



# GILIGIA COLLEGE

## EMPLOYEE HANDBOOK

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## **Welcome to Giligia College!**

Starting a new job is exciting, but at times can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our school and answer many of your initial questions.

As an employee of Giligia College, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest-quality services to our students and to do so more efficiently and economically than our competitors. By satisfying our students' needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our school's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

Hovhanes Kartounian  
President

## **Mission Statement**

Giligia College is committed to educating students in selected fields with quality undergraduate education, professional studies and career-related certificate programs. Through its academic and co-curricular programs, we provide vast educational and career opportunities which relate to both academic and personal development of students. Our college strongly supports faculty involvement, community research, and creative work that will develop the communities located around our institution.

Giligia College instructs students to skilled proficiency levels by offering its approved courses and is committed to building greater access for initial employment and career advancement. Our institution prepares students to be responsible students, creative problem-solvers, and thoughtful leaders in a global society.

## **Objectives**

1. Make available learning that recognizes individual distinctions and esteems the right of persons to search for accomplishment of learning needs.
2. Present up to date set of courses, instructional substances, and gear to educate knowledge, abilities, and outlooks suitable to industry requirements.
3. Provide an educational environment that promote knowledge and supply secure, vigorous surroundings obtainable and available to all students who can gain from the course.
4. Supply educational teaching that holds up effective knowledge within the curriculum and that will improve specialized presentation on the job.

5. Grant employment abilities that support work approaches and work customs that will allow graduates of the course to execute as flourishing employees.
6. Offer learning that promotes growth of constructive security routines.
7. Offer information to the public concerning the program that will make easy staffing and conscription of students.
8. Endorse high-quality community relations using associates and habitual contact with business, industry, and the public division.
9. Provide an enlightening ambiance that endorses a constructive character and a sense of individual happiness.



# Table of Contents

## **Section 1: The Way We Work**

A Word About This Handbook.....	1
Building for the Future .....	3
Equal Employment Opportunity.....	4
A Word About our Employee Relations Philosophy .....	5
Grievance / Complaint Procedures .....	6
No Harassment.....	12
Categories of Employment .....	18
Immigration Reform and Control Act .....	19
New Employee Orientation.....	20
Talk to Us .....	24

## **Section 2: Your Pay and Progress**

Recording Your Time.....	1
Payday.....	2
Paycheck Deductions .....	2
Garnishment/Child Support .....	3
Performance Reviews .....	3
Overtime .....	4

## **Section 3: Time Away From Work and Other Benefits**

Employee Benefits.....	1
Holidays .....	1
Vacation.....	2
Paid Sick Leave.....	3
Jury Duty .....	5
Voting Leave.....	6

Military Leave .....	7
Civil Air Patrol Leave .....	8
Witness Leave .....	9
Bone Marrow and Organ Donation Leave.....	10
School Visitation Leave .....	11
Bereavement Leave .....	11
Leave of Absence.....	12
Domestic Violence Leave.....	13
Victims of Felony Crimes Leave.....	14
State Disability Insurance.....	15
Family Leave Insurance .....	16
Pregnancy Disability Leave.....	17
Social Security.....	19
Unemployment Insurance .....	19
Workers' Compensation .....	19
401(k) Qualified Retirement Plan .....	20
Employee Assistance Program .....	21

## **Section 4: On the Job**

Confidentiality of Student Matters .....	1
Care of Student Records.....	1
Wage Disclosure Protection.....	2
Attendance and Punctuality.....	3
Business Hours .....	3
Meal, Rest, and Recovery Time .....	4
Rest and Recovery Periods.....	6
Lactation Breaks.....	7
Work Assignments.....	8
Standards of Conduct.....	8
Access to Personnel Files .....	10
Student and Public Relations .....	11
Non-Solicitation .....	12
Distribution.....	13
Changes in Personal Data .....	13
Care of Equipment.....	14
Acceptable Use of Electronic Communications .....	14

Social Media .....	19
Dress Policy.....	21
Personal Hygiene .....	21
Protecting School Information .....	22
Conflict of Interest/Code of Ethics .....	23
Parking .....	24
If You Must Leave Us .....	25

## **Section 5: Safety in the Workplace**

Each Employee's Responsibility.....	1
Workplace Violence.....	2
Workplace Searches .....	3
No Weapons in the Workplace.....	4
In An Emergency .....	5
Substance Abuse .....	6



## **The Way We Work**

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## **A Word About This Handbook**

This Employee Handbook contains information about the employment policies and practices of the school. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the school. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The school retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the school. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The school complies with federal and state law and this handbook generally reflects those laws. The school also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

Except for the policy of at-will employment, the school reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the president of the school. No oral statements or representations can change the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time

will be put into writing and signed by the president of the school.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 rights.

**OUR SCHOOL IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE SCHOOL MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE SCHOOL IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE SCHOOL.**

This Employee Handbook refers to current benefit plans maintained by the school. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

## Building for the Future

As with any business, revenues are an absolute necessity for maintaining jobs and building for the future. Rather than look at generating sales and revenue as an "undesirable task", we look at it as a "must" situation. How do we continue to generate revenues to ensure a secure future and continued opportunities for all employees? With teamwork. Together we must meet the challenges we face on a daily basis.

In general, we have mentioned benefits, responsibilities and operations. We have saved the most crucial component of this business for last -- You.

At all times, you represent the school, and it is up to each one of you to take this responsibility seriously. Our school exists with your joint efforts. Don't underestimate your contribution to it. A great many people outside the business who invest their time, money and faith in us are part of that equation. They are our students. They will determine how fast we grow, how many people we will employ, how much service we render and the profit we make. In order to retain these students, we want to ensure that our good service continues by always giving our students the best possible value and quality. Working together and working well provides us with a bright future and with the most important commodity, a good reputation.

## **Equal Employment Opportunity**

Our school is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform servicemember status; or any other protected class under federal, state, or local law.

In California, the following also are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; sex; pregnancy, childbirth or related medical conditions or breast feeding; perceived pregnancy; actual or perceived gender; gender identity or expression (including transgender); sexual orientation; service in the military forces of the State of California or of the United States; military and veteran status; lawful conduct occurring during nonworking hours away from company premises; age [40 or over]; and citizenship status. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category.

You may discuss equal employment opportunity related questions with the chief administrative officer or any other designated member of management.

## **A Word About our Employee Relations Philosophy**

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual employee.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## **Grievance / Complaint Procedures**

It is expected that minor differences can be resolved without alternative to the process listed below. Nevertheless, there may be situations where a more formal process may be necessary. This process is planned to settle disagreements through mediation and reasoned discussion. It is not intended to displace the faculty or staff process, the administrative rules of the College or any provisions of the collective bargaining agreement between the faculty or staff member and the College or any other appeal/grievance already existing within a department. Usually the resolution of a complaint or grievance involves resolution of the problem/issue; not punishment of those involved. Faculty or staffs who intend to file a complaint or grievance must follow the instructions below.

### **Procedures for Complaints or Grievances Not Discussed Below**

More formal alternative procedures exist for situations such as when faculty or staff are incorrectly denied certain privileges, incorrectly has money withheld by the college, is charged with an offense under the code of conduct, is alleging unfairness on the basis of race, national origin, religion, gender, sexual orientation, age, disabling condition or marital status, or is alleging sexual harassment. For more formal procedures relating to such situations, consult the Affirmative Action Plan, Sexual Harassment Policy, Consensual Relationships Policy, Code of Conduct, Contested Case Procedures, or contact the Academic Standards Committee, the Affirmative Action Officer, or the Office or HR Director.

## Definitions

**A. Informal Complaint:** An informal complaint is defined as an issue that Faculty or staffs have with a staff member, administrator, or department or program of the College.

**B. Non-Academic Grievance:** A non-academic grievance occurs when a **Formal Grievance Form** has been filed because a Faculty or staff member believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies or procedures, or past practices by the College as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the faculty or staff member.

**C. Complainant/Grievant:** A complainant/grievant is an individual who believes his/her rights have been violated. **(Fill out a complaint form in conjunction with the formal grievance form)**

**D. Respondent:** A respondent is an individual who is the subject of the grievance or complaint, if applicable.

**E. Appellant:** An individual who is filing an appeal.

**F. Appeal:** The resolution of a non-academic grievance may be appealed. Appeals must be based on the issue of substantive or procedural errors which are prejudicial to impartial consideration of the case.

**G. Confidentiality:** It is understood that committee members, faculty, staff, and administrators involved in the discussion of complaints or grievances will maintain professional standards of confidentiality. Employees should be aware that every effort will be made to maintain confidentiality; however, College officials may

be obligated to disclose information to law enforcement or other agencies as required by law.

## **Informal Complaints**

### **A. Resolving a Non-Academic Informal Complaint:**

The faculty or staff member must first discuss and attempt to resolve the issue with whomever the issue arose, if at all possible. Please note, this requirement does not apply in cases of alleged sexual harassment, sexual misconduct or discrimination. In those cases, the faculty or staff member should contact the Affirmative Action Officer for guidance. In the event that such an informal discussion is not possible or the issue is not resolved, then the faculty or staff member should contact the HR Director / HR Department, or designee to try to reach an informal resolution. The faculty or staff member must initiate a complaint no later than thirty (30) work days after the alleged incident. The HR Director / HR Department receiving the complaint shall attempt to resolve the matter and report the decision, in writing, to the complainant(s) and respondent(s) via their College assigned email address within fifteen (15) work days of receiving the complaint.

**B. Initiating a Grievance:** If the complaint is not resolved informally and the faculty or staff member wishes to continue the process, the faculty or staff member must present a completed **Formal Grievance form** (copies are provided in the HR Office and discussed in hiring process) to the HR Department. Prior to any grievance action, the complainant(s) must attempt to obtain a satisfactory resolution through the Informal Complaint process. A grievance petition must be filed no later than thirty (30) work days after the notice of informal complaint resolution decision, or if no decision was issued, no later than thirty (30) work days after the applicable decision deadline.

**C. Grievance Petition:** A Grievance Petition must be in writing and contain:

1. The grievant(s)'s name, student identification number (if applicable), and contact information, including email address
2. The name(s) of the respondent(s)
3. A detailed description of the nature of the grievance and the actual harm suffered by the student
4. A detailed description of attempts at informal resolution
5. A detailed description of the relief sought
6. Signature of complainant(s)
7. Date of grievance submission

### **Appeal**

**A. Initiating an Appeal:** A faculty or staff member may submit an appeal to the HR Department within ten (10) work days of the notification of the grievance decision, or if no decision was issued, no later than ten (10) work days after the applicable decision deadline. The specific grounds to be addressed are:

1. Were the procedures of the policy followed?
2. If a procedural error occurred, were the rights of the grievant violated to the extent that a fair review was not conducted?
3. Was the review conducted in a way that did not permit the grievant adequate notice and opportunity to present facts?
4. Was the information presented during the review sufficient to justify the decision reached?
5. Was there relevant information existing at the time of the review that was not discovered until after the review that is sufficient to alter a decision.

**B. The Appeal Form:** An appeal must be in writing and contain:

1. The appellant(s)'s name and contact information, including email address
2. A detailed description of the nature of the appeal
3. A copy of the findings of the complaint review/hearing and supporting documents
4. The specific grounds supporting the appeal. This must be one of the criteria listed in Section IV (A), above.
5. A detailed description of the relief sought
6. Signature of appellant(s)
7. Date of grievance submission

**C. The Appeal Process:** To file an appeal, the faculty or staff member must submit a completed appeal form to the Colleges HR Department. The appeal will be reviewed within fifteen (15) work days of receipt. HR will notify the complainant(s), respondent(s) and appropriate college, dean, director, administrator, or designee of the decision, in writing via their email addresses, within ten (10) work days of their decision. In the event of an appeal, no less than five (5) members of the HR committee must be present to hear the case. In the event of a split vote the appeal is denied. Except as the HR Committee determines necessary to explain the basis of new information, an appeal is limited to a review of underlying decision, the file supporting the decision as provided by the decision-makers and any statement supporting the appeal submitted by the appellant:

1. To determine if the grievance procedures policy and investigation was conducted fairly in light of the complaint and grievance made and information presented and giving the appellant(s) a reasonable opportunity to present information. A deviation from procedures required by this policy will not be a basis for sustaining an appeal unless significant prejudice of impartial consideration of the case results.
2. To determine whether the decision reached regarding the matter was based on substantial information, that is, whether there were facts that, if believed by the college president, were sufficient to support the grievance decision.
3. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original complaint or grievance, but only if such information or facts were not known to the grievant at the time of presenting the grievance.

If the HR decision making Committee overrules a decision in whole or in part, it may:

1. Modify the decision; or
2. Remand for further proceeding.

No appeal shall be allowed unless the appellant cites specifically to the grievance record and states with specificity the grounds under which the appeal shall be allowed. Any appeal submitted that does not include the required information will be dismissed without review.

## **No Harassment**

We are committed to providing a work environment that is free of unlawful harassment, discrimination and retaliation. In furtherance of this commitment, the school strictly prohibits all forms of unlawful discrimination and harassment, including: discrimination or harassment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, protected medical condition (including genetic characteristic), genetic information, marital status, sex (including pregnancy, childbirth or related medical condition, or breast feeding), gender, gender identity or expression (including transgender), age for individuals over forty years of age, military or veteran status, sexual orientation, citizenship status, or any other category protected by applicable state or federal law.

The school's policy against unlawful harassment, discrimination and retaliation applies to all employees, including supervisors and managers, as well as to all unpaid interns and volunteers. The school prohibits managers, supervisors and employees from harassing co-workers as well as the school's students, vendors, suppliers, independent contractors and others doing business with the school. Any such harassment will subject an employee to disciplinary action, up to and including immediate termination. The school's likewise prohibits its students, vendors, suppliers, independent contractors and others doing business with the school from harassing, discriminating or retaliating against our managers, supervisors and employees.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct including harassment based on sex, gender, gender identity or expression, and sexual orientation. By way of

illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- unwanted sexual advances;
- offering an employment benefit (such as a raise, promotion or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee's failure to engage in sexual activity;
- visual conduct, such as leering, making sexual gestures, and displaying or posting sexually suggestive and/or derogatory objects or pictures, drawings, cartoons or posters;
- verbal sexual advances, propositions, requests or comments;
- sending or posting sexually-related messages, videos or messages via text, instant messaging, or social media;
- verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes or invitations;
- physical conduct, such as touching, groping, assault, or blocking movement;
- physical or verbal abuse concerning an individual's gender, gender identity or gender expression; and
- verbal abuse concerning a person's characteristics such as pitch of voice, facial hair

or the size or shape of a person's body, including remarks that a male is too feminine or a woman is too masculine.

Other Examples of What Constitutes Prohibited Harassment: In addition to the above listed conduct, the school strictly prohibits harassment concerning any other protected characteristic. By way of illustration only, and not limitation, such prohibited harassment includes:

- racial or ethnic slurs, epithets, derogatory comments and any other offensive remarks;
- jokes, whether written, verbal, or electronic;
- threats, intimidation, and other menacing behavior;
- assault, impeding or blocking movement, or any physical interference with normal work or movement;
- inappropriate verbal, graphic, or physical conduct;
- sending or posting harassing messages, videos or messages via text, instant messaging, or social media; and
- other harassing conduct based on one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask your supervisor or another member of management.

Prohibition Against Retaliation: The school is committed to prohibiting retaliation against those who themselves or

whose family members report, oppose, or participate in an investigation of alleged unlawful harassment, discrimination, or other wrongdoing in the workplace. By way of example only, participating in such an investigation includes, but is not limited to:

- filing a complaint with a federal or state enforcement or administrative agency;
- participating in or cooperating with a federal or state enforcement agency conducting an investigation of the school regarding alleged unlawful activity;
- testifying as a party, witness, or accused regarding alleged unlawful activity;
- making or filing an internal complaint with the school regarding alleged unlawful activity;
- providing notice to the school regarding alleged unlawful activity; and
- assisting another employee who is engaged in any of these activities.

The school is further committed to prohibiting retaliation against qualified employees who request a reasonable accommodation for any known physical or mental disability and employees who request a reasonable accommodation of their religious beliefs and observances.

## **What You Should Do If You Feel You Are Being or Have Been Harassed, Discriminated Against or Retaliated Against**

If you feel that you are being or have been harassed, discriminated against or retaliated against in violation of this policy by another employee, supervisor, manager or third party doing business with the school, you should immediately contact the chief administrative officer at (818) 881-1112. In addition, if you observe harassment by another employee, supervisor, manager or non-employee, please report the incident immediately to the individual listed above.

Supervisors who receive any complaint of harassment, discrimination or retaliation must promptly report such complaint to the chief administrative officer at (818) 881-1112 so that the school may resolve the complaint internally.

Your notification of the problem is essential to us. We cannot help resolve a harassment problem unless we know about it. Therefore, it is your responsibility to bring your concerns and/or problems to our attention so we can take whatever steps are necessary to address the situation. **The school takes all complaints of unlawful harassment seriously and will not penalize you or retaliate against you in any way for reporting a harassment problem in good faith.**

All complaints of unlawful discrimination, harassment, or retaliation which are reported to management will receive a timely response and will be thoroughly investigated in a fair and prompt manner by impartial and qualified personnel. Investigations will be conducted in a manner which provides all parties with appropriate due process, reaches a reasonable conclusion based on evidence collected and ensures timely closure. In addition, the school will ensure that the investigation is properly documented and tracked for reasonable progress. Upon conclusion of such investigation, appropriate remedial and corrective action will be taken where warranted, including disciplinary action, up to and including immediate termination. The school prohibits employees, supervisors, and managers from hindering internal investigations and the internal complaint procedure. All complaints of unlawful misconduct reported to management will be treated as confidentially as possible, consistent with the school's need to conduct an adequate and thorough investigation.

**Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination.** Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination. **Additionally, under California law, employees may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.**

## **Categories of Employment**

**INTRODUCTORY PERIOD:** Full-time and part-time regular employees are on an introductory period during their first 90 days of employment.

During this time, you will be able to determine if your new job is suitable for you and the director will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

For purposes of this handbook, **FULL-TIME EMPLOYEES** regularly work at least a 30-hour workweek. For other purposes, such as eligibility for health care benefits, the definition of **FULL-TIME EMPLOYEES** may be different.

**PART-TIME REGULAR EMPLOYEES** regularly work 29 hours or more each week.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

**NON-EXEMPT EMPLOYEES** are entitled to overtime pay as required by applicable federal and state law.

**EXEMPT EMPLOYEES** are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, the chief administrative officer will notify you of your employment classification.

## **Immigration Reform and Control Act**

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our school is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the school.

## **New Employee Orientation**

Effectively orienting new employees to the campus and to their positions is critical to establishing successful, productive working relationships. The employee's first interactions should create a positive impression of the department and the campus. The time that is spend planning for the new hires first days and weeks on the job will greatly increase the chance for a successful start.

**Guiding Principles**  
**Before the Employee Arrives**  
**The First Day on the Job**  
**Follow-up Meetings**  
**Supervisor's Checklist for New Employee Orientation**

### **Guiding Principles**

An effective orientation will:

- Foster an understanding of the campus culture, its values, and its diversity
- Help the new employee make a successful adjustment to the new job
- Help the new employee understand her role and how she fits into the total organization
- Help the new employee achieve objectives and shorten the learning curve
- Help the new employee develop a positive working relationship by building a foundation of knowledge about campus mission, objectives, policies, organization structure, and functions

## Before the Employee Arrives

The new employee orientation process begins before the employee comes to work. Planning ahead for the new employee's arrival will allow them to spend productive time on that first day. So, before the employee arrives Giligia Colleges Human Resources staff will:

Notify everyone in their department that a new person is starting and what the person's job will be. Ask the other staff members to welcome the new employee and encourage their support.

Prepare interesting tasks for the employee's first day.

Make a copy of the job description, new hire paper work which includes Notice of Discipline Policy for Employee, Self-Identification Form, Attendance Policy Disclosure and if it's a faculty member a Faculty Minimum Requirements form.

Make sure the employee's work location is available, clean, and organized.

Make sure a copy of the Giligia College policy manual, college catalog, student handbook and employment contract is available for the employee.

If possible, identify a staff member to act as a buddy for the first week.

Put together a list of key people the employee should meet and interview to get a broader understanding of their roles

Arrange for a building pass, parking pass, and IDs if necessary.

## **The First Day on the Job**

A new employee may be anxious about starting a new job. Try to create a comfortable environment and remember not to overwhelm the new employee with too much information on the first day. Orientation is a continuing process, so there will be plenty of time to give the employee all the necessary information. On the first day:

Give a warm welcome and try to reduce any nervousness the new employee may feel.

Discuss your plan for first day.

Introduce the employee to other staff members.

Show the new employee around the office.

Review the job description card and organizational charts with the employee.

Review telephone, fax, e-mail, and Internet use

Have the new employee complete all the necessary personnel forms.

## **Follow-up Meetings**

Over the next few weeks, schedule meetings with the employee to discuss the following:

**Mission statements.** Discuss the mission statement of the college and how the goals and objectives of your department help support that mission.

**Performance evaluation process.** Explain that you and the new employee will be developing a performance plan, discussing his / her progress and evaluating his / her performance. Explain the timing of evaluations and the methods you'll use to measure progress.

**Controlled substances.** Explain that the college does not tolerate the use of illegal substances or abuse of legal substances on the premises or reporting to work in an unsafe condition.

**Security.** Discuss your department guidelines on security, such as keeping doors, cabinets, and file drawers locked.

**Safety.** Review the University's policies and your department's policies on safety in the workplace with your new employee. Evacuation procedures, emergency preparedness guidelines, and the escort service should be included in this review.

**Injuries on the job.** Discuss procedures for handling injuries on the job. Tell the employee to report all job-related injuries to you, regardless of how minor.

**Training plan.** Discuss your training plan with the employee. Consider incorporating any changes the employee suggests. Implement any changes that you both agree upon.

**Other resources.** Tell the employee about any other resources that will help get the job done, Accounting, your department's Personnel Manager, or Mail Services.

## **Talk to Us**

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to the director so that the problem can be settled by examination and discussion of the facts. We hope that the director will be able to satisfactorily resolve most matters.

If you still have questions after meeting with the director or if you would like further clarification on the matter, request a meeting with the chief administrative officer. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the president.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with the director or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.

## **Your Pay and Progress**

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## Recording Your Time

Non-exempt employees must record their hours on time sheets. Give them to the business manager & payroll specialist Wednesday morning.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Monday and ends on Sunday.

## **Payday**

You will be paid biweekly on Friday for the period that ends on the previous Saturday.

When our payday is a holiday, you normally will be paid on the last working day before the holiday.

Please review your paycheck for errors. If you find a mistake, report it to the business manager & payroll specialist immediately. The business manager & payroll specialist will assist you in taking the steps necessary to correct the error.

## **Paycheck Deductions**

The school is required by law to make certain mandatory deductions from your paycheck each pay period. Mandatory deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

The school will not make deductions to an employee's pay which are prohibited by state or federal law or regulation, including those established by the United States Department of Labor.

If questions or concerns about any pay deductions arise, discuss and resolve them with the business manager & payroll specialist.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment which will be paid no later than your next regular payday.

## **Garnishment/Child Support**

When an employee's wages are garnished by a court order, our school is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our school will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment.

## **Performance Reviews**

Your performance is important to our school. Once each year, on or about your anniversary date, your supervisor will review your job progress within our school and help you set new job performance plans.

New employees will generally be reviewed at the end of their introductory period.

Our performance review program provides the basis for better understanding between you and your supervisor, with respect to your job performance, potential and development within the school.

## **Overtime**

There may be times when you will need to work overtime so that we may meet the needs of our students. Although you will be given advance notice when feasible, this is not always possible. If you are a non-exempt employee, you must have all overtime approved in advance by your supervisor.

Generally, unless an alternate workweek is in effect or state law dictates otherwise, non-exempt, non-agricultural workers will be paid at a rate of time and one-half their regular rate of pay for: (1) hours worked in excess of eight hours in a day; (2) hours worked in excess of 40 hours in a week not compensated as daily overtime; and (3) for the first eight hours of work on a seventh day of work in a single workweek; and at a rate of double their regular rate of pay for: (a) hours worked in excess of 12 hours in a day; and (b) hours worked in excess of eight hours on a seventh day of work in a single workweek. In accordance with state law, rest and recovery periods may count as hours worked.

Only actual hours worked count toward computing weekly overtime.

If you have any questions concerning overtime pay, check with the chief administrative officer.

## Time Away From Work and Other Benefits



## Employee Benefits

Our school has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the current benefit plans maintained by the school. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The school reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

## Holidays

Our school will be closed on the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Employees will not be paid for the above holidays, except where state or federal wage and hour law dictates otherwise.

## **Vacation**

All full-time employees are eligible for vacation.

Vacation benefits do not accrue during the first year of employment. Beginning in the employee's second year of employment the employee will earn 1.6666667 hours of paid vacation for each full pay period of employment.

Consult chief administrative officer for detailed information on how the dollar amount of your vacation pay is calculated and the amount you are entitled to receive.

To be eligible for paid vacation, you must work your last scheduled day before the vacation and the first scheduled day after the vacation, unless you receive prior approval from your supervisor.

Vacation time is given to employees so that they are better able to perform their jobs when they return. For this reason, we require employees to take their vacation and we do not permit employees to take pay in lieu of time off.

Submit vacation requests in writing at least one month in advance to your supervisor. When possible, vacation requests are granted, taking in to account operating requirements. Length of employment may determine priority in scheduled vacation times.

Vacation accrual may not exceed 1.5 times an employee's current annual entitlement. Once this maximum is reached, all further accruals will cease. The employee will not become eligible for any additional time in the subsequent year except to the extent that the prior vacation time has been used.

In addition, employees who are out on a leave of absence do not accrue vacation time while they are on their leave.

At the end of employment, eligible employees will be paid for accrued but unused vacation.

## **Paid Sick Leave**

An eligible employee who works in California for 30 or more days within a year from the commencement of employment is entitled to paid sick leave as described below.

Eligible employees will receive the greater of 48 hours or six days of paid sick leave at the beginning of each calendar year. This benefit does not accrue but rather is “frontloaded.” Unused sick time will not be carried over from year to year. At the beginning of each year, employees will be granted the full 48 hours or six days of paid sick leave. Sick leave cannot be taken in increments of less than 2 hours.

Eligible employees are entitled to use available paid sick days beginning on the 90<sup>th</sup> day of employment. The rate of pay shall be the employee's hourly wage. The actual dollar amount that you receive may vary according to your compensation plan.

Paid sick leave may be used for:

1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;

2. For an employee who is a victim of domestic violence, sexual assault, or stalking: to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his/her child; to seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program or rape crisis center; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or to participate in safety planning and take other actions increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

“Family members” include: spouses, registered domestic partners, grandparents, grandchildren, siblings, children, and parents as defined by state law.

If the need to use paid sick leave is foreseeable, you must provide the school with reasonable advance notification.

If the need to use paid sick leave is not foreseeable, please provide notice of your intent to use paid sick leave as soon as practicable.

Employees will not be discriminated or retaliated against for taking or requesting leave in accordance with this policy.

Unused sick leave will not be paid out at the end of employment. If an employee is separated and rehired by the employer within one year from the date of separation, previously unused paid sick days shall be reinstated and the employee shall be entitled to use

those previously unused paid sick days and to receive additional paid sick days upon rehiring unless the employee was paid out for all accrued and unused sick leave upon separation of employment.

This leave may run concurrently with any other leave where permitted by state and federal law.

## **Jury Duty**

If you are summoned for jury duty, give reasonable advance notice to the chief administrative officer that you will need time off to serve. You will be granted an unpaid leave in order to serve.

We reserve the right to request proof of jury service issued by the Court upon return.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with the chief administrative officer as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

## **Voting Leave**

Our school believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours off in order to vote. We reserve the right to select the hours you are excused to vote.

Notify the chief administrative officer of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter's receipt to the chief administrative officer as soon as possible.

## **Military Leave**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation (if any) may be used for this leave if the employee chooses, but the school will not require the employee to use vacation. Military orders should be presented to the chief administrative officer and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the school unless military necessity makes this impossible. You must notify the chief administrative officer of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the chief administrative officer.

## **Civil Air Patrol Leave**

An employee who is a voluntary member of the California Wing of the Civil Air Patrol will be permitted no less than 10 days of unpaid leave per calendar year in order to respond to an emergency operational mission as defined by state law.

In order to qualify for leave under this policy, an employee volunteer member must be employed by the school for at least 90 days immediately preceding the commencement of leave. The employee must give the school as much notice as is possible of the intended leave dates. Leave for a single emergency operational mission shall not exceed three days, unless an extension of time is granted by the governmental entity that authorized the emergency operational mission, and the extension of the leave is approved by the school.

The school may require certification from the proper Civil Air Patrol authority to verify the employee's eligibility for leave. The school reserves the right to deny the leave request if the employee fails to provide the required certification.

Upon expiration of the leave, the school will restore the employee to his or her position or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to use of leave under this policy.

This policy does not apply to employees who serve as first responders or disaster service workers for a local, state, or federal agency to the same or a simultaneous emergency operational mission.

Employees may substitute accrued vacation for unpaid leave, but are not required to exhaust accrued leave prior to taking leave under this policy.

## **Witness Leave**

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law.

We ask that you notify the chief administrative officer of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **Bone Marrow and Organ Donation Leave**

Employees are eligible to receive up to 30 business days of paid leave to serve as an organ donor and up to five business days of paid leave to serve as a bone marrow donor in a one-year period. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. Employees must be employed by the school for at least 90 days immediately preceding the commencement of leave and request leave in writing.

When available, the employee must utilize up to five business days of accrued but unused sick or vacation leave for initial bone marrow donation leave and up to two weeks of accrued but unused sick or vacation leave for initial organ donation leave.

Please provide the chief administrative officer with written physician verification of the purpose and length of each leave.

For more information regarding this leave, please see the chief administrative officer.

## **School Visitation Leave**

If you are the parent or guardian of a child who is suspended and are required to appear at the child's school, you may take time off without pay if you provide reasonable advance notice to the chief administrative officer of the need for time off.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **Bereavement Leave**

Full-time and part-time regular employees are eligible immediately upon hire for three unpaid days for the death of an immediate family member. Members of the immediate family include spouses, registered domestic partners, parents, brothers, sisters, children, children of registered domestic partners, grandchildren, grandparents, parents-in-law and parents of registered domestic partners.

Full-time and part-time regular employees are eligible immediately upon hire for one unpaid day to attend the funeral of aunts, uncles, nieces and nephews.

Requests for bereavement leave should be made to the chief administrative officer as soon as possible.

## **Leave of Absence**

Under special circumstances, full-time employees who have completed one year of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the chief administrative officer.

Leaves may not exceed 30 days during which time no benefits will accrue. Leaves of absence are granted only after earned vacation is exhausted.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.

## **Domestic Violence Leave**

The school will not discriminate against employees who are victims of domestic violence, sexual assault or stalking for taking time off from work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of a victim or his or her child.

Affected employees must give the school reasonable notice that they are required to be absent for a purpose stated above, except for unscheduled or emergency court appearances or other emergency circumstances. In such a case, the school will take no action against affected employees if, within a reasonable time after the appearance, they provide the school with documentary evidence that their absence was required for any of the above reasons.

This leave will be unpaid. However, affected employees may use vacation, personal leave or other accrued time off (if available).

## **Victims of Felony Crimes Leave**

The school will grant reasonable and necessary leave from work without pay, to employees who are victims, or whose spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner, or child of a registered domestic partner is a victim of a violent or serious felony or felonious theft or embezzlement, for the purposes of attending legal proceedings related to the crime.

Affected employees may elect to use accrued paid vacation, personal leave and/or sick leave in lieu of unpaid leave.

When feasible, affected employees must provide the school with advance notice of the employee's need for leave, including a copy of the notice of the scheduled proceeding. If advance notice is not feasible, affected employees must provide documentation evidencing the legal proceeding requiring the employee's absence within a reasonable time after leave is taken.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **State Disability Insurance**

All employees are eligible for disability insurance benefits when an illness, injury or pregnancy-related disability prevents them from working and they meet all the eligibility requirements.

The benefits are calculated as a percentage of your salary up to a weekly maximum as specified by law, for up to 52 weeks.

Employees who apply for this benefit must provide written notice of disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

You are responsible for filing your claim and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter or in person.

The cost of this insurance is fully paid by the employee.

## **Family Leave Insurance**

The State of California may provide partial wage benefits to eligible employees for up to a maximum of six weeks for the following reasons:

- To bond with a new child after birth or placement for adoption or foster care;
- To care for a serious health condition of an employee's child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling or parent-in-law.

The Paid Family Leave Act provides benefits based on past quarter earnings for up to six weeks in a 12-month period. The cost of the insurance is fully paid by the employee. The 12-month period begins on the first day an employee submits a claim.

To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse or registered domestic partner with a serious health condition. In addition, there is a seven-calendar-day waiting period before benefits begin.

You are responsible for filing your claim for family leave insurance benefits and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, the Internet or in person. All eligibility and benefit determinations are made by the Employment Development Department.

You may not be eligible for Paid Family Leave benefits if you are receiving State Disability Insurance,

Unemployment Compensation Insurance or Workers' Compensation benefits.

The Paid Family Leave Act does not provide a right to leave, job protection or return to work rights. Further, this policy does not provide additional time off; rather, family leave insurance may provide compensation during an approved leave pursuant to any school provided leave.

## **Pregnancy Disability Leave**

Female employees are eligible for an unpaid leave of absence up to four (4) months (i.e. the working days you would normally work in one-third of a year or 17 1/3 weeks, unless your hours vary from month to month in which case the school will use a monthly four month average of the hours worked prior to commencing leave) for disabilities relating to pregnancy, childbirth or related medical conditions per pregnancy.

Leave may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor-ordered bed rest, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression. Leave may be taken consecutively or intermittently. The amount of leave needed is determined by your health care provider's recommendation.

At your option, you can use any accrued vacation time as part of your pregnancy disability leave before taking the remainder of your leave on an unpaid basis. The

substitution of any paid leave will not extend the duration of your pregnancy disability leave.

Employees who are granted leaves for pregnancy will be returned to their same position to the extent required by state law. Upon the advice of your health care provider, you may also be entitled to reasonable accommodation, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. You should promptly notify the school of the need for a reasonable accommodation. In addition, a transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties may be available pursuant to your request, if such a transfer is medically advisable.

You must give the school at least 30 days' advance notice if your need for pregnancy-related disability leave, reasonable accommodation, or transfer is foreseeable. Otherwise please give the school notice as soon as is practicable if the need is an emergency or unforeseeable.

Prior to the start of the leave, the school will require a written medical certification indicating that you are disabled because of pregnancy or that it is medically advisable for you to be transferred to a less strenuous or hazardous position or duties or otherwise to be reasonably accommodated. The certification should include an anticipated date when you will be able to return to your job or job duties. In the event your leave exceeds the anticipated date of return, it is your responsibility to provide further certification from your health care provider that you are unable to perform your job or job duties and the revised anticipated date of return.

## **Social Security**

During your employment, you and the school both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

## **Unemployment Insurance**

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the chief administrative officer.

## **Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the chief administrative officer. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to an employee accident.

## **401(k) Qualified Retirement Plan**

Our school provides eligible employees with a 401(k) Qualified Retirement plan which is an excellent means of long-term savings for your retirement. The school's contribution, if any, is determined by the employer on an annual basis.

You can obtain a copy of the Summary Plan Description which contains the details of the plan including eligibility and benefit provisions from the chief administrative officer. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, see the plan administrator.

## **Employee Assistance Program**

Eligible full-time employees may participate in our employee assistance program after completing their introductory period.

Our *BalanceWorks*®, Employee Assistance Program (EAP), and Work/Life Benefit help eligible employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by the school.

Additional information regarding this program is available at [www.eniweb.com](http://www.eniweb.com) or by calling 1-800-EAPCALL. Complete details of this program may be obtained from the chief administrative officer.



## **On the Job**

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## **Confidentiality of Student Matters**

Our professional ethics require that each employee maintain the highest degree of confidentiality when handling student matters.

To maintain this professional confidence, no employee shall disclose student information to other students, friends, or members of one's own family.

Questions concerning student confidentiality may be addressed with the chief administrative officer.

## **Care of Student Records**

The impression that students have of our school is based, in part, on the way we care for their records. If we are careless with their files and records, students may conclude that we have the same attitude toward our technical work. As professionals, we must respect the confidence in which we are entrusted and ensure that student files are handled with care.

When possible, obtain all material from student files and then return the material back to the files. Material should be returned in the same condition or better than when it was received.

Under no circumstances will outside requests for student material be fulfilled unless prior written permission is received from the chief administrative officer.

## **Wage Disclosure Protection**

The school, consistent with California law, does not prohibit an employee from inquiring about, disclosing, comparing or otherwise discussing the employee's wages or the wages of another employee.

The school will not take an adverse employment action or retaliate against an employee for discussing his or her wages. The school will not prohibit an employee from lodging a complaint or testifying, assisting or participating in an investigation or proceeding related to a violation of this policy.

Nothing in this policy shall be construed to permit an employee with regular access to wage information in the course of the employee's work from disclosing wage information, unless the person is under a legal obligation to furnish the information. Additionally, nothing in this policy requires an employer or an employee to disclose wages in response to an inquiry by another employee.

## **Attendance and Punctuality**

Attendance and punctuality are important factors for your success within our school. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your supervisor as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for three days without notifying the school, it is assumed that you have voluntarily abandoned your position with the school, and you will be removed from the payroll.

## **Business Hours**

Because of the nature of our business, your work schedule may vary depending on your job. Our normal business hours are 8:00 a.m. to 10:00 p.m., Monday through Friday. Check with your supervisor if you have questions about your hours of work.

## **Meal, Rest, and Recovery Time**

Except for certain exempt employees, all employees who work five or more hours in a day are required to take an uninterrupted 30-minute unpaid duty-free meal period to commence no later than the end of the fifth hour of work and a second uninterrupted 30-minute meal period free from all duty to commence no later than the end of the 10th hour, should an employee work that many hours in any given day. Only in limited circumstances, discussed below, can meal periods be waived. For this reason, unless there is a written agreement for an on-duty meal period approved by the school, employees must record the beginning and ending time of their meal period in the timekeeping system every day. It is also our policy to relieve such employees of all duty during their meal periods, with the employee being at liberty to use the meal period time as the employee wishes.

An employee shall not be required to work during a meal period, in accordance with state law. If the school fails to provide an employee with a required meal period, the employee will be paid one additional hour of pay at the employee's regular rate of compensation.

The school schedules all work assignments with the expectation that all employees will take their duty-free meal periods and we encourage you to do so. Employees may be asked to confirm in writing that they have been relieved of all duty and otherwise provided all of their daily meal periods during the pertinent pay period, or in the alternative, identify any meal periods they missed. At no time may any employee perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide meal periods or time spent working during meal periods.

No school manager or supervisor is authorized to instruct an employee how to spend his or her personal time during a meal period. You should immediately report a manager's or supervisor's instruction to skip or work during a meal period to the chief administrative officer.

Waiver of Meal Period Employees may waive their meal periods only under the following circumstances. If an employee will complete their workday in six hours, the employee may waive their meal period. Additionally, depending upon your occupation, employees who work more than ten hours in a day may be able to waive their second meal period, but only if they take their first meal period and they do not work more than 12 hours that day. Please speak to the chief administrative officer for clarification on whether you are entitled to waive your second meal period. Anytime you elect to waive a meal period you must submit a written request and receive prior written authorization from the chief administrative officer. Employees may not waive meal periods to shorten their workday or to accumulate meal periods for any other purpose.

On Duty Meal Period In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Only if the nature of your job duties requires it, and you and the school have agreed to an on-duty meal period in writing, will you be permitted to take an on-duty meal period. In this situation, your on-duty meal period will be paid and treated as hours worked.



## **Rest and Recovery Periods**

Employees will receive one 10-minute paid break for every four hours worked (or major fraction thereof). Rest and recovery periods will occur as close to the middle of a four-hour work period as is practical. This time must be approved by your supervisor each day.

Rest and recovery periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. However, no supervisor is authorized or allowed to instruct or allow an employee to waive a rest or recovery period, and they cannot be used to shorten the workday or be accumulated for any other purpose. Employees may be required to confirm that they have been provided an opportunity to take all of their rest or recovery periods during the pertinent pay period.

## Lactation Breaks

The school will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid, in accordance with state law. The school will also make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private.

Notify the chief administrative officer to request time to express breast milk under this policy. The school reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations and in accordance with applicable law.

No provision of this policy applies or is enforced if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law or regulation. If you have knowledge of such a conflict or a potential conflict you should contact the chief administrative officer.

## **Work Assignments**

Work assignments will be distributed by your supervisor. When possible, you will be advised of future assignments in advance, so you will have ample time to prepare for the assignment.

Once you have begun an assignment you will report directly to your supervisor for all matters relating to its completion.

## **Standards of Conduct**

Each employee has an obligation to observe and follow the school's policies and to maintain proper standards of conduct at all times. Failure to adhere to the school's policies will result in corrective disciplinary measures.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the school. The school does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of the school's policies or safety rules; failing to work in a cooperative manner with management, co-workers, students and others who do business with the school; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in school activities or in school vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work

premises; theft or dishonesty; inappropriate or violent physical contact; harassment; discrimination or retaliation in violation of the school's EEO and No Harassment policies; performing outside work or use of school property, equipment or facilities in connection with outside work while on school time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

Nothing in this policy is designed to modify our employment-at-will policy.

## **Access to Personnel Files**

Upon request, current and former employees may inspect their own personnel files at a mutually agreeable time, on school premises in the presence of a school official. You will be permitted to see any records regarding your qualification for employment, promotion, wage increases, earnings and deductions, or discipline. The school will make the records available within 30 days after receipt of a written or oral request for review. Exceptions include records regarding criminal investigation and any letters of reference maintained by the school. You will be allowed to have a copy of any document that relates to your performance or any grievance that concerns you. The school complies with state law record retention requirements for current and former employees.

For more information, contact the chief administrative officer.

## **Student and Public Relations**

Our school's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every employee.

The opinions and attitudes that students have toward our school may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a student for granted, but if we do we run the risk of losing not only that student, but his or her associates, friends or family who may also be students or prospective students.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## **Non-Solicitation**

The school believes employees should have a work environment free from interruptions of a non-work related nature, as work time is for work. When you are to be working you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance taking, or for the sale of merchandise or business services, the attempt to sell any product or service (e.g. selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency, and may not be respectful of others job responsibilities and right not to be interrupted.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

## **Distribution**

Distribution by employees of any type (materials, goods, paper) is prohibited in work areas at any time, whether or not the employees are on working time. Electronic distribution is subject to the school's Acceptable Use of Electronic Communications policy, and may not occur during the employee's working time. Non-employees are prohibited from distributing materials to employees on school premises at any time. Literature that violates the school's EEO and No Harassment policies, includes threats of violence, or is knowingly and recklessly false is never permitted. Nothing in this policy is intended to restrict an employee's statutory rights, including discussing terms and conditions of employment.

## **Changes in Personal Data**

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the chief administrative officer promptly.

## **Care of Equipment**

You are expected to demonstrate proper care when using the school's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the chief administrative officer at once.

## **Acceptable Use of Electronic Communications**

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using the school's communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic communications" include, among other things, messages, images, text data or any other information used in e-mail, instant messages, text messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad or similar devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "systems."

Acceptable Uses of Our Systems: Employees may use our systems to communicate internally with co-workers or externally with students and other business acquaintances for business purposes.

School Control of Systems and Electronic Communications:

All electronic communications contained in school systems are school records and/or property. Although an employee may have an individual password to access our systems, the systems and communications belong to the school. The systems and electronic communications are accessible to the school at all times including periodic unannounced inspections. Our systems and electronic communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Employee communications on our system are not confidential or private.

The school's right to use, access, monitor, record and disclose electronic communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Personal Use of Our Systems:

Personal communications in our systems are treated the same as all other electronic communications and will be used, accessed, recorded, monitored, and disclosed by the school at any time without further notice. Since all electronic communications and systems can be accessed without advance notice, employees should not use our systems for communication or information that employees would not want revealed to third parties. Personal use of our system should be limited to non-working time. Personal use of our system must be conducted in such a manner that it does not affect smooth system operation or use a disproportional amount of the system's functional capacity.

Proprietary Business Information:

Proprietary business information means confidential and proprietary information related to the school's trade secrets, business models, business services, pricing information,

student lists, vendor agreements, strategic business or marketing plans, expansion plans, contracts, non-public financial performance information and other information that derives economic value by being protected from public consumption or competitors may only be used on school systems. Proprietary business information may not be downloaded, saved, or sent to a personal laptop, personal storage device, or personal email account under any circumstances without advance written approval from a member of management. Proprietary business information does not restrict employee rights to discuss their wages, hours or other terms of employment.

Prohibited Uses of Our Systems: Employees may not use school systems in a manner that is unlawful, wasteful of school resources, or unreasonably compromises employee productivity or the overall integrity or stability of the school's systems. These tools are provided to assist employees with the execution of their job duties and should not be abused. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of school policies.

In addition, employees may not use our school systems:

- To download, save, send or access any discriminatory, obscene, or malicious or knowingly false material;
- To download, save, send or access any music, audio or video file unless business related;
- To download anything from the internet (including shareware or free software) without the advance written permission of the chief administrative officer;

- To download, save, send or access any site or content that the school might deem “adult entertainment;”
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the school or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights;
- In connection with the violation or attempted violation of any law; and
- To transmit proprietary business information or client material such as pricing information or trade secrets.

Electronic Forgery: An employee may not misrepresent, disguise, or conceal his or her identity or another’s identity in any way while using electronic communications; make changes to electronic communications without clearly indicating such changes; or use another person’s account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Intellectual Property Rights: Employees must always respect intellectual property rights such as copyrights and trademarks.

System Integrity, Security, and Encryption: All systems passwords and encryption keys must be available and known to the school. You may not install password or encryption programs without the written permission of the chief administrative officer. Employees may not use the passwords and encryption keys belonging to others.

Applicable Laws: Numerous state and federal laws apply to electronic communications. The school complies with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Consequences of Policy Violations: Violations of this policy may result in disciplinary action up to and including immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution. Where appropriate, the school may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our systems or the content of electronic communications, ask the chief administrative officer for advance clarification.

## Social Media

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the school.

You are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our problem solving procedure than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as maliciously false, obscene, threatening or intimidating, that defames students, competitors, vendors or employees or that might constitute harassment or bullying. Examples of such conduct might include posts meant to put someone in fear for their physical safety or psychological well-being; posts designed to cast someone in a false light to the public; posts that invade a person’s reasonable expectation of privacy; or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or other status protected by federal, state or local law.

Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate; nothing that is posted ever truly “expires.” Never post any information or rumors that you know to be false about the school, fellow employees,

students, and people working on behalf of the school or competitors.

Do not create a link from your blog, website or other social networking site to the school's website without identifying yourself as a school employee. Express only your personal opinions. Never represent yourself as a spokesperson for the school or make knowingly false representations about your credentials or your work. If the school is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the school. It is best to include a statement such as "The postings on this site are my own and do not necessarily reflect the views of the school." You must refrain from using social media while on working time.

Employees are encouraged to report violations of this policy. The school prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Where applicable, the school complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.

Nothing in this policy is designed to limit an employee's right under Section 7 of the National Labor Relations Act, including discussing wages or other terms of employment.

If you have questions or need further guidance, please contact the chief administrative officer.

## **Dress Policy**

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our students' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct student contact, you represent the school with your appearance as well as your actions. The properly-attired individual helps to create a favorable image for the school, to the public and fellow employees.

The school maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for their job.

## **Personal Hygiene**

Maintaining a professional, business-like appearance is very important to the success of our school. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. A daily regimen of good grooming and hygiene is expected of everyone. Please ensure that you maintain good personal hygiene habits. While at work, you are required to be clean, dressed appropriately and well groomed.

## **Protecting School Information**

Protecting our school's information is the responsibility of every employee. Do not discuss the school's confidential business or proprietary business matters, or share confidential, personal employee information (such as social security numbers, personal banking or medical information) with anyone who does not work for us such as friends, family members, members of the media, or other business entities.

Confidential information does not include information pertaining to the terms and conditions of an employee's employment, including wages. Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

All telephone calls regarding a current or former employee's position/compensation with our school must be forwarded to the chief administrative officer.

The school's address shall not be used for the receipt of personal mail.

## **Conflict of Interest/Code of Ethics**

A school's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the school, or any of its students, for private financial gain, to advance personal financial interests, to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities, or engage in activities, investments or associations that compete with the school, interferes with an employee's business judgment concerning the school's best interests, or exploits an employee's position with the school for personal gain.

The school adheres to the highest legal and ethical standards applicable in our business. The school's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the school shall conduct their personal affairs such that their duties and responsibilities to the school are not jeopardized and/or legal questions do not arise with respect to their association or work with the school.

This policy will not be enforced to prevent employees from discussing their wages or other terms of employment.

## **Parking**

Free parking facilities are available to employees. You are required to park within the designated areas.

The school is not responsible for loss, damage or theft of your vehicle. Therefore, we suggest that you lock your vehicle doors.

## **If You Must Leave Us**

Should you decide to leave your employment with us, we ask that you provide the chief administrative officer with at least two weeks' advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the school.

Employees, who are rehired following a break in service in excess of six months, other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All school property, including this Employee Handbook, must be returned at the end of employment. Otherwise, the school may take action to recoup any replacement costs and/or seek the return of school property through appropriate legal recourse.

You should notify the school if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.



## **Safety in the Workplace**

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## Each Employee's Responsibility

Safety can only be achieved through teamwork at our school. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the president of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the president immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the school's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the president.
6. Know the locations, contents and use of first aid and fire-fighting equipment.
7. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

## **Workplace Violence**

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to school property in the event someone, for whatever reason, may be unhappy with a school decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the president at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the school's investigation, may result in disciplinary action, up to and including discharge.

## **Workplace Searches**

To protect the property and to ensure the safety of all employees, students and the school, the school reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the school's property. In addition, the school reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the school, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the school.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the school's security procedures or any other school rules and regulations.

## **No Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating school machinery, equipment or vehicles for work-related purposes or while engaged in school business off premises is forbidden except where expressly authorized by the school and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm.

If you are aware of violations or threats of violations of this policy, you are required to report such violations or threats of violations to the president immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

## **In An Emergency**

The president should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. In the absence of the president, contact the nearest school official.

Should an emergency result in the need to communicate information to employees outside of business hours, the president will contact you. Therefore, it is important that employees keep their personal emergency contact information up to date. Notify the president when this information changes.

When events warrant an evacuation of the building, you should follow the instructions of the president or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by the president to await further instructions or information.

Please direct any questions you may have about the school's emergency procedures to the president.

## **Substance Abuse**

The school has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and the students we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with the school the following substance abuse policy.

Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on school paid time, on school premises, in school vehicles, or while engaged in school activities. Our employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with the school is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, the school maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. The school will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with the school's policies and applicable federal, state or local laws.

The school further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of school issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the school has reasonable suspicion to believe that the employee has violated this substance abuse policy.

Although the state has legalized marijuana for medicinal purposes, the school is not required to allow the medicinal use of marijuana in the workplace. Use is strictly prohibited on school property and may result in discipline, up to and including immediate discharge.

This policy represents management guidelines. For more information, please speak to the president.



## **Receipt of Employee Handbook and Employment-At-Will Statement**

This is to acknowledge that I have received a copy of the Gilligia College Employee Handbook and I understand that it contains information about the employment policies and practices of the school. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the school retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the school. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, the school reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the president of the school. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**THIS SCHOOL IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE SCHOOL OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE SCHOOL IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE PRESIDENT OF THE SCHOOL.**

I understand that this Employee Handbook refers to current benefit plans maintained by the school and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I have read and understand the Vacation Policy in this Employee Handbook.

Initials \_\_\_\_\_ Date \_\_\_\_\_

I also understand that if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the chief administrative officer or a member of management.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_



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