboration, feedback for the supervisor, and any additional comments or questions.

AGE REQUIREMENT FOR EMPLOYMENT

MCAD complies with Federal and State laws regarding minimum age requirements for employment. Accordingly, the College will not employ any person under the age of 16, and no one under 18 years of age will be employed in a job which is determined to be hazardous in nature.

STAFF TEACHING AS ADJUNCT FACULTY OR INSTRUCTORS

Employees with staff classifications interested in teaching must meet candidate requirements for either adjunct Faculty or Continuing Education instructor positions. Proposed Continuing Education courses will be accepted based on college needs. Full-time exempt staff may be offered adjunct faculty and Continuing Education instructor contracts. It is expected that teaching assignments will not coincide or overlap with regularly scheduled staff hours and class preparation will be done outside of regular hours.

Non-exempt staff will be permitted to teach Continuing Education courses and workshops that are offered on a limited basis. Staff must log all working hours including course preparation and

they will be expected to work less than forty (40) hours per week when combined with their regular staff position.

EMPLOYMENT OF RELATIVES

A relative of a College employee may be considered for employment when such hiring will not create a direct supervisory relationship between the parties. Special considerations may require that reporting or employment relationships be evaluated on a case-by-case basis.

EQUIPMENT USE

Employees may not use MCAD equipment of any sort for the completion of projects or work for their personal benefit. Specific, short-term exceptions to this policy may be approved by the Associate Vice President of Academic Affairs.

PERSONAL APPEARANCE/UNIFORMS

Employee personal appearance standards contribute to the image of MCAD. Employees are expected to dress and maintain grooming standards appropriate to their position and their department, including any required uniforms or safety equipment. Employees are encouraged to dress for the weather and for their working environment. Department supervisors and institutional management reserve the right to determine what is acceptable.

USE OF COPYRIGHTED MATERIALS

MCAD requires all faculty, staff, and students to comply with the United States Copyright Law of 1976 as amended (Title 17 United States Code, hereinafter referred to as the “Copyright Act”). Additionally, MCAD stakeholders are expected to follow these policy guidelines:

- Works should be presumed to be copyrighted. For further information, employees should reference the Technology resources page on the MCAD intranet- Overview of MCAD's campus policies regarding network usage, privacy and copyright infringement
- Under certain circumstances, copyrighted materials may be copied or otherwise used without the copyright owner’s permission, provided such copying constitutes fair use. Section 107 of the Copyright Act outlines what constitutes fair use. Employees in doubt whether the use in a particular situation is fair use should consult the Library Director. A helpful guide for determining fair use is The College Art Association.
- Faculty, students, and staff may not use unauthorized copies of software on MCAD computers, networks, or systems.
- All use, copying, and reproduction of software must be in accordance with the pertinent license agreement associated with the software.
- Copyrighted software may be copied without the copyright owner’s permission only in accordance with the Copyright Act. Section 117 of the Copyright Act permits making an archival backup copy.

- Unless permitted by license or fair use, permission must be obtained from the copyright owner to copy, distribute, or display materials, including software.
- MCAD reserves the right to terminate the account of any user who MCAD believes has infringed upon the copyrights of others.
- MCAD's policy is to accommodate all standard technical measures (e.g., digital rights management tools) designed to protect copyrighted works.
- MCAD owns any work created by employees within the scope of employment.

The contact agent regarding copyright issues for MCAD is the Library Director. The contact agent's mailing address, phone number, and email address are: Director, Library, Minneapolis College of Art and Design, 2501 Stevens Avenue, Minneapolis, MN 55404, (612) 874-3700, library@mcad.edu. Notifications of claimed or suspected infringements should be directed to this agent.

CONFLICT OF INTEREST

At times, employees may be faced with situations where the actions they take on behalf of MCAD could conflict with their own personal or family interests. Employees must avoid situations in which their private interests inappropriately influence the actions they take at work. Employees must not use their MCAD positions for private gain for themselves or for persons with whom they have personal, business, or financial ties. The following are examples of conflicts of which are not permitted:

Employees are prohibited from engaging in any business activities which conflict or may conflict with the interests of MCAD.

- Employees may not have an interest in and/or receive income from any enterprise doing business with or in competition with MCAD.
- Employees are prohibited from being employed by or acting as a consultant to an MCAD supplier.
- Employees cannot own or have a substantial interest in a supplier or contractor to MCAD.
- Employees must not have a personal interest, financial interest, or potential gain in an MCAD transaction.
- Employees may not place MCAD business with an entity owned or controlled by an MCAD employee or family member.
- Employees may not enter into contracts on behalf of MCAD unless specifically authorized to do as part of their role.

Exceptions to this policy require the prior written approval of the President and Vice President Finance/CFO. If an employee believes they have an actual or potential conflict of interest, they are required to report it to their supervisor immediately.

GIFTS, MEALS, AND ENTERTAINMENT

Employees can accept occasional meals, refreshments, and entertainment if they are shared with the individual who has offered to pay for such courtesy provided that:

- Such courtesy is not inappropriately lavish or excessive.
- The employee discusses courtesy with their supervisor or HR, especially if they begin to feel uncomfortable.
- Employees may accept unsolicited gifts, other than money, including:
    - Flowers, fruit baskets, and other modest presents.
    - Gifts of nominal value, such as calendars, pens, mugs, caps, and t-shirts (or other novelty, advertising, or promotional items).

Employees may not give or receive anything that can be construed as a bribe, kick-back, or other illegal payment. Employees found to be in violation of this policy can be disciplined, up to and including termination.

REPORTING SUSPECTED THEFT, FINANCIAL DISHONESTY, OR FRAUD

MCAD manages risks from theft and fraud and their potential impact on MCAD in a lawful, ethical, and professional manner. Theft, financial dishonesty, and other fraud, includes, but is not limited to:

- Theft or other misappropriation of assets of MCAD stakeholders
- Intentional misstatements in the financial records of MCAD
- Forgery or other alteration of documents
- Fraud and other unlawful acts

MCAD specifically prohibits illegal activities in the actions of its employees related to their employment, and is committed to the deterrence, detection, and correction of theft, financial dishonesty, and other fraud. If theft, fraud, or financial dishonesty is suspected, MCAD will launch an investigation. If an offense is discovered, disciplinary action, including possible termination, will be taken. Law enforcement and proper authorities may be contacted when warranted to recover losses.

REPORTING RESPONSIBILITY: Employees who believe that theft, financial dishonesty, or other fraud has occurred should report such concern to their supervisor or HR. Each stakeholder of MCAD has an obligation to report questionable or improper accounting or auditing concerns.

RETALIATION: MCAD encourages employees to raise concerns within the College for investigation and appropriate action. No employee who, in good faith, reports a concern shall be

subject to retaliation or adverse employment consequences because of the report of a concern. Moreover, a stakeholder who retaliates against someone who has reported a concern in good faith is subject to disciplinary action, including possible termination.

REPORTING CONCERNS: Employees should first discuss their concern with their supervisor. If, after speaking with their supervisor, the individual continues to have reasonable grounds to believe the concern is unresolved, the individual should follow the proper chain of command. In the event the individual is uncomfortable following the chain of command, they should report their concern directly to the Vice President Finance/CFO.

The Vice President Finance/CFO and the reporting individual should promptly report the concern in writing to the Chair of the Audit Committee of the Board of Trustees, which has specific and exclusive responsibility to investigate all concerns. If the Vice President Finance/CFO does not report the concern, the reporting individual should report it directly to the Chair of the Audit Committee.

ANONYMOUS REPORTING: Employees who would prefer to report their concerns about theft, financial dishonesty, and other fraud anonymously can contact Mitratech (formerly Lighthouse), a third-party organization, which is available 24 hours a day, 7 days a week. Concerns will be reported to the College for evaluation and investigation on an anonymous basis. Mitratech will make every effort to protect the reporter's identity. The information provided in the report to MCAD may be the basis of an internal and/or external investigation; it could be possible that the reporter's identity may become known to MCAD during the course of an investigation.

NOTE: Reports of sexual harassment, sexual misconduct, and grievances should not be made through Mitratech but through the processes described in those policies.

CONTACTING MITRATECH

ONLINE	lighthouse-services.com/mcad
EMAIL	standard-reports@mitratech.com (include "MCAD'" in the report)
PHONE	844.420.0088
FAX	215.689.3885 (include "MCAD" in the report)

RESPONSIBILITY AND AUTHORITY FOR FOLLOW UP AND INVESTIGATION:
The Audit Committee has the primary responsibility for investigating and making appropriate

recommendations to the President or other college leadership with respect to all reported concerns under this policy. Designated members of the investigative team will have:

- Free and unrestricted access to all MCAD records and premises.
- The authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities (whether in electronic or other form) without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of investigative or related follow up procedures.

REPORTED INCIDENT FOLLOW UP: Care will be taken in the follow up of suspected theft, financial dishonesty, or other fraud. Investigative or other follow-up activity will be carried out without regard to the suspected individual's position, level, or relationship with the College.

Please note the following regarding the reported incident:

- When reporting a concern, stakeholders must report all factual details.
- All records related to the reported incident will be retained.
- The employee reporting the concern should not communicate with the suspected individual(s) about the matter under investigation.
- Neither the existence nor the results of investigations or other follow-up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively.
- All inquiries from an attorney or any other contacts from outside MCAD, including those from law enforcement agencies or from the employee under investigation, should be referred to the Audit Committee Chair.

ACTING IN GOOD FAITH: Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, theft, dishonesty, or other financial misconduct. The act of making allegations that prove to be unsubstantiated and have been made maliciously, recklessly, or with the foreknowledge that the allegations are false will be viewed as a serious offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

CONFIDENTIALITY: Reports of concerns, and any investigations relating to them, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation

will be viewed as a serious offense and may result in discipline up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

NON-DISCLOSURE OF WAGES

MCAD does not in any way prohibit disclosure by an employee of their wages as a condition of employment; require an employee to sign a waiver or other document which denies an employee the right to disclose the employee's wages; or take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.

Nonetheless, this policy should not be construed to: create an obligation on MCAD or an employee to disclose wages; permit an employee, without the written consent of MCAD to disclose proprietary information, trade secret information, or information that is otherwise subject to legal privilege or protected by law; diminish any existing rights under the National Labor Relations Act; or permit an employee to disclose wage information of other employees to a competitor of MCAD.

The College will not retaliate against an employee for asserting rights or remedies under this section. An employee may bring a civil action against an employer for a violation of these sections and a court may order reinstatement, back pay, restoration of lost service credit, if appropriate, and the expungement of any related adverse records of an employee who was the subject of the violation.

PERSONNEL FILE

Personnel files are the property of MCAD and kept by HR. Generally, only management personnel who have a legitimate reason to view this information are allowed to do so. Subject to Minnesota law, current employees may review their personnel record once every six (6) months. Former employees may review their record once each year, so long as MCAD maintains the record. Employees may review their personnel record by submitting a written request to HR. Current employees will then be allowed to review the personnel record within seven (7) working days of the request during MCAD's normal hours of operation. Review of the record is limited to the employee and not available to an employee's relatives or representatives. MCAD reserves the right to be present during the employee's review of the personnel record. After the employee has reviewed the personnel file, MCAD will provide a free copy to the employee if requested.

An employee who feels that erroneous information is contained in their personnel file may submit a written request to HR for a copy of the disputed information. Employees should then discuss the issue with HR to see if the dispute concerning the information can be resolved. If an agreement cannot be reached, the employee may make a written statement, not to exceed five (5) pages, which will be maintained in the file with the disputed information.

Employees have the right not to be retaliated against for having asserted any of their rights with regard to their employee records. Employees whose rights with regard to their records are violated can pursue legal action for compliance and be awarded any actual damages plus costs. In the event an employee is retaliated against in violation of Minn. Stat. § 181.964, the

employee can recover actual damages, back pay, reinstatement, and reasonable attorneys' fees.

Updates to employee personal information, such as address, home phone number, dependent and beneficiary details, marital status, etc., can be submitted through MCAD's HRIS System. It is particularly important that employees keep HR informed of an emergency phone number, which can also be added or updated in MCAD's HRIS System. HR may reach out for verifying documentation depending on the nature of the change.

COMMUNICATION

MCAD provides a wide variety of communication tools and resources so employees can stay in the loop on news, events, and information that may impact day-to-day college activities. Modes of communication available include, but are not limited to:

- Departmental Communications
- Paylocity Announcements
- MCAD Email: It is expected that employees check email on a regular and consistent basis during working hours.
- MCAD Intranet
- MCAD External Website
- Omnilert SMS service: It is required that employees enroll in the emergency text messaging service.

CONFIDENTIALITY

During employment at MCAD, an employee may obtain information regarding MCAD students, alumni, current and former employees, donors, and community partners. This information is considered to be confidential, and should not be used or disclosed, directly or indirectly, except, when necessary, in the performance of the employee's duties for the College. Disclosure could be highly damaging to the College, its students, alumni, current and former employees, donors, and community partners. It could also impact future students' interest in attending MCAD; future employees' interest in working at MCAD; future donors in supporting MCAD; and future partnerships within our community. Disclosure could also be a violation of state or federal law. In particular, federal law protects the confidentiality of student education records under the **Family Educational Rights and Privacy Act (FERPA)** and similar laws.

Any information regarding students, with the exception of "directory information," is regarded as confidential information. External requests for student contact information should be directed to the Office of Student Affairs. External requests for alumni and donor information should be directed to the Office of Institutional Advancement. Access to confidential or sensitive information is limited to those employees who have a need to know. Employees handling confidential information are responsible for its security. Disclosure of confidential information may subject an employee to disciplinary action, up to and including termination.

Any materials or documents drafted by an employee or provided to an employee, in connection with MCAD employment, are the property of MCAD. Upon termination of any assignment, such materials and documents and all copies, must be returned to MCAD. After employees leave MCAD, they are still legally prohibited from disclosing confidential and similarly protected proprietary information.

Violations of this policy will subject an employee to disciplinary action up to and including termination, legal action, or both.

ACCEPTABLE USE OF TECHNOLOGY

MCAD expects and encourages employees to use technology to facilitate work, creativity, innovation, and education. In using these resources to communicate with fellow employees, suppliers, students, etc. regarding College business, employees must follow the following guidelines and policies. Technology here includes but is not limited to email, text/chat messaging, apps, video meeting software, telephone, voice mail, fax, scanner, internet, Intranet, or any other College-provided hardware and software.

GENERAL USE OF COLLEGE TECHNOLOGY: Use should be reserved for College-related matters. All employees are expected to operate and use the computer and phone systems for the legitimate business of MCAD. The College encourages staff to use email only to communicate with fellow employees, suppliers, students, etc. regarding College business. Text messaging is not the preferred method of communicating regarding College business. Employees are prohibited from installing personal programs or applications on the MCAD computer system. The telephone and computer systems are not to be used for the transmission of personal or commercial advertisements, solicitations, political material, or any other unauthorized personal use. Occasional proper personal use of computer equipment, software, and the telephone is permitted when personal use does not interfere with expected work performance or violate any applicable policy, rule or law.

RESPECTFUL USE: All communication using these tools should be handled in a professional manner, following MCAD's policies around respect, inclusion, and general professional conduct. All use of College-provided communications systems should conform to our College guidelines/policies, including but not limited to the Equal Opportunity, Discriminatory Harassment, Confidential Information, and Conflicts of Interest. For example, employees should not engage in harassing or discriminatory behavior that targets other individuals because of their protected class status or make defamatory comments. Intimidating, threatening, explicit, obscene, harassing (as defined by MCAD's Discrimination and Discriminatory Harassment Grievance Procedure for Staff Employees) material or similar inappropriate language in violation of MCAD policy is expressly prohibited on MCAD equipment, and employees who violate this policy are subject to disciplinary action, up to and including termination.

CONFIDENTIALITY & SECURITY OF INFORMATION: Similarly, employees should not divulge confidential information such as trade secrets, client lists, student, staff or faculty personal information or information restricted from disclosure by law on social media sites. The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive or Confidential information should not be sent via unsecured electronic means.

EXPECTATIONS OF PRIVACY: Employees should not have any expectation of privacy in their use of College issued telephones, hardware, software, or other communications equipment. All communications made using College-provided equipment or services including email, voicemail, and internet activity, are subject to inspection by the College. Employees should keep in mind

that even if they attempt to delete a communication, regardless of mode or medium, a copy may be archived on the College's systems and/or may be retrievable or recoverable. MCAD may monitor, access, intercept, copy, record, audit, inspect and disclose the contents of employees' electronic and/or telephone communications (including email and voicemail) without notification. The issuance of a password or other means of access to the computer or voicemail systems is to assure appropriate confidentiality and security of MCAD files and information. The issuance of a password does not guarantee privacy for personal or improper use of MCAD equipment and facilities. The computer systems (including all applications, and related data - including email) and telephone systems are MCAD property and are subject to viewing or inspection by MCAD officials. MCAD has the right to monitor, view, access, copy, intercept, record, audit, inspect, handle, store, manage or use for any purpose email, voicemail, or any other electronic information processed, transferred, transmitted, or posted via MCAD's equipment.

VIRUSES AND MALWARE: Information transmitted through email and the internet is not completely secure and may contain viruses or malware. Information transmitted and received could lead to damage to the College's systems. To protect against possible problems, employees should delete any email messages prior to opening that are received from unknown senders and advertisers. It is against College policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on College computers. If a malware issue is suspected, contact helpdesk@mcad.edu.

OFFICE TELEPHONE: Office telephones are for college related use. While the College recognizes that some personal calls are necessary, these should be kept to a minimum. Personal use of the College's cell phones, long-distance account, or toll-free numbers is strictly prohibited.

RECORDKEEPING: Internal and external emails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside the College. Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

REMOTE WORK: Hybrid and Remote Work allows employees to work at home, on the road, or in a satellite location for all or part of their workweek. MCAD considers these options to be viable, flexible work options when the work is suited to such an arrangement and the employee's supervisor approves. Hybrid and/or Remote Work may be appropriate for some jobs but not for others. Additionally, these options may be a better fit for some employees and not others. Remote work is not an entitlement nor a collegewide benefit, and it in no way changes the terms and conditions of employment with MCAD. MCAD may change, adjust, and adapt this policy as needed as campus and related policy updates are made. The full policy can be found on the Handbook Resources page on the MCAD intranet.

ACCEPTABLE USE OF SOCIAL MEDIA

MCAD encourages employees to share information with co-workers and those outside the College for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public. Therefore, the College has established the following guidelines for employee participation in social media. As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, TikTok, and SnapChat, among others.

Any social media account that represents the College or one of its departments/programs must be approved by Communications and Marketing Strategy and adhere to the college's best-practices policy.

PERSONAL USE OF SOCIAL MEDIA: Employees may maintain personal websites, social media accounts, or blogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the College considers social media activities to be personal endeavors and expressions of their own thoughts or ideas.

WORK-RELATED USE OF SOCIAL MEDIA: Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference College students, alumni, clients, donors, customers, or vendors without express permission. The College reserves the right to monitor employee use of College computers and the internet, including employee social-networking activity.

RESPECT: A social media site is a public space. Employees should avoid inappropriate or disrespectful comments and demonstrate respect for the dignity of the College, its staff, faculty, students, board, and community partners. For example, employees should not divulge confidential College information on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets others. Even if a message is posted anonymously, it may be possible to trace it back to the originator or sender.

DISCLAIMERS: If an individual identifies themselves as an MCAD employee or discusses matters related to the College on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the College and is expressing only personal views. For example: “The views expressed here on this site are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position. Keep in mind that if posting information on a social media site is in violation of College policy and/or federal, state, or local law, the existence of a disclaimer does not affect the right of the College to discipline the employee.

CONFIDENTIALITY: Employees must not identify or reference College students, alumni, clients, donors, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For

examples of confidential information, please refer to the confidentiality policy. When in doubt, employees should ask their supervisor before publishing.

LEGAL: Employees are expected to comply with all applicable laws including, but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, privacy, and harassment laws.

RIGHTS: Nothing in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment as protected under the National Labor Relations Act. Employees have the right to engage in or refrain from such activities.

EEO, TITLE IX, AND DISCRIMINATORY HARASSMENT FREE WORKPLACE

EQUAL EMPLOYMENT OPPORTUNITY

It is MCAD's policy to provide equal employment opportunities for educational programs, employment, and campus life on the basis of the following: race (including traits associated with race, such as hair texture and hair styles such as braids, locs, and twists), color, creed, religion, ancestry, national origin, sex, sexual orientation, gender, gender identity, gender expression, familial status, disability, age, marital status, genetic information, status with regard to receipt of public assistance, membership or activity in a local commission, any other characteristic protected by law, or other identities. MCAD does not tolerate discrimination of any kind.

Employees located in states other than Minnesota should consult their state addenda for state-specific information concerning this policy.

DISCRIMINATORY HARASSMENT POLICY FOR EMPLOYEES

It is MCAD's policy to ensure an environment free of discrimination and discriminatory harassment. Accordingly, all forms of discriminatory harassment are strictly prohibited. Anyone found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination.

This policy refers to discriminatory harassment. Discriminatory harassment is harassment based on race (including traits associated with race, such as hair texture and hair styles such as braids, locs, and twists), color, creed, religion, age, sex, national origin, sexual orientation, gender identity, gender expression, disability, marital status, familial status, genetic information, or status with regard to the receipt of public assistance, membership or activity in a local commission, or any other characteristic protected by law.

Any discriminatory harassment action based on the above criteria by any employee toward another that has the effect of unreasonably interfering with an individual's work performance and creates an intimidating, hostile or offensive work environment will not be tolerated. It could include, for example:

- The display of written materials or pictures which are offensive to either gender or to racial, ethnic or religious groups
- Verbal abuse, jokes or insults directed at members of racial, ethnic or minority groups

SEXUAL HARASSMENT: One particular category of harassment is sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication that is sexual in nature when:

- Submission to such conduct or communication is made either explicitly or implicitly a term or condition of employment;

- Submission to, or rejection of, that conduct or communication by an individual is used as a factor in decisions affecting such individual's employment
- That the conduct or communication has the purpose or effect of substantially interfering with an individual's employment, or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to:

- Sex-oriented verbal "kidding," abuse, or joking
- Subtle or overt pressure for sexual activity
- Intentionally brushing against another's body
- Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment status.

Sexual harassment can be perpetrated by both men and women and may be directed at the same or opposite sex. Complaints of sex-based harassment that are covered by Title IX should be submitted as described in the Title IX policy rather than this Discriminatory Harassment Policy.

RESPONDING TO DISCRIMINATORY HARASSMENT: Any employee who believes that they have been subject to discriminatory harassment should make their concerns known by:

- Telling the person engaging in the harassing conduct or communication that the conduct or communication is offensive, against this policy, and must stop; and/or
- Advising their supervisor of the incident(s). This option should be used if an individual does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication has been unsuccessful. If the individual engaging in the harassing conduct or communication is an employee's supervisor, the employee should immediately contact Hope Denardo. If Hope Denardo is the subject of the complaint, the complaint should be brought to Dr. Gwendolyn Freed.

Complaints concerning conduct which is subject to Title IX should be filed pursuant to the College's Sexual Misconduct Policy, which can be found on the MCAD intranet under Title IX.

All complaints of discriminatory harassment are investigated promptly and impartially. If it is determined that a violation of this policy has occurred, appropriate action, up to and including discharge or other disciplinary action will be taken. The type of action taken will be determined by the severity, frequency, and nature of the offense, as well as other relevant considerations.

RETALIATION: No retaliation will occur because an employee has in good faith reported an incident of suspected discriminatory harassment.

SEXUAL MISCONDUCT POLICY

MCAD is committed to providing safe and nondiscriminatory learning and working environments. As such, the College prohibits and will not tolerate sexual misconduct by or against any member of the College community. Anyone who believes that this policy has been violated is encouraged to bring their concerns to the College's attention so that concerns can be addressed. The College prohibits retaliation for good-faith reports or participation in the College's processes. Further information can be found in MCAD's Sexual Misconduct Policy which can be found on the MCAD Intranet under Title IX.

MCAD HAS DESIGNATED THE FOLLOWING INDIVIDUALS TO OVERSEE AND ENSURE ITS COMPLIANCE WITH TITLE IX

TITLE IX COORDINATOR

Jen Zuccola
Vice President
of Student Affairs
Morrison Bldg, M104
Minneapolis, MN 55404
612-874-3626
jzuccola@mcad.edu

DEPUTY TITLE IX COORDINATOR

Hope Denardo
Senior Director
of Human Resources
Morrison Bldg, M18
Minneapolis, MN 55404
612-874-3798
hdenardo@mcad.edu

For mental health resources, the College provides confidential counseling services in the Student Affairs Office during fall and spring semesters for students who feel they have been victims of sexual violence. Benefits eligible staff and faculty should reach out to benefits@mcad.edu for resources. More information can be found in MCAD's Sexual Misconduct Policy which can be found on the MCAD Intranet under Title IX.

GRIEVANCE PROCEDURE FOR STAFF EMPLOYEES

INTRODUCTION: The College recognizes that misunderstandings, disputes, and discord may occur. Preferably, such issues should be settled informally by the employees speaking directly to each other with respect and dignity. If the issue is still not resolved, the employees should discuss the matter with their immediate supervisors.

However, when the dispute relates to an employee's belief that another employee has engaged in unlawful conduct, it must be brought to HR. When an employee alleges unlawful

discrimination or harassment on the basis of race, color, creed, religion, national origin, sexual orientation, disability, age, marital status, familial status or status with regard to public assistance, a grievance can be filed through the process described below.

Complaints of sexual harassment and/or sexual misconduct are to be raised in accordance with the MCAD's Sexual Misconduct Policy which can be found on the MCAD Intranet under Title IX.

FILING A FORMAL GRIEVANCE: If an employee is alleging discrimination or other unlawful conduct in connection with disciplinary actions, performance review, salary or other conditions of employment, the employee should notify their immediate supervisor, in writing, within thirty (30) days of the events that form the basis of the grievance. The employee's written grievance should be as specific as possible and include a statement of the facts, relevant documentation supporting the grievance, and a requested remedy. If the employee's grievance concerns the immediate supervisor, the employee should submit their written grievance to HR. If the grievance concerns the office of Human Resources, the written grievance should be submitted to the President of the College. If the grievance concerns the President of the College, the written grievance should be submitted to the Chair of the College's Board of Trustees. The decision of the Chair of the Board of Trustees is final.

The grievance will be promptly investigated. Such investigation may include a meeting with the grievant, the employee against whom the grievance is filed, and other individuals who may have knowledge of the events alleged in the grievance. HR or the Vice President of Student Affairs will respond to the grievance in writing.

If the grievant is dissatisfied with the decision by the Vice President for Administration, Vice President for Student Affairs, or President, as described above, the employee may file a written appeal with the Chair of the College's Board of Trustees. Such an appeal must be filed within fourteen (14) days of the decision from the Vice President for Administration, Vice President for Student Affairs, or President, as appropriate.

Time spent by employees in meetings and interviews concerning a grievance during normal work hours is considered hours worked for pay purposes.

CAMPUS SEX CRIMES PREVENTION ACT OF 2000

Faculty, staff, and students are required to comply with the Sex Crimes Prevention Act of 2000, including registration with appropriate State Agencies if applicable. Information concerning registered sex offenders who are enrolled or employed at MCAD can be obtained from the Campus Safety Department.

SAFETY

CAMPUS SAFETY CONTACTS

EMERGENCY	612.874.3555 or X1555
NON-EMERGENCY	612.874.3700 or X1700
NON-EMERGENCY EMAIL	campus_safety@mcad.edu

The Department of Campus Safety is responsible for the overall safety and security of all faculty, staff, students, and visitors on campus. Campus Safety Officers are available 24 hours a day, 7 days a week, and 365 days a year. Campus Safety works closely with the Minneapolis Police Department on criminal matters, neighborhood issues, and crime prevention to make a more safe and secure campus environment.

Campus Safety Officers provide first aid (including an on-site defibrillator), escorts, and vehicle jump starts. Services are offered on campus and within a two-block radius of campus, 24 hours a day. Employees are required to have their MCAD identification card visible at all times.

If an employee is a victim or witness of any crime or incident, they are encouraged to make a report to Campus Safety or the Minneapolis Police Department promptly. All reports will be documented, communicated, and investigated. Assessments may also be made to ensure the ongoing safety of the community. Dial 612.874.3555 or X1555 in emergency situations, or 612.874.3700 or X1700 to reach MCAD Campus Safety for non-emergency situations. For information on crime prevention, location of emergency call boxes, or any other safety and security matter, please contact Campus Safety or stop at the office located next to the Main Gallery.

SAFETY COMMITTEE

MCAD's Safety Committee is composed of faculty, staff, and student representatives. Its primary purpose is to ensure as healthy an environment as possible for all students, employees, and visitors.

If an employee becomes aware of a safety problem, please contact the Occupation Health and Safety Coordinator.

Please reference the Emergency Action Plan Manual and Employee Safety Manual for more detailed information, which is available on the Occupational Health and Safety Intranet page.

WORKPLACE INJURIES AND COMPENSATION

If an employee is injured at work, they should seek appropriate care depending on the severity of the injury. As soon as possible, they should complete and submit a First Report of Injury (FROI) to their immediate supervisor. Supervisors should send completed FROIs to hr@mcad.edu.

As provided by law, the College carries workers compensation insurance to cover on-the-job injuries. As part of MCAD's Workers' Compensation Program, the College has established a Return-to-Work Program. The goal of this program is, when appropriate, to return the injured employee to work (either to the original job or to a transitional assignment) as soon as possible, if feasible.

Generally, missed time not covered by workers compensation (such as appointments or the first three (3) days of missed work) should be designated as sick time. Additional information can also be found in the Employee Safety Manual located on the Occupational Health and Safety Intranet page.

Neither MCAD nor its insurance carrier will be liable for the payment of workers' compensation benefits for non-work-related injuries or illnesses. Filing a claim for workers' compensation benefits for non-occupational injuries or illnesses or providing false information to MCAD or other involved parties in connection with a workers' compensation, unemployment compensation, disability, or any other claim, may result in discipline, up to and including discharge, as well as denial of benefits and civil and/or criminal prosecution.

CAMPUS SECURITY / CLERY ACT REPORT

The Annual Campus Security Report is available on the Campus Safety resources page on the intranet. This report includes campus crime statistics for the most recent three-year period and a broad range of institutional policies concerning campus security. A copy of this report is also available by contacting the Campus Safety Department, Minneapolis College of Art and Design, 2501 Stevens Avenue South, Minneapolis, MN 55404 or by calling 612.874.3700 or X1700.

WEAPONS ON CAMPUS

To help maintain a safe learning, living, and working environment, the possession, use, display, manufacture, sale, transfer, or storage of weapons and dangerous items is prohibited on College-owned, leased, or controlled property; in College housing; while operating College vehicles; and during College-sponsored activities, except as specifically authorized by the College or otherwise permitted by law.

For purposes of this policy, weapons and dangerous items include firearms, ammunition, explosives, incendiary devices, and any object, instrument, article, or substance that is used, intended to be used, or reasonably could be used to threaten, intimidate, or cause harm to another person. This policy does not prohibit the legitimate use of tools, equipment, utensils, materials, or instruments required for academic, artistic, residential, maintenance, culinary, operational, or other authorized College purposes. However, if determined by the College, such

items may be considered prohibited when possessed, displayed, or used in a manner inconsistent with their intended purpose or that creates a threat to the safety of others.

RIDEABLES AND ELECTRIC MOBILITY DEVICES

Bicycles, e-bikes, scooters, e-scooters, skateboards, and similar rideable devices may be used on campus when operated safely and in accordance with applicable laws.

Rideable operators must yield to pedestrians, maintain safe speeds, and slow to walking speed or dismount in congested areas. Rideable devices may not be used recklessly, for stunts or tricks, on stairs or railings, or in any area where their use is prohibited. Individuals are responsible for the safe operation, storage, and security of their rideable devices. The College is not responsible for loss, theft, or damage to personal rideable devices.

Rideable devices may not obstruct sidewalks, building entrances, exits, hallways, stairwells, or accessibility routes. Improperly stored devices may be removed by the College. Battery-powered rideable devices may not be charged inside College buildings.

Additional requirements and procedures are available in the full Rideables and Electric Mobility Devices Policy on the Campus Safety website.

Individuals with medically necessary mobility devices may contact Campus Safety if charging is required.

SMOKING ON CAMPUS

Smoking is prohibited in all college buildings and within twenty (20) feet of all building entrances. This policy also applies to e-cigarettes and other smoking alternatives. Smoking is not permitted on the College Center balcony.

Smoking or vaping cannabis is prohibited on MCAD premises, including in areas where tobacco smoking is permitted.

DRUGS AND ALCOHOL ON CAMPUS

The goal of MCAD is to establish and maintain a creative environment free from the effects of drug and alcohol abuse in compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

MCAD prohibits the unlawful manufacture, distribution, sale, dispensation, attempted dispensation, possession or use of illegal drugs (including narcotics) and cannabis by employees while in the office, during scheduled working hours outside the office, or while performing MCAD business. Additionally, MCAD prohibits employees from possessing, selling, consuming, or being under the influence of alcohol while in the office, during working hours outside the office, or while performing MCAD business. Any employee who violates this policy will be subject to disciplinary action up to and including termination.

The unlawful possession, use, distribution, manufacture, or dispensing of illicit drugs or cannabis is prohibited on MCAD property or as part of MCAD activities. The only time alcohol may be possessed or consumed on MCAD property is in moderation by persons 21 years of age or older at approved campus events.

MCAD's expectation in these situations is that employees exercise good judgment and maintain professionalism. Employees should not return to work if they have been drinking. All employees are expected to comply fully with all laws, including laws prohibiting the operation of motor vehicles while under the influence of alcohol.

Violation of this prohibition against illicit drugs, cannabis and alcohol may lead to disciplinary action, up to and including termination. Referral for prosecution under criminal law is also possible.

All employees are required to notify HR of any criminal drug statute conviction for a violation occurring in the workplace within five (5) calendar days of such conviction. The possibility of continued employment with the College is expressly conditioned upon full compliance with this statement. Within thirty (30) days of notification of a criminal drug conviction occurring in the workplace, MCAD will determine the appropriate personnel action, up to and including termination of employment.

MCAD will report all employee convictions of a criminal drug statute occurring in the workplace to the appropriate federal contracting officer or granting agency within ten (10) days of actual notice of said conviction.

ADDICTION: MCAD recognizes that alcohol, cannabis and drug abuse and addiction are treatable illnesses. Early intervention and support improve the success of rehabilitation. If an employee has problems with drugs, cannabis and/or alcohol and wishes to undertake rehabilitation, they can request leaves of absence for this purpose. Treatment for alcoholism, cannabis addiction and/or other drug use disorders may be covered by employee benefit plans. However, the ultimate financial responsibility for recommended treatment belongs to the employee. It is the employee's responsibility to seek help before the problem adversely affects their work performance or results in a violation of this policy. If an employee needs assistance in seeking this help, they may talk to their supervisor or HR or utilize the following resources:

- Employee Assistance Program (EAP) through the group health insurance plan. All employees, whether they are on our group health insurance plan or not, can utilize the EAP.
- The Substance Abuse and Mental Health Services Administration (SAMHSA) website
- The Center for Disease Control (CDC) website

All information received by MCAD through the Drug & Alcohol Policy is confidential to the greatest extent possible. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

ANIMALS ON CAMPUS

Animals, other than bona fide service animals or those serving as subjects for a drawing class, are not permitted in College buildings without prior approval from the Associate Vice President of Facilities.

INCLEMENT WEATHER

In the event that the College closes due to inclement weather or any other type of emergency, an announcement will be shared via mcad.omnilert.edu and will also be broadcast over WCCO TV, WCCO Radio (830 AM), KSTP TV, and KSTP Radio (1500 AM). An announcement will also be posted on the MCAD.edu website.

If the College is officially closed on a regularly scheduled workday, employees will be paid based on the time they were scheduled to work.

CAMPUS ACCESS FOR FORMER EMPLOYEES

Former employees* are welcome to visit the Minneapolis College of Art and Design (MCAD) campus as guests. However, to ensure the safety and privacy of the campus community, access to non-public or restricted areas (such as offices, studios, classrooms, and administrative spaces) is subject to the following requirements:

- Advance Notice: Former employees must provide prior notice of their visit to the relevant department or host employee.
- Check-In: Upon arrival, all former employees must check in with MCAD Campus Safety to receive visitor identification or escort clearance.
- Escort Requirement: For private or restricted spaces, former employees must be accompanied by a current MCAD employee at all times.

Unauthorized or unescorted access to non-public areas is not permitted. MCAD reserves the right to deny or limit campus access at its discretion to maintain a secure and respectful environment.

*”Former employees” do not include faculty who hold emeritus status.

SEPARATION OF EMPLOYMENT

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Due to the at-will nature of employment at MCAD, any employee may leave employment with the College or may be terminated by the College at any time and for any reason, with or without prior notice. MCAD requests that all employees who plan to resign give a minimum of two (2) weeks written notice.

For payroll and benefit purposes, the last day of active employment will be the termination date. MCAD complies with state laws concerning the payment of final wages. Employees may be paid for any applicable vacation balances on a separate check, unless they fail to provide sufficient written notice of resignation. Employees will not be paid for any accrued/unused Sick or Safe Time, Volunteer Time Off, Summer Days, or personal holiday time. MCAD will make additional deductions, if necessary, from the employee's last check to cover their portion of health and dental insurance premiums through the end of the month.

At the time of termination, all keys, credit cards, ID cards, tools, equipment, library books, and any other property issued must be promptly returned.

UNEMPLOYMENT COMPENSATION

As provided by law, employees may be eligible for unemployment insurance benefits as administered by the Minnesota Department of Economic Security. This Department can be contacted for further information.

Unemployment is generally governed by the state in which the employee works. Employees working remotely in other states should contact Human Resources for further information on unemployment benefits.

BENEFITS CONTINUATION (COBRA)

In accordance with state and federal laws, terminated employees, enrolled spouses, and children may be eligible to extend their medical, dental, and life insurance benefits by paying the full, group rate of such insurance for the period required by law. For a full statement of employee extension rights, see the current MCAD Benefits Guide.

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