



# ROCKY VISTA UNIVERSITY

## Employee Handbook

January 2021

# Rocky Vista University Employee Handbook

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE UNIVERSITY AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE UNIVERSITY'S GUIDELINES AND OUR EXPECTATIONS REGARDING YOUR CONDUCT. THIS EDITION SUPERCEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.

EXCEPT AS MAY BE REQUIRED BY STATE LAW, EMPLOYMENT WITH ROCKY VISTA UNIVERSITY IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE UNIVERSITY, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE UNIVERSITY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK, ANY BENEFIT PLAN, AND ANY VERBAL STATEMENTS MADE BY 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.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS IN THIS HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE UNIVERSITY, RESERVES THE RIGHT TO MAKE SUCH CHANGES WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.

The handbook is not inclusive of all policies applicable to employees, and a full, current version can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>. The *Rocky Vista University Employee Handbook* is further supplemented by the *Faculty Handbook*.

## About RVU

Rocky Vista University was founded in 2006 to address the physician shortage in Colorado and the Mountain West Region. The University is located 20 miles southeast of Denver in Parker, Colorado, within view of the majestic Rocky Mountains. Douglas County is celebrated for its excellent school system, quality of life, and job growth.

The Parker, Colorado Campus is housed in a contemporary, 145,000-square-foot facility which includes auditoriums, laboratories, and study and learning areas that have been professionally engineered to develop a positive learning environment. The University is home to the College of Osteopathic Medicine (RVUCOM), one of only two medical schools in the state of Colorado.

The College welcomed its Inaugural Class of 160 students in 2008 and is known for its early clinical integration and innovative curriculum including seven educational tracks. Of special note is the College's distinction for having the largest percentage of students on military scholarships outside of the Uniformed Services University of Health Sciences. Despite its relative youth, the College has been successful in recruiting extraordinarily talented faculty, staff and students who serve with compassion, integrity and excellence.

In 2016, RVU opened its second location in Ivins, Utah, about 10 minutes from St. George. The following year, the Parker, Colorado campus added the Master of Science in Biomedical Sciences (MSBS) program (which will expand to the Ivins location in 2020). In 2018, RVU added the Master of Physician Assistant Studies (MPAS) degree program to the Parker, Colorado campus.

The University plans to diversify into additional health and biomedical sciences programs in the future.

## RVU Mission

Rocky Vista University provides quality healthcare education while inspiring students to serve with compassion, integrity and excellence.

## RVU Core Values

**Integrity:** The quality of living a unified life in which one's convictions are well-considered and match one's actions, demonstrating fairness, honesty, sincerity, professionalism, and a consistent commitment to our mission, vision and values

**Collegiality:** Mutual respect, collaboration, and the open exchange of ideas advance mutual goals and facilitate individual growth

**Compassion:** The willingness to be engaged with the needs of others

**Diversity:** An awareness of the dignity of all, regardless of culture, race, ethnicity, gender, religion, sexual orientation, physical ability, socioeconomic status or individual life experiences

**Excellence:** The commitment to exceed expectations in education

**Service:** Through active service, we support one another and seek to meet the needs of the larger community

**Innovation:** Delivering new and creative ways to provide healthcare education while consistently demonstrating compassion, integrity, and excellence.

## **RVU Employee Value Proposition (EVP)**

- Rocky Vista University deploys an innovative model of healthcare education to train 21<sup>st</sup> century medical professionals for work in underserved areas and beyond.
- RVU graduates improve, extend, and save lives by serving society through compassion, integrity, and excellence.
- To attract and retain top quality faculty, administrators, and staff needed to achieve our Mission, RVU provides competitive benefits and salary, ongoing career development, varied and stimulating work contact, and a collegial and diverse academic work environment.

The following 5 components make up the EVP:

### **Affiliation**

- We are an energized team enthusiastically committed to the evolution of our innovative model of healthcare education in the 21<sup>st</sup> century.
- With our diverse skills, perspectives, and life experiences, we pursue together, and through compatible partnerships, new possibilities for healthcare education and transform these possibilities into reality.
- We work very hard and with dedication and commitment to our Mission. However, we also take time to recognize and celebrate RVU's accomplishments and successes such as superior accreditation, educational, regulatory and financial out-comes.

## **Benefits**

- We enjoy a contemporary benefits program that enables and promotes health, welfare, work/life balance, and financial well-being for us and our families.
- We regularly review and update our programs to ensure our benefits continue to be competitive and compelling.

## **Career**

- With our exciting growth, partnerships with other universities, and healthcare systems mean there are real opportunities to garner experience and expertise that lead to career advancement no matter the career stage at hire.
- We enjoy trust, support, guidance, and development, that enable us to thrive and make valued contributions on a daily basis and far into the future.

## **Compensation**

- RVU seeks talented individuals committed to the realization of our Mission. We strive to continuously reward our faculty, administrators and staff with fair, competitive total compensation opportunities consistent with the talent markets in which we compete and RVU's economic realities.
- We are proud of our emerging pay-for-performance mindset. High levels of individual performance and value contribution are rewarded not only through base pay but also through incentives and other financial and non-financial recognition opportunities.

## **Work Content**

- Rocky Vista University's innovative model of healthcare education educates and trains 21<sup>st</sup> century medical professionals.
- Our work is focused, demanding, intellectually challenging, and highly stimulating.
- We learn from each other as we collaboratively engage in the creation and delivery of new ways to fulfill RVU's Mission.
- Ours is a varied, collegial, and diverse academic work environment.

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# Employment Practices

## Equal Employment Opportunity & Non-Discrimination Statement

RVU prohibits discrimination in any employment decision, including hiring, discharge, promotion or demotion, compensation, terms, conditions and privileges of employment on the basis of disability, race, color, sex, sexual orientation, gender, gender identity, pregnancy, religion or creed, age 40 and over, national or ethnic origin, ancestry, genetic information, marital status, veteran status, political beliefs or affiliations, or any other status protected by law. Further, the University complies with all applicable federal, state and local laws and regulations prohibiting discrimination and harassment. Please refer to the University's complaint procedure for reporting discrimination or harassment. Discrimination or harassment in violation of RVU policy or law may lead to disciplinary action up to and including termination. Retaliation for reporting discrimination is strictly prohibited by RVU.

## EEO Harassment

The University strives to maintain a work environment free of unlawful harassment. In doing so, the University prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

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 an individual's age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, 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 non-employees such as customers, clients, vendors, consultants, etc.

## **Sexual Harassment**

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the University believes it warrants separate emphasis. In addition, all RVU employees are required to complete annual Title IX Sexual Misconduct Training.

The University 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 unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

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

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

## **EEO and Harassment Complaint Procedure**

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

Report the incident to the Human Resources Manager (CO), the Human Resources Partner (UT), or the Vice President of Human Resources who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to any of these individuals with your complaint, you should report the incident to a Manager. Reporting of

gender discrimination or sexual misconduct incidents must be directed to the Title IX Coordinator.

The University prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

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

### **ADA and Religious Accommodation**

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

### **Pregnancy Accommodation**

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the University will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the University's business operations.

The University may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. If the accommodation is for more frequent restroom, food, or water breaks, a medical note is not required. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Human Resources Department.

The University will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

## **Drugs and Alcohol**

The University is committed to a safe, healthy, and productive work environment for all employees, 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. Therefore, the possession, use, and/or sale of controlled substances or alcohol on University premises or during University time is prohibited. This includes working after the apparent use of marijuana, regardless of marijuana's legal status. Furthermore, working after the use of alcohol or a controlled substance or the abuse of any other substance is prohibited.

Testing is an important element in the University's efforts to ensure a safe and productive work environment. The University has issued a separate policy for this testing program. Please refer to this separate policy, the Human Resources Department, or your supervisor if you have specific questions.

## **Drug and Alcohol Testing**

To promote a safe and productive workplace, the University will conduct the following types of drug and alcohol tests for all employees:

- *Pre-Employment*

All persons seeking employment with the University ("Applicants") shall undergo post-offer, pre-employment drug testing. Applicants will be informed that, as a condition of employment, they must pass a drug-screening test.

- *Reasonable Suspicion*

An employee will be asked to submit to drug and alcohol testing when the employer reasonably suspects the employee is impaired or has used illegal drugs.

- *Post-Accident*

An employee must submit to drug and alcohol testing whenever employee drug use is likely to have contributed to the accident.

- *Return-to-Duty/Follow-up Testing*

If the University elects to allow an employee to return to work following a positive test result, the employee must first pass a drug and alcohol test and subsequently submit to a program of unannounced testing for a period of not more than twelve (12) months from the date of return to duty.

The full drug testing policy can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## **Data Disposal Policy**

During the course of your employment, the University will collect certain information that is classified as “personal identifying information,” or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

The University may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the University will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

If Personal Identifying Information (PII) or Protected Health Information (PHI) must be transmitted via e-mail and the e-mail recipient is part of the internal e-mail system, the e-mail does not need to be encrypted, given that the network is private. If the e-mail must be sent across the Internet, encryption should be applied to the e-mail message. To send an encrypted email, simply add the word “SecureMail” in the subject line. Personal e-mail accounts (e.g. Gmail, Yahoo) may not be used to transmit e-mail containing PII and PHI, due to the fact that these e-mail systems are not encrypted.

## **FERPA and HIPAA**

All RVU employees are expected to follow the U.S. Department of Education's Family Educational Rights and Privacy Act (FERPA) law and regulations and are therefore required to complete FERPA training on an annual basis. Employees may complete the online training provided by the University or elect to participate in an external program or course. Notices will be distributed and completion tracked by the RVU Compliance Office.

Additionally, RVU employees are bound to confidentiality in regards to Health Information Portability and Accountability Act (HIPAA). Employees may refer to the full policies in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## **No Smoking Policy**

RVU seeks to provide a safe and healthy environment for students and employees. Accordingly, the University has adopted a "Tobacco Free Campus" and "No Smoking" policy. Smoking and the use of any tobacco product is prohibited at any location of the University campus, including all classrooms, laboratories, offices, hallways, lavatories, indoor or outdoor common areas, administrative facilities, indoor workplaces, University parking lots, and common grounds of the University. Additionally, this policy prohibits use of vaping and e-cigarettes. This restriction applies to all employees and visitors, at all times, including non-business hours.

## **Nursing Mothers**

Nursing mothers will be provided with reasonable break times and a private place in which to express breast milk, as needed. RVU will provide a room or other location in the work area (other than a toilet stall) where an employee can express breast milk in privacy. Please coordinate the break time with your supervisor.

## **Outside Employment**

The University, in encouraging intellectual and professional excellence, understands that in certain instances employees will have the opportunity to engage in other professional employment outside the University. However, the responsibility of all employees is the full and competent performance of all duties pertinent to their employment with the University within the employee's assigned work schedule and as duties may require. Employment outside the University that interferes with an employee's obligations, duties, and responsibilities to the

University is prohibited. Limitations on outside employment may also be covered under existing employment agreements.

Physicians and other healthcare providers employed by the University must inform their supervisor and receive approval in writing for any employment outside of the University that involves the practice of medicine or provision of healthcare services. Such employees need to secure their own malpractice insurance at their expense and must provide proof of coverage. Failure to do so may result in disciplinary action.

Employees pursuing outside employment must comply with the University's **Conflicts of Interest Policy**.

## **Personnel Records**

For employment and payroll purposes and to facilitate federal reporting requirements, the Human Resources Department maintains certain personal identifying information, such as name, address, telephone number, date of birth, salary, sex, race, etc. All reasonable precautions are taken to maintain the confidentiality of this information and to ensure that it is used only for the purposes required by law. Information will not be released to third parties without the written consent of the employee, unless required by law. If you wish to review your file, contact the Human Resources Department.

It is important that employee personnel records are kept current because it enables RVU to reach employees in an emergency, properly maintain employee benefits, and compute employee payroll deductions. It is the responsibility of the employee to notify the Human Resources Department in the event of any change in the employee's personal information, including marital status, address, telephone number, name and emergency contact information. These changes must also be updated in iSolved by the employee.

## **Verification of Employment**

RVU will not honor any oral requests for employment verifications. All requests must be in writing, on the company's letterhead, and submitted to the Human Resources Department. Generally, we will only confirm dates of employment, salary history, and job title.

Under no circumstances should an employee provide another individual with information regarding current or former employees of RVU. If you receive a request for reference information, please forward it to the Human Resources Department.



## **Professional References**

RVU employees who wish to provide character references for current or former colleagues for professional appointments must make it clear that they are doing so as a personal acquaintance or friend, and not as a representative of the University in their capacity as an employee of the University. State law mandates that any references must be accurate and in good faith.

Accordingly, in drafting a reference, RVU employees must adhere to the following:

- any information provided in a reference must be accurate and factual,
- reasonable care must be taken not to give misleading information,
- reference should be limited to job and professional skills, abilities and knowledge relevant to the position,
- reference should never contain commentary on a person's personal life, including mental or physical health, and
- all statements must be verifiable and supported, not conclusory, particularly any negative comments.

State law may require the University to provide a copy of a reference to the employer or former employee upon their request. Therefore, a copy of all professional references ultimately should be provided to the Human Resources Department, preferably at the same time the reference is provided to the requester or when RVU receives a formal request from the person to whom the reference is intended. The RVU employee providing such a professional reference must maintain a copy in their files. Professional references must not be issued on RVU letterhead.

## **Solicitation and Distribution**

RVU employees shall not distribute literature or materials of any kind or engage in soliciting activity during their working time or when any employee being solicited is on working time. RVU employees shall not solicit or distribute literature or other materials of any kind in working areas or areas that are open to the public, including bulletin boards in break rooms. Simply put, distribution of literature is not allowed at any time in any work areas. Any items posted in employee break rooms and on bulletin boards is subject to approval by the Human Resources Department.

RVU employees shall not accommodate solicitation from persons not employed by RVU during work time or in work areas, nor will they permit the distribution of literature or materials of any kind on RVU property by a third party for any purpose without prior management approval. Violations of this policy will not be tolerated.

# Compensation and Benefits

## Categories of Employment

The University defines exempt and non-exempt employees in accordance with the provisions of the Fair Labor Standards Act (FLSA) and otherwise is subject to the requirements of the FLSA.

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and who are exempt from minimum wage and/or overtime pay requirements. Non-exempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests and who are not exempt from minimum wage and overtime pay requirements. Non-exempt employees are eligible to receive overtime pay for hours worked in excess of forty (40) hours in a given workweek and more than twelve (12) hours in a workday or as otherwise required by applicable state law.

Employment categories include:

- *Full-Time* employees work thirty (30) hours or more per week.
- *Part-Time Benefit Eligible* employees work twenty (20) to twenty-nine (29) hours per week.
- *Part-Time* employees work less than twenty (20) hours per week.
- *Temporary* employees are either full-time or part-time of an unspecified duration but totaling less than 1,000 hours within twelve (12) consecutive months of employment.
- *Adjunct* employment is part-time employment on an as-needed basis to teach for-credit courses or perform other instruction for students enrolled in for-credit duties.
- *Faculty* is defined as full- and part-time employees regularly engaged in teaching activities in for-credit classes. All faculty will be given “appointments” that determine their rank by the Dean of the College (i.e. Instructor, Assistant Professor, Associate Professor, or Professor.)

## Pay Periods

The University reserves the right to establish pay periods and these may be varied from time to time for the benefit of the employees and the University. At present, employees are paid biweekly on Friday. All employees may participate in the RVU direct deposit program or opt for a pay card.

RVU is authorized to make certain deductions from employees’ paychecks in accordance with the law, including required deductions such as, but not limited to, federal and state income taxes,

unemployment taxes, and FICA taxes. In addition, RVU will apply all deductions authorized by the employee (401(k) contributions, health insurance premiums, etc.). On each payday, employees receive a statement showing gross pay, deductions, and net pay via iSolved.

## **Electronic Time Sheets**

All non-exempt employees must submit electronic time sheets in iSolved to their supervisor for review and approval every pay period by close of business on Monday before payday. Each employee is responsible for completing the time sheets accurately and for submitting them in a timely manner. Exempt employees are not required to submit time sheets, unless otherwise required by federal law or pursuant to a grant or contract.

Misrepresenting work hours, falsifying information, or tampering with time sheets/computer software or other employees' time entries are extremely serious offenses. Any employee found to have engaged in any of these prohibited activities will be subject to immediate discipline up to, and including, termination.

## **Overtime**

Overtime is defined as all time worked by a non-exempt employee that exceeds forty (40) hours in a regular work week and/or twelve (12) hours in a workday. Exempt employees are not covered by the overtime provisions and, therefore, do not receive overtime compensation. Overtime work may be worked on or off the premises, as needed. The department head must authorize overtime before it is worked and it should be scheduled only when necessary. RVU will make every effort to give advance notice when overtime will be required but this may not always be possible.

Overtime is paid at 1.5 times the regular pay rate for all hours worked over forty (40) in a work week and over twelve (12) hours in a workday. In any week in which a University holiday, vacation, administrative leave, personal, sick leave, or any other category of leave is taken, that time will not be considered as time worked in computing overtime. For purposes of calculating overtime, the work week begins Sunday at 12:00 a.m. and ends at 11:59 p.m. the following Saturday.

## **Off the Clock Work**

At no time should non-exempt employees perform work while "off the clock." All time spent working should be properly recorded. If given a directive to perform work "off the clock," please

promptly notify your supervisor; if your supervisor has given a directive to work “off the clock” and/or has told you not to properly record all hours worked, notify your department head or the Human Resources Department. Retaliation against employees who make such complaints or report related concerns is strictly prohibited by RVU.

### **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 University is committed to complying with salary basis requirements which allows properly authorized deductions.

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

### **Compensation Program**

The objective of the RVU compensation program is to reward employees for their performance in support of the mission and strategy of the institution, as well as applying their knowledge, skills, and abilities. RVU strives to provide compensation that is targeted to be competitive with external labor markets and internally across the institution. Components of RVU’s compensation program include base salary, health and retirement benefits, incentives and perquisites.

The University supports a culture of pay-for-performance and seeks to reward employees accordingly. While the primary compensation delivery vehicle is a robust, market competitive base salary, RVU may periodically consider rewarding superior institutional outcomes and milestones with variable pay.

Faculty salary structures vary by discipline and rank while faculty pay ranges are grouped in terms of tiers. All faculty can expect to be paid within the salary range associated with their tier and rank.

Staff salary structures are composed of twelve (12) salary grades with broad range spreads to ensure that RVU salaries are competitively valued relative to comparable jobs in the external marketplace and that pay remains competitive over time.

RVU is committed to open communication and education regarding the compensation program policies and procedures. Information regarding compensation policies and procedures are available through the Human Resources Department.

## **Orientation Period**

For all new and rehired employees, there is an orientation period of up to ninety (90) calendar days, at the end of which their performance will be evaluated. As is true at all times during an employee's employment with the University, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, including prior to the completion of the orientation period.

## **Performance Reviews**

Evaluating employee job performance and providing feedback is an important factor in making employment-related decisions. Supervisors can provide more information about our review process.

## **Salary Reviews**

Salary adjustments and merit increases are not guaranteed and are determined and granted at the University's sole discretion. Merit increases are based upon each employee's quality of performance, the department's budget, and any applicable wage scales as may be adopted or changed from time to time. The University supports a merit philosophy which is based on pay-for-performance.

## **Promotions and Transfers**

Whenever possible, the University attempts to fill job openings by promotion or transfer of current employees. The qualifications of all employees who apply for open positions are reviewed. It is in each employee's best interest to keep his or her personnel file current by notifying the Human Resources Department of any education degrees or acquired new skills so a complete record can be considered.

Employees who have been employed by the University for less than six (6) months are not eligible for transfer, unless there are exceptional circumstances as determined by the appropriate VP level management and Human Resources.

## **Health Insurance**

Rocky Vista University provides its employees with access to a variety of health and welfare insurance programs. For more information about these plans, including the terms, conditions, or eligibility requirements, please contact or obtain a copy of any Summary Plan Document from the Human Resources Department.

The University contributes to health, vision, and dental insurance for eligible regular full-time employees. These benefits are effective on the first day of the month following date of hire. The cost and specific coverage details are based on plan choice and contained in the plan documents. Employees must choose the type of health coverage they desire within thirty (30) days of employment. Changes may be made during the annual open enrollment period or following a qualifying event, such as marriage or the birth or adoption of a child. RVU reserves the right to change and/or modify health insurance plans.

## **Health Spending Accounts**

The University offers a Flexible Spending Account (FSA) Employees may contribute to an Health Spending Account (HSA) through payroll deductions. For details regarding these programs, please contact the Human Resources Department.

## **Group Life and Accidental Death and Dismemberment Insurance**

The University offers Group Term Life and Accidental Death and Dismemberment (AD&D) insurance to eligible employees. This group policy is valued in an amount equal to one time the employee's annual salary rounded to the next higher \$1,000, not to exceed \$300,000.

## **Disability Insurance**

RVU provides Short Term Disability (STD) and Long Term Disability (LTD) insurance for employees who meet the eligibility requirements. For details on the University's disability insurance programs, please contact the Human Resources Department.

## **401(k) Retirement Plan**

The University maintains a 401(k) plan for employees. Full- and part-time employees are eligible to enroll beginning on the first month following the completion of ninety (90) days of service. An application from the employee must be completed to activate participation. Full details

concerning the 401(k) plan document and Summary Plan Description are available from the Human Resources Department.

### **Employee Assistance Program (EAP)**

Full-time and part-time employees (28 hours or more per week) are eligible to participate in the University's Employee Assistance Program (EAP) beginning on the first day of the month following date of hire.

This benefit helps eligible employees and their immediate families with a wide range of problems. Some of these include marriage and family problems, grief counseling, financial problems, and legal support. Your conversations and all records are strictly confidential.

The administrative cost of the program is fully paid by the University.

### **Health Advocate**

RVU is currently piloting the Health Advocate program, which helps employees and their family members navigate the healthcare system, resolve healthcare and insurance issues, and get the right care at the right time.

The administrative cost of the program is fully paid by the University.

### **Licensure and Continuing Education**

Copies of current licenses must be maintained by the Human Resources Department for all employees who have a professional license or certification related or required for their job or profession.

Employees who have a professional license or certification related or required for their job or profession are granted funds with which to maintain that license or certification. The exact amount of funds granted varies depending on the license or certification requirements and budgetary considerations. These funds can also be used for required continuing education necessary to maintain the license or certification.

### **Professional Insurance**

Rocky Vista University provides professional liability (malpractice) insurance for certain physician employees. This coverage only extends to approved, University-related activities. Physician employees who wish to practice medicine outside of RVU must receive written permission from

the Dean and provide proof of their own malpractice coverage for those activities. Approved documentation needs to be submitted to the Human Resources Department.

Rocky Vista University employees are covered by RVU's general liability insurance package. Employees who are acting in their official capacity will be indemnified and held harmless from any claim related to their scope of duties, including judgments, costs, and attorney's fees. Employees are NOT covered for conduct that is grossly negligent, reckless, willful or illegal, and such conduct may result in disciplinary action up to and including dismissal.

### **Tuition Reimbursement Program**

RVU assists full-time employees, after completion of one (1) year of employment, in the obtainment of educational courses that will help them in the performance of their current jobs. This program reimburses payment for courses that are directly related to an employee's current position and that will help the employee maintain and/or improve his or her job performance skills in the current position. The tuition reimbursement program committee will review applications on a quarterly basis (January, April, July, and October). Information on how to apply as well as the full policy can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

### **Workers' Compensation**

Rocky Vista University provides workers' compensation coverage for all employees starting on the first day of employment. For purposes of clinical education experiences (i.e. clinical rotations or shadowing), students are considered employees and are also covered by RVU's workers' compensation program.

In the event an employee sustains an injury or contracts an occupational disease arising out of employment with RVU, the University will provide all reasonable and necessary medical care related to the injury. Employees must notify their supervisor and the Human Resources Department as soon as practical following a workplace injury.

Exclusive of reasonable and necessary medical care, the benefits provided under RVU's Workers' Compensation program are established by law and vary depending on the severity of the injury and length of recovery time.



# Time Away From Work

## Paid Time Off

In order for an employee to take paid time off, he or she must submit a request in iSolved and have his or her supervisor approve the time off before it is taken. The types of paid time off are the following:

## Holidays

The University currently observes the holidays below. These holidays are automatically populated into time sheets and do not require a time-off request.

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24th (half-day – close at noon)
- December 25th through end of Calendar Year (5 days)

The University reserves the right to change the above paid holidays. When a holiday falls on a Saturday, it is observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday is observed. Should any one of the observed holidays occur during an employee's vacation period, the holiday will be applied.

Holiday time is not counted as hours worked in the computation of overtime. Full-time employees receive eight hours of holiday pay at their regular rate of pay. Holiday pay for part-time employees is dependent upon their regularly scheduled work hours.

To be paid for the holiday, a non-exempt employee must work his or her regularly scheduled workday both before and after the holiday; unless the employee is absent with prior permission from his or her supervisor or the department head. Employees who call in sick on the day before or after a holiday weekend may not be paid for the holiday. Furthermore, full-time employees

on a leave of absence for any reason are ineligible for holiday benefits for the holidays that are observed while the employee is on leave. When a holiday falls on a scheduled pay day, RVU will pay the day prior.

Employees who need to take time off to observe a religious holiday will be given reasonable accommodation to do so. Please refer to the section on Religious Accommodations.

### **Medical (Sick) Leave**

Paid sick leave may be used for the employee's illness or that of his or her immediate family. Sick leave may also be used for medical, dental, and vision appointments for the employee or his or her immediate family.

An illness should be reported via phone or email on or before the start of the business day to the employee's supervisor, not simply to a co-worker. A physician's note may be required after three (3) days' absence from work.

For all full-time employees, sick leave accrues at 3.69 hours per pay period and accumulates from year to year up to a maximum of sixty (60) days (i.e. 480 hours). Part-time employees who work twenty (20) hours or more per week accrue four (4) hours per month. Sick leave may be taken after completing ninety (90) days of employment.

Sick leave is a benefit and not a form of compensation and will not be paid upon termination of employment or at the end of the calendar year.

### **Personal Days**

Full-time employees will be granted four (4) paid personal days per fiscal year, which runs from July 1<sup>st</sup> through June 30<sup>th</sup>.

Personal days are pro-rated in an employee's first year of employment based on hire date. Employees hired July through December will be granted four (4) days and employees hired January through May will be granted two (2) days.

Part-time benefit eligible employees earn personal days on a pro-rated basis.

Personal days must be scheduled by the employee with their supervisor's approval in a manner that minimizes interruptions to University operations. Personal days may be used in a minimum of four (4) hour increments. Personal days will not be carried over from a preceding year, nor will they be paid upon separation.

## Vacation

Vacation time is calculated based on the University's fiscal year, which runs from July 1<sup>st</sup> through June 30<sup>th</sup>.

Full-time employees accrue vacation time on a bi-weekly payroll pursuant to the accrual table below and may be taken after completing six (6) months of employment:

Classification	Vacation Accrued Per Year	Maximum Annual Vacation Hours
Faculty Contracted Employees	Year 1: 160 hours	160 hours
Exempt Employees	Year 1: 80 hours Year 2: 120 hours Year 5: 160 hours	80 hours 120 hours 160 hours
Non-exempt Employees	Year 1: 80 hours Year 3: 120 hours Year 5: 160 hours	80 hours 120 hours 160 hours

Part-time benefit eligible employees are eligible to earn vacation leave on a pro-rated basis.

Employees are responsible for scheduling vacation in advance and must obtain their supervisor's electronic approval. Vacations are to be scheduled in a manner that minimizes interruptions to University operations.

Employees are encouraged to use all of their earned vacation each year. Employees may carry over one year's annual accrual.

If an employee separates from RVU, they will be paid for all unused vacation. Compensation will be paid at the employee's regular straight-time rate of pay in place at the time of separation.

## Bereavement

In the event of the death of an immediate family member, up to five (5) days of paid leave will be granted to an employee. An immediate family member is defined as the employee's spouse, child, parent, sibling, domestic partner, parent-in-law, grandparents, and grandchildren. If additional time is required for bereavement or for the loss of other relatives or friends, three (3) days of accrued sick leave may be converted to bereavement leave. If additional time is required, personal or vacation time may be used.

## **Jury Duty**

The University recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform his or her duty as a juror. Full-time employees who are subpoenaed to serve on a jury are paid the difference between their regular straight-time pay and jury-duty pay, up to a maximum of one (1) week per calendar year.

When the summons for jury duty is received, it should be presented to the employee's supervisor and the Human Resources Department. Employees are expected to report to work if excused from jury duty during regular working hours. Court documentation indicating days served must be submitted to the employee's supervisor and the Human Resources Department.

## **Voting Leave**

The University believes every employee should have the opportunity to vote in any local, state, or national election. Any employee who does not have sufficient time outside of working hours to vote in an election may request up to two (2) hours of leave with pay in order to vote. Employees should notify their supervisor of the need for voting leave as soon as possible.

## **Domestic Leave**

Employees may take up to three (3) unpaid days during any calendar year to attend to personal matters related to domestic abuse or violence. An employee's supervisor should be notified of the need for leave as soon as possible.

## **Leave of Absence**

An unpaid leave of absence for up to thirty (30) days may be granted to employees who work twenty (20) hours or more per week at the discretion of the University. Unpaid leave is discretionary and may be granted for reasons such as educational purposes or personal reasons. An employee must provide a minimum two weeks' notice and reasons when requesting a leave of absence.

During an approved leave of absence, the employee may elect to continue participation in the University's retirement program, although the University will not make any contributions during that leave time. The University 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 the University for payment of insurance premiums during leave.

The University requires employees to use accrued paid leave while taking a leave of absence. Paid leave used at the same time as a leave of absence must be taken in compliance with the University's normal paid leave policies.

Employees are not permitted to engage in other employment or to apply for unemployment benefits while on unpaid leave.

### **Family and Medical Leave (FMLA Leave)**

The University 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 childbirth.
- 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 Entitlements***

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

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

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

### ***Benefits and Protections***

During FMLA leave, the University 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 the University for payment of insurance premiums during leave.

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

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

### ***Eligibility Requirements***

Employees are eligible if they have worked for this University 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.

In the event when spouses work for the University and each spouse is eligible to take FMLA leave, the FMLA limits the combined amount of leave they may take for some, but not all, FMLA-qualifying leave reasons.

### ***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 University or 26 weeks as explained above. The University uses the 12-month period measured forward from the first day of an employee's leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the University'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 University'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***

The University requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the University's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the University's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

### ***Employee Responsibilities***

Employees must provide 30 days' 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 must inform their supervisor and Human Resources.

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

Employees also may be required to provide a certification supporting the need for leave. The University may require second and third medical opinions at the University's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave

may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the University's attendance guideline. Employees on leave must contact the Human Resources Manager at least two days before their first day of return.

### ***The University's Responsibilities***

The University 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. If they are not eligible, the University will provide a reason for the ineligibility.

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

### ***Unlawful Acts***

FMLA makes it unlawful for the University to:

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

### ***Enforcement***

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

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.

### **Military Leave**

Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), members of the National Guard or Reserves of the Armed Forces who are ordered to active or inactive duty training are eligible for unpaid military leave.

This time is granted in addition to earned vacation time. However, if you desire to use your vacation time for this purpose, you may voluntarily do so if you make a request in writing.

The employee must present a copy of the active duty orders to his or her department head before leaving. When the employee returns to work, he or she must present a copy of the pay voucher endorsed by his or her commanding officer.



The University prohibits retaliation against any employee for taking time off under this policy. If you believe there has been a violation of our retaliation standard, please contact the Human Resources Department.

## Other Aspects of Employment

### Attendance and Punctuality

Attendance and punctuality are important factors for your success within our University. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be absent or late for work, notify your supervisor (not simply a coworker) via phone or email before the start of the business day. A physician's note may be required after three (3) consecutive days' absence from work.

If you are absent without notifying the company, it is assumed that you have voluntarily abandoned your position and you will be removed from the payroll.

### Breaks and Rest Periods

Non-exempt employees will receive one, ten-minute paid break for every four hours worked. Breaks should take place at a time with the least amount of disruption to the department.

### Meal Period

Each non-exempt employee is required after five (5) hours worked to take an uninterrupted and "duty free" meal period of thirty (30) to sixty (60) minutes, with the timing of such lunch break to take place in keeping with the needs of each Department. Employees are completely relieved of their job responsibilities during a meal period; therefore, they should not be skipping their meal period by eating at their desk. Employees should check with their supervisor or department head to determine their lunch schedule.

### Dress Code

Unless otherwise excused, all employees must dress in a professional manner suitable to an institution of higher education and a professional place of business. Individual departments may establish specific standards or requirements, such as scrubs or other protective attire for employees in the Anatomy Lab or Health Center. The University reserves the right to vary this policy from time to time and for specific occasions and/or periods of time.

The University allows for casual Friday attire which includes wearing jeans. All employees should use discretion in wearing attire that is appropriate for their position.

## **Employee Suggestion Program**

RVU is interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to your supervisor. After your suggestion is considered, you will be notified whether it is feasible to be put into practice.

We believe that suggestions indicate initiative. All successful suggestions will be noted in employee performance reviews.

## **Flex Time**

The University supports the principles of flex time, in order to allow employees to maintain a work/life balance. It is the policy of the University to encourage each department to approve the reasonable requests of employees for alternative work schedules when such requests are consistent with the needs of the department and the University including regular hours of operation. Employees working a flex schedule are required to work their normally scheduled hours per their employment classification.

The University retains the right to specify certain designated work schedules affecting employees or groups of employees. Flex time may be changed or reversed to standard hours by the approving supervisor and department VP as needed to meet department needs and to ensure the core campus hours are covered. Daily or weekly schedules may be changed from time to time at the discretion of the University to meeting varying business conditions.

## **Telecommuting**

Telecommuting is a flexible work arrangement in which some or all of the work is performed at an off-campus work site such as the home or office space near home. Equipment is owned and maintained by the University. Department heads or their designees have the authority to establish telecommuting arrangements, however, arrangements should be authorized only when it is in the best interest of the University to do so.

These steps should be followed:

1. Either the employee or the department may initiate the request.
2. If and when the department head or designee agrees to a telecommuting arrangement, the department should complete and sign the Telecommuting Agreement.
3. Once all required signatures have been obtained, the employee should be given a copy of the document, a copy remains in the department, and the original should be maintained by Human Resources.

## **Travel Policy**

The University will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. The Director or Senior Executive of the department to which the expenses are being charged must authorize each business trip in advance.

The full policy and process for booking travel and requesting reimbursement can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## **Work Hours and Access to Campus Facilities**

The University's regular hours of operation are from 8:00 A.M. to 5:00 P.M., Monday through Friday. Employees are generally expected to perform their job during regular hours of operation. However, individual work schedules are set at the discretion of the department head to ensure coverage during regular operating hours and may vary from this schedule.

The campus is generally accessible to employees 24 hours a day via a personal RVU identification badge, with the exception of holidays and weather-related closures. All visitors must check in with Security; unauthorized persons may be escorted from campus.

## **Weather-Related Closures**

When adverse weather conditions lead to a delayed opening and/or cancellation of classes and office hours, information will be provided through a variety of sources:

- A message will be posted on the RVU main telephone number: 720-875-2800 (CO) and 435-222-1300 (UT)
- An all-RVU email will be sent to each address on file
- An alert will be sent via text message

It is the responsibility of every RVU employee to check University communications. In the event of a University closing, full-time and part-time employees who work twenty (20) hours or more per week, who were scheduled to work that day will receive their normal pay. This does not apply to temporary, part-time employees scheduled to work less than 20 hours or more per week and adjunct employees. Employees are responsible for providing updated contact information. To sign up for Emergency Text Notifications, please go to the following link: <https://www.getrave.com/login/rvu>.

## **Identification Badges**

All employees and students are issued an identification badge that should be worn at all times. Badges are required to access most outside entrances and for building access after business hours.

## **Personal Property**

RVU is not responsible for loss or damage to personal property. Valuable personal items such as purses, cell phones, and other valuables should not be left in areas where theft might occur.

## **Lost and Found**

The Security Department will receive and collect lost and found items and store them in a secure property room until claimed by the owner. Property must be logged into the collection book and assigned a property tag. When an item is claimed, a release of property waiver must be completed and signed before any item is returned to the owner. The waiver is to be filed in the appropriate folder.

Items turned in will be held for a period of 180 days, after which Security will produce an email notice to employees and the current student body providing a period of one (1) week for anyone to claim lost items. After the one-week period, all remaining unclaimed items will be donated to charity. The 180-day holding period will conform to the current semester terms, which will expire at the end of the spring term in June and fall term in December of each year.

## Appropriate Conduct and Discipline

All employees are expected to follow acceptable business and professional principles and to exhibit a high degree of personal and professional integrity at all times:

- Observe the highest standard of professionalism;
- Perform responsibilities in a manner consistent with RVU values;
- Comply with all laws, policies and regulations applicable to the University;
- Treat others—including students, colleagues, clients, and other constituents—with dignity and respect; and
- Perform job responsibilities at a minimum of a satisfactory level.

It is impossible to list all the conduct that might be considered inappropriate beyond non-compliance with University policies and procedures. This list is meant for illustrative purposes and is not all-inclusive:

- Commission of a criminal offense or misdemeanor involving moral turpitude, sexual offenses or crimes, or a felony of any nature
- Violence or threat of violence toward anyone in the University community, including visitors
- Offensive language and/or behavior toward others in the University community
- Insubordination and antagonistic behavior
- Excessive absenteeism or lateness
- Misappropriation of property belonging to anyone in the University community
- Falsification of any record relevant to the University's work and mission
- Possession of a firearm on campus
- Giving false or materially misleading information related to employment, including information provided during the application process that is discovered after employment has begun
- Determination that the employee has engaged in discriminatory conduct
- Conduct that brings disrepute to the University and its constituents
- Divulging to the public and/or competitors information that is of a confidential nature or of a business character that if divulged could adversely affect the University

- Poor employee performance
- Academic dishonesty, and
- Spreading false information and rumors.

Employees are expected to report inappropriate behavior to the proper University official without fear of reprisal or retaliation.

Nothing in this policy is intended to alter the at-will status of your employment with RVU.

## **Communication Systems**

The communication systems are property of the University and intended for business use. An employee's use of these systems must not disrupt the operation of the University network or the networks of other users. And, it must not interfere with employees' productivity.

The University maintains the ability to access and monitor any computer files, use of software, Internet usage, e-mail, and voice mail. Employees should not assume that any such information is confidential. However, other than management employees acting on behalf of the University, 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 the University's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are University confidential information and may not be disclosed to non-University personnel.

### ***Software and Copyright***

The University licenses, and does not own the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements or as directed by the University's designated Software Manager. Employees must not use the University's technology resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission.

### ***Unauthorized Use***

Employees are not permitted to use University system in a way that is deemed by management as inappropriate or in violation of other University guidelines. The University determines when an employee is using the University communication systems inappropriately.

### ***E-mail***

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

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

Each faculty and staff member is assigned an official Rocky Vista University email address as a primary vehicle for official communication. The University expects that employees will read email in a timely manner. Failure to open and read University communications delivered to official email addresses in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

Additional guidelines and restrictions regarding use of email can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

### ***Voice Mail***

Employees are responsible to make certain their voice mail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more, they must change their greeting on their voice mail stating when they will be returning messages and who will be an alternative contact in the meantime.

### ***Telephones/Cell Phones/Mobile Devices***

Telephone calls, including those made with cell phones and mobile devices, must be minimal and not interfere with employees' performance of their jobs. Personal use of the University telephones for long distance is not permitted.

The University provides cell phones and mobile devices to those employees who need them to perform their jobs. Such devices are intended for business use. Therefore, personal calls should be limited to those absolutely necessary and should be brief.

For safety reasons, employees should avoid the use of cell phones while driving. Employees are not permitted to text while operating a motor vehicle and can only text when the vehicle is lawfully parked.



### ***User Responsibilities and Proper Usage***

- **Illegal/Incompatible Uses:** Users may not use computing and network services for uses that violate or are in conflict with state and federal law or University policy.
- **Threats and Harassment:** Users may not use campus computing or network services to threaten, harass, stalk, defame, or otherwise interfere with the legal rights of others.
- **Sharing of Account Information:** Users may not share their password with others or let others use their account (except as may be necessary among employees for the purpose of facilitating official University business).
- **Downloading Trademarked Material:** Users should not download “pirated” material that is trademarked, whether for their own use or to be forwarded to others. This includes music and/or videos.
- **Academic Honesty:** Users must respect the intellectual property of others and adhere to University standards of academic honesty.
- **System Disruption:** Users must not intentionally disrupt the campus electronic communication systems or obstruct the work of other users by interfering with the accounts of others or knowingly consuming inordinately large amounts of system resources or in any other way.
- **Operational Procedures:** Users must respect the University's operational procedures for computing and network services.

The University reserves the right, without notice, to restrict any individual's use of computing and communications facilities and resources, and to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the security, integrity or effective operation of the University's computing and communications facilities. In addition, appropriate disciplinary actions may be taken for violations of computer usage policy, up to and including termination. Individuals, who violate the law, including U.S. copyright law and software licensing agreements, may be subject to criminal or civil action by the copyright or license owners.

### **Personal Use of Social Media Guidelines**

Whenever you use social media, use good judgment. We request that you be respectful of the University, our employees, our customers, our partners and affiliates, and others.

Personal use of social media is never permitted on working time by means of the University's computers, University-issued mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a

minimum. The University has developed Personal Use of Social Media Guidelines for employees who use social media like blogs, wikis, and social networking sites that may contain postings related to the University, employees of the University, and any other affiliates of the University.

Nothing in this guideline is meant to interfere with employees' right under federal law to engage in protected and concerted activity, including employees' ability to discuss terms and conditions of their employment.

### ***Specific Guidelines:***

Public communications concerning the University, employees of the University, and any other affiliates of the University must not violate any guidelines set forth in this handbook, especially as it relates to discrimination, unlawful harassment, and illegal activities.

Your personal (or anyone else's) blog, wiki, or social networking site is not the ideal place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Complaints to the University regarding these issues shall be made consistent with the complaint procedures in this handbook so that the University can address them.

Blogs, wikis, chat rooms, and other forms of social media communications are individual interactions, not corporate communications. All postings on a blog, wiki, chat room, or social networking site on behalf of the University must be in compliance with the Social Media Policy maintained by the Marketing Department.

If you post any comment that promotes or endorses University products or services in any way, you must disclose that you are employed by the University.

You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the University. Confidential information includes trade secrets or anything related to the University's inventions, strategy, financials, or products that have not been made public, internal reports, procedures or other internal business-related confidential communications. Further detail is provided in the "Confidentiality" section of your employee handbook.

Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene or threatening, that defames or libels our employees, customers, partners and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.

Please consult with your manager if you have any questions about the appropriateness of publishing information relating to the University, its employees, or any of its affiliates.

## **Privacy**

RVU monitors employee communications and data files on RVU computer systems. Any documents stored on RVU's computer or produced during an employee's employment are considered the property of RVU. All messages sent and received, including personal messages, documents, social media posts, online conversations, and all data and information stored on RVU's email system, voicemail system, or computer system are RVU property regardless of the content. By placing information on RVU's computer, electronic or telephone systems, employees grant RVU the right to access, review, search, inspect, edit, delete, copy, republish and distribute such information. RVU expressly reserves the right to read and review employee communications and data files on RVU computer systems. RVU employees should have no expectation of privacy or confidentiality with respect to employee communications and data files on RVU computer systems. Any employee who improperly uses the internet for personal reasons or downloads any information that RVU believes could subject the University to liability, no matter how slight, may be subject to disciplinary action, including discharge.

## **Conflict Resolution and Complaints**

The University is committed to providing an environment that is free from discrimination and harassment, and to ensuring a safe environment in which to resolve conflicts.

The Complaints and Appeals policy outlines the appropriate internal process to remedy disputes and provides sources of support for conflict resolution. The process is intended to facilitate informal, open communication, and exchange of relevant information, and to provide employees with a vehicle to pursue a formal grievance if requested. Please note these protocols should be respected and followed, recognizing that some offices deal with only certain types of complaints.

The full policy which addresses both informal and formal complaints can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## **Open Door Policy**

The University maintains an open door policy for all employees. The purpose of the open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. The open door policy means that employees are free to talk with any manager at any time about any topic, however, for conflicts or concerns please refer to the Complaints and Appeals policy in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Code of Ethics

Employees are expected to adhere to legal, moral, and professional standards of conduct in the fulfillment of their professional responsibilities. Each employee's personal and professional conduct reflects on RVU, the collective profession, and higher education at large. To guide employees in setting and practicing high standards of ethical conduct, RVU embraces the values expressed in this code and advocates their observance by its employees.

RVU faculty, staff, and administrators will adopt and be faithful to professional values that:

- Understand and support RVU's mission, vision, values, and policies, be capable of interpreting them within and beyond the university, and contribute constructively to their ongoing evaluation and reformulation;
- Convey respect to self and others;
- Preserve honesty in actions and speech;
- Provide fair and just treatment to all;
- Respect and protect privileged information to which they have access by virtue of their position;
- Aspire to achieve quality;
- Refuse conflict, or the appearance of conflict, between personal and institutional interests;
- Embrace forthright expression of one's own views and tolerance for the views of others;
- Employees should continually enhance their own professional competence, encourage professional growth and development of colleagues;
- Promote excellence in service;
- Communicate to colleagues the content of this code of ethics and strive to ensure that the standards of professional conduct contained therein are met;

In discharging their duties in accordance with this code of ethics, RVU employees will benefit from the following rights:

- The right to work in a professional and supportive environment;
- The right to have a clear, written statement of the conditions of their employment, procedures for professional review, and a job description outlining duties and responsibilities;

- The right to exercise judgment and perform duties without disruption and harassment within the scope of their authority and policy;
- The right to freedom of conscience and the right to refuse to engage in actions that violate the ethical principles contained in this code or provisions of law.

## **Reporting Conduct Violations**

RVU strives to provide a positive, productive work environment in which employees are encouraged to report issues and concerns regarding their work environment or the University. If you have knowledge that illegal, dishonest, discriminatory, or fraudulent activity has occurred, or that a violation of University policy or conduct standards has occurred, please contact your immediate supervisor or the Human Resources Department to report the activity or incident. Retaliation for reporting this type of activity is prohibited.

## **Confidentiality**

"Confidential Information" includes, without limitation, any student, teacher, patient, client, employee, donor, or customer data, including all data that are protected by the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA). Confidential information also includes any information regarding Rocky Vista University (RVU) research projects or programs; proprietary information of RVU, including copyrighted materials or contractual arrangements relating to copyrighted materials; information regarding financial or business operations; information necessary for the proper functioning of a university, including but not limited to test questions, test keys and professional practices cases. Confidential Information shall also include any sign-on and password codes for RVU computer or security systems. Confidential Information may be in any form, including written, electronic, oral, overheard or observed.

Employees have a duty to maintain the confidentiality of all Confidential Information and shall not disclose (verbally, written or electronically, whether intentionally or unintentionally) any such information to any person except to authorized RVU employees, or to those designated in writing by an authorized RVU employee to receive such information. Employees shall maintain the confidentiality of all security authorizations (user IDs, passwords, electronic keys, smartcards etc.) and are personally accountable for all work performed under their security authorizations. Employees have a continuing duty to protect confidential information and to immediately report any security and/or privacy breaches to the appropriate RVU personnel.

Any access, use or disclosure of Confidential Information in any form-verbal, written, or electronic-which is inconsistent with or in violation of this Policy or applicable federal and state laws may result in disciplinary action, including but not limited to, immediate termination of employment, dismissal from an academic program, loss of privileges, or termination of relationship with RVU.

## **Conflict of Interest**

The University has a Conflicts of Interest Policy and Conflicts Disclosure Form available from the Human Resources Department. Under this policy, employees are to disclose actual and potential conflicts of interest upon employment and at any subsequent time an actual or potential conflict of interest develops. Additionally, an update to the employee's conflicts disclosure form is to be completed on a yearly basis at the time of each employee's evaluation.

Employees are expected to make the highest level of ethical and professional commitment to the University. Employees must ensure that any outside obligations or employment do not interfere or conflict with the University's operations, mission and vision; employees should avoid outside obligations, financial interest and activities that might compromise their obligation and overriding commitment to the University; and employees must not act in any manner that is detrimental to the University's image or effective, efficient, and successful operation.

A conflict of interest exists whenever any employee (or a member of his/her immediate family) has an interest of a direct or indirect nature in any entity dealing with or in competition with the University, and the interest is of such a nature that his/her decisions regarding University policy or other University matters may be affected by such interest. A conflict includes anything that would interfere with an employee's ability to be available to students and colleagues inside or outside of the classroom, serve on department, College and University committees, conduct research and produce scholarly works that benefit the community and the University, and participate in meeting the changing needs of the University. This commitment also includes regular and punctual attendance at work and prompt and professional completion of all duties and assignments.

The University expects all employees to acknowledge all current and potential conflicts with their primary obligation, to disclose them in writing upon realization of the conflict, and to review and update them annually with the Human Resources Department. Although the University encourages external activities that enhance the employee's value to the University, it expects its employees' to assess the possible adverse effects of external employment or financial interest in other entities on the University's mission, vision, and public image, and not to engage in activities that are detrimental to either.

Employees must disclose all potential and actual conflicts of interest. A determination as to the extent of a potential conflict and/or any mitigating actions will be made by the Human Resources Department.

### **Consensual Romantic Relationships**

A romantic or sexual relationship between employees and/or a current student that creates the reality or appearance of improper influence or favor, or an actual or potential conflict of interest is strictly prohibited and subject to disciplinary action. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which impairs the academic experience of the student body. Pre-existing relationships shall be disclosed to the department head and department VP as appropriate, who shall monitor and manage potential conflicts of interest.

### **Employment of Relatives**

Rocky Vista University seeks to provide equitable employment opportunities to all persons, including those related to one another by blood or marriage. However, to ensure that family relationships do not influence judgment on the quality of work or decisions on hiring, promotion, or dismissal, no person may solely and/or directly supervise another person to whom he or she is related by blood or marriage. The policy applies when an employee is initially hired or is subsequently transferred if another University employee related by blood or marriage:

- Has authority or practical power to supervise, appoint, remove, or discipline the other;
- Audits the other's work;
- Participates significantly in hiring or internal promotions of such relative;
- Is placed in circumstances where the relationship would lead to actual or potential conflicts of interest; or
- Creates the reality or appearance of improper influence or favor.

When marriage of current employees would create a prohibited situation, a change in position may be required.

### **Intellectual Property**

The Intellectual Property Policy exists to encourage research and innovation, clarify ownership of intellectual property rights, create opportunities for public use of University

innovations, and provide for the equitable distribution of monetary and other benefits derived from intellectual property.

This policy applies to all faculty, staff, employed students, and any other persons employed by the University, and to all persons receiving funding administered by the University or receiving other compensation from the University.

The full policy can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

### **Copyright and Fair Use Policy**

This policy provides a summary of United States copyright laws as they relate to the use of copyright protected materials in an educational setting. All employees are expected to act as responsible users of the copyrighted works of others, which includes making informed, good faith decisions that comply with copyright law.

The full policy can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

### **Workplace Safety**

Rocky Vista University is committed to providing all employees with a safe and healthy working environment that is free of recognizable hazards. Furthermore, it is the policy of the University to comply with all applicable state and federal laws and regulations including those promulgated by the Occupational Safety and Health Administration (OSHA). Department of Public Safety and Security maintains reports that details workers' job-related illnesses or injuries. If you have a question about anything you feel is creating an unsafe work environment, please contact your immediate supervisor, the Security Department, or the Facilities Department. Refer to the University's Emergency Response & Communications Plan found on the company iNet.

### **Workplace Violence**

The University strives to maintain a work and learning environment that is free of violent behavior, including, but not limited to, verbal and/or physical aggression, attacks, threats, harassment, intimidation, or other disruptive behavior in any form, which causes or could cause a reasonable person to fear physical harm or damage to property. It is the responsibility of all administrators, faculty, and staff employees to maintain a University environment free of violence.



Any potentially dangerous situations should be reported immediately to a supervisor, the Security Department, and the Human Resources Department. For any emergencies, call 911.

## **Firearms and Other Weapons**

Possession of weapons, including, but not limited to firearms and knives, presents the possibility of danger in the workplace. It is a violation of our safety policy to possess a weapon in the workplace, except when an employee, who is legally permitted to possess a firearm, stores the firearm in a vehicle in the University parking lot. The firearm must not be in plain view, and the container or unoccupied vehicle must be locked. Any employee who intends to have a permitted weapon in his or her vehicle while in the University parking lot must complete a disclosure form, available at the Department of Public Safety and Security, and provide proof that the employee has a valid handgun carry permit.

Employees who are aware of violations or threats related to this policy are required to report such violations to their immediate supervisor or the Department of Public Safety and Security.

The possession of such weapons in the workplace, except as stated above, may result in disciplinary action up to and including termination.

In addition, RVU has a list of prohibited items that all employees must be aware of. Possession of any of the prohibited items may result in seizure and/or destruction of the items by an RVU representative and may result in disciplinary action. Employees may refer to the list of prohibited items within the DynamicPolicy repository at <https://policies.rvu.edu>.

## **Workplace Searches**

To protect the property and to ensure the safety of all employees, students, and the campus, the University reserves the right to search any employee's office, desk, files, locker, equipment, or any other area or article belonging to the University on our premises, and are issued for the use of employees during their employment. Inspection may be conducted at any time at the discretion of the University.

Employees entering the campus premises who decline to cooperate in an inspection conducted pursuant to this policy may not be permitted to stay on the premises. Employees working on, entering, or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including separation from the University, if upon investigation they are found to be in violation of the University's security procedures or any other University rules and regulations.

## **Discipline and Termination**

It may become necessary to formally correct the performance of individuals, and in some cases, to terminate the employment relationship.

The University may impose counseling or disciplinary action including termination, which, in its judgment, most effectively takes care of the problem. Any action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

## **Separation of Employment**

The University requests that employees who wish to resign their positions notify their immediate supervisor at least two weeks prior to their anticipated departure date or preferably sooner.

Employees will be paid for all hours worked and all unused, earned vacation upon separation of employment, whether voluntary or involuntary. Employees will not be paid for unused personal or sick leave. Sick leave requests will not be approved after notification of resignation.

## **Rehire and Continuity of Service**

Employees may be considered for re-employment provided they qualify for the position of interest and maintained satisfactory performance, conduct, and attendance/punctuality when previously employed with the University.

Any former employee reapplying for employment is subject to compliance with all other employment policies in effect at the time of reapplication.

If an employee is rehired within one (1) year of separation, there will be no break in continuous service. Employees will be allowed to accrue vacation at the same accrual rate based on their employment classification they are rehired in to. Sick leave balance will not be restored.

An employee rehired with a break in service of one year or more will be considered a newly hired employee. The previous service may be added to current continuous service for determination of future benefits.

## ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED JANUARY 1, 2021. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE UNIVERSITY'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS AND APPLY THE CONTENT APPROPRIATELY.

I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY STATE LAW, MY EMPLOYMENT WITH THE UNIVERSITY IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE COMPANY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE UNIVERSITY AT ANY TIME, FOR ANY REASON.

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 ANY SPECIFIC DURATION.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE UNIVERSITY RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF ROCKY VISTA UNIVERSITY. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE. THIS HANDBOOK IS NOT INCLUSIVE OF ALL POLICIES APPLICABLE TO EMPLOYEES, AND A FULL, CURRENT VERSION CAN BE FOUND IN THE RVU POLICY REPOSITORY.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

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**Employee Name**

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**Employee Signature**

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**Date**