



ARIZONA WESTERN COLLEGE

Employee Handbook

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FROM THE PRESIDENT

The handbook you're holding was created in collaboration with a group of your colleagues to outline the programs, benefits and guidelines so all employees have a shared sense of work here at the college. I encourage all of our employees to be familiar with the contents of the handbook, because it may answer questions about employment at AWC.

Consistent with our adopted Mission, Vision and Values (December 2017), our goal is to promote a culture of transparency and empowerment, where employees feel unified in their purpose, and we interact with each other in a respectful way. I know you'll join me as we share the responsibility to deliver on our mission: ***to transform lives through education and partnerships to create thriving communities***. To this end, we value honesty and integrity as we strive to enact a workplace philosophy that recognizes and rewards good intentions and hard work.

As an employer, we encourage you to ask questions to help us all to be successful. We know our organization is ever-evolving, and we appreciate the role each employee plays in continual improvement. While AWC must often interpret and implement provisions in this handbook, it is our intent that this handbook, which is a summary and extension of AWC Procedures, be implemented in a fair, open, and positive manner, and in full recognition of the collegial relationships, we cultivate here at work with each other.

We believe that each employee makes a difference in the lives of our students, and therefore has a direct and unique impact on the communities we serve. We hope you take pride in being a member of our team, and we hope your experience at AWC will be enjoyable and bring value to your life.

It's a great day to be a ***Matador!***

Dr. Daniel Corr
President
Arizona Western College

IMPORTANT

At Arizona Western College ("AWC" or "the College"), neither the employee nor the College is committed to an employment relationship for a fixed period of time. Employment with Arizona Western College is at-will. Either the employee or management has the right to terminate the employment relationship at any time, for any reason. The language used in this handbook and any verbal statements by management are not intended to constitute a contract of employment, either express or implied, nor is there a guarantee of employment for any specific duration. No representative of Arizona Western College, other than the president, has authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the president and the employee.

The contents of this handbook are summary guidelines for employees and therefore are not all inclusive. This handbook supersedes all previously issued editions. Except for the at-will nature of the employment, the college reserves the right to suspend, terminate, interpret, or change any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of Arizona Western College. These changes may occur at any time, with or without notice.

Employment

EQUAL EMPLOYMENT OPPORTUNITY/UNLAWFUL HARASSMENT

Arizona Western College (the College) is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information (including results of genetic testing), or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

ADA and Religious Accommodation

The College will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the College or cause a direct threat to health or safety. The College will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the College. Employees needing such accommodation are instructed to contact their supervisor or the Human Resources Department immediately.

Sexual Harassment

The College strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the complaint procedure below. The College expects employees to make a timely complaint to enable the College to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Chief Human Resources Officer or other Human Resources employee who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable.

The College prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

If the College determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Title IX

AWC is a Title IX employer. In compliance with Title IX, AWC prohibits sex discrimination, inclusive of sexual harassment and sexual assault, towards any person regardless of sex, gender, or gender identity. Please refer to the Human Resources webpage for detailed information regarding your rights and responsibilities.

Employee Classifications

Full-time Employee

An employee normally scheduled to work at least 30 hours per week. Full-time employees are currently eligible for College benefits.

Part-time Employee

An employee normally scheduled to work up to 19 hours per week. Some part-time employees may be scheduled to work more than 19 but less than 30 hours per week. Part-time employees are currently ineligible for College benefits, except as required by the Patient Protection and Affordable Care Act with respect to medical insurance, and Arizona paid Sick Leave.

Temporary Employee

An employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for College benefits, except as required by the Patient Protection and Affordable Care Act with respect to medical insurance, and Arizona paid Sick Leave.

Seasonal Employee

An employee who is hired in a job established for a temporary period or for a specific assignment. Seasonal employees are currently ineligible for College benefits, except as required by the Patient Protection and Affordable Care Act with respect to medical insurance, and Arizona paid Sick Leave.

Exempt Employee

An employee who is not eligible for overtime pay, based on federal guidelines.

Nonexempt Employee

Nonexempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

WORK ELIGIBILITY

The College will not hire or continue to employ anyone who cannot demonstrate eligibility to work according to federal law. Employees must provide qualifying documents for the I-9 process. Arizona

law requires the College to confirm the information provided through the E-Verify system. Please direct any questions or concerns to the Human Resources Department.

Employee Benefits

INSURANCE BENEFIT PLANS

The College's comprehensive benefits package includes a number of different plans for staff members. The College currently offers these plans:

Medical Insurance Plan –

Helps pay covered medical expenses for you and your family.

Life Insurance Plan –

Provides term life insurance coverage at group rates.

Short-term Disability (STD) Plan

Helps replace your salary if you suffer a covered disability for a limited period of time.

Long-term Disability (LTD) Plan

Helps replace your salary if you suffer a covered disability for an indefinite period of time through the Arizona State Retirement System.

Optional Accident Insurance Plan

Provides payments in case of accidental death or dismemberment. This coverage is available to you and your eligible dependents at group rates.

Business Travel Accident Insurance Plan

Offers accident and life insurance protection while traveling on College business.

Dental Insurance Plan

Provides dental coverage at group rates to you and your eligible dependents.

For more information about these Plans, please refer to the Summary Plan Description or contact the Human Resources Department. In the event the above information conflicts with the actual terms and conditions of coverage, the latter governs.

HOLIDAYS

The College currently observes the following holidays as days off with pay:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day (if the holiday falls Monday through Friday)
- Labor Day

- Veteran's Day (if the holiday falls Monday through Friday)
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Winter Break (two weeks)

Holiday time is not counted as hours worked in the computation of overtime. Only full-time employees are eligible for Holiday pay. Full-time employees will receive their regularly scheduled number of work hours of Holiday pay at their regular rate of pay.

PAID SICK LEAVE

Accrual Method – Full-time

Upon hire, full-time employees will begin to accrue Sick Leave based on their position type or category. Sick Leave hours are accumulated and unused hours are carried over each fiscal year.

You are eligible to begin using your Sick Leave as soon as accrued hours are available (see the table below).

Accrual Method – Part-time

Upon hire, part-time, temporary, work study workers and seasonal employees will begin to accrue one hour of paid Sick Leave for every 30 hours worked. No employee will accrue more than 40 hours of paid Sick Leave each fiscal year (July 1 through June 30).

Unused, accrued Sick Leave carries over from year to year. The College limits your use of accrued paid Sick Leave to 40 hours per fiscal year.

You are eligible to begin using your Sick Leave as soon as accrued hours are available (see the table below).

Employees may use Sick Leave for any of the following reasons:

- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care.
- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive care.
- Closure of the employee's place of business by order of a public health official or need to care for a child whose school or place of care has been closed by order of a public health official.
- Care for oneself or family member when it has been determined by health authorities or a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease.
- Absence due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
 - Medical attention needed to recover from injury or disability caused by domestic violence, sexual violence, abuse or stalking
 - Services from a domestic or sexual violence program or victim services organization
 - Psychological or other counseling
 - Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or

- o Legal services related to the domestic violence, sexual violence, abuse or stalking.

Family member means the following for purposes of this policy:

- Biological, adopted or foster child, stepchild or legal ward, a child of domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor,
- Biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child,
- Spouse or a registered domestic partner
- Grandparent, grandchild or sibling (whether biological, foster, adoptive or step) of the employee or the employee's spouse or domestic partner, or
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

When unable to report to work due to illness or for one of the reasons listed above, employees must give their supervisor reasonable advance notice of the need to use paid Sick Leave and shall make a reasonable effort to schedule the use of the paid Sick Leave in a manner that does not unduly disrupt the College's operations. If reasonable advance notice is not possible, contact your supervisor as soon as practically possible and prior to the beginning of your shift, if possible. Notification should include the expected duration of your absence, if known.

Your supervisor may require reasonable documentation that the earned paid Sick time has been used for the purposes outlined above if you use paid Sick Leave for three or more consecutive days.

Paid Sick Leave will not be used in the calculation of overtime. Accrued, unused paid Sick Leave is not paid upon separation of employment. If you separate from the College and are rehired within 9 months, your previously accrued, unused paid Sick Leave will be reinstated and you will be able to use it immediately upon rehire.

Paid Sick Leave under this policy may run concurrently with leave taken under other applicable policies, including leave taken under the Family and Medical Leave Act (FMLA).

Employees who are denied needed paid Sick Leave for one of the purposes listed in this section should contact Human Resources for an individualized review.

VACATION

Full-time employees are currently granted paid Vacation. The amount accrued for each year of service and employment type varies (see table below).

Employees are responsible for scheduling their Vacation, in advance, with their Supervisor and must receive their Supervisor's approval. Vacations are to be scheduled in a manner that minimizes interruptions to College operations.

Vacation time will not be counted in the computation of overtime.

Upon separation of employment, employees receive pay for earned, unused Vacation.

We encourage employees to use all of their earned Vacation each year. Employees may carry over unused Vacation into the next anniversary year. However, the maximum Vacation that employees may accumulate is their accrual limit. At no point can the carry over, plus the new Vacation, exceed this cap. Please contact Human Resources with any questions.

Vacation and Sick Pay Tables

Vacation	Classified 12-month	
	Years of Service	Accrual per hour worked
0-4	0.0462	180.00
5	0.0654	255.12
6	0.0692	270.00
7	0.0731	285.12
8	0.0769	300.00
9	0.0808	315.12
10	0.0846	330.00

Vacation	Labor Trade 12-month	
	Years of Service	Accrual per hour worked
0-4	0.0462	192.00
5	0.0654	271.92
6	0.0692	288.00
7	0.0731	304.08
8	0.0769	319.92
9	0.0808	336.00
10	0.0846	352.00

Vacation	Professional Administrative 12-month	
	Accrual Amount Per Pay Period	Accrual Limit
	6.3500	330.00

Sick	Professional Administrative 10-month	Professional Administrative 11-month	CDLL 11-month	Professional Administrative 12-month
	Accrual Amount	Accrual Amount	Accrual Amount	Accrual Amount
	3.4100	3.4400	3.6700	3.4600

Sick	Classified 9-month	Classified 11-month	Classified 12-month
	Accrual per hour worked	Accrual per hour worked	Accrual per hour worked
	0.0450	0.0458	0.0462

Sick	Labor Trade 12-month
	Accrual per hour worked
	0.0462

Sick	Faculty 9-month	Faculty 10-month	Faculty 11-month
	Accrual Amount	Accrual Amount	Accrual Amount
	2.7000	2.7300	2.7500

LEAVES OF ABSENCE

CRIME VICTIM LEAVE

Employees may be allowed time off to be present at a court-related proceeding, or to obtain an order of protection, associated with being a victim of a crime or juvenile offense pursuant to state law, unless the time off creates an undue hardship on the College.

Employees are not eligible for the leave if they are accused of the crime or are in custody for the crime.

To qualify for Crime Victim Leave, you must submit to Human Resources a copy of the form provided to you by the law enforcement agency involved in the proceedings or, if applicable, notice of each scheduled proceeding, each time you request leave.

You will be required to use any paid time off that is available to you in conjunction with the leave. If paid time off is not available, the leave time will be unpaid. Exempt staff members will be paid their normal salary during any workweek in which they use Crime Victim Leave and also perform services for the College, regardless of the amount of time spent performing those services.

Any questions regarding this leave should be directed to Human Resources.

BEREAVEMENT LEAVE

Only full-time employees are eligible for paid Bereavement Leave of up a maximum of one week to attend the funeral of an immediate family member. Immediate family is defined as the employee's spouse, parents, children, siblings, grandparents, and the corresponding in-law relationships of the employee.

Additional Bereavement Leave time, up to a maximum of one week, may be granted an employee for the death of a spouse. This additional leave time may be taken up to one year after the death occurs.

JURY DUTY AND WITNESS LEAVE

The College encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave in accordance with this policy. Employees are expected to return to work if they are excused from jury duty during regular working hours.

The College may require that employees submit a copy of the summons to serve on the jury and/or proof of service upon completion of jury duty.

Full-time employees called for jury duty or subpoenaed as a witness will be excused from College duties with no leave charged, and will be paid their regular wages.

FAMILY AND MEDICAL LEAVE

The College provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth.
- To care for the employee's child after birth, or placement for adoption, or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

Benefits and Protections

During FMLA leave, the College maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of dependent insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the College for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, Bereavement Leave, or employer's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for this College for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the College, or 26 weeks as explained above. The College uses the 12-month period measured forward from the first day of an employee's leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the College's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

The College requires employees to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the College's normal paid leave policies. If an employee fails to follow the College's policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

Employee Responsibilities

Employees must provide 30 days of advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the College's normal call-in procedures.

Employees must provide sufficient information for the College to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The College may require second and third medical opinions at the College's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the College's attendance guideline. Employees on leave must contact the Benefits Manager at least two days before their first day of return.

The College's Responsibilities

The College will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. The College will provide a reason for the ineligibility if they are not eligible.

The College will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the College determines that the leave is not FMLA-protected, the College will notify the employee.

Unlawful Acts

FMLA makes it unlawful for the College to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U. S. Department of Labor or may bring a private lawsuit against the College.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

MEDICAL LEAVE (FOR EMPLOYEES PRE- AND POST-FMLA)

A medical leave of absence may be granted to full-time employees for absences arising from the employee's illness, injury, or pregnancy. This leave may be approved under the following circumstances:

- The employee is not eligible for FMLA leave, or
- Has exhausted all available FMLA leave.

The following conditions must be met for a medical leave to be granted:

- The employee has completed ninety (90) days of employment with the College.
- The employee notifies the Benefits Manager as soon as possible of the need for medical leave.
- All available Sick Leave and earned Vacation are used at the beginning of the leave of absence.
- The employee submits to the Benefits Manager a written doctor's note outlining the reason for leave and the estimated time needed. (The College may require the employee to obtain an opinion from a medical provider selected by the College.)
- The Benefits Manager approves the leave before the leave is taken.

Medical leaves, and any extension of leaves, will generally be limited to no longer than 12 weeks. An employee ready to return to work from leave must present a doctor's note indicating ability to return to work. If an employee is unable to return to work at the end of FMLA/extended leave, the employee may be entitled to additional accommodation under the Americans with Disabilities Act (ADA) or other law. The employee must supply sufficient information from their medical provider indicating that they are unable to return due to a disability and the likely date the employee will be able to return to work with or without reasonable accommodation. The employee must qualify for coverage under the Act and any accommodation provided must be reasonable and not result in any undue hardship to the employer. The scope and duration of the potential accommodation will be determined after an interactive dialogue between the employee and the College.

The College may reinstate an employee ready to return from a medical leave of absence, when in the opinion of the College, it is practical to do so or as a reasonable accommodation under the ADA.

Part-time employees are not eligible for leave under these guidelines except as required for a disability.

MILITARY LEAVE

Employees granted a military leave of absence are re-instated and paid in accordance with the federal law governing veterans' re-employment rights.

VOTING

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Employees who are entitled to vote at a primary or general election may, on the day of election, absent themselves from their College duties for the purpose of voting if there are less than three (3) consecutive hours between the opening of the polls and the beginning of the workday, or between the end of the workday and the closing of the polls. Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor no later than the day prior to Election Day.

Pay

OVERTIME

From time to time, employees may be required to work overtime. In these instances, employees are given as much advance notice as practical. Nonexempt employees are paid at the rate of one and one-half times their regular hourly rate for hours worked in excess of 40 during the established workweek. The established workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

For purposes of calculating overtime payments, only hours actually worked are counted. Employees must obtain supervisor approval before working overtime.

PAYDAYS

Employees are paid every other Thursday. If the regular payday occurs on a non-banking day, the payday is the last working day prior to this day.

On each payday, employees can access their pay advice in Self-Service or WebAdvisor, that shows their gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through Human Resources.

For the employees' convenience, we encourage the option of having their paycheck automatically deposited to their bank account. Employees may be issued debit cards in *lieu* of paper payroll checks.

PAY FOR EXEMPT EMPLOYEES

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a bi-weekly basis. The College is committed to complying with salary basis requirements which allows properly authorized deductions.

If you believe an improper deduction has been made to your salary, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

TIME REPORTING

Nonexempt employees are required to submit their worked time through the Webadvisor portal. At the conclusion of each pay period employees must submit their worked time through the Webadvisor portal to obtain their immediate supervisor's review and approval. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off.

Nonexempt employees must take a full 30-minute lunch period. Notify your supervisor immediately if your lunch is shorter than 30 minutes or if your lunch is interrupted by work.

Exempt employees are required to report bi-weekly in WebAdvisor only time off from their regular work schedule.

These records are the only ones used by the College to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also chose to keep their own personal time records must provide them to the College if they find a

discrepancy between the College's records and their records. Employees should contact their supervisor, the Payroll Department, or the Compensation & HRIS Manager with any questions about how their pay is calculated. Employees must promptly notify their supervisors or Payroll & Compensation Coordinator of any mistakes in their time records or pay. Employees also must notify one of these individuals if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated and appropriate corrective action will be taken. The College will not tolerate retaliation against employees for making a report or participating in an investigation.

Work Environment

ALCOHOL AND DRUGS

To ensure a safe and productive work environment the College prohibits the use, sale, dispensation, manufacture, distribution or possession of alcohol, drugs, controlled substances, medical marijuana, or drug paraphernalia on any College premises or work sites. This prohibition includes College-owned vehicles, or personal vehicles being used for College business or parked on College property. Additionally, the College may take disciplinary action, including discharge, for the illegal (under federal or state law) off-duty use, sale, dispensation, manufacture, distribution or possession of drugs and controlled substances and the illegal use or distribution of alcohol.

No employee shall report to work or be at work with alcohol or with any detectable amount of prohibited drugs in the employee's system. A detectable amount refers to the standards generally used in workplace drug and alcohol testing.

An Arizona medical marijuana registered cardholder may not possess or ingest medical marijuana while at work or work while impaired by medical marijuana. Additionally, if the College would lose a monetary or licensing benefit under federal law or regulation, the College will refuse to hire or keep employed an Arizona medical marijuana registered cardholder.

When an employee must take prescription or over-the-counter drugs, the employee must ask the medical professional or pharmacist if the drug has any side effects which may impair the employee's ability to safely or productively perform the employee's job duties. If there is potential impairment of the employee's ability to work safely or productively, the employee must report this information to the supervisor. With input from the employee, the College will determine if the employee should work in his regular job, be temporarily assigned to another job, or placed off work.

Any violation of this policy will result in disciplinary action up to and including termination.

ANTI-VIOLENCE

Any action, which in management's opinion is inappropriate to the workplace, will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidating, threatening, or violent conduct, vandalism, sabotage, arson, use of weapons, and bullying. Also prohibited is the carrying of weapons onto College property, regardless of whether the employee possesses a concealed carry permit.

Employees should immediately report any such occurrences to their supervisor or to the Human Resources Department. We will investigate complaints. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or co-workers.

If you are a victim of domestic violence, please contact Human Resources for assistance.

Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors and work interference. If you feel are subjected to workplace bullying, please contact Human Resources.

APPEARANCE, ATTIRE, AND HYGIENE

The College believes an employee's dress and grooming should be appropriate to the work situation. Radical departures from what the College considers conventional dress or personal grooming are not permitted regardless of the nature of the job performed.

General guidelines are as follows:

- Employees are expected to dress in a manner normally acceptable in professional business establishments.
- If employees report for work improperly dressed or groomed in the College's opinion, their supervisor may instruct them to return home to change clothes.

ATTENDANCE AND PUNCTUALITY

All employees are expected to be on time and punctual for showing up to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business.

Employees who are going to be absent or late must contact their supervisor as soon as possible prior to the start of their shift. Leaving messages with other employees is not acceptable.

Failure to call in when absent for three consecutive days is considered job abandonment and may result in termination.

COMMUNICATION SYSTEMS

The College's computer network, access to Internet, Wi-Fi, e-mail and, voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the College. All information regarding access to the College's computer resources, such as user identifications, WiFi/LAN/VPN Access, access codes, and passwords are confidential College information and may not be disclosed to non-College personnel.

All computer files, documents, and software created or stored on the College's computer systems are subject to review and inspection at any time. This includes web-based email employees may access through College systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the College premises without written approval from a department head. Upon separation of employment, all communication tools should be returned to the College.

Personal Use of the Internet

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet, including social media sites, should not be on business time, but rather before or after work or during

breaks or lunch period. Regardless, the College prohibits the display, transmittal, or downloading of material that in violation of College guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

Software and Copyright

The College fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in College facilities.

Unauthorized Use

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the College communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

E-mail

E-mail is to be used for business purposes only, during working times. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The College prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on College premises during working time. Working time does not include breaks or meal periods. Management may monitor College e-mail from time to time.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

Voice Mail

The College voice mail system is intended for transmitting business-related information. Although the College does not monitor voice messages as a routine matter, the College reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

Telephones/Cell Phones/Mobile Devices

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or via any mobile device. Phones and mobile devices with cameras should not be used in a way that violates other College guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information. Employees' use of a cell phone or mobile device to access College systems is restricted/prohibited without prior authorization. Such access, once authorized, may subject the employee's personal device to discovery requests or College action. Employees authorized to access College systems and information using a personal device must immediately inform the College if the device is lost or stolen.

For safety reasons, employees are prohibited from using cell phones and mobile devices to make calls while driving. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest and lawfully parked.

The College telephone lines should not be used for personal long distance calls.

CONFIDENTIAL INFORMATION

Employees of the College will have access to confidential information of the College and our students. Confidential information includes, but is not limited to, information concerning research and development, marketing and pricing, strategic business plans, technical products, manufacturing processes, and general operations, phone codes or computer passwords and similar subjects.

Disclosure of confidential information might seriously damage the College's or client's competitive position and therefore such action will not be tolerated. This non-disclosure applies during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the College on demand.

In addition, employees are prohibited from purchasing or selling securities based on information not generally available to the public.

CONFLICT OF INTEREST

Arizona Western College requires that employees protect College information and avoid outside activities or relationships which do or could adversely influence their decisions or actions on the job.

Conflict of interest situations, which could arise while moonlighting for a competitor of the College, should also be avoided.

Other examples of conflict of interest could be: serving as a board member or director of a competing firm, holding financial interest in a competing College, or being self-employed in an occupation which competes with the College, or ownership, partnership, or personal involvement in supplier companies or distribution outlets related to College business.

If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. Please ensure a conflict of interest form is filed annually while employed. If it remains unresolved, refer the matter to Human Resources for a final determination.

CONSTRUCTIVE DISCHARGE

Employees are encouraged to communicate to the College whenever they believe working conditions may become intolerable to them and may cause them to resign. Under Section 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the College in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign, or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the College alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait for 15 calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the College. An employee may be entitled to paid or unpaid

leave of absence of up to 15 calendar days while waiting for the College's response to the employee's written communication about the employee's working condition.

DISCIPLINE

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action, which in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

INSPECTIONS

The College may conduct searches and inspections of any employee or College-owned property without notice. Such search will typically be conducted by campus Police, and subject to legal requirements. Any employee who refuses to submit to a search will be subject to disciplinary action up to and including termination.

JOB RELATED PROBLEMS

Employees who disagree or are dissatisfied with a College practice should promptly discuss the matter with their immediate supervisor, where appropriate. Normally, this discussion should be held within three to five days of the incident, or in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while it is fresh in everyone's mind. The majority of misunderstandings can be resolved at this level.

If the solution offered is not satisfactory, or if it is inappropriate to go to the supervisor, then employees are encouraged to take the problem to the Vice President of the area. If the problem still cannot be resolved, employees may submit a written complaint to the Human Resources Department for review and final decision about the situation. Also see EEO/Harassment Complaint Procedure on page 6 of this Handbook.

REFERENCES

The College does not furnish open letters of recommendation addressed "To Whom It May Concern."

If employees receive a call inquiring about a former employee, please refer the call to the Human Resources Department. Only Human Resources has the authority to respond to such inquiries. This restriction includes recommendations on social media sites.

SAFETY/REPORTING OF INJURY

The College is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must immediately report this fact to Human Resources and complete a written Notice of Work Injury form.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the College's designated facilities. If not, the employee may be responsible for the cost of medical treatment.

SMOKING

In keeping with our College's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is prohibited on College grounds and in College vehicles. This prohibition includes all forms of tobacco and e-cigarettes. This restriction applies to all employees and visitors.

SEPARATION OF EMPLOYMENT

We request that employees who wish to resign their positions notify the College of their anticipated departure date and go over the "check out" procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Human Resources Department.

Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with the College maintained satisfactory performance and attendance.

WEAPONS

The College strictly prohibits weapons of any type in its facilities, and at any College-sponsored events. This includes visible and concealed weapons, even those for which the owner has obtained the necessary permits. This policy does not include firearms that may be locked in your personal vehicle on College property.

While this list is not all-inclusive, "weapons" includes firearms, knives, any device with a projectile, any explosive materials, and any other objects that could be used to harass, intimidate, or injure another individual.

Violators of this policy will be subject to disciplinary action, up to and including termination.

The College reserves the right at any time and at its discretion to search all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property for the purpose of determining whether any weapon has been brought into its facilities in violation of this policy. Such search will typically be conducted by campus Police, and subject to legal requirements. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED MARCH 2019. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- EMPLOYMENT WITH ARIZONA WESTERN COLLEGE IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE COLLEGE, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE COLLEGE HAS THE SAME RIGHT.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE COLLEGE’S GUIDELINES. ADDITIONAL INFORMATION, POLICIES AND PROCEDURES ARE AVAILABLE ON THE AWC WEBSITE.
- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE COLLEGE THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.
- NO REPRESENTATIVE OF ARIZONA WESTERN COLLEGE, OTHER THAN THE PRESIDENT OF THE COLLEGE, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Employee Signature

Date

Print Employee Name