



Employee Handbook

(MN)

Effective Date: July 1, 2019

ABOUT THIS HANDBOOK / DISCLAIMER

We prepared this handbook to assist you in finding the answers to many questions you may have regarding your employment with Adler Graduate School. Please take the necessary time to read it.

We do not expect this handbook to answer all of your questions. Your Supervisor, the Human Resources Department, the Vice President for Finance and Administration also will be a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. Adler Graduate School adheres to the policy of employment at will, which permits the Organization or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice.

Employment at will may only be altered in an individual case or generally in writing signed by the President of the Organization.

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

This handbook states only general Organization guidelines. The Organization may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes all prior handbooks.

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Section 1 - Governing Principles of Employment

1-1. Minnesota: Equal Employment Opportunity

Adler Graduate School provides 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, status with regards to public assistance, membership in a local human rights commission, use of lawful consumable products. We 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 or any other status protected by law.

This information 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. If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring these issues to the attention of your immediate supervisor or the Human Resources Department. You 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.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Human Resources Department.

1-2. ADA Reasonable Accommodations for Employees, Applicants, And Visitors

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide Reasonable Accommodations to applicants and employees who are qualified for a job, with or without Reasonable Accommodations, so that they may perform the Essential Functions of the position.

It is the policy of Adler Graduate School (AGS, the “College”) to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issues by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is AGS policy not to discriminate against Qualified Individuals with

Disabilities with regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. AGS prohibits retaliation against an individual who requests an accommodation in good faith.

AGS will reasonably accommodate Qualified Individuals with a Disability so they can perform the Essential Functions of a job unless doing so would cause a Direct Threat to these individuals or others in the workplace and the threat cannot be eliminated by Reasonable Accommodation or if the accommodation creates an Undue Hardship to the College. The College retains sole discretion to determine the reasonableness of requested Accommodations.

All safety rules must be complied with at all times. Every effort will be made to place individuals in positions for which they are qualified. However, in the event an individual is placed in a position where, with or without a Reasonable Accommodation, they would create a Direct Threat to their own safety or health or that of others, the College may remove them from the position until they can obtain medical documentation regarding their ability to safely perform the essential functions of the position.

The complete ADA Reasonable Accommodations for Employees, Applicants, and Visitors Policy and related forms can be found in our Policy Manual on our website at www.alfredadler.edu.

Procedures

The Human Resource Office or designee has responsibility for ADA compliance and for engaging in an interactive process to determine whether an employee or applicant is a Qualified Individual with a Disability for the purposes of providing a Reasonable Accommodation. Individuals may self-identify with the Human Resource Office even if no accommodation is requested. There is no obligation on the part of the College to determine or identify the need for an accommodation absent an employee's or applicant's specific request.

1. Employee requests for reasonable accommodations must be made to the Human Resource Office by completing and submitting a Request for Reasonable Accommodation Employee Questionnaire.
2. The Human Resource Office or designee may request medical documentation of the individual's functional limitations to support the request. Any medical documentation will be collected and maintained in accordance with appropriate confidentiality procedures.
3. The Human Resource Office or designee will facilitate an interactive process between the employee and the supervisor to determine if a reasonable accommodation can be provided to the employee. The employee must communicate how the disability affects their ability to perform the essential functions of the job and identify what workplace accommodations are necessary to assist in performing the job duties.
4. The Human Resource Office or designee and the employee's supervisor will discuss and provide information on the essential functions of the position and the impact the requested accommodation will have on the operations of the College. The supervisor

will also provide input on the effectiveness each potential accommodation would have in allowing the employee to perform the essential functions of the position.

5. Upon completion of the interactive process, the Human Resource Office or designee is responsible for assessing if the employee's requested workplace accommodation is reasonable and determining what, if any, accommodation is most appropriate for both the employee and the College. While consideration will be given to the employee's preference, the College will choose from among reasonably effective accommodations and may select and implement the one that is most cost effective and easiest to provide.
6. The Human Resource Office or designee will provide a written decision within 30 calendar days from the date of the employee request and will notify the employee and the employee's supervisor if a longer period is needed.

Confidentiality

Information regarding requests for accommodations will be kept confidential and shared with others only if they have a legitimate business reason to know. Supervisors and managers will be informed of the functional limitations of an employee caused by a physical or mental impairment. Medical documentation regarding an employee's diagnosis will be shared only with the Human Resource Office unless the employee specifically authorizes sharing this information with the supervisor or manager or other College personnel.

Questions or concerns about this policy should be brought to the attention of the Human Resource Office without fear of reprisal. Anyone found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

1-3. Non-Harassment

It is Adler Graduate School's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that, in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Human Resources Department. Note: If your Supervisor is the person toward whom the complaint is directed, you should contact the Human Resources Department. If the complaint is directed at the Human Resources Department, you should contact the President. If the President is the person toward whom the complaint is directed, you should contact the Chair of the Board of Directors. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but

confidentiality cannot be guaranteed. In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-5. Workplace Violence

Adler Graduate School is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to the Organization and personal property.

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

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

Prohibited Conduct

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

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not

impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

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

If you are the recipient or become aware of a threat made by an outside party, please follow the steps detailed in the Emergency Response Guide. Please review our Policy Manual at www.alfredadler.edu for the full Emergency Response Guide. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

1-6. Gender-Based Misconduct

Introduction

Members of the Adler Graduate School (AGS) community have the right to be free from all forms of gender-based misconduct. As required by Title IX, AGS does not discriminate on the basis of gender in its educational programs and activities. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. AGS believes in a zero tolerance policy for gender-based misconduct and encourages those who believe they have been subject to gender-based discrimination, misconduct, or harassment (including sexual violence, sexual assault, or relationship violence) by a student, member of the faculty or staff, or campus visitor or contractor, including incidents that occur off College premises, to immediately report the incident to any of the individuals or offices listed below.

Katherine Bengtson (Title IX Coordinator) **OR**
Vice President for Finance and Administration
katherine.bengtson@alfredadler.edu
612-767-7068

Meg Whiston (Title IX Investigator)
Director of Student Success Services
meg.whiston@alfredadler.edu
612-767-7096

Adler Graduate School
10225 Yellow Circle Drive
Minnetonka, MN 55343

OR

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue SW
Washington, D.C. 20202-1100

OCR@ed.gov

800-421-3481 (phone)

800-877-8339 (fax)

Responsible Employees

Under Title IX, all employees are designated as Responsible Employees and are obligated to report gender-based discrimination, misconduct, or harassment (including sexual violence, sexual assault, or relationship violence) to the Title IX Coordinator or, if the Coordinator is not available, to the Title IX Investigator.

Responsible Employees will inform the complainant of the Employee's obligation to report the names of the complainant and the accused involved in the alleged incident, as well as relevant facts regarding the alleged incident; the complainant's option to request that the College maintain his or her confidentiality, which the Title IX Coordinator will consider; and the complainant's ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual assault-related services. Failure of a Responsible Employee to report an incident or incidents of gender-based discrimination, misconduct, or harassment (including sexual violence, sexual assault, or relationship violence) of which they become aware is a violation of this policy and is subject to disciplinary action ranging from a warning up to and including termination of employment.

Confidential Reporting

If a complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the complainant may make such a request to the Title IX Coordinator or Title IX Investigator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law.

In cases involving pattern, predation, threat, weapons, and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the survivor requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the survivor and the community but will not otherwise pursue formal action. A complainant has the right and can expect to have reports taken seriously by the College when formally reported and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the complainant and only a small group of officials who need to know will be told. Information will be shared, as necessary, with investigators, witnesses, and the responding party. The group of people with this knowledge will be kept as tight as possible to preserve a complainant's rights and privacy.

If a complainant would like the details of an incident to be kept confidential, he/she may speak with:

- Off-campus Licensed Professional Counselors
- Local rape crisis counselors
- Domestic violence resources
- Local or State assistance agencies
- Members of the clergy

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along regarding the type of incident and its general location for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. This reporting protects the identity of the survivor and may be done anonymously.

Federal Timely Warning Reporting Obligations

Survivors of gender-based misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a survivor's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Available Interim Measures

Interim measures are those services, accommodations, or other assistance the College puts in place for survivors after receiving notice of alleged gender-based misconduct but before any final outcomes have been determined. The College wants students to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational opportunities. We also want students to understand their reporting options and how to access available interim measures. The College encourages survivors of gender-based misconduct to report those incidents to the College's Title IX Coordinator, Title IX Investigator, or any Responsible Employee with whom the survivor feels comfortable. The College recognizes that gender-based misconduct is traumatic and may leave survivors feeling overwhelmed and confused. This policy seeks to provide clear guidance regarding available resources and who can help in securing them.

Upon receiving a report of gender-based misconduct, the College will provide the survivor, or the survivor's counselor or advocate, with a written explanation of the interim measures available through local community resources (see Addendum A) and shall ask survivors, or their counselors or advocates, what measures are sought. Some possible interim measures are listed below. The College determines which measures are appropriate for a particular survivor on a case-by-case basis. Not all of the measures listed below will be necessary in every case to keep survivors safe and ensure their equal access to educational programs and activities. If the survivor or advocate identifies an interim measure that is not already provided by the College,

the College will consider whether the request can be granted. In those instances where interim measures affect both a survivor and the alleged perpetrator, the College will minimize the burden on the survivor wherever appropriate.

A survivor of gender-based misconduct, or the survivor's counselor or advocate, may request the interim measures listed below. The College, after consulting with the survivor, or the survivor's counselor or advocate, will determine which measures are appropriate to ensure the survivor's safety and equal access to educational programs and activities:

- Academic accommodations (for additional information, see below)
- Medical and mental health services, including counseling
- Assistance in arranging for alternative College employment arrangements and/or changing work schedules
- A "No Contact" directive pending the outcome of an investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another
- Assistance identifying an advocate to help secure additional resources or assistance, including off-campus and community advocacy, support, and services.

The College will work with survivors or their counselors or advocates to identify what interim measures are appropriate in the short term (e.g., during the pendency of an investigation or other school response) and will continue to work collaboratively throughout the College's process and as needed thereafter to assess whether the instituted measures are effective and, if not, what additional or different measures are necessary to keep the survivor safe.

The complete Gender-Based Misconduct Policy can be found in our Policy Manual located at www.alfredadler.edu.

Questions or concerns about this policy should be brought to the attention of the Title IX Coordinator without fear of reprisal.

Addendum A

CLUES (Comunidades Latinas Unidas en Servicio) – 24 Hour Hotline: 612-746-3537

Cornerstone - 24 Hour Hotline: 952-884-0330

Rape & Sexual Abuse Center, a program of Cornerstone – 24 Hour Hotline: 612-825-4357

Day One Services – 24 Hour Hotline: 1-866-223-1111

MN Coalition Against Sexual Assault – 800-964-8847; <http://www.mncasa.org>

MN Indian Women's Resource Center – 612-728-2000

National Suicide Prevention Lifeline – 24 Hour Hotline: 800-273-8255;
<http://www.suicidepreventionlifeline.org>

OutFront MN: LGBT and Allied Communities – 800-800-0350, Ext. 3

Rape, Abuse, and Incest National Network (RAINN) – 24 Hour Hotline: 800-656-4673;
<http://www.rainn.org>

Sojourner – 24 Hour Hotline: 952-933-7422

The Men’s Line – 612-379-6367

Victim Service Provider Directory, MN Office of Justice Programs
<http://www.ojp.state.mn.us/MCCVS/SearchDirectory/Search.asp>

Walk-In Counseling Center, 2421 Chicago Avenue, Minneapolis, MN 55404, 612-870-0565

1-7. Minnesota: Wage Disclosure Protections

Under Minnesota law, an employer may not:

1. Require nondisclosure by an employee of his or her wages as a condition of employment;
2. Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee’s wages; or
3. Take any adverse employment action against an employee for disclosing the employee’s own wages or discussing another employee’s wages which have been disclosed voluntarily.

Nonetheless, this policy should not be construed to:

1. Create an obligation on the Organization or an employee to disclose wages;
2. Permit an employee, without the written consent of the Organization to disclose proprietary information, trade secret information, or information that is otherwise subject to legal privilege or protected by law;
3. Diminish any existing rights under the National Labor Relations Act; or
4. Permit an employee to disclose wage information of other employees to a competitor of the Organization.

An employer may not retaliate against an employee for asserting rights or remedies set forth in this policy.

An employee may bring a civil action against the Organization for a violation of this policy. If a court finds that the Organization has violated this policy, the court may order reinstatement,

back pay, restoration of lost service credits, if appropriate, and the expungement of any related adverse records of an employee who was the subject of the violation.

1-8. Whistleblower Policy

1. Purpose

Adler Graduate School requires board members, committee members, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities and to comply with all applicable laws and regulatory requirements. This policy provides a mechanism for employees to raise good faith concerns regarding suspected violations of law on the part of the Organization and to protect employees who take such action from retaliation.

The Organization understands that situations can arise in any organization when individuals have problems or complaints. For situations that do not rise to the level of suspected violations of law or regulations, individuals should rely on the Grievance Procedure located in this Handbook.

2. Reporting Responsibility

The Organization seeks to have an “open door policy” and encourages employees to share their questions, concerns, suggestions, or complaints regarding the Organization and its operations with someone who can address them properly. An employee’s supervisor is generally in the best position to address an employee’s area of concern. However, if an employee is not comfortable speaking with their supervisor or is not comfortable with their supervisor’s response, the employee is encouraged to speak with someone at the next higher level of supervision up to and including the President and Board of Directors.

3. No Retaliation

No board member, committee member, or employee who in good faith reports a violation of a law or regulation requirement shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable persons to raise serious concerns within the Organization prior to seeking a resolution outside the Organization.

4. Compliance Officer

The President of the Organization, working with the Chair of the Board, will act as the Organization’s Compliance Officer. The Compliance Officer is responsible for investigating and resolving all employee complaints and allegations concerning violations of applicable laws or regulatory requirements.

The Board Chair or his or her designee will take on the Compliance Officer role if the complaint involves the President. If the complaint involves both the President and Board Chair, outside legal counsel or the Vice-Chair will carry out the function of the Compliance Officer.

5. Accounting and Auditing Matters

The Finance Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Compliance Officer shall immediately notify the Finance Committee of any such complaint and work with the Committee until the matter is resolved.

6. Requirement of Good Faith

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

7. Confidentiality

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

8. Handling of Reported Violations

The Compliance Officer, or the persons responsible for carrying out the Compliance Officer's role with respect to a reported or suspected violation, will acknowledge receipt of the reported violation or suspected violation by writing a letter (or email) to the complainant within five (5) business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

Section 2 - Operational Policies

2-1. Vision, Mission, and Values

VISION

“The Adler Graduate School will be a leader in empowering and developing mental health and human service professionals to transform society through social interest in action.”

MISSION

“Preparing mental health and human service professionals with a strong Adlerian foundation to foster encouragement, collaboration, and a sense of belonging to the individuals, families, and the culturally diverse communities they serve.”

VALUES

At the Adler Graduate School, we value:

1. Quality Education
2. Adlerian Principles
3. Diversity
4. Institutional Sustainability

2-2. Employee Classifications

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

Regular Full-Time Employees - Employees who regularly work 40 hours per week who were not hired on a short-term basis.

Regular Part-Time Employees - Employees who regularly work 30 or more but fewer than 40 hours per week who were not hired on a short-term basis.

Part-Time Employees – Employees who regularly work 20 or more but fewer than 30 hours per week who were not hired on a short-term basis.

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

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

2-3. Your Employment Records

In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file.

Please keep your personnel file up to date by entering any changes online in your Paycor employment record (www.paycor.com). Also, please inform the Human Resources Department of any changes to any required visas. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.

2-4. Background Checks

Adler Graduate School conducts background checks through the Minnesota Bureau of Criminal Apprehension for all persons to whom the School plans to offer employment. The Organization reserves the right to expand upon this background check and, ultimately, to not offer employment, based on the results of the criminal background check. Annual criminal background checks may be required for all employees.

2-5. Driving Records

Adler Graduate School collects Driver's License numbers, proof of insurance, and motor vehicle records from employees who regularly drive their personal vehicle for business use.

2-6. Minnesota: Right to Review Personnel Records

Under Minnesota law, active employees have the right to review their personnel record once every six months. Employees who leave the Organization may review their personnel record once every year as long as the Organization maintains the personnel record.

To review their personnel record, employees must make a good faith request in writing to the Human Resources Department. Employees may also request a copy of the record at the time they review it. The copy will be made available to the employee at no cost.

The Organization will provide employees an opportunity to review their personnel record within seven working days of the written request or within 14 working days of the written request if the personnel record is physically located outside of Minnesota.

What is contained in the personnel record is carefully defined under Minnesota law. The law does not require employee access to information that is not contained in the personnel record.

If an employee disputes information contained in his or her personnel record, the employee may request that it be removed from the record. However, if the Organization does not agree the information should be removed, the employee may submit a written response to the denial (not to exceed five pages).

No action can be taken against employees who appropriately ask to review their personnel records.

If an employee is improperly denied his or her rights as provided by this law, the law provides certain remedies.

This notice only describes some of an employee's rights under the law. For more information, the Minnesota statutes detailing employee rights can be found at Minnesota Statutes. § 181.960 through Minnesota Statutes §181.965. These laws can be found on the internet at <https://www.revisor.mn.gov/pubs/> or in public libraries throughout the state.

2-7. Employee Service Credit

"Length of service" refers to the length of time that employees spend as active full-time or part-time employees with Adler Graduate School. Service begins on the day you become a full-time or part-time Employee.

Length of service may be used in determining certain employee benefits, such as time-off benefits.

2-8. Working Hours and Schedule

You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis. Time off should be scheduled as far in advance as possible. Tardiness and unscheduled absences affect job performance and your co-workers. You are expected to notify your Supervisor if you are going to be late or absent. Three days of unexplained absence will be considered a voluntary resignation.

Adler Graduate School has no formal telecommuting policy. Staff members are expected to be available to students and other staff in order to conduct normal business. Exceptions must be approved by your Supervisor.

Employees will be provided meal and rest periods as required by law. Your Supervisor will provide further details.

2-9. Weather Closings

Class cancellations

Cancellation of classes means only that classes are not in session — the campus remains open. Morning announcements will typically be made by 6:00 a.m. and afternoon/evening announcements will typically be made by 2:00 p.m.

Campus closure

In extreme emergency conditions, the campus may be closed, and all functions ceased, with the exception of those functions considered essential to the well-being of students and those functions deemed essential to the protection of life and property. Employees, with the exception of weather or other emergency essential employees, are excused from work with pay unless the work can be done remotely.

Notification of campus closure will be placed on the Adler Graduate School Website (www.alfredadler.edu). Morning announcements will typically be made by 6:00 a.m. and afternoon/evening announcements will typically be made by 2:00 p.m.

Road Conditions Hotline

The Department of Transportation "511" telephone service and website exist to inform travelers of weather-related road closures, as well as up-to-the-minute metro-area traffic reports. For employees traveling out of state, the "511" traffic information system exists in many other states, as well as in most of the nation's metropolitan areas.

To use the "511" road and traffic information service by telephone, simply dial 5-1-1 and say the name of a city, or say "menu" and select from the options. The options allow you to choose route reports for traffic on specific highways, get regional or transit reports, get weather reports, or leave a comment. To get up-to-the-minute metro-area traffic reports and statewide road conditions on the Internet, go to <http://www.511mn.org>. The site also provides more details about using the "511" telephone service and website.

The Department of Transportation urges drivers to avoid using a cell phone while driving.

2-10. Timekeeping Procedures

For payroll and benefit purposes, non-exempt employees must record their actual time worked, including the time work begins and ends, as well as the beginning and end times of any departure from work for any non-work-related reason, on forms as prescribed by management. Exempt employees are required report full days of absence from work for reasons such as vacation, sick leave, or personal business on forms prescribed by management.

It is your responsibility to sign your time record and to have your time record signed by your Supervisor to certify the accuracy of all time recorded. Any errors should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

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

2-11. Overtime

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your Supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law. For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Sunday.

Employees may work overtime only with prior management authorization.

2-12. Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: (i) time spent traveling between the employee's home and the local railroad, bus or plane terminal; and (ii) meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site, unless it is much longer than his/her

regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near his/her home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

2-13. Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Organization. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability.
- Full-day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full- or partial-day absences).
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay.
- The first or last week of employment in the event you work less than a full week.
- Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental, vision, or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence on a day because your employer has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work (subject to any offsets as set forth above).
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to your accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your Supervisor. If the Supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Human Resources Department.

2-14. Your Paycheck

You will be paid semi-monthly for all the time you have worked during the past pay period. Paydays are the 15th and last day of each month. If a payday falls on a weekend or holiday, you will be paid on the last business day prior to the 15th or the last day of the month.

Your payroll stub itemizes deductions made from your gross earnings. By law, the Organization is required to make deductions for Social Security, federal income tax, and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.

If you believe there is an error in your pay, bring the matter to the attention of the Payroll Department immediately so the Organization can resolve the matter quickly and amicably.

Your paycheck will be directly deposited to the account(s) indicated in your Paycor employment record or a physical check will be mailed to your address on record. Employees can access their pay information on www.paycor.com.

2-15. Salary Advances

Adler Graduate School does not allow unearned salary advances. In unusual circumstances, earned wages or salary may be paid outside of the normal payroll dates. In these cases, any salary advance will be deducted from the next paycheck or direct deposit issued to the employee.

2-16. Wage Settlements

When a wage settlement is received, it must include the legal basis for the wage attachment and the amount being sought. All federal and state legal requirements for wage attachments will be honored by the Organization. The employee will be notified immediately.

2-17. Direct Deposit

Adler Graduate School strongly encourages employees to use direct deposit. Changes to your direct deposit information can be made online in your Paycor employment record (www.paycor.com).

2-18. Performance Reviews

Depending on your position and classification, Adler Graduate School endeavors to review your performance annually. However, please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Organization encourages you and your Supervisor to discuss your job performance on a frequent and ongoing basis.

2-19. Record Retention

The Organization acknowledges its responsibility to preserve information relating to litigation, audits, and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees and possible disciplinary action against responsible individuals, up to and including termination of employment. Each employee has an obligation to contact the Human Resources Department to inform them of a potential or actual litigation, external audit, investigation, or similar proceedings involving the Organization that may have an impact on record retention protocols. Electronic documents will be retained as if they were paper documents.

2-20. Job Postings

The Organization is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the online job posting program that is in place for all employees. To be eligible to apply for an open position, employees must meet several requirements:

- Should be a current, regular, full-time or part-time employee
- Should have been in your current position for at least six months
- Should not be on an employee conduct/performance-related probation or warning
- Must meet the job qualifications listed on the job posting
- Required to provide your supervisor with notice prior to applying for the position

If you find a position of interest on the job posting website and meet the eligibility requirements, please follow the application instructions provided in the job posting. Not all positions are guaranteed to be posted. The Organization reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

For more specific information, please contact the Human Resources Department.

Section 3 - Benefits

3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is Adler Graduate School's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include paid time off for vacations, holidays, and sick leave; health, dental, vision, life, and short- and long-term disability insurance; and a retirement plan . We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefit programs Adler Graduate School provides for you and your family. Of course, the information presented here is intended to serve only as a guideline.

The descriptions of insurance and other benefits merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from the Human Resources Department. Additionally, the provisions of the plans, including eligibility and benefit provisions, are summarized in the Summary Plan Documents (SPD) for the plans, which may be revised from time to time. In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

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

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

If you have any questions regarding your benefits, please contact the Human Resources Department.

3-2. Holidays

Regular Full-time and Regular Part-Time employees will be paid for the following holidays:

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Regular Part-Time employees holiday pay will be pro-rated based on the number of hours the employee regularly works during the work week. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

In the event a holiday falls on a Saturday or Sunday, the President will determine the date the holiday will be observed. An annual holiday schedule will be issued at the beginning of each calendar year.

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

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the leave day.

3-3. Vacation Leave Time

The Adler Graduate School recognizes the importance of rest and relaxation. Employees are eligible for paid vacation leave time if:

- They are regularly scheduled to work at least 20 hours per work-week, and
- They have worked at least 20 hours per work-week for more than three months, and
- Their vacation plans have been shared with and approved by their supervisor, and
- They have submitted a supervisor-approved request for time off to the Payroll Department.

The total amount of vacation time to which an eligible AGS employee is entitled during the fiscal year (July 1 - June 30) will be made available to the employee at the beginning of the fiscal year. Naturally, adaptations in the amount of one's available vacation time in any fiscal year will be affected, for example, by a new employee's start-date or a veteran employee's change in hours, change in vacation benefits related to years of service, or vacation carried over from one fiscal year to the next.

Part-time employees' vacation time is based upon the number of hours regularly worked each work-week.

Completed Service:	Full-time Employee Accrual Rate:
0 months – 5 years	6.66 hours per month (10 days per year)
Over 5 years – 10 years	10 hours per month (15 days per year)
Over 10 years	13.33 hours per month (20 days per year)

Paid vacation time should be used during the fiscal year (July 1 – June 30) for which it is appropriated. While an AGS employee may carry unused vacation time over to the next fiscal year, if time that is carried over is not used within the first three months of the next fiscal year (By October 1), unless an extension is approved by one's supervisor, it will be forfeited.

Upon separation from AGS employment, unused vacation time will be paid in the following manner:

- Unused vacation time from the current fiscal year is available for payment
- Unused vacation time carried over from the previous fiscal year will not be available for payment

Because adjustments in workloads need to be made to accommodate vacation requests, please inform your supervisor of your request to use vacation time as far in advance as possible. Your request will be accommodated, if possible, but some adjustments may be necessary to ensure adequate staffing and to meet business needs. For example, due to the Organization's small staff, unless specifically approved by your supervisor, no more than two consecutive weeks of vacation should be taken at any one time.

If health-related concerns require more time away than accrued sick time allows and neither short-term disability nor long-term disability benefits apply, an employee may use vacation time or personal time currently available, or request time off without pay.

In addition, in the case of health-related concerns, if sick leave, vacation time, and personal time are exhausted for the current fiscal year, and time off without pay is not a realistic option,

with supervisor approval, an employee may borrow up to one week of vacation time from the upcoming fiscal year.

It should be noted that vacation time used during any fiscal year that is in excess of an employee's available total must be taken as unpaid vacation or repaid with vacation time available during the next fiscal year. If a negative balance in vacation time exists at the time of an employee's separation from the Adler Graduate School, the negative balance must be repaid through other means.

3-4. Sick Leave Time

All employees are responsible for regular attendance and expected to meet their work obligations. However, Adler Graduate School provides eligible employees paid sick leave time for their own illness or for that of a family member. Family members are generally defined as spouses, domestic partners, parents, and/or children.

An employee is eligible for paid sick leave if:

- The employee is regularly scheduled to work at least 20 hours per work-week, and
- The employee has submitted a supervisor-approved request for sick leave time to the Payroll Department.

Eligible employees who regularly work 40 or more hours per work-week earn the equivalent of eight sick leave hours per month. Sick leave hours will be pro-rated for employees who work less than 40 hours per work-week. The total amount of sick leave time to which an eligible employee is entitled during the year (July 1 - June 30) will be made available at the beginning of each fiscal year.

At the end of the fiscal year, eligible employees' unused sick leave hours may be carried into the next fiscal year – up to a total of 192 hours for full-time employees. This number is pro-rated for part-time employees. More specifically, together with an eligible employee's sick leave appropriation at the beginning of a fiscal year, the total number of sick leave hours available at the beginning of a fiscal year will never exceed 192 hours for full-time employees.

Customarily, sick leave hours are not earned during paid or unpaid leaves of more than two weeks. In the case of a leave exceeding two weeks – excluding leaves specifically supported by sick leave time – the amount of sick leave time that corresponds with the amount of leave time taken in excess of two weeks will be subtracted from the employee's available pool of sick leave time.

The Organization does not pay employees for unused sick leave hours, either during the time of employment or upon separation from employment.

Sick leave may not be advanced – except in accordance with the last paragraph of the **Vacation Leave Time** section of this Employee Handbook.

3-5. Personal Leave Time

To assist with employees' special needs, AGS provides personal leave time, without loss of pay, to cover absences from work for reasons other than an employee's scheduled vacation time or illness. Personal leave time may be used in circumstances, including, but not limited to:

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

An employee is eligible for paid personal leave time if:

- The employee is regularly scheduled to work at least 20 hours per work-week, and
- The employee has worked at least 20 hours per work-week for more than three months, and
- The employee has submitted a supervisor-approved request for time-off to the Payroll Department

Eligible employees who regularly work 40 or more hours per work-week be given 16 hours of personal leave time at the beginning of each fiscal year (July 1 - June 30). Personal leave time is pro-rated for employees who work less than 40 hours per work-week.

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 does not pay employees for unused personal leave time, either during the time of employment or upon separation from AGS employment.

3-6. Minnesota: Lactation Breaks

The Organization will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

To provide privacy, the Organization will make reasonable efforts to provide employees with the use of a room or location in close proximity to the work area, other than a bathroom or a toilet stall, that is shielded from view and free from intrusion by coworkers and the public and that includes access to an electrical outlet. This location may be the employee's private office, if applicable. The Organization may not be able to provide additional break time if doing so would seriously disrupt the Organization's operations, subject to applicable law. Employees should consult the Human Resources Department if they have questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3-7. Insurance Programs

Regular Full-time and Regular Part-time employees who work at least 30 hours per week may participate in the Organization's health, dental, vision, short- and long-term disability, and life insurance programs. Upon enrolling in these plans, employees will receive Summary Plan Documents (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Employees should consult with the Human Resources Department if they have questions regarding these programs.

3-8. Retirement Plan

Regular Full-time and Regular Part-time employees who work at least 30 hours per week may participate in the Organization's retirement plan. Employees should consult with the Human Resources Department if they have questions regarding this plan.

3-9. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Failure to follow Organization procedures may affect your ability to receive Workers Compensation benefits.

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

3-10. Jury Duty Leave

Adler Graduate School realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. You are expected, however, to provide the Organization with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep management informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court. If the required absence presents a serious conflict for management, you may be asked to try to postpone your jury duty. Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which they perform any work for the Organization.

3-11. Voting Leave

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

3-12. Long-Term Disability

Regular Full-time and Regular Part-time employees who work at least 30 hours per week are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the Organization and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-13. Short-Term Disability

Regular Full-time and Regular Part-time employees who work at least 30 hours per week are eligible to participate in the Short-Term Disability plan, subject to all terms and conditions of the agreement between the Organization and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-14. Employee Assistance Program

Adler Graduate School provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained by contacting an EAP counselor at either:

- 1-800-383-1908 or <https://www.vitalworklife.com/contact-us/vital-worklife-members>, or
- 1-800-450-1327 or <http://MagellanHealth.com/member>

3-15. Education Reimbursement

Based on the duration of one's tenure and the volume of one's paid activities with the Adler Graduate School, all *active AGS employees – that is, AGS **Faculty and ***Staff Members – are eligible to take up to twelve credits worth of AGS courses free of charge. More specifically, after one year of being an administrative staff member, and currently working at least 20 hours per week, active AGS Staff Members may enroll for up to twelve credits worth of AGS courses for free, on a space-available basis. Similarly, an active AGS Faculty Member may also enroll for up to twelve credits worth of AGS courses for free after her/his one year anniversary, assuming space is available. The primary exception to the twelve-credit limit pertains to courses that may be required for one's training and/or continued employment at AGS – such courses will also be provided to active AGS Faculty and Staff Members at no cost, on a space-available basis.

If an active AGS Staff Member or Faculty Member wishes to be considered for education reimbursement support for more than twelve credits, a request must be submitted to AGS's President and subsequently approved by the President or her/his designee and AGS's Board of Directors. If granted, education reimbursement supporting more than twelve credits worth of AGS courses will follow the guidelines listed below:

- a. Support applies only to credit-bearing academic courses offered at the Adler Graduate School. Support does not apply to credits associated with one's Master's Project or educational products that are not credit-bearing.
- b. Persons who have the President's/Designee's and AGS Board's permission shall pay all usual and customary fees, other than those associated with covered, credit-bearing educational products. Examples of usual and customary fees include but are not limited to:
 - Books and supplies
 - Master's Project-related fees, including credit-related fees, the Master's Project Continuation Fee and the Oral Examination Fee
 - Individual Didactic Instruction Fees

Free tuition in AGS courses, for which AGS administrative staff members and faculty members earn credit, has a tax-free limit of \$5,250/year. Any tuition breaks that exceed this annual limit are taxable.

Student Workers are excluded from privileges described in this “Education Reimbursement” Policy.

*Active employees are defined as persons who have neither been terminated nor resigned and have been employed by AGS for at least one year – that is, currently employed as an AGS Staff Member and/or an AGS Faculty Member for at least one year – and, in the case of Staff Members, also currently working at least 20 hours per week and, in the case of Faculty Members, also currently overseeing, during the most recently completed fiscal year, at least one credit worth of academic credit as an instructor for an AGS course during the most recently completed fiscal year or at least one AGS student as a Didactic Instructor.

**Active Faculty Members are defined as persons who have neither been terminated nor resigned and have been active as a Continuing Faculty I or Continuing Faculty Member II Faculty Member for at least one year. And, in the case of CFI members, have overseen, during the most recently completed fiscal year, at least six credits worth of academic credit as an instructor for AGS’s credit-bearing courses or at least three credits worth of academic credit for AGS’s credit-bearing courses and at least three credits worth of academic credit as a Chairperson for AGS students’ Master’s Projects or at least one or AGS student as a Didactic Instructor. And, in the case of CFII members, have taught at least one credit worth of academic credit as an instructor for AGS’s credit-bearing courses during the most recently completed fiscal year. Continuing Education Faculty Members and Inactive Faculty Members are not eligible for education reimbursement under this policy.

***Active Staff Members are defined as persons who have been active as an AGS Staff member for at least one year and currently work at least 20 hours per week.

**** Program Directors are persons who oversee one or more Emphasis Areas associated with AGS’s MA in Adlerian Counseling and Psychotherapy. Institutional Unit Administrators include AGS’s Director for Student Success Services, Director of Online Learning and Assessment, Director for Admissions, Director for Financial Aid, Librarian, and Registrar.

3-16. Professional Development

Incentives have been initiated to encourage and facilitate professional development and scholarship among Adler Graduate School (AGS) employees. AGS support for professional development support is guided by both policy and administrative discretion.

For Faculty: All AGS-supported professional development activities must be pre-approved by your supervisor and then brought to Academic Council for review. CE classes put on by the Institute are free to attend. Special consideration will be given for Adlerian Conferences. This is in addition to the required in house Faculty Development sessions that are coordinated by Doug Pelcak, Professional Development Coordinator.

For Staff: All AGS supported professional development activities must be pre-approved by your supervisor and then brought to the Leadership Team for final review. CE classes put on by the Institute are free to attend. This is in addition to the in-house Professional Development sessions that are coordinated by Doug Pelcak, Professional Development Coordinator. To be reimbursed for professional development activities, appropriate documentation, including receipts, must be submitted to the Business Office. Professional development opportunities are supported as follows:

Additional Detail

Support for different expense components (i.e., registration, transportation, lodging, meals, mileage, other expenses) may vary. If certain components are approved for total or partial support, they will be reimbursed, based on appropriate documentation, according to the following guidelines.

- Registration, Transportation, Lodging, Meals, and Other Expenses – usual and customary costs associated with registering for and attending a specific activity – must submit approved Travel Expense Report found in our Policy Manual on our website at www.alfredadler.edu and provide receipts.
- Meals – breakfast up to \$15, lunch up to \$20, dinner up to \$25. In general, gratuities should not exceed 20%.
- Mileage – current IRS reimbursement rate – must submit Travel Mileage Log and Expense Report located in our Policy Manual found on our website at www.alfredadler.edu.

Section 4 - Leaves of Absence

4-1. Personal Leave

If you are ineligible for any other leave of absence (see below), Adler Graduate School, under certain circumstances, may grant you a personal leave of absence without pay. A written request for a personal leave should be presented to management as far in advance as possible. If the leave is requested for medical reasons and you are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records. Normally, a leave of absence will be granted for a period of up to four (4) weeks. However, a personal leave may be extended if, prior to the end of your leave, you submit a written request for an extension to management and the request is granted. During your leave, you will not earn vacation, personal, or sick leave. We will continue your health insurance coverage during your leave if you submit your share of the monthly premium payments to the Organization in a timely manner, subject to the terms of the plan documents.

When you anticipate your return to work, please notify management of your expected return date. This notification should be made at least one week before the end of your leave.

Upon completion of your personal leave of absence, the Organization will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by the Organization will be considered a voluntary resignation of your employment.

Personal leave runs concurrently with any Organization-provided Short-Term Disability Leave of Absence.

4-2. Military Leave

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. For further information about your eligibility for Military Leave, please contact the Human Resources Office.

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

4-3. Minnesota: Crime Victims Leave

Employees who are victims of a violent crime and are subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case. Employees who are a victim's spouse or immediate family member may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case.

This leave will be unpaid, unless otherwise required by law.

Employees must give 48 hours' advance notice of the request for time off pursuant to this policy, unless impracticable or an emergency prevents the employee from doing so.

Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the Organization.

4-4. Minnesota: School Conference and Activities Leave

Adler Graduate School will provide employees with up to sixteen (16) hours of leave during any 12-month period to attend school conferences or school-related activities related to the employee's child (including conferences related to a pre-kindergarten program or child care services), provided the conferences or school-related activities cannot be scheduled during non-work hours. When leave cannot be scheduled during non-work hours and the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the Organization's operations. Leave under this policy is unpaid. However, an employee may substitute accrued paid time off for leave under this policy.

4-5. Minnesota: Bone Marrow Donation Leave

Employees who work twenty (20) or more hours per week are entitled to up to forty (40) hours of paid leave for the purposes of donating bone marrow. Verification of donation and the length of necessary leave may be required by the Organization. Reasonable notice of leave must be provided.

4-6. Minnesota: Organ Donation Leave

Employees who work twenty (20) or more hours per week are entitled to up to forty (40) hours of paid leave for the purposes of donating an organ or partial organ to another person. Verification of donation and the length of leave needed may be required by the Organization. Reasonable notice of leave must be provided.

4-7. Minnesota: Domestic Abuse or Harassment Leave

Employees are entitled to reasonable unpaid time off to obtain or attempt to obtain an order of protection and/or other relief from a court related to domestic abuse or harassment.

An employee who is absent from the workplace shall give 48 hours' advance notice to the Organization except in cases of imminent danger to the health or safety of the employee or the employee's child, or unless impracticable.

Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the Organization.

4-8. Minnesota: Family and Medical Leave (FMLA/MPPLA)

In addition to the leave available under the Organization's Family and Medical Leave Act ("FMLA") policy, employees in the State of Minnesota also are eligible for parenting leave under the Minnesota Pregnancy & Parental Leave Act ("MPPLA"). In order to be eligible for leave under the MPPLA, an employee must have worked for the Organization for at least 12 months preceding the request for leave, **and** have worked at least half the full-time equivalent position for his/her job; during the 12-month period immediately preceding the request for leave.

Eligible employees may take up to 12 weeks of unpaid leave for the birth or placement for adoption of a child, or if a female employee, for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions, and generally are entitled to be restored to the same or equivalent position upon return from leave.

Under Minnesota law, leave for the birth or adoption of a child may begin not more than 12 months after the birth or adoption, except that 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. Where both the federal and MPPLA laws apply, any leave taken will be counted under both laws at the same time. In addition, MPPLA substantively leave differs from federal FMLA leave as follows:

Eligible employees must provide at least four weeks' notice of leave if possible. If leave is solely pursuant to MPPLA, the employee may be required to pay their full health insurance premiums during the leave.

Eligible employees may utilize any accrued paid time off benefits during leave.

You can find our full policy in our Policy Manual located on our website at www.alfredadler.edu.

Section 5 - General Standards of Conduct

5-1. Workplace Conduct

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

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

1. Obtaining employment on the basis of false or misleading information
2. Stealing, removing or defacing Adler Graduate School property or a co-worker's property, and/or disclosure of confidential business information
3. Completing another employee's time records
4. Violation of safety rules and policies
5. Fighting, threatening, or disrupting the work of others or other violations of Adler Graduate School's Workplace Violence Policy
6. Failure to follow lawful instructions of a Supervisor
7. Failure to perform assigned job duties
8. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences
9. Gambling on Organization property
10. Willful or careless destruction or damage to Organization assets or to the equipment or possessions of another employee
11. Wasting work materials
12. Performing work of a personal nature during working time
13. Violation of the Organization's policies

16. Unsatisfactory job performance

17. The unlawful or unauthorized use, abuse, solicitation, distribution, theft, possession, transfer, purchase, or sale of drugs, drug paraphernalia, or alcohol by an individual anywhere on Organization premises, while on Organization business (whether or not on Organization premises), or while representing the Organization, reporting to work or remaining on duty after using drugs or alcohol in any amount that adversely affects the employee's ability to perform the functions of the job.

18. The Organization does not allow the possession of firearms or other weapons on our premises, or while conducting business on our behalf. Employees who possess weapons or firearms in violation of this policy are subject to corrective/disciplinary action, including termination. All employees should immediately notify the President or his/her designee if any firearms or weapons are brought onto our premises.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Adler Graduate School reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Organization will deal with each situation individually and nothing in this Handbook should be construed as a promise of specific treatment in a given situation. Adler Graduate School will endeavor to utilize progressive discipline but reserves the right, in its sole discretion, to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Open Door Policy

Situations can arise in any organization when individuals have problems or complaints. Adler Graduate School believes that the most respectful way to resolve these situations is through open and candid discussion between the persons involved. The Organization believes that effective communication is essential to maintain a healthy organization and a productive workplace. 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.

5-3. Grievance/Complaints Procedure

Complaint Procedure Regarding a Student, Faculty, or Staff

Situations can arise in any organization when individuals have problems or complaints. At Adler we believe that the most respectful way to resolve these situations is through open and candid

discussion between the persons involved. If such discussion does not resolve one's concerns, however, the Adler Graduate School does provide other strategies for resolution.

In order to resolve these issues that are not related to Title IX or Code of Conduct employees should:

- Discuss the matter directly with the student, faculty, or staff member concerned.
- If not resolved speak to your program Chair.
- If a satisfactory resolution is not achieved, then discuss the matter with the Human Resource Representative
- If a satisfactory resolution is still not reached, a written statement describing the complaint should be submitted to the President. After deliberate consideration, the President will provide a response which either addresses a resolution to the issue or refers it to the appropriate party within the school.

In all instances, the goal of the School is to seek resolution, not to place blame.

*If the President is the subject of the complaint, a report should be made to the Board Chair (or her/his designee) who will be responsible for seeking resolution.

5-4. Punctuality and Attendance

You were hired to perform an important function at Adler Graduate School. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive, and place an unfair burden on your fellow employees and your Supervisors. We expect excellent attendance from each of you. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than the start of your work day. Asking another employee, friend, or relative to give this notice is improper and constitutes grounds for disciplinary action. Please contact your Supervisor stating the reason for your absence and its expected duration, every day that you are absent.

Unreported absences of three consecutive work days generally will be considered a voluntary resignation of your employment with the Organization.

5-5. Use of Communication and Computer Systems

Adler Graduate School's communication and computer systems are intended primarily for business purposes; however, limited personal usage is permitted if it does not hinder performance of job duties or violate any other Organization policy. This includes the voice mail,

e-mail, and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Adler Graduate School systems.

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

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

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

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

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

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

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

Violators of this policy may be subject to disciplinary action, up to and including discharge.
systems without appropriate authorization.

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

5-6. Use of Social Media

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

Employees may not post on a blog or web page or participate on a social networking, Twitter, or similar site during work time or at any time with Organization equipment or property.

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

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter, or similar site or on someone else's, if the employee mentions the Organization and also expresses either a political opinion or an opinion regarding the Organization's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Organization's position. This is necessary to preserve the Organization's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter, or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous, or threatening is forbidden. Organization policies apply equally to employee social media usage. Employees should review their Employee Handbook for further guidance.

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

5-7. Personal and Organization-Provided Portable Communication Devices

Organization-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the Information Technology department to configure their PCD for

business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Organization's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages, and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is an Organization-provided or personal device, employees must comply with applicable Organization guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles. Using an Organization-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is terminated, the Information Technology department will reset and remove all information from the device, including but not limited to, Organization information and personal data (such as contacts, e-mails and photographs). The Information Technology department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Please note that whether employees use their personal PCD or an Organization-issued device, the Organization's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Organization business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5.8 Identity Theft Prevention (a/k/a “Red Flags Rule”)

Background

The Federal Trade Commission’s Red Flags Rule (Section 114 of the Fair and Accurate Credit Transactions Act of 2003-16 C.F.R.-681.2) requires that every financial institution and creditor establish an “Identity Theft Program” tailored to its size, complexity, and the nature of its operations. Adler Graduate School is considered a creditor because we provide institutional loans to our students and allow them to defer payments of tuition and fees for services rendered.

Purpose

The purpose of the Identity Theft Prevention Program is to detect, prevent, and mitigate identity theft in connection with transactions that students, donors, faculty, and staff conduct with AGS. The program will provide policies and procedures to 1) identify and detect Red Flags; 2) respond to detected Red Flags; and 3) ensure the program is updated from time to time to reflect changes in risk profiles. To review our entire Identity Theft Prevention Policy (a/k/a “Red Flags Rule”) please refer to our Policy Manual located on our website www.alfredadler.edu.

5-9. Inspections

Adler Graduate School reserves the right to require employees, while on Adler Graduate School property, to agree to the inspection of their persons, personal possessions, and property, personal vehicles parked on Adler Graduate School property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to Adler Graduate Schools. Employees are expected to cooperate in the conduct of any search or inspection.

5-10. Tobacco Use

Smoking or other use of tobacco or tobacco-like products (examples include, but are not limited to, cigarettes, e-cigarettes, cigars, chewing tobacco, snuff, pipes, etc.) during paid time, is strictly prohibited. Employees may use the designated smoking areas located outside the building.

5-11. Telephone Calls

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and, except in the case of an emergency, be made during lunch or break time.

5-12. Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged, or should be engaged, in performing his/her work tasks for Adler Graduate School. Solicitation of any kind by non-employees on Organization premises is prohibited at all times.

Distribution of advertising material, handbills, and printed or written literature of any kind in working areas of the Organization is prohibited at all times.

5-13. Copy Room Communication

Important notices and items of general interest are posted in the Copy Room. Make it a practice to review it frequently. This will assist you in keeping up with what is current at Adler Graduate School. To avoid confusion, please do not post or remove any material from the Copy Room.

5-14. Confidential Organization Information

During the course of work, an employee may become aware of confidential information about Adler Graduate School's business, including, but not limited to, information regarding students, faculty, employees, finances, and legal matters. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the Organization may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-15. Conflict of Interest and Business Ethics

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

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

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Organization, by any employee who is in a

position to directly or indirectly influence either the Organization's decision to do business, or the terms upon which business would be done with such organization.

2. Holding any interest in an organization that competes with the Organization.
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Organization or which competes with the Organization.
4. Profiting personally, i.e., through commissions, loans, expense reimbursements, or other payments, from any organization seeking to do business with the Organization.

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

Dual relationships that reflect power imbalances could also qualify as a conflict of interest. An example of a power imbalance would be an internship host who is also a student's classroom teacher. Not all dual relationships are significant or intense enough to necessitate avoidance or dissolution. Some of these relationships are merely one Adler Graduate School representative/partner providing two unique and valuable services, as opposed to being exploitive.

Although the Organization's control is limited and our relationships with internship hosts are largely based on the honor system, once host sites have been deemed qualified and once potential conflicts of interest have been reviewed and deemed to not be an impediment to a relationship with the Organization, the Organization will strive to provide oversight that will help in the anticipation and prevention of problems (i.e., internship hosts are not misinterpreting/mishandling billing for services provided by interns; internship hosts are not doing anything that is or will be perceived as financially exploitive; interns are not providing services in a fashion that will cause problems with Boards – now or in the future).

All Adler Graduate School faculty members, staff, and key volunteers (i.e., Board members) will 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.

Code of Conduct – Educational Loan Activities

Adler Graduate School's officers, employees, Board of Directors, and agents (including such groups as the alumni board) comply with the Organization'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 revenue-sharing agreements; receipt of gifts or other compensation from lenders; the assignation 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 education loans. Adler Graduate School employees who serve on advisory boards or similar groups established by lenders do not receive compensation of any kind for their service. A detailed code of conduct has been provided to all Adler Graduate School officers, employees, Board of Directors, and agents affiliated with the Organization.

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

5-16. Use of Facilities, Equipment and Property, Including Intellectual Property

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

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

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

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

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

5-17. Health and Safety

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

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

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

5-18. Pet Policy

No pets are allowed in the Adler Graduate School. We are dedicated to protecting the health and well-being of our community. Some students are highly allergic to certain animals. Animals can also spread disease or behave in dangerous or unpredictable ways that can cause injury to persons with whom they come into contact. Service animals, of course, are not included in this policy.

5-19. Hiring Relatives/Employee Relationships

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

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

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

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

5-20. Employee Dress and Personal Appearance

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

5-21. Fragrance in the Workplace

To create a healthy environment for all, AGS is supporting indoor air quality. Strong scents and fragrances can contribute to poor indoor air quality and, in turn, affect those who experience unpleasant physical effects from scented products. Scented materials, including fragrances and chemical products may adversely affect a person in the workplace. Some scents, even in small amounts, can trigger problematic symptoms.

All faculty and staff members are asked to be aware of personal care products with strong scents. The goal, for the greatest support to those who are sensitive, is to use scent-free products, including, but not limited to, essential oils, diffusers, infusers, etc. Please refrain from wearing perfumes, colognes, essential oils, and other fragrances. The use of unscented personal care products promotes a fragrance-free environment for all.

5-22. Publicity/Statements to the Media

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

5-23. References

Adler Graduate School will respond to reference requests through the Human Resource Department. The Organization will provide general information concerning the employee, such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resource Department.

5-24. If You Must Leave Us

Should you decide to leave the Organization, we ask that you provide your Supervisor with at least two (2) weeks advance notice of your departure. Your thoughtfulness will be appreciated.

All Organization property, including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc. must be returned at separation. Employees also must return all of the Organization's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Organization (through payroll deduction, if lawful) for any lost or damaged Organization property.

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

5-25. Exit Interview

Employees who resign will be requested to participate in an exit interview with the Human Resource Department.

5-26. A Few Closing Words

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

General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with Adler Graduate School. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

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

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

I have received and read a copy of Adler Graduate School's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Organization at any time.

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

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status except in an individual case or generally in writing signed by the President of the Organization.

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

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

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

Receipt of Gender-Based Misconduct Policy

It is Adler Graduate School's policy to prohibit harassment of any employee by any Supervisor, employee, customer, or vendor on the basis of gender. The purpose of this policy is not to regulate personal morality within the Organization. It is to ensure that all employees are free from gender-based misconduct. While it is not easy to define precisely what types of conduct could constitute gender-based misconduct, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender that is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to the Title IX Coordinator or designee. Note: If the Title IX Coordinator or designee is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Adler Graduate School's Gender-Based Misconduct Policy.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management. It will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is Adler Graduate School's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that, in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Human Resource Department. Note: If your Supervisor or the Human Resource official is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Organization will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management. It will be filed in your personnel file.