

# **ADLER GRADUATE SCHOOL**

## **EMPLOYEE HANDBOOK**

**Issued 01/01/2020**

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Welcome to Adler Graduate School!

On behalf of everyone here, I welcome you to Adler Graduate School (AGS) and wish you every success at our organization.

We believe that every person contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook introduces you to our organization and provides you with information about working with our organization, employee benefits, and our employment policies. We expect you to read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs we have developed to benefit you and other employees. However, this handbook cannot anticipate every situation or answer every question about employment. If you have questions about how any of the policies in this handbook affect you, please contact Human Resources.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Jeffrey Allen, Ph.D.  
President

**100 About the Handbook***Effective Date: 01/01/2020*

From time to time, Adler Graduate School may change, revise, or eliminate any of the policies and/or benefits described in this handbook. Any such change, or any deviation from the stated policies, must be authorized and signed by the Human Resources Department or the Vice President for Finance and Administration.

This handbook replaces any previous handbooks, and also replaces any prior oral or written policies, practices, or promises made by AGS concerning the terms and condition of employment.

AGS has employees in various states, and the laws between those states can be very different. The main handbook incorporates federal and [Minnesota] law, and those policies that are applicable only to Minnesota employees will be identified accordingly. Employees located in other states will be given a separate addendum that covers their applicable state laws, and should always consult the addendum in conjunction with any policy contained in the main handbook. Every policy in this handbook has been carefully considered and is important to the successful operations of AGS. Thus, violations of any policy in this handbook may result in discipline, up to and including termination from employment, regardless if the policy provides for specific disciplinary actions.

**101 Employee/Labor Relations***Effective Date: 01/01/2020***Employee Relations**

Employees are the backbone of Adler Graduate School's success. Our achievements are due to the spirit and cooperation of our people who contribute. AGS promotes a work environment that encourages both teamwork and individual initiative.

**AGS will do our best to:**

- Provide a safe working environment;
- Select and promote people on the basis of skill, training, ability, merit, attitude, and character without prejudice or discrimination;
- Maintain competitive wages and benefits, appropriate with AGS's philosophies;
- Welcome employee input, ideas and constructive criticisms at all times;
- Develop competent people who understand and meet AGS's objectives, and who accept with open minds the ideas, suggestions, and constructive criticisms of fellow workers;
- Dedicate ourselves to being the best and getting better;
- Respect individual rights, and treat all employees with courtesy and consideration;
- Maintain mutual respect in our working relationship; and
- Do all these things in a spirit of friendliness and cooperation.

**Each employee is responsible for:**

- Regular and punctual attendance;
- Reporting to work, ready to work with proper attire;
- Good housekeeping skills (keeping self, work station, and surrounding areas as clean as possible);
- Safe working practices and good work performance;
- Cooperating with fellow employees to achieve the best results;
- Mutual respect for those we work with;
- Constructive participation in the operation of the organization by contributing individual ideas and by becoming personally involved in opportunities as they may arise; and
- Portraying a positive organization image, both at work and while in the community.

AGS believes that the work conditions, wages, and benefits we offer to our employees are competitive with those offered by other employers in this area and in this industry. Employees with concerns about work conditions or compensation are strongly encouraged to voice these concerns openly and directly to their supervisors.

AGS's experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. AGS demonstrates our commitment to our employees by responding promptly and effectively to employee concerns.

### **Labor Relations**

AGS is a union-free organization. It always has been, and we desire that it will always remain so. AGS prefers to deal directly with our employees instead of through a third party, and we believe that sound leadership and concern for our employees is the best way of ensuring the propriety of our organization and the welfare of our employees.

If employees are requested to sign a union authorization card, they should remember our positive and personal working environment, and give careful thought to what it means to have a third party force its way into this relationship. A union authorization card is the first step in giving over the ability to speak for oneself in the workplace to a third party who will make decisions and act on behalf of the person who signed it.

### **102 At Will Employment**

*Effective Date: 01/01/2020*

Employment with us is voluntary and is subject to termination by the employee or Adler Graduate School, with or without cause, and with or without notice, at any time. Nothing in this handbook should be interpreted to be in conflict with or modify an employee's at-will status. This handbook is not an employment contract, and no one outside of our executive team has the ability to offer employees any sort of contract of employment.

**103A Equal Employment Opportunity***Effective Date: 01/01/2020*

We provide employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, pregnancy, citizenship, national origin, age, disability, military service, veteran status, genetic information, union membership, creed, marital status, familial status, sexual orientation, gender expression, status with regards to public assistance, membership in a local human rights commission, use of lawful consumable products, or any other status protected by law.

Adler Graduate School will not request or require a genetic test or collect or use any protected genetic information from any employee or applicant in connection with employment-related decisions.

This policy applies to all terms and conditions of employment, including recruiting, hiring, compensation, selection, job assignment, promotion, discipline, termination, layoff, recall, transfer, access to benefits, leaves of absences, and training. Employees with a question or concern about any type of discrimination in the school are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**103B Accommodating Individuals With Disabilities***Effective Date: 01/01/2020*

Adler Graduate School is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). For further information on this policy and to view its entirety, view our Policy Manual located on our Employee & Faculty Resources Page <https://alfredadler.edu/about/faculty-employee-resources>.

**105 Personal Relationships in the School***Effective Date: 01/01/2020*

Personal relationships that are either dating or sexual between any Adler Graduate School employee and a student are strictly prohibited. Further, the employment of relatives or persons involved in dating relationships in the same area of the organization may cause serious conflicts and problems with favoritism and employee morale. In addition, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

AGS does not prohibit employing relatives of other employees, or persons involved in dating relationships with other employees. However, AGS requires the disclosure of familial, romantic or dating relationships between employees of any level. AGS monitors situations in which such individuals may work in the same area. Generally, relatives and persons involved in dating relationships will not be allowed to report to one another or otherwise work in a position that has control or influence over the other person’s hiring, advancement, performance evaluation, discipline, or termination. In case of actual or potential problems, AGS will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the

individuals involved.

Employees at any level who are involved in consensual personal relationships with other employees should notify Human Resources if the relationship is no longer consensual or if the relationship has terminated and one of the parties is pressuring the other party to resume the relationship, as such behavior is disruptive to the school, and may rise to the level of harassment. Employees in consensual personal relationships with other AGS employees are reminded that we strictly prohibit harassment of any kind.

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.

### **107 Immigration Law Compliance**

*Effective Date: 01/01/2020*

Adler Graduate School employs only individuals who are authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

When hired, as a condition of employment, employees must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If employees were previously employed with us, they must complete a new form if they have not completed an I-9 for us within the past three years, or if their previous I-9 is no longer retained or valid.

AGS must terminate employees who are unable to provide appropriate documentation in support of their right to work in the United States within three (3) days of their start date.

AGS uses E-Verify, a system operated by the U.S. Department of Homeland Security in partnership with the Social Security Administration, to verify the employment eligibility of employees, regardless of citizenship, using the information provided on the I-9 forms.

Employees with questions should contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### **108 Conflicts of Interest**

*Effective Date: 01/01/2020*

Activities or relationships that conflict with Adler Graduate School's interests or adversely affect the organization's reputation should be avoided. We cannot describe every situation that may constitute a conflict of interest; rather, the purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to conflicts of interest. Employees should contact the President if they have any questions about conflicts of interest.

A conflict of interest occurs when an employee's loyalty is, or appears to be, divided between his/her self-interest or the interests of a third-party and our interests. The types of conflicts of interest employees must avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for favorable decisions or actions in the performance of their job or that might appear to influence their decision-making or professional conduct;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets;
- Directly or indirectly engaging in activities that compete with our business interests, including engaging in, owning, managing, operating, joining, controlling, consulting with, participating in the ownership, operation or control of, being employed by, or being connected in any manner with any person or entity which solicits, offers, offers to provide, or provides any services or products similar to those which we offer to our students or prospective students;
- Accepting employment or compensation that could reasonably be expected to impair an employee's independent judgment in the performance of his/her duties;
- Accepting a kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving AGS;
- Giving preferential treatment in business dealings to any person or organization in which an employee, or an employee's relative or friend has a significant ownership interest or relationship.

Employees must disclose actual or potential conflicts or any relationships that may create the appearance of a conflict of interest to his/her supervisor as soon as the employee becomes aware of them so that safeguards can be established to protect all parties.

Some AGS employees (e.g. Board members, and key employees) will also sign the Conflict of Interest Disclosure Statement associated with the organization's Conflict of Interest Policy annually.

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.

### **Educational Loan Activities**

AGS officers, employees, Board of Directors, and agents, including such groups as the alumni board, comply with the AGS's code of conduct governing educational loan activities. In accordance with the organization's ethical standards and Sections 487(a)(25) and 487(e) of the amended Higher Education Act of 1965, the code of conduct prohibits the following:

- Revenue-sharing agreements;
- Receipts of gifts or other compensation from lenders;
- The assignment of any particular lender to first-time borrowers;
- A refusal to certify or delay certification of a loan based upon a student or parent's choice of lender;
- Loan volume guarantees or agreements with any lender; and
- Staffing arrangements with any lender, guarantor, or servicer of educational loans.

AGS employees who serve on advisory boards or similar groups established by lenders do not and must not receive compensation of any kind for their service. A detailed code of conduct can be obtained from the Human Resources Department. It is your responsibility to report any actual or potential conflict that may exist between you (including your immediate family) and our organization.

## **109 Whistleblower Protections**

*Effective Date: 01/01/2020*

Adler Graduate School strives to create an ethical and open work environment, to ensure we have a governance and accountability structure that supports our mission, and to encourage and enable employees to raise legitimate concerns about the occurrence of illegal or unethical actions within our organization instead of turning to outside parties for resolution.

AGS expects employees to report activities they consider to be illegal, unethical, or dishonest internally. Employees are not responsible for formally investigating the activity or determining fault or corrective measures. Instead, as discussed below, appropriate management officials are charged with these responsibilities.

Examples of illegal, unethical, or dishonest activities include, but are not limited to:

- Violations of federal, state or local laws
- Activities that potentially violate healthcare reform laws
- Theft or inappropriate removal or possession of property
- Unethical, immoral, or criminal conduct in or outside of the school
- Falsification of timekeeping records
- Violation of OSHA or other regulatory standards
- Sexual or other unlawful or unwelcome harassment
- Unauthorized disclosure of business “secrets” or confidential information

If employees have knowledge of or a concern about actual or potential illegal, dishonest, or fraudulent activity, they should contact their program chair or the Human Resources Department. Employees must exercise sound judgment to avoid baseless allegations. The Human Resources Department will investigate employee concerns and determine the proper course of corrective action. If someone in the Human Resources Department is the subject of the whistleblower complaint, the President will become responsible for the administration of the investigation.

If a satisfactory resolution is still not reached, a written statement describing the complaint should be submitted to the President. The matter may be referred to an ad hoc committee. The President will provide a response which either addresses a resolution to the issue or refers it to the appropriate party within or outside of the school. If a satisfactory resolution is still not reached, a written statement describing the complaint should be submitted to the Board Chair.

Insofar as possible, AGS will try to maintain an employee's confidentiality. However, an employee's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. AGS will not retaliate, nor permit retaliation against anyone who brings forward a legitimate concern under this policy. Employees who believe they are being retaliated against should contact the Human Resources Department immediately. Protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees who intentionally or recklessly file a false or baseless report of wrongdoing will be subject to discipline up to and including termination. Employees with questions about this policy should contact their program chair or the Human Resources Department.

### **110 Outside Employment**

*Effective Date: 01/01/2020*

Employees may hold outside jobs as long as they meet the performance standards of their job with Adler Graduate School. AGS judges all employees by the same performance standards and holds everyone to our scheduling demands, regardless of any existing outside work requirements. At all times, AGS's interests shall take priority over those of any outside employer.

If AGS determines that an employee's outside work interferes with performance or the ability to meet the requirements of his/her position as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wants to remain employed by AGS.

Questions as to whether employment with a particular outside employer might constitute a conflict of interest should be directed to the Human Resources Department.

### **111 Confidentiality and Non-Disclosure**

*Effective Date: 01/01/2020*

The protection of confidential business information and trade secrets is vital to Adler Graduate School's interests and success. Such confidential information includes, but is not limited to, the following examples:

- Computer codes, passwords, and processes
- Computer programs
- Copyrighted material
- Student data and information
- Student educational records and other information covered by FERPA
- Financial information
- Market information and marketing strategies
- Patents Pending projects and proposals
- Proprietary information
- Research and development projects and strategies
- Technological data
- Trade secrets

In addition to the items above, employees must not improperly obtain or disclose without authorization any confidential employee data or information.

This information has actual and/or potential independent economic value, and AGS makes all reasonable efforts to maintain its confidentiality. AGS intends that any such information provided or disclosed to employees is to remain confidential and protected from disclosure until such time as we specifically declare such information to be no longer confidential.

Unless AGS specifically directs otherwise, employees shall not disclose any confidential materials or information, except as required or provided by law. Similarly, employees shall not duplicate or otherwise copy any confidential materials or information. Employees must return all confidential materials or information in their possession immediately upon separation of employment or upon request.

AGS may require employees to sign a confidentiality and non-disclosure agreement as a condition of employment. If employees improperly use or disclose trade secrets, confidential business information, or other information protected by law, they will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Nothing in this policy is intended to restrict employees from exercising legal rights under any applicable law nor will they be subject to discipline for engaging in legally protected activity. Minnesota's Wage Disclosure Protection law enables you to share the amount of your own wages with others without being punished for doing so. Your remedies for a violation of the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at <http://www.doli.state.mn.us/.AGS>

## **112 Job Posting and Employee Referrals**

*Effective Date: 01/01/2020*

### **Job Posting**

Adler Graduate School believes strongly in employee promotion and development. We encourage employees to express their interest in open positions and advancement opportunities within the organization according to their skills and experience. In general, we post notices for all openings, although we may not do so for every position. We typically post job openings on our intranet and send notices through our email system. In the interest of finding the most qualified candidate, we often post positions both internally and externally at the same time.

To apply for an open position, must provide their superior with notice prior to applying, and must submit an application and related materials stated in the job posting to the Human Resources Department listing job-related skills and accomplishments. Employees should describe how their current experience with AGS and prior work experience and/or education qualify them for the position. If employees have recently been disciplined, or are on probation, they are generally not eligible to apply for posted jobs, as determined in the discretion of AGS.

An employee's supervisor will usually be contacted to verify performance, skills, and attendance after an employee applies for a new position. Any staffing limitations or other circumstances that might affect a prospective transfer will also be discussed at that time.

Although AGS usually prefers to fill open positions with current employees who express interest in the positions, we may choose to hire an external candidate over a current employee if we determine that the external candidate best meets the needs of the position.

### **Employee Referrals**

Employees are encouraged to identify and refer friends or acquaintances who are interested in posted employment opportunities with AGS. Employees should obtain permission from the individual before making a referral. While employees can share their knowledge of the organization, they should not make commitments or promises of employment.

## 201 Employment Categories

*Effective Date: 01/01/2020*

Employment status and benefit eligibility depend upon each employee's employment classifications. All employees in all classifications described below are subject to our employment-at-will policy described earlier in this handbook.

A position is classified as either nonexempt or exempt from state and federal wage and hour laws. Nonexempt employees are entitled to overtime pay and other benefits under the wage and hour laws, whereas exempt employees are excluded from specific provisions of the wage and hour laws, and don't receive overtime pay. Nonexempt employees are usually paid on an hourly basis, while exempt employees are usually paid on a salaried basis. We determine whether a position is nonexempt or exempt based on the requirements of state and federal law.

In addition to the above categories, each employee belongs to one or more of the following employment categories:

- **Regular Full Time** employees are those who are not in a temporary category and who are regularly scheduled to work our full time schedule of at least 30 hours per week. Generally, regular full time employees are eligible for our entire benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **Regular Part Time** employees are those who are not assigned to a temporary category and who are regularly scheduled to work at least 20 hours, but less than 30 hours per week. Regular part time employees may be eligible for some benefits sponsored by us, subject to the terms, conditions, and limitations of each benefit program.
- **Temporary** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. They may be hired directly by us, or may be hired through a temporary staffing agency. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees hired directly by us receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they typically are ineligible for all of our other benefit programs.
- **Casual** employees are those who have established an employment relationship with us but who are assigned to work less than 20 hours a week or on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), casual employees are ineligible for all our other benefit programs.

All employees are eligible to take classes from AGS pursuant to our Education Reimbursement Policy.

## 202 Access to Personnel Files

*Effective Date: 01/01/2020*

We maintain a personnel file on each employee. The personnel file includes such information as an employee's job application, resume, records of training, documentation of performance

appraisals and salary increases, and other employment records.

Personnel files are our property, and we restrict access to the information they contain. Generally, we only allow supervisors who have a legitimate reason to review information in a file.

Employees should contact the Human Resources Department to review their personnel files. With written advance notice, employees may review their personnel files, within seven working days of receipt of the written notice. The files may be reviewed in AGS's offices and in the presence of an individual appointed by AGS to maintain the files. After review, and upon written request, AGS will provide employees with a copy of their personnel records.

Employees are entitled to, and we comply with, all of the other rights and remedies set forth in Minnesota Statutes §181.960 through §181.965. AGS will not retaliate against employees for asserting their rights or remedies provided in those statutes.

## **203 Background and Employment Reference Checks**

*Effective Date: 01/01/2020*

### **Background Checks**

Adler Graduate School may conduct background and reference checks to ensure that individuals who work for us are well qualified and have a strong potential to be productive and successful. The types of checks we conduct may include such inquiries such as criminal history, degree confirmation, employment references, driving history, and licensure confirmation. You may be asked for copies of your licenses if required for your position. The information we obtain via such inquiries will be considered in light of the needs and concerns underlying the check, and may take into account such things as education directives or restrictions, the recency of the conviction, and the relevance of the information to the work to be performed.

We retain the sole discretion to determine what impact the acquired information may have on the applicant or employee in question, including discontinuation of the application process, removal from assignment, denying access to restricted items/information/and data, and even termination of employment. Decisions are made on an individualized basis.

### **Employment Reference Checks from Third Parties**

The Human Resources Department will respond to all employment reference check inquiries from other employers. Employees should not respond to employment reference check requests, but instead should direct the inquirer to the Human Resources Department. Responses to such inquiries will generally confirm only dates of employment and position(s) held.

## **204 Personnel Data Changes**

*Effective Date: 01/01/2020*

Adler Graduate School expects employees to promptly notify the Human Resources Department of any changes in personnel data by completing the Payroll Action Form. Employees must provide AGS with accurate and current information including personal mailing address,

telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other similar information.

## **206 Performance Evaluation**

*Effective Date: 01/01/2020*

Adler Graduate School strongly encourages our supervisors and employees to regularly discuss job tasks, encourage and recognize strengths, identify areas for improvement, and discuss positive, purposeful approaches for meeting goals. These ongoing conversations are particularly important for new employees or employees who have transitioned to new positions. More formalized written performance evaluations are also used as part of this process.

Following 90 days of employment, AGS may provide employees with a formal performance evaluation. We also typically conduct performance evaluations following 90 days in any new position.

In addition, performance evaluations are typically scheduled on an annual basis.

Where possible, AGS tries to recognize and encourage superior employee performance by awarding pay raises or bonuses. The decision to award such raises is discretionary and depends on goal accomplishment (both personal and professional), organization financial strength, market-driven factors, as well as the information documented during annual performance evaluations. AGS does not guarantee a pay raise simply because employees receive a performance evaluation.

**301 Employee Benefits***Effective Date: 01/01/2020*

Adler Graduate School provides eligible employees with a wide range of employee benefits. This handbook may contain general descriptions of those benefits. Employees can find detailed descriptions of benefits in our benefit enrollment materials and the summary plan descriptions and/or insurance certificates for the plans, where applicable, or in policies within this handbook.

Eligibility for benefits depends on a variety of factors, including an employee's classification.

The following benefit programs are available to eligible employees:

- 401(k) Plan
- Auto Mileage
- Bereavement Leave
- Dental Insurance
- Educational Financial Assistance
- Employee Assistance Program
- Family Leave
- Flextime Scheduling
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability Benefits
- Meal Allowance
- Medical Insurance
- Medical Leave
- Membership Dues
- Military Leave
- Personal Leave
- Short-Term Disability Benefits
- Sick Leave
- Supplemental Life Insurance
- Travel Allowances
- Vacation Benefits
- Voting Time Off

Some benefit programs require employees to make contributions, some are unpaid (such as some of our leave programs), and others may be fully paid by AGS.

**302 Holidays***Effective Date: 01/01/2020***Observed Holidays**

Adler Graduate School observes the following holidays:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Monday of January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Eve (December 31)

**Eligibility for Paid Holidays**

Regular full time and regular part time employees receive holiday pay. Eligible employees will receive holiday pay at their regular rate of pay times the number of hours they would otherwise have worked on that day.

With the exception of pre-approved paid time off, employees are expected to work both their normally scheduled days before and after the holiday in order to be eligible for holiday pay. If employees call in sick or take unpaid time on either of those days, they may jeopardize their ability to be paid for the holiday. If a recognized holiday falls during scheduled paid time off, employees will receive holiday pay instead of the paid time off benefit they otherwise would have received. However, if employees are on an unpaid leave of absence, they will not be paid for holidays.

Holiday pay will not be counted as hours worked for the purposes of determining whether nonexempt employees are entitled to overtime for the week in which the holiday falls.

**303A Vacation**  
*Effective Date: 01/01/2020*

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. We provide vacation time off to enable you to maintain a better work-life balance, so that employees can rest, rejuvenate, and come back into the school reinvigorated. It is meant to function as wage replacement for times that employees choose to be away from work for personal reasons and is not considered to be compensation for work performed. Vacation and sick leave is intended to serve as paid sick, safe, or other leave as required by applicable city, state, or local government laws; therefore, vacation must be planned for and used accordingly.

We provide an opportunity for regular full time and regular part time employees to accrue and use vacation time off as described in this policy. Once an employee is in an eligible employment classification, the employee will begin to accrue vacation according to the schedule below. However, before an employee can request to use vacation, the employee must complete a waiting period of 90 calendar days.

The amount of vacation received each fiscal year (July 1 – June 30) increases with the length of employment as shown in the following schedule:

<b>VACATION ACCRUAL SCHEDULE</b>		
<b>Years of Eligible Service</b>	<b>Vacation Days Each Year</b>	<b>Vacation Hours Accrued Monthly</b>
Upon Initial Eligibility	10 Days	6.66 Hours
After 5 Years	15 Days	10 Hours
After 10 Years	20 Days	13.33 Hours

The vacation accrual schedule set forth in the table above is based on an employee working our

regular full time schedule of at least 40 hours per week. For regular part time employees (i.e., those working more than 20 hours per week), accruals will be pro-rated accordingly.

### **Vacation Usage, Rollover, and Advances**

Vacation is paid at an employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

In the event that an employee does not use their available vacation by the end of the fiscal year, they may carry any unused time forward into the next fiscal year to be used within the first three months of the next fiscal year. Any unused carry over vacation time will be forfeited on Oct. 1.

If all paid time off is exhausted for the current fiscal with your supervisor approval, the employee may take time off without pay, or may be advanced up to one week of vacation time from the upcoming fiscal year. In order to receive a vacation advance, the employee must complete the Payroll Authorization Deduction Form. If a negative balance in vacation time exists at the time of an employee's separation from the Adler Graduate School, the negative balance may be deducted from the employee's final pay check, and if it is insufficient, must be repaid within 30 calendar days of the employee's last day of employment.

If health-related concerns require more time off work than accrued under our Sick Time Policy, and neither short-term disability nor long-term disability benefits are available, an employee may use vacation time or personal time currently available, or request time off without pay.

### **Scheduling Vacation Time**

To schedule vacation time, employees should request as much advance approval from their supervisor as possible, but in no event less than two weeks prior to the time requested. All departments must be appropriately staffed to meet the needs of our organization. This means that vacation may not be granted in all circumstances, and such requests will be approved or denied solely at the discretion of an employee's supervisor, based upon current workloads, staffing levels, and disciplinary status.

When one or more employees in the same area request vacation time for the same time periods (for example, around popular vacation times such as summer or holidays), priority may be given to the employee whose request was submitted first. Due to the organization's small staff, unless specifically approved by an employee's supervisor, no more than two consecutive weeks of vacation should be taken at any one time.

### **Vacation Time and End of Employment**

When an employee's employment with us terminates, the employee will typically be paid for vacation accrued in the current fiscal year that remains unused on their last day of employment (unused carry over vacation time will be forfeited). However, employees will not be paid for unused vacation if they are terminated for cause, as determined solely by us, if they fail to provide proper written notice of resignation as set forth in our Employment Resignation & Termination policy, if they violate any AGS policy, or fail to return any AGS property, subject to any applicable state laws. Employees generally cannot use vacation during their resignation notice period.

**303B Sick Leave***Effective Date: 01/01/2020*

Adler Graduate School provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Sick leave is intended to serve as paid sick, safe, or other leave as required by applicable city, state, or local government laws; therefore, sick leave must be planned for and used accordingly. Employee classifications eligible for sick leave include regular full-time employees and regular part-time employees.

If eligible, a regular full-time employee will accrue sick leave benefits at the rate of 8 hours of sick leave per month. Sick leave benefits are prorated for regular part-time employees based on their typical part-time schedule, not actual hours worked. Sick leave will be made available in a lump sum at the beginning of each fiscal year.

Employees may use sick leave benefits for an absence due to their own illness or injury, for dental or doctor visits or to care for immediate family members (child, parent, or spouse of the employee or such other members as defined by state law) who are sick. There may also be state mandated use of sick time.

If an employee is unable to report to work due to illness or injury, the employee should notify their direct supervisor before the scheduled start of the workday if possible and follow the absence reporting procedures set forth in our Attendance and Punctuality policy, or as required by department policies. In general, calls from friends or family members are not acceptable. Delayed notification to supervisors, or failure to follow proper reporting procedures, may result in disciplinary action and/or the denial of sick leave pay. Proper notice will generally also be required on each additional day of unexpected absence.

If an employee is absent for three or more consecutive days due to illness or injury they may be required to provide a physician's statement verifying the need for absence. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on an employee's regular rate of pay at the time of absence.

Unused sick leave benefits will be allowed to accumulate and carry over into each fiscal year until an employee has accrued a total of 192 hours' worth of sick leave benefits. This cap is prorated for part-time employees. If benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee reduces the balance below the limit.

Employees should use sick leave only for legitimate illnesses and injuries, and should keep in mind that if they are out of sick leave and/or vacation, then any other absences will be unpaid, may be considered unexcused, and may subject the employee to disciplinary action up to and including termination of employment. In rare circumstances unpaid time off may be permitted if approved in advance by the employer as a reasonable accommodation. Note that unpaid time off will not count against you if it is approved under another leave policy within this handbook.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid out at any time during employment or upon termination of employment. Sick leave may not be advanced – except in accordance with Vacation Policy of this handbook.

### **304 Impact of Leaves of Absence on Employee Benefits**

*Effective Date: 01/01/2020*

In addition to paid absences, such as holidays, vacation, or sick leave, Adler Graduate School offers a number of leaves of absence which either become unpaid at some point, or are unpaid in their entirety. Unless otherwise noted in a specific leave policy, employee benefits will be handled as described below.

#### **Insurance and related benefits**

During leaves of absence, AGS will continue to provide employees with the benefits in which they have enrolled for as long as any law might require us to do so, or until such time as employees cease to be eligible under the terms, conditions, and limitations of the applicable plans.

While employees are on leave, they will continue to be responsible for their share of the insurance premiums, and will be required to make regular payments in order to continue their coverage. During any parts of a leave for which an employee may also be using vacation/sick leave, AGS will continue to make payroll deductions as normal to collect the employee's share of his/her premiums.

However, at the point that leaves becomes unpaid (e.g., vacation/sick leave has been exhausted), employees will be required to submit monthly payments to the Human Resources Department by the 1<sup>st</sup> day of each month of their leave. If the payment is more than 30 days late, health and other coverage may be terminated for the remainder of an employee's leave.

In some cases, employees may be offered COBRA or USERRA continuation coverage if they are gone from work long enough, or if we are not required by law to continue their benefits. If so, employees will have to formally elect continuation in order to stay on the applicable insurance plans. See our COBRA Continuation Coverage or Military Leave policy for more information.

If employees lose coverage or have elected COBRA during their leave, AGS will reinstate them as active participants upon their return from leave, according to the terms of each plan. If we have chosen to pay a portion of the premiums on an employee's behalf during a leave, the employee will be required to repay us any such amounts at the end of that leave.

#### **Other benefits**

Vacation, sick leave, personal leave and other accrual-based benefits will cease accruing during any unpaid leave greater than two consecutive weeks, or for any periods not being paid directly by AGS. So, for instance, unpaid leave time, or leave periods that are being paid by third-parties (such as work comp or short-term disability) will result in the cessation of accruals. Similarly,

holiday pay will not be provided during any leave periods not being paid by AGS. However, absences during which vacation/sick leave is being used, or that are paid by AGS (such as jury duty), will not result in accrual discontinuation.

### **305 Family and Medical Leave**

*Effective Date: 01/01/2020*

Adler Graduate School grants up to 12 weeks (or 26 weeks, if leave is taken to provide care for qualifying family member injured during active military service) of family and medical leave during any 12 month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA). For further information on this policy and to view its entirety, view our Policy Manual located on our Employee & Faculty Resources Page at <https://alfredadler.edu/about/faculty-employee-resources>.

### **307 Pregnancy and Parental Leave**

*Effective Date: 01/01/2020*

In accordance with the Minnesota Parental Leave Act, Adler Graduate School provides unpaid leaves of absence to:

- All eligible employees who wish to take time off in conjunction with the birth or adoption of a child; or
- Eligible female employees for prenatal care, incapacity due to pregnancy, childbirth, or related health conditions.

Employees are eligible to request parental leave as described in this policy if they work an average number of hours per week equal to one-half of our regular full time schedule in the 12 months preceding the request and have been employed by AGS for 12 months (need not be consecutive).

Eligible employees may request up to 12 weeks of parental leave. Both mothers and fathers are eligible to request parental leave.

In most cases, employees will be eligible for both parental leave under this policy and FMLA leave. A leave of absence that qualifies as both parental leave and FMLA will run concurrently (i.e., the time off will be counted as both FMLA and parental leave). Parental leave may also be available if employees are not otherwise eligible for FMLA leave or if they have exhausted their available time under our FMLA policy.

Employees should request leave under this policy from their supervisor at least 30 days before the start of the leave or as soon as they become aware of the need for a leave. Employees are required to notify AGS of the anticipated start and duration of leave. Parental leave must begin within 12 months of the birth or adoption of a child, except that, in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than 12 months after

the child leaves the hospital. However, in no case will employees be permitted to take more than 12 total weeks of leave under this policy.

Leave under this policy is unpaid. However, AGS requires that employees use all available paid time off during any parental leave, except where they are receiving short-term disability or similar wage replacement benefits. Note that paid time off is taken as part of the 12 weeks of parental leave, not in addition to it.

For information about what happens to insurance benefits, paid time off accruals, and eligibility for holiday pay during leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

At the conclusion of leave under this policy, employees will be returned to the same job they held when their leave began, or to a position that is substantially equivalent to the one they previously held, unless AGS has gone through a layoff or reorganization, where a position would have been eliminated even if an employee had not been on leave. If employees are unable to (or choose not to) return to work at the end of the approved leave, they may be considered to have resigned from their position.

### **308 Pregnancy-Related Conditions**

*Effective Date: 01/01/2020*

Adler Graduate School will not discriminate against employees who request an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable laws.

Upon request, AGS will consider providing reasonable accommodations for health conditions related to pregnancy or childbirth in accordance with all applicable laws. Depending on the accommodation requested, employees may be required to provide medical substantiation of the need for accommodation. Similarly, if the requested accommodation would present an undue hardship to the performance of an employee's position, we may not be able provide the accommodation.

Requests for accommodations or time off associated with pregnancy and/or childbirth that are not related to employees' medical incapacity (such as time off for bonding, pre-birth house preparations, or child care) will be considered in the same manner as other requests for unpaid personal leave.

### **309 Personal Leave**

*Effective Date: 01/01/2020*

Adler Graduate School understands that there may be times where employees will need to take a period of time away from work to fulfill personal obligations that are not covered by the other types of leave that we offer. With that in mind, we offer personal leaves in varying lengths. Employees who take approved leave will be required to use any available paid time off as part of the approved period of leave.

AGS offers paid personal leave time in certain circumstances, including but not limited to:

- Personal business that must be handled during normal business hours
- Family emergencies
- Funeral or bereavement
- Adverse weather conditions
- Religious holidays

Regular full-time employees will be given 16 hours of paid personal leave time at the beginning of each fiscal year. Paid personal leave time is pro-rated for regular part-time employees. The remainder of the personal leave will be unpaid.

Additionally, AGS offers personal leave of up to four weeks in length (unpaid if all paid time off is exhausted), or regular full-time and regular part-time employees who have worked for AGS for one year or longer.

Employees who have a need to take personal leave should request as much advance approval from their supervisor as possible. However, please understand that we may not be able to grant all requests for personal leave, as we will evaluate each request on a case-by-case basis. In doing so, we will consider a variety of factors, including input from supervisors, current workloads, staffing levels, and the employee's disciplinary status. Also, in most cases, personal leave may not be used to extend leaves of absence taken under other policies in this handbook.

At the end of the fiscal year, eligible employees' unused personal leave time will be carried into the next fiscal year. However, together with an eligible employee's personal leave time appropriation at the beginning of a fiscal year, the amount of personal leave time available at the beginning of a fiscal year will never exceed 32 hours. AGS will not pay employees for unused personal leave time, either during the time of employment or upon separation from AGS employment.

For information about what happens to insurance benefits, paid time off accruals, and eligibility for holiday pay during leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

When a personal leave ends, every reasonable effort will be made to return employees to the same position, if it is available, or to a similar available position for which employees are qualified. However, AGS cannot guarantee reinstatement in all cases. If employees fail to report to work promptly at the expiration of the approved leave period, or fail to communicate with us about their possible need for additional leave, AGS will consider them to have resigned from employment.

### **311 Jury Duty**

*Effective Date: 01/01/2020*

Adler Graduate School encourages employees to fulfill their civic responsibility by serving jury duty when summoned, and will provide them with whatever time may be necessary to do so.

Jury duty leave is normally unpaid. As required by law, exempt employees will be paid their full weekly salary during any week in which they perform any work while serving on jury duty. Exempt employees may be placed on unpaid leave for an entire work week while serving on jury duty at the discretion of their supervisor.

Employees who are required to serve jury duty beyond the period of paid jury duty leave may use any available paid time off or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that arrangements may be made to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits. Where court rules permit jurors to call in the night before to find out whether they have to come into the courthouse the next day, employees may have to provide written confirmation from the court that they actually were called in on the day in question in order to be eligible for jury duty pay under this policy.

Employees or their supervisor may request an excuse from jury duty if, in our judgment, their absence would create serious operational difficulties.

For information about what happens to insurance benefits, paid time off accruals, and eligibility for holiday pay during an extended leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

### **312 Witness Duty**

*Effective Date: 01/01/2020*

Adler Graduate School encourages employees to appear in court for witness duty when subpoenaed. If we subpoena employees or otherwise require them to testify as a witness, we will pay for the entire period of their witness duty.

If a third party has asked an employee to appear in court as a witness, AGS will provide the employee with sufficient unpaid leave to satisfy the witness duty. Employees are free to use any available paid leave benefit to receive compensation for the period of this absence.

Employees must show the subpoena to their supervisor immediately after they receive it so that operating requirements can be adjusted, where necessary, to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

### **313 Military Leave**

*Effective Date: 01/01/2020*

Employees are entitled to take military leave for any absences related to military service in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Military leaves of absence will be unpaid. However, employees may use any available paid time off for the absence. As required by law, exempt employees will be paid their full weekly salary

during any week in which they perform any work while serving in the military.

For information about what happens to insurance benefits, paid time off accruals, and eligibility for holiday pay during an extended leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

Employees who are on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees who are on a longer military leave must notify us of their intent to return in accordance with USERRA and all applicable laws.

When employees return from military leave they will be placed in the position they would have attained had they remained continuously employed, or a comparable one depending on the length of military service, in accordance with USERRA. Employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Human Resources Department for more information or questions about military leave.

**314 Time Off to Vote**

*Effective Date: 01/01/2020*

Adler Graduate School encourages employees to vote. Generally, employees can vote before or after their regular work schedule, and should make every reasonable effort to do so. However, employees may be eligible to take the time off from work that is necessary to appear at their polling place, vote, and return to work.

AGS encourages employees to request time off to vote from their supervisor at least two working days prior to the election so that proper staffing levels can be maintained, and so that voting time can be scheduled at a time that is least disruptive to the normal work schedule.

**315 School Conference and Activities Leave**

*Effective Date: 01/01/2020*

Employees may take up to 16 hours of unpaid leave within a rolling 12 months period to attend school conferences or school-related activities related to their children (including foster children), provided the conferences or school-related activities cannot be scheduled during non-work hours. If a child receives child care services or attends a prekindergarten regular or special education program, employees may use the leave time to attend a conference or activity related to their children or to observe and monitor the services or program, provided the conference, activity or observation cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, employees must provide their supervisor with reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly our operations. This leave is not paid; however, employees may substitute any accrued paid time off or other appropriate paid leave for any part of the leave.

**316 Care of Relatives and Safety Leave**

*Effective Date: 01/01/2020*

**Care of Relatives**

Employees may use their sick leave in order to care for relatives who are ill. For the purposes of this policy, “relative” means an employee’s spouse, siblings, parents, parents-in-law, grandchildren, grandparents, step parents, and minor and adult children. Child includes step, biological, adopted, and foster child. Grandchild includes step, biological, adopted and foster grandchild.

The use of sick leave to take care of a relative who is ill is subject to the same conditions and restrictions as would apply to use of sick leave for an employee’s own illness.

**Safety Leave**

Sick leave may also be used to take time off that may be necessary for an employee’s own safety, or to assist with the safety of relatives. For the purposes of this policy, “safety leave” is leave used to provide or receive assistance because of sexual assault, domestic abuse, or stalking.

The use of sick leave for safety leave purposes is subject to the same conditions and restrictions as would apply to use of sick leave for an employee’s own illness.

**317 Donor Leave**

*Effective Date: 01/01/2020*

Adler Graduate School will provide employees with up to 40 hours of paid leave for the purposes of undergoing medical procedures related to the donation of bone marrow. If an employee’s donor leave need extends beyond 40 hours, the employee can use any available paid time off, or take unpaid leave. A doctor’s statement verifying the purpose and length of the leave is required. In order to take leave under this policy, employees must be regularly scheduled to work at least 20 hours per week.

**319 Civil Air Patrol Leave**

*Effective Date: 01/01/2020*

Employees who work an average of 20 or more hours per week may be eligible to take unpaid leave to serve as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions. AGS may deny a leave under this policy if an employee’s absence would be too disruptive to our operations.

Although leave under this policy is unpaid, employees may use any accrued paid time off to cover their absences.

### **320 Military Personnel Injured/Killed in Service Leave**

*Effective Date: 01/01/2020*

Employees are entitled to up to 10 working days of leave of absence without pay whenever an immediate family member is injured or killed while engaged in active service. For the purposes of this policy, “immediate family member” means a parent, child, grandparent, sibling, or spouse. Employees will be expected to give as much notice as practicable of their need for leave.

This leave is not paid; however, employees may use any accrued paid time off during the leave.

### **321 Military Ceremony Leave**

*Effective Date: 01/01/2020*

Unless doing so would unduly interrupt our operations, employees are entitled to up to one working day of leave of absence without pay for the send-off or homecoming ceremonies of family members (i.e., parents, legal guardians, siblings, children, grandchildren, spouses, fiancés, or fiancées) who have been ordered into active service in support of a war or other national emergency.

This leave is not paid; however, employees may use any accrued paid time off during the leave.

### **323 Benefits Continuation (COBRA)**

*Effective Date: 01/01/2020*

A federal law called COBRA allows employees, spouses and/or dependent children to continue health insurance coverage under our health plan when a “qualifying event” occurs. Some common qualifying events are resignation, termination of employment, a reduction of hours or a leave of absence, death, divorce, and a dependent child’s loss of eligibility. Ordinarily, employees may continue their health coverage for up to 18 months if they lose coverage as a result of a qualifying event.

If an employee, spouse and/or dependent continues coverage under COBRA, that individual must pay the full cost of coverage at our group rates plus any applicable administration fee.

AGS will provide employees with an important written notice describing their rights and obligations under COBRA. Please read the notice.

### **324 Educational Assistance**

*Effective Date: 01/01/2020*

Adler Graduate School recognizes that the skills and knowledge of our employees are critical to our success. Our educational assistance program encourages personal development through formal education so that eligible employees can maintain and improve job-related skills or enhance their promotional opportunities. Employees should contact the Human Resources Department for more information about how to apply for educational assistance. For further information on our Professional Development Policy and to view its entirety, view our Policy

Manual located on our Employee & Faculty Resources Page:  
<https://alfredadler.edu/about/faculty-employee-resources>.

### **325 Workers' Compensation Insurance**

*Effective Date: 01/01/2020*

Adler Graduate School provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance may also provide wage replacement benefits after a short waiting period.

Employees who experience or witness a work-related injury or illness must tell their supervisor immediately even if the injury or illness seems minor, as well as complete the FROI form.

Employees have a right to report all work-related injuries and illnesses. Reporting the injury or illness timely will enable an eligible employee to qualify for coverage under the workers' compensation insurance program as quickly as possible. AGS will not discriminate or retaliate against employees for reporting work-related injuries or illnesses. However, failure to promptly report school injuries or illnesses may result in discipline, up to and including termination of employment.

Employees will not be eligible for workers' compensation benefits for injuries that occur during their voluntary participation in any off-duty recreational, social, or athletic activity that we sponsor.

## **401 Timekeeping**

*Effective Date: 01/01/2020*

This policy applies to hourly and/or non-exempt employees.

In order to properly calculate employees pay and benefits, federal and state laws require AGS to keep an accurate record of all time employees work, no matter how small the increment. As a result, it is each employee's responsibility to record all of the time spent working.

Time worked is all the time actually spent performing assigned duties, including work performed away from our school, such as at job sites, or from an employee's home. Employees must obtain their supervisor's approval before performing any overtime work.

Employees may be subject to disciplinary action, up to and including termination of employment, if they alter, falsify, or tamper with time records, or record time on another employee's time record.

Employees are responsible for verifying the accuracy of all time they record. Supervisors will review and then certify employees' time record before submitting it for payroll processing. If corrections or modifications are made to the time record, both employees and their supervisor must verify the accuracy of the changes to the time record.

## **402 Paydays**

*Effective Date: 01/01/2020*

Employees are paid semi-monthly on every 15<sup>th</sup> and last day of each month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. AGS encourages employees to have their paychecks directly deposited into their bank account. Employees who choose direct deposit will receive an itemized statement of wages when a paycheck is directly deposited.

If a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid on the last day of work before the regularly scheduled payday.

If a regular payday falls during employees' paid time off, their paycheck will be available upon return (unless they have elected direct deposit, in which case the paycheck will be directly deposited as usual).

## **403 Pay Corrections**

*Effective Date: 01/01/2020*

Adler Graduate School takes all reasonable steps to ensure that employees are correctly and promptly paid. However, mistakes sometimes happen, so all employees are encouraged to carefully review their pay statements.

Employees who notice an error in the amount of their pay should bring the discrepancy immediately to the attention of the Human Resources Department so that corrections can be

made as quickly as possible.

Errors discovered in the amount of an employee's pay will be corrected using appropriate means. For example, AGS may recoup overpayments from future pay.

#### **404 Deductions from Pay**

*Effective Date: 01/01/2020*

The law requires Adler Graduate School to make certain deductions from employees' pay. We must deduct applicable federal, state, and local income taxes. We also must deduct Social Security taxes on employees' earnings up to a specified limit that is called the Social Security "wage base."

From time to time, AGS may be required to make deductions to pay off a debt, loss, or other obligation employees may owe to us or to a third party (such as garnishments, liens, or child support orders). In such cases, employees may be required to sign a payroll deduction authorization form and/or enter into some other sort of pay back or reimbursement agreement during the course of employment or at the time employees separate employment from the organization, regardless of the reason for separation.

AGS offers various programs and employee benefits beyond those required by law. If eligible for such programs and/or benefits, employees may voluntarily authorize deductions from their paychecks to cover the costs of participation.

Additionally, deductions from the salary of salaried, exempt employees may be made under the following circumstances:

- Absences from work for one or more full days for personal reasons other than sickness or disability;
- Absences of one or more full days due to sickness or disability if the deduction is made in accordance with our sick leave plan;
- To offset amounts employees receive as jury or witness fees, or for military pay;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for school conduct rule infractions;
- Days not worked during initial or terminal weeks of employment;
- Penalties imposed in good faith for infractions of safety rules of major significance; or
- For any increments of time taken as unpaid leave under FMLA.

AGS will make sure that any such deductions will be in full compliance with the wage and hour regulations under the Fair Labor Standards Act (FLSA).

Employees should carefully review every paystub they receive. If employees think a deduction has been improperly taken from their salary, they should notify the Payroll Department as soon as possible. We will review the deduction promptly and if a deduction was made improperly we

will immediately correct the error.

Employees who have other questions concerning why deductions were made from their paycheck or how deductions were calculated should ask their supervisor for assistance.

**501 Safety**

*Effective Date: 01/01/2020*

To assist in providing a safe and healthful work environment for our employees, students, and visitors, we have established an the Adler Graduate School Emergency Preparedness Guide. You can obtain a copy of the Guide from the Human Resources Department. This Guide is a top priority. Everyone at our organization must be involved and committed to safety and emergency preparedness. This must be a team effort. Together, we can prevent accidents and injuries. AGS provides information to employees about school safety and health issues through new hire orientation and communication channels such as supervisor-employee meetings, bulletin board postings, or other written communications.

**Safety Suggestions and Concerns**

Some of the best safety improvement ideas come from our employees. Employees with an idea, concern, or suggestion for improved safety in the school are encouraged to raise it with their supervisor, or bring it to the President. All reports and concerns can be made without fear of reprisal.

**Employee Conduct and Responsibilities**

Employees are expected to perform the functions of their position in a safe manner. We are only truly efficient when high productivity is achieved with safe work habits. No job is so important, nor any service so urgent, that time cannot be taken to perform the work safely. The use of proper safety devices and tools and equipment and wearing appropriate clothing and footwear is essential.

Horseplay at work is inappropriate. No matter how playful or well intentioned, horseplay is by its nature unpredictable, and may inadvertently result in accident, injury, or unsafe conditions. As a result, anyone engaging in horseplay may be subject to discipline, up to and including termination of employment.

Employees are expected to take ownership of their surroundings, to obey safety rules, and to exercise caution in all work activities. This includes being familiar with and observing all rules and policies for health, safety, and preventing injuries while at work. Employees must immediately report any unsafe condition to their supervisor. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

**502 Work Schedules**

*Effective Date: 01/01/2020*

Work schedules vary throughout the organization. Supervisors will normally determine employees' work schedule, as well as any variations from week to week.

Adler Graduate School expects employees to be on time and ready to work during their scheduled hours. This is true regardless of whether employees are exempt or nonexempt, salaried

or hourly. In the end, AGS has determined that our scheduled hours are those that are most critical to properly serving our clients and students, which is why it is so important for employees to be present during these hours.

Staffing needs, operational demands, and individual workloads may necessitate variations in starting and ending times, as well as variations in the total hours that may need to be worked each day and week. This can be particularly true if employees are exempt, since although these employees are normally expected to be available during our core business hours and work at least 40 hours per week, they may find that the job they are performing requires additional time over and above the regular work week.

### **503 Emergency Closings and Business Shut-Downs**

*Effective Date: 01/01/2020*

On occasion, Adler Graduate School may close down for emergencies, extreme weather, or business slowdowns and operational upgrades. Unless an emergency closing or business shut-down is announced, we expect employees to report to work in a timely manner and in accordance with applicable policies. In the event of inclement weather, employees should use their own discretion in deciding whether they can commute safely to work. Employees should follow the call-in and notice procedures set forth in our Attendance and Punctuality policy.

#### **Decisions to Close and Communication**

AGS may decide to close the building for business or economic reasons. Generally, we make and communicate these decisions in advance.

If we decide to close an office or facility due to inclement weather, we may make that decision during our normal operating hours or before the start of the day. For foreseeable closings, AGS will communicate the closing in advance. In the event the decision is made prior to the start of the workday, AGS will post on the school website and intranet.

#### **Leave Use and Compensation**

If AGS decides to close prior to the start of the workday, including for inclement weather or business slowdowns, non-exempt employees will typically be paid for the day. Employees should work from home where possible.

If AGS decides to stay open, but employees choose not to work, those employees must use any accrued and available paid time off. If employees do not have paid time off available, they must take the day unpaid.

### **504 Smoking and Tobacco Products**

*Effective Date: 01/01/2020*

Adler Graduate School prohibits smoking and the use of tobacco products (such as chewing tobacco), and vaping in all organization facilities. This policy also applies to e-cigarettes, vaporizers, and similar products, whether they are used for tobacco, nicotine, oils, chemicals, medicine, flavorings, or other substances.

Employees who smoke, vape or use tobacco products will not be permitted any greater number of breaks than those who do not. As a result, employees should only smoke, vape or use tobacco products before or after work, or during designated breaks or meal periods. In doing so, employees must leave the premises entirely.

### **505 Rest and Meal Periods**

*Effective Date: 01/01/2020*

Hourly and/or nonexempt employees will usually be provided with one unpaid meal period of 30 minutes in length, and two paid rest periods of ten minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Supervisors are responsible for scheduling meal breaks and may use discretion in determining meal periods based on upon the needs of the business.

Nonexempt employees are generally required to take an unpaid 30 minute meal period, and are not permitted to perform work during this time (unless specifically authorized by a supervisor). Similarly, nonexempt employees are strongly encouraged to take their breaks, and not to perform work while on break. Typically, they are not allowed to combine their breaks, combine them with a meal periods, or use them to leave early with pay. Since break time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

### **506 Breaks for Nursing Mothers**

*Effective Date: 01/01/2020*

Adler Graduate School provides reasonable unpaid break time each day to employees who need to express breast milk for their infant children. Break time under this policy runs concurrently with any meal and/or break times that may already be provided. If additional breaks are approved, they may not be paid based on length and applicable law.

AGS will provide a private area where employees may express milk. Please contact the Human Resources Department for information about this area.

This policy may not apply when employees are at other sites, since AGS will have little ability to control the availability of private and secure locations for the expression of breast milk.

To ensure employees are accommodated under this policy if they have a need to express milk, they must contact the Human Resources Department to make the necessary arrangements.

### **507 Overtime**

*Effective Date: 01/01/2020*

Overtime hours are sometimes necessary when our operating requirements or other needs cannot be met during regular working hours. Sometimes overtime may be necessary for a group of employees due to workload and project needs, while at other times individual employees may

have a specific need to work extra hours. Regardless, employees must receive prior approval from their supervisor before working any overtime.

AGS pays overtime compensation to all nonexempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked, and will be paid for time worked over 40 hours in the workweek. Paid time off, holidays, and leaves of absence will not be considered hours worked for purposes of performing overtime calculations. We define the workweek as the seven-day period starting at 12:01 on Sunday morning, and continuing through midnight the following Saturday.

## **508 Use of Vehicles and Equipment**

*Effective Date: 01/01/2020*

As part of their job, employees may be expected to use certain types of equipment, or drive for work purposes. In order to reduce the risk of damaging equipment, or causing harm to oneself or others, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines, when using our property or equipment, or while driving for work purposes.

Employees must notify a supervisor if any equipment, machines, tools need repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to others. Supervisors can answer any questions about employee responsibility for maintenance and care of equipment used on the job.

Employees must obey all traffic laws and all safety rules concerning the safe operation of motor vehicles while driving organization vehicles or driving their own vehicles for work purposes. In particular, employees must refrain from reading or sending e-mails, text messages, and/or instant messages, searching or scrolling for audio, and accessing the Internet from their cell phones or other wireless devices while operating a motor vehicle at any time the vehicle is in motion, part of traffic (e.g., while sitting at a stop sign or stop light), or is anything other than parked. In addition, if employees must make or receive a call while driving for work purposes, they must pull off the roadway and park their vehicle for the duration of the call. Initiating or participating in a cellular phone call while driving or a part of traffic is only permissible if the employee can do so solely in a voice-activated or hands-free mode. Employees may use their wireless device for navigation or audio-based content so long as they do not type or scroll while the vehicle is in motion or a part of traffic, and so long as they do not hold the device with one or both hands. AGS will not pay the costs of any parking tickets or traffic violations incurred by employees. If employees drive their own vehicle for work purposes, they must adequately insure the vehicle, and provide us with proof of insurance upon request. For insurance purposes, we may occasionally check employees' driving record, and if an employee fails to meet our standards, the employee's driving privileges will be revoked. If an employee has persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, the employee may be terminated.

In the event of an accident, employees are required to immediately report the accident to their supervisor and, if directed, obtain a police report.

### **509 Business Expenses and Reimbursements**

*Effective Date: 01/01/2020*

Adler Graduate School will reimburse employees for reasonable business expenses incurred while performing work, including expenses incurred while travelling for work purposes. For further information on this policy and to view its entirety, view our Policy Manual located on our Employee & Faculty Resources Page <https://alfredadler.edu/about/faculty-employee-resources>.

### **510 Visitors in the School**

*Effective Date: 01/01/2020*

To provide for the safety and security of employees, only authorized visitors are allowed in the school. For purposes of this policy, visitors include all non-employees, contractors, external vendors, stakeholders and the public, including family members. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employees' welfare, and avoids potential distractions and disturbances.

All visitors should enter AGS at front lobby. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors, and are not to let the presence of a visitor interfere with the performance of work.

If an unauthorized individual is observed on our premises, employees must immediately notify their supervisor or, if necessary, escort the individual to the reception area.

### **511 Phones and Electronic Devices**

*Effective Date: 01/01/2020*

Adler Graduate School knows that employees may occasionally want to text, make/take phone calls, and otherwise use their own phones or our phones for personal purposes. Where possible, any such use should be confined to nonworking times such as breaks or meal periods, and should not interfere with employees' ability to effectively perform in their position, or distract their coworkers. With this in mind, cell phones and other electronic devices should generally be shut off during times employees are working, and kept out of designated work areas, unless carrying such a device is necessary for work purposes, or prior approval has been obtained.

### **512 Computer, Internet and E-Mail Usage**

*Effective Date: 01/01/2020*

Adler Graduate School provides computers, e-mail and Internet access to assist employees in completing their work, improving efficiency and obtaining work-related data and technology. We have established the following guidelines to help ensure responsible and productive computer usage.

Computers (which, for the purposes of this policy, includes not only computer hardware, such as PCs, phones, tablets, and laptops, but our systems, networks, software, remote access abilities, e-mail and other communication tools, internet access, etc.) are our property, and are intended for

business use. As a result, employees have no right to privacy for any uses to which they may put the computers we have provided. AGS reserves the right to monitor any and all use to which our computers may be put, regardless of whether the use is personal in nature, or occurs during non-working time. Employees must not use a password to protect access to files or other stored information unless authorized by a supervisor to do so.

Employees should take all anti-virus precautions available and prescribed by us. They should not attempt to bypass or disable any anti-virus precautions installed on our computers.

Employees must comply with any and all potentially applicable laws (e.g., industry regulations, harassment laws, copyright restrictions, contractual obligations or restrictions, etc.) each and every time they use our computers for any purpose, as well as during any time they may be using their own personal computer networks, systems, or equipment in ways that may directly or indirectly be associated with AGS.

All data that is composed, transmitted, or received via our computer system is considered to be part of our official records and, as such, is subject to disclosure to law enforcement or other third parties, and may be used by us in any ways we feel may be necessary.

### **Appropriate Personal Use Permitted**

While computers are intended for job-related activities, incidental and occasional personal use may be permitted within reasonable limits. However, where possible, such use should be confined to nonworking times such as lunch, or before or after work, and should not interfere with employees' performance of their job. Personal computer usage is subject to all of the terms and conditions of this policy.

### **Prohibited Usage**

AGS purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, AGS does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. We prohibit the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if employees did not create material, do not own the rights to it, or have not gotten authorization for its use, they should not put it on the Internet or transmit it through the e-mail system.

The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action up to and including termination of employment:

- Sending or posting messages or images that are disruptive, offensive, discriminatory, obscene, threatening, harassing, intimidating, or harmful to morale
- Using organization email to solicit for outside commercial ventures, religious or political causes, outside organizations, or other non-business matters

- Downloading large files, streaming audio/video, and visiting social networking sites or chat rooms for personal use
- Using our computers for personal gain
- Using or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization (such information includes, but is not limited to, information outlined in our Confidentiality and Non-Disclosure policy)
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Viewing or exchanging pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation or destroying, concealing, or disclosing information protected by attorney-client privilege, legal hold or spoliation order
- Sending or posting chain letters or advertisements not related to business purposes or activities
- Using the computer for gambling of any sort
- Using organization provided email address or website addresses to register for any social networking website or online blog without prior written approval
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage other organizations
- Passing off personal views as representing those of AGS
- Sending anonymous e-mail messages
- Using the computer for purposes of seeking other employment or preparing or posting a resume
- Loading personal software without permission
- Engaging in any other illegal activities
- Engaging in any other computer related activity determined by us to be inappropriate or unacceptable

If an employee receives a suspicious email, the employee should not reply to it, click on any links in the email, or hand over sensitive financial or organization information. The employee should forward any suspicious emails to IT Department.

Employees with questions about acceptable usage of the computers or networks we provide should contact the Human Resources Department.

## 513 Social Networking Websites and Online Communications

*Effective Date: 01/01/2020*

### Social Networking Websites

Social networking sites present unique opportunities for employees to communicate with others, and express themselves in a public forum. However, social networking also poses significant risks to the school, even if employees' social networking activities are conducted completely on their own time and on their personal devices and networks. As a result, employees need to always be mindful of how the things they post and do online might impact their coworkers, AGS's reputation, and their professional reputation.

### Online Code of Conduct

Although employees are solely responsible for what they post or endorse online, since what they say and do can impact AGS and our employees, we've come up with some examples of online behaviors that we consider to be unacceptable:

- Sending or posting discriminatory, defamatory, harassing, bullying or threatening messages or images (including photographs or videos) regarding any current or former employee
- Making any defamatory, slanderous or derogatory reference or post against any prospect, client, student, vendor or business partner that may harm or interfere with the organization's corporate brand statement, working relationship or current contracts
- Posting any confidential, proprietary or non-public organization information or documents, including, but not limited to, information listed in our Confidentiality and Non-Disclosure policy
- Posting comments or opinions regarding our products or services, and which may be construed as violating applicable law (e.g. the FTC's Endorsement Guidelines)
- Failing to respect the financial disclosure laws by posting our financial information, which could be perceived as giving outsiders an unfair advantage or insight ("tip") into our organization in violation of applicable laws
- Posting any confidential information pertaining to employees or students, which may otherwise be protected under applicable laws such as state privacy and disability laws, Red Flag Regulations, ADA, HIPAA or GINA
- Disclosing any information protected by attorney-client privilege, legal hold or spoliation order
- Representing (or otherwise giving the impression) that employees are speaking on our behalf
- Failing to use proper disclaimers with anything that might be connected back to us, such as "postings on this site are my own and do not represent others' opinions, philosophies or business strategies"
- Posting photographs, videos or images of other employees without proper authorization, or failing to remove such images when requested by another employee
- Using our logo for commercial gain, or otherwise using our logo in a non-commercial setting that would be inconsistent with our code of ethics and organizational brand

- Unlawfully gaining access to another employee’s social networking website or profile
- Demanding or otherwise requiring applicants or employees to give their social networking passwords

### **Connecting with Employees and Students Online**

Employees are free to network online with their coworkers during non-working time. However, due to the highly confidential and personal information often maintained in online profiles, supervisors are not permitted to make or accept invitations such as “friend requests” to or from direct reports.

Similarly, if employees receive such connection requests from coworkers, they should not feel compelled to accept such requests if they desire to keep their personal information confidential. Employees are also encouraged to utilize all appropriate privacy settings to ensure their information is shared and viewed only by those they intend to have access.

In some situations, employees may be permitted to network with our students or other employees using professional networking websites such as LinkedIn, but they are required to exercise professional judgment when communicating on these professional networking websites and must comply with all of the policies contained in this handbook. If employees have any question as to whether a website or post would violate organization policy, they are encouraged to seek input from the Human Resources Department without fear of reprisal or retaliation.

### **Monitoring and Consequences for Policy Violations**

While AGS has no general practice of reviewing employees’ personal profiles on social media sites, employees should be aware that if such profiles contain information suggesting conduct that violates this or any other organization policy, such information may form the basis for an appropriate investigation and/or discipline.

Nothing in this policy prohibits employees from exercising any legal right under any applicable law, nor will they be subject to discipline for any posts that are legally protected. However, employees should be aware that most posts to personal social networking sites are not entitled to legal protection, and any such posts may result in disciplinary action up to and including termination of employment, if they violate this or any other organization policy.

Employees who have been the subject of online harassment or bullying should notify the Human Resources Department or any member of management.

### **514 School Monitoring**

*Effective Date: 01/01/2020*

From time to time, AGS may conduct school monitoring to ensure quality control, employee safety, security, and student satisfaction.

AGS reserves the right to monitor employees’ computer, Internet, and e-mail usage as described in our Computer, Internet and E-mail Usage policy, including any personal usage to which employees may place on our systems, networks, or equipment.

AGS may conduct video surveillance of non-private school areas to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and school violence. Any such video surveillance may include audio recording, as well.

AGS performs school monitoring in an ethical and respectful manner, and we are sensitive to the privacy concerns of employees.

### **515 Recording Devices in the School**

*Effective Date: 01/01/2020*

Employees are prohibited from using cameras or other audio or visual recording devices in areas and/or meetings where client privacy, our trade secrets, or confidential business information may be compromised. In addition, employees may not record or take photographs of people without the prior agreement of those people being recorded or photographed. And even in those situations where recording conversations or interactions may not be prohibited by this policy, many states prohibit the recording of conversations or meetings unless the consent of all participating parties is obtained prior to the recording.

Please see our Confidentiality and Non-Disclosure policy for more information about the protection of our confidential business information and trade secrets.

### **516 Working from Home**

*Effective Date: 01/01/2020*

Certain positions in our organization may be capable of, and eligible for, being performed remotely from an employee's home, while other positions are not (such as those that involve face-to-face interactions with members or coworkers), which means that working from home is not an option for all employees. For those positions that can be performed remotely from home, some will be eligible to do so on a regular and recurring basis, while others may be limited to occasional or emergency circumstances (e.g., logging in over the weekend to finish a project up, or working from home during inclement weather, rather than driving into work). Employees seeking to work from home should discuss it directly with their supervisor.

### **600 Employee Conduct and Work Rules**

*Effective Date: 01/01/2020*

In order to maintain the excellent reputation we have earned with our students and to provide the best possible work environment for employees, AGS expects employees to follow the rules of conduct set forth in this policy.

#### **Performing with Integrity and Honesty**

Any time employees are interacting with people connected to our school, their perception of employees words, actions, and behaviors are more important than employees' intent. As a result, we expect employees to perform with the highest level of integrity possible and to be honest and

fair when they interact with students, management, and coworkers.

If employees are ever in doubt about whether a particular course of action is appropriate, they should seek guidance from the Human Resources Department.

### **Treating Others with Respect**

Employees must treat all students with respect and demonstrate genuine concern for their needs, because one bad experience can ruin the relationship. Consideration, respect and courtesy also play important roles in maintaining positive and productive working relationships with supervisors and coworkers. Employees are expected to communicate and work in a manner that is respectful to others.

### **Unacceptable Conduct**

While it is not possible to list all the forms of behavior that are considered unacceptable in the school, the following are examples of actions and behaviors that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Unethical, immoral, or criminal conduct in or outside of the school
- Dishonesty or misrepresentation including, but not limited to, falsification of timekeeping records, misrepresentation on employment applications, or dishonesty in an investigation
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the school, while on duty, or while operating tools and equipment
- Fighting or threatening violence in the school
- Boisterous or disruptive activity in the school
- Negligence or improper conduct leading to damage of employer-owned or partner-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking or using tobacco in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Unless otherwise provided by state law, possession of firearms, explosives or other dangerous or unauthorized materials, in the school or while working off organization property. (This prohibition applies even if employees have a legal permit to carry a weapon.)
- Excessive absenteeism or any absences without notice
- Unauthorized absence from work station during the workday
- Performing work outside of employees' scheduled workdays without prior authorization from their supervisor
- Unauthorized use of computers, telephones, mail system, or other employer-owned equipment or networks

- Unauthorized disclosure of business “secrets” or confidential information
- Inappropriate words, actions, or conduct, inside or outside of the school that may reflect poorly upon, or cause harm to, AGS. This prohibition applies even words, actions, or conduct that occurs completely on personal time, including on Internet social networking sites. However, this is not intended to prohibit employees from exercising legal rights and they will not be disciplined for engaging in protected activity.
- Unsatisfactory performance or conduct, including inefficiency, inattentiveness, and failure to manage and complete necessary workloads within scheduled hours
- Violation of personnel policies

### **Duty to Report Violations**

Employees must report any matter that they believe violates this policy and/or may result in any of the following: monetary loss, damage to reputation, or harm to an individual(s). Reporting such matters is essential so that AGS can respond appropriately. We do not retaliate against any employee who, in good faith, reports suspected violations of our policies.

### **601 Non-Fraternization With Students**

*Effective Date: 01/01/2020*

We expect employees to maintain the highest professional, moral and ethical standards in their conduct with students. The expectations set forth in this policy also extend to all employees, including non-teaching staff, as well as non-staff (e.g., Board members and volunteers) affiliated with the school.

Employees are expected to accept responsibility for their conduct, and to understand that even off-duty conduct may adversely affect their ability to effectively perform their job duties. The interactions and relationships between employees and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between employees and students in an educational setting, and be consistent with the educational mission of our organization. Specifically, we expect everyone to maintain appropriate professional relationships with students, and be sensitive to the appearance of impropriety in their conduct with students. Employees are encouraged to discuss issues with the President whenever they are unsure whether particular conduct may constitute a violation of this policy.

Employees are prohibited from engaging in any of the following types of prohibited conduct, regardless of whether the conduct occurs on or off school property or whether the conduct occurs during or outside of school hours. The following list of prohibited conduct does not, and is not intended to, constitute an all-inclusive list of conduct for which discipline may be imposed:

- Engaging in any romantic or sexual relationship with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students, regardless of whether staff or student initiates the behavior, or whether the relationship is consensual;
- Fostering, encouraging, or participating in inappropriate emotionally or socially intimate relationships with students in which the relationship is outside the bounds of the reasonable, professional staff-student relationship and in which the relationship could

- reasonably cause a student to view the staff person as more than a teacher, administrator, or advisor;
- Initiating or continuing communications with students for reasons unrelated to any appropriate purpose, including oral or written communication; telephone calls; electronic communication such as texting, instant messaging, email, chat rooms, Facebook, Instagram or other social networking sites; webcams; or photographs, electronic and online communications with students, including those through personal accounts, should be accessible to supervisors and professional in content and tone;
  - Socializing with students outside of class time for reasons unrelated to any appropriate purpose or sponsored activity including allowing students to spend the night in the employee's home or providing rides to students in personal vehicles;
  - Providing alcohol (regardless of age) or drugs – either prescription or illegal – to students.

If an employee has knowledge or suspicion of an improper relationship between staff and a student must, the employee must immediately report the conduct to the President. Nothing in this paragraph is intended to relieve mandated reporters of their obligations under state or local law.

If an employee makes a good-faith report of a suspected fraternization violation or cooperates in inquiries or investigations related to the investigation of such a report, the employee shall be protected from retaliation in accordance with school policy. AGS will promptly investigate all reasonable allegations of prohibited staff/student relationships.

If an employee violates this policy and/or engages in retaliatory conduct, the employee shall be subject to discipline, up to and including termination.

## **602 Drugs and Alcohol**

*Effective Date: 01/01/2020*

Adler Graduate School wants to maintain a healthful and safe school that is free from improper drug or alcohol use. Our policies described below help us promote this goal.

### **Prohibited Uses of Alcohol, Illegal Drugs, and Legal Drugs**

While on our premises and while conducting business-related activities off our premises, employees may not use, possess, distribute, sell, or be under the influence of alcohol, illegal drugs, or any legal drugs (including prescribed drugs) that might cause them impairment or impact their ability to fully or safely perform the functions of their position.

### **Employee Assistance Program**

Our Employee Assistance Program (EAP) provides confidential counseling and referral services if employees need assistance with such problems as drug and/or alcohol abuse or addiction. AGS encourages employees to address any questions or concerns they may have about substance dependency or abuse with the EAP, and to review the treatment programs that may be covered under our health insurance program or any other health insurance program that provides coverage to employees. Employees can discuss these matters with their supervisor or the Human

Resources Department to receive assistance or referrals to appropriate resources in the community.

AGS employees with questions on this policy or issues related to drug or alcohol use in the school can raise those concerns with their supervisor or the Human Resources Department.

Employee assistance programs offer a wide variety of employee resources ranging from help with things like stress, anxiety, depression, relationship problems, job or work stress, parenting, alcohol and drugs, legal issues, and financial concerns. There are numerous self-assessments, Library resources, health and wellness articles, guides, webinars, podcasts, and calculators. You and anyone in your household is eligible for the EAP program 24/7. All information shared is 100% confidential and Adler Graduate School is never notified of the frequency of the EAP usage. The first time you visit the site, you will be asked to register or enter as a guest. You will be asked to enter the Program's or plan's toll-free number which is 800-450-1327. You can then choose to enter as a guest or register your information for future log-ins. Visit <https://www.magellanassist.com/default.aspx> for more information.

## 604 Harassment, Bullying & Offensive Behavior

*Effective Date: 01/01/2020*

Adler Graduate School is committed to providing a work environment where employees are treated with dignity, decency, and respect. In keeping with this policy, we will not tolerate bullying, harassment, offensive behaviors, or retaliation (hereinafter, "harassment," unless otherwise noted). This policy extends to school harassment involving non-employees, such as outside vendors, suppliers, consultants, or students. Conduct prohibited by this policy is unacceptable in the school and in any work-related setting outside of the school, such as during business trips, business meetings and social events, or where there is an impact in the school.

Employees are also required comply with our Gender Based Misconduct Policy and to complete Title IX training on Gender Based Misconduct. For further information on this policy and to view its entirety, view our Policy Manual located on our Employee & Faculty Resources Page <https://alfredadler.edu/about/faculty-employee-resources>.

### What is Harassment?

Harassment is hostile or offensive physical conduct, verbal comments, or written comments including, but not limited to, electronic communications, such as online posts or text messaging if that conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- Unreasonably interferes with an individual's work performance or opportunities; or
- Otherwise affects the terms and conditions of employment.

Harassment because of the individual's race, color, religion, sex, pregnancy, citizenship, national origin, age, disability, military service, veteran status, genetic information, union membership,

creed, marital status, familial status, sexual orientation, status with regards to public assistance, membership in a local human rights commission, use of lawful consumable products or any other status protected by law is unacceptable and will not be tolerated.

### **Definition of Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, comments (verbal or written), or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- The conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Sexual harassment may involve individuals of the same or different gender.

### **Examples of Harassment**

Examples of harassment include, but are not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Leering or making sexual gestures.
- Displaying or circulating sexually suggestive objects, pictures, cartoons, e-mails or posters.
- Displaying or circulating offensive objects, pictures, cartoons, e-mails or posters based on a legally-protected characteristic such as race, religion or sexual orientation.
- Making or using derogatory comments, epithets, slurs, or jokes.
- Electronic communications, such as online posts or text messaging, which are offensive or derogatory in nature about an individual due to their membership in a protected class.
- Graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Unwelcome physical conduct including touching, assaulting, impeding or blocking movements, or threatening and intimidating behavior.

### **Reporting Procedure**

Employees are responsible for, and have an obligation to, report harassing or inappropriate behavior, whether it is directed at them or is something they saw or heard that was directed at someone else. Any supervisor who learns of or observes harassing or inappropriate behavior, or

receives a complaint about this kind of behavior, must immediately report the behavior or complaint to the Title IX Coordinator.

If employees *experience* harassment in the school, whether by other employees or non-employees, take the following steps:

- Take immediate action rather than ignoring the problem and waiting for it to go away;
- Tell the offending person, if they feel comfortable doing so, that his or her actions or comments are unwelcome, that the behavior is offensive and it must stop immediately;
- Report the incident as soon as possible to a supervisor or the Title IX Coordinator; and
- Remember that we will *not* tolerate any retaliation against employees for reporting concerns about harassing behavior or conduct.

If employees *witness* harassment, take the following steps:

- Take the incident(s) seriously;
- Refuse to condone or participate in the behavior;
- Encourage the victim to speak with his or her supervisor or the Title IX Coordinator; and
- Express suspicions or concerns to the appropriate supervisor, or the Title IX Coordinator so that AGS can be alerted to any possibly harassing situations.

If employees *engage in* harassing behavior or have been accused of engaging in harassing or inappropriate behavior, take the following steps:

- Stop the behavior immediately;
- Listen to the person complaining about the behavior; and
- Learn from the experience and do not repeat it.

Employees are protected from retaliation for making a complaint or exercising other rights protected by law.

### **Supervisors**

For purposes of this policy, Supervisors are exempt employees whose primary duties involve managing a division of the organization and directing the work of at least two full time employees or equivalents. Among other duties, supervisors are responsible for hiring, firing, and disciplining others. Non-exempt employees who direct the work of employees, but do not have the authority to hire, fire, or discipline others, are not supervisors.

Supervisors who are responsible for hiring, firing and disciplining employees, and who engage in harassment, permit others under their supervision to engage in such harassment, retaliate or permit retaliation against an employee who reports such harassment, are guilty of misconduct and shall be subject to immediate disciplinary action that may include termination of employment.

### **Investigations**

AGS will promptly investigate any report of harassment and will take swift and appropriate action at the end of our investigation. Complaints will be handled as discreetly as possible, although we cannot guarantee absolute confidentiality, since the alleged harasser is entitled to answer the charges, particularly if discipline or termination is a possible outcome.

Employees must cooperate fully during any investigation or fact-finding we conduct and must provide honest and complete information. Employees cannot choose to “stay out of it” if they are asked for information that they have or have access to. This is true whether they are the complaining party, the accused party, or a potential witness.

Failure to participate fully and honestly in the investigative process, or in any fact-finding process initiated by us, is a serious violation of organization policy and grounds for disciplinary action, which may include termination from employment.

### **Retaliation**

AGS does not tolerate any retaliation against any employee who reports an incident of alleged harassment or inappropriate school behavior, or provides information during an investigation, and we will take measures to protect all such employees from retaliation. *Engaging in retaliatory behavior is a violation of this policy, and is grounds for corrective action, up to and including termination of employment.*

### **Off-Site Events**

On occasion, employees may have the opportunity to participate in off-site events such as work related social gatherings, planning sessions, retreats, student meetings, or conferences. These settings, which may be more informal than our school, can facilitate new learning, creative thinking and camaraderie among employees, vendors, and third parties. AGS expects that employees will demonstrate the same professional standards of behavior at these events as they would in the school. Two specific guidelines should be kept in mind:

- If alcoholic beverages are served, they must be consumed in moderation.
- Harassment in any form will not be tolerated.

### **Liability for Harassment**

Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. Employees may also be subject to personal legal liability for violation of this policy.

Employees who want more information about our harassment policy or complaint process can contact a supervisor or the Title IX Coordinator.

## **605 Attendance and Punctuality**

*Effective Date: 01/01/2020*

To help maintain a safe and productive work environment, AGS expects employees to be reliable and punctual in reporting for scheduled work. Unapproved absenteeism and tardiness place a burden on everyone. As a result, we do not pass judgment on, or give consideration to, the

reasons why employees may need to be absent from work. Instead, we focus only on the fact and frequency of absences. Similarly, just because employees may have some amount of paid leave available does not mean that an absence will be “excused,” or won’t be counted against their attendance. However, absences protected by law will not be counted against attendance records, although we may require medical or other documentation to substantiate these absences.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, employees must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. In general employees are expected to communicate with their supervisor in a means identified by the supervisor (e.g. call, text, email), and calling coworkers rather than the supervisor is not acceptable. Similarly, calls from friends, family members, or coworkers to report tardiness or absences will not be accepted.

Manageable absences (such as doctor’s appointments) should be scheduled outside of normal working hours whenever possible, or at least at times that are as minimally disruptive to the school as possible. In most cases, if employees are absent for two or more days without proper notification (i.e., are a no-call/no-show for those days), they will be considered to have abandoned or voluntarily terminated their position.

Poor attendance and excessive tardiness negatively impact the school. Similarly, failure to follow proper reporting procedures can be very disruptive. As a result, attendance will be taken into consideration during employee performance appraisals. Moreover, any of these problems may lead to disciplinary action, up to and including termination of employment. Employees are expected to make punctuality and attendance a top priority.

## **606 Personal Appearance**

*Effective Date: 01/01/2020*

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image we project to students and visitors.

During business hours or when representing AGS, employees are expected to present a neat, clean and professional appearance and limit natural or artificial scents that could be distracting or annoying to others. Employees should dress and groom themselves according to the requirements of their position and accepted social standards. This is particularly true if employees’ jobs involve dealing with students or visitors in person. Where necessary, reasonable accommodation may be made for employees with disabilities, or who have needs based on sincerely held religious beliefs.

Some employees may be required to wear uniforms or safety equipment/clothing. Supervisors or the Human Resources Department are responsible for establishing a reasonable dress code appropriate for each position. If a supervisor feels an employee’s personal appearance is inappropriate, the employee may be asked to leave the school until properly dressed or groomed. Under such circumstance, employees may not be compensated for the time away from work.

At the discretion of supervisors, in special circumstances employees may be permitted to dress in a more casual fashion than is normally required. On these occasions, employees are still expected

to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Likewise, tight, revealing or otherwise school-inappropriate dress is not permitted.

Employees should consult with their supervisor if they have questions as to what constitutes appropriate appearance.

### **607 Return of Property**

*Effective Date: 01/01/2020*

Employees are responsible for the safety and security of items that AGS issues to them or that are in their possession or control. Employees may receive a checklist of company items to return upon termination. Employees must return all organization property immediately upon request or upon termination of employment. Failure to return AGS property could result in legal action.

### **608 Personal Property in the School**

*Effective Date: 01/01/2020*

If employees bring personal property into the school—whether in a parking area, at a job or Student site, or in a building or workspace—they are solely responsible for such property. AGS is not responsible for any damage to, theft, or loss of personal property, and we do not have insurance to cover any such loss, damage, or theft. As a result, if employees are concerned about the safety of their personal items, they should leave them at home and not bring them to work.

### **609 School Violence**

*Effective Date: 01/01/2020*

Threatening and violent behavior is prohibited throughout the school, and AGS has adopted this policy to ensure that all employees can work in an environment that is safe from, and free of, such behaviors. Employees must read and understand our Emergency Preparedness Guide. You can obtain a copy of the Guide from the Human Resources Department.

Employees, student, vendors, and other members of the public should be treated with courtesy and respect at all times. Employees are expected to comply with our Emergency Preparedness Guide, as well as our Safety and Employee Conduct and Work Rules policies, and refrain from fighting, "horseplay," and other conduct that may be dangerous to others. Employees may not bring firearms, weapons, and other dangerous or hazardous devices or substances into the school, unless the device or substance was provided by AGS and is necessary to perform their job.

At no time may employees commit an act of violence against anyone they come into contact with while working. Similarly, employees may not threaten or otherwise intimidate other employees, vendors, students, or other members of the public.

Employees who receive or observe a threat of violence or actual violence should report it immediately to their supervisor or a member of management. This includes threats or conduct by employees, students, vendors, and other members of the public. Employees should be as specific and detailed as possible when reporting a threat or act of violence.

Employees must also immediately report any suspicious activities or unaccompanied non-employees in the school to their supervisor or a member of management. Employees should not place themselves in peril. If employees see or hear commotion or a disturbance, they should not try to intercede.

AGS will promptly and thoroughly address all reports of threatened or actual violence, as well as suspicious individuals or activities. Employees found to have engaged in threatening or violent behavior will be subject to prompt disciplinary action, up to and including termination of employment.

Adler Graduate School encourages employees to bring concerns and disputes to the attention of their supervisor, a member of management, or the Human Resources Department without fear of retaliation.

### **612 Solicitation**

*Effective Date: 01/01/2020*

In an effort to ensure a productive and harmonious work environment, non-employees may not solicit or distribute literature in the school at any time for any purpose.

Adler Graduate School recognizes that employees have businesses, or interests in events and organizations outside the school and that employees may make solicitations as a result of their involvement. However, employees may not solicit or distribute literature concerning these activities during working time, unless AGS is sponsoring the activity. Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.

In addition, posting materials or sending electronic announcements are permitted only with prior approval from the Human Resources Department.

### **614 Employment Resignation and Termination**

*Effective Date: 01/01/2020*

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

**Resignation / Retirement** occur when employees notify us of their intent to end employment with us. Non-faculty employees who wish to resign from employment with AGS should notify their supervisor or the Human Resources Department in writing at least 2 weeks prior to their last day of employment. Failure to give property notice can result in forfeiture of unused vacation and ineligibility for rehire. Generally, employees are not permitted to use vacation during their notice period.

If employees resign, we may schedule an exit interview during their notice period to discuss the reasons for resignation and the effect of the resignation on employee benefits.

In some circumstances, AGS may need to adjust an employee's last day of employment to a date sooner than the date requested at the time of resignation.

**Job Abandonment** occurs any time employees fail to report to work or contact their supervisor for two (2) or more scheduled workdays. An employee's official termination date will be the end of the last date the employee was actually at work.

**Discharge / Termination** occur when AGS makes the decision to terminate an individual's employment for performance or conduct reasons. Employees are employed on an at-will basis (unless otherwise specifically agreed upon), which means that neither AGS nor employees are obligated to continue the employment relationship, and either of us can choose to end it at any point.

Employment with us is voluntary and is subject to termination by AGS or employees at will, with or without cause, and with or without notice, at any time. Employees will receive their final pay in accordance with applicable state laws.

## 615 Employee Concerns and Suggestions

*Effective Date: 01/01/2020*

Effective communication between employees and management is essential to maintain a productive working relationship. Adler Graduate School believes that the most respectful way to resolve these situations is through open and candid discussion between the persons involved.

Open and candid discussions are always encouraged and ideas and observations for improving our organization are welcome. All employees are free to seek information from their supervisor on any matter that is troubling them or call attention to any condition that may appear to be operating to their disadvantage or to the disadvantage of the organization. Informal discussions between an employee and his or her supervisor when a problem first develops can enable many problems to be cleared up without delay.

Employees with questions or concerns about their job or the organization's policies are invited to raise those concerns with a supervisor or the Human Resources Department. If employees do not raise their concerns, nothing will change.

### Mediation

If such discussions do not resolve the concerns, however, the next step would be mediation. The person with the complaint may select either the President<sup>1</sup>, the Director of Academic Affairs and

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<sup>1</sup> If the President is involved in the Grievance, a Board member (or his/her designee) will serve in place of the President as a possible mediator and in place of the President on the ad hoc Grievance Committee, if one is established.

Quality Assurance, or the Vice President for Finance and Administration, as mediator. If mediation fails to solve the problem, the next option is the establishment of an ad hoc Grievance Committee consisting of the President (or his/her designee), one faculty member (chosen by faculty), one staff member (chosen by staff), and two additional committee members (one chosen by each party involved). In all instances, the goal of the organization is to seek solutions, not to place blame. Decisions of the Grievance Committee will be considered final.

**Suggestions**

In addition, recognizing that on-the-job work experience is the best source of suggestions for improvement in the school, AGS welcomes and solicits ideas from all employees. AGS considers those suggestions that identify specific problems and propose suitable solutions to enhance our efficiency and effectiveness through increased productivity, reduced costs, improved and safer working conditions, conservation of resources and improved public services.

## Employee Acknowledgement Form

The employee handbook describes important information about my employment, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered into my employment relationship voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the organization can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the policy of employment at-will. I acknowledge that the handbook is maintained on the Adler Graduate School's website at [alfredadler.edu](https://alfredadler.edu/about/faculty-employee-resources) located on our Employee & Faculty Resources Page at <https://alfredadler.edu/about/faculty-employee-resources> and that I have been shown how to view it and print it, if desired. Only the President or the Human Resources Department has the ability to adopt any revisions to the policies in this handbook. All such changes may be communicated through official notices, and I recognize that revised information may supersede, modify, or eliminate existing policies.

I understand a new Employee Acknowledgement Form may not be obtained for any subsequent changes. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received access to the handbook, and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any revisions made to it.

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*Employee's Signature*

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*Date*

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*Employee's Name (typed or printed)*