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# ARIZONA CHRISTIAN UNIVERSITY

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EMPLOYEE HANDBOOK

# Contents

- ABOUT THIS HANDBOOK/DISCLAIMER ..... 5
- Section 1 - Governing Principles of Employment ..... 6
  - 1-1. Introduction..... 6
  - 1-2. Mission ..... 6
  - 1-3. Vision ..... 6
  - 1-4. ACU Core Commitments..... 6
  - 1-5. Statement of Faith ..... 7
  - 1-6. Marriage and Human Sexuality..... 9
    - Preamble ..... 9
    - Religious Beliefs..... 9
    - Holy Scripture ..... 11
    - Application..... 11
  - Opportunity ..... 11
  - 1-7. Equal Employment Opportunity and Nondiscrimination ..... 11
  - 1-8. Harassment-Free Workplace ..... 12
  - 1-9. Drug-Free and Alcohol-Free Workplace..... 13
  - 1-10. Workplace Violence ..... 14
    - Prohibited Conduct..... 14
    - Procedures for Reporting a Threat ..... 15
  - 1-11. Disability Accommodation..... 15
- Section 2 - Operational Policies ..... 16
  - 2-1. Employee Classifications ..... 16
  - 2-2. I-9 ..... 16
    - I-9 Employment Eligibility Verification ..... 16
    - E-Verify..... 16
  - 2-3. Your Employment Records ..... 17
  - 2-4. Working Hours and Schedule..... 17
  - 2-5. Timekeeping Procedures..... 17
  - 2-6. Overtime ..... 17
  - 2-7. Your Paycheck..... 18
  - 2-8. Direct Deposit..... 18
  - 2-9. Performance Review ..... 18
- Section 3 - Benefits..... 19
  - 3-1. Benefits Overview ..... 19
  - 3-2. Paid Holidays ..... 19
  - 3-3. Vacations..... 20
  - 3-4. Workers' Compensation ..... 21
  - 3-5. Jury Duty ..... 21
  - 3-6. Bereavement Leave ..... 22
  - 3-7. Voting Leave ..... 22

3-8. Earned Paid Sick Time .....	22
3-9. Education Benefits .....	23
Undergraduate Benefit .....	23
Participation.....	23
Fees .....	23
Admissions And Registration.....	23
Approval For Faculty/Staff Tuition And Fee Waivers .....	23
Release Time .....	24
Graduate Tuition Assistance Plan:.....	24
Eligibility.....	24
Rates.....	24
Deadlines.....	25
Program Approval.....	25
Conditions of Repayment.....	25
Exceptions .....	26
3-10. Professional Development .....	26
Registration Fees.....	26
3-11. Staff Dependent Educational Benefits .....	26
Section 4 - Leaves of Absence.....	28
4-1. Personal Leave.....	28
4-2. Military Leave .....	28
4-3. Family and Medical Leave .....	28
Eligibility.....	28
Type of Leave Covered .....	29
Employee Status and Benefits During Leave.....	30
Employee Status after Leave.....	31
Use of Paid and Unpaid Leave .....	31
Intermittent Leave or a Reduced Work Schedule.....	31
Certification of the Serious Health Condition .....	32
Documentation of the Need for Service Member FMLA Leave.....	32
Section 5 - General Standards of Conduct .....	34
5-1. Workplace Conduct .....	34
5-2. Punctuality and Attendance .....	35
5-3. Use of Communications and Computer Systems .....	35
5-4. Use of Social Media.....	36
5-5. Inspections .....	37
5-6. Smoking .....	37
5-7. Confidential University Information .....	37
Guidelines.....	38
5-8. Conflict of Interest and Business Ethics .....	38
5-9. Use of Facilities, Equipment and Property, Including Intellectual Property.....	39
5-10. Health and Safety .....	39

5-11. Hiring Relatives/Employee Relationships.....	40
5-12. Employee Dress and Personal Appearance-.....	40
5-13. Publicity/Statements to the Media .....	40
5-14. References .....	41
5-15. If You Must Leave Us.....	41
5-16. A Few Closing Words.....	41
Handbook Acknowledgment .....	42

## **ABOUT THIS HANDBOOK/DISCLAIMER**

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Arizona Christian University. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Arizona Christian University adheres to the policy of employment at will, which permits the University or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No University representative other than Board of Trustees may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate University documents. These University documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general University guidelines. The University may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and Board of Trustees. This handbook supersedes all prior handbooks.

# Section 1 - Governing Principles of Employment

## 1-1. Introduction

For employees who are commencing employment with Arizona Christian University ("Arizona Christian University" or the "University"), on behalf of Arizona Christian University, welcome. For employees who have been with us, thank you for your past and continued service.

## 1-2. Mission

Arizona Christian University provides a biblically integrated liberal arts education equipping graduates to serve the Lord Jesus Christ in all aspects of life, as leaders of influence and excellence.

## 1-3. Vision

Arizona Christian University exists to educate and equip followers of Christ to transform culture with the truth.

## 1-4. ACU Core Commitments

Arizona Christian University shall:

- Before all else, be committed to Jesus Christ - accomplishing His will and advancing His kingdom on earth as in heaven.
- Teach students to read, understand and trust the Bible, grounding them firmly in the truth through a biblical worldview.
- Be devoted to evangelism and to prayer without ceasing.
- Be committed to loving God with all our heart and soul, mind and strength, by pursuing excellence in spiritual formation, academics, athletics and extracurricular activities, doing all for the glory of God. Teach students to think critically, speak and write clearly and effectively, use technology effectively, develop interpersonal skills, and pursue personal and professional ethics through biblical literacy and integration.
- Provide opportunities for students to serve locally and globally and promote a culture of lifelong commitment to servant-leadership.
- Influence, engage and transform the culture with truth by promoting the biblically informed values that are foundational to Western civilization, including:
  - a. the centrality of family
  - b. traditional sexual morality and lifelong marriage between one man and one woman
  - c. the sanctity of human life
  - d. compassion for the poor

- e. biblical understanding of human nature
  - f. an understanding of God's purposes for limited government
  - g. personal, economic and religious freedom
  - h. free markets, capitalism, and property rights
  - i. natural law, the original meaning of the Constitution and judicial restraint
  - j. international human rights and the advancement of freedom throughout the world.
- Prepare students to be leaders of influence in their community, state, nation and world - through the church, the family, business, government, education, health care, media, the arts and every area of society.
  - Be a leading conservative Christian liberal arts university.

## 1-5. Statement of Faith

The University shall be positively conservative in its stand regarding the Scriptures, in their 66 canonical books, as being the only trustworthy and authoritative written revelation of God. Its fellowship and discipline shall be predicated upon the following Declaration of Faith:

1. We believe in the Scriptures of the Old and New Testaments as being verbally inspired by God and therefore inerrant in their original writings and the only authority on all issues of faith, life, and practice. Psalm 19:7; Isaiah 8:20; 2 Timothy 3:16-17; 2 Peter 1:20-21
2. We believe in one Triune God, creator of all things, infinite and unchangeable in His being, eternally existent in three persons: Father, Son, and Holy Spirit. Deuteronomy 6:4; Isaiah 45:21-22; Jeremiah 10:10; Matthew 3:16-17; Matthew 28:18-19; I Corinthians 8:6
3. We believe that Jesus Christ, the second person of the Trinity, was conceived by the Holy Spirit, born of the Virgin Mary, is fully God and fully man in one person, and is the only Mediator between God and man. Isaiah 7:14; Matthew 1:18-25; Luke 1:26-38; Luke 2:1-7; John 1:1-14; 1 Timothy 2:5-6
4. We believe the Holy Spirit, the third person of the Trinity, who is from all eternity, is sent by the Father and the Son, as promised, to convict the world of sin, to glorify Jesus Christ and to transform the lives of believers into the likeness of Christ. Psalm 139:7; Matthew 28:19; John 15:26; John 16:8; I Corinthians 2:10-11; Ephesians 4:30
5. We believe that God created man and woman in His image and likeness, so they are thus endowed with immeasurable dignity and worth, but they sinned and therefore all human beings are born separated from God with a sinful nature. Genesis 1:26-28;

Genesis 3:1-24; Genesis 9:6; James 3:9; Romans 5:12

6. We believe the Lord Jesus Christ died for our sins and that all who trust in Him alone are justified on the grounds of his shed blood. 2 Corinthians 5:15, 21; Romans 3:23-26, 5:1; 1 Peter 1:18-19; Acts 16:30-31
7. We believe that all who receive the Lord Jesus Christ by faith alone are born again of the Holy Spirit and are called to walk in a manner worthy of this salvation. John 1:12-13; 3:3-7; 14:16-17; Romans 12:1-2; 1 Corinthians 12:12-13; Ephesians 4:1; 4:20-24; Colossians 1:18, 24
8. We believe in the resurrection of the crucified body of our Lord and Savior Jesus Christ, and that He ascended into heaven where He is seated at the right hand of God the Father to rule and intercede for us. Romans 1:4; 6:1-11; 1 Corinthians 15:12-19; Acts 1:9; Hebrews 7:25; Romans 8:31-34
9. We believe in "that Blessed Hope" of Christ's second coming, which is the personal return of our Lord and Savior Jesus Christ. Psalm 110:1; Acts 1:11; Acts 2:34-35; 1 Corinthians 15:22-28; 50-55; Titus 2:13; Revelation 7:10
10. We believe the Church is made up of believers in Christ; which manifests itself in local assemblies, gifted by the Holy Spirit for the building up of one another in love and for engagement, service and influence in the world. Romans 12:4-8; 1 Corinthians 12:4-13; Ephesians 4:4-13; Philippians 1:1; Colossians 1:8
11. We believe in the bodily resurrection of the just and unjust; the everlasting blessedness of the saved and the everlasting conscious punishment of the lost along with Satan and other fallen angels. Matthew 25:34, 41, 46; Revelation 20:10-15; 2 Thessalonians 1:9
12. We believe God wonderfully and immutably creates each person as either male or female. These two distinct, complementary sexes together reflect the image and nature of God. We believe rejection of one's biological sex is a rejection of the image of God within that person and is sinful and offensive to God. Gen. 1:26-27
13. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe any form of sexual immorality (including adultery, fornication, homosexual conduct, , bestiality, incest, or use of pornography) is sinful and offensive to God. Gen. 2:18-25; 1 Cor. 6:18; 7:2-5; Heb. 13:4; Matt. 15:18-20; 1 Cor. 6:9-10



14. We believe that in order to preserve the function and integrity of Arizona Christian University and to provide a biblical role model to students and the community, all persons employed by ACU in any capacity, or who serve as volunteers, affirm, agree to and abide by all elements of this Statement of Faith, including those relating to gender identity, marriage and sexuality. Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22

(Every Trustee, faculty member, and employee of the University shall be required to affirm and sign without mental reservation this Statement of Faith at the beginning of each academic year.)

## **1-6. Marriage and Human Sexuality**

### **Preamble**

We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide. (2 Timothy 3:16-17) Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

### **Religious Beliefs**

Based on Holy Scripture and the constant moral teaching of the universal Church, we believe:

#### Marriage

Arizona Christian University defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33).

#### Sexual Immorality

Arizona Christian University believes that sexual acts outside marriage are sinful. Consequently, Arizona Christian University members must resist and refrain from any and all sexual acts outside marriage - including but not limited to adultery, fornication, incest, zoophilia,

pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5).

### Gender Identity

Arizona Christian University believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, Arizona Christian University members must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex - including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary "genderqueer" acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11).

### Human Sexuality

Arizona Christian University believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal "one flesh" union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, Arizona Christian University members must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2).

### Sexual Redemption

Arizona Christian University believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, Arizona Christian University members must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to the Arizona Christian University Statement of Faith. (Matthew 11:28-30, Romans 3:23, Ephesians 2:1-10, 1 Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16).

### Celibacy

Arizona Christian University believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal "one flesh" marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness are to be celebrated

and affirmed within Arizona Christian University. (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2).

## **Holy Scripture**

### Marriage and Human Sexuality:

Genesis 1:26-28; Genesis 2:18-24; Genesis 19:5-10; Exodus 20:14; Leviticus 18:7-23; Leviticus 20:10-21; Deuteronomy 5:18; Judges 19:22-24; Matthew 5:27-28; Matthew 15:19; Matthew 19:4-9; Mark 10:5-9; Romans 1:26-27; 1 Corinthians 6:9-13; 1 Corinthians 5:11; Galatians 5:19; Ephesians 4:17-19; Ephesians 5:25-27; Ephesians 5:31; Colossians 3:5; 1 Thessalonians 4:3; Hebrews 13:4; 1 Timothy 1:8-10; Jude 1:7; Revelation 19:7-9; Revelation 21:2.

### Pastoral Care

Matthew 11:28-30; Romans 3:23; Ephesians 2:1-10; 1 Corinthians 10:13; Hebrews 2:17-18; Hebrews 4:14-16.

## **Application**

All our members, employees, and volunteers must affirm and adhere to this Doctrinal and

Religious statement on marriage and human sexuality to qualify for involvement with Arizona Christian University. This is necessary to accomplish our religious mission, goals and purpose. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and religious mission. We believe that God's grace can wipe the slate of guilt and sin, though the consequences are still incurred.

## **Opportunity**

The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct. The Arizona Christian University Board of Trustees is charged with the ministerial responsibility of Biblical interpretation and promulgating religious policy. The Arizona Christian University Board of Trustees will determine life application as well as final matters relating to church theology, philosophy, Christian practice, faith, divine truth, morality, and theological and doctrinal resolutions.

## **1-7. Equal Employment Opportunity and Nondiscrimination**

The University provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, gender, national origin, age, disability (including pregnancy), genetic information, marital status, or status as a covered veteran in accordance

with applicable federal, state, and local laws. The University complies with applicable state and local laws governing nondiscrimination in employment in every location in which the University has facilities. This policy applies to all terms and conditions of employment including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

If you experience or witness discrimination in the workplace, report it immediately to your supervisor, the Human Resources Department or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

## **1-8. Harassment-Free Workplace**

To assure that each employee is provided a work environment free from harassment, the University strictly prohibits harassment of any employees by any person in the workplace or in work-related areas on the basis of sex, race, national origin, ancestry, age, disability, veteran status or other characteristics protected by law.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal, physical or other conduct of a sexual nature that explicitly or implicitly involves a condition of one's employment or which has the purpose or effect of either unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual statements, including comments about an individual's body or attire, sexual jokes and unwanted physical touching will not be tolerated.

Other prohibited harassment may include unwelcome verbal or physical conduct that is directed at a person's race, ancestry or national origin and which has the purpose or effect of either unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Racial or ethnic slurs or statements having the purpose or effect of denigrating persons because of their race, ancestry, or national origin will not be tolerated.

Other prohibited harassment may include unwelcome conduct that is directed at a person's age, disability or veteran status and has the purpose or effect of either interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Statements having the purpose or effect of denigrating persons because of their age, disability or veteran status will not be tolerated.

Any employee who believes that prohibited harassment has occurred should notify their manager, the Human Resources Department or any other management-level employee with whom the employee feels comfortable approaching on the subject. Any supervisor or manager who becomes aware of possible prohibited harassment must immediately advise the Human Resources Department or any member of Management so it can be investigated in a timely and confidential manner. There will be no adverse effect on the person reporting the problem. An investigation will be conducted promptly. Any employee of the University who is found to have engaged in prohibited harassment of another employee will be subject to disciplinary action, up to and including termination of employment.

## 1-9. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect University property, and to ensure efficient operations, the University has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the University.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on University premises, while on University business (whether or not on University premises) or while representing the University, is strictly prohibited. Employees and other individuals who work for the University also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

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

The University maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any University employee, including themselves.

Employees must notify the University within five calendar days if they are convicted of a criminal drug violation in the workplace.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the University.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of the University, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the University's satisfaction in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, the University has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-

free workplace policy. (Such education may include: (1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion of our policy at the new employee orientation session; (3) distribution of a list of approved drug assistance agencies, organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; inclusion of the policy in employee handbooks and any other personnel policy publications; (7) lectures or training by local drug abuse assistance experts; (8) discussion by the University's safety experts on the hazards associated with drug abuse; and (9) video tape presentations on the hazards of drug abuse.)

## **1-10. Workplace Violence**

Arizona Christian University is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to University and personal property.

We do not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in University policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### **Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any University employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto University premises.

## **Procedures for Reporting a Threat**

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the University determines, after an appropriate good faith investigation, that someone has violated this policy, the University will take swift and appropriate corrective action.

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

## **1-11. Disability Accommodation**

In accordance with applicable law), the University complies with all requirements concerning the employment of persons with disabilities. Furthermore, it is our policy to not discriminate against qualified individuals with disabilities in application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

The University will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or unless the accommodation creates an undue hardship to the University. Contact Human Resources with any questions or requests for accommodation.

## **Section 2 - Operational Policies**

### **2-1. Employee Classifications**

For purposes of this handbook, all employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for University benefits but are eligible to receive statutory benefits.

Student Worker Employees - students who are currently enrolled in a regular academic session and hired to work part-time on campus.

In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

### **2-2. I-9**

#### **I-9 Employment Eligibility Verification**

All ACU employees must complete a Form I-9 Employment Eligibility Verification upon hire. Employees must complete and sign section one, indicating their current status as a citizen or national of the U.S., a lawful permanent resident ("green card holder"), or alien eligible to work with temporary work authorization at the time they are hired. Employees are required to present original documentation that establishes identity and employment eligibility no later than 3 business days from hire. Employees with questions regarding the I-9 process should contact Management.

#### **E-Verify**

E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify allows companies to verify the eligibility of their employees to work in the United States by comparing the information from Form-I-9 to DHS and SSA records. E-Verify is closely linked to Form I-9 and exists to strengthen the I-9 process that all employers, by law, must follow. Though all employers must verify their employees' employment eligibility with Form I-9, participation in E-Verify is required in Arizona. Both the Form I-9 and E-Verify processes must be completed within 3 business days of the employee's actual start date.



## **2-3. Your Employment Records**

In order to obtain their position, employees provided us with personal information, such as address and telephone number. This information is contained in the employee's personnel file.

The employee should keep his or her personnel file up to date by informing Human Resources of any changes. The employee also should inform Human Resources of any specialized training or skills he or she may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

## **2-4. Working Hours and Schedule**

Arizona Christian University does not offer flexible time and therefore does not allow non-exempt employees to establish their own schedules.

The University normally is open for business from 8:00 am to 5:00 pm, Monday through Friday. Non-exempt employees are assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the University, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Full-time employees are expected to take a lunch break based on their department's schedule.

## **2-5. Timekeeping Procedures**

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason in the electronic time keeping system.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, holiday, sick leave or vacation.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to verify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a Supervisor, who will attempt to correct legitimate errors.

All timesheets will be approved by the Supervisor at the close of each pay period prior.

## **2-6. Overtime**

Overtime compensation will be paid to non-exempt employees for all hours worked in excess of 40 in a work week. Overtime pay will be calculated per federal guidelines at the rate of 1½ times the employee's regular rate of pay. Only hours worked will be considered in the

calculation of overtime pay. PTO and paid holidays, for example, are not hours worked and therefore are not counted in determining overtime. We value communication and rely on your feedback to make operational and financial decisions. All non-exempt employees must request approval for overtime in advance so that we may assess workload and properly plan finances.

## **2-7. Your Paycheck**

All employees are paid semi-monthly. If a regularly scheduled payday falls on a holiday or weekend, employees will receive their paycheck on the last day of work before the regularly scheduled payday. Please contact Human Resources with any questions.

If there is an error in an employee's pay, the employee should bring the matter to the attention of Human Resources immediately so the University can resolve the matter quickly and amicably.

## **2-8. Direct Deposit**

Arizona Christian University requires all employees to use direct deposit. When changing bank accounts, an employee must update their direct deposit information in their employee self-service account through the university's HRIS.

## **2-9. Performance Review**

Depending on the employee's position and classification, Arizona Christian University endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. More frequent reviews may be given to newly hired individuals and to those who have been promoted during a given fiscal year. Managers may conduct special performance reviews of an employee at any time when the employee's performance, good or bad, warrants special consideration. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the University encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## **Section 3 - Benefits**

### **3-1. Benefits Overview**

In addition to good working conditions and competitive pay, it is Arizona Christian University's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Arizona Christian University provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources, the Chief Financial Officer or the Provost and Executive Vice President. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, Arizona Christian University (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the University intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact Human Resources.

### **3-2. Paid Holidays**

Full-time employees will be paid for the following holidays:

- 2 Floating Holidays, granted upon hire
- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day

- Independence Day
- Labor Day
- Day before Thanksgiving
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday at the regular straight-time rate.

### 3-3. Vacations

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking your vacation time. Full-time, non-Faculty employees accrue paid vacation time as follows:

Length of Service	Grades 1 - 2	Grades 3 - 5	Grade 6	Grade 7
0 – 3 Years	15 days	20 days	20 days	30 days
4 – 9 Years	20 days	25 days	25 days	30 days
10 + Years	25 days	25 days	25 days	30 days

Vacations must be taken during the year accrued. A maximum of 10 days accrued, unused vacation time can be carried over to the following calendar year. Exceptions can only be approved for business necessity by Human Resources, the Chief Financial Officer or the Provost and Executive Vice President.

Every effort will be made to grant the employee's vacation preference, consistent with our operating schedule. However, if too many people request the same period of time off, the University reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference. Vacation requests must be submitted to an employee's manager at least two (2) weeks in advance of their requested vacation dates.

Vacation time may be accumulated up to a maximum of 25 days.

A maximum of 5 days of accrued, unused vacation will be paid out upon separation.

Accrued vacation time will be applied to absences in the order it was accrued.

Advanced but unearned vacation will be deducted from your final paycheck, to the extent permitted by law.

### **3-4. Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their Supervisor and Human Resources. Failure to follow University procedures may affect the ability of the employee to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

### **3-5. Jury Duty**

Arizona Christian University realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave may be compensated for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the University during such week.

### **3-6. Bereavement Leave**

We know the death of a family member is a time when employees wish to be with their families. If the employee is a full-time or part-time employee and loses a close relative, he or she will be allowed paid time off up to 3 days to assist in attending to his or her obligations and commitments. For the purposes of this policy, a close relative includes a spouse, child, grandchild, parent, grandparent, sibling or spouse's immediate family member. Paid leave days only may be taken on regularly scheduled, consecutive workdays. Employees must inform their Supervisors prior to commencing bereavement leave and request the time off in the electronic payroll system. In administering this policy, the University may require verification of death.

### **3-7. Voting Leave**

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. This time should be taken at the beginning or end of the regular work schedule. Where possible, your Supervisor should be notified at least two days prior to the voting day.

### **3-8. Earned Paid Sick Time**

Arizona Christian University provides paid sick time (PST) in accordance with Arizona law.

Employees accrue 1 hour of PST for every 30 hours worked for the University. All employees begin accruing PST from their date of hire and will be eligible to request time off after 90 days of employment. Employees with a balance of unused PST at the end of the year may carry over that PST to the next year. Employees may use PST for any of the following purposes:

- Medical care, mental or physical illness, injury or health condition
- Public health emergency
- Absence due to domestic violence, sexual violence, abuse or stalking

PST may be used for employees or for a family member

Please note that 40 hours of PST is the maximum amount of time eligible to be taken each year, even if there is more than 40 hours in the employee's sick leave balance. If you have any questions regarding the new paid sick leave policy, please contact Human Resources. The University will post a notice in the workplace that outlines employees' right to paid sick leave and their protections under the Act. Secondly, the University will post the following itemizations on employees' paychecks in accordance with the law:

- The amount of PST available to the employee
- The amount of PST taken by the employee in the year to date
- The amount of pay the employee has received as PST, if any

## **3-9. Education Benefits**

### **Undergraduate Benefit**

Arizona Christian University seeks to encourage educational participation by faculty and staff to enhance the productivity, efficiency and effectiveness of its workforce. The University can provide on the job training for some positions, but a college education is a prerequisite for many others. It is also felt that participation of university staff in the class offerings will have a beneficial effect on the spiritual tone of the campus. Any full-time employee is eligible, subject to the limitations below and with permission of his/her supervisor and the Chief Operations Officer, to register for credit in academic programs on a space available basis. Regular undergraduate courses, including summer school, campus, evening, and online are covered by the tuition waiver policy provided the recipient would not be one of the minimum numbers needed for the class to be offered. For example, if a minimum of six enrollees is needed, recipient will not count as one of the six.

### **Participation**

- Employees registered as traditional students may receive tuition waiver for a maximum of 6 credits per semester on a space available basis.
- Employees registered in the Evening and Online Studies Program may participate in a maximum of 6 credit hours at a time while receiving tuition waiver.
- Employees who participate for more than 6 credits must pay full fees for all credits.
- A maximum of 3 credits may be taken during regular working hours. See release time below.
- Employee must maintain a minimum 2.0 cumulative GPA.

### **Fees**

Although there is no charge for tuition, a fee may be established annually by the administration. In order to qualify for a tuition waiver, an employee must first complete a FAFSA (Free Application for Federal Student Aid). All Federal Grants will be applied to the tuition cost prior to the waiver.

### **Admissions And Registration**

Employees must register on the final day of the scheduled registration period each semester. Registration prior to the final day will not be confirmed until the approved date.

### **Approval For Faculty/Staff Tuition And Fee Waivers**

Employees must have approval from their supervisor prior to registering for courses. The approval shall be based upon the supervisor's determination that the course content for which the employee has enrolled is directly beneficial to the employee and that the employee is otherwise able to complete all job responsibilities while taking any such courses.

## **Release Time**

Employees may request up to four hours of release time per week to participate in any course offering that generates college-level credit. Time approved as release time will need to be made up throughout the work week or taken as annual leave.

The supervisor shall be responsible for verifying the employee's participation in the educational activity.

On a case-by-case basis the employee's supervisor, the Chief Operations Officer, and/or President should handle exceptions in consultation with the employee.

Release Time forms, available from the business office, must be completed and signed by staff member and the supervisor prior to registration.

## **Graduate Tuition Assistance Plan:**

### Background

The University is committed to fostering an environment of professional development in which staff and faculty are encouraged to pursue their higher education goals. To that end, the University has instituted the Graduate Tuition Assistance Plan to help eligible employees cover some of the costs associated with obtaining a Master's or Doctoral level degree. The Graduate Tuition Assistance Plan applies to credit hour costs and does not apply to books or any fees associated with attending graduate school.

### **Eligibility**

- Applicant must be a regular full-time classified employee at Arizona Christian University for a minimum of one year with the last year being in continuous service in order to be eligible to submit a Request for Graduate Assistance Form.
- Applicant must have a current (within the past twelve months) performance evaluation of at least satisfactory.
- Adjunct faculty and part-time staff are not eligible for this benefit.
- Employees enrolled in post-graduate courses must continue to meet job performance standards and expectations in order to be eligible for tuition assistance.
- Employees must maintain at least a 3.0 cumulative GPA in their chosen program in order to remain eligible for tuition assistance in subsequent semesters.
- The Graduate Tuition Assistance Plan is for ACU staff and faculty only and does not apply to spouses or children of ACU staff or faculty.

### **Rates**

Disbursement of funds is contingent on fund availability and is at the discretion of the Senior Executive Cabinet (or appropriate committee designated by the Senior Executive Cabinet).



Disbursement rate for full-time employees shall not exceed 80% of total tuition cost of chosen graduate program for a given year and not to exceed \$5,250 per calendar year.

## **Deadlines**

Employees must submit their Request for Graduate Assistance Form to the Senior Executive Cabinet (or designated committee), by March 1 of each year in order to be considered the following fiscal year budget.

## **Program Approval**

After completing the Request for Graduate Assistance Form, the employee must submit the form to the Vice President or Dean over his or her department for discussion and signature. The Vice President or Dean will then forward the request to the Senior Executive Cabinet (or designated committee) for consideration and be either approved or denied.

In addition to the form, applicants should attach the following:

- Please attach a narrative that describes the degree program in which you intend to enroll.
- Please include how pursuing such a degree will benefit Arizona Christian University.

If approved, continued benefits are subject to an annual re-approval and therefore the employee must resubmit the Request for Graduate Assistance Form each year in order to be considered for assistance the following year.

Should the chosen course of study require an employee to be away from ACU during his or her regularly scheduled work hours, the employee must discuss this with his or her supervisor and the appropriate Vice President or Dean in advance and make arrangements to modify his or her schedule in a manner that ensures that ACU still receives the full benefits for which the employee was hired.

## **Conditions of Repayment**

Upon approval, all tuition assistance will be paid in the form of a reimbursement via check or employee direct deposit after the semester or term in which the employee was receiving the assistance.

To request the reimbursement, employees must fill out the Request for Graduate Tuition Reimbursement Form and submit to the Vice President or Dean of his or her department for signature. The Vice President or Dean will then forward the request to the Business Office for processing.

In addition to the Request for Graduate Tuition Reimbursement Form, employees must attach copies of the following documentation:

- A copy of the initially approved "Request for Graduate Assistance Form."
- Unofficial transcripts showing earned course grade(s) and cumulative GPA.

- Proof that tuition has already been paid (such as student account statement with a \$0 balance).

Should an employee depart from service at ACU prior to completing one full year of service following the semester or term in which he or she completes the degree for which tuition assistance was granted, the employee is responsible for paying back to ACU 100% of total tuition assistance received.

Non-completion of degree before departure from ACU will result in the required repayment of all tuition assistance received to ACU.

## **Exceptions**

Exceptions to this policy must be approved by the Senior Executive Cabinet (or designated committee)

## **3-10. Professional Development**

Arizona Christian University encourages its staff to continue their professional development through formal classes or conferences. Application must be made in advance through the immediate supervisor. Each request will be handled on an individual basis and approval will be based on its value to the College and to the individual.

## **Registration Fees**

Registration fees for bona fide conferences, association meetings, symposia, critiques, etc., may be paid from college funds if authorized by the budgetary unit head.

Receipts must be obtained for all registration fees.

## **3-11. Staff Dependent Educational Benefits**

Full tuition scholarships are available for dependents within the immediate family of full-time faculty or staff members. The term "dependent" shall be interpreted to mean the employee's spouse or a person under the age of 24 who is listed on the employee's most recent IRS filing as a dependent, or who is clearly a dependent due to a documented court action, i.e. divorce decree. Regular undergraduate courses, including summer school, evening, online, campus, and J-Term, are covered by the tuition waiver policy provided the recipient would not be one of the minimum number of students needed for the class to be offered. For example, if a minimum of six enrollees is needed, recipient will not count as one of the six. The total amount granted shall not exceed the basic tuition cost for full time enrollment. Dependent must first apply for and receive the maximum annual benefit through his/her own employer reimbursement prior to applying for an ACU tuition waiver. Secondly, a dependent must complete a FAFSA (Free Application for Federal Student Aid). All Federal Grant money, dependent employer funds, scholarships and other grants will be applied to the cost of tuition prior to the waiver being applied.

- Tuition waiver does not apply towards other fees such as technology, athletic, parking, lab or room and board. A phase in of benefit will apply as follows:
- 90 days after date of hire, 30% tuition waiver granted
- After one year of employment, 60% tuition waiver granted
- After two years of employment, 100% tuition waiver granted
- If the employee's 90-day, one-year, or two-year anniversary falls within a dependent's enrolled term or semester, they will be granted the waiver, as if their anniversary date has occurred.

Each individual wishing to qualify for this scholarship must:

- Complete the admission requirements for Arizona Christian University.
- Complete the FAFSA
- Complete the ACU Student Interview
- Complete the tuition waiver form which can be obtained from the finance office.
- Maintain a minimum 2.0 cumulative GPA.

### 3-12. COBRA Benefits

Arizona Christian University adheres to all COBRA regulations. The federal law generally requires employers with 20 or more employees to give employees, spouses, and dependent children the right to continue group health benefits for limited periods of time under certain circumstances such as voluntary or some types of involuntary job loss, reduction in hours worked, death, divorce, and other life events. For more information on COBRA benefits, please reach out to Human Resources.

## **Section 4 - Leaves of Absence**

### **4-1. Personal Leave**

Employees employed for a minimum of 90 days who require time off in addition to vacation may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

Job performance, absenteeism, and departmental requirements will all be taken into consideration before a request is approved.

Employees must return to work on the scheduled return date or they will be considered to have voluntarily resigned from employment. Extensions of leave will be considered on a case-by-case basis.

### **4-2. Military Leave**

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable law. Employees should ask management for further information about eligibility for military leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that we can maintain proper coverage while employees are away.

### **4-3. Family and Medical Leave**

Eligible employees may take up to 12 weeks of family and medical leave during any 12-month period and up to 26 weeks of leave in any 12-month period as required with respect military service members. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

#### **Eligibility**

To qualify for leave under this policy, an employee must meet all of the following conditions:

- The employee must have worked for the University for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of the week or if the employee was on leave during the week.

- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. This does not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining eligibility.

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## **Type of Leave Covered**

To qualify as leave under this policy, the employee must be taking leave for one of these reasons:

- The birth of a child and in order to care for that child
- The placement of a child for adoption or foster care and to care for the newly placed child
- To care for a spouse, child, or parent with a serious health condition
- The serious health condition (described below) of the employee

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of their position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition which if left untreated would result in a period of incapacity of more than three days, would be considered a serious health condition.

Employees with questions about what illnesses are covered under this FMLA policy or under the University's sick leave policy are encouraged to consult with Human Resources. The University may require an employee to provide a doctor's certification of the serious health condition. The certification process will be outlined below.

If an employee takes Paid Sick Time for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the University may designate all or some portion of related leave taken as leave under this policy to the extent that the earlier leave meets the necessary qualifications.

An employee whose spouse, son, daughter, or parent either has been notified of an impending call or order to active military duty or who is already on active duty, may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. Reasons related to the call-up or service includes helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of leave is defined the same as for child for other types of leave except the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of leave in a 12-month

period. Employees requesting this type of leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

This leave may extend to up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank, or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation, or therapy, even if the service member is on temporary disability, retired list or is a veteran who is undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the 5 years preceding the date of treatment.

Employees requesting this type of leave must provide certification of the family member's or next- of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

An eligible employee can take up to 12 weeks (or up to 26 weeks of leave to care for an injured or ill service member) under this policy during any 12-month period.

The University will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the University will compute the amount of leave the employee has taken under this policy in the last 12-months and subtract it from the 12 weeks (or 26 weeks for the care of an injured or ill service member) of available leave with the balance remaining being the amount the employee is entitled to take at that time.

If a husband and wife both work for the University and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent in-law) with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the University and each wish to take leave to care for a covered, injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

## **Employee Status and Benefits During Leave**

While an employee is on leave, the University will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the University will require the employee to reimburse the University the amount it paid for the employee's health insurance premium during the leave period.

Under current University policy, the employee pays a portion of the health care premium. While

on paid leave, the University will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, in person or by mail. The payment must be received in Human Resources by the first day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The University will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the University will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums; or the University may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the University may discontinue coverage during the leave. If the University maintains coverage, it may recover the costs incurred for paying the employee's share of any premiums whether or not the employee returns to work.

### **Employee Status after Leave**

An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits, working conditions, and other employment terms. The University may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

### **Use of Paid and Unpaid Leave**

Paid vacation and PST will run concurrently and be used during unpaid family or medical leave under this policy.

Disability leave for the birth of a child or for an employee's serious health condition, including Workers' Compensation leave (to the extent that it qualifies) will run concurrently with leave under this policy.

### **Intermittent Leave or a Reduced Work Schedule**

An employee may take leave under this policy in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the work week or workday, resulting in a reduced hours schedule. In all cases, the leave may not exceed a total of 12 work weeks (or 26 work weeks to care for an injured or ill service member).

The University may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition, to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption, or foster care of a child, the University and employee must mutually

agree to the schedule before the employee may take intermittent leave or work a reduced hours schedule. Leave for birth, adoption, or foster care of a child must be taken within 1 year of the birth or placement of the child.

If an employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should reach agreement with the University before taking intermittent leave or working a reduced hours schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The University may require certification of the medical necessity.

### **Certification of the Serious Health Condition**

The University may ask for certification of the serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification may be provided via the Medical Certification Form. Request for a medical certificate must be made in writing as part of the employer response to employee request for leave.

### **Documentation of the Need for Service Member FMLA Leave**

Employees requesting this type of Service Member FMLA leave must provide documentation of the family member's or next-of-kin's injury, recovery, or need for care. This documentation may be a copy of the military medical information, orders for treatment, or other official Armed Forces communication pertaining to the service member's injury or illness incurred on active military duty that renders the member medically unfit to perform his or her military duties.

Requests for leave include: 1) the birth of a child or to care for that child; 2) the placement of a child for adoption or foster care and to care for the newly placed child; 3) to care for a spouse, child, or parent with a serious health condition; or 4) the serious health condition of the employee. All employees requesting this type of FMLA leave must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will advise Human Resources. If the leave is foreseeable, the immediate supervisor may require the employee to provide a written request for leave and reasons(s) with a copy to Human Resources. Failure of the employee to provide a written request for leave cannot be grounds to deny or delay the taking of FMLA leave.

The University will provide individual notice of rights and obligations to each employee requesting leave within 2 business days or as soon as practicable. For employees on intermittent or recurring leave for the same incident, this notice will be provided every six (6) months.

When an employee plans to take leave under this policy, the employee must give the University 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in a manner that minimizes disruptions



to the University's operations.

If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the University receives notice. While on leave, employees are requested to report periodically to the University regarding the status of the medical condition and their intent to return to work.

Requests for leave include a covered family member's active duty or call to active duty in the Armed Forces or to care for an injured or ill service member. All employees requesting this type of FMLA leave must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will advise Human Resources. Leave may commence as soon as the individual receives the call-up notice. If the leave is foreseeable, the immediate supervisor may require the employee to provide a written request for leave and reasons(s) with a copy to Human Resources.

The University will provide individual notice of rights and obligations to each employee requesting leave within 2 business days or as soon as practicable.

# Section 5 - General Standards of Conduct

## 5-1. Workplace Conduct

Arizona Christian University endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the University's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

- Obtaining employment on the basis of false or misleading information.
- Stealing, removing or defacing Arizona Christian University property or a co-worker's property, and/or disclosure of confidential information.
- Completing another employee's time records.
- Violation of safety rules and policies.
- Violation of Arizona Christian University's Drug and Alcohol-Free Workplace Policy.
- Fighting, threatening or disrupting the work of others or other violations of Arizona Christian University's Workplace Violence Policy.
- Failure to follow lawful instructions of a supervisor.
- Failure to perform assigned job duties.
- Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
- Gambling on University property.
- Willful or careless destruction or damage to University assets or to the equipment or possessions of another employee.
- Wasting work materials.
- Performing work of a personal nature during working time.
- Violation of the Solicitation and Distribution Policy.
- Violation of Arizona Christian University's Harassment Policies.
- Violation of the Communication and Computer Systems Policy.
- Unsatisfactory job performance.
- Any other violation of University policy.
- Failure to immediately report any work-related accident, damage, or injury to a person or property.

It is not possible to list all forms of behavior or performance that are considered unacceptable in the workplace. The behaviors above are examples of only some of the conduct that may result in disciplinary action, up to and including termination. The University may deem other behavior unacceptable and subject to disciplinary action. Every employee is expected to understand and abide by the Company's policies. Employees are also expected to perform their

jobs to the best of their abilities and according to the standards outlined by Management.

Failure to abide by Company policies and/or job performance issues will ordinarily be handled with progressive discipline. Progressive discipline is a system of discipline where the penalties increase upon repeat occurrences. The Company will work with the employee to rectify unacceptable behavior and/or inferior performance. The Company may depart from progressive discipline or skip progressive steps whenever the Company determines that such action is warranted.

## **5-2. Punctuality and Attendance**

Employees are hired to perform important functions at Arizona Christian University. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than the start of the workday. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism. In the event an employee is physically incapacitated, a relative or friend may contact the supervisor.

Unreported absences of three (3) consecutive workdays generally will be considered a voluntary resignation of employment with the University.

## **5-3. Use of Communications and Computer Systems**

Arizona Christian University's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other University policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy regarding their use of the Arizona Christian University systems.

Arizona Christian University may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the University deems it appropriate to do so. The reasons for which the University may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that University operations continue

appropriately during an employee's absence.

Further, Arizona Christian University may review Internet usage to ensure that such use with University property, or communications sent via the Internet with University property, are appropriate. The reasons for which the University may review employees' use of the Internet with University property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that University operations continue appropriately during an employee's absence.

The University may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The University's policies prohibiting harassment, in their entirety, apply to the use of University's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the University's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

## **5-4. Use of Social Media**

Arizona Christian University respects the right of any employee to maintain a blog or web page or to participate in social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect University interests and ensure employees focus on their job duties, employees must adhere to the following rules.

Employees may not post on a blog or web page or participate on a personal social networking platform, such as Twitter or similar site, during work time or at any time with University equipment or property unless this is a part of the employee's job function.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the University and also

expresses either a political opinion or an opinion regarding the University's actions that could pose an actual or potential conflict of interest with the University, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the University's position. This is necessary to preserve the University's good will and reputation.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. University policies apply equally to employee social media usage.

Arizona Christian University encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

## **5-5. Inspections**

Arizona Christian University reserves the right to require employees while on University property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on University or client property, and work areas. This includes lockers, vehicles, desks, cabinets, workstations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the University or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

## **5-6. Smoking**

Smoking, including the use of e-cigarettes, is prohibited on University premises and in all University vehicles.

## **5-7. Confidential University Information**

During the course of work, an employee may become aware of confidential information about Arizona Christian University's business, including but not limited to information regarding University finances, pricing, products and new product development, software and computer programs, marketing and other strategies and strategic planning, suppliers and vendors. An employee also may become aware of similar confidential information belonging to the University's vendors and business partners. It is extremely important that all such information remain confidential, and particularly not be disclosed or misused. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the University may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

All developments relating to Arizona Christian University, or capable of beneficial use by Arizona Christian University, including, but not limited to, object code, source code, marketing,

confidential and trade secret information, techniques, slogans, designs, artwork, and writings, compositions, which an employee conceives, makes, develops, or acquires, either solely or jointly with others, during his or her employment, in whole or in part on university time, and shall immediately become and remain the sole and exclusive property of Arizona Christian University.

All employees agree to grant and assign to Arizona Christian University any and all rights, title, or interest now existing or that may come into existence throughout the world that employees may have in any developments as described in the above paragraph.

## **Guidelines**

Developments include, but are not limited to, inventions, discoveries, improvements, ideas, software, formulas, and processes conceived by an employee.

Employees shall promptly and fully disclose in writing all such developments to Arizona Christian University, and shall at any time either during or after the employee's employment, upon request of university without charge, execute, acknowledge, and deliver to the Arizona Christian University all instruments that the Arizona Christian University may request to enable Arizona Christian University to file for, and to acquire, maintain, and enforce, all trademarks, service marks, registrations, copyrights, license, and patents covering such developments.

## **5-8. Conflict of Interest and Business Ethics**

It is Arizona Christian University's policy that all employees avoid any conflict between their personal interests and those of the University. The purpose of this policy is to ensure that the University's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the University.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the University, by any employee who is in a position to directly or indirectly influence either the University's decision to do business, or the terms upon which business would be done with such organization;
- holding any interest in an organization that competes with the University;
- being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the University or which competes with the University; and/or
- profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the University.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the University.

## **5-9. Use of Facilities, Equipment and Property, Including Intellectual Property**

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the University's intellectual property, such as audio and video tapes, print materials and software.

The facilities at Arizona Christian University are available to employees for official business purposes. Employees wishing to use our facilities for an outside organization's use or for personal functions must contact the facility rentals department.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the University is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

## **5-10. Health and Safety**

The health and safety of employees and others on University property are of critical concern to Arizona Christian University. The University intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the University's premises, or in a product, facility, piece of equipment, process or business practice for which the University is responsible should be brought to the attention of management immediately.

Periodically, the University may issue rules and guidelines governing workplace safety and health. The University may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor and Human Resources as soon as possible, regardless of the severity of the injury or accident.

## **5-11. Hiring Relatives/Employee Relationships**

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, Arizona Christian University may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the University. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The University generally will attempt to identify other available positions, but if no alternate position is available, the University retains the right to decide which employee will remain with the University.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

## **5-12. Employee Dress and Personal Appearance-**

You are expected to report to work well-groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Most positions require an employee to dress in business or business casual attire. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well-groomed and wearing the proper attire.

## **5-13. Publicity/Statements to the Media**

All media inquiries regarding the position of the University as to any issues must be referred to the President. Only the President is authorized to make or approve public statements on behalf of the University. No employees, unless specifically designated by the President are authorized to make those statements on behalf of the University. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the University must first obtain approval from the President.



## **5-14. References**

Arizona Christian University will respond to reference requests through the Human Resources Department. The University will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

Only the Human Resources Department may provide references.

## **5-15. If You Must Leave Us**

Should an employee decide to leave the University, we ask that he or she provide a supervisor with at least 2 weeks advance written notice of departure and a notice in writing to Human Resources. Thoughtfulness will be appreciated. All University property including, but not limited to, keys, ID badge, credit card, security cards, parking passes, laptop computers, uniforms, etc., must be returned at separation. Employees also must return all confidential University Information upon separation. To the extent permitted by law, employees will be required to repay the University, (through payroll deduction, if lawful) for any lost or damaged University property.

As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## **5-16. A Few Closing Words**

This handbook is intended to give employees a broad summary of things they should know about Arizona Christian University. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Arizona Christian University, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the University or its personnel policies and practices.

# Handbook Acknowledgment

This handbook is an important document intended to help you become acquainted with Arizona Christian University. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the University's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee handbook:

I have received and read a copy of Arizona Christian University's Employee handbook. I understand that the policies, rules and benefits described in it do not constitute a contract and are subject to change at the sole discretion of the University at any time.

I further understand that my employment is terminable at will, either by myself or the University, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Arizona Christian University other than Board of Trustees may alter "at will" status and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the University's Employee Handbook.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.