

SCNM

EMPLOYEE
HANDBOOK



*a world that embraces
the healing power of nature*

SCNM

Simply inspiring™

IMPORTANT NOTICE

Table of Contents

SECTION ONE :: WELCOME MESSAGES.....	7
WELCOME MESSAGE FROM DR. PAUL MITTMAN, PRESIDENT & CEO	7
1.1 VISION, MISSION, AND CORE VALUES	8
1.2 2015 - 2020 STRATEGIC PLAN	8
SECTION TWO :: DIVERSITY	9
2.1 EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT	9
2.2 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE	9
2.3 HARASSMENT COMPLAINT PROCESS	10
2.4 DIVERSITY	10
2.5 AMERICANS WITH DISABILITIES ACT (ADA) & ADA AMENDMENTS ACT (ADAAA).....	11
SECTION THREE :: RECORDS	12
3.1 EMPLOYEE PERSONNEL RECORDS	12
3.2 PERSONNEL DATA CHANGES	12
SECTION FOUR :: CONDUCT AND DISCIPLINE.....	13
4.1 STANDARDS OF CONDUCT.....	13
4.2 CORRECTIVE ACTION.....	13
4.3 FACULTY / PHYSICIANS / STAFF / STUDENT RELATIONSHIPS	13
4.4 NEPOTISM – EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS	14
4.5 WHISTLEBLOWER POLICY	14
4.6 PROBLEM RESOLUTION	15
4.7 RESIGNATION OR VOLUNTARY SEPARATION	15
4.8 CONSTRUCTIVE DISCHARGE.....	15
SECTION FIVE :: CONFIDENTIALITY	17
5.1 NON-DISCLOSURE / CONFIDENTIALITY	17
5.2 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA).....	17
5.3 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	17
SECTION SIX :: COMPENSATION AND CLASSIFICATION	19
6.1 COMPENSATION.....	19
6.2 EMPLOYEE TYPES.....	19
6.3 CLASSIFICATION.....	19
6.4 BUSINESS HOURS.....	19
6.5 ATTENDANCE AND PUNCTUALITY.....	20
6.6 TIME REPORTING.....	20
6.7 PAY FOR EXEMPT EMPLOYEES.....	20
6.8 ACCURACY OF TIME.....	20

IMPORTANT NOTICE

6.9	OVERTIME	21
6.10	MEAL PERIODS AND BREAKS.....	21
6.11	LACTATION BREAKS – NURSING MOTHERS.....	22
6.12	PAY DAYS	22
6.13	DIRECT DEPOSIT	22
6.14	PAYROLL DEDUCTIONS	22
SECTION SEVEN :: BENEFITS.....		23
7.1	HEALTH, DENTAL AND VISION INSURANCE	23
7.2	HEALTH SAVINGS ACCOUNT (HSA).....	23
7.3	FLEXIBLE SPENDING ACCOUNT (FSA)	23
7.4	GROUP LIFE INSURANCE	23
7.5	DISABILITY INSURANCE.....	23
7.6	CIGNA ANCILLARY PROGRAMS	24
7.7	401(K) RETIREMENT PLAN (PRE-TAX AND ROTH)	24
7.8	WORKERS COMPENSATION	24
7.9	HEALTH AND WELLNESS.....	24
7.10	TUITION ASSISTANCE.....	25
7.11	MEDICAL CENTER AND MEDICINARY DISCOUNTS	25
7.12	ADDITIONAL DISCOUNTS.....	25
7.13	LIBRARY PRIVILEGES.....	25
7.14	PROFESSIONAL DEVELOPMENT	26
7.15	PROFESSIONAL CREDENTIALS.....	26
7.16	MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS	26
SECTION EIGHT :: TIME OFF / LEAVES OF ABSENCE		27
8.1	SCNM HOLIDAYS:	27
8.2	VACATION - Staff & Faculty.....	27
8.3	SICK LEAVE	28
8.4	GRANDFATHERED SCNM SHORT TERM DISABILITY	29
8.5	BEREAVEMENT LEAVE	29
8.6	JURY DUTY AND WITNESS LEAVE.....	29
8.7	CRIME VICTIM LEAVE	29
8.8	TIME OFF TO VOTE.....	30
8.9	EMERGENCY LEAVE	30
8.10	ADMINISTRATIVE LEAVE.....	30
8.11	EXTENDED LEAVE.....	30
8.12	FAMILY AND MEDICAL LEAVE.....	31
8.13	PERSONAL LEAVE OF ABSENCE WITHOUT PAY.....	33

IMPORTANT NOTICE

8.14	MILITARY LEAVE	34
SECTION NINE :: PERFORMANCE MANAGEMENT		35
9.1	PERFORMANCE EVALUATIONS	35
9.2	PERFORMANCE DEVELOPMENT PLAN (PDP).....	35
9.3	PERFORMANCE IMPROVEMENT PLAN (PIP)	35
SECTION TEN :: EMPLOYMENT PRACTICES		36
10.1	APPEARANCE, ATTIRE AND HYGIENE	36
10.2	REASONABLE ACCOMMODATION RELIGIOUS BELIEFS.....	37
10.3	RECRUITMENT AND ADVANCEMENT OPPORTUNITIES	37
10.4	BACKGROUND CHECKS	37
10.5	EMPLOYMENT VERIFICATION AND REFERENCE REQUESTS	37
10.6	OUTSIDE EMPLOYMENT (MOONLIGHTING)	38
10.7	CONFLICT OF INTEREST.....	38
10.8	PARKING ON CAMPUS	38
10.9	SMOKE-FREE CAMPUS.....	38
10.10	TELEPHONES / CELL PHONES / MOBILE DEVICES	38
10.11	CHARITABLE GIFTS AND CONTRIBUTIONS	39
10.12	EMPLOYEE TRAVEL AND EXPENSE REPORTING.....	39
10.13	PUBLIC RELATIONS / MEDIA INQUIRIES.....	39
10.14	BLOGGING AND SOCIAL NETWORKING	39
10.15	LOBBYING	40
10.16	SOLICITATION / DISTRIBUTION OF LITERATURE.....	40
10.17	GIFTS, GRATUITIES AND BUSINESS COURTESIES	41
SECTION ELEVEN :: CAMPUS SAFETY & SECURITY		42
11.1	THREATS AND VIOLENCE.....	42
11.2	WEAPONS.....	43
11.3	CAMPUS SECURITY AND AWARENESS	43
11.4	VISITORS GUIDELINE.....	44
11.5	WORKPLACE MONITORING.....	44
11.6	DRUG AND ALCOHOL-FREE WORKPLACE	44
11.7	SOFTWARE AND COPYRIGHT	45
11.8	INFORMATION SECURITY.....	45
NOTES		47
EMPLOYEE HANDBOOK ACKNOWLEDGMENT OF RECEIPT		48

IMPORTANT NOTICE

This handbook is designed to acquaint employees with Southwest College of Naturopathic Medicine and Health Sciences (SCNM) and some information about working here. The handbook is not all inclusive, but is intended to provide employees with some of SCNM's guidelines. This edition replaces all previously issued editions.

Employment with SCNM is at-will. Employees have the right to end their work relationship with SCNM, with or without advance notice for any reason. SCNM has the same right. 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 SCNM, other than the president, has the authority to enter into an agreement of employment for any specific period and such agreement must be in writing, signed by the president and the employee.

No employee handbook can anticipate every circumstance or question. After reading the handbook, employees that have questions should talk with their immediate supervisor or the Office of Human Resources. In addition, the need may arise to change the guidelines described in the handbook. Except for the at-will nature of the employment, SCNM reserves the right to suspend, terminate, and interpret guidelines or to change them without prior notice.

DISCLAIMER

Guidelines and benefits outlined in this Handbook are intended to be summaries – not all inclusive. Any questions about SCNM policies, guidelines and practices that are not answered by this Handbook, should be addressed to the Office of Human Resources.

SECTION ONE :: WELCOME MESSAGES



SECTION ONE :: WELCOME MESSAGES

WELCOME MESSAGE FROM DR. PAUL MITTMAN, PRESIDENT & CEO

Dear Employee,

Welcome to the Southwest College of Naturopathic Medicine & Health Sciences Community, a group of professionals passionate about delivering a quality experience for our students, patients and co-workers. As an institution of higher education SCNM believes in lifelong learning and continuous improvement. The Employee Handbook plays a key role in making this possible.

I have seen the College grow for nearly two decades. Throughout this time one thing doesn't change – that is our commitment to providing a safe and respectful workplace, shared governance, and competitive compensation and benefits. As an SCNM employee you will have ample opportunity to contribute to the College's success, and to find new avenues for your own personal, professional and intellectual development.

Naturopathic medicine is grounded in the healing power of nature, the *Vis Medicatrix Naturae*, a concept first described by Hippocrates himself. The SCNM campus embraces this principle and embodies it with healthy learning and work environments, health-promoting food, and the facilities and time for exercises like yoga and Tai Chi. I hope that you will participate in these offerings during your tenure at the College.

Equally important, though less exciting, are the policies that ensure consistent protection of individual rights, fair treatment and freedom from discrimination. Please take the time to familiarize yourself with this Handbook so you can fully engage in the SCNM Experience.

Thank you for joining the SCNM Community. I look forward to working with you to fulfill our mission and our vision of "A world that embraces the healing power of nature."

Sincerely,

A handwritten signature in black ink that reads "Paul Mittman".

Paul Mittman, ND, EdD
President/CEO

SECTION ONE :: WELCOME MESSAGES

1.1 VISION, MISSION, AND CORE VALUES

Vision

A world that embraces the healing power of nature.

Mission

SCNM is a school of medicine and health sciences grounded in naturopathic principles. Dedicated to the ideal that everyone deserves high quality health care, we engage students in rigorous innovative academic programs, discover and expand knowledge, and empower individuals and communities to achieve optimal health.

Value Proposition

Challenge your mind and engage your heart to change lives through naturopathic healthcare at a medical school renowned for its dynamic culture of innovation and collaboration.

Core Values

SCNM embraces the following core values:



1.2 2015 - 2020 STRATEGIC PLAN

SCNM – A World Class Naturopathic Medical School

“World Class” represents a university recognized quality standard. As a World Class Naturopathic Medical School, SCNM exemplifies: academic excellence, effective healthcare, a healthy campus, continuous improvement through advanced analytics, and mission-focused institutional growth.

See [Strategic Plan](#)

SECTION TWO :: DIVERSITY

SECTION TWO :: DIVERSITY

2.1 EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

SCNM is dedicated to the principals of equal employment opportunity and expressly prohibits any form of unlawful discrimination against applicants or employees on the basis of race, sex, color, religion, gender, sexual orientation, national origin, age 40 and over, genetic information, disability or any other applicable status protected by local law. Improper interference with the ability of SCNM employees to perform their expected job duties is absolutely not tolerated. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

See [SCNM Policies: Recruitment and Hiring Policy](#)

2.2 ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

SCNM is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, SCNM expects that all relationships among employees will be business-like and free of bias, prejudice and harassment.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on the above mentioned discrimination will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mail, posters, drawings, or photographs

- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and nonemployees such as patients, customers, clients, vendors, consultants, etc.

Definitions of Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, SCNM believes it warrants separate emphasis.

SCNM 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-mail.
- 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.

SECTION TWO :: DIVERSITY

- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

ADA and Religious Accommodation

SCNM will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with religious belief unless doing so would result in an undue hardship to SCNM or a direct threat. Employees needing such accommodation are instructed to contact the Office of Human Resources immediately.

2.3 HARASSMENT COMPLAINT PROCESS

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the Office of Human Resources.

SCNM encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an

investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to either SCNM's Director of Human Resources or President/CEO.

2.4 DIVERSITY

The diverse community of scholars, students, employees and trustees plays a vital role in helping SCNM fulfill its mission and vision. Hence, the student body and workforce continue to evolve as SCNM seeks to reflect the local and national populations served by SCNM.

SCNM views diversity in the broadest sense including race, ethnicity, gender, social-economic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality, thinking styles and life experiences. SCNM values and aims to achieve broad diversity in its students, faculty, staff, administrators, board of trustees, vendors and patients.

SCNM is committed to these ideals and will strive to create and foster a supportive environment that promotes inclusion, respect, community, and an appreciation for valuing differences. This culture will enable SCNM to create learning and work environments where all are free to fully contribute and reach their maximum potential.

Value of Diversity

Diversity and inclusion efforts move beyond numbers of students, faculty or employees as end goals. Instead, they should reflect in SCNM processes

SECTION TWO :: DIVERSITY

through which we achieve excellence in learning, research, teaching, student development, community engagement and workforce development. The institution's commitment to diversity should permeate policy in all areas of institutional life.

Our commitment to diversity means at the most basic level a willingness both to recognize the value of different experiences and visions and to weave them into the fabric of our institution. Because of this, we are committed to recruiting and maintaining a culturally and racially diverse student body, faculty, and staff that is representative of contemporary society, and to assuring that these diverse influences are respected and incorporated into the structure of SCNM. In this way, we can provide students with the unique educational experience and intellectual stimulation that can only come from interacting with and learning to respect a broad range of people with differing backgrounds, life experiences, beliefs, and ideas.

See [SCNM Policies: Diversity and Inclusion Policy](#)

2.5 AMERICANS WITH DISABILITIES ACT (ADA) & ADA AMENDMENTS ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed 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 job duties of the position.

It is the policy of SCNM to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

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

SECTION THREE :: RECORDS

SECTION THREE :: RECORDS

3.1 EMPLOYEE PERSONNEL RECORDS

SCNM keeps a personnel file on each employee. The personnel file contains employment related information about the employee, such as, notices of promotions, reclassifications or salary changes, and performance related documentation, notes of coaching, training, disciplinary records, development records, etc. Personnel files are the property of SCNM and access to the information they contain is restricted.

The contents of each employee personnel file, except for letters of reference and certain other limited kinds of information are open for the employee's inspection, upon request, at reasonable times. Employees may not add or remove any documents from the personnel file without the written permission of OHR. Unless employees have previously been given a copy, they may make copies of anything in the file that has been signed by the employee. Employees may contact OHR to review their personnel file.

3.2 PERSONNEL DATA CHANGES

It is the employee's responsibility to promptly notify SCNM of any changes in personnel data. It is essential that employees' personal mailing address, telephone number, number and names of dependents, emergency contact, and educational information be kept accurate and current. If any personnel data has changed, immediately notify OHR

SECTION FOUR :: CONDUCT AND DISCIPLINE

SECTION FOUR :: CONDUCT AND DISCIPLINE

SCNM strives to establish and maintain high standards of employee performance and conduct. Such performance includes job competency, cooperative relations with fellow employees and customers, adherence to the college's regulations and a mature approach to matching personal and organization goals. Where such standards are not met by an employee, discipline up to and including termination of employment may result.

SCNM is committed to working with all employees to create a work environment that is positive and one in which problems are dealt with openly, honestly and in a way that is satisfactory to all persons involved.

4.1 STANDARDS OF CONDUCT

SCNM has Standards of Conduct in order to advise employees of conduct that is inappropriate in a working environment. SCNM employees are expected to conduct themselves in a highly professional manner. It is not possible to provide a complete and definitive list of the kinds of misconduct that harms the interests of SCNM; therefore, we ask employees to utilize good judgment. Examples of the kind of conduct/behavior that SCNM regards as unacceptable and expects all employees to avoid, are insubordination, excessive absenteeism or tardiness, failure to observe assigned work schedules, violations of safety rules, failure to report an accident, negatively affecting patient care, theft or destruction of SCNM property, false or fraudulent statements, etc.

In addition to these guidelines, each department may have additional rules that address specific work conditions in the department. These rules are given to employees by the department. This list of prohibited conduct is not exclusive. Nothing herein should be interpreted to alter the at-will nature of employment with SCNM or to create a contract or

contractual rights or obligations between SCNM and any of its employees.

4.2 CORRECTIVE ACTION

When performance or other behavior falls short of SCNM standards and / or expectations, the respective supervisor will take action as appropriate in their opinion. Disciplinary actions can range from coaching and counseling employees, up to immediate termination. Action taken by management in an individual case does not establish precedent in other circumstances.

Corrective action *may occur if* an employee *deviates* from company policies and standards of conduct. Depending upon the seriousness of the offense, circumstances surrounding the offense, and previous offenses, corrective action may consist of the following:

- Verbal warning;
- Written warning;
- Termination of employment

4.3 FACULTY / PHYSICIANS / STAFF / STUDENT RELATIONSHIPS

Employees are encouraged to develop professional relationships to promote community-wide communication and a positive academic and work environment. However, intimate relationships between faculty, staff and students, with or without sexual relationships are not appropriate and will not be tolerated. This guideline applies to all employees of SCNM and employees who work at affiliated patient care sites. Violations of this guideline are subject to disciplinary action up to and including termination.

An intimate relationship between an employee and a student jeopardizes the employee's ability to maintain objectivity in decisions affecting all students and increases the risk that the student will gain unauthorized access to confidential information.

SCNM recognizes that certain circumstances may require an exception to this guideline. Any employee who forms a relationship with a student that has the

SECTION FOUR :: CONDUCT AND DISCIPLINE

potential to violate the prohibition against intimate staff-student relationships must immediately inform the executive responsible for the area, in writing, of the possible guideline conflict. The executive responsible for the area will develop a written plan in consultation with the employee and the Office of Human Resources. The plan will outline measures to safeguard the interests of SCNM and its students and could include reassignment of the employee's supervisory responsibilities or a change in the employee's work assignments.

See [Consensual Relationship Agreement](#)

4.4 NEPOTISM – EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

SCNM wants to ensure that employment practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer and performance evaluations. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other.

Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner close relatives.

Individuals will not be hired or promoted into a position that would create a conflict with SCNM practice. If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform OHR of the relationship. One of the affected employees must seek a transfer or change in the reporting relationship. Such changes must be approved by OHR. If a decision cannot be made by the affected employees within 14 days of

reporting, reassignment will be made on direction of the department director and OHR.

SCNM reserves the right to apply this guideline to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. Any exceptions to this guideline must be approved by OHR. Written justification for the exception must be submitted to OHR prior to any employment decisions.

See [Consensual Relationship Agreement](#)

4.5 WHISTLEBLOWER POLICY

This Whistleblower Policy is designed to provide a mechanism for employees and other organization leaders to raise good faith concerns regarding suspected violations of law or SCNM policy; to facilitate cooperation in any inquiry or investigation by any court, agency, law enforcement, or other governmental body; and to protect individuals who take such action from retaliation or any threat of retaliation by any other employee or agent of SCNM.

This Policy applies to all SCNM employees, including part-time, temporary, and contract employees, as well as directors, officers, and other organization volunteers.

SCNM is committed to maintaining a workplace where employees are free to raise good faith concerns regarding SCNM's business practices. Employees should be encouraged to report suspected violations of the law on the part of SCNM; to identify potential violations of SCNM policy; and to provide truthful information in connection with any official inquiry or investigation.

SCNM expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify

SECTION FOUR :: CONDUCT AND DISCIPLINE

potential violations of SCNM policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination. Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality. The Office of Human Resources will manage such investigation, and may request the assistance of counsel or other outside parties as he or she deems necessary. The Office of Human Resources will prepare a report of the findings of the investigation, and submit such report to the Board of Directors.

In the event that a report concerns the Office of Human Resources, he or she shall recuse himself or herself from the proceedings, and the Board of Directors shall select an appropriate officer of SCNM to continue the investigation.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report such incident to his or her supervisor, the Office of Human Resources, or the President/CEO. Supervisors and managers who receive complaints of retaliation must immediately inform the Office of Human Resources.

4.6 PROBLEM RESOLUTION

SCNM has established the following problem resolution procedure that is available to all employees, including staff, faculty and physicians. If employees have a work-related problem or concern, they are encouraged to use the following Open Door procedure.

1. Discuss the situation with the immediate supervisor in a timely basis.
2. If the situation is not resolved, communicate the problem directly to the respective Vice President, in consultation with OHR.

3. Should further resolution be required, the President, in consultation with OHR, makes the final determination.

Nothing in this Open Door procedure is intended to or should be taken to limit the employment at-will relationship at SCNM.

4.7 RESIGNATION OR VOLUNTARY SEPARATION

We request that employees who wish to resign their positions notify SCNM of their anticipated departure date and go over the "Exit Interview" at separation (continuance of benefits thru COBRA, conversion and portability of life insurance and long-term disability products, 401(k) rollover forms, vacation payout, benefit summary, and review pertinent personnel information) with OHR.

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

4.8 CONSTRUCTIVE DISCHARGE

Employees are encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the employer 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.

If the employee desires to preserve the right to bring a constructive discharge claim against the College, under the law, an employee may be required to wait

SECTION FOUR :: CONDUCT AND DISCIPLINE

for fifteen calendar days after providing written notice before the employee may resign. An employee may be entitled to paid or unpaid leave of absence of up to fifteen (15) calendar days while waiting for the College to respond to the employee's written communication about the employee's working condition.

SECTION FIVE :: CONFIDENTIALITY

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5.1 NON-DISCLOSURE / CONFIDENTIALITY

It is the practice of SCNM to protect confidentiality and privacy through appropriate acquisition, storage, maintenance, use, and destruction of information gathered in the course of employment or other affiliation with SCNM or entrusted to SCNM for academic, research, patient care, or administrative purposes.

Department administration shall determine what information entrusted to their department is private and/or confidential; and shall communicate methods of protecting that information from acquisition through destruction, to appropriate persons associated with their department. SCNM workforce and business associates with access to private and/or confidential information will be held accountable for maintaining confidentiality.

Examples of confidential information include personnel files, student records, donor information, research data, library records and patient records including, for example, laboratory test results. Information in the medical record of a patient is private and is provided by the patient in trust to the physician. All patients must be assured of their right to privacy.

A breach of confidentiality may result in sanctions, civil or criminal prosecution and penalties, scholastic or employment corrective action which could lead to dismissal or, as it relates to health care professionals or others outside of SCNM, suspension or revocation of all access privileges.

Individuals who know or suspect that confidentiality has been breached by another person or persons have a responsibility to report the breach to OHR and the Information Technology Department. Employees should not confront the individual under suspicion or initiate investigations on their own, as such actions could compromise any ensuing investigation. All individuals are to cooperate fully with those performing an investigation pursuant to this policy.

In addition to this handbook guideline, all SCNM employees sign the SCNM Nondisclosure and Confidentiality Agreement. This document is kept in the employee's personnel file.

See [Non-Disclosure / Confidentiality Agreement](#)

5.2 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA), a federal law, is designed to protect the privacy of an individual's medical information. SCNM complies with HIPAA to the extent it is applicable. SCNM is a covered entity under HIPAA. Therefore, SCNM follows the HIPAA standards for covered entities.

5.3 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are recipients of federal aid administered by the Secretary of Education.

All employees, faculty and supervising physicians who work with student confidential information must abide by FERPA regulations. SCNM limits access to this information to those individuals who have a legitimate reason to have it in order to perform the work assigned by the College. This includes discussion of student progress/grades, posting of student grades with any identifying number (e.g., social security number or phone number), discussion of student files, or any other confidential information the staff, faculty or supervising physician may have access to. Any violation of this policy will result in

SECTION FIVE :: CONFIDENTIALITY

disciplinary action up to and including termination of employment. *See* [FERPA](#)

SECTION SIX :: COMPENSATION AND CLASSIFICATION

SECTION SIX :: COMPENSATION AND CLASSIFICATION

6.1 COMPENSATION

Compensation is more than the salary paid for the valuable work performed to support the success of SCNM students and towards SCNM's vision and mission. It includes a package of broad, comprehensive and affordable benefit plans and programs. SCNM has made a strategic decision to provide the greater portion of benefit plan contributions, which makes the total compensation provided to benefits-eligible staff very competitive compared to that of other employers. Our total compensation package includes, a base pay that is competitive in comparison to the market, a comprehensive package of affordable benefits plans and programs, a 401(k) retirement plan, and many other health-related offerings.

6.2 EMPLOYEE TYPES

Based on the conditions of employment, SCNM employees fall into the following categories:

Regular Full-Time – An employee who is not in a temporary status and is regularly scheduled to work a full-time, 40-hours or more per week schedule. An employee whose job is at 100% FTE (40 hours per week).

Regular Part-Time – An employee who is not in a temporary status and is regularly scheduled to work less than the full-time, 40-hour per week schedule. An employee whose job is less than 100% FTE.

Temporary Employee – An interim replacement hired for a specified project or time frame. A temporary employee in a non-exempt position is paid by the hour while a temporary employee in an exempt position is paid according to the terms of hire for that individual. Temporary employees do not receive benefits provided by SCNM.

Student Workers – Employees who are paid from federal work study funds, but who are on the

SCNM payroll system and subject to timekeeping and payroll requirements.

6.3 CLASSIFICATION

Positions at SCNM are classified as either exempt or non-exempt based on guidelines established by the Fair Labor Standards Act (FLSA).

Exempt Employee – employees who are exempt from the Fair Labor Standards Act and are not eligible to receive overtime pay for hours worked in excess of 40 hours per workweek.

Nonexempt Employee – employees who are not exempt under the Fair Labor Standards Act and are eligible to be paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

Non-exempt employees may not use smartphones or other personal equipment for work use, unless express written consent has been given by OHR. Non-exempt employees who are able to connect to work related email on personal devices may not check work related emails or calls outside of regular work hours. SCNM is committed to compensating non-exempt employees for all hours worked. Non-exempt employees may only work pre-approved hours and must report all hours worked.

6.4 BUSINESS HOURS

SCNM's regular College business hours are Monday through Friday, 8:00 am – 5:00 pm. Check Medical Center hours on MySCNM.

SCNM's work week begins on Sunday and ends at midnight on the following Saturday. Starting and ending times of each employee's shift may change from time to time according to the needs of SCNM or the department. Various factors, such as workloads, operational efficiency and staffing needs may require variations in starting and ending times, and total hours worked each day or each week. SCNM

SECTION SIX :: COMPENSATION AND CLASSIFICATION

reserves the right to assign jobs other than usual assignments when required. In addition, employees may be required to work overtime or hours other than those normally scheduled whenever necessary.

6.5 ATTENDANCE AND PUNCTUALITY

Employees are expected to report to work regularly and on time. Regular attendance is a vital element of each employee's job responsibility. Frequent absences, tardiness, early departures, extended breaks or lunches constitute unsatisfactory attendance and poor job performance.

In the event an employee will be absent or late for work, the employee is required to call the supervisor as soon as possible, preferably no later than one hour prior to scheduled start time. When an employee is taking leave for their own personal health reasons, a medical certification may be required if the absence exceeds three (3) consecutive days. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. A no call/no show lasting three (3) consecutive working days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

Faculty members who are scheduled to teach a class and physicians who are scheduled to see patients are responsible for informing their manager and the Academic Coordinator of an absence or late arrival as soon as possible, preferably at least one hour prior to the scheduled class or appointment. Whenever possible, faculty and physicians are expected to assist the supervisor with arranging alternate staff coverage for instruction and appointments.

See Faculty Handbook

6.6 TIME REPORTING

Electronic time sheets are used as a means of accurately recording hours worked and calculating

pay. Time sheets shall record hours-worked, sick, vacation, jury duty, and bereavement. For purposes of calculating pay and overtime, the workweek begins at 12:00 a.m. midnight Sunday and ends at 11:59 p.m. Saturday.

Time reporting is accomplished online through our payroll system and the ADP Self Portal. Non-exempt staff and student workers are required to record hours worked, meal periods, overtime, absences, sick and vacation. Exempt staff and faculty are required to record absences resulting in sick or vacation leave. Non-exempt employees must also record their time whenever they leave the premises for any reason other than SCNM business.

It is important that the time sheet not be lost or falsified. If there is a mistake on the time sheet, an employee should inform their supervisor to make the necessary corrections. The supervisor should also approve all corrections. Falsifying time records will not be tolerated. Time sheets are legal documents and are the property of SCNM.

6.7 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 weekly basis. The College is committed to complying with salary basis requirements which allows properly authorized deductions.

If an exempt employee believes an improper deduction has been made to their salary, they should immediately report this information to the Office of Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

6.8 ACCURACY OF TIME

SCNM requires that all employees are properly paid for all of their work. It is every employee's responsibility

SECTION SIX :: COMPENSATION AND CLASSIFICATION

to examine their paycheck and paycheck stub to ensure that they are being properly paid for all work time and that the paycheck and pay stub are accurate. If an employee believes that they are not being properly paid for all of their work, the employee must immediately inform OHR. Supervisors or managers are only authorized to change an employee's time record to accurately reflect the employee's actual work hours. If an employee believes that a supervisor or manager has modified the employee's time record to inaccurately reflect the employee's work hours, the employee must immediately inform OHR of the alleged inaccuracy, in writing. It will be presumed that SCNM is accurately compensating an employee, unless SCNM is informed otherwise.

6.9 OVERTIME

Due to operational demands and workloads, SCNM may require an employee to work beyond their normal shift. SCNM will attempt to distribute overtime evenly and to accommodate individual schedules. In these instances, employees will be given as much advance notice as possible. A non-exempt employee must have prior, written approval from the immediate supervisor before any overtime can be worked.

Exempt employees may have to work hours beyond their normal schedule, but will not be paid overtime.

SCNM will pay overtime at the rate of one and one half (1 1/2) times an employee's regular rate of pay to non-exempt employees for hours worked over forty (40) hours in a work week. A non-exempt employee who is required to work on a holiday will be paid 1 1/2 times their regular pay.

Holidays, vacations, and sick leave hours paid, but not worked, are not included in calculating overtime.

SCNM does not maintain a plan or arrangement for compensatory time off. Compensatory time is not available for non-exempt employees. For exempt employees, on a limited basis, a flexible work schedule

arrangement may be approved by the employee's supervisor. Under no circumstances will either extra compensation or compensatory time off be owed or payable to an exempt employee upon separation from employment at SCNM. Physicians working at the Medical Center may elect to care for patients beyond the regularly scheduled hours. In instances where there is a regularly scheduled student or physician rotation and an extension of hours is needed to complete patient care, staff coverage will be provided by the Medical Center. If the physician needs to see a patient outside of clinic hours for an emergency or non-emergency visit, they are expected to coordinate with SCNM to provide staff support. Arrangements for staff support for other than regularly scheduled clinic hours should be discussed with and approved by the direct supervisor.

6.10 MEAL PERIODS AND BREAKS

Meal and break times are currently provided to relax and refresh employees for the day's work. Since each department's and staff's needs are different, employees are to ask their manager for the meal and break schedules for the area.

Generally, meal periods are 30 to 60 minutes in length and breaks are 15 minutes long. While meal periods are counted as unpaid time, break periods are included in paid work time. Employees are prohibited from performing any work while on unpaid meal period. Breaks should not be used to shorten the workday or to extend a meal period.

Employees may take an unpaid lunch break of either 1/2 hour or 1 hour. Arrangements should be discussed with and approved by the direct supervisor.

Employees are allowed one 15-minute break for every four hours of scheduled work performed. Breaks are non-accumulative and may not be used to extend time off the job. Supervisors have the prerogative of arranging breaks within the structure of this guideline.

SECTION SIX :: COMPENSATION AND CLASSIFICATION

6.11 LACTATION BREAKS – NURSING MOTHERS

SCNM will provide a reasonable break time and a space for an employee to express breast milk for her nursing child for up to one (1) year after the child's birth each time such employee has a need to express the milk. SCNM will provide a place other than a bathroom, shielded from view and free from intrusion from coworkers and the public. The time permitted typically will not exceed the normal time allowed for lunch and breaks. If additional time is needed above and beyond normal breaks/meal time, the supervisor and employee will agree upon a plan which might include the employee using annual leave/vacation time, arriving at work earlier, or leaving later.

Required deductions include (1) Social Security (FICA); (2) Medicare; (3) federal income tax; (4) state income tax Voluntary deductions for the employee portion of health insurance premiums, contributions, and other deductions made for employee's benefit must be authorized by employee in writing

6.12 PAY DAYS

Employees are paid biweekly, on Friday, for work performed during the previous two-week pay period. If a payday falls on a non-workday, such as a holiday, paychecks are distributed on the previous workday. Paychecks will be available in the Business Office unless arrangements have been made for direct deposit. Paychecks will not be given to anyone other than the employee unless the Business Office has been provided with a signed document authorizing another person to receive the employee's pay check.

6.13 DIRECT DEPOSIT

Employees may arrange for direct deposit of paychecks into an account established with a bank or credit union. To initiate direct deposit, employees must complete an authorization form available from the Office of Human Resources. Employees who take advantage of direct deposit may access the ADP Self Portal for pay information.

6.14 PAYROLL DEDUCTIONS

State and federal laws require SCNM to make the proper deductions on employee's behalf. Amounts withheld vary according to amount of earnings, marital status, and the number of exemptions.

SECTION SEVEN :: BENEFITS

SECTION SEVEN :: BENEFITS

SCNM has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from illness and disability and to help plan for retirement. This portion of the Employee Handbook contains a very general description of the benefits to which SCNM employees may be entitled. For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions which are posted in the Human Resources section of MySCNM or employees may contact OHR for a copy.

See [Summary Plan Descriptions](#)

7.1 HEALTH, DENTAL AND VISION INSURANCE

Regular full-time employees are eligible to enroll in medical, dental and vision insurance coverage.

- High Deductible Health Plan (HDHP)
- Dental Insurance
- Vision Insurance

7.2 HEALTH SAVINGS ACCOUNT (HSA)

A Health Savings Account (HSA) is a tax-exempt account established for the purpose of paying qualifying expenses in conjunction with a High Deductible Health Plan (HDHP). Monies that are not used in a calendar year may be rolled over into the following year, without limit. The account is yours to keep, even if you separate from SCNM employment. Withdrawals for eligible expenses are tax-free and after age 65, monies may be withdrawn for (taxable) income.

7.3 FLEXIBLE SPENDING ACCOUNT (FSA)

Contributing pre-tax money to a Flexible Spending Account (FSA) is a great way to help pay for ever increasing health and daycare costs.

- **HEALTHCARE FSA:** Available if you have Cigna's Open Access Plus High Deductible HSA medical plan. Eligible covered expenses include non-reimbursed medical, dental and vision costs and qualified over the counter products for both you and your tax-qualified dependents.
- **LIMITED HEALTHCARE FSA:** Available if you have Cigna's Open Access Plus High Deductible HSA medical plan. Eligible covered expenses on this plan are restricted to non-reimbursed dental and vision costs.
- **DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT:** The Child/Adult Dependent Day Care FSA covers expenses for day care facilities, pre-schools, etc. for your qualified dependents

7.4 GROUP LIFE INSURANCE

SCNM offers regular full-time employees an employer-paid basic group term life policy along with an accidental death and dismemberment policy. Regular full-time employees may also purchase supplemental life for themselves, their spouse or their children. If you wish to purchase supplemental life, you must first elect the supplemental plan for yourself.

- Basic Life and Accidental Death & Disability, paid by SCNM
- Supplemental Life and Accidental Death and Dismemberment, voluntary – paid by employee

7.5 DISABILITY INSURANCE

In the event you become unable to work due to pregnancy or a non-work related illness or injury, disability benefits provide replacement income. SCNM provides employees with long-term disability coverage at no cost and offers employees the opportunity to enroll in short-term disability coverage.

SECTION SEVEN :: BENEFITS

- Short Term Disability, paying up to 70% of pre-disability salary up to six months, – paid by employee
- Long Term Disability, available after 6 months of disability, paid by SCNM

7.6 CIGNA ANCILLARY PROGRAMS

Life Assistance Program, Identity Theft, Travel Assistance, Will Preparation, Merchandise and Services Discount Program all as part of the Life Insurance package

7.7 401(K) RETIREMENT PLAN (PRE-TAX AND ROTH)

SCNM offers a voluntary pre-tax salary reduction plan and a Roth salary reduction plan to regular full-time and regular part-time employees (scheduled for and working a minimum of 20 hours per week). Eligible employees can begin contributing the first of the month following two months of employment. Further details about the Plan may be obtained from the Office of Human Resources and the Plan document.

7.8 WORKERS COMPENSATION

Maintaining a safe work environment requires the continuous cooperation of all employees. SCNM strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

Employees will be provided care, first-aid and emergency service, as required, for injuries or illnesses while on SCNM premises. Employees should contact their supervisor, OHR, and/or 911 in the event of an accident or emergency.

SCNM provides coverage and protection in accordance with the Worker's Compensation Law to an employee who is injured on the job. All injuries sustained while at work must be reported immediately to the employee's supervisor and OHR.

Failure to report accidents is a serious matter as it may hinder an employee's coverage under Worker's Compensation Insurance.

See [*Incident/Injury Report*](#)

7.9 HEALTH AND WELLNESS

SCNM is committed to a campus culture that promotes wellness through healthy lifestyles that enhance the quality of life for our faculty, staff, and students. SCNM is "dedicated to the ideal that everyone deserves high quality health care... and to empower individuals and communities to achieve optimal health".

The Employee Health and Wellness Program known as "Healthy by Nature" (HbN), provides services and resources to the SCNM community aimed at improving the health of individuals to increase productivity, increase employee and student retention, reduce indirect costs, and maintain or lower insurance premiums paid by the College. The workplace wellness program is aligned with SCNM's strategic direction while supporting our vision, mission and core values.

Our wellness program will:

Create and sustain a healthy campus culture that educates, motivates and empowers SCNM faculty, staff and students to adopt and maintain healthy lifestyle behaviors.

- Provide SCNM faculty, staff and students with integrated and comprehensive health and wellness programs and services to support a healthy and productive workforce and healthy community environment.
- Decrease costs to the health plan through our Wellness Incentive Program
- Improve health and manage (prevent) chronic disease

SECTION SEVEN :: BENEFITS

- Encourage employees to choose those wellness activities that matter to them
- Increase satisfaction and improve morale
- Workforce incentives (walking programs, yoga, lunch and learn seminars)
- To impact indirect, or productivity-related, costs. These costs include reduced worker productivity, absenteeism and disability resulting from health-related issues.

See [*“Healthy by Nature” \(HbN\)*](#)

7.10 TUITION ASSISTANCE

SCNM provides tuition reimbursement to benefits eligible employees and their qualified family members for Naturopathic Doctor (ND) courses offered at SCNM. Benefits eligible employees may also receive reimbursement for classes taken at other qualified institutions. Employees and qualified family members are responsible for purchasing books and paying any non-tuition costs.

Eligibility:

- **Eligible Employee** – eligible to participate in this benefit for themselves after completion of one (1) year of employment at SCNM.
- **Qualified Family Member of Eligible Employee** – an eligible employee is a full-time employee who works a minimum of 40 hours per week and has worked a minimum of three (3) continuous years at SCNM. A qualified family member is eligible for tuition assistance for courses taken at SCNM. A qualified family member is a spouse, domestic partner, child (biological, adopted, foster child, stepchild, or legal ward).

See [*SCNM Policies Employee Tuition Assistance Policy*](#)

7.11 MEDICAL CENTER AND MEDICINARY DISCOUNTS

Employees being seen on student shifts will be charged a discounted rate per office visit. Discounted rates do not apply to private shifts, for which an employee will be charged the full rate. Lab fees, Medicinary, IVs, injections, colonic therapy etc. are available at regular rates.

Family members (immediate family members living in the same household, including significant others) being seen on student shifts will receive a discount on the office visit charge. Lab fees, medicinary, IVs, injections, colonic therapy, are available at regular rates.

The Natural Medicinary offers a wide variety of vitamins, nutritional supplements, reading materials, and herbal/homeopathic medicine. Employees, physicians, alumni and students of SCNM will receive a discount on purchases at The Natural Medicinary. Additionally, Senior Citizens 65 years of age and older will receive a discount.

More details about these discounts can be found in the Human Resources section of MySCNM.

7.12 ADDITIONAL DISCOUNTS

SCNM participates in additional discount programs outside of our institution in an effort to provide savings opportunities to our employees. Please see the discount section on MySCNM for more details.

See [*Employee Discount Program*](#)

7.13 LIBRARY PRIVILEGES

SCNM employees have access to our on-campus library, and may check out materials according to current library guideline. Please see the library staff for more information about loan policies, including priorities for student patrons and checkout procedures.

SECTION SEVEN :: BENEFITS

7.14 PROFESSIONAL DEVELOPMENT

Employees are invited to participate in the educational opportunities offered on campus and at the Medical Center. These include guest lectures presented to students. Employees may attend with supervisor approval.

7.15 PROFESSIONAL CREDENTIALS

Employees are responsible for maintaining all professional credentials required for their position. This includes keeping licenses and certificates current and obtaining any education required for continued credentialing.

Costs associated with maintaining professional credentials are the employee's responsibility, except for training that is part of an approved staff development benefit.

Employees may request for SCNM to partially underwrite the costs related to maintaining professional credentials when special circumstances apply. These requests are considered on a case-by-case basis, and must be pre-approved by the immediate supervisor.

7.16 MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

SCNM encourages employees to be active members in professional organizations aligned with job responsibilities. Membership requests may be part of each department's annual budget process. However, special requests may be submitted to department managers at any time during the year

SECTION EIGHT :: TIME OFF / LEAVES OF ABSENCE

SECTION EIGHT :: TIME OFF / LEAVES OF ABSENCE

8.1 SCNM HOLIDAYS:

New Year's Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

A holiday occurring on a Saturday is observed the preceding Friday and a holiday occurring on a Sunday is observed the following Monday. The College is closed on both the actual holiday and the observed day. Observance of holidays may be shifted to accommodate the academic calendar.

A regular full time employee will be paid the normal rate of pay for a holiday observed on a regularly scheduled work day. If an observed holiday falls on an employee's scheduled day off, an alternative paid day off will be granted within the same pay period. A holiday observed during an employee's scheduled paid absence (vacation, sick or bereavement) will be counted as a paid holiday. A holiday observed during an employee's unpaid leave will be without pay.

Holiday time is not counted as hours worked in the computation of overtime.

Religious Holidays

An employee may request time off from work to observe religious holidays that are not designated SCNM holidays. Such a request will be granted unless the employee's absence would create an undue hardship to the College.

An employee taking a religious day off must use available paid time off to remain in a paid status.

See [SCNM Policies](#): Faculty Vacation Policy and Staff Vacation Policy

8.2 VACATION - Staff & Faculty

Full Time employees are awarded vacation hours based on their seniority date with SCNM, in accordance with an accrual schedule outlined herein. Employees may draw against the balance credited to their account (based on the award schedule) with the stipulation that any vacation taken but not earned prior to separation will be deducted from the employee's last paycheck.

Vacation is earned each pay period based on regular hours worked in connection with eligible full time positions in accordance with the accrual schedule and criteria outlined below.

Years of Service	Days per Year	Hours per Year	Accrual per Pay Period
Up to 1 Years	10	80	3.076 hours
Up to 5 Years	16	128	4.923 hours
After 5 Years	21	168	6.462 hours
After 10 Years	26	208	8.00 hours

Employees earn vacation for scheduled hours when absent from work in connection with vacation, paid leave of absence, bereavement leave, sick leave and jury duty. Employees do not earn vacation for scheduled hours when absent from work in connection with excused or unexcused absences without pay, including unpaid leaves of absence; salary continuation for short-term disability; worker's compensation leaves; or long-term disability leaves.

Employees are required to use unused vacation time at the onset of a FMLA leave.

SECTION EIGHT :: TIME OFF / LEAVES OF ABSENCE

Vacation Scheduling

Vacation is to be requested and approved by the supervisor in advance. Employees are encouraged to submit requests early in the year so that replacement schedules can be established. SCNM reserves the right to deny vacation requests which may have an adverse effect on operations or to cancel previously approved requests if unexpected circumstances arise which require the employee's attendance at work.

Increments Of Use

An exempt employee may take vacation in increments of 4 hours; a non-exempt employee may take vacation in hourly increments.

Vacation Usage During Bereavement Leave

Employees may use vacation to extend bereavement leave beyond the three or five allotted days if granted by the Supervisor

Vacation Carry Forward Limits – Staff & Faculty

A limit of 40 hours may be carried forward from one fiscal year to the next. Employees whose account balance exceeds the carry forward limit at the end of the fiscal year will forfeit all hours in excess of this limit.

Years of Service	Max Carry Forward Days	Max Carry Forward Hours
All	5	40

Vacation Paid On Separation – Employees may not use vacation time in lieu of notice or resignation. The last day actually worked will be considered the date of separation from the College. Upon termination of employment, an employee will be paid for any vacation earned but not taken, as noted in the applicable policy.

See [SCNM Policies](#): Faculty Vacation Policy and Staff Vacation Policy

8.3 SICK LEAVE

A regular full time employee is awarded sick hours based on seniority date with SCNM, in accordance with an accrual schedule outlined below.

Days per Year	Hours per Year	Accrual per Pay Period
9	72	2.76 hours

With supervisor's approval, sick leave may be used to extend Bereavement Leave or Victim Leave.

Non-exempt employees must take leave in increments of at least one hour. Exempt employees must take sick leave in increments of four hours. When an employee is taking leave for their own personal health reasons, a medical certification may be required if the absence exceeds three (3) consecutive days. An unauthorized absence of more than three (3) consecutive working days may be considered job abandonment and may result in dismissal.

With the supervisor's approval, vacation leave may be changed to sick leave if an employee experiences a situation that would normally qualify as sick leave while on vacation.

An employee is required to use sick leave at the onset of an FMLA leave.

At the end of the fiscal year, any unused sick hours will be carried over into the new fiscal year. Unused sick time is not paid out upon separation and any sick hours taken but not earned prior to separation will be deducted from the employee's last paycheck.

A person rehired within 12 months of separation will be credited with all sick hours accumulated at the time of separation.

Sick leave is not counted as work hours in the computation of overtime.

SECTION EIGHT :: TIME OFF / LEAVES OF ABSENCE

8.4 GRANDFATHERED SCNM SHORT TERM DISABILITY

Prior to January 2010, employees had the option to roll unused Vacation hours into a Short Term Disability (STD) Account. That practice has since been discontinued, but some employees continue to have a balance in such an account.

The only instance in which these hours may be used is in conjunction with an FMLA leave taken for the employee's own serious health condition. The employee is required to use any available SCNM STD hours at the onset of the leave, before Sick or Vacation hours.

The account has no financial value and upon separation any remaining hours will be zeroed out and the employee will not be entitled to any compensation for the time.

8.5 BEREAVEMENT LEAVE

In the event of a death of an eligible family member, a regular full time or regular part time employee may be granted paid leave up to three (3) standard work days if services are within Arizona and up to five (5) standard work days if services are out-of-state. Family members for purposes of bereavement leave are spouse/partner, child, parent, sibling, mother-in-law, father-in-law and grandparent.

An employee may use Vacation leave to remain in a paid status or the extended time may be taken as unpaid. If more time off is needed than provided above, leave may be granted upon the approval of the supervisor.

Bereavement leave time is not counted as hours worked in the computation of overtime.

8.6 JURY DUTY AND WITNESS LEAVE

A regular full time or regular part time employee will be granted paid time off, for a necessary period up to ten working days, to respond to a summons for

jury duty. The leave will be paid at the employee's regular rate of pay and the employee is permitted to keep any court paid allowance. Jury duty leave that exceeds ten working days will be unpaid. If the employee is excused from jury duty during their regular work hours, the employee is expected to report to work promptly. An employee is expected to return to work when excused from duty if the employee can be present at work for at least 50 percent of the regularly scheduled work day.

If subpoenaed to be a witness in a court action, the employee may use Vacation leave to remain in a paid status or the leave may be taken as unpaid.

An employee must notify the supervisor of the need for leave by providing a copy of the court notice immediately upon its receipt and keep the supervisor informed periodically if the service is prolonged.

Time spent in jury or witness duty is not counted as hours worked in the computation of overtime.

8.7 CRIME VICTIM LEAVE

An employee will be granted leave from work to be present at court-related proceedings or to obtain orders of protection or other injunction relief associated with being a victim of crime, domestic abuse, stalking or sexual assault. An employee will also be granted leave if an immediate family member (spouse/partner, parent, child, sibling, grandparent, or lawful guardian) is killed or incapacitated as a result of a criminal offense.

The employee must submit a copy of the form provided by the law enforcement agency and a copy of the notice of each scheduled proceeding to OHR prior to taking leave. An employee may use available Vacation or Sick time to remain in a paid status or the leave may be taken as unpaid.

The College reserves the right to limit the time away from work provided under state law if the employee's absence creates an undue hardship to SCNM.

SECTION EIGHT :: TIME OFF / LEAVES OF ABSENCE

Victim Leave time is not counted as hours worked in the computation of overtime.

8.8 TIME OFF TO VOTE

All employees will be granted paid time off for the purpose of voting in a primary or general election in Arizona. The employee will be given adequate leave to allow either three hours from the opening of the polls until the start of the employee's shift or three hours from the end of the employees' shift until the closing of the polls. SCNM reserves the right to specify which hours the employee may be allowed.

An employee must request time off to vote from their supervisor at least one day prior to Election Day.

8.9 EMERGENCY LEAVE

The CEO/President, in consultation with the Executive Council, may grant a temporary leave of absence in such instances as natural disasters, pandemics, hazardous weather conditions or authorized campus closings. Any employee who is scheduled to work during such times will receive full pay for the duration of the SCNM required leave.

Emergency Leave hours are not counted in the computation of overtime.

8.10 ADMINISTRATIVE LEAVE

The Office of Human Resources, in consultation with the appropriate Vice President, may place an employee on administrative leave if there is 1) a need to initiate and complete an investigation regarding actions by the employee that may lead to progressive discipline steps or 2) if actions have been directed toward the employee by another person that affect or potentially affect the employee's well-being or safety or 3) if the continued presence of the employee constitute a substantial interference with the orderly functioning of the campus.

Administrative leave will be paid or unpaid, as appropriate under the circumstances, as determined by the CHRO.

8.11 EXTENDED LEAVE

An employee may request an extended leave of absence up to three months for the following:

1. Personal reasons
2. Additional time after a Family Medical Leave
3. Medical reasons, if the employee is not eligible for FMLA

Requests for an Extended Leave will be considered by the Supervisor on the basis of length of service, reason for the request, performance, and operational impact on SCNM. If the request is for a medical leave, the employee must provide a physician's statement specifying the need for the leave and the duration of the time requested.

When the leave is for personal reasons, the employee must use all available vacation hours. If the leave is for medical reasons, all sick hours and then all vacation hours must be used. If no paid hours are available, or become exhausted, the time will be unpaid.

Continuing Benefit Plan Coverage

If the employee is using either vacation or sick hours, health benefits will continue as usual with the employee portion of premiums being deducted from the employee's pay.

If the leave is unpaid, or becomes unpaid, benefit coverages will end of the 1st day of the month following the start of the unpaid period and the employee may continue coverage through COBRA.

Returning From Leave

The employee must notify the Supervisor at least 2 weeks before the expiration date of the leave of the intent to return to work. If the leave was for medical

SECTION EIGHT :: TIME OFF / LEAVES OF ABSENCE

reasons, the employee may need to submit medical evidence of his/her ability to resume work.

SCNM does not guarantee either that an employee's job will remain available or that a comparable position will exist when the leave is over. SCNM will attempt to reinstate the employee to the former position or to one with similar responsibilities.

However, there will be times when positions cannot be held open, and it is not possible to guarantee reinstatement of employment.

Failure to Return from Leave

If an employee fails, for any reason, to return to work upon the expiration of the leave without obtaining an extension through OHR prior to the leave's expiration date, SCNM will terminate employment effective the last day of approved leave.

8.12 FAMILY AND MEDICAL LEAVE

SCNM 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.

Military Family Leave Entitlement

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.

Benefits and Protections

During FMLA leave, SCNM 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 any 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 SCNM 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

SECTION EIGHT :: TIME OFF / LEAVES OF ABSENCE

of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for SCNM 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 Company, or 26 weeks as explained above. SCNM will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this guideline. Each time an employee takes leave, SCNM will compute the amount of leave the employee has taken under this guideline in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

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 Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Company's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

Substitution of Paid Leave for Unpaid Leave

SCNM requires employees to use all available accrued grandfathered short term disability hours, sick paid leave and then vacation hours if the leave is for medical reasons. FMLA leave is without pay when paid leave benefits are exhausted.

Employee Responsibilities

Employees must provide 30 days 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 SCNM's normal call-in procedures.

Employees must provide sufficient information for SCNM 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 SCNM if

SECTION EIGHT :: TIME OFF / LEAVES OF ABSENCE

the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees will be required to provide a certification and, possibly, periodic recertification supporting the need for a medical leave. SCNM may require second and third medical opinions at SCNM'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 SCNM's attendance guideline. Employees on leave must contact the Office of Human Resources at least two days before their first day of return.

SCNM's Responsibilities

SCNM 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. SCNM will provide a reason for the ineligibility if they are not eligible.

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

Unlawful Acts

FMLA makes it unlawful for SCNM 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 SCNM.

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.

See [SCNM Policies: Family Medical Leave Act \(FMLA\) Policy](#)

8.13 PERSONAL LEAVE OF ABSENCE WITHOUT PAY

Should a situation arise that temporarily prevents an employee from working, the employee may be eligible for a leave of absence without pay. Employees must exhaust all available paid leave before requesting an unpaid leave. Employees with at least 90 days or more of service may request such a Leave for a medical or personal reason for a reasonable period of time, typically not to exceed 30 days. All requests for an unpaid leave require the approval of the immediate supervisor and the OHR.

Requests for a Leave of Absence without pay will be considered on the basis of length of service, reason for the request, performance, and operational impact on SCNM. Any available vacation and sick leave must be used before unpaid Leave will be granted.

Misrepresenting reasons for applying for a Leave of Absence without pay will not be tolerated.

Continuing Benefit Plan Coverage

If the personal unpaid leave is less than thirty (30) days, the employee must make arrangements for the full prepayment of any group/individual insurance premiums. Vacation and Sick Leave accrual discontinues during the unpaid leave of absence.

SECTION EIGHT :: TIME OFF / LEAVES OF ABSENCE

If the personal unpaid leave of absence exceeds thirty (30) days, the employee's medical coverage will end on the 1st day of the month following the 30th day of unpaid leave of absence. Employees may elect to continue coverage through COBRA. Unemployment Insurance benefits cannot be collected while on a leave of absence without pay.

If an employee on an approved leave of absence is eligible to receive a bonus of any kind, the employee will receive any eligible bonus upon the employee's return to work after the leave of absence.

Returning/Not Returning From a Leave

Before an employee returns to work, the employee should send a letter of intent at least 2 weeks before the expiration date of the leave and/or the date the employee is ready to return. The employee may need to submit medical evidence of recovery from the disability.

If the leave of absence is because of a medical reason, SCNM may require that the employee undergo an examination by a physician chosen and paid for by SCNM. SCNM may also require that during the employee's leave, the employee undergo additional physical examinations to determine his/her ability or inability to return to work.

Due to the nature of our business, SCNM cannot guarantee either that an employee's job will remain available or that a comparable position will exist when return from an unpaid leave is sought. When an employee is ready to return from a personal leave of absence without pay, SCNM will attempt to reinstate the employee to the employee's former position or to one with similar responsibilities. However, there will be times when positions cannot be held open, and it is not possible to guarantee reinstatement of employment.

Failure to Return from Leave

If an employee fails, for any reason, to return to work promptly upon the expiration of an approved Personal Leave without obtaining an extension through the OHR prior to such expiration date, SCNM will terminate employment effective leave expiration date.

8.14 MILITARY LEAVE

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

SECTION NINE :: PERFORMANCE MANAGEMENT

SECTION NINE :: PERFORMANCE MANAGEMENT

9.1 PERFORMANCE EVALUATIONS

Performance management involves more than simply providing an annual review for each employee. Effective and efficient evaluations involve setting goals and standards, clearly communicating performance expectations, coaching employees in accomplishing the job to be done, and evaluating the results. SCNM's performance evaluation process is designed to work with and encourage the informal day to day practice of performance management, while providing a framework that supports the success of employees at SCNM.

See *Performance Management Forms*

9.2 PERFORMANCE DEVELOPMENT PLAN (PDP)

The Performance Development Plan (PDP) is an employee development tool, designed as a collaborative effort between the employee and supervisor. It should be based on the strengths and opportunities noted in the performance evaluation, as well as career goals the employee has discussed with their supervisor.

Objectives tied to the performance evaluation strengths and opportunities should be completed within the same timeframe as the evaluation period. All SCNM staff are encouraged to complete a development plan.

9.3 PERFORMANCE IMPROVEMENT PLAN (PIP)

The Performance Improvement Plan (PIP) is generally used when:

1. An employee receives a rating of BE: Below Expectations or DN: Does Not Meet Expectations on their annual performance evaluation and/or

2. Coaching/Counseling hasn't resulted in acceptable performance.

The PIP may also be used any time an employee's performance or conduct fails to meet the supervisor's expectations. For further guidance on the appropriate use of the PIP process and completion of the PIP form, please contact OHR.

SECTION TEN :: EMPLOYMENT PRACTICES

SECTION TEN :: EMPLOYMENT PRACTICES

10.1 APPEARANCE, ATTIRE AND HYGIENE

At SCNM, personal appearance, hygiene and attire are very important. Employees contribute to the culture and reputation of SCNM in the way they present themselves. Employees' appearance should be consistent with good hygiene, safety, and what SCNM considers appropriate business attire.

Listed below are some general guidelines, although these are not intended to be all-inclusive. Check with the immediate Supervisor or OHR with any questions.

Footwear

- Footwear should be dressy rather than casual: (No athletic footwear, flip-flops, sport sandals, or beach shoes).
- Due to the fact that faculty members often lecture for extended periods of time, comfortable footwear is allowed. Athletic footwear needs to be dark in color.
- Maintenance and Copy Center employees may also wear athletic footwear or work boots.
- All employees in the Medical Center and Medicinary (including front desk personnel) must wear closed toed shoes (no canvas or cloth) in keeping with the Department of Health Safety guidelines.

Personal Grooming

- Personal hygienic practices should be followed to minimize breath and body odors.
- SCNM is a fragrance-free environment.
- Hair should be clean and neatly trimmed. Unnatural colors are discouraged,

Body Piercing and Tattoos

- Any visible body piercing with related rings/studs/ jewelry should be minimal.

- Whenever possible, tattoos should be covered by clothing. Any visible tattoos must be minimal. Tattoos must not include images or symbols that can be considered pornographic, racist, or hateful toward any group.

Examples of work attire:

Appropriate

- Business casual pants and skirts
- Dress jeans, on casual days or in areas not directly involved with patients or visitors
- Business-type tops that complement attire
- Headscarves or headwear worn in keeping with one's religious beliefs

Inappropriate

- Casual jeans; excessively short skirts
- Athletic wear, such as sweatshirts or sweatpants, spandex, leggings
- Shorts
- Revealing tops, such as halters or strapless
- Hats or headwear

Casual Day

SCNM observes casual day each Wednesday. Casual Day is designed to be a more relaxed dress day for employees, although it is still necessary to maintain a professional image. If an occasion warrants the cancellation of a casual day, employees will be notified in advance. SCNM reserves the right to continue, extend, revise or revoke this guideline at its discretion.

The following guidelines apply for Casual Day:

- Jean pants and skirts are okay, no rips, tears, frays, or excessive fading.
- Dressy shorts are okay (cotton, khaki style, no jean shorts), no more than 4" above the knee for both men and women.

SECTION TEN :: EMPLOYMENT PRACTICES

- Avoid clothing with messages or graphics that can be considered offensive toward any group. Due to the nature of their work, employees in Facilities or the Copy Center may dress casually at all times. Please see the immediate supervisor for permission to dress casually during school breaks, Saturdays, or days when the department may deem it necessary (such as cleaning days).

10.2 REASONABLE ACCOMMODATION RELIGIOUS BELIEFS

SCNM places a high value on human relations and diversity. SCNM recognizes the importance of individually-held religious beliefs to persons within its workforce. SCNM will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Safety of the employee and co-workers is a primary consideration for any accommodation.

10.3 RECRUITMENT AND ADVANCEMENT OPPORTUNITIES

SCNM maintains that hiring the best qualified individuals to fill open positions contributes to the overall strategic success of the organization. Equal opportunity results when all applicants are treated consistently at every stage of recruitment.

SCNM promotes equal opportunity through diversity in employment and educational programs and activities. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, genetics, gender identity, age, disability, and qualified veteran status. Equal employment opportunity includes but is not limited to recruitment, hiring, promotion, termination, compensation, benefits, transfers, college-sponsored training, education, tuition assistance, and social and recreational programs.

SCNM employees will be the first to be made aware of and will have the opportunity to apply for open positions before the College's consideration of external candidates for employment. Business conditions permitting, all regular part-time and full-time positions are to be posted when an opening occurs. Interested and qualified applicants will need to complete an Internal Career Opportunities Application and submit this form, along with a current CV/Resume to OHR. The application form does require signatures from both the applicant and the current supervisor as acknowledgement of the candidacy for the opportunity. The form is available on MySCNM.

See [*SCNM Policies: Recruitment and Hiring Policy*](#)

10.4 BACKGROUND CHECKS

Background investigations will be conducted on all newly hired employees and employees who are promoted. When a grandfathered SCNM employee transfers to another SCNM position or a former SCNM employee is rehired within sixty (60) days from his or her last day of employment, a criminal background check is not required for the new position unless the employee has not had a criminal background check during his or her previous employment with SCNM.

Information on the procedure and appropriate forms necessary to complete background checks will be coordinated through OHR.

See [*SCNM Policies: Background Check Policy*](#)

10.5 EMPLOYMENT VERIFICATION AND REFERENCE REQUESTS

Prospective employers, financial institutions and residential property managers routinely contact employers, including SCNM, for information on a former or current employee's work history and salary.

SECTION TEN :: EMPLOYMENT PRACTICES

All such requests of this type should be referred to and handled by OHR.

10.6 OUTSIDE EMPLOYMENT (MOONLIGHTING)

SCNM does not prohibit employees from engaging in outside work or holding other jobs, subject to certain restrictions as outlined below. Activities and conduct away from the job must not compete with, conflict with or compromise SCNM's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. SCNM will hold all employees to the same standards of performance and scheduling demands and cannot make exceptions for employees who also hold outside jobs. If employees have any question whether a situation is a conflict of interest, employees should discuss the matter with their supervisor. Potential conflicts should be reported to OHR.

10.7 CONFLICT OF INTEREST

SCNM 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 ours, 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 company, 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. If it remains unresolved, refer the matter to the Office of Human Resources for a final determination.

10.8 PARKING ON CAMPUS

SCNM has adopted regulations to assure safe, courteous and orderly parking and vehicle operation. SCNM assumes no responsibility, nor creates any liability, for the care and/or protection of any vehicle, or its contents, while it is on campus.

Parking spaces that are marked "Visitor Parking" are for visitors and patients only.

See [*SCNM Policies: Parking and Traffic Regulations Policy*](#)

10.9 SMOKE-FREE CAMPUS

SCNM complies with state law on smoking. SCNM recognizes that tobacco use is a public health hazard and is dedicated to providing a healthy, comfortable, and educationally productive learning environment for faculty, staff, students, patients and visitors. SCNM is a smoke-free campus. Smoking and the use of smokeless tobacco products are prohibited in or on all school property.

See [*SCNM Policies: Smoke-Free Campus Policy*](#)

10.10 TELEPHONES / CELL PHONES / MOBILE DEVICES

Personal use of SCNM's telephones for long-distance is not permitted. Personal phone calls during working hours distract employees from their job responsibilities and may be disruptive to coworkers. In the interest of good business practice, telephone calls, including those made with cell phones and mobile devices must be minimal and not interfere with employees' performance of their jobs. All employees

SECTION TEN :: EMPLOYMENT PRACTICES

are expected to follow applicable state or federal laws or regulations regarding the use of cell phones at all times.

For safety reasons, employees should avoid the use of cell phones and mobile devices to make calls while driving for SCNM business. Generally, stopping on the shoulder of the road is not acceptable.

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 safely at rest.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

10.11 CHARITABLE GIFTS AND CONTRIBUTIONS

SCNM is recognized as a tax-exempt organization by the IRS under Section 501(c) (3). SCNM values the ongoing support from our community (employees, alumni, students and donors) and is committed to acknowledging charitable contributions, pledges and gifts according to the guidelines set forth in the Gift Acknowledgement Policy.

See *SCNM Policies: Gift Acknowledgement Policy*

10.12 EMPLOYEE TRAVEL AND EXPENSE REPORTING

Employees authorized to travel by personal car for business purposes are reimbursed at the Internal Revenue Service's allowable rate per mile.

Employees are responsible for moving violations incurred while they are driving a personal vehicle for business. Normally, parking violations are the employee's responsibility.

Non-exempt employees who are required to travel for business purposes are compensated for the travel time as time worked subject to the requirements and provisions of the Fair Labor Standards Act.

Employees who are required to travel on business should

check with OHR and the Business Office prior to their trip so it is clear what records to keep.

See *SCNM Policies: Vehicle Use Policy*

10.13 PUBLIC RELATIONS / MEDIA INQUIRIES

All media inquiries, whether verbal or written, are to be directed to the President/CEO, the Executive VP, the Chief Information Officer or the Director of Marketing and Communication, who will evaluate the request and answer or direct it as appropriate. No one may speak with the press or issue a press release without first consulting with the President/CEO.

10.14 BLOGGING AND SOCIAL NETWORKING

SCNM respects the right of employees to use and develop personal web sites and web logs (blogs) and to participate in social networking services, chat rooms, bulletin board postings, and other web facilities during their non-working time. The following guidelines apply:

- If an employee is developing a Web site or writing a blog that will mention SCNM and / or our current and potential products, employees, partners, customers, and competitors, the employee must identify that the employee is an employee of SCNM and that the views expressed on the blog or Web site are the employee's alone and do not represent the views of SCNM;
- Employees may not share information that is confidential and proprietary about SCNM. This includes information about trademarks, upcoming product releases, sales, finances, number of products sold, number of employees, company strategy, and any other information that has not been publicly released by SCNM;
- Avoid using statements, photos, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages SCNM, its employees, students,

SECTION TEN :: EMPLOYMENT PRACTICES

affiliates and others, including competitors, or that might constitute harassment or bullying;

- Employees are legally liable for anything they write or present online. If this type of activity is perceived to conflict with their employment, SCNM may ask them to discontinue the activity.
- A blog, wiki, chat room, or social networking site is not the ideal place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to SCNM regarding these issues must be made consistent with the complaint process in this handbook so that SCNM can address them.

SCNM will pursue all available legal remedies. SCNM may also report suspected unlawful conduct to appropriate law enforcement authorities. Note, however, that nothing in this guideline will be interpreted to limit or interfere with employee rights under federal law to engage in protected and concerted activity, including employee's ability to discuss terms and conditions of their employment.

10.15 LOBBYING

The tax-exempt status of SCNM affects all staff and students. Tax-exempt organizations are limited in their political and legislative activity, even if the lobbying activity would contribute directly and substantially to meeting the College's tax-exempt purposes.

No lobbying is allowed by any person on SCNM premises or at any SCNM function and no SCNM equipment, such as photocopiers, computers and telephones may be used for lobbying activity without the written express consent of the President/CEO or Executive Vice President.

Employees may not refer to their employment status at SCNM in any personal, political or legislative activity and staff may not use time during their work hours for lobbying activities without the written express consent of the President/CEO.

10.16 SOLICITATION / DISTRIBUTION OF LITERATURE

SCNM prohibits the solicitation, distribution and posting of materials on or at College property by any employee or non-employee, except as may be permitted by this guideline. The sole exceptions to this guideline are charitable and community activities supported by SCNM management and College-sponsored programs related to SCNM products and services.

Non-employees may not solicit employees or distribute literature of any kind on SCNM's premises at any time. Employees may only admit nonemployees to work areas with management approval or as part of a College-sponsored program. These visits should not disrupt workflow. The SCNM employee must accompany the non-employee at all times. Former employees are not permitted onto College property except for official College business.

Employees may not solicit other employees during work times, except in connection with a College approved or sponsored event.

Work time does not include break periods and meal times or other periods during the work day when employees are not engaged in performing their work tasks. Work time includes the working time of both the employee to whom the solicitation or distribution is being directed. Work areas are defined as areas of the premises where employees perform their work tasks, but do not include break rooms, rest rooms, parking lots, or other non-work areas.

Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with a College-sponsored event. The posting of materials or electronic announcements are permitted with approval from OHR.

Violation of this guideline should be reported to OHR.

SECTION TEN :: EMPLOYMENT PRACTICES

10.17 GIFTS, GRATUITIES AND BUSINESS COURTESIES

SCNM is committed to succeeding solely on a merit of our products and services. We should avoid any actions that create a perception that favorable treatment of outside entities by SCNM was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom SCNM does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of SCNM or customers, or would cause embarrassment or reflect negatively on SCNM's reputation.

SECTION ELEVEN :: CAMPUS SAFETY & SECURITY

SECTION ELEVEN :: CAMPUS SAFETY & SECURITY

High standards of ethical behavior and workplace conduct make good business sense. They serve as the cornerstone of SCNM's reputation. The success of SCNM is dependent on the trust and confidence we earn from our employees, students and patients. Employee's actions may enhance, maintain, or damage the standing that we have developed. Therefore, we expect employees to exercise the highest standards of ethics in all decisions that may impact SCNM.

SCNM and each employee has a responsibility for maintaining a high standard of ethical and legal conduct in all work transactions and activities. Ethical work conduct includes any decision relating to students, faculty, staff, volunteers, patients, competitors, and government agencies. It is unethical and illegal conduct to solicit, offer, or accept, directly or indirectly, any gift, favor, loan or other item of significant monetary value in order to influence a business decision or receive any financial enrichment beyond normal compensation provided by the College. In the event an employee is faced with circumstances which may appear to conflict with this guideline, employees are encouraged to speak with their direct supervisor.

CLERY ACT

The Jeanne Clery Disclosure of Campus Crime Security Policy and Campus Crime Statistics Act of 1998, a part of the Higher Education Act of 1965, was extended by the Higher Education Opportunity Act of 2008 (collectively known as the "Clery Act") and requires colleges and universities receiving federal financial assistance to gather and make public information about certain crimes on or near their campuses and publish policy statements concerning campus safety and security.

The purpose of this policy is to ensure SCNM's compliance with the Clery Act: Compile and disclose statistics of reports of the types of crimes specified in the Clery Act for its campuses, the immediately adjacent public areas running through the campuses, remote classroom facilities, and certain non-campus facilities;

- Collect report of crimes made to campus security, local law enforcement, school officials, and others associated with SCNM who have "significant responsibility for student and campus activities";
- Make an annual report to the Department of Education with statistics of crimes for the last three years and SCNM's policy statements addressing campus security and safety;
- Issue warnings of crimes that may be an ongoing threat to the campus in a timely manner, so that individuals may take steps to protect themselves and to aid in the prevention of similar crimes;
- Maintain a daily crime log, available to the public, of all crimes reported to campus security;
- Maintain a daily fire log, available to the public, of incidents occurring in on-campus student housing; and
- Conduct educational programs to promote awareness.

See [*Annual Security Report*](#)

11.1 THREATS AND VIOLENCE

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, bullying, use of weapons, carrying weapons into SCNM facilities, or any other act, which, in management's opinion, is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding

SECTION ELEVEN :: CAMPUS SAFETY & SECURITY

violent events and/or behavior. Employees are expected to report any prohibited conduct to management. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

See [*Emergency Response Guide & Emergency Preparedness Plan*](#)

11.2 WEAPONS

SCNM strictly prohibits weapons of any type in college 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 guideline does not include firearms that may be locked in the employee's personal vehicle on college property.

SCNM 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 guideline. Employees who fail or refuse to promptly permit a search under this guideline will be subject to discipline up to and including termination.

For this purpose, weapons are defined as any instrument, article, or substance that is specifically designed for and presently capable of causing death, incapacitation, or serious physical injury. This includes, but is not limited to firearms, firearms ammunition, explosive devices and knives (other than pocket knives).

See [*SCNM Policies: Weapons, Explosives and Firearms Policy*](#)

11.3 CAMPUS SECURITY AND AWARENESS

SCNM is committed to providing a safe and secure environment for our employees, students and all visitors to the College Campus. All students, employees, interns, visitors and volunteers are required to obtain and visibly display on their person at all times an SCNM issued identification (ID) card. The ID card may be used to enter controlled access areas on campus and access other resources such as copiers, vending machines, and library resources.

1. Individuals are responsible for safeguarding their own ID card. If an ID card is lost or stolen, it should be reported immediately to the Office of the Dean of Students (students) or OHR (employees) and a replacement obtained. The cost of replacement will be the responsibility of the individual per the current year catalog Tuition and Fee Schedule
2. The ID card is the property of SCNM. Employees must surrender the card upon termination of employment. Students may retain their cards, however the cards will be granted limited functionality.
3. SCNM employs security personnel for both inside and outside campus surveillance. Nonetheless, staff departing facilities, especially in the evening, are encouraged to take prudent security precautions such as using a "buddy system" and parking in the front area of the campus when leaving later than normal hours of operation.
4. There is a key control program to protect building security, with issuance of keys only to authorized personnel. All campus buildings are locked nightly. The Medical Center is locked nightly at the posted closing time. Facilities are open after-hours only by authorized personnel.
5. SCNM uses an alarm system on the campus and at the Medical Center. Employees who need

SECTION ELEVEN :: CAMPUS SAFETY & SECURITY

after-hours access to buildings must be authorized and receive training in alarm activation and deactivation procedures by the Facilities Director.

6. Employees are encouraged to take precautionary measures during regular work hours. Please keep all valuables (purse, cell phones etc.) inside the desk – out of sight.
7. Any security issues and reports should be discussed with the Facilities Director.

See [SCNM Policies: ID Card Policy](#)

11.4 VISITORS GUIDELINE

From time to time employees enjoy giving their family members a tour of SCNM. We welcome such visits, but request that personal visitors observe the following guidelines:

- All visitors to SCNM, including family members and personal friends, must register at the Welcome Center in the Community Commons.
- Visitors must be accompanied by an employee at all times.
- Visitors are required to wear a Visitor Badge while on the SCNM premises. Certain restricted areas are not open to visitors.

11.5 WORKPLACE MONITORING

SCNM may conduct, at any time and without notice, workplace monitoring to ensure quality control, employee safety, and security. SCNM reserves the right to conduct, at any time and without notice, searches and inspections of employees, employees' personal effects, or employer-provided material. This may include, but is not limited to: lunchboxes, thermoses, purses, brief-cases, lockers, desks, personal computer files, cabinets, file drawers, packages, or vehicles.

Any employee who refuses to submit to a search will be subject to disciplinary action.

SCNM reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information. SCNM may find it necessary to monitor work areas with security cameras when there is a specific job – or business-related reason to do so.

- Employees should not expect privacy in work related areas.
- Employee privacy in non-work areas will be respected to the extent possible. SCNM's reasonable suspicion of onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where non-work-area privacy must be compromised.
- Employees should contact their supervisor or OHR if they have questions about this policy.

11.6 DRUG AND ALCOHOL-FREE WORKPLACE

SCNM is committed to a safe, healthy, and productive learning environment for all faculty, staff, students, patients and visitors, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment resulting in increased safety risks, employee injuries, and faulty decision making.

To ensure a safe and productive learning environment, SCNM prohibits the use, sale, dispensation, manufacture, distribution or possession of alcohol, drugs, controlled substances, medical marijuana, or drug paraphernalia on any company premises or affiliated patient care site. This prohibition includes college owned vehicles, or personal vehicles being used for college business or parked on company property. Furthermore, working after the use of alcohol, a

SECTION ELEVEN :: CAMPUS SAFETY & SECURITY

controlled substance or abuse of any other substance is prohibited. SCNM may take disciplinary action, up to and including termination, 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. 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 SCNM would lose a monetary or licensing benefit under federal law or regulation, SCNM 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, SCNM will determine if the employee should work in his regular job, be temporarily assigned to another job, or placed off work.

Drug testing is an important element in SCNM's efforts to ensure a safe and productive work environment. SCNM has issued a separate statement for this testing program. Please refer to this separate statement, OHR, or the immediate supervisor for any specific questions.

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

See [SCNM Policies: Drug and Alcohol Prevention Policy](#)

11.7 SOFTWARE AND COPYRIGHT

SCNM 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 SCNM facilities.

See [SCNM Policies: Copyright Policy](#)

11.8 INFORMATION SECURITY

Communication Systems

The communication systems are property of SCNM and intended for business use. Therefore, SCNM maintains the ability to access any computer files, use of software, Internet usage, e-mail, and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. However, other than management employees acting on behalf of SCNM, employees should not attempt to gain access to another employee's computer, Internet files, e-mail, or voice mail without the latter's permission.

All information regarding access to SCNM's computer resources, such as user identifications, access codes, and passwords are SCNM confidential information and may not be disclosed to non-SCNM personnel.

Personal Use of the Internet

Use of the Internet must not disrupt the operation of SCNM network or the networks of other users.

Unauthorized Use

Employees are not permitted to visit websites or send e-mail that is deemed as inappropriate or in violation of other SCNM guidelines. We reserve the right to

SECTION ELEVEN :: CAMPUS SAFETY & SECURITY

determine when an employee is using SCNM communication systems inappropriately.

E-mail

Because SCNM provides the e-mail system to employees to help them with the performance of their job, it should be used for official SCNM business. Incidental and occasional personal use of e-mail is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice. In addition, e-mails that were deleted are stored elsewhere on the system.

Employees should use discretion when sending e-mails. Do not write anything in an e-mail message that is inappropriate to say to others face-to-face.

See [SCNM Policies: IT Acceptance Use Policy](#)

NOTES

EMPLOYEE HANDBOOK ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Employee Handbook. I understand that I am to become familiar with its contents and linked resources.

FURTHER, I UNDERSTAND:

- Employment with Southwest College of Naturopathic Medicine (SCNM) is at-will. I have the right to end my work relationship with SCNM, with or without advance notice for any reason. SCNM 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 SCNM's guidelines.
- 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. SCNM therefore reserves the right to interpret them or to change them without prior notice.
- No representative of SCNM, other than the President/CEO of SCNM, has the authority to enter into an agreement for non-faculty employment for any specified period and such agreement must be in writing, signed by the President/ CEO and the Office of Human Resources.

Employee Name - Printed _____

Date _____

Employee Signature _____

Date _____

To be placed in employee's personnel file.

