



# **Employee Handbook**

Revised 2021

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## **Human Resources Policies and Procedures**

## **A Message to Employees**

Dear Heritage University Employee:

Congratulations on your decision to join the Heritage community. As a Heritage employee, you join others who have helped to shape this institution and who have transformed lives through their contributions.

Heritage is known for its mission and dedication to living that mission. This includes the following:

- **High-Quality Education:** Heritage will challenge you with mind-stretching, horizon-broadening experiences through class work, homework, and practical experiences in the workplace.
- **Accessibility:** Heritage adapts the delivery of our educational programs to meet students' needs.
- **Inclusivity:** Heritage believes it is vital to the future of our world to reverse the historical underrepresentation in higher education and community leadership of some cultural and socioeconomic groups. Each student's cultural background is viewed as an asset to the educational process. Learning with people from other cultures, ages, and backgrounds is a treasured feature of the Heritage experience.
- **Overcoming Educational Isolation:** Heritage is especially committed to bringing higher education to those unable in the past to participate. Removing barriers is a core goal in our day-to-day decisions.

You are entering Heritage at a special time. It is a time of change and growth as we expand our campus, enhance our academic programs, and enrich student experiences.

You have capabilities that will contribute to enriching the lives of students, their families, and the Heritage University community.

Welcome!

Andrew Sund, Ph.D.  
President

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**About This Handbook**

This handbook is designed to describe an employee's association with Heritage University. It includes basic University information, governance, structure, compensation and benefits programs, and employee relations policies. There are many things about the University that one will want to know. To answer some of these questions and to help provide best employment performance and experience, this handbook exists. The policies, procedures and processes stated in this handbook are subject to change at the sole discretion of the University and its governing body. If one has any questions regarding any of the statements in the handbook, please see a supervisor or contact the Human Resources Office.

Heritage University is committed to maintaining an environment in which each employee realizes their maximum potential while contributing to the working efficiency and success of the University. To achieve these objectives, it is important that lines of communication remain open at all times. These lines of communication are essential to ensure that all employees know what is expected of them in terms of work performance and can interact effectively with peers, supervisors and subordinates.

Employment at Heritage University is on an "at will" basis which means that either the employer or the employee can terminate employment at any time, with or without notice and with or without cause. Employment at Heritage University is not for a definite time period, and terms and conditions of employment can be modified at any time, except as otherwise provided by law. This at-will employment relationship may not be changed orally or by any behavior. This Employee Handbook does not modify or alter the at-will employment relationship.

Heritage University is an equal opportunity educational institution and is an equal opportunity/affirmative action employer.

No language contained herein, or in any other document provided by Heritage University, provides any promise of specific treatment in specific situations.

This handbook is not a contract or guarantee of employment. Heritage University reserves the right to unilaterally modify, amend or terminate policies, procedures, and/or benefits described in this handbook at any time, or require and/or increase contributions towards these benefits at its sole discretion.

## HISTORY OF THE UNIVERSITY

Heritage University is unique in its origins. Both old and new, it is a successor institution to Spokane's Fort Wright College (formerly Holy Names College), founded in 1907 by the Sisters of the Holy Names of Jesus and Mary. A new institution was born in 1981 through a change in name, location of administrative offices, ownership, and sponsorship. Under the impetus of two Yakama Nation women, leaders from business, religious, and education communities in the Yakima Valley, the institution incorporated as Heritage College so they could acquire the outreach programs which Fort Wright College operated in Omak and Toppenish.

On July 1, 1982, the transition to Heritage College became official. The new institution began offering undergraduate and graduate degrees as a separate private independent non-profit college with its main campus near Toppenish and satellite campuses in Spokane and in Omak. In 1987, the Spokane campus was closed and the students moved to the Toppenish campus. In 2008, Omak courses were consolidated with courses offered in collaboration with Wenatchee Valley College in Wenatchee.

In 1993, through a cooperative agreement with Big Bend Community College in Moses Lake, Washington, upper division courses leading to a Heritage College four-year degree began. A similar program began at Columbia Basin Community College in Pasco in 2003 and at South Seattle Community College in 2006. All of these outreach sites are included in Heritage's accreditation by the Northwest Association of Schools and Colleges. Numerous school district sites throughout the State of Washington are also used to deliver Heritage's Master in Education programs. These sites are also monitored and approved by the Northwest Association of Schools and Colleges.

In 2004, Heritage College was designated Heritage University to reflect its substantial master's programs and to more accurately reflect for students from Central and South America the baccalaureate level of education provided at Heritage.

Heritage University was founded as a non-sectarian institution, not affiliated with any church or religious group. However, the University's educational values have been influenced by the sponsoring religious order of Fort Wright College. The Sisters of the Holy Names of Jesus and Mary (SNJM) were founded in rural Quebec in 1843 to start schools in isolated towns where the poor had no educational opportunities. They emphasized high scholastic standards and enkindling the life of the mind in a personalized learning environment. They envisioned education as the full human development of each student — intellectually, professionally, spiritually, and morally — while creating community and inspiring service to others. Over the following years, they embedded these values in educational ventures pursued around the globe, with great respect for various cultures. This is the educational heritage of today's Heritage University.

## **MISSION**

Heritage University empowers a multi-cultural and inclusive student body to overcome the social, cultural, economic and geographic barriers that limit access to higher education. Rooted in the homeland of the Yakama Nation, we embrace transformational student-centered education that cultivates leadership and a commitment to the promotion of a more just society.

## **VISION**

In the Yakima Valley and beyond, where a diverse community believes in the power of higher education and aspires to fulfill their dreams through advanced learning, Heritage University provides strong accessible academic programming and support services in a culturally inclusive environment. Well connected to its surrounding communities, Heritage University is a vital contributor to the Yakima valley by working in a fiscally sound environment and serving as an example to higher education practice nationwide.

## **CORE VALUES**

### **Student Achievement and Success**

Heritage provides an unusually high standard of student support upon entry. Once enrolled, students have access to a powerful education valued and appreciated by both the graduate and future employers. Active and purposeful engagement permeates both staff and faculty commitments to Heritage students. This commitment is verified by data collected related to this core value. Indicators of student achievement are measurable and meaningful in that they reflect the results of improved and continuously improving educational experiences for students. Indicators also reflect concrete evidence for faculty of how they have improved the academic rigor and/or comprehensiveness of their courses.

### **Institutional Vitality**

In addition to fiscal sustainability, this core value includes resource allocation and distribution of institutional resources, determined by the extent to which they are required to fulfill the mission, goals, and expected outcome of Heritage University. Institutional evaluation determines that faculty, staff, and administration are sufficient in numbers, preparation, and experience to achieve the mission, goals, and expected outcomes of Heritage University. Heritage's sustainability and vitality is dependent on its commitment to the communities in which it resides and serves. Therefore, measures of vitality include the capacity of Heritage University to incorporate organizational strategies that support the continuing investment in the realization of the Heritage University mission.

### **Assessment and Continuous Quality Improvement**

Heritage values meaningful data as evidence of mission fulfillment. To that end, Heritage will create and maintain a culture of meaningful assessment, data use, and continuous quality improvement. Implementation of holistic evaluation of programs contribute to meeting Heritage University's mission, goals, and outcomes. Decisions and application of institutional resources will be data-driven and derived from the Heritage mission.

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## **1. EMPLOYMENT POLICIES**

### **1.1. Policy Statements**

Heritage University recognizes that the performance capacity of its employees is its greatest asset and thus endeavors to support employees' efforts to realize their full potential by

- employing and promoting on the basis of merit;
- providing opportunities for training and development to all employees; and
- providing opportunities for advancement to all employees.

The pages of this handbook do not modify the "at-will" employment relationship, but provide information consistent with our employment philosophy through-out this handbook. Faculty should refer to the Faculty Handbook for additional policies related to their employment.

Employees are reminded that they are subject to disciplinary action up to and including termination for violating provisions set forth in this handbook.

### **Equal Opportunity Statement**

Heritage University strives to create an open and welcoming campus community that recognizes and celebrates diversity. Heritage University does not discriminate in its educational programs and activities or hiring practices on the basis of race, color, national or ethnic origin, ancestry, age, religion, disability, gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

The University's affirmative action program and related policies are developed in compliance with Executive Orders 11246 and 11375, as amended; the Rehabilitation Act of 1973 (Sections 503 & 504) and the Americans with Disabilities Act of 1990 (Title II) and their implementing regulations; the Age Discrimination in Employment Act of 1967; Genetic Information Nondiscrimination Act of 2008; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212.

In conformance with the federal regulations listed above, Heritage University does not discriminate against any employee or applicant for employment with regard to any opportunity for which the employee is qualified.

Persons wishing to file complaints under the provisions of this policy should contact the Human Resources Office.

Every member of the Heritage University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. The policy has the unequivocal support of the Office of the President. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at Heritage University.

Specifically, the University will

- comply with both the letter and spirit of the laws and regulations governing equal opportunity in the workplace providing equal opportunity to all employees and to all applicants for employment;

- respond to requests regarding reasonable accommodations for the physical and/or mental disabilities of qualified employees and applicants;
- inform employees of the right to refer complaints to their supervisor or the Human Resources Office without being subject to intimidation or retaliation in any form.

### **Disabled Veterans and Veterans of the Vietnam Era**

It is the policy of Heritage University not to discriminate against any employee or applicant for employment because they are an individual who is a disabled veteran or a veteran of the Vietnam Era. It is also the policy of Heritage University to take affirmative action to employ and advance in employment qualified disabled veterans, veterans of the Vietnam Era and individuals with disabilities. This policy applies to all employment actions including, but not limited to, advertising, recruitment, hiring, compensation, retention, training, demotion, promotion or transfer, layoff, and/or Reduction in Force (RIF).

Persons wishing to self-identify as an individual who is a disabled veteran or veteran of the Vietnam era should contact the Human Resources Office.

An individual wishing to file a complaint should also contact the Human Resources Office.

In order to ensure compliance, operational responsibility for implementing and monitoring this policy and maintaining and updating the affirmative action plan for individuals who are disabled veterans and veterans of the Vietnam Era lies with the Human Resources Office.

This affirmative action plan is available for inspection by any employee or applicant for employment, during normal business hours, in the Human Resources Office. Every member of the University community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. This policy has the unequivocal support of the Office of the President. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at Heritage University.

### **Americans with Disabilities Act (ADA)**

#### **As amended effective January 1, 2009 by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)**

Heritage University prohibits discrimination against qualified individuals with disabilities who can perform the essential functions of the job, with or without reasonable accommodation(s).

An individual is disabled under the Act if they

- have a physical or mental impairment that substantially limits one or more major life activities; or
- have a record of such an impairment; or
- are regarded as having such impairment.

Heritage University has made and will continue to make good faith efforts to provide reasonable accommodations to enable Heritage University to hire and retain qualified employees who are able to perform the essential functions of their positions. Employees may contact the Human Resources Office to discuss questions.

Any person wishing to self-identify as disabled or to request a reasonable accommodation due to a disability should contact Human Resources during normal business hours.

## **Title IX of the Education Amendments of 1972**

Title IX of the Education Amendments of 1972 was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions.

Heritage University strives to create an open and welcoming campus community that recognizes and celebrates diversity. Heritage University does not discriminate in its educational programs and activities or hiring practices on the basis of race, color, national or ethnic origin, ancestry, age, religion, disability, gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

Title IX prohibits sex discrimination. Sexual harassment is a form of prohibited sex discrimination. Students (male and female) and employees (faculty and staff) are protected from sexual harassment.

## **Sexual Identity Policy**

It is the policy of Heritage University that an individual's sexual identity will not be considered when making any personnel decisions. One's sexual identity is strictly personal, and such information will not be used in any way by the University or its employees in employment decisions.

## **Campus SaVE Act**

All individuals have the right to a safe campus environment free from threats of violence. At Heritage University, harming another person by committing any form of sexual harassment, domestic violence, dating violence, sexual assault, or stalking is strictly prohibited.

The Campus Sexual Violence Elimination (SaVE) Act was passed in March 2013 as part of the Violence Against Women Reauthorization Act (VAWA). The Campus SaVE Act amends the Clery Act, which requires higher education institutions to report crime statistics and disclosure security-related information in the following ways:

- It adds offenses involving domestic violence, dating violence, and stalking to the crimes that institutions must report and include in their annual security reports (ASR).
- It expands the categories of reportable "hate crimes" to include those based on bias against gender identity or national origin.
- The policy statements filed as part of the ASR must now include detailed descriptions of the institution's internal procedures in cases of domestic violence, dating violence, or stalking, as well as descriptions of its education and prevention programs.
- Annual training is required.

## **Drug and Alcohol Policy**

The use, consumption, possession, distribution, or sale of any narcotic, dangerous drug, or controlled substance by any employee of the University for which such employee does not have a legal license or valid prescription is strictly prohibited.

Effective December 6, 2012, State Initiative 502 (I-502) legalized the possession of a small quantity of marijuana by those 21 and over in Washington state. It is still a federal crime to possess and use marijuana on or in any University facilities or vehicles. As a recipient of federal funds, the University must comply with the Safe & Drug-Free Schools and Communities Act and the Drug-Free Workplace Act which require that the University maintain a drug-free campus.

The University supports all federal, state, and local laws relating to the use and control of alcoholic beverages. The use, possession, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the University is strictly prohibited. Exceptions may be made only by the President or a designee. In these instances, all laws surrounding alcohol consumption, including but not limited to the drinking age of 21, will be adhered to. No University funds may be used for the purchase of alcoholic beverages. Exceptions may be made only by the President or a designee.

If a unit or subunit of the University holds a function where alcohol is to be served, the rules and regulations outlined in the “University Alcohol Policy” apply.

The adherence to these policies on alcohol and drugs shall be the individual and personal responsibility of each employee of the University. Any employee who violates the policy on alcohol and/or drugs shall be subject to disciplinary action, up to and including termination from the University and referral to the appropriate federal, state and/or local authorities for prosecution, as appropriate.

#### **I. Prohibited Conduct**

The following conduct is prohibited:

- A. *Alcohol*. Using, selling, manufacturing, distributing, possessing, storing, or dispensing alcohol on University premises, as part of any University-related activity, or in the workplace, except as authorized under *University Regulations* or otherwise by the University.
- B. *Controlled Substances*. Using, selling, manufacturing, distributing, possessing, storing, or dispensing controlled substances on University premises, as part of any University-related activities, or in the workplace.
- C. *Employee Treatment Programs*. Failing to meet the requirements of a drug or alcohol treatment program that the University requires an employee to complete as a condition of employment.
- D. *Workplace Inspection*. Interfering with a workplace inspection under this policy.
- E. *Impaired Job Performance or Attendance*. Alcohol misuse or controlled substance use, even though not during working hours or in the workplace, which impairs job performance or attendance.
- F. *Testing Procedures*. Failing any drug or alcohol test or engaging in any other conduct prohibited under the University’s drug or alcohol testing procedures.
- G. *Prescription Drug Use*.
  - 1. Being under the influence of legally prescribed drugs in the workplace that prevent an individual from performing the essential functions of his or her job or where that individual poses a direct threat while using those drugs.
  - 2. Inquiries regarding prescription drug use by employees are governed by the Americans With Disabilities Act of 1990, and therefore should be made only as authorized by the Human Resources Director.
- H. *Other Misconduct*. Any other conduct that the University determines to be inconsistent with providing a drug-free and alcohol-free campus and workplace.

#### **II. Consequences of Engaging in Prohibited Conduct**

- A. *Factors Relevant to Sanction or Corrective Action*. The University will evaluate violations of this policy on a case-by-case basis. In determining the appropriate

sanction or corrective action, the University may consider an individual's work or academic record, the seriousness of the violation, the safety-sensitivity of the individual's position, whether the individual's behavior violated the University's Violence in the Workplace Policy, whether a sanction or corrective action is permissible under law including, without limitation, The Americans With Disabilities Act of 1990, and any other relevant factors.

- B. *Employee*. Any employee who engages in prohibited conduct may be:
  - 1. Immediately removed from duty.
  - 2. Referred to the Employee Assistance Program.
  - 3. Required to complete successfully an alcohol or drug abuse treatment program as a condition of employment.
  - 4. Reported to authorities for criminal prosecution or other appropriate action.
  - 5. Disciplined, up to and including termination of employment.
  - 6. Subject to any other appropriate action by the University.
- C. *Invitee*. Any invitee who engages in prohibited conduct may be barred from further work for the University or from participating in other University-related activities as may be permitted by law. Further, they may be reported to authorities for criminal prosecution or other appropriate action.
- D. *Student workers*. Any student who engages in prohibited conduct may be:
  - 1. Referred to appropriate University personnel for assistance.
  - 2. Required to complete successfully a drug or alcohol abuse treatment program as a condition of University attendance.
  - 3. Reported to authorities for criminal prosecution or other appropriate action.
  - 4. Subject to disciplinary penalties under *University Regulations*.
  - 5. Subject to any other appropriate action by the University.

### III. **Workplace Inspections**

- A. The University reserves the right to inspect the workplace for alcohol, controlled substances, or paraphernalia relating to alcohol or controlled substances and to question any employee when it reasonably suspects that this policy or any procedure under this policy has been violated.
- B. The University will prominently post the following notice in conspicuous places in the workplace: Heritage University reserves the right to inspect the workplace for alcohol, controlled substances, or paraphernalia relating to alcohol or controlled substances and to question any employee when the University reasonably suspects that its Alcohol- and Drug-Free Campus and Workplace Policy or any procedure under that policy has been violated.
- C. The decision to conduct a workplace inspection should be made jointly by the supervisor who believes the inspection would be appropriate under this policy and a representative of the Human Resources Department. In all cases, the Director of Human Resources or his or her designee must authorize a workplace inspection.
- D. This section of the policy does not limit in any way the Police Department's right to conduct law enforcement activities including, but not limited to, questioning or searching any person or inspecting any University premises.

### IV. **Controlled Substance and Alcohol Testing**

- A. *Federal Grants/Contracts*. Contract or Grant regulations may require the University to establish programs to test employees and final applicants for

illegal drug use if they will work in sensitive positions. The University will determine appropriate tests based on the nature of the work being performed, the employee's duties, the efficient use of University resources, and the risks to public health and safety that could result if the employee fails to perform the duties of the position adequately.

- B. *Employee Reasonable Suspicion Drug and Alcohol Testing.* All employees of the University may be subject to reasonable suspicion drug and alcohol testing under procedures developed by the Human Resources and approved by the president of the University or his or her designee. These procedures must, at a minimum, provide that the decision to conduct reasonable suspicion testing will be made jointly by a supervisor who believes reasonable suspicion exists and a representative of his or her human resource department. Further, in all cases, reasonable suspicion testing must be authorized by an appropriate University employee or other individual designated by the University who has been trained to recognize physical or behavioral symptoms commonly attributed to the use of drugs or alcohol. If facts, circumstances, physical symptoms, patterns of performance or behavior would cause a supervisor or manager to reasonably conclude that an employee may have used, or be under the influence of, or intoxicated by drugs or alcohol, the employee will be asked to undergo a drug screen. A refusal to test will be considered a positive test result and the employee will be terminated. Any individual who refuses the testing requirement or who tampers with the drug screen will be terminated. Any employee whose drug screen is positive, who alters screening specimens, or is unsuitable for analysis, will be terminated. All reasonable suspicion employees will be suspended without pay pending the release of drug screen results. Employees whose results are negative will be paid for time lost and allowed to return to work at the beginning of the next regularly scheduled day.

V. **Employee Self-Referral and Employee Assistance Program**

- A. *Self-Referral.* Employees with alcohol or drug problems are strongly encouraged to voluntarily contact their family physicians or the University's Employee Assistance Program for assistance. Employees may seek help without their supervisor's knowledge. Although voluntarily seeking assistance will not bar the University from treating the employee like other employees under this policy, the University will consider voluntary requests for help in determining any discipline to be imposed. The University will not assume any financial or other responsibility for drug or alcohol treatment except as may be provided by University benefits.
- B. *Employee Assistance Program.* The University's Employee Assistance Program offers free, confidential services to employees with alcohol or drug problems, including:
1. Information about the dangers of alcohol and drug use and the University's Alcohol- and Drug-Free Campus and Workplace Policy;
  2. Assessment and evaluation;
  3. Referral to and information regarding public and private treatment programs;
  4. Services to families of employees with drug or alcohol problems; and
  5. Assistance with questions concerning insurance coverage.

VI. **Federal Contract or Grant Employees**



Under the Drug-Free Workplace Act of 1988 and the Federal Acquisition Regulations System, in addition to the other requirements of this policy, (1) regardless of amount granted, organizations must maintain a drug-free workplace, and (2) a federal agency grant employee will notify his or her supervisor or department head if they are convicted under a criminal drug statute for conduct in the workplace no later than five calendar days after the conviction. The University will notify the federal contracting or granting agency within 10 calendar days after receiving notice of the conviction from the employee or otherwise receiving actual notice of the conviction.

**VII. Grievance Procedures**

Any student or employee with a complaint relating to the application of this policy may seek redress through applicable University complaint policies and procedures. However, employee complaints challenging drug or alcohol test results must be resolved in accordance with the applicable testing procedure.

**VIII. Confidentiality**

The University will take reasonable measures to ensure individual privacy under this policy including, but not limited to, keeping all drug and alcohol test results confidential to the maximum extent possible.

**IX. Administrative Responsibility**

Campus personnel departments will share responsibility for administering this policy and its associated procedures as they relate to employees and invitees. The Office of Student Affairs will administer policy and procedures related to students.

**Conflict of Interest and Commitment (Including Outside Employment/Activities)**

Consistent with its mission of service and its desire to operate openly, fairly, and for the common good, employees of Heritage University are expected to maintain high ethical standards and exercise sound business judgment in carrying out their duties and responsibilities.

In addition, employees of Heritage University shall not maintain any financial interests, direct or indirect; engage in any business or transactions; use privileged information or personal influence; nor undertake any activity that will secure any individual or group special privileges or advantages that are in conflict with their obligations or responsibilities to the University.

Employees must disclose to their immediate supervisor any circumstances they become aware of that may constitute a conflict of interest, including all circumstances where the appearance of a conflict may be inferred by others not party to the transaction.

**Gratuities - Prohibited Receipt of Gifts**

An employee of Heritage University shall not directly or indirectly solicit, receive, accept, or agree to receive a thing of value by inducing the reasonable belief that the giving of the item/gift will influence employee's performance or failure to perform any official action. The acceptance of a benefit, reward or consideration where the purpose of the gift is to influence an employee in the performance of official functions is prohibited.

For purposes of this policy a gift is defined as lodging, transportation, personal services, a gratuity, subscription, membership, trip, loan, extension of credit, forgiveness of debt, advance or deposit of money, or anything of value. A gift shall not include

- Food or beverage consumed at an occasional meal or event, provided the value is reasonable under the circumstances but in no event exceeds \$100 per person;

- Food, beverages, and registration at group events to which substantial numbers of employees of an institution are invited;
- Food, beverage, or expenses afforded to employees, relatives or others that are associated with normal and customary business or social functions or activities;
- Actual and reasonable expenses for food, beverages, travel, lodging and registration provided to permit participation in a meeting, demonstration, or training related to official or professional duties if participation has been approved the President, or their designee;
- Promotional items generally distributed to the general public;
- Textbooks, software, and instructional materials to be reviewed by teaching faculty;
- An award, plaque, certificate, memento, or similar item given in recognition of the recipient's civic, charitable, political, professional, private or public service or achievement;
- Consulting fees, honoraria, or financial benefits from sponsors or foundations, received in conformance with University, campus policies, and Washington law.

### **Possession of Dangerous Weapons/Workplace Violence**

Campus safety and security is a shared responsibility. The possession and use of firearms, weapons, or explosives, including fireworks, is strictly prohibited at all times on property owned by Heritage University. Also, this policy prohibits the possession of firearms, weapons, or explosives at sponsored University events.

Firearms and guns include, but are not limited to: air-soft guns, bb guns, Tasers, flare guns, toy guns designed to replicate authentic guns, operable guns made with 3D printers, paint guns and pellet guns.

Weapons include, but are not limited to: objects used with the intent to cause bodily harm, hunting weapons, swords, knives (e.g. hunting knives, switch blades, etc.), martial arts weapons, slingshot, club, metal knuckles, spring blade knife, or any knife other than those used as a kitchen utensils.

### **Personal Protection for Self-defense**

Individuals may have in their possession for self-defense purposes only, any the following items: mace, pepper spray, electronic shock devices including nonlethal stun guns. However, projectile stun guns or Tasers, are prohibited, even for personal safety. Any use of self-defense items for the purpose other than self-defense will be considered a violation of this policy and those items may be confiscated by campus officials.

Exception to this policy includes:

#### *Individuals*

1. Sworn law enforcement officials such as a police officer, sheriff, detective, or deputy acting in that capacity.
2. Authorized Heritage University security personnel with authorization to carry a firearm.

#### *Firearms in vehicles*

Heritage University recognizes a vehicle as personal property. Any person in possession of a firearm following all state and feral laws may keep that firearm in their personal vehicle so long as that firearm is unloaded, is out of the view of sight, and the vehicle can be locked. If at any

time a firearm is visible or removed from a locked vehicle it will be considered a violation of this policy.

### **Policy on Smoking**

Smoking is prohibited indoors in all University facilities at all locations, including campus-owned or leased vehicles. Smoking is also prohibited outdoors within 25 feet of all entrances and exits of the buildings, and within 25 feet of any fresh air intakes or any operable windows of any University buildings. This 25-foot prohibition applies to all porches and patio areas that are connected to the buildings. Appropriate signage prohibiting smoking may be added to any new and/or existing areas on Campus where smoking is prohibited that is not specifically covered by this policy.

### **Policy on Romantic Relationships/Nepotism**

The integrity of academic and work relationships is the foundation of the University's educational mission. These relationships vest considerable trust in persons with authority whether as mentor, educator, evaluator, and/or administrator. The unequal institutional power inherent in University academic and work relationships heightens the vulnerability of those in subordinate positions. The University must protect itself from influences or activities that interfere with intellectual, professional and personal growth, or with the University's financial interests. Consequently, people in positions of authority within the University community must be sensitive to the potential for conflict of interest as well as sexual harassment in romantic relationships with people over whom they have a professional power/status advantage.

The individual in authority bears the primary responsibility for any negative consequences resulting from a romantic relationship. It is in the interest of the University to provide clear direction and educational opportunities to the University community about potential professional risks associated with consensual romantic relationships between members of the University community where a power/status advantage exists.

#### **Power Advantages**

*Academic Relationship Advantage:* A faculty member or other instructor always will be treated as having a power advantage when that faculty member or instructor has authority to assign grades; serves on thesis, dissertation, or scholarship awards committees; provides research and/or training opportunities, etc.

*Staff Advantage:* A staff member will always be treated as having a power advantage when the staff member has the authority to evaluate, determine salary, and/or make employment decisions.

*Other Power Advantage:* Power advantages also can occur between faculty and administrators, and faculty/administrators and staff.

#### **Conflict of Interest**

Relationships that are mutual and consensual may be viewed by others as exploitative and may adversely affect the work environment in that serious conflicts of interests may be perceived to exist. In particular, the parties to a romantic relationship should be aware that such relationships often create general conflicts of interest and the fear from co-workers or students of unfair treatment in terms of, for example promotions and grades. Therefore, Heritage

University prohibits the parties who are or have been involved in any romantic relationship from evaluating each other.

There are situations sufficiently complex that judgments may differ as to whether there is or may be a conflict of interest, and individuals may inadvertently place themselves in situations where conflict exists. Accordingly, for the common good, should a situation arise in which parties who are or have been involved in any romantic relationship come into a position in which they would normally be called upon to supervise one another, the individual in authority must promptly report this fact to his or her supervisor. The supervisor will then make arrangements to see that those who are or have been involved in any romantic relationship do not evaluate each other. Should the individual in authority fail to promptly report an romantic relationship with a person the individual in authority evaluates, the individual in authority has violated University policy and is subject to disciplinary action as outlined in the Employee Handbook or appropriate university regulations (depending on whether the individual in authority is faculty, staff or a student).

#### **Malicious Use of This Policy**

It is important to avoid conflict of interests resulting from romantic relationships; it is equally important to recognize that malicious accusations of inappropriate romantic relationships have the potential to severely damage a person's career and reputation. Therefore, Heritage University prohibits making knowingly false accusations that an unreported romantic relationship exists or existed between two parties now in a position to evaluate each other.

#### **Employment of Relatives**

The basic criteria for the appointment and promotion of employees in the University shall be appropriate qualifications and performance as set forth in the policies. Relationship by family or marriage shall constitute neither an advantage nor a disadvantage.

No individual shall be employed in a department with the result being the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. As used herein, "line of authority" shall mean authority extending vertically through one or more organizational levels of supervision or management. Exceptions may be approved by the President upon recommendation as being clearly in the best interest of the institution.

For the purpose of this policy, relatives are defined as spouse, domestic partner, parents and children, (step) siblings, nieces, nephews, aunts, uncles, cousins, and any in-laws of any of the foregoing.

#### **Appropriate Response/Disciplinary Action**

If an individual in authority fails to promptly report a romantic relationship with a person the individual in authority evaluates, the individual in authority has violated University policy and is subject to disciplinary action up to and including termination as appropriate under the University's procedures.

### **1.2. Code of Ethics and Conduct**

Employees are responsible for their behavior. Common sense, good judgment, cooperation, and appropriate personal behavior are part of the essential responsibility of every employee at Heritage University.

We agree to ethics of conduct that will guide all members of the Heritage University community in all decisions and activities. These ethics are:

*Respect:* We will nurture a culture of care, concern, inclusion, fairness, and civility toward others while recognizing and embracing each individual's dignity, freedom, and diversity even in the face of disagreement.

*Honesty and Integrity:* We will act and communicate truthfully and candidly. We will uphold Heritage's mission and values and make decisions based on what is right, equitable, and just.

*Communication:* We will openly share information with stakeholders regarding the processes used in developing policies and making decisions for the university.

*Professionalism:* We will conduct all university affairs diligently, applying professional care while striving to meet the high expectations we have set for ourselves as well as the expectations of those we serve.

*Responsibility and Accountability:* We will use university resources in a wise and prudent manner in order to achieve our mission and strategic objectives. We will not use university resources for personal benefit or gain. We will be trustworthy and answerable for our conduct, decisions, and obligations. We will comply with all applicable laws, regulations, policies and procedures. We also recognize our obligation to report unethical conduct to appropriate authorities.

Employees participating in inappropriate conduct will be subject to disciplinary action, up to and including termination. The conduct listed below is not an exhaustive list of inappropriate conduct.

### **Examples of Inappropriate Conduct**

Heritage University has established common themes for performance. Though jobs may vary across the University, there are some common conducts that are unacceptable. Examples of inappropriate behavior may include, but are not limited to, the following:

- Creating unsafe conditions or contributing to such conditions by act of omission
- Excessive absenteeism or lateness or job abandonment
- Failure to maintain professional standards or conduct with clients and co-workers
- Falsification of employment or other records, including timesheets
- Gambling on University premises or while engaged in University business
- Illegal manufacture, possession, use, sale or distribution of drugs, or use of alcoholic beverages on University premises
- Inappropriate handling or disclosure of confidential information or records
- Larceny, misappropriation, or unauthorized possession or use of property belonging to Heritage University or any employee or visitor
- Misappropriation of university or student funds
- Neglect of duty or failure or refusal to perform job-related duties and assignments
- Refusal to cooperate with a Heritage University investigation
- Sleeping on the job
- Submission of falsified claims under the University's medical or other insurance plans

- Threatening, intimidating, harassing or coercing of another employee
- Unauthorized possession, copying or use of University records or providing them to unauthorized persons
- Violation of the University nondiscrimination or sexual harassment policy
- Working under the influence of alcohol or an illegal substance

### **1.3. Non-Retaliation and Whistle Blower Protections**

Members of the University community who believe that they have been retaliated against in violation of the Anti-harassment/Anti-discrimination Policy may submit a written or oral complaint to the Human Resources Office, who may refer the complaint to the appropriate University office(s) for review and disposition. Interim actions may be taken by the University prior to final disposition.

#### **Reporting Violations**

The Code of Ethics and Conduct addresses the University's open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. Supervisors and managers are required to report suspected violations of the Code of Ethics and Conduct to the Human Resources Office, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the University's open door policy, individuals should contact the Human Resources Office directly.

#### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code of Ethics and Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code of Ethics and Conduct. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

#### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

#### **Handling of Reported Violations**

The Human Resources Office will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **2. DISCRIMINATION & HARASSMENT COMPLAINT PROCESSES**

### **2.1. Discriminatory Harassment Policy and Non-Discrimination Policy Statement**

Heritage University allows the free inquiry into all ideas and the free expression of opinions by those within the University community as a part of the basic process of education. In the presence of harassing behavior, a person's learning or working ability may be impaired. This discriminatory harassment policy acknowledges protection of free speech, which is guaranteed by the First Amendment of the United States Constitution, while at the same time requiring that the dignity, worth and respect of each individual be nurtured and protected.

The University will not tolerate discrimination on the basis of race, color, gender, sexual identity, age, disability, national origin or religion. Every student and employee in the University community has the responsibility to avoid engaging in any unlawful discrimination and further to avoid inappropriate conduct that is disrespectful or unprofessional.

The right of free speech, although fundamental to our democratic system of government and essential to the exchange of ideas in a University, is not absolute. The Supreme Court of the United States has held that certain categories of speech are not entitled to First Amendment protection. These categories include obscenity, fighting words, and to a limited extent, defamation. There is no place on a university campus for speech or other expression that personally vilifies another individual. Such personal vilification will not be tolerated when it involves insults that are based on race, color, gender, sexual identity, age, disability, national origin, or religion.

### **2.2. Sexual Harassment Policy**

Sexual harassment is prohibited by Heritage University and by state and federal law. Heritage University is firmly committed to maintaining a work environment free of sexual harassment and does so by providing training for all employees explaining the definition of sexual harassment, how to report sexual harassment and the consequences for sexually harassing a member of the University community. Sexual harassment of any member of the University community is prohibited and will subject the offender to disciplinary action up to and including termination.

#### **Sexual Harassment Training**

All employees, both new and existing, are required to complete an on-line sexual harassment training tutorial. All current faculty and staff must complete the sexual harassment tutorial every two years.

#### **Sexual Misconduct**

Pursuant to [RCW 28B.112](#), applicants for employment must declare whether they are the subject of any substantiated findings of sexual misconduct in any current or former employment, are currently being investigated for (or have left a position during) an investigation into a violation of any sexual misconduct policy at the applicant's current or past employers. By law, post-secondary education institutions cannot hire an applicant who does not complete the Sexual Misconduct Declaration form.

### **Definition of Sexual Harassment**

The Equal Employment Opportunity Commission definition, adopted by Heritage University, states that unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

*Sexual Misconduct:* According to [RCW 28B.112](#), "Sexual misconduct includes, but is not limited to, unwelcome sexual contact, unwelcome sexual advances, requests for sexual favors, other unwelcome verbal, nonverbal, electronic, or physical conduct of a sexual nature, sexual harassment, and any misconduct of a sexual nature that is in violation of the postsecondary educational institution's policies or has been determined to constitute sex discrimination pursuant to state or federal law."

NOTE: It is the policy of Heritage University to prohibit any incident of inappropriate conduct, even conduct which is a single, non-severe incident and therefore to encourage and provide an employment atmosphere that promotes mutual respect and professional behavior.

Heritage University will not tolerate any form of harassing behavior to employees by other employees nor by third parties such as consultants, contractors, or other non-employees.

### **2.3. Reporting Procedures**

Any employee who feels that they have been the victim of harassment is encouraged to promptly report the harassment to their supervisor or the Human Resources Director without fear of retaliation. Supervisors who know or receive reports of offending behavior must promptly notify the Human Resources Director. An investigation of a complaint will be conducted promptly, assuring maximum confidentiality consistent with the principles of due process and fundamental fairness. See section 2.4 Staff Complaint Procedure.

### **2.4. Staff Complaint Procedure**

Members of the University community are encouraged to report good faith concerns about University-related violations of laws, regulations or University policies. Attempts to resolve any such concerns normally should be made by contacting the appropriate supervisor or other contact person within the individual's department. If the member is, for any reason, uncomfortable with doing so, reports may be made directly to the University officials responsible for the subject area in question, or to the Human Resources Office.

The Staff Complaint Procedure is available to any employee. The Staff Complaint Procedure is not available to faculty, students, or non-University employees (consultants, contractors, etc.). Faculty complaint and grievance procedure is found in the Faculty Handbook. Student complaint and grievance procedure is found in the catalog.



## **2.5. Discrimination or Harassment Complaint Process**

### **Informal Resolution Process**

Employees are encouraged to participate in an informal resolution process. As an initial step, where possible and comfortable, discriminating or harassing conduct should be discussed with the offending person, since individuals are sometimes unaware of how their words or actions impact others. Inappropriate behavior toward another individual or toward a generalized class of individuals will not be tolerated. Other options for informal resolution include consulting with administrators who oversee the respondent or seeking resolution through mediation, such as through the Dispute Resolution Center of Yakima and Kittitas Counties.

If the informal resolution processes is not successful, employees may initiate a formal complaint through the Human Resources Office.

### **Formal Complaint Process**

To begin the formal complaint process, employees must contact the Human Resources Director. The initial interview serves the purpose of establishing that the complainant is a Heritage University employee and that the complaint may involve an illegal act of discrimination or retaliation. If the alleged facts do not constitute a prohibited form of discrimination, informal resolution procedures are still available to the employee.

Whether the complaint arises from a single incident or from a pattern of behavior, the employee should contact the Human Resources Director as soon as possible.

If an employee wishes to file a formal complaint, the employee must complete an Employee Complaint Intake Questionnaire. The employee may do so by contacting the Human Resources Director. After the Employee Complaint Intake Questionnaire has been completed and signed by the employee, the investigation will begin. Based on information from the employee, other parties involved, witness interviews, and all relevant and supporting documentation, a determination will be made as to whether there is cause to believe that statutes and/or policies as they relate to discrimination have been violated. Once a determination has been made, employees who are directly involved and appropriate officials will be contacted to discuss the findings of the complaint.

### **3. EMPLOYEE ORIENTATION**

#### **3.1. Categories of Employment**

Depending on the number of hours worked, employees will be designated as a full-time or part-time employee. At Heritage University, employees (whether full-time or part-time) are classified as either exempt or non-exempt from overtime in accordance with the requirements of applicable wage and hour laws, including the Fair Labor Standards Act (FLSA) and the Washington Administrative Code (WAC 296-128-500 through 296-128-545).

#### **Employment Classification**

All employee job titles at Heritage University are assigned a status of either exempt or non-exempt. Personnel employed for a continuous period expected to exceed one semester, or six calendar months are “regular” employees. The Human Resources Office is responsible for determining if a position is to be designated as either exempt or non-exempt in compliance with Federal law.

#### **Exempt**

Exempt status is assigned to positions that are not eligible for overtime pay. Employees in executive, administrative, and professional positions are typically exempt and are paid a designated salary, regardless of the number of hours they might work in a week. Such positions are hence “exempt” from overtime pay. Exempt employees are not entitled to additional pay or compensatory time off for hours worked in excess of 40 hours in a given work week. Any schedule adjustments for an exempt employee must be approved by their immediate supervisor.

#### **Non-Exempt**

Non-exempt employees are eligible to be compensated for hours worked in excess of 40 per week as provided by law. Employees that are assigned non-exempt status must complete timesheets or time and accountability forms and be paid on an hourly basis for all hours worked over 40 in a workweek. If a non-exempt employee works more than 40 hours in the workweek, they must be compensated overtime at a rate of time-and-a-half. Overtime must be approved in advance by the supervisor or department head.

#### **Full-Time**

Full-time employment consists of a regular schedule of 40 hours per week and is generally eligible for all University benefits.

#### **Part-Time**

Part-time employment consists of a regular schedule of less than 40 hours per week. Employees regularly scheduled to work 30 or more hours per week may be eligible for participation in most benefit programs, subject to any specific requirements described under each benefit program.

#### **Temporary**

Personnel who are not employed as regular classified employees are considered temporary employees. Temporary employees may be employed full-time or part-time for a period of no longer than 6 calendar months.

Temporary employees can be terminated at any time with or without cause at the discretion of the supervisor or department. Temporary employees are not generally eligible for benefits.

**Employment on a Grant or Project**

If a position at Heritage University is funded by a grant or a project, it is subject to the availability of funds, and the employee will be notified that it is a grant funded position. In the event that the grant or project funds are exhausted or reduced, or the grant or project is completed or canceled, this employment may terminate. An employee working in a position funded by a grant or project should take accrued vacation during the term of the project since funds will not be available to pay for accumulated vacation after the grant or project ends. Federal grants typically require submission of time and effort reports or other human resources documents/requirements.

**Student Employees**

All hourly employees who are currently enrolled in classes at the University and are not identified as temporary employees or as regular classified employees may be designated as Work Study student assistants or student employees.

Work Study student assistants are exempt from FICA (Federal Insurance Contributions Act) withholdings (Social Security) if they are registered for at least half time and seeking a degree and work no more than 19 hours per week. Students who do not meet the criteria will be taxed as a temporary non-student employee. Student assistants may not work more than 40 hours per week in a University department or in combination with a job elsewhere in the University, except in cases of pre-approved authorization by the immediate supervisor.

**Consultant/Independent Contractor**

Persons in this category are not University employees. They are on a contract to provide services to a department or unit and are not subject to the benefits outlined in this Employee Handbook.

**Special Employment Situations****Employment of Foreign Nationals**

The employment and/or payment of nonresident foreign nationals shall be in compliance with all applicable federal laws and shall comply with all relevant visa restrictions.

**Employment of Minors**

The employment of all persons under the age of 18 years shall be in compliance with the regulations of the U.S. Department of Labor and Washington State Department of Labor and Industries. The Director of Human Resources must approve employment of all minors.

**3.2. Hiring and Termination Guidelines****Pre-Employment Screening**

The pre-employment screening process may consist of a background check and drug testing for all positions as well as a probable skills proficiency demonstration based on the assigned position and departmental requirements.

**Background Check**

It shall be a condition of all regular employment with Heritage University to submit to a background investigation. A background check shall also be performed on any existing employee being transferred, reassigned, reclassified or promoted to a "position of trust" unless a background investigation confirming this procedure has been performed on such employee on or after July 1, 2009. (Positions determined by the hiring department in

conjunction with the Human Resources Office to be of trust are those that routinely as part of the job involve interaction with children, after-hours access to facilities, access to financial resources or that have been otherwise identified by the hiring department in conjunction with the Office Human Resources to require a more extensive background investigation.)

Offers of employment shall be conditional pending the result of the background investigation, which shall include, at a minimum, the following:

- A state and federal criminal history check covering seven (7) years;
- A nationwide sex offender registry search;
- A social security number check;
- For positions of trust with financial responsibility, a financial report; and
- For all professional, faculty and academic positions, an academic credentials check.

#### **Credit Check**

A criminal background investigation plus credit check will be conducted on final candidate(s) if the position handles cash, checks, or financial information.

#### **Drug Testing**

The University reserves the right to conduct pre-employment screening at the time of hire and/or reasonable suspicion screening. Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. These practices are designed to prevent hiring individuals who use illegal drugs or abuse alcohol or individuals whose use of illegal drugs and alcohol indicates a potential for impaired or unsafe job performance.

#### **Conditions of Employment**

The following actions are required of all employees as a condition of employment.

##### **Personal Data Record/Change Form**

This form obtains pertinent data such as address, phone number and emergency contact that will be kept in the employee's personnel file. This form may also be used to update this information.

##### **Completion of I-9**

This form identifies an individual's legal right to employment in the United States and must be completed within three days of employment.

##### **Direct Deposit of Paycheck**

All employees of Heritage University are encouraged to use the automatic payroll deposit service, which provides for the direct deposit of pay to bank or credit union accounts.

##### **Federal Withholding W-4 Forms**

These documents indicate the amount of federal taxes to be withheld by the employer and must be completed upon employment.

**Benefit Forms Completion**

For benefits-eligible employees only: optional benefit forms (for example, health insurance) must be completed within 31 days of the employee's original hire date with the University in order to participate in benefit programs.

**Official Transcripts**

The University may require copies of transcripts to verify education and degrees awarded.

**Official Forms and Updates**

New employees will be asked to fill out information forms for payroll and benefit purposes and will be responsible for the continuing accuracy of all information, including all criminal actions. If necessary, new forms may be obtained from Payroll or the Human Resources Office. The employee is responsible to notify Payroll or Human Resources of a change of address. To change federal withholding, the employee may obtain the forms at Payroll or the Human Resources Office.

**3.3. Orientation**

A general orientation program is scheduled at the beginning of each semester for all new regular employees. The orientation program provides information regarding Heritage University History, Mission, and Vision as well as critical information concerning policies, procedures and employee benefits. All new employees are encouraged to attend the orientation program as scheduled. In addition to attending the general orientation program, each new employee should meet with his or her supervisor, who will explain the duties and responsibilities of the position. Any specific departmental policies, procedures, and regulations will be explained by the supervisor at that time.

**Identification Card**

A new employee may obtain an identification card as soon as their payroll information is added to the automated system. Employees are required to obtain a Heritage University ID card within ten (10) days of employment from the Information Technology Office.

The card is the bearer's official University identification and should be carried at all times. It is to be shown upon request to any University employee whose assigned responsibilities authorize him/her to verify employee identification. The card is not transferable and is the property of Heritage University. It should be returned to the University upon termination of employment. Loss of a card should be reported immediately to the Security Office. After the card has been reported lost or missing a new card can be issued. There may be a replacement fee for lost, stolen or damaged cards; the fee may increase for each subsequent replacement.

**Duty to Report Criminal Charges/Determinations**

Employees have the responsibility to report criminal charges/determinations.

**Criminal charges**

Any employee of Heritage University who is charged with a crime (other than a minor traffic offense and/or local ordinance violation) shall report having been charged to their supervisor within 3 days of becoming aware of such charge. The employee shall report the crime(s) they have been charged with and provide documentation of the charges upon request. Within 3 days of receiving notice from the employee, the supervisor will contact

the Human Resources Office so a determination can be made as to what action, if any, is immediately warranted.

#### **Criminal Determinations**

Within 3 days of the employee receiving a determination of the criminal charges (e.g. charges dismissed, allowed to plead *nolo contendere*, found guilty, acquitted), they will notify their supervisor and provide documentation of the disposition. Within 3 days of receiving notice from the employee, the supervisor will contact the Human Resources Office so a determination can be made as to what action, if any, is warranted.

### **3.4. Provisional Period**

#### **Provisional Period for New Hires, Transfers and Rehires**

Each new employee is required to serve the first 90 days of employment at Heritage University in a provisional status. During this time, the new employee has the first opportunity to evaluate the University as a place to work. Likewise, the supervisor will evaluate the employee's job performance. In the event of an approved leave of greater than 30 days, an equivalent extension of the provisional period may be granted with the approval of the Director of Human Resources. An extension should be granted only in exceptional circumstances, and in no instance shall the provisional period be extended such that the total provisional period would exceed 9 months. Employees in the 90 day provisional period are eligible for transfer or promotion within the University during that period only when granted permission by the Vice President of their current college/division.

Employees who have successfully completed a provisional period and who are transferring to or being promoted into a new position will not be subject to another provisional period.

Former employees who are rehired will be considered new employees and will have another provisional period.

#### **Benefit Status during Provisional Period**

A new hire must be employed on or before the fifteenth of a month to qualify for accrual of vacation/annual leave for that month. Employees on provisional status who are otherwise eligible may enroll in benefit programs.

### **3.5. Reduced Hours and Shift Modifications**

Occasionally, due to the needs of the University, employees may be required, with sufficient notification, to reduce their hours worked per week. In these instances, the employee will be given two weeks' notice when possible.

#### **Exit Interview**

An Exit Interview should be conducted by the Human Resources Office. In separating employee's supervisor should ensure that an Exit Interview is scheduled prior to employee's departure.

#### **Separation of Employment**

Normally the last day worked is the separation date. Health care and other benefits provided by Heritage University end on the last day of the month in which the employment separates. Some may be continued or converted on an individual basis. The Human Resources Director can provide contact information for conversion details for terminating employees.

By 4:00 pm on the last day of work, the employee should submit final timesheets or Time and Accountability form to Payroll or to the Human Resources Office. A final paycheck will be mailed to the last address of record or deposited directly into the terminated employee's account.

When notified of termination, the employee must return all University property and must leave the University premises by the date specified. If the employee owes money to the University, Heritage University is authorized to hold accrued vacation pay to cover the obligation.

### **Involuntary Separation**

Heritage University encourages all supervisors to follow the progressive discipline process; however, there are certain offenses that warrant immediate termination. Those offenses should be discussed with employees by their supervisor. When notified of termination, the employee must return all University property and must leave the University premises by the date specified. See sections 8.7 and 8.8 of this handbook.

### **Reductions in Force**

Should it become necessary to reduce the work force at the University, job eliminations or job consolidation may be required. When personnel reductions become necessary, affected employees will be given as much notice as possible so that they may seek employment elsewhere within or outside of Heritage University.

Employees who are terminated, demoted or otherwise adversely affected by reorganization, redirection, program modification or financial exigency, as approved or determined by the University president or designee, are not governed by the procedures described in the Complaint Process.

### **Rehire after Termination**

Former employees who are involuntarily terminated are generally not eligible for rehire. However, former employees who were involuntarily terminated may request the Director of Human Resources review the case and determine eligibility for rehire.

The Director of Human Resources' decision will be rendered after a review of the employee's work records at the University and other information as deemed appropriate.

### **Resignation**

Resignation is voluntary relinquishment of employment by an employee. An employee should submit written notification of termination a minimum of two weeks prior, or as required per contract, to his or her last day worked. Before leaving, the employee must return all University property including keys, I.D. cards, etc. Employees who resign for any reason are requested to give as much notice as possible.

### **Retirement**

No staff member may be required to retire because of age. Employees planning retirement are encouraged to discuss their plans with the Human Resources Office well in advance of their planned retirement dates.

## **4. COMPENSATION**

### **4.1. Compensation**

The pay rates for each job title are determined by the knowledge, training, skills and level of responsibility assigned to that position. In addition, every effort is made to ensure equitable salary ranges are in keeping with other universities and similar positions in the local, regional and national markets.

### **4.2. Internal Posting**

The Human Resources Office posts a current list of vacant positions on the Heritage University website. Employees are encouraged to use the website as a resource for potential promotion or transfer opportunities. The listings can be accessed online at [www.heritage.edu](http://www.heritage.edu).

### **4.3. Minimum Hiring Qualifications**

Minimum Hiring Qualification are intended to help ensure comparable basic hiring qualifications for comparable positions across campus. A minimum qualification is the minimum threshold of education and experience required to perform a given job.

#### **New Hire**

The salaries of new employees are set based on the classification of the position, the salaries paid in the market, and the applicant's education, skills, and previous related experience.

#### **Promotion**

A promotion is the shift of an employee from one job title or position to another having more responsible duties or involving more skill (higher classification). To be promoted, the employee must meet the minimum job qualifications required by the new job title or position.

Employees can only be promoted during the fiscal year as a result of significant changes in assigned duties, the organizational structure, mission, or funding of the department/project. The supervisor is responsible for completing all of the necessary paperwork for this action. Any promotion to a vacant position within the same department is not usually made without advertising the position via the website.

Employees in the six-month provisional period are eligible for promotion only when granted permission by the area Vice President. All accumulated leave, retirement benefits and service date will be transferred when the promotion is given if there is no break in service and the effective date may not be a holiday (this does not apply to staff to faculty promotion).

#### **Transfer**

An internal transfer is the movement of an employee from one position to another within the University. Vacant positions are typically advertised through the Human Resources Office. A formal recruitment process is usually required to fill all vacant staff positions. An employee must be in good standing in their currently held position to be considered for a transfer. This includes promotion and lateral transfers.

Employees in the 90-day provisional period are eligible for transfer within the University only when granted permission by the area Vice President. All accumulated leave, retirement benefits and service date will be transferred if there is no break in service and the effective date may not be a holiday.



#### **4.4. Pay Adjustments**

All pay adjustments are subject to final approval by the President of the University.

##### **Promotion**

A promotion is an authorized reassignment from one position to another position in a higher salary grade. Upon promotion, an employee is eligible for a salary increase. Promotion increases are determined on an individual-case basis within guidelines. Approval by the Human Resources Office and the area Vice President is required.

##### **Stipend**

Additional compensation is appropriate when an individual is assigned a major component of a job at a higher pay grade and is held accountable for the full scope of the job on a temporary basis in the absence of another member of the organization. This assignment must be made in writing. All employees are expected to fill in for their co-workers during vacations and other short-term absences. The supervisor should determine if a stipend or additional temporary compensation is warranted. The amount of temporary compensation is determined on a case-by-case basis considering the additional responsibility and/or added workload. Requests for additional compensation must be made by the department head in advance and in writing to the Human Resources Office. Stipends generally should not continue for more than 12 months.

If a position has changed over time or if substantive duties have been assumed that are beyond the scope of what is generally considered for the position, the supervisor in collaboration with the incumbent should request a position review. The request and supporting information for the request should be submitted to the Human Resources Office. The Human Resources Office will present the request to the area VP for review and recommendation.

##### **Lateral Transfer**

A lateral transfer is defined as movement from one position to another at the same pay level. A lateral transfer should not result in a change in salary since the assignments are in the same pay level. Should a situation arise that may justify a salary adjustment, a request and supporting information for the request should be submitted to the Human Resources Office. The Human Resources Office will present the request to the area VP for review and recommendation.

#### **4.5. Job Evaluation Process**

The University's job evaluation process is designed to maintain consistency in the utilization of various job titles. This process ensures that employees performing similar duties have the same or similar job titles with corresponding pay levels. The job evaluation process requires a comparative analysis of a position to determine if the current classification and/or compensation levels are appropriate. The job evaluation process also includes the review of required knowledge, skills and abilities needed to perform duties assigned to a position. A review of current market data may be required during the job evaluation process as a means of obtaining the University's goals in

- Attracting and retaining qualified individuals by matching job skills with the assigned position
- Ensuring that internal and external equity issues are addressed
- Encouraging professional growth for employees
- Recognizing necessary knowledge and skills required for a position and ensuring that the employee is appropriately compensated for performing them

### **Job Analysis and Job Audit**

Generally, a position only needs to be reviewed if its duties have changed significantly over time or if substantive new duties have been assumed that are beyond the scope of what generally might be expected for a position with that title. This process will be applied for both, increase and decrease in job responsibilities.

If an employee believes their position should be reviewed for reclassification, the employee should discuss the possibility with his or her immediate supervisor and/or the department head. If the manager and department head concur, a petition for position review should be submitted to the Human Resources Director. The Human Resources Director will present the petition to the area VP for review and recommendation. Employees may be asked or may offer to help describe the duties they perform so that the manager can fully assess and describe the current scope of their responsibilities.

The Director of Human Resources and area VP will review the information provided and make a determination. If a favorable determination is made, the changes will be implemented at the beginning of the next fiscal year.

### **4.6. Administrative Salary Adjustments**

Certain rare and exceptional circumstances may occur from time to time that warrant special salary adjustments. Requests for special salary adjustments by a Department Director must be in writing for review and approval by the Director of Human Resources and area VP.

### **4.7. Payroll Deductions**

Each employee's paycheck will have specific deductions as required by law, Heritage University policy and/or at the employee's request. For deductions information please contact the payroll office.

### **4.8. Garnishments and Withholding**

The University considers the acceptance and settlement of just and honest debt to be a mark of personal responsibility. The University is required by law to accept and process garnishments served by officials of the court. Employee failure to meet their financial obligations may reflect negatively on the reputation of the University.

In addition, the University is authorized to hold paychecks and/or deduct from regular paychecks or vacation pay amounts owed by its employees for any fine, fee, penalty or other financial obligation to the University.

### **4.9. Pay Periods**

The official work week for all nonexempt employees begins at 12:00 a.m. Sunday morning and ends at 11:59 p.m. Saturday evening.

### **Paychecks**

Salaried exempt and non-exempt employees are compensated on the last day of the month, and will be paid monthly. Hourly staff, temporary staff, and work study assistants are compensated for all hours worked on the 16<sup>th</sup> of the month and last day of the month.

**Timesheets**

Hourly, temporary, and/or student employees are required to record and submit a timesheet as a record of the hours worked per work week per pay period. Timesheets must reflect hours worked for each work week of the pay period and should include all absences taken in the pay period.

**Direct Deposit**

All employees of Heritage University are encouraged to use the automatic payroll deposit service, which provides for the direct deposit of pay to bank and credit union accounts. Employees using direct deposit are required to complete an *Authorization Agreement for Automatic Deposit* form available in the Payroll Office.

If an employee does not have or is unable to obtain a bank account for direct deposit, s/he should contact the Payroll Office for other arrangements. .

**Time and Accountability**

Salaried exempt and non-exempt employees must complete a Time and Accountability form for all absences. This form must be signed by the employee and supervisor and filed with the Payroll Office by the eighth (8<sup>th</sup>) day of the month for the previous month's absences. The supervisor is responsible for submitting the Time and Accountability form to Human Resources and/or Payroll and ensuring that the employee's and supervisor's signatures are on the document. TA forms must to be submitted to Payroll on a monthly basis even if leave is not been taken.

**5. BENEFITS****5.1. General Benefits Information**

Heritage University offers eligible employees the opportunity to participate in various benefit plans provided by Heritage University, which include but are not limited to health insurance, dental insurance, vision insurance, life insurance, accidental death and dismemberment insurance, and retirement plans.

The Human Resources Office provides each eligible employee with complete descriptions of the benefit plans, along with the respective monthly premiums for optional dependent coverage. For specific information on the available benefit plans, please contact the Human Resources Office.

**5.2. Benefits Eligibility**

To be considered "benefits-eligible," an individual must be appointed to a faculty or staff position that has an anticipated duration of six months or more and is at least .75 FTE. Benefits-eligible faculty and staff may cover their spouses and eligible dependent children.

**New Employees**

New benefits-eligible employees may enroll in available benefit plans within the first 31 days of employment. Employees who do not enroll in benefit plans within the first 31 days of employment must wait until the next annual open enrollment period to enroll. Employees should be aware that their first 31 days of employment may be their only opportunity to enroll in certain benefits, unless there is a qualifying event. The Human Resources Office will notify employees of any benefits which fall into that category.

**Eligible Dependents**

Eligible dependents include the spouse and dependent children up to age 26.

**Registered Domestic Partners**

Registered domestic partners of employees are eligible to enroll in certain benefit plans offered by Heritage University as provided by law.

**5.3. Employee Assistance Program**

An Employee Assistance Program (EAP) is available at no cost to Heritage University faculty, staff, eligible dependents, and household members. EAP is a special benefit offering confidential consultations, assessments, and short-term counseling for a variety of issues ranging from work-related concerns to personal difficulties that affect everyday life. EAP will provide assistance with exploring appropriate community resources if an outside referral is needed for ongoing or specialized services. It is completely confidential.

For additional information and assistance regarding benefits contact the Human Resources Office.

**5.4. Healthcare Benefit Plan**

Heritage University participates in a Section 125 Plan as authorized by the Internal Revenue Code. Employee health, dental, and vision premiums are deducted on a pre-tax basis and are not subject to federal tax, state tax, or FICA. The choices made by a new employee or during the annual open enrollment period must remain in effect for the entire plan year (July 1 – June 30), unless the employee has a mid-year qualifying event.

The annual open enrollment period normally occurs during the month of May with coverage dates effective July 1 for all benefits. A Benefits Fair is held during the open enrollment period to give employees the opportunity to gather benefits information and talk with the various providers before the open enrollment period ends.

**5.5. Qualifying Events for Mid-Year Changes**

The IRS regulation, under Section 125, has strict rules regarding the operation of these plans. Exceptions are permitted under IRS rules when a member has a mid-year qualifying event. Employees are required to notify the Human Resources Office within 31 days of the qualifying event and complete the appropriate forms to make mid-year changes. Some examples of mid-year qualifying events include:

- Change in marital status
- Birth or adoption of a child
- Death of a covered dependent
- Loss of eligibility status by a covered dependent
- Change in employment status that affects eligibility for coverage
- Losing or gaining healthcare coverage eligibility under Medicare or Medicaid
- Change in residence to a location outside of a healthcare plan's service

**5.6. Continuing Benefit Plans after Separation**

After separation, employees will retain insurance benefits through the end of the month that they separate. Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may elect to continue medical, dental, vision, and/or other medical benefits for up to 18

months. In special instances, the 18-month period may be extended. Claim forms may be submitted up to 60 days after separation date for expenses incurred prior to employment termination date. COBRA election must be made within 60 days from the date COBRA notification is received.

The cost for COBRA for employees and/or dependents is 100 percent of the total premium, plus a 2% administrative fee. It is the participant's responsibility to ensure that premiums are paid in a timely manner. This premium must be paid on time each month or COBRA coverage will be discontinued. Employees interested in electing COBRA benefits should contact the Human Resources Office.

### **Dependents**

A spouse of an employee whose coverage ends due to divorce or a child who reaches the maximum age for coverage as a dependent may continue coverage for thirty-six (36) months. Election must be made within sixty (60) days from the date COBRA notification is received.

### **5.7. Appealing Denied Benefit Claims**

Denied benefit claims must be contested directly through the benefits provider. Contact Payroll or the Human Resources Office for additional information.

### **5.8. Tuition Benefit Program**

The tuition waiver program is available to full-time (.75 FTE or greater), benefits-eligible employees of the University who have successfully completed at least six (6) months of employment in a benefits-eligible position as of the date of the Tuition Waiver application deadline.

### **Application and Eligibility**

The Human Resources Office will provide the Tuition Waiver Application to employees via email every year. Applications are for the following academic year and must be submitted by the deadline set by the Human Resources Office.

In most circumstances, courses should be taken outside of normally scheduled working hours. Employees wishing to take a course during regularly scheduled work hours must have supervisor and Human Resources approval. The supervisor must verify that the employee's attendance in class will not adversely affect department services.

- Recipients are required to go through the regular student admissions process prior to applying for the tuition waiver program.
- Recipients must complete a tuition waiver application at least two weeks prior to registration.
- Recipients may seek approval to register in up to the maximum allowed academic semester credit hours per term.

Employees may apply for undergraduate or graduate tuition waiver. Please note: employees must complete a study plan, work schedule, and application to take a course during work hours at least 2 weeks prior to each semester.

Completed tuition waiver applications for employees include:

- Tuition Waiver Application Form

- Proof of FAFSA Completion
- Application to take a course during work hours (if applicable)
- Revised work schedule indicating how employee will fulfill normal workweek
- Study plan detailing fulfillment of work responsibilities and course work without interfering with each other

Spouses and dependent children can apply for undergraduate tuition waiver. Completed tuition waiver applications for employee spouse or dependents include:

- Tuition Waiver Application Form
- Proof of FAFSA Completion
- Dependents must also include a copy of page 1 of the previous year-end tax return (or other proof of dependent status)

Prior to completing the Tuition Waiver application, the individual requesting the waiver (employee, employee spouse, or dependent) must apply for financial aid by completing a FAFSA. State and federal grant and scholarship funds (including WASFA funds) will be applied prior the Tuition Waiver being applied.

#### **Continuing Eligibility**

- Employment must be continuous through the end of the semester and grades recorded to be eligible for future waivers.
- Students receiving an Incomplete (I) grade will not be eligible for tuition waiver until the Inc. is cleared.
- Summer course, auditing courses, non-traditional courses, non-credit courses, course re-takes, and workshops are not eligible for waiver.
- Recipients must maintain a cumulative 2.0 GPA to remain eligible for tuition waiver.

Please contact the Human Resources Office for additional requirements and details of the Tuition Benefit.

#### **5.9. Retirement Plans {403(b)} Tax-Sheltered**

Benefit-eligible employees are able to participate in a voluntary tax-deferred retirement plan offered through Heritage University under provision 403(b) of the Internal Revenue Code (IRC). This plan allows participants to direct a portion of their income, on a tax-deferred basis, into any of a number of investment vehicles such as annuity contracts and mutual funds. Taxes are deferred until the money is withdrawn - usually upon retirement (withdrawal prior to retirement age carries a penalty). Employees make their full contribution, via salary reduction. Employees may enroll or change their elections for the 403(b) plan at any time.

Employees may invest up to the current IRS mandated limit in a 403(b) plan. Employees age 50 or older may set aside up to an additional \$5,000. The annual contribution is allocated equally across the number of paychecks an employee receives during the year for their base salary. TIAA-CREF is the authorized vendor and administrator.

After one year of service, Heritage University contributes 5% of gross base salary for all Full-Time benefit-eligible employees regardless of an elective deferral by the employee. In addition, Heritage University will match 100% of the employees' before tax contribution to the plan up to 2% of the employees' gross pay, for a total of 7% contribution from the University.

## **Vesting**

Vesting is immediate once contributions begin. Since vesting is immediate, the total funds remain in the employee name for his or her ultimate retirement as per social security guidelines.

If the employee becomes permanently and totally disabled, all monies in the fund would be made available to the employee. If the employee dies, all monies in the fund would be made available to the named beneficiaries.

## **6. VACATION, SICK LEAVE, AND LEAVE OF ABSENCE**

### **6.1. Time-off Benefits**

Time-off benefits are provided to eligible employees of the University for a variety of reasons, including rest, enjoyment, and illness. The University has designed a comprehensive time-off benefits program. See also Faculty Handbook section 2.11.4, Faculty Leave.

### **Holidays**

Heritage University currently observes the following official paid holidays each year. An exact schedule of these holidays is published annually by the Human Resources Office. Employees working less than .75 FTE, student work study assistants, and temporary non-students are not eligible to receive holiday pay.

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving
- Winter Break (see schedule for dates)
- Martin Luther King Jr. Day
- Presidents Day
- Spring Renewal Day
- Memorial Day
- Yakama Nation Treaty Day

These holidays are observed in accordance with the rules and regulations set forth by the University. To receive holiday pay, an employee must be in pay status the day before and the day after the holiday. When a non-exempt employee is required to work on a university observed holiday, the employee shall receive payment of hours worked plus an additional 8 hours of holiday pay. A terminating employee will not be paid for any official holiday occurring after the last working day of his or her employment.

### **6.2. Personal Leave**

Full-time, benefits-eligible staff and administration receive 24 hours of personal leave per fiscal year. These hours are granted on July 1. This leave is pro-rated for employees working between 30-40 hours per week and per hire date. Personal leave may be used for emergency and/or short notice purposes. These hours may not be carried over to the next fiscal year. Unused personal leave is not paid to an employee upon separation of employment.

### **6.3. Vacation**

Vacation time must be approved in advance by the employees' supervisor, taking into consideration staffing levels. All vacation requests must be submitted a minimum of 10 days in advance for approval.

#### **Eligibility**

Full-time, benefits-eligible staff and administration are eligible to accrue vacation hours. Accruals are pro-rated for staff and administration working between 30-40 hours per week. Full-time staff and administration accrue 6.67 hours of vacation per month for the first five years of employment. After the completion of the 5th year of service, vacation will accrue at 10 hours per month. Employees with 10 or more years of service will accrue at 13.33 hours per month. Administrators accrue at 13.33 hours per month.

Staff and administration must be hired on or before the 15th of the month to accrue leave for that month. Leave is accrued on the last working day of the month. They must have a sufficient leave balance from prior months to cover the hours taken through the last day of the vacation.

#### **Carryover of Unused Vacation Days**

On June 30 of each calendar year, staff and administrator leave records shall be adjusted to reflect no more than one year amount of accrued vacation/annual leave.

#### **Vacation Pay Upon separation**

All unused, accrued vacation leave, not to exceed one year's accrual, shall be paid to staff and administrators upon their separation from employment when all HU issued property is returned and up-to-date Time and Accountability sheets have been submitted. If any portion of their compensation is funded by a grant or other funding sources, the terms set forth by the grant or funding partner will determine if the payout of vacation hours is permitted.

Staff or administration who separate on or after the fifteenth of a month shall accrue vacation/annual leave for that month.

#### **Record of Earned Vacation**

A Timesheet or Time and Accountability form must be completed to document the vacation leave taken. Timesheets for hourly employees are due in Payroll by the day following the last day on the timesheet. The Time and Accountability Form for salaried staff and administration is due by the 8th of the month for the previous month's absences. Failure to submit Time and Accountability forms timely may result in forfeit of accruals.

### **6.4. Sick Leave**

#### **Eligibility**

Full-time, benefits-eligible staff and administration are eligible to accrue sick leave hours at a rate of 8 hours per month, up to a maximum of 480 hours. Accrual is pro-rated for employees working between 30-40 hours per week. Sick leave may be granted at the discretion of the institution and upon approval by the supervisor for an employee's absence for any of the following reasons:

- Illness or injury of the employee;
- Medical and dental treatment or consultation;
- Quarantine due to a contagious illness in the employee's household; or



- Illness, injury, or death in the employee's immediate family requiring the employee's presence.

Sick leave cannot be granted to substitute for vacation leave. For the purpose of this policy, immediate family is defined as spouse, significant other, domestic partner, parents, children, brothers, and/or sisters. Employees are not to perform University related tasks while on sick leave.

#### **Sick Leave Accruals**

For all full-time staff and administrators, sick leave shall be accumulated at the rate of one working day per calendar month of service. Temporary employees, student workers, adjunct instructors, and part-time employees will follow Washington State paid sick leave program and will accrue one (1) hour for every 40 hours worked.

#### **Reporting Absences Due to Illness**

Employees are expected to report all absences due to illness or injury directly to their supervisor or department head as soon as possible and should indicate probable length of absence so that schedule adjustments may be made.

Employees absent for prolonged periods should communicate with their supervisors, unless on approved leave of absence.

A Timesheet or Time and Accountability Form must be completed to document the sick leave. Timesheets for hourly/temporary employees are due in Payroll as outlined in the payroll calendars. The Time and Accountability Form for salaried exempt and non-exempt must be completed submitted to the payroll office by the eighth (8<sup>th</sup>) of the month for the previous month's absences. Failure to submit Time and Accountability forms timely may result in forfeit of accruals.

#### **Physician's Statement**

If an employee is out of work due to illness or care of an ill relative for three (3) consecutive days, a physician's statement is required covering the dates of absence upon return to work.

#### **Sick Leave Upon Separation**

A separating employee shall not be paid for any unused sick leave earned.

### **6.5. Donated Leave**

Heritage University recognizes that staff may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available leave balances. Donated leave is defined as leave time donated from individual employee's unused balances (sick, vacation, or personal) to their co-worker(s) in need, in accordance with the policy outlined below. This policy is strictly voluntary. Human Resources Staff will monitor the use of donated leave to ensure equal treatment of all employees and requests.

#### **Eligibility to Receive Donated Leave**

Staff who would like to receive donated leave time from their co-workers must have a situation that meets the following criteria.

**Family Health Related Emergency** – Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

**Other Personal Crisis** – A personal crisis of a severe nature that directly impacts the employee, which may include a natural disaster, impact to the employee's primary residence, death in the family, etc.

Appropriate medical certification or other supporting personal crisis documentation both of the necessity for the leave and the length of time which the employee reasonably can be expected to be absent is required.

If the recipient employee has available leave time in their balance, this time will be exhausted prior to receiving any donated leave time. Donated leave time may only be used for time off related to the approved request.

Employees who receive donated leave time may receive no more than 480 hours (12 weeks) within a rolling 12 month period. Donated leave will not affect or extend the duration of the employee's 12-week FMLA entitlement.

Every effort will be made to maintain confidentiality of a medical condition for which donated leave is requested. Donated leave will be converted to sick leave for the recipient on an hour for hour basis. Leave will be deducted from the leave pool on a month by month basis as needed.

An employee receiving donated leave who separates employment is not paid for any remaining donated or unused donated leave (i.e. separation date will not be extended for the sole purpose of exhausting donated leave).

Employees who would like to make a request to receive donated sick/personal/vacation time are required to complete a Leave Time Request/Donation Form, which includes authorization to disclose the amount of leave needed to those interested in making a donation. Forms are located in the Human Resources Office.

#### **Eligibility to Donate Leave**

Staff who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances because they may experience their own personal need for time off. Staff cannot borrow against future leave time to donate. Staff who are currently on an approved leave of absence cannot donate leave time.

Staff who donate leave time must be employed by Heritage University for a minimum of 1 year. Staff may donate a minimum of 4 hours, and a maximum of 40 hours (1 week) per year, and must have a minimum of 80 hours (2 weeks, combined annual) left after donating.

## **6.6. Leave without Pay**

Leave without pay may be granted only in extenuating circumstances for a period not to exceed one year at the discretion of the department with the approval of the Human Resources Director and will be without pay.

#### **Duration of Leave without Pay**

All leave must be approved and filed with Payroll and Human Resources on either a Time and Accountability form for exempt employees or a timesheet for non-exempt employees. Any leave, except that charged to accrued vacation that is anticipated to extend beyond two weeks in duration, must be approved and filed on a Personnel Action form (PAF). A minimum of 10 days advance notice is requested when possible.

#### **Benefits during Unpaid Leave**

Approved unpaid leave allows employees to elect to continue their group insurance benefits through COBRA. However, employees on unpaid leave will not continue to accrue vacation or sick leave.

Upon return from approved leave without pay, the employee will be restored to his or her original position, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. Should an employee be unable to return to work after being granted leave without pay for one year, the employee will be terminated.

#### **6.7. Unapproved Leave**

An employee not at work must be in an approved leave status. When an employee is absent from work and has not made arrangements to be on official leave, accrued vacation will be charged until exhausted. Once exhausted, the employee will be in an "hours without pay" status. This means that paychecks will no longer be issued, unless Human Resources or Payroll determines otherwise. (See Job Abandonment Section 8.9)

#### **6.8. Workers' Compensation**

All University employees are covered by state Workers' Compensation laws, which may provide medical and income benefits if an employee is injured on the job. In the event of an injury while performing job duties, the employee should immediately report the injury to the supervisor or supervisor's designee. The supervisor (or designated alternative) is responsible for reporting employee injuries/accidents, following the established reporting system. An employees' failure to report the accident promptly may result in failure to receive benefits in addition to disciplinary action.

In the event of a life-threatening emergency, employees are to call 911 for immediate assistance. For all other work related injuries, employees may report to University Security during evenings and weekends. University Security will refer injured employees to seek medical attention according to the Workers' Compensation instructions.

#### **6.9. Administrative Leave**

Administrative leave is a leave of absence initiated by the University to deal with special circumstances to determine continued employment.. Administrative leave may be with or without pay and carries no promise of future re-employment.

## **6.10. Family and Medical Leave**

The [Family Medical Leave Act \(FMLA\)](#) entitles eligible employees to take up to 12 weeks of unpaid, job protected leave each rolling 12-month period. A rolling 12-month period is defined as 12 months from the date of first absence. To be eligible, the employee must be employed for at least one year and have worked at least 1,250 hours over the previous 12 months.

Sick leave must be used first while on FMLA leave. When sick leave has been exhausted, the employee will use his or her accrued vacation leave. Once all accrued leave has been exhausted, the remainder of the FMLA leave will be in an unpaid leave status.

### **Washington State Paid Family and Medical Leave (WPFML)**

[Washington Paid Family and Medical Leave \(WPFML\)](#) is administered by the Washington Employment Security Department (ESD) and is funded through employee and employer contributions. Employees are eligible for WPFML if they have worked 820 hours for any Washington employer(s) in the qualifying period. Employees must apply for WPFML through the Employment Security Department (ESD). ESD will determine employee eligibility after the employee completes an initial application with the department. Eligible employees must complete a one-week waiting period before receiving partial-pay benefits from ESD, except when the leave is used for the birth or placement of a child. Employees cannot receive WPFML benefits while receiving state or federal disability insurance, unemployment insurance, or workers' compensation.

Eligible employees can take up to 12 weeks of partially paid leave benefits within a 12-month period for the following reasons:

- For the employee's own serious health condition;
- To care for the serious health condition of a child, son-in-law, daughter-in-law, grandchild, spouse, registered domestic partner, parent, parent-in-law, grandparent, grandparent-in-law, or sibling;
- To bond with a minor child during the first year after birth or placement; or
- Because of any military family member's qualifying emergency as permitted under the federal Family and Medical Leave Act (FMLA).

Paid leave benefits may be extended to a total of 16 weeks in the 12-month period if an employee has multiple needs to use family leave and/or medical leave in the same year, or up to 18 weeks if the employee is disabled due to pregnancy or childbirth

Heritage University has designated all company provided benefits (vacation, holiday, sick, short-term disability and long-term disability) as non-supplemental for WPFML purposes. This means if all conditions that must be present in order for you to use this pay benefit apply, what you receive via WPFML's partial pay benefits may be decreased proportionally to what you receive under the Heritage provided pay benefit. It is your responsibility, as the employee, to report Heritage provided benefits you are receiving during your leave to the Employment Security Department.

### **Family Leave Entitlement**

Employees may request Family Leave, including but not limited to the following events:

- Birth of a child
- Adoption of a child
- Serious health condition of employee's child, spouse, or parent

- Serious health condition of employee

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient hospital care (such as an overnight stay), hospice, or residential medical care facility;
- any period of incapacity requiring sporadic absences from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that if not treated, would likely result in a period of incapacity;

Spouses/significant others/domestic partners who are both employed by the University are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a child or parent (but not parent “in law”) who has a serious health condition. Leave for birth, adoption or foster care placement must conclude within 12 months of birth or placement.

Under some circumstances, employees may take FMLA leave intermittently—which means taking leave in blocks of time, or by reducing the normal weekly or daily work schedule. Where FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to approval by Heritage University. FMLA leave may be taken intermittently whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

### **Notice and Certification**

Employees seeking to use FMLA leave are required to

- Provide 30-days advance notice to the Human Resources Office of the need to take FMLA leave, when practical. The Human Resources Office will notify the supervisor of necessary action.
- FMLA leave requires a Physician Statement (DOL Form WH-380-E). *Required forms may be obtained from Human Resources Office.*
- Meet with the Human Resources Director and provide periodic reports during FMLA leave regarding the employee’s status and intent to return to work.

### **Benefits Coverage during Leave**

During the period of FMLA leave, an employee may retain health, dental, and life benefits under the same conditions that applied before the leave began. If an employee’s share of insurance premiums cannot be deducted from their pay, the employee will be required to pay his or her share of insurance premiums each month while on leave. Failure to pay the employee share of the insurance premiums by the 1<sup>st</sup> of each month may result in loss of coverage.

### **Job Restoration**

Upon return from FMLA leave, the employee will be restored to his or her original position or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

The employee's use of FMLA will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave. In an unpaid leave status the employee will not continue to accrue vacation or sick leave benefits.

#### **Return from Leave**

Employees must notify the Human Resources Office of their return to work date at least five (5) business days in advance of the return to work date. A statement from the employee's physician certifying that the employee is physically able to return to work is to be turned into the Human Resources Office on the employee's first day back to work if employee took FMLA for personal reasons. The employee is responsible for ensuring that the documentation is delivered to the Human Resources Office, either in person or electronically. Upon receipt of the statement, the employee will be added to payroll if they were on leave without pay.

If an employee wishes to return to work prior to the expiration of FMLA leave, notification must be given to the Human Resources Office at least five (5) business days prior to the employee's planned return. The Human Resources Office is then responsible for notifying the employee's supervisor of the employee's status. The employee must provide medical certification that they are able to return to work earlier than expected.

#### **Extension of Leave**

An employee requesting an extension of FMLA leave due to the continuation, recurrence or onset of his or her own serious health condition or of the serious health condition of the employee's spouse/significant other/domestic partner, child, or parent must submit a request for an extension in writing to the Human Resources Office for arrangements in additional unpaid medical leave.

### **6.11. Military Leave**

#### **Definition of Military Leave**

Military duty, for the purpose of these regulations, includes any ordered military duty in the service of the United States. This includes schools conducted by the armed forces of the United States.

#### **Duration of Military Leave**

The University recognizes the nation's need for an adequate military and intends to abide by all applicable federal and state statutes for employees on Active Duty, National Guard or the Military Reserves. Employees must notify their supervisors at the earliest date possible by providing a copy of their orders and completing a Leave of Absence form.

According to federal and state requirements, the University will provide re-employment to employees returning from active military duty. To be eligible for reinstatement, the employee must have been employed in a regular position and the total amount of active duty cannot exceed five years.

#### **Benefits during Military Leave**

The employee on Military Leave may elect to exhaust accrued vacation leave hours prior to going on unpaid leave. During the period of military leave without pay, an employee may retain health, dental, and life benefits through COBRA under the same conditions that applied before the leave began. If an employee's share of insurance premiums cannot be deducted from their

pay, the employee will be required to pay his or her share of insurance premiums each month while on leave. Failure to pay the employee share of the insurance premiums may result in loss of coverage.

### **Return from Military Leave**

The employee must provide advance notification to the department and the Human Resources Office of the return-to-work date. The individual will be reactivated in payroll if the individual was on leave without pay. The effective date will be the return to work date. Employees may be required to provide fitness-for-duty certification prior to being restored to active status.

Failure to return from leave for reasons other than a continued serious health condition may require the individual to repay the employer's contributions to healthcare premiums during the period the individual should have returned.

### **Leave for Spouses of Deployed Military Personnel**

Spouses of military personnel deployed or on leave from deployment during times of military conflict are eligible to take up to 15 days of unpaid leave from work per deployment. The eligible employee may choose to use vacation accruals during this leave. Spouses of returning military personnel whose deployment orders have ended are not eligible for this leave. Employees must notify their supervisors at the earliest date possible by providing a copy of their spouse's orders and complete a Leave of Absence form.

### **6.12. Leave for Victims of Domestic Violence, Sexual Assault, and Stalking**

Under [Washington State law](#) (Domestic Violence Leave) victims of domestic violence, sexual assault or stalking may utilize sick hours to seek medical treatment, counseling, legal or law-enforcement assistance. Family members may also utilize sick hours to help a victim obtain needed treatment or services. Employees must give advance notice when possible to their supervisor for approval.

### **6.13. Educational Leave**

The President or a designee may grant educational leave without pay to full-time employees who have at least 10 years of service at the time of the request. Educational leave may not exceed one year at a time and is to be used for obtaining a degree or professional certification. Such approved leave allows the employee the right to elect to continue his or her group insurance benefits through COBRA election. Failure to pay the insurance premiums will result in loss of coverage. See Faculty Handbook for Sabbatical Leave information, section 2.12.1.

### **6.14. Bereavement Leave**

Employees who have a death in the immediate family may be allowed to use five days of their accrued sick leave for absences related to the death. Sick leave in excess of five days for a death in the employee's immediate family requires approval by their supervisor and the Human Resources Office prior to leave being taken. The approval should be attached to the employee's time sheet or Time and Accountability form filed for the absence. The immediate family in this instance includes the employee's spouse, domestic partner, parents, children, siblings, stepchildren, grandparents, grandchildren, aunts, uncles, foster parents, legal guardians, and in-laws in the same categories.

Vacation and/or personal leave may be used for attendance of funeral services of non-immediate family.

### **6.15. Jury Duty**

Jury duty leave with pay is granted up to a maximum of 80 hours at regular pay rate to full-time employees working full-time (.75 FTE) or more for the purpose of serving on a jury or as a witness. Such leave is granted upon presentation of official documentation. A subpoena from the appropriate court to serve as a witness qualifies as documentation. A receipt from the appropriate court stating the number of days served qualifies as documentation for serving on a jury. In the event that an employee is required to serve on a jury that exceeds the 80 hours paid benefit, the employee may take accrued leave or be placed on leave without pay status for the remaining jury service. Employees may retain juror or witness fees paid by the court.

An employee appearing in court related to a personal matter or as an expert witness will not be granted leave with pay but may take vacation time, if available.

## **7. WORKPLACE PRACTICES**

### **7.1. Confidentiality**

Employees of Heritage University may encounter a variety of confidential matters regarding other employees, faculty, staff, students, clients, and donors. When doing so, it is the employee's responsibility to maintain the highest level of privacy for fellow employees and other members of the University community.

### **7.2. Work Schedules**

The normal work week for full-time employees consists of 40 hours per week. Employees may, on occasion, have to work more or less than forty hours per week. In these instances, advance notice will be provided when possible and the employee will be compensated for the hours worked in excess of 40 hours per week, in accordance with the Fair Labor Standards Act (FLSA). Work hours and days are determined by the needs of the University and will be communicated to the employee by the supervisor. There may be instances when the needs of the University dictate a change in schedule. This change will be communicated to the employee by the supervisor with at least two weeks' notice when possible.

Time for breaks, including lunch or rest periods, will be communicated by the immediate supervisor. Break times may not be skipped in order to leave early or come in late.

The University reserves the right to change work schedules as necessary to meet changing departmental needs.

### **Attendance**

Employees, exempt and non-exempt, are expected to adhere to their scheduled hours. If the employee is unable to report to work as scheduled for any reason, the employee should promptly notify their supervisor. It is not sufficient to leave a message with a co-worker nor should the notification be made by a friend or family member except under emergency situations. Such notification should be made as far in advance as possible.

### **Personnel Action Form**

It is the responsibility of the supervisor to ensure that documentation reflecting salary payment is received in the Payroll Office in a timely manner. The supervisor must complete the Personnel Action Form (PAF) relating to salary payment. The completed and approved form must be received in the Payroll Office no later than 4:30 pm 15 days preceding the payday. PAFs received after the deadline may require an adjustment to the employee's paycheck.



Supervisors should ensure that all new-hire paperwork is completed within three (3) business days of the employee's start date.

### **Meal and Rest Periods**

Full-time, non-exempt employees receive a fifteen minute rest period the first half of their work shift and another fifteen minute rest period the second half. Rest periods are limited to fifteen minutes of absence from the job. Part-time non-exempt employees receive a fifteen minute rest period for each four hours of continuous work time.

Employees may not forego rest periods to accumulate extra time off in the future or to make up for tardiness or previous absence. Rest periods may not be skipped in order to leave early or come in late.

Meal schedules may vary by department and can be adjusted to meet departmental needs. An unpaid meal period of one hour (30 minutes minimum) should be scheduled as close as possible to the mid-point of a work schedule greater than 5 hours.

Meal periods may be reduced to 30 minutes as part of a flex schedule but may not be forgone entirely.

### **Flexible Scheduling**

Flextime allows for flexible scheduling arrangements that permit variations in starting and departure times, but does not alter the total number of hours worked in a workweek or workday and does not allow for working away from the office location. Flextime can be used to improve coverage and extend service hours. Flextime must occur within the 40 hour work week.

Flextime is a privilege and may be discontinued, temporarily suspended or altered, with or without notice, at the sole discretion of the appropriate supervisor or Vice President when the work needs change or if service is impaired. Each request for a flextime schedule will be decided on an individual basis. All decisions should be consistent with department practices.

### **7.3. Employee Records**

The Human Resources Office maintains a personnel file for each employee containing vital employment information. To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify the Human Resources Office by completing a Personal Data Record/Change form of any changes in name, home address, marital status, number of dependents, telephone number, and person to notify in case of emergency. It is also important to notify the Human Resources Office of scholastic achievements that may enhance opportunities for advancement.

### **Access to Employee Records**

Employee personnel records are maintained by the Human Resources Office. Employees may review their personnel file in the Human Resources office during business hours. Supervisors also may review the files of those employees for whom they are directly responsible. Contact the Human Resources Office to schedule personnel record reviews.

**Privacy of Health Information**

Government regulations define standards to protect the privacy of health information. In the course of the employment relationship, employees' health information may be used by the University when necessary for the administration of workers' compensation benefits or health insurance plan benefits. Employees may be asked to sign an authorization form to permit a medical provider or health plan to disclose health information to the University. Any such disclosure will only be used for the specific purpose of the disclosure and the University will take all reasonable precautions to protect the privacy of this information.

**Disclosure of Information**

The Human Resources Office will furnish, upon written request of third parties outside the University, employees' dates of employment at the University and his or her title or position. In instances where payroll information is requested (e.g., salary information for obtaining a mortgage), the requesting party will be advised that this information will only be made available with the written consent of the employee.

**7.4. Employee Health and Safety**

The prevention of accidents and the promotion of safety are the responsibility of everyone in the University community. Everyone is encouraged to be alert to and report any unsafe practices and conditions that may present an imminent danger to individuals or property. Employees should report these types of conditions to their immediate supervisor and to the Physical Plant and Maintenance Office.

**Emergency Treatment**

In the event of a serious or life-threatening emergency, call 911 for immediate assistance. If the situation is not an emergency, contact Heritage University Security.

**Campus Safety, Security, Fire, and Emergency Services**

Each Heritage University building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings, the locations of fire extinguishers, hoses, and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route, vacate the premises, and gather in a safe area until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

Employees are strongly encouraged to become familiar with the emergency action procedures associated with their work area and how Heritage University prepares for, responds to, and recovers from a major emergency. A copy of the University Emergency Management Policy and Emergency Action Plan can be obtained through the Campus Security Office.

**Employee Right to Know**

The Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 was passed to help protect public employees from dangerous exposure to hazardous chemicals. In compliance with this law, Heritage University has established labeling, reporting, and training procedures relating to the use of hazardous materials. All University employees have access to Material Safety Data Sheets (MSDS), which outline specific information about hazardous chemical materials.

Heritage University has developed a written plan for implementing the Hazard Communication Program. All new hires for whom this is applicable are provided with an overview of the major elements of the Hazard Communication Standard and an understanding of the potential hazards of the chemicals they handle and the procedures to be used to ensure personal safety.

Heritage University requires the training of designated employees about hazardous chemicals, labeling of chemical containers, and the management of chemical information sheets (Material Safety Data Sheets). The intent of the training is to provide employees with the chemical health and safety information they need to help protect themselves and to work safely with hazardous chemicals. Vice Presidents, department chairs, business managers, and supervisors are responsible for assuring that their employees are trained if they are covered by this regulation, that containers are labeled, and that an updated list of non-laboratory chemicals used in their work areas is maintained.

The manner in which Heritage University is complying with each of these requirements is detailed in the Hazard Communication Plan.

Designated employees must follow established procedures, attend a Hazard Communication training session (in some cases just reading this manual suffices), read chemical labels and Material Safety Data Sheets, and follow their instructions and warnings.

For additional information, contact the Safety Administrator in the Physical Plant and Maintenance Office.

### **7.5. University Closing**

In the event of inclement weather or any emergency that jeopardizes the safety of employees, the President or designee of the University may declare leave with or without pay. In the case of inclement weather, the following details the procedures for advising faculty, staff, students and community when weather conditions require closure or delay the opening of the University. These procedures will apply to both weekday and weekend activities. The communications protocols for closures or delayed openings of the University during periods of inclement weather are described below.

- If snow or ice falls during the night, the decision to close or delay opening will be communicated through the Heritage University emergency notification system.
- If snow or ice conditions develop during regular daytime working hours and a decision is made to cancel classes and close offices, the University community will be notified via email and the Heritage University emergency notification system.

#### **Web Site Notification**

University closings will also be posted on the HU web site at [www.heritage.edu](http://www.heritage.edu). Employees will be notified as early as possible about the University's operating status during periods of inclement weather.

### **7.6. Use of University Services and Property**

The University strives to maintain the highest standards of personal and business ethics and professional conduct. All employees are required to do the same. Daily activities on behalf of the University should always be carried out in an ethical and legal manner and conflicts of interest should be avoided.

**Use of Heritage University Stationery**

Heritage University stationery is intended for University business and must not be used by staff members for personal or non-University correspondence.

**Use of Telephones**

The use of all telephone services should be limited to official University business only. Telephone calls should be handled in a prompt and courteous manner, and University telephone lines must be kept clear for business calls.

Using office phones for personal long distance calls is a violation of University policy. Employees may not make personal long distance calls with the intention of repaying the University at a later date.

**Use of Campus Mail**

Employees may not use the Campus Mail services for personal mail. This service is staffed to handle only official University correspondence. While the Campus Mailroom Staff does not ordinarily inspect individual letters and packages for conformance to this policy, they are required to call to the attention of proper department manager any apparent violations.

**University Equipment**

Electronic mail, voice mail, fax machines, and copiers should be used for official Heritage University business only. Employees should understand that electronic mail and voice mail messages are not secure and therefore should not be assumed to be private.

**Computer Usage**

Heritage University equipment, including computer hardware and software, are valuable assets. They should be used for official Heritage University business only. Although every effort is made to secure the privacy of each authorized user, messages or files stored on the computer or system network should not be considered to be entirely private or secure. Heritage University reserves the right to have access to any information stored on a University-owned computer or network.

Under no circumstances may software be copied or installed on a Heritage University computer if such copying or installation would violate any copyright or licensing agreement. All system users are expected to follow the guidelines outlined in the "Computer Use Policy" published by Information Technology.

**7.7. Business Activities**

Employees who supplement their earnings by the promotion or sale of products and services do so entirely on their own initiative and without implied approval or endorsement by the University. All such activity, including sampling, soliciting orders, and deliveries, must be conducted entirely outside of working hours and entirely outside of University property.

**7.8. Children in the Workplace**

It is expected that employees will not bring their children to work during the employee's scheduled work hours, aside from occasional and limited circumstances. Exceptions must be approved by supervisors.

### **7.9. Pets**

It is expected for health, safety, and courtesy reasons to preclude the presence of pets in the workplace, except approved or certified service animals. Employees should refrain from feeding stray animals on campus.

## **8. STAFF DEVELOPMENT, PERFORMANCE, AND CONDUCT**

The concepts discussed in this section do not modify the “at-will” employment relationship, but provide information consistent with our employment philosophy.

### **8.1. Staff Performance Evaluations**

Heritage University has established a system of performance evaluations for all exempt and non-exempt employees. These evaluations are used for making decisions regarding transfer, promotion, demotion, retention, supervisory assistance, employee training, development, and salary. All employees are evaluated by the immediate supervisor or department head on an annual basis. The supervisor or department head is not restricted to the listed categories on the Evaluation form as criteria for performance evaluation.

Employees in the 90-day provisional period will have a written evaluation. More than one evaluation may occur prior to the completion of the provisional period if deemed necessary.

#### **Performance Policy**

Heritage University supports a consistent, continued, and communicated performance management process. A formal, written performance evaluation should be completed at least once every fiscal year. The performance evaluation should include, but not be limited to, an evaluation of the employee's job knowledge, accuracy, quality, customer service, attendance, punctuality, productivity, supervision required, adaptability, organizational skills, communication skills, and interpersonal relations/teamwork.

#### **Performance Expectations**

Supervisors should provide employees with a job description, related performance expectations, and a copy of the evaluation instrument. The job description should be reviewed with the employee to ensure that it accurately reflects current responsibilities and expectations. The Heritage University Performance Excellence Annual Plan must be used by the evaluator in evaluating their direct subordinates.

#### **Performance Evaluations**

The Performance Excellence Annual Plan is currently available on MyHeritage. Completed evaluations, signed by the supervisor and the employee, are to be submitted to the corresponding area Vice President, and to the Human Resources Office between May 1 and June 30.

#### **Quarterly Evaluations**

The Performance Excellence Process is an ongoing, twelve-month process captured on the Performance Excellence Annual Plan form. Supervisors and staff should plan to meet quarterly for planning, coaching, and reviewing. These conversations should be ongoing discussions of feedback, measuring progress, and monitoring the progress on identified goals and objectives. The suggested timeline is: First quarter review in September, second quarter review in

December, third quarter review in March, and the final/annual review between May 1 and June 30. The quarterly evaluations should be documented for the record.

## **8.2. Training and Development Programs**

The University recognizes that training and development programs improve individual and organizational performance and help the University achieve its overall institutional goals. Supervisors and their employees should develop plans to enhance skills and prepare for continually evolving responsibilities in their positions.

Since professional development is part of all employees' performance expectations, supervisors should plan for and allow release time from work for training programs determined to be mutually beneficial for employees and the University. Such release time should be granted to employees in a fair and equitable manner, regardless of experience, educational background, or job title.

Work-related training programs may be provided on campus by the Human Resources Office. Employees may register for training by registering when the training is announced. The Human Resources Office can assist departments with coordinating in-house customized training opportunities to meet their specific needs.

All training that will be attended during work hours must be approved by the supervisor before attending. The supervisor must verify that the employee's attendance will not adversely affect department services.

## **8.3. Informally Auditing Courses at Heritage University (Non-Credit Courses)**

A full-time employee may informally audit classes without paying the usual tuition and fees. This benefit is contingent upon approval by the course instructor and the employee's area Vice President.

### **Approvals for Auditing Courses**

In most circumstances, courses should be taken outside of normally scheduled working hours. Employees wishing to take a course during regularly scheduled work hours must have supervisor and Human Resources approval. The supervisor must verify that the employee's attendance in class will not adversely affect department services. Employees will be expected to take vacation or make up any time spent in class away from the designated work area.

## **8.4. Progressive Discipline**

The progressive discipline process is designed to be constructive, corrective, and to promote employee success. It gives employees the information necessary to understand what aspect of work performance, attendance, and/or behavior is unacceptable; identifies the improvements that are expected; and provides the opportunity for employees to demonstrate the expected improvements. The goal of this process is to improve and assist employees in taking ownership of their performance, attendance, or behavior.

## **8.5. Progressive Discipline Steps**

When an employee's performance or behavior is unsatisfactory, a progressive process is usually warranted. The steps involved in the process may include verbal discussion, written warning, and termination. Any disciplinary step may be omitted at the discretion of University administration.

Supervisors must document all steps of the corrective discipline process as they occur, as well as warnings of further corrective action if the unacceptable performance and/or behavior is not corrected. The Human Resources Director should be notified of all progressive discipline steps.

In each step, supervisors are advised to state the next step to be taken if the performance does not improve. The employee may be immediately terminated or suspended at the discretion of University administration.

#### **Verbal Notice**

The initial notice should be verbal, whenever possible. The discussion should be firm but fair and ensure that the employee clearly understands the established standards and expectations with respect to the unacceptable performance or behavior. A written record of the date and content of such discussions will be kept in the appropriate files in the department. The supervisor will communicate expectations to the employee in writing.

#### **Written Notice**

When the initial conversation doesn't result in the needed improvements, written warnings will follow. Written warnings may be used as an initial warning for more egregious behavior. The written warning outlines the undesired behavior, states expectations and lists consequences if issues continue.

Human Resources Office is available to assist supervisors with the communication process. Copies of the warning letter will be provided to the employee and also sent to the Human Resources Office to be placed in the official employee file.

#### **Dismissal Action**

Prior to dismissing an employee, the supervisor will review the situation and related information with the Human Resources Director and supply appropriate documentation.

#### **8.6. Job Abandonment**

When an employee does not report to work for three consecutive, scheduled workdays and does not communicate to the supervisor their whereabouts or intentions regarding the job, the University may terminate the employee for job abandonment. Prior to taking such action, the supervisor must contact the Human Resources Director and make reasonable efforts to contact the employee to determine the employee's intentions regarding the job. The following procedures should be followed within 24 hours of determining an employee has abandoned their job.

#### **Termination Procedure for Job Abandonment**

- Contact Human Resources to draft a termination letter to the employee and to discuss other steps that need to be taken in the termination process (i.e. Clearance Form, return of equipment, etc.).
- Contact IT to restrict access to Heritage University Systems.
- Contact Physical Plant and Maintenance office to determine if locks need to be changed or if additional keys are needed for the department.

**8.7. Personal Appearance**

Heritage University is a professional organization with a high level of visibility in the community. Our premises are visited by state/elected officials, students, clients, and guests on a daily basis. Discretion in style of dress and behavior is essential to the efficient operation of the University. Employees are required to dress in appropriate attire and to behave in a professional, business-like manner.

**8.8. Work Environment Appearance**

Employees are expected to keep their work environments clean and orderly. Materials of a sensitive or confidential nature must be secured.



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