

2023-2024 DMACC Annual HR Compliance Information for Employees

Policies and Procedures: It is your responsibility to follow DMACC policies and procedures. Click on the titles listed below to review this information.

- **Board Policies**
- **HR Procedures**
- **Discrimination Complaint Procedure for Employees and Applicants – HR3010**
- **Consensual Relationship Procedure HR3006**
- **DMACC Policy & Procedure Website**

Nondiscrimination Statement:

Des Moines Area Community College shall not engage in nor allow discrimination covered by law against any person, group or organization. This includes in its programs, activities, employment practices, or hiring practices, and harassment or discrimination based on race, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, disability, genetic information (in employment) and actual or potential parental, family or marital status. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law.

Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. ADA questions and concerns may be directed to the Section 504/ADA Coordinator at 2006 S. Ankeny Blvd, Bldg 6, Ankeny, IA 50023, phone 515/964-6857, dso@dmacc.edu. Title IX questions and concerns may be directed to the Title IX Coordinator at 2006 S. Ankeny Blvd, Bldg 1, Ankeny, IA 50023, phone 515/964-6216, Title9@dmacc.edu. Questions or complaints about this policy may be directed to the Director of the Office for Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone 312/730-1560, fax 312/730-1576, TDD 800-877-8339, email OCR.Chicago@ed.gov.

DMACC offers career and technical programs in the following areas of study:

Agriculture, Natural and Environmental Science
Architecture, Engineering, and Construction
Arts, Design, and Visual Communication
Business, Management, and Marketing
Education, Public, and Human Services
Health Science
Hospitality and Culinary
Information Technology
Manufacturing
Transportation & Logistics

Entrance requirements for specific programs can be found at <https://internal.dmacc.edu/admissions/Pages/checklist.aspx>.

DMACC Disability Services Coordinator and DMACC Section 504/ADA Coordinator: The DMACC Disability Services Coordinator is Jennifer Argo, jdargo@dmacc.edu, Phone: 515-964-6850. The DMACC Section 504/ADA Coordinator is Sharon Bittner, Director Academic Support Services, sgbittner@dmacc.edu, Phone: 515-964-6857. The Disability Services Office, dso@dmacc.edu, is located at 2006 S Ankeny Blvd, Building 6, Room 10B, Ankeny, IA 50023, Phone: 515-964-6234. Further information may be found at [Disability Services Office \(dmacc.edu\)](http://DisabilityServicesOffice(dmacc.edu))

DMACC Affirmative Action Officer: The DMACC Affirmative Action Officer is Jenifer Owenson, Executive Director Human Resources. Address: Human Resources, 2006 S Ankeny Blvd Building 1, Ankeny, IA 50023. Phone: 515-964-6301.

New Process for Reporting Worker's Compensation Related Injuries: There is a new process for reporting injuries at work. If you are injured at work or a student is injured during the course of instruction in your classroom, the following steps need to be completed:

1. **Emergency Care:** In the event of an emergency, seek immediate treatment at the nearest emergency facility. When it is safe to do so, move forward with the following steps.
2. **Report Your Work-Injury:** Immediately report your work-injury to your supervisor, if available.
3. **Phone EMC OnCall Nurse at 1-844-322-4668 (24 hours/7 days a week):** You and your supervisor, if available, should call EMC OnCall Nurse. Please identify yourself as an employee or student of DMACC. You will then discuss the extent of your injury with a registered nurse and be guided to the appropriate level of care.
4. **Follow EMC OnCall Nurse's Instructions:** When care is needed, the registered nurse will provide treatment recommendations and/or a preferred medical facility for work-injury treatment. Please proceed with treatment as recommended by the EMC OnCall Nurse.

Employee Assistance Program: DMACC employees in need of assistance for such items as counseling, legal issues, financial planning, child/elder care, or other personal issues are encouraged to access the Employee Assistance Program (EAP) provided by Lincoln Financial Group. *EmployeeConnect Plus* can be accessed online at www.GuidanceResources.com (Organization Web ID needed to Register = Lincoln) or by calling 855-327-4463 to speak with a Guidance Consultant.

Employee Wellness Reimbursement Update: DMACC will provide each Regular employee a one-time per fiscal year reimbursement toward a fitness/exercise membership. Maximum reimbursement for FY24 is \$240. Employee membership at Trail Point is partially subsidized by the college, and therefore is excluded from the reimbursement benefit. The form to use to request reimbursement is available on the HR forms page at <https://internal.dmacc.edu/hr/Pages/forms.aspx>.

1st Amendment/Freedom of Speech training is required for employees each year – The training is assigned to employees through the Vector/Safe Colleges training system at <https://dmacc-ia.safecolleges.com/login>. If you haven't completed the assigned training for FY24 yet, please do so.

Family Medical Leave Act (FMLA)

The FMLA provides employees with up to 12 workweeks of unpaid, job-protected leave per year for specific family and medical reasons. If you have worked for DMACC for at least 12 months, at a minimum of 1,250 hours in the last year, you may be eligible. For additional information about how this might apply to you, please refer to [HR 3720 Family and Medical Leave \(FMLA\)](#).

Protect Your DMACC User Name, Password and ID Number: These items provide access to your confidential information and should not be shared with anyone. Please notify DMACC Tech Support at techsupport@dmacc.edu or 515-965-7300 if you become aware that your DMACC information has been stolen and/or used inappropriately.

Copyright Reminder: DMACC complies with Article 1, Section 8 of the U.S. Constitution in the use of copyrighted works. DMACC Policy requires DMACC students, faculty, and staff to respect and acknowledge the works of others and to act responsibly and lawfully in the use of such materials. Use of copyrighted materials in any manner that is not allowed by the U.S. Copyright Act, subsequent guidelines, and/or other proprietary permissions is strictly prohibited ([MC323 -Copyright Compliance Board Policy](#)). Please review DMACC's website on the use of copyrighted materials at <https://libguides.dmacc.edu/copyright> for more information. For questions, please contact Rebecca Funke, Director of Library Resources, 515-964-6328 or rsfunke@dmacc.edu.

FERPA: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with regard to their educational records. FERPA information is available on the web at <https://www.dmacc.edu/ferpa/index.html>.

Bloodborne Pathogens Exposure Control Plan: The plan is available at the following website: <https://internal.dmacc.edu/hr/Documents/bbpathogenplan.pdf>. Those who maintain paper copies of the plan in offices or lab areas are responsible for ensuring all paper copies are updated to the most recent version of the plan. Recommendations for future changes and/or improvements to the plan or related engineering controls should be forwarded to Nathan Braymen, Safety Coordinator at ntbraymen@dmacc.edu.

Bloodborne Pathogens (BBP) training: BBP training is required annually for those in positions with exposure to bloodborne pathogens. BBP training is available through the Vector training system (previously Safe Colleges) located at <https://dmacc-ia.safecolleges.com/login>. If you need additional BBP training options please contact Carrie Haefner, Compliance Officer, at cahaefner@dmacc.edu, or 515-964-6288.

Mandatory Reporter Training regarding Child Abuse: All DMACC Credit Instructors (including adjuncts) and Employees who regularly work with children are designated as Mandatory Reporters and are required to complete Mandatory Reporter training every three years. Training is available through the AEA online training system at https://training.aealearningonline.org/index_login.php or through DHS at <https://lsglm700.learnsoft.com/LSGLM/Login/iowalogindhs.aspx>. Please submit all training certificates and questions to Carrie Haefner, Compliance Officer, at cahaefner@dmacc.edu, or 515-964-6288.

Title IX: Title IX is a federal civil rights law that prohibits gender discrimination in educational programs and activities. Title IX applies to admissions, financial aid, academics, athletics, career services, counseling, medical services, employment, and all other programs, events, and activities available at educational institutions. All forms of sexual discrimination are prohibited under Title IX including but not limited to sexual harassment, sexual assault, relationship/partner violence, stalking, sexual exploitation, and related retaliation. Des Moines Area Community College (DMACC) is committed to the principles of Title IX and to creating and maintaining an educational environment and workplace that is free from discrimination, sexual harassment, sexual assault, sexual intimidation, and sexual violence. Join DMACC in creating and supporting a discrimination free environment by supporting the principles of consent in all relationships, and by learning about Title IX. Anyone who believes they have experienced or witnessed misconduct or related retaliation, should promptly report such behavior to Campus Security or the Title IX Coordinator. Please review the DMACC Title IX website located at <https://www.dmacc.edu/titleix/index.html> for additional information.

DMACC Title IX Coordinator: The DMACC Title IX Coordinator is Debbie McKittrick, Judicial Office/Title IX Coordinator. Address: 2006 S Ankeny Blvd Building 1, Ankeny, IA 50023. Phone: 515-964-6574.

Title IX Employees of Authority: Everyone employed at DMACC is considered a Mandatory Reporter and has an obligation to report any Title IX issue to the Title IX Coordinator.

Title IX Awareness and Disclosure Training is required for all DMACC employees and is assigned through the Vector Solutions training system (previously SafeColleges) at <http://dmacc.ia.safecolleges.com/login>. If you haven't completed this Title IX assignment yet this school year, please click the link above, log in and complete the Title IX Awareness and Disclosure assignment. Login directions and contact information for technical issues are provided on the website. Questions about Title IX training requirements should be directed to Debbie McKittrick, Title IX Coordinator dkmckittrick@dmacc.edu or 515-964-6574.

Campus Safety and Security Information:

Des Moines Area Community College (DMACC) recognizes the importance of maintaining a safe and secure learning environment. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Higher Education Opportunity Act (HEOA), an Annual Security and Fire Safety Report is published. These acts mandate that institutions of higher education provide specific information.

The information in this report includes College policies, crime statistics, fire statistics, safety tips, emergency phone numbers and an overview of some of the programs offered by the College. The annual statistics are prepared by collecting crime data from DMACC Security records and DMACC Incident Reports. In addition to information provided by on-campus reporters, DMACC also requests crime statistics for specified geographic locations from other local law enforcement agencies. After the crime statistics are compiled, they are included in this Annual Security and Fire Report and submitted to the Department of Education.

The Annual Security and Fire Safety Report is available at the following website:

<https://internal.dmacc.edu/safety/Documents/annalsecurityreport.pdf>. A paper copy of this report is available at the Office of the Director of Safety and Security on the Ankeny Campus, Building 12 or by contacting Brian Endrizal, Director of Safety and Security at bendrizal@dmacc.edu or 515-964-6612.

Payroll Announcements:

- **Update Your Personal Information:** Please remember to update any changes to your personal address, phone number, email address and/or emergency contact information by going to the Employee Dashboard in Banner Self Service. Banner Self Service can be accessed by logging into My DMACC at [Des Moines Area Community College \(dmacc.edu\)](http://dmacc.edu).
- **Employee Dashboard:** The Employee Dashboard is where you would go to enter time worked and/or leave usage. The system is also used for viewing pay stubs, leave balances and W-2 information.
- **Time entry or leave instructions** and payroll information are available at: <https://internal.dmacc.edu/hr/pay/Pages/welcome.aspx>.
- **Direct Deposit:** All new employees are required to have direct deposit. Employees may select any financial organization they choose. The Direct Deposit Authorization Agreement form may be used for set up or modification of your direct deposit, and is located in the payroll section on the HR forms page at <https://internal.dmacc.edu/hr/Pages/forms.aspx>.

- **W-2s are electronic:** Employees will obtain their W-2 forms electronically through Banner Self Service on the Employee Dashboard. Employees will have an opportunity to request paper W-2 forms in January when 2023 W-2s are available.
- **Did you know that DMACC participates in the State's 403(b) and 457(b) tax deferred retirement savings plan?** You have the opportunity to save for retirement by participating in our 403(b) and/or 457(b) plan offered through the Retirement Investors' Club (RIC). You may participate by making pre-tax or post-tax Roth contributions, to one of the RIC investment providers. In general, you may contribute up to \$22,500 in 2023. This amount may be adjusted annually if declared by the IRS. If you are 50 or older, you may contribute an additional \$7,500. Also, for 403(b) only, you may be able to make additional catch-up contributions (up to an additional \$3,000) if you have at least 15 years of service with your current employer and have not exhausted your eligibility (\$15,000). Provider contact information is on the RIC website <https://das.iowa.gov/RIC/PSE/providers>. Additional Information is available at 403b <https://das.iowa.gov/RIC/403b>; or 457b <https://das.iowa.gov/RIC/PSE/DMACC>. You may also contact RIC at 866-460-4692.

Drug-Free Schools and Communities Act - Alcohol/Tobacco/Substance Abuse Information

Des Moines Area Community College (DMACC) strives to provide an educational environment that promotes the health and safety of students, faculty and staff. Accordingly, DMACC complies with Drug-Free Schools and Communities Regulations (EDGAR Part 86). The College has a Drug and Alcohol Abuse Prevention site located at <https://internal.dmacc.edu/consumerinfo/Pages/drugandalcoholabuseprevention.aspx>.

1. Standards of Conduct

The College shall take appropriate action, to the extent possible, to provide a work environment free of drugs and other illegal substances. The manufacture, possession, use and/or distribution of illegal substances is forbidden on any College property or at any College-sponsored activity. No employee or student may appear on College property if, as a result of the use of alcohol, drugs or other illegal substances, they cannot adequately perform normal functions or if they impede the normal operation of the College. ([BS5551 – Compliance with Drug Free Schools and Campuses Act](#)).

Compliance with this policy shall be a condition of employment. Any workplace-related violation leading to conviction shall be reported to Human Resources. Prior to reinstatement of any employee so convicted, or as a condition of continuing employment, completion of a drug abuse assistance or rehabilitation program shall be required. Educational information on drug abuse shall be made available to employees and students. ([DMACC Drug and Alcohol Abuse Prevention website](#)).

[DMACC's Student Conduct, Discipline and Appeals Procedure, ES 4630](#) and [Tobacco Free Campus, ES 4635](#), state that the following behaviors are prohibited:

- **Alcohol:** Using, possessing, misusing or being under the influence of any alcoholic beverage or other intoxicating beverage on College property or at College-sponsored functions except as authorized by College regulations or College authority.
- **Controlled Substances:** Manufacturing, processing, selling, delivering, providing, using, purchasing, misusing or possessing any narcotic drug, marijuana or other addictive, dangerous or controlled substance on College property or at College-sponsored functions. Drug paraphernalia is also prohibited.
- **Tobacco:** Consistent with the Smoke-Free Air Act and the findings of the U.S. Surgeon General that tobacco is a contributing factor to significant health hazards, the use of tobacco products, which includes smokeless and smoking tobacco, and electronic smoking devices is prohibited on all DMACC campuses/attendance facilities. Additional information can be found at:

internal.dmacc.edu/tobaccofree. The Human Resources procedure related to this is [HR3322 Tobacco and E-Cigarette Use on College Property](#).

2. Applicable Legal Sanctions and Penalties

Iowa Alcohol Related Penalties

- Underage possession/purchase/consumption: 1st violation-simple misdemeanor \$100.00 fine; 2nd violation-simple misdemeanor \$500.00 fine and loss of driving privileges not to exceed one year or substance abuse evaluation; 3rd and Subsequent violations-simple misdemeanor \$500.00 fine and loss of motor vehicle operating privileges for a period not to exceed one year. Additional information on legal penalties related to the State of Iowa Alcohol Law as it relates to those under age 21 can be found at: <https://abd.iowa.gov/alcohol/state-iowa-alcohol-law/minors-and-alcoholic-beverages>.
- Under Iowa state law, a person found guilty of operating a motor vehicle while under the influence of drugs or alcohol, or of having an alcohol concentration of .08% or higher, or of having any amount of a controlled substance in the person's blood or urine, shall be imprisoned for not less than 48 hours, fined not less than \$1,250 and shall have their driver's license revoked for a minimum of 180 days for the first offense, substance abuse evaluation and treatment, attendance at a course for driving drivers and additional prevention programs.. For the second OWI offense the punishments include a minimum of 7 days imprisonment, a fine of not less than \$1,875, revocation of the driver's license for a period of one year, substance abuse evaluation and treatment and attendance at a course for driving drivers and additional prevention programs. A third or subsequent OWI conviction is punishable by imprisonment of 30 days to 5 years, a fine of \$3,125 to \$9,375, revocation of the driver's license for a period of 6 years, substance abuse evaluation and treatment, attendance at a course for driving drivers and additional prevention programs. Additional information is available at <https://iowadot.gov/mvd/driverslicense/Suspensions-and-Revocations#owi>.
- If a person under 21 years of age is operating a motor vehicle with an alcohol concentration of .02%, but less than .08, the person's driver's license will be revoked for at least 60 days.

Federal and State Drug Penalties

- Iowa Drug Possession Penalties: 1st offense-serious misdemeanor, up to 1 year in jail & fines of \$2,560; 2nd offense-aggravated misdemeanor, up to 2 years in prison & fines of \$8,540; 3rd and greater offense-class D felony, up to 5 years in prison & \$10,245 in fines.
- Iowa Marijuana Possession Penalties: 1st offense-misdemeanor, 6 months in jail &/or fines of up to \$1,000; 2nd offense-serious misdemeanor, up to 1 year in jail &/or up to \$2,560 in fines; 3rd offense-aggravated misdemeanor, up to 2 years in prison &/or \$8,540 in fines.
- Iowa Code, Chapter 124 contains additional information on controlled substance violations and penalties at <https://www.legis.iowa.gov/docs/ico/chapter/124.pdf>.
- Iowa Department of Public Safety Division of Narcotics Enforcement has additional information available at <https://dps.iowa.gov/divisions/narcotics-enforcement#>.
- Federal Drug Convictions and Penalties: Information on Federal drug convictions and penalties can be found at https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30.

3. Health Risks

Information about health risks and effects of illicit drug use is available at <https://www.dea.gov/factsheets>. Information on health risks associated with alcohol abuse is available at <http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>.

4. Drug and Alcohol Related Resources

Substance Abuse Resources

Faculty and staff can access substance abuse resources through the Employee Assistance Program (EAP) provided by Lincoln Financial Group. *EmployeeConnect Plus* can be accessed online at www.GuidanceResources.com (Organization Web ID needed to Register = Lincoln) or by calling 855-327-4463 to speak with a Guidance Consultant. Questions about EAP can be directed to the DMACC Benefits Coordinator at 515-964-6372.

DMACC counselors provide education and prevention programming and are available on a confidential basis to assist students with substance abuse assessment, evaluation and referrals for treatment. Additional information can be found at: www.dmacc.edu/counseling/. Contact information for community resources can be found at: <https://internal.dmacc.edu/counseling/Pages/counseling-resources.aspx>.

5. Disciplinary Sanctions

Students: The unlawful manufacture, possession, use, distribution and/or misuse of illicit drugs or alcohol by students may result in sanctions that can include expulsion from DMACC. More information about the DMACC Student Conduct Code and possible sanctions can be found at: internal.dmacc.edu/studentconduct/.

Employees: The unlawful manufacture, possession, use, distribution and/or misuse of illicit drugs or alcohol by DMACC employees may result in discipline up to and including discharge. More information is available by viewing the DMACC employee [Discipline and Discharge procedure \(HR3235\)](#).