



ARIZONA CHRISTIAN

EST. **UNIVERSITY** 1960

Staff Handbook 2016 - 2017

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This handbook is subject to change without notice. Government and accreditation agencies, the Board of Trustees, administration, and faculty may effect such changes. Changes, should they occur, will be published as an addendum to this handbook.

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POLICIES AND PROCEDURES

The Arizona Christian University Staff Handbook is designed to provide understandable information about many important employment concerns. The objective is to provide the needed information that creates better communication in order to accomplish the mission of the College.

Arizona Christian University continues to grow and adjust with a changing culture. From time to time, the policies, guidelines and benefits may be updated, including those shown in this handbook. As this occurs, current information will be made available to each employee.

This employee handbook is not intended to create, nor is it a contract of employment, between Arizona Christian University and employees. This handbook replaces and supersedes all prior written and/or oral agreements. Arizona Christian University reserves the sole right to amend, change, discontinue, or make exceptions to the policies, practices, and benefits described in this handbook at any time with or without notice.

OUR MISSION STATEMENT

Arizona Christian University provides a biblically integrated education that prepares its graduates to serve the Lord Jesus Christ in ministries and professional occupations.

Arizona Christian University Core Commitments



Arizona Christian University shall:

- Before all else, be committed to Jesus Christ – accomplishing His will and advancing His kingdom on earth as in heaven.
- Teach students to read, understand and trust the Bible, grounding them firmly in the truth through a biblical worldview.
- Be devoted to evangelism and to prayer without ceasing.
- Be committed to loving God with all our heart and soul, mind and strength, by pursuing excellence in spiritual formation, academics, athletics and extracurricular activities, doing all for the glory of God.
- Teach students to think critically, speak and write clearly and effectively, use technology effectively, develop interpersonal skills, and pursue personal and professional ethics through biblical literacy and integration.
- Provide opportunities for students to serve locally and globally, and promote a culture of lifelong commitment to servant-leadership.
- Influence, engage and transform the culture with truth by promoting the biblically informed values that are foundational to Western civilization, including:
 1. the centrality of family
 2. traditional sexual morality and lifelong marriage between one man and one woman
 3. the sanctity of human life
 4. compassion for the poor
 5. a biblical understanding of human nature
 6. an understanding of God’s purposes for limited government
 7. personal, economic and religious freedom
 8. free markets, capitalism, and property rights
 9. natural law, the original meaning of the Constitution and judicial restraint
 10. international human rights and the advancement of freedom throughout the world.
- Prepare students to be leaders of influence in their community, state, nation and world – through the church, the family, business, government, education, health care, media, the arts and every area of society.
- Be a leading conservative Christian liberal arts university.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

Arizona Christian University is committed to equal employment opportunity for all qualified persons without regard to race, color, ancestry, national origin, sex, genetic information, age or any other legally protected class, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary actions, termination and benefits. However, as a 501(c)(3) non-profit religious organization, we do have the right to discriminate on the basis of religion.

Arizona Christian University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his/her immediate supervisor, Human Resources or the Sr. VP of Finance and Operations. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

CIVIL TREATMENT POLICIES

AMERICANS WITH DISABILITIES ACT (ADA), REASONABLE ACCOMMODATION POLICY

ACU is committed to the fair and equal employment of individuals with disabilities. It is ACU's policy to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the organization. In accordance with the Americans with Disabilities Act (ADA) as amended, reasonable accommodations will be provided to qualified individuals with disabilities when such accommodations are necessary to enable them to perform the essential functions of their jobs, or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment, and all employees.

DISABILITY

Not everyone with a medical condition is protected by the law. In order to be protected, a person must be qualified for the job and have a disability as defined by the law.

A person can show that he or she has a disability in one of three ways:

- A person may be disabled if he or she has a physical or mental condition that substantially limits a major life activity (such as walking, talking, seeing, hearing, or learning).

- A person may be disabled if he or she has a history of a disability (such as cancer that is in remission).
- A person may be disabled if he is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if he does not have such an impairment).

REASONABLE ACCOMMODATION

ACU will seek to provide reasonable accommodation for a known disability or at the request of an individual with a disability. Many individuals with disabilities can apply for and perform the essential functions of their jobs without any reasonable accommodations. However, there are situations where a workplace barrier may interfere. A reasonable accommodation is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job.

There are three types of reasonable accommodations that may be considered:

1. Changes to the job application process so that a qualified applicant with a disability will receive equal consideration for the job opportunity;
2. Modifications to the work environment so that the qualified individual with a disability can perform the essential functions of the job; or
3. Adjustments that will allow a qualified individual with a disability to enjoy the same benefits and privileges of employment as other similarly situated employees without disabilities.

ESSENTIAL JOB FUNCTIONS

For each position, the job description typically will identify essential job functions. The Human Resources Department will generally review job descriptions on a periodic basis to evaluate job functions designated as essential. If there are any questions about the job requirements, they should be directed to your supervisor or manager, or the Human Resources Department.

REQUESTING A REASONABLE ACCOMMODATION

An employee with a disability is responsible for requesting an accommodation from the Human Resources Department or his or her supervisor, and providing medical documentation regarding the disability when requested. Once medical documentation is received, the Human Resources Department will work with the employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job. Based on this interactive process, a reasonable accommodation will be selected that is most appropriate for both ACU and the individual employee. While an individual's preference will be considered, ACU is free to choose between equally effective accommodations with consideration towards expense and impact on the rest of the organization.

A request for reasonable accommodation may be denied if it would create an undue hardship for ACU. Factors to be considered when determining whether an undue hardship exists include: the cost of the accommodation, ACU's overall financial resources, the financial resources of the particular facility at which the accommodation is to be made, the number of employees at the facility, the total number of employees

of the organization, and the type of operation. We will attempt, on an individualized basis, to accommodate employees' disabilities before terminating their employment.

CONFIDENTIALITY

All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

COMPLAINT PROCEDURE

It is the policy of ACU to prohibit any harassment of, or discriminatory treatment of employees on the basis of a disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment, or has witnessed such treatment, the situation should be reported using the harassment complaint procedure (found under Anti-Harassment in this manual). Any employee found to have engaged in retaliation against an employee for making a request for reasonable accommodation under this policy, registering a complaint under this procedure, or for assisting in the investigation of any registered complaint will be subject to immediate disciplinary action up to and including termination. **When submitting a complaint, please do so in writing and on ACU provided complaint form.

GENETIC INFORMATION NON-DISCRIMINATION ACT POLICY

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from discriminating against employees on the basis of genetic information.

ACU respects all employees' privacy in their genetic information and enforces a strict policy of nondiscrimination on the basis of genetic information. ACU will never discriminate, harass, or retaliate on the basis of genetic information when it comes to any aspect of employment.

Additionally, ACU will never use genetic information to make an employment decision.

According to the Equal Employment Opportunity Commission, genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e., an individual's family medical history). Family medical history is included in the definition of genetic information because it is often used to determine whether someone has an increased risk of getting a disease, disorder or condition in the future.

ANTI-HARASSMENT POLICY

It is the policy of ACU to maintain a working environment which encourages mutual respect, promotes respectful and congenial relationships between employees and is free from all forms of harassment of any employee or applicant for employment by anyone, including supervisors, co-workers, vendors, or customers. Harassment in any

manner or form is expressly prohibited and will not be tolerated by ACU. Accordingly, Company Management is committed to vigorously enforcing this policy against harassment, including but not limited to sexual harassment, at all levels within ACU.

All reported or suspected occurrences of harassment will be promptly and thoroughly investigated. Where harassment is determined to have occurred, ACU will immediately take appropriate disciplinary action, including written warnings and possible suspension, transfer and/or termination.

ACU will not permit or condone any acts of retaliation against anyone who files harassment complaints or cooperates in the investigation of same.

POLICY PROHIBITING HARASSMENT AND DISCRIMINATION

ACU strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, layoffs, terminating, paying, granting benefits and training.

PROHIBITED BEHAVIOR

ACU does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, national origin, age, disability, marital status, military status, or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance
- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature

- sexually related comments and joking, graphic depictions
- degrading comments about an employee's appearance
- displaying sexually suggestive objects or pictures

Such conduct may constitute sexual harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, or directed at employees by non-employees conducting business with ACU, regardless of gender or sexual orientation.

HARASSMENT BY NON-EMPLOYEES

ACU will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers.

COMPLAINT PROCEDURE

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to the Manager. If that person is not available, or you believe it would be inappropriate to contact that person, contact Human Resources **or the Chief Financial Officer**.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise the Manager or any other appropriate member of management.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

****When submitting a complaint, please do so in writing and on the provided complaint form **located on myACU under the Human Resources tab.****

INVESTIGATIVE PROCEDURE

Once a complaint is received, ACU will begin a prompt and thorough investigation.

The investigation may include interviews with all involved employees, including the alleged harasser, and any employees who are aware of facts or incidents alleged to have occurred.

Once the investigation is completed, a determination will be made regarding the validity of the harassment allegations. If it is determined that harassment has occurred; prompt, remedial action will be taken. This may include some or all of the following steps:

1. Restore any lost terms, conditions or benefits of employment to the complaining employee.
2. Discipline the harasser. This discipline can include written disciplinary warnings, transfer, demotion, suspension, and termination.

If the harassment is from a vendor or customer ACU will take appropriate action to stop the conduct.

RETALIATION

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

TRAINING

ACU will establish proper training for all employees concerning their rights to be free from sexual harassment and other discrimination and steps they can take to stop it.

CONFIDENTIALITY

All reports of harassment will be treated seriously. However, absolute confidentiality is not promised nor can it be assured. ACU will conduct an investigation of any complaint, which will require limited disclosure of pertinent information to certain parties, including the alleged harasser.

DUTIES OF EMPLOYEES AND SUPERVISORS

All employees of ACU, both management and non-management, are responsible for assuring that a workplace free of harassment is maintained. Any employee may file a harassment complaint regarding incidents experienced personally or incidents observed in the workplace. ACU strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All Company supervisors and managers are expected to adhere to ACU's anti-harassment policy. Supervisors' evaluations will include an assessment of the supervisor's efforts in following and enforcing this policy.

All managers and supervisors are responsible for doing all they can to prevent and discourage harassment from occurring. If a complaint is raised, supervisors and managers are to act promptly to notify the Human Resources Department of the complaint so that Human Resources may proceed with an investigation. If a supervisor or manager fails to follow this policy, they will be disciplined. Such discipline may include termination.

IMMIGRATION REFORM AND CONTROL ACT OF 1986 AND LEGAL ARIZONA WORKERS ACT

Arizona Christian University is committed to full compliance with the Federal and State immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, employees are required to provide documentation verifying their identity and legal authority to work in the United States **within 3 days of hire.**

EMPLOYMENT OF MINORS

Arizona Christian University complies with all laws relating to the employment of youth. If you have questions or concerns, please contact Human Resources.

RELEASE OF PERSONNEL INFORMATION

Arizona Christian University's policy regarding release of personnel information recognizes the professional responsibility that must characterize interactions with faculty, staff, students, professional organizations, other institutions of higher education, and public organizations and agencies and meets the requirements of The Family Educational Rights and Privacy Act of 1974 (FERPA). This responsibility dictates that when a person becomes a faculty or staff member of the college and submits required personnel data attendant therewith, there is an implicit and justifiable assumption of trust placed in Arizona Christian University as custodian of this data. A similar relationship should be maintained relative to subsequent data generated during the employment of the faculty or staff member.

The following types of information regarding faculty and staff may be released:

- a. Information of a "public" or "directory" nature, that is, information which appears or has appeared in publications available to the general public.
- b. Responses to inquires originating from prospective employers. If the request is made by telephone, the information may be released only after the authenticity of the request and its originator are verified.
- c. News releases regarding appointment or employment, promotion, professional accomplishments or special recognition of the faculty or staff member.
- d. Information requested by the direct supervisor of the faculty or staff member, but only when the supervisor in the discharge of his official duties requires such information. Only the specific information requested should be released and under no circumstances should the faculty or staff member's personnel file be removed from the office.
- e. Employment duration and salary information may be verified to bona fide credit-granting organizations or credit bureaus when the request is made in writing on the letterhead of the organization or bureau; if the request is made by telephone, the information may be released only after the authenticity of the request and its originator are verified.
- f. Information relative to a faculty or staff member's race, gender, age, national origin, disability or position will be released only as required by applicable state or federal law, government reporting requirements or at his request.
- g. Information regarding a faculty or staff member's political memberships, beliefs or proclivities shall not be recorded in his records unless he specifically requests its inclusion; if recorded, it may be released only at his request.

GRIEVANCE PROCEDURE

Arizona Christian University has established a grievance procedure to provide an avenue for the identification and solution of differences between an employee and Arizona Christian University. Grievances shall consist of all serious matters affecting the employee/employer relationship.

Arizona Christian University believes that the informal dispute resolution is essential to successful employer/employee relations. For this reason, it is Arizona Christian University policy that all employees are required to utilize this dispute resolution procedure for any significant matter before any other action is taken on the matter either by the employee or by Arizona Christian University. If an appeal is not made according to the following guidelines, the previous decision becomes final.

- a. An employee should first raise any problem or grievance verbally with the immediate supervisor within (5) days of the incident or occurrence that gives rise to the problem.
- b. If this process does not settle a grievance, an employee should file a written grievance within (10) days of the meeting with the supervisor and request a hearing by Human Resources in the presence of the supervisor.
- c. The **Manager of Human Resources** or the designated representative will hear the grievance and provide the employee a response within (7) days of receiving the written grievance, unless he determines that additional time is required under the circumstances.
- d. If the employee is not satisfied with the proposed solution, an appeal may be made to the Executive Cabinet. The next appeal would be to the President, and then finally to the Board of Trustees if a satisfactory solution has not been achieved.

If an appeal is not made according to the above guidelines, the previous decision becomes final.

TERMINATION

Arizona Christian University reserves the right under Employment at will to discontinue the working relationship at any time, for any reason, or for no reason, with or without notice. Likewise, an employee may terminate the employment relationship at will, with or without notice.

Arizona Christian University classifies termination as follows:

- a. Voluntary termination – is a termination that is initiated by the employee. Two weeks' notice is requested prior to the employee leaving the job.

- b. Involuntary termination – is a termination that is initiated by Arizona Christian University.

COMPENSATION

Arizona Christian University is committed to compensate employees according to their responsibilities and their performance. Salary surveys are used regularly to evaluate the College salary structure and to compare to other colleges and universities with similar positions and to positions in the local business community.

EMPLOYEE CLASSIFICATIONS AND STATUS

EMPLOYMENT STATUS:

All employees fall into one or more of the following:

Full time – works 30 or more hours per week based on an annual average.

Part time – works less than 30 hours per week based on an annual average.

Temporary – employed for a specified period of time for the purpose of working on special projects or assignments. Unless a contract exists, temporary employees are still considered at will and may be terminated at any time.

Student employees – students working part time, at no more than 20 - 30 hours per week on an annual average.

EMPLOYMENT CLASSIFICATION:

Exempt - Employees who meet one of the FLSA exemption tests and who are paid on a fixed salary basis and not entitled to overtime.

Nonexempt - An employee who does not meet any one of the Fair Labor Standards Act exemption tests and is paid on an hourly basis and covered by wage and hour laws regarding hours worked and overtime pay. Our week work is defined as Sunday through Saturday.

All ACU employees are at will, which means they may be terminated at any time and for any reason, with or without advance notice. Employees are also free to quit at any time. Any employment relationship other than at will must be set out in writing and signed by the President.

SCHEDULE POLICY

We ask you to remember just how crucial each position is to the proper functioning of the University. Our schedules have been developed to meet the needs of our students and the organization as a whole. As the work demands change, ACU reserves the right to adjust working hours.

Each employee is expected to be present at which times their department is operational, or in accordance with what was agreed upon at the time of hire.

ACU does not offer flexible time and therefore does not allow employees to establish their own schedules.

Special events or busier times during the year may necessitate working additional hours.

PAYROLL PERIOD AND PAYCHECK DISTRIBUTION

Pay periods are semi-monthly. Paydays are on the 15th and the last day of the month. If a payday falls on a weekend or bank holiday, payroll will be issued on the last **banking** day prior to the weekend or holiday. **All employees are required to use direct deposit.**

OVERTIME POLICY

Because of the nature of work, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their straight time rate for all hours worked in excess of 40 hours per week. **No work may be done “off the clock” by a nonexempt employee.**

If you are nonexempt, you must receive authorization from your manager before working overtime. **All hours worked must be submitted through the electronic time keeping system.**

Overtime pay is based on actual hours worked. Time taken for breakfast, lunch or dinner is not included as time worked for purposes of computing overtime. Time off on holidays, sick leave, vacation leave, personal leave, or any leave of absence will not be factored in as hours worked when calculating overtime.

FLSA SAFE HARBOR POLICY

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally

must meet certain tests regarding their job duties and be paid on a salary basis. Job titles do not determine exempt status. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the regulations.

SALARY BASIS REQUIREMENT

To qualify for exemption, employees generally must be paid at not less than \$455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least \$455 on a salary basis or on an hourly basis at a rate not less than \$27.63 an hour.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

CIRCUMSTANCES IN WHICH THE EMPLOYER MAY MAKE DEDUCTIONS FROM PAY

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

POLICY

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that ACU does not allow deductions that violate the FLSA.

WHAT TO DO IF AN IMPROPER DEDUCTION OCCURS

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor and Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

STUDENT WAGE POLICY

Arizona Christian University desires to allow students to supplement their college budget and gain real life work experience through our on campus employment policy. Matriculated students who are currently enrolled in a regular academic session (semester) as new or continuing students in good standing (i.e., not on academic probation, continued probation, academic dismissal, disciplinary action) with a semester and an overall grade point average of at least 2.00 are eligible to seek employment within the various on campus departments. Student employment is contingent upon successful completion of a background check, and the student's ability to provide proof of eligibility to work in the United States. These items are processed in the business office. Students must be enrolled as full time students at ACU.

Student employees are hired by each department and may work up to 20 hours per week while school is in session and 30 hours per week during summer and winter break. Employment over summer or winter break will only be offered to students enrolled for the subsequent semester or to graduates through the summer after their spring graduation or through the January following their fall graduation.

THE STUDENT WAGE SCALE IS AS FOLLOWS:

- All students will begin at minimum wage
- **Adjustments to the student's base pay rate may be considered on the basis of merit and individual performance. Increases, if any, must be approved prior to being discussed with the respective student by Human Resources and the Finance Department.**
- The student wage scale does not apply to students who are volunteering their services or whose services are obtained on a professional, contractual basis.

ATTENDANCE AND PUNCTUALITY

It is a student's responsibility to report to work on time for every scheduled shift. If a student cannot work because of an illness or an emergency or will be late to work, he or she must notify his or her supervisor as soon as possible before the shift begins. Departments may require a student who is unable to work during any portion of a regularly scheduled shift to find a substitute. Occasionally situations arise in which a student employee must miss work for reasons other than sickness—the most common such reason is an academic conflict. Student employees are expected to make every effort to plan academic, personal, and work schedules that do not conflict. Potential conflicts should be discussed well in advance with supervisors. Tardiness and failure to provide adequate notice of absence (as determined by the supervisor) are considered grounds for disciplinary action, up to and including termination, by the employing department.

ASSIGNMENT AND SCHEDULING WORK

Student employee work shifts and work assignments are determined at the discretion of the employing department. Departments requiring students to work over fall, winter or spring breaks must inform student of this at the time of the job offer. Similarly, if students are expected to continue to work past the end of the term or return to work before the beginning of a term, departments are required to inform students of this at the time of their offer of employment.

HOMEWORK & READING

During work hours, student employees are required to perform their work assignments. Homework, reading and other personal work are not permitted during work hours.

ATTIRE

Requirements for attire are determined at the discretion of the employing department and should be communicated at the time of the job offer.

RETIREMENT POLICIES

Authority for retirement system: The Arizona Christian University retirement program has been established by the Board of Trustees for the purpose of providing retirement incomes and related benefits to faculty and staff.

DEFINITIONS:

Annuity: Retirement income purchased from the Teachers' Insurance and Annuities Association and its companion organization the College Retirement and Equities Fund (TIAA/CREF) by joint contributions.

ANNUITY RETIREMENT OPTION:

Lifetime income after retirement, selected from several choices to provide maximum income for the retiree only or reduced income during retirement that includes continuation of a portion of the income to a beneficiary.

ELIGIBILITY TO PARTICIPANTS IN THE RETIREMENT SYSTEM:

Participation is available to each member of the college faculty or staff in a position normally requiring employment equal to or greater than 1000 hours per year (20 hours per week) and does not include employment incidental to obtaining an education. Employment shall not include leaves of absence without pay, but shall include leaves of absence for active military service that interrupt college employment, leaves of absence for illness with pay and professional leave time with compensation.

Arizona Christian University makes available to faculty and staff, retirement and insurance plans on a group payroll deduction basis. This section is prepared in order to provide a general review of what is made available, plus a very general analysis of the plans. For brochures on the plan in question and for additional information, please contact Human Resources.

To provide retirement plans for the employees of Arizona Christian University, the Board of Trustees has adopted, by resolution, the (TIAA/CREF) Teachers Insurance and Annuity Association /College Retirement Equities Fund retirement plan.

The following schedule reflects the retirement plan, general description, and the amount of contributions by the employer and employee:

PLAN	BENEFIT	COST TO EMPLOYEE	COST TO EMPLOYER
TIAA-CREF	Faculty/Staff retirement plan with contributions to annuity companies with employee options as to allocation of premium between TIAA-CREF	3-6%	Discretionary match-determined each year. Maximum cost 6%

LEAVE

OFFICIAL HOLIDAYS

All active full time and regular part time (non-student) employees are eligible for holiday pay when a holiday falls on their regularly scheduled work day.

- Part time employees will be paid holiday pay based on the number of hours they are regularly scheduled to work on the day the holiday falls.
- Holiday pay is computed at individual employee's base rate of pay.
- Holiday pay will not be paid to employees who are not actively at work the day prior to and after a holiday unless the employee is on an approved vacation leave.
- Holidays falling within an approved scheduled vacation will be recorded as holiday pay.
- Holiday pay does not count as time worked for the purposes of calculating overtime pay for non-exempt employees.
- Unused holiday pay will not be paid at termination.

The College will officially close on the day on which the nation observes the following holidays:

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

When Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day fall on a Saturday or Sunday the official day on which the College is closed will be determined by the President.

Unapproved days off prior to and following the holiday will result in an unpaid day off or disciplinary action. Employees wishing to take vacation leave surrounding holiday leave must seek appropriate approval.

Holiday pay does not count as time worked for the purposes of calculating overtime pay for non-exempt employees.

VACATION LEAVE

All full time employees are eligible for paid vacation time off. The amount of leave differs based on length of employment and appointment of ten, eleven or twelve months worked per year.

To facilitate the scheduling of annual leave and to insure the least amount of disruption to the operation of a department these procedures must be followed for granting annual leave to staff personnel.

- a) Except under unusual circumstances, all leave requests should be submitted **through the electronic time keeping system and preapproved by** the supervisor prior to the date leave is to begin.
- b) The supervisor has the responsibility of scheduling leave at a time most convenient to the work of the unit and may delay a request to a more convenient time.

The leave will be accrued per pay period as follows:

		**Vacation Amounts in days	
Length of Service	Annual Term – Number of Days		
	12 mo.	11 mo.	10 mo.
0 - 1 year	10	9.16	8.33
1 year – 9 years	15	13.75	12.50
10 years	16	14.67	13.33
11 years	17	15.58	14.17
12 years	18	16.50	15.00
13 years	19	17.42	15.83
14 years or more	20	18.33	16.67

One additional working day of annual leave shall be allowed for each additional year of continuous service (starting your 10th year) until a maximum of twenty (20) working days of annual leave is allowed.

Upon completion of one through nine (1 – 9) years of service, employees are eligible for 3 weeks' vacation per year.

Unused annual leave credits may be accumulated to a maximum of thirty (30) working days, except that if an employee's request for leave is deferred by the Human Resources and the maximum of thirty (30) days accrual shall be extended for each month that the leave is deferred. It is the responsibility of the supervisor of the employing department to notify the Business Office of all unused annual leave credits.

Upon separation from the college in good standing after six (6) months of continuous employment, annual leave pay shall be allowed to the extent of the employee's accrued and unused annual leave credits as shown by the records of the Business Office.

PERSONAL LEAVE

Personal paid leave is offered to Full-time employees in the event of personal, unforeseen circumstances or a personal illness. When employees require personal time off, the following procedures should be followed:

- a) The employee or his/her designee shall call his/her immediate supervisor within the first hour of the work shift for which he/she will be absent. He/she shall call daily thereafter unless prearranged otherwise.
- b) Full-time staff members working twelve months per year shall be granted leave up to 10 days per year; Full-time staff members working eleven months per year shall be granted leave at the rate of up to 9 days per year; Full-time staff members working ten months per year shall be granted leave of up to 8 days per year for the illness of a spouse, parent or child or an unforeseen emergency.
- c) In the event of a personal long term illness, employees may take the current year's days plus take up to the 30 days they carried forward.
- d) Unused leave may be accumulated from year to year, but not beyond thirty (30) working days.
- e) Personal leave will not be paid while an employee is on paid vacation.

- f) Unused personal leave will not be paid when employment is terminated.

Effective 7/1/2014, the leave will be accrued per pay period as with vacation benefits.

COMP TIME: COMPENSATORY TIME OFF POLICY

The provisions of FLSA established a test to determine overtime exemption applied to all positions within ACU. Positions that do not meet the exempt test standard are classified as nonexempt. Nonexempt positions are entitled to overtime pay and must be compensated for any hours worked over 40 hours in a work week and are not eligible for compensatory time off.

Compensatory time off may be granted to exempt positions. There is no legal requirement or obligation of ACU to grant compensatory time off to exempt employees. A manager may choose to grant compensatory time off to exempt employees who are required to work in excess of 40 hours per week for special projects or during weekends or any normally scheduled time off. Compensatory time will be granted on an hour-for-hour basis.

The department manager is authorized to grant compensatory time off to exempt employees only. Comp time is to be pre-arranged and decided upon prior to the additional hours are worked and must be used within the pay period in which it was earned, earned unless otherwise documented and agreed to with the department supervisor and **Human Resources**. Comp time may not "unduly disrupt" the department's operations. Compensatory time may not be accrued and does not have a monetary value.

Under normal circumstances, Employees are expected to manage their time and work load and are generally expected to work from 8:00 AM to 5:00 PM, Monday through Friday.

BEREAVEMENT LEAVE

ACU grants time off for you to attend the funeral or perform the religious or traditional observances associated with the death of your own or your spouse's immediate family member, including a spouse, parent, child, sibling, grandparent or grandchild.

Regular, full time employees may request a maximum of 3 consecutive workdays and will be paid at their regular rate of pay.

FAMILY MEDICAL LEAVE ACT LEAVE

Under the federal Family and Medical Leave Act of 1993, as amended (FMLA), an employee may be eligible for a period of job-protected unpaid leave if you meet the criteria set forth in the FMLA. This Policy provides a brief overview of the statutory criteria.

General Eligibility

To qualify for FMLA Leave under this Policy, an employee must be an employee of The Company, must have worked at The Company for at least 12 months, must have worked at least 1,250 hours during the past 12 months, and must work at a location where The Company employs at least 50 employees within 75 miles.

Types and Duration of FMLA Leave

- Basic FMLA Leave and Active Duty Leave

An employee may be eligible for up to 12 weeks of unpaid leave in a 12 month period for the following reasons:

1. the birth of a child and to care for such child or placement for adoption or foster care of a child;
2. to care for an immediate family member (spouse, child under 18 years old or 18 and over that is incapable of self-care, or parent) with a serious health condition;
3. because of a serious health condition which renders you unable to work; or
4. because of a qualifying exigency arising out of the fact that your spouse, son (of any age), daughter (of any age) or parent who is a member of the Armed Forces, Reserves or National Guard, receives a call to duty or is on active duty in a foreign country.

- Military Caregiver Leave

An eligible employee also may take Military Caregiver Leave to care for a spouse, son (of any age), daughter (of any age), parent or next of kin¹ who is a covered servicemember.

- A covered servicemember includes:
 - (a) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to

¹ "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy or is in outpatient status;

- (b) a member of the Armed Forces who is on the temporary disability retired list;
- (c) a covered veteran who has been discharged or released from the Armed Forces (including a member of the National Guard or Reserves) under conditions other than dishonorable within five years prior to the date the employee's military caregiver leave begins.
 - i. The covered veteran's serious injury or illness could have manifested itself before his or her active service but must have been aggravated in the line of duty. The covered veteran must also be receiving medical treatment, recuperation or therapy for certain conditions.

Eligible employees are entitled to a total of 26 weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and ends 12 months after that date.

The leave entitlement described in this paragraph applies on a per-covered service member, per-injury basis. However, no more than 26 weeks of leave may be taken within a single 12-month period by any covered employee. Even in circumstances where an employee takes other leave covered by the federal FMLA under numbers 1-4 in the Basic FMLA Leave and Active Duty Leave section above, the combined leave shall not exceed 26 weeks during that 12-month period.

Definitions

- A "serious health condition" referenced in numbers (2) and (3) of the Basic FMLA Leave and Active Duty Leave section above means an illness, injury, impairment, or physical or mental condition that involves:

(a) in-patient care (*i.e.*, an overnight stay) in a hospital or other medical care facility (including any period of incapacity or any subsequent treatment in connection with such in-patient care);

(b) a period of incapacity of more than three (3) consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves (i) treatment two (2) or more times by a health care provider or under the supervision of a health care provider within 30 days of the start of the incapacity, or (ii) treatment by a health care provider on at least one (1) occasion within seven (7) days of the start of the incapacity which results in a regimen of continuing treatment under the supervision of a health care provider;

(c) any period of incapacity due to pregnancy, or for prenatal care;

(d) any period of incapacity due to a chronic serious health condition requiring periodic visits of at least twice a year for treatment by a health care provider;

(e) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, during which the employee (or family member) must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider; or

(f) any period of absence to receive multiple treatments by a health care provider or under the supervision of a health care provider, either for restorative surgery after an accident or other injury, or for a condition that will likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

- A “qualifying exigency” referenced in number (4) of the Basic FMLA Leave and Active Duty Leave section above refers to the following circumstances:

(a) Short-notice deployment: to address issues arising when the notification of a call or order to active duty is seven (7) days or less;

(b) Military events and related activities: to attend official military events or family assistance programs or briefings;

(c) Childcare and school activities: for qualifying childcare and school related reasons for a child, legal ward or stepchild of a covered military member;

(d) Financial and legal arrangements: to make or update financial or legal affairs to address the absence of a covered military member;

(e) Counseling: to attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or child, legal ward, or stepchild of the covered military member;

(f) Rest and recuperation: to spend up to fifteen (15) days for each period in which a covered military member is on a short-term rest leave during a period of deployment;

(g) Post-deployment activities: to attend official ceremonies or programs sponsored by the military for up to 90 days after a covered military member’s active duty terminates or to address issues arising from the death of a covered military member while on active duty;

(h) Parental care: for certain activities relating to the care of the military member’s parent who is incapable of self-care where those activities arise from the military members covered active duty;

(i) Additional activities: for other events where The Company and the employee agree on the time and duration of the leave.

When Spouses Work Together

A husband and wife, when both are eligible for FMLA and both work at The Company, are eligible for a combined 12 weeks of unpaid leave for the birth or placement of a child or to care

for a parent who has a serious health condition. A husband and wife will be eligible for a combined 26 weeks of unpaid Military Caregiver Leave as discussed above. If the husband or wife taking Military Caregiver Leave also takes leave for the birth or placement of a child or to care for a parent who has a serious health condition, that leave also may count toward the 26 weeks of combined Military Caregiver Leave during a single 12-month period.

Notice of Need for FMLA Leave

If the leave is foreseeable (birth or placement, planned medical care, leave due to active duty of immediate family member), the employee must provide at least thirty (30) days advance notice. If circumstances prevent providing the thirty days advance notice, then the employee should provide as much notice as possible. All requests for FMLA Leave must be submitted in writing to human.resources@arizonachristian.edu.

If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave. Employees should make every reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the department.

Intermittent FMLA Leave

Leave on an intermittent or reduced schedule basis may be available when medically necessary due to an employee's serious health condition or an employee's immediate family member's serious health condition. Intermittent or reduced schedule leave for the birth or placement of a child for adoption or foster care may be taken only with approval from Human Resources. Military Caregiver Leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Employees taking intermittent leave must follow The Company's standard call-in procedures absent unusual circumstances.

In some instances The Company may transfer an employee on intermittent or reduced schedule leave to an alternate position for which the employee is qualified and which better accommodates periods of recurring leave.

Documentation Supporting FMLA Leave

Your reason for the leave must be covered under FMLA and you must provide a completed FMLA Certification of Health Care Provider Form supporting the need for the leave. A request for reasonable documentation of family relationship verifying the legitimacy of a FMLA Leave may also be required.

The employee will have fifteen (15) days in which to return a completed Certification form following receipt of the form from The Company. If the employee fails to provide timely certification after being required to do so, the employee may be denied the taking of the leave under FMLA. If the Certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will have seven (7) days after receiving such written notice to provide the necessary information.

If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of The Company, related to the health condition may be required. If the original

certification and the second opinion differ, a third opinion, at the expense of The Company, may be required. The opinion of the third health care provider, which The Company and the employee jointly select, will be the final and binding decision.

A request for Active Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active duty orders. A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Servicemember form as well as any necessary supporting documentation.

To request forms, you may contact Human Resources at (602) 386-4138 or human.resources@arizonachristian.edu. The following forms are available for use and can be found at <http://www.dol.gov/whd/fmla/index.htm#Forms>:

WH380E – Certification from Healthcare Provider of Serious Health Condition of Employee (To be completed by employee's healthcare provider.)

WH380F – Certification from Healthcare Provider of Serious Health Condition of Employee's Family Member (To be completed by family member's health care provider)

WH381 – Notice of Eligibility and Responsibility (To be completed by Human Resources)

WH382 – Designation Notice (To be completed by Human Resources)

WH384 – Certification of Qualifying Exigency for Military Family Leave (To be completed by employee and submitted with a copy of the military orders.)

WH385 – Certification of Serious Injury or Illness of a Covered Servicemember (To be completed by physician treating servicemember.)

WH385V - Certification of Serious Injury or Illness of a Covered Veteran (To be completed by physician treating veteran)

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Recertification

Under certain circumstances as provided by law, including (but not limited to) situations in which the need or nature of the approved leave changes, The Company may, in its sole discretion, require recertification of your serious health condition. The Company may also request recertification every year in which FMLA Leave is taken for any serious health condition that lasts longer than one (1) year. In these situations, you will have fifteen (15) days in which to provide, a completed Recertification form.

Substitution of Paid Leave

Employees must substitute all accrued paid leave (e.g. Paid Time Off, Sick Leave and/or Vacation) for unpaid FMLA Leave. During a leave of absence, employees do not accrue paid time off.

Benefits during FMLA Leave

During the approved FMLA Leave, the employee's coverage under The Company benefits will continue, but if the employee goes without pay, the employee must pay their share of health, dental, and voluntary life insurance premiums (if applicable). Arrangements for benefit premiums during leave must be made prior to leave when foreseeable.

Job Restoration

Upon return for FMLA leave, an employee should be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment, unless unusual circumstances exist.

Failure to Return from Leave

If you take FMLA leave in excess of the weeks for which you are eligible or fail to return from leave as scheduled, you will not be assured a position with The Company upon your return and may be subject to disciplinary action. Please be sure to communicate with your manager so that The Company is aware of your intention to return or your need for special accommodation. Should your situation necessitate additional time off, you must contact HR or management to request a reasonable accommodation or make special arrangements. For information on reasonable accommodation, please see the Reasonable Accommodation Policy.

If you have questions about the Family Medical Leave Act, please call Human Resources.

NOTE: Leave taken under the FMLA for any reason other than military caregiver leave will be measured using a rolling 12-month period. A "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. The "rolling" method is also commonly known as the "look-back" method. Using this method, ACU will look back over the last 12 months from the date of the request, add all FMLA time the employee has used during the previous 12 months and subtract that total from the employee's 12-week leave allotment.

Military Caregiver Leave will be measured forward from the first FMLA absence.

MISSION TRIP LEAVE OF ABSENCE

Full-time faculty and staff who have been employed by Arizona Christian University for more than one year are eligible for paid leave during their second year of employment to lead a college sponsored mission trip.

Time off available as follows:

1. Leader: 8 days every year with supervisor approval.

2. Co-leaders: 8 days every other year with supervisor approval, but may use vacation to go in off years.
3. Other staff: encouraged to participate, but must use vacation time

This leave is primarily for international missionary service. However, domestic missionary endeavors may also be considered. Requests should be directed to the employee's supervisor prior to submission to lead an approved trip through the travel studies committee. The travel studies committee will determine the number of ACU leaders assigned to a trip and the number of official trip days. Leadership assignments will be based upon a statement from the requestor's supervisor approving the time off. The Executive cabinet will review the recommendation of the committee and award leave on an annual basis subject to funds availability. Employees may request additional days away from work for an ACU sponsored mission trip. Additional time can be taken as paid vacation leave or unpaid leave at the approval of the supervisor.

MILITARY LEAVE

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), ACU prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the National Guard can take up to 30 days of leave in a two year period when called for training.

JURY DUTY

ACU supports employees in fulfilling their civic responsibilities by serving jury duty when required. Employees may be compensated for the time they are required to serve; compensation will be in accordance with applicable laws.

You must inform your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. And you will be expected to report for work during your jury service whenever the court schedule permits.

Insurance benefits will ordinarily remain in effect and unchanged for the full term of your jury duty absence.

TIME OFF FROM WORK IN CONNECTION WITH COURT CASES

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in court cases or arbitrations. Generally, employees called to testify will not be paid for the time they are away from work as a result of their participation in a court case or arbitration, but may use available vacation and personal days to cover their time away from work. Absence as a result of participation in a court case or arbitration will be treated the same as absence for

any other reason and employees must comply with ACU's policy regarding attendance. If you are called to serve as a witness, notify your manager as soon as possible.

TIME OFF TO VOTE

Employees who are eligible to vote but do not have sufficient time outside of regular working hours to vote in a statewide election, may request time off to do so.

LEAVE WITHOUT PAY

All employees can request leave without pay. The procedure for requesting leave without pay is to submit a written request to the supervisor a minimum of 30 days prior to the date the leave will be taken.

MEALS IN COLLEGE CAFETERIA

Arizona Christian University encourages its staff and faculty to interact with the college community on a regular basis. All employees with an active staff ID card receive discounted meals in the college cafeteria when classes are in session. This benefit is for the employee only. Family members and guest eating in the college cafeteria must pay the posted fee for their meal. Guests of the college for admissions, guest lectures, chapels, etc. may secure a guest pass from the business office.

INSURANCE

INSURANCE OPTIONS

Arizona Christian University offers a variety of insurance; many programs are supplemented by the University. Insurance options are available for health, dental, vision insurance, short-term disability, long term disability and life insurance are available to all employees who average 30 hours per week full time employees.

COBRA

If you are terminated for any reason other than gross misconduct or otherwise leave ACU and have been continuously covered by ACU's group insurance plan before that, you and your dependents may have the right to continue or convert coverage as set forth in the rules of the plan. You should receive written notification of your right to continue coverage within two weeks of your last day on the job. Should you have questions about this coverage, contact Human Resources or the CFO.

WORKERS' COMPENSATION

Workers' Compensation, an insurance program that pays medical and disability benefits for work related injuries and illness, covers all persons employed by the **university**. Worker's Compensation insurance is paid fully by Arizona Christian University. Each covered employee has a right to benefits if injured on the job; in return the employee forfeits the right to sue the employer for job-injury benefits.

All employees are hereby notified that in the event they do not specifically reject the provisions of worker's compensation law they are deemed to have accepted compensation under terms of the law and that under terms thereof, employees have the right to reject the same by written notice prior to any injury sustained. Forms for such notice are available to all employees through the Business Office.

- a. Workers' Compensation covers all ACU employees, including faculty, staff, student employees, temporary hourly employees and volunteers, except that volunteers are covered for purposes relating to medical aid benefits only. Medical Aid benefits include proper and necessary medical and surgical services during the period of disability. A volunteer is a person who performs any assigned or authorized duties for the university by his own free choice. Such a person may be granted maintenance and reimbursement for actual expenses incurred in performing his assigned duties.
- b. Salary payments shall be reduced by the amount of any workers' compensation payments that may be payable to an employee during a disability. The maximum salary payment for any pay period shall not exceed an employee's basic salary rate, including any payments which were received from workers' compensation.
- c. ACU reports and pays premiums for Workers' Compensation coverage for all employees. Premiums for faculty, staff, students and temporary hourly employees are accounted for and paid through the payroll system. Premiums for volunteers are accounted for outside the payroll system and paid through the vendor payments process.
- d. **Each budgetary unit head who uses volunteers must report monthly by memorandum, the names, hours worked by date and budgetary unit to be charged, to the Business Office. The Business Office will calculate the premium and remit the premium to the Department of Labor and Industries.**

Eligibility and Benefits

A covered employee becomes eligible for Workers' Compensation benefits if he/she receives an injury or contracts an occupational disease while acting in the course of employment, that is acting at his/her employers direction or in the furtherance of his/her employers business which shall include time going to or from the job-site. It is not necessary that at the time an injury is sustained by a worker he/she be doing the kind of work on which his compensation is based or that the event be within the time limits on which industrial insurance or medical aid premiums or assessments are paid.

Claims Procedure

To apply for Workers' Compensation benefits, an employee who suffers an occupational accident or illness must:

- a. Make sure any occupational injury is reported to Human Resources in the University Business Office immediately.

- b. Tell the attending physician the injury or illness is work-related and ask the doctor to file an accident report form with the Department of Labor and Industries. The form includes a section to be completed by the employee. Be sure to list the names and wages of spouse and children on the accident report form. This information is important for computing benefits.

PROFESSIONAL DEVELOPMENT

Arizona Christian University encourages its staff to continue their professional development through formal classes or conferences. Application must be made in advance through the immediate supervisor. Each request will be handled on an individual basis and approval will be based on its value to the College and to the individual.

Registration Fees

1. Registration fees for bona fide conferences, association meetings, symposia, critiques, etc., may be paid from college funds if authorized by the budgetary unit head.
2. Receipts must be obtained for all registration fees.

Education Benefits

Arizona Christian University seeks to encourage educational participation by faculty and staff to enhance the productivity, efficiency and effectiveness of its workforce. The University can provide on the job training for some positions but a college education is a prerequisite for many others. It is also felt that participation of college staff in the class offerings will have a beneficial effect on the spiritual tone of the campus. Any permanent, full-time employee is eligible, subject to the limitations below and with permission of his/her supervisor and Human Resources, to register for credit in academic programs on a space available basis. Regular undergraduate courses, including summer school and PAOS (Professional, Adult and Online Studies), are covered by the tuition waiver policy provided the recipient would not be one of the minimum number needed for the class to be offered. For example, if a minimum of six enrollees is needed, recipient will not count as one of the six.

Participation

- a) Employees registered as traditional students may receive tuition waiver for a maximum of 6 credits on a space available basis.
- b) Employees registered in the Professional, Adult and Online Studies Program may participate in a maximum of 6 credit hours at a time while receiving tuition waiver.
- c) Employees who participate for more than 6 credits must pay full fees for all credits.
- d) Employees who participate as auditors shall pay the same fee as those who participate for credit and can apply for the same tuition waiver.

- e) A maximum of 3 credits may be taken during regular working hours. See release time below.
- f) Employee must maintain a minimum 2.0 cumulative GPA.

Fees

Although there is no charge for tuition, a fee may be established, especially covering pass-through on-line fees and text books. **In order to qualify for a tuition waiver, an employee must first complete a FAFSA (Free Application for Federal Student Aid). All Federal Grants will be applied to the tuition cost prior to the waiver.**

Admissions And Registration

Employees must register on the final day of the scheduled registration period each semester. Registration prior to the final day will not be confirmed until the approved date.

Approval For Faculty/Staff Tuition And Fee Waivers

Employees must have approval from their supervisor prior to registering for courses. The approval shall be based upon the supervisor's determination that the course content for which the employee has enrolled is directly beneficial to the employee and that the employee is otherwise able to complete all job responsibilities while taking any such courses.

Release Time

- a) Employees may request up to four hours of release time per week, to participate in any course offering that generates college-level credit. Time approved as release time will need to be made up throughout the work week or taken as vacation leave.
- b) The supervisor shall be responsible for verifying the employee's participation in the educational activity.
- c) Employees may request up to four hours of release time per week, to participate in any course offering that generates college-level credit. Any request for additional time approved beyond the above must be made up or taken on annual leave.
- d) Employees should use release time only for scheduled activities or conference with faculty. They should not use release time for study or library work, etc.
- e) On a case-by-case basis the employee's supervisor, Senior Vice-President, and/or President should handle exceptions in consultation with the employee.
- f) Release Time forms, available from the business office, must be completed and signed by staff member and the supervisor prior to registration.

STAFF DEPENDENT EDUCATIONAL BENEFITS POLICY

Full tuition scholarships are available for dependents within the immediate family of full-time faculty or staff members. The term dependent shall be interpreted to mean the employee's spouse or a person under the age of 24 who is listed on the employee's most recent IRS filing as a dependent, or who is clearly a dependent due to a documented court action, i.e. divorce

decree. Regular undergraduate courses, including summer school and PAOS (Professional, Adult and Online Studies), are covered by the tuition waiver policy provided the recipient would not be one of the minimum number of students needed for the class to be offered. For example, if a minimum of six enrollees is needed, recipient will not count as one of the six. The total amount granted shall not exceed the basic tuition cost for full time enrollment. Dependent must first apply for and receive the maximum annual benefit through his/her own employer reimbursement prior to applying for an ACU tuition waiver. Secondly, a dependent must complete a FAFSA (Free Application for Federal Student Aid). All Federal Grant money, dependent employer funds, scholarships and other grants will be applied to the cost of tuition prior to the waiver being applied. Tuition waiver does not apply towards other fees such as technology, athletic, parking, lab or room and board.

For employees hired on or after July 1, 2012, a phase in of benefit will apply as follows:

- After date of hire, 20% tuition waiver granted
- After one year of employment, 40% tuition waiver granted
- After two years of employment, 60% tuition waiver granted
- After three years of employment, 80% tuition waiver granted
- After four years of employment, 100% tuition waiver granted

Each individual wishing to qualify for this scholarship must:

- a) Complete the admission requirements for Arizona Christian University.
- b) Complete the FAFSA
- c) Complete the ACU Student Interview
- d) Complete the tuition waiver form which can be obtained from the business office.
- e) Maintain a minimum 2.0 cumulative GPA.

HANDBOOK ACKNOWLEDGMENT

Employee Copy

READ CAREFULLY BEFORE SIGNING

I have read and understand this guide. I agree willingly to work under all requirements, policies, and schedules described in this guide. I understand that I can ask my supervisor at any time for any information on any subject about my job.

I further understand that the term of my employment is for no specific time period, and is employment at will.

I know that I may end my employment at Arizona Christian University at any time, with or without cause or notice, just as Arizona Christian University may end my employment at any time with or without cause, and without liability. My status as an at will employee can only be changed if it is in writing and signed by the President, Executive Vice President, or Academic Dean. I will not rely upon any statements in this employment guide or from any person representing Arizona Christian University as either creating or attempting to create any type of employment contract with Arizona Christian University.

I understand that it is my responsibility to read, understand, become familiar with and comply with the standards set forth in this Staff Handbook. I understand Arizona Christian University has the right to modify, supplement, rescind or revise any provision, benefit or policy from time to time with or without notice, as the College deems necessary or appropriate.

Employee's Name (Please Print)

Employee's Signature

Date

Witness

STATEMENT OF FAITH

Arizona Christian University is evangelical in its stand upon the Word of God as the only trustworthy and authoritative revelation of God. Its fellowship and discipline are predicated upon the following declaration of Faith to which each member of the Board of Trustees and each member of the Faculty subscribe.

The College shall be positively conservative in its stand regarding the Scriptures, in their 66 canonical books, as being the only trustworthy and authoritative written revelation of God. Its fellowship and discipline shall be predicated upon the following Declaration of Faith:

We Believe:

1. In the Scriptures of the Old and the New Testaments as verbally inspired by God, as inerrant in the original writings and as the supreme and final authority in faith and life.
2. In one God, eternally existing in three persons: Father, Son and Holy Spirit.
3. That Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man, and is the only Mediator between God and man.
4. That man was created in the image of God: that he sinned and thereby incurred physical death and spiritual death which is separation from God.
5. In the vicarious death of the Lord Jesus Christ as a substitutionary sacrifice for our sins, and that all who believe in Him are justified on the grounds of His shed blood.
6. That all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God. All such are indwelt by the Holy Spirit and baptized by Him into that spiritual body (church) of which Christ is the head.
7. In the eternal security of all who trust in our Lord Jesus Christ.
8. In the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and advocate.
9. In (a) "that blessed hope" and in the personal, premillennial, and pretribulational return of our Lord Jesus Christ to rapture the church, and (b) His visible return to the earth to establish His kingdom.
10. That baptism is the immersion of a believer in water, in the name of the Father, and of the Son, and of the Holy Spirit, setting forth the essential facts of redemption - the death, burial, and resurrection of Christ; and also the essential facts in the experience of the believer - sin and resurrection to newness of life: and that the Lord's Supper is a commemoration of the Lord's death until He comes.
11. That a local New Testament church consists of a company of baptized believers who have voluntarily associated themselves for worship, for instruction and for service for our Lord.
12. That a local New Testament church is a self-governing body and must be free from interference by any convention or any other ecclesiastical or political authority. Therefore, the church and state must be kept separate as having different functions, each fulfilling its duties free from the dictates or patronage of the other.

13. In the bodily resurrection of the saved and lost. The saved shall appear in heaven at the judgment seat of Christ to receive rewards and to dwell with Him for all eternity. The lost shall be judged at the great white throne and be cast into eternal hell.
14. That every human being is directly responsible to God in matters of faith and life, and that each should be free to worship God according to the dictates of his conscience. We believe, however, that only those are properly entitled to be called Baptists who believe in and subscribe to the historic Baptist faith.

If, at any time, I can no longer adhere to this Statement, I shall tender my resignation to the Board of Trustees at once knowing that I shall be out of harmony with the School's purposes.

Date

Signature

(Every Trustee, faculty member, and employee of the College shall be required to affirm and sign without mental reservation this Statement of Faith at the beginning of each year.)

DIVORCE POLICY

We, the Board of Trustees and Administration of Arizona Christian University, believe the following regarding a biblical view of marriage:

- a. God has designed the marriage relationship to be permanent. (Gen. 2:24, Mal. 2:16, Matt. 19:9, Luke 16:18, Rom. 7:1-3)
- b. No one has the right to break the marriage covenant except for the reasons indicated in scripture; and if anyone does so for other reasons, he or she commits grievous sin. (Matt. 5:32, Mark 10:7-12)
- c. When the marriage covenant is broken, there may be an innocent or injured party. (Matt. 19:8-9, I Cor. 7:15)
- d. Marriage partners must pursue forgiveness and reconciliation (I Cor 7:3-5, I Cor. 7:10-11)
- e. Involvement in a divorce, especially a non-biblical one, can restrict the opportunity for ministry and leadership. (I Tim. 3:2)

Because the Board of Trustees strongly upholds the biblical teaching regarding the sanctity and permanence of marriage and because we are opposed to divorce which occurs on non-biblical grounds and because we desire marital fidelity and harmony of all our ACU family, we, along with the Administration, will generally not hire full-time faculty or staff who have been divorced or are married to divorced persons.

However, applicants who have divorce in their backgrounds will be reviewed by the Administration to determine the basis of the divorce and the extent to which the applicants demonstrate character and can be expected to serve as good role models. The administration will take into account the following when considering any divorced persons, or those married to divorced persons, for employment as staff or faculty, or service as a trustee:

- a. The current and previous marital status of the applicant
- b. The circumstances of the divorce including the time, cause, and applicant's attitude toward the divorce:
 - ◆ A divorce that occurred before salvation may be regarded differently from a divorce that occurred after salvation.
 - ◆ A divorce that was the result of a spouse's sexual immorality or irremediable abandonment will be considered differently from one that had other bases.
 - ◆ Repentance for the applicant's own contribution to the divorce
 - ◆ Demonstration that forgiveness and reconciliation, where possible, have been pursued.
- c. The level of involvement with students
 - ◆ A staff member with little or no contact with students or with policy making would be considered differently than those who do.

Further, if it becomes apparent that biblical standards in marital relationships are not being maintained by married staff, faculty, or trustees, the administration will investigate the circumstances to determine whether the situation can be corrected and whether continuation of employment or service is in the best interests of the Lord's work at Arizona Christian University.

If, at any time an employee can no longer adhere to this Statement, the employee shall tender their resignation at once knowing that the employee will be out of harmony with the School's purposes. My Signature below confirms my agreement with this policy.

Date

Signature

DRUG AND ALCOHOL POLICY

INTRODUCTION

Attitudes and behaviors regarding the use of drugs and alcohol have long been a topic of controversy in the Christian community. Opinions especially regarding the consumption of alcohol range from complete abstinence to responsible use within the limits established by law.

ACU has a responsibility to come under the authority of Scripture as well as state and federal law when it comes to this topic. Therefore, the following policy is grounded and guided by biblical principles and meets the requirements of the federal Drug-Free Workplace Act while addressing the medical issues at stake when using drugs or alcohol.

A BIBLICAL PERSPECTIVE

Clearly the Word of God condemns drunkenness. “And do not get drunk with wine, for that is debauchery, but be filled with the Spirit.” (Eph 5:18 ESV) See also: Isa 5:11-12, Prov 20:1, Gal 5:19-21, 1 Pet 4:3.

As followers of Christ we believe, as stated in Rom 14:13, that it is wrong to put a stumbling block in another believer’s way. No believer should exercise his freedom in Christ in a manner that is a detriment to another believer. Rom 14:15 states, “For if your brother is grieved by what you eat, you are no longer walking in love.” (ESV)

According to Paul, “for freedom Christ has set us free.” (Gal 5:1a ESV) Believers are free, therefore, either to choose abstinence or moderation in accordance with their liberty in Christ.

LEGAL ISSUES

Federal

The Drug-Free Workplace Act of 1988 and its amendment in 1989, the Drug-Free Schools and Communities Act (DFSCA) and Drug and Alcohol Abuse Prevention Regulations Part 86, the Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

In order to be able to certify its compliance with the regulations, an IHE must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities.

State and Local

In the state of Arizona, possession or use of alcohol as a beverage by an individual under the age of 21 is illegal. In the State of Arizona, possession, use, or selling of illegal drugs in any amount is a felony.

MEDICAL CONCERNS

Alcohol and other drugs can cause serious harm to users and other individuals associated with users. Alcohol and drugs are absorbed into the bloodstream and transmitted to virtually all parts of the body. Even moderate doses can reduce physical coordination and mental alertness, making certain activities such as sports and operating a motor vehicle dangerous. Larger doses of alcohol and drugs can cause staggering, slurred speech, double vision, sudden mood swings, and unconsciousness.

A binge or long-term heavy drinking as well as drug abuse may result in respiratory arrest and death, and increases one's risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, irreversible brain damage, and psychological and/or physical addiction.

In pregnant women, alcohol and drug usage can result in short term problems at birth and in permanent deformities and disabilities in the baby.

SUPPORT SYSTEM

The Counseling Center is available for drug and alcohol abuse counseling and can help locate competent professional help for addiction or other related problems incurred with the use of drugs and alcohol. All matters are considered confidential.

POLICY

In order to comply with state and federal regulations and because of our commitment to abide by our standards as a Christian institution:

- 1) All ACU employees are strictly prohibited from possession, manufacture, use, and/or distribution of illegal *drugs*. Possession of or being under the influence of any type of illegal substance will be grounds for dismissal and will be turned over to the authorities for further action.
- 2) All ACU employees are strictly prohibited from possession, use, and/or distribution of *alcohol* on property owned or used by the university, or serving alcohol as part of any university sponsored activity, whether on or off campus. Additionally, employees should use discretion with regard to the use of alcohol as a representative of ACU, especially when ACU students are present.

Further details relating to a Drug-Free Workplace can be found in the student, staff and faculty handbooks. Arizona Christian University reserves the right to revise or amend this policy without prior public or private notification.

As a condition of employment, employees will notify their immediate supervisor of any criminal drug statue conviction for a violation no later than five days after such conviction.

ETHICAL USE OF INFORMATION RESOURCES

ACU respects intellectual property in its institutional documents. The following policy and procedures are designed to provide oversight and ensure integrity of institutional documents and publications.

Policy

All university documents and publications, including online resources, must appropriately attribute the use of intellectual property in whole or in part and document permission for its use.

Definitions

The use of another person's or another institution's intellectual property without appropriate attribution is plagiarism. Intellectual property is the creative work of a person or an institution and includes the very ideas underlying that work, not merely the wording used in it. Linking to content hosted by a non-ACU website is not plagiarism.

Procedures

All university official documents including handbooks, procedure manuals and web pages are to be carefully reviewed prior to publication in order to ensure that appropriate attribution has been assigned to any language in whole or in part used from an individual or institution other than ACU. Appropriate attribution may take two forms: a permission statement or a citation.

If the overall substance of an ACU document or a section thereof was derived from a specific individual's or another institution's intellectual property, a permission statement must be published with the ACU document. The creator of the ACU document must obtain written permission (e.g., an email or letter) from the person or the institution. The following is an example of a request for permission:

Dear Ms. Olson,

On behalf of Arizona Christian University, I would like to request permission to adapt and use the following handouts from the Learning Center at GateWay Community College. If you grant permission, your reply will be filed and kept for documentation purposes; and a permission statement will be added to the handouts to give credit to your department and your institution, in keeping with the policies of the Higher Learning Commission.

- "Improve Your Memory"
- "Improve Your Writing"

Thank you.

The creator of the ACU document must send a digital copy of the written permission to the Provost's office, which will archive the copy in a "Permissions" folder organized by ACU department on the Academic Affairs (W:) network drive. Additionally, the creator of the ACU document must place a superscript number next to the title (of the section) of the document and provide a permission statement in a corresponding footnote within the ACU document. For exact reproductions, the permission statement should read: "Reprinted with permission from [intellectual-property owner] granted on [date]." For adapted reproductions, the permission statement should read: "Adapted and used with permission from [intellectual-property owner] granted on [date]." The creator of the ACU document will supply the name of the intellectual-property owner and the date of the written permission in the bracketed parts of the permission statement. An example is provided below.

1. Adapted and used with permission from the Eller College of Management at the University of Arizona granted on June 6, 2016.

If the creator of an ACU document uses an idea from another source in a lesser manner than what was described above, then that source must be cited with a footnote following the Notes-Bibliography (NB) system of the Chicago Manual of Style (CMS). A bibliography is not required. The ACU Library can assist with citations.

If the intellectual-property owner requires specific language or formatting for attribution, the creator of the ACU document must follow those requirements where they conflict with the procedures above. Though the creator of an ACU document is responsible for getting written permission or citing sources, the supervisor of that person should verify appropriate attribution and documentation. If the creator is a department head or an administrator, no further verification is necessary.

Incidents of plagiarism relative to this policy are to be reported to the Provost for further action

DRUG AND ALCOHOL POLICY ACKNOWLEDGEMENT

I acknowledge that I have reviewed and understand the Drug and Alcohol Policy and agree to abide by it. I understand the expectations of the Arizona Christian University and consequences for not abiding by the policy.

I understand that if I have any questions or concerns about this or other policies, that I may speak to the Sr. VP of Finance and Operations

I understand the importance of this policy as it pertains to my own safety and well-being as well as the safety and well-being of others around me.

I understand that this policy does not create a contract of employment and that my employment remains at will.

Print Name _____

Signature _____

Date _____

This policy must be signed and returned to the Business Office for placement in your employee file.