

# Arizona Christian University

## Employee Handbook



**ARIZONA  
CHRISTIAN**

EST. **UNIVERSITY** 1960

08/25/2017

# **ABOUT THIS HANDBOOK/DISCLAIMER**

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with Arizona Christian University. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Arizona Christian University adheres to the policy of employment at will, which permits the University or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No University representative other than Board of Trustees may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

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

This handbook states only general University guidelines. The University may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and Board of Trustees.

This handbook supersedes all prior handbooks.

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## Section 1 - Governing Principles of Employment

### 1-1. Introduction

For employees who are commencing employment with Arizona Christian University ("Arizona Christian University" or the "University"), on behalf of Arizona Christian University, welcome.

For employees who have been with us, thanks for your past and continued service.

### 1-2. Mission

Arizona Christian University provides a biblically-integrated, liberal arts education equipping graduates to serve the Lord Jesus Christ in all aspects of life, as leaders of influence and excellence.

### 1-3. Vision

Arizona Christian University exists to educate and equip followers of Christ to transform culture with the truth.

### 1-4. ACU Core Commitments

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. 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.

## 1-5. Statement of Faith

The University 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:

1. I believe in the Scriptures of the Old and New Testaments as being verbally inspired by God and therefore as being inerrant in the original writings and the supreme and final authority in faith and life. *2 Timothy 3:16-17; Psalm 19:7; Isaiah 8:20; 2 Peter 1:20-21*
2. I believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. *Isaiah 45:21-22; Jeremiah 10:10; Genesis 1:26; Matthew 28:19; John 1:1-14; Matthew 3:17*
3. I believe that Jesus Christ was conceived by the Holy Spirit, was born of the Virgin Mary, is true God and true man, and is the only Mediator between God and man. *Isaiah 7:14; Matthew 1:18-25; Luke 1:26-38; Luke 2:1-7; John 1:1-14; Galatians 4:4; 1 Timothy 2:5*
4. I believe that man was created in the image of God, but that he sinned and thereby incurred physical death and spiritual death which is separation from God. *Genesis 1:27; 1:31; 2:7; 2:6-17; Genesis 3; 1 Corinthians 15:21; Romans 6:23*
5. I believe in the atoning 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. *1 Peter 1:18-19; 2:24; Acts 16:31; Ephesians 1:7; John 1:7; Ephesians 2:13; Revelation 1:5; 12:11*
6. I believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit, and baptized by Him into that spiritual body (church) of which Christ is the head. *John 3:3-7; 1:12-13; 14:16-17; 1 Corinthians 12:12-13; Colossians 1:18, 24*
7. I believe in the eternal security of all who trust in our Lord Jesus Christ as personal Savior. *John 3:16; 3:36;*

10:28-29; Romans 8:35-39; 2 Timothy 1:12; Jude 1

8. I believe 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. *Psalm 16:10; Matthew 28; Mark 16; Luke 24; John 20-21; Acts 2:22-36; I Corinthians 15; Acts 1:10-11; Hebrews 5:1-10; 7:23-28; I John 2:1*

9. I believe in "that blessed hope," the personal, premillennial, and pretribulation return of our Lord Jesus Christ to rapture the Church (*John 14:1-6; I Thessalonians 4:13-18; Titus 2:11-13*) and His visible Second Coming to the earth to establish His kingdom (*Psalm 2:1-9; Isaiah 9:6-7; Daniel 7:13-14; Zechariah 14:1-9; Acts 1:6-11; Revelation 19:11-20:15*).

10. I believe in the observance of two ordinances by the church: the baptizing of believers in water and the serving of the Lord's Supper in worship. *Matthew 28:19-20; Acts 8:34-39; Romans 6:1-11; Matthew 26:26-29; I Corinthians 11:20-34*

11. I believe 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 to our Lord. *Acts 2:41-47; I Corinthians 14:26; I Timothy 3:14-15; Titus 1:5; 2:1-10*

12. I believe that a local New Testament Church is a worshiping body of believers committed to reaching the lost. Moreover, it must be free from interference by any 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. *Acts 6:3-6; Acts 4:19-20; Acts 5:29; Acts 13:2-4; Acts 15:2; Acts 15:22-31*

13. I believe 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. *John 5:25-29; I Thessalonians 4:13-18; Ephesians 2:8-9; I Corinthians 3:11-15; Luke 16:19-31; Revelation 20:11-15; I Corinthians 15:35-58; Romans 14:10-12; 2 Corinthians 5:9-10*

14. I believe 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 own conscience. *Deuteronomy 24:16; Ezekiel 18:1-4; Matthew 22:21; Mark 9:38-40; Romans 14:10-12; I Corinthians 10:23-33*

## 1-6. Equal Employment Opportunity

Arizona Christian University is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, age, disability or handicap, sex, marital status, veteran status, genetic information, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The University will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let Human Resources or the Chief Financial Officer know.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources or the Chief Financial Officer. The University will not allow any form of retaliation against individuals who raise issues of equal employment



opportunity. If an employee feels he or she has been subjected to any such retaliation, he or she should bring it to the attention of Human Resources or the Chief Financial Officer. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

## 1-7. Marriage and Human Sexuality

### Preamble

We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide. (2 Timothy 3:16-17) Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

### Religious Beliefs

Based on Holy Scripture and the constant moral teaching of the universal Church, we believe:

#### Marriage

Arizona Christian University defines marriage as the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33).

#### **Sexual Immorality**

Arizona Christian University believes that sexual acts outside marriage are sinful. Consequently, Arizona Christian University members must resist and refrain from any and all sexual acts outside marriage - including but not limited to adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5).

#### **Gender Identity**

Arizona Christian University believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, Arizona Christian University

members must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex - including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary "genderqueer" acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11).

## **Human Sexuality**

Arizona Christian University believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal "one flesh" union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, Arizona Christian University members must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2).

## **Sexual Redemption**

Arizona Christian University believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, Arizona Christian University members must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to the Arizona Christian University Statement of Faith. (Matthew 11:28-30, Romans 3:23, Ephesians 2:1-10, I Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16).

## **Celibacy**

Arizona Christian University believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal "one flesh" marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within Arizona Christian University. (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2).

## Holy Scripture:

### *Marriage and Human Sexuality*

Genesis 1:26-28; Genesis 2:18-24; Genesis 19:5-10; Exodus 20:14; Leviticus 18:7-23; Leviticus 20:10-21; Deuteronomy 5:18; Judges 19:22-24; Matthew 5:27-28; Matthew 15:19; Matthew 19:4-9; Mark 10:5-9; Romans 1:26-27; 1 Corinthians 6:9-13; 1 Corinthians 5:11; Galatians 5:19; Ephesians 4:17-19; Ephesians 5:25-27; Ephesians 5:31; Colossians 3:5; 1 Thessalonians 4:3; Hebrews 13:4; 1 Timothy 1:8-10; Jude 1:7; Revelation 19:7-9; Revelation 21:2.

## *Pastoral Care*

Matthew 11:28-30; Romans 3:23; Ephesians 2:1-10; 1 Corinthians 10:13; Hebrews 2:17-18; Hebrews 4:14-16.

### Application

All of our members, employees, and volunteers must affirm and adhere to this Doctrinal and Religious statement on marriage and human sexuality to qualify for involvement with Arizona Christian University. This is necessary to accomplish our religious mission, goals and purpose. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and religious mission. We believe that God's grace can wipe the slate of guilt and sin, though the consequences are still incurred.

### Authority

The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct. The Arizona Christian University Board of Trustees is charged with the ministerial responsibility of Biblical interpretation and promulgating religious policy. The Arizona Christian University Board of Trustees will determine life application as well as final matters relating to church theology, philosophy, Christian practice, faith, divine truth, morality, and theological and doctrinal resolutions.

## **1-8. Non-Harassment**

It is Arizona Christian University's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, or age. The purpose of this policy is to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the University will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## 1-9. Sexual Harassment

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

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the University will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

## 1-10. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect University property, and to ensure efficient operations, the University has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the University.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on University premises, while on University business (whether or not on University premises) or while representing the University, is strictly prohibited. Employees and other individuals who work for the University also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent

permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The University maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any University employee, including themselves.

Employees must notify the University within five calendar days if they are convicted of a criminal drug violation in the workplace. Within ten (10) days of such notification or other actual notice, the University will advise the contracting agency of such conviction.

All employees are hereby advised that full compliance with the foregoing policy shall be a condition of employment at the University.

Any employee who violates the foregoing drug-free workplace policy described above shall be subject to discipline up to and including immediate discharge.

In the discretion of the University, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the University's satisfaction in an approved drug assistance or rehabilitation program.

In order to maintain a drug-free workplace, the University has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy. (Such education may include: (1) distribution of our drug-free workplace policy at the employment interview; (2) a discussion of our policy at the new employee orientation session; (3) distribution of a list of approved drug assistance agencies, organizations and clinics; (4) distribution of published educational materials regarding the dangers of drug abuse; (5) reorientation of all involved employees in cases in which a drug-related accident or incident occurs; (6) inclusion of the policy in employee handbooks and any other personnel policy publications; (7) lectures or training by local drug abuse assistance experts; (8) discussion by the University's safety experts on the hazards associated with drug abuse; and (9) video tape presentations on the hazards of drug abuse.)

## 1-11. Workplace Violence

Arizona Christian University is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to University and personal property.

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

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating,

aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in University policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

### Prohibited Conduct

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

### Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

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

If an employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

## Section 2 - Operational Policies

### 2-1. Employee Classifications

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

**Full-Time Employees** - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

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

**Student Worker Employees** - students who are currently enrolled in a regular academic session and hired to work part-time on campus.

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

### 2-2. Student Wage Policy

Arizona Christian University desires to allow students to supplement their 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 Human Resources. Students must be enrolled as full time students at Arizona Christian University.

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
- 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. 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. Students must check with the supervisor prior to starting work each shift. 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.

## **2-3. Your Employment Records**

In order to obtain their position, employees provided us with personal information, such as address and telephone number. This information is contained in the employee's personnel file.

The employee should keep his or her personnel file up to date by informing Human Resources of any changes. The employee also should inform Human Resources of any specialized training or skills he or she may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach the employee in a crisis could cause a severe health or safety risk or other significant problem.

## **2-4. Working Hours and Schedule**

Arizona Christian University does not offer flexible time and therefore does not allow employees to establish their own schedules.

Arizona Christian University normally is open for business from 8:00 am to 5:00 pm, Monday through Friday. Some departments such as Campus Safety, Student Life, and Facilities will have employees working at other times. The employee will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual



work schedules on either a short-term or long-term basis.

Full-time employees are expected to take a lunch break based on their department's schedule.

## 2-5. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason in the electronic time keeping system.

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

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, holiday, sick leave or vacation.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to verify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a Supervisor, who will attempt to correct legitimate errors.

All timesheets will be approved by the Supervisor at the close of each pay period prior.

## 2-6. Overtime

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

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

## 2-7. Travel Time for Non-Exempt Employees

### **Overnight, Out-of-Town Trips**

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

### **Out-of-Town Trips for One Day**

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except

for, among other things: (i) time spent traveling between the employee's home and the local railroad, bus or plane terminal; and (ii) meal periods.

### **Local Travel**

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site, unless it is much longer than his/her regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

### **Commuting Time**

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

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

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

## **2-8. Safe Harbor Policy for Exempt Employees**

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

Employees classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for Arizona Christian University. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

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

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

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

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

- partial day absences for personal reasons, sickness or disability;
- an absence because the employer has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

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

If the employee believes he or she has been subject to any improper deductions, the employee should immediately report the matter to a supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply), he or she should immediately contact Human Resources or any other supervisor in Arizona Christian University with whom the employee feels comfortable.

## 2-9. Your Paycheck

The employee will be paid semi-monthly for all the time worked during the pay period. Paydays are on the 15th and the last day of the month. If payday falls on a weekend or bank holiday, employees will be paid the prior business day.

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

If there is an error in an employee's pay, the employee should bring the matter to the attention of Human Resources or the Chief Financial Officer immediately so the University can resolve the matter quickly and amicably.

## 2-10. Direct Deposit

Arizona Christian University requires all employees to use direct deposit. Authorization forms are available on myACU or from Human Resources.

When changing bank accounts, an updated direct deposit form must be received prior to closing the current account used for direct deposit.

## 2-11. Salary Advances

Arizona Christian University does not permit advances on paychecks or against accrued paid time off.

## 2-12. Performance Review

Depending on the employee's position and classification, Arizona Christian University endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion or continued employment. More frequent reviews may be given to newly hired individuals and to those who have been promoted during a given fiscal year. Managers may conduct special performance reviews of an employee at any time when the employee's performance, good or bad, warrants special consideration. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the University encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

## 2-13. Record Retention

The University acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the University and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the President to inform him or her of potential or actual litigation, external audit, investigation or similar proceeding involving the University that may have an impact on record retention protocols.

## 2-14. Job Postings

Arizona Christian University is dedicated to assisting employees in managing their careers and reaching their professional goals through promotion and transfer opportunities. This policy outlines the on-line job posting program which is in place for all employees. To be eligible to apply for an open position, employees must meet several requirements:

- Should be a current, regular, full-time or part-time employee
- Maintain a performance rating of satisfactory or above
- Should not be on an employee conduct/performance-related probation or warning
- Must meet the job qualifications listed on the job posting
- Required to provide the employee's manager with notice prior to applying for the position

If the employee finds a position of interest on the job posting website and meet the eligibility requirements, an on-line job posting application must be completed in order to be considered for the position. Not all positions are guaranteed to be posted. The University reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

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

## 2-15. Vehicle Usage Policy

### **Introduction:**

The University's Vehicle Usage Policy applies to all University vehicles, rental vehicles, personal vehicles, and motorized carts (gas or electric) used for official University business. Arizona Christian University maintains a small fleet of cars and vans that are available for use by pre-qualified drivers conducting official University business. Drivers must either be an employee or volunteer. Students may be considered to operate University vehicles on a case by case basis. Arizona Christian University does not manage a commercial vehicle license program. Therefore employees are not permitted to rent or operate vehicles that will accommodate more than 15 passengers.

### **Purpose:**

Arizona Christian University is committed to ensuring the safety of our faculty, staff, students, and general public by promoting the safe operation of vehicles, rental vehicles, personal vehicles, and motorized carts used for official University business. This policy has been created to reduce University liability, and to provide general guidelines for the use of University vehicles (including motorized carts, rental and personal vehicles) used for official University business.

### **General Use and Guidelines:**

Arizona Christian University Campus Safety is charged with the distribution of our University's fleet vehicles to our pre-qualified staff and faculty. Employees may rent additional vehicles for official University business when University vehicles are not available, or when there is a need for a larger vehicle. Employees are responsible for their rental request, pick up/drop off of the vehicle(s), and all fees associated with the rental.

Employees who require the need to operate a University vehicle, rental vehicle, personal vehicle, or motorized cart for official University business must have pre-authorization from ACU's Human Resources Manager and Chief of Campus Safety. Once a driver has been approved, his/her name will be added to the approved driving list. Drivers who are listed on the current approved University Driver's List are subject to all provisions in this policy as of July 1st 2017.

University employees may use their personal vehicle for official University business if they have prior approval by ACU's Business Office. All mileage and gas reimbursement must be reviewed and approved by the Controller prior to the use of a personal vehicle. Employees must show proof of insurance to the Business Office before using their personal vehicle for official University business.

Employees required to operate motorized carts for official University business must attend cart safety training through the Department of Campus Safety before operating the cart. This includes employees using their personal or third party carts for official University business. Directors who reside over Departments utilizing motorized carts (gas or electrical) are responsible to ensure their employees receive this cart safety training before operating the cart.

***Drivers will operate University, Rental, and Personal Vehicles (including Motorized Carts)***

1. For OFFICIAL UNIVERSITY BUSINESS ONLY.
2. In a safe and courteous manner on and off campus.
  - The driver will wear his/her seat belt, and ensure all passengers wear their seat belts. This includes golf carts (if the cart is equipped with seat belts).
  - Drivers will not text, email, view social media, or use a cell phone while driving.
  - The driver will not allow distractions in the driver's area. This includes holding or the use of a cell phone, computer, tablet, etc.
  - There will be no racing, simulated racing, or driving deemed reckless.
  - Drivers will not operate a vehicle or motorized cart with any alcohol or illicit drugs in their system. This includes medical marijuana. Drivers will not operate a vehicle or machinery when taking prescription drug that specifically notes do not take when operating a vehicle or machinery.
  - Drivers will have at least 8 hours of sleep before transporting students and staff for official University business.
  - A maximum of 8 hours of driving is allowed within a 24 hour period.
  - Drivers will take the necessary breaks while driving to ensure their safety and the safety of others.
3. Comply with ACU policies and procedures.
4. Comply with all city, county, state and international traffic laws.
5. Agree to pay all traffic violations, citations, and toll road fines.
  - Drivers agree to provide their current driver's license information for all photo radar citations, and will cooperate with the issuing law enforcement agency and court.
  - Exception: Citations or repair orders relating to vehicle safety equipment.
6. University owned motorized carts will not be driven on public roadways.
  - Exception: Golf carts with current Arizona MVD registration, and insured by the University.
  - Drivers violating this policy will be responsible for all traffic violations including repair orders and equipment citations.

### **Minimum Driver Qualifications:**

1. Possess a valid Arizona driver's license if employed by ACU.
2. Possess a valid driver's license issued by the Department of Motor Vehicle from the driver's state of residence if a student employee is requesting to be added to the approved University's driver list.
3. Driver's license has not been suspended or revoked in the past 3 years.
4. Drivers will provide a current copy of their driver's license.
5. Fully disclose annually all driving history for the past 3 years to the Chief of Campus Safety and Human Resources Manager.
6. Drivers must be 21 years of age, and have at least two years of driving experience on a state issued driver's license. This time does not include the time issued for a learning permit.
7. Driver's operating vans must have a minimum of:
  - Complete all minimum driving requirements.
  - Complete an ACU defensive driver van training course.

- Minimum driving age 25 with 5 years of driving experience.
8. No DUI or reckless driving convictions or pending charges.
  9. No more than one at fault or preventable accident, or moving violations in one year.
    - May have attended a traffic school to reduce one moving violation or at fault traffic accident.
  10. No convictions of a felony.
  11. No disciplinary sanctions that would reflect negatively on the driver's ability to make safe driving decisions.
  12. Disclose any temporary or permanent medical conditions that could relate to operating a motor vehicle.
  13. Take and pass the University's approved driver training courses before operating a University vehicle, rental vehicle, personal vehicle, or cart for official University business.

## **Student Drivers**

Department Director or Chair may request student leaders to operate University owned vehicles for official University business. These cases will be reviewed on a case by case basis.

## **Driving Record**

All drivers must have an "acceptable" driving record defined by ACU's Insurance Company. Drivers must obtain a copy of their Motor Vehicle Department (MVD) driving history report for the past 3 years or 39 months. These reports can be obtained by visiting Service Arizona online at [www.servicearizona.com/webapp/citizenMVR](http://www.servicearizona.com/webapp/citizenMVR) . Once you have obtained your driver's history report make a copy and send to ACU's Human Resources Manager and Chief of Campus Safety. As a reminder full time employees must possess a valid Arizona driver's license when employed by ACU and driving for university business.

## **University Vehicle Online Driver's Training:**

Arizona Christian University utilizes online video training provided by Safe Colleges for our employee safety training. All current and new employees who will be using a University vehicle, rental vehicle, personal vehicle, or golf/facilities carts for official University business will need to watch the following videos and receive a passing score to be added or retained on the University's authorized driver's list:

- Defensive Driving (20 min)
- Van Safety (20 min)
- Distracted Driving (12 min)
- Road Rage (15 min)

The Chief of Campus Safety will send the employee the required online video training. The employee will be given a timeline to complete the training. Once the employee has successfully completed the training he/she will be added to the University's authorized driver's list.

### *Motorized Cart Safety Video Training*

- Safe Colleges Distracted Driving (12 min)
- Cart Safety Video

## **Loss of Driving Privileges:**

ACU reserves the right to deny, suspend, or terminate an employee, student, or volunteer's driving privilege to operate vehicles or carts for official University business at any time without cause. A termination, suspension, or denial of a student, employee, or volunteer's driving privilege will not constitute disciplinary action unless there is negligence or a criminal act found during an investigation. Negligence includes but not limited to an injury occurred or could have occurred as a result of the driving incident.

The following incidents may result in the suspension or termination of a student, employee, or volunteer's driving privilege:

1. Driving without a valid Arizona driver's license (Exempt: Student)
2. Operating a 12-15 passenger van without completing ACU's van training program.
3. Not reporting a suspension, revocation, or administrative restriction of a driver's license within 24 hours after receiving notice from the motor vehicle department.
4. Failure to report a moving violation, at fault accidents, reckless driving, or DUI citation within 24 hours of the incident.
5. Operating University vehicles other than for official University business.
6. Operating a vehicle in a reckless or unsafe manner.
7. Operating a vehicle without wearing a seatbelt, or not enforcing passengers to wear their seatbelts.
8. Failure to immediately report an accident or theft to the Chief of Campus Safety.
9. Making unsafe driving decisions.
10. Failure to disclose any temporary or permanent medical conditions that could cause impairment as a University driver.
11. Having two or more at fault accidents or moving violations within one year.
12. Using a phone or communications device (texting, emailing, social media, etc.) while operating a University vehicle, rental vehicle, personal vehicle, or motorized cart for official University business.

### *Employee and Volunteer Driving Incidents Review Board*

Driving incidents involving an employee will be investigated by the Chief of Campus Safety. The results of the investigation will be presented to ACU's Driving Incident Review Board where the incident disposition will be decided. This board will consist of Human Resources Manager and Business Office Controller or their designee. The Chief of Campus Safety will provide mitigating or aggravating recommendations to the board based upon the facts of the incident. The Human Resources Manager will provide mitigating or aggravating recommendations based upon prior driving history as recorded in the employee's file.

### *Student and Student Employee Driving Incidents Review Board*

Driving incidents involving Student or Student Employees will be investigated by the Chief of Campus Safety. The results of the investigation will be presented to ACU's Driving Incident Review Board where the incident disposition will be decided. This board will consist of the Dean of Students or designee and Human Resources Manager. The Chief of Campus Safety will provide mitigating or aggravating recommendations to the board



based upon the facts of the incident. The Human Resources Manager will provide mitigating or aggravating recommendations based upon prior driving history as recorded in the employee's file. The Dean of Students will provide mitigating or aggravating recommendations based upon prior driving history as recorded in the students file.

### *Driving Sanctions While Operating a Vehicle for Official University Business*

Receiving moving violation citation(s) while operating a vehicle for official University business

- First moving violation in one year
  - The employee is responsible for cost of the moving violation.
  - The employee will review the appropriate ACU online video training as well as take the state defensive driving program and pay for the driving program at their expense.
  - The employee will need to show proof he/she has paid their fine and or completed the defensive driving program before they are allowed to operate a vehicle for Official Business.
  - Failing to complete the above actions will result in the temporary suspension of the employee's driving privileges.
- Second moving violation in one year
  - The employee is responsible for cost of the moving violation.
  - ACU's driving privileges suspended indefinitely.
  - The employee will have the right to re-apply to drive for ACU in 3 years of the last moving violation.
- Receiving a Toll Road notice
  - No sanction if the following applies: Employees are responsible to pay the toll fee(s) within five days of the incident via online, App, or phone. The employee is eligible to be reimbursed by the Business Office for the toll only if paid within five days after receiving the toll or as mandated by the State Toll Road Laws.
  - If the employee fails to pay the toll as required by the State where the toll occurred the employee will be responsible for the Toll and fines associated with the Toll incident(s).
  - Once the Toll Notice is received by the University, the Chief of Campus Safety will pay the fine and associated fees. The employee who checked out the vehicle will be responsible to pay ACU's Business Office within 30 days. Failure to repay the Business Office will result in the suspension of the employee's driving privileges until the fee is repaid.
- First At Fault Accident
  - The employee is responsible for cost of the moving violation.
  - The employee will review the appropriate ACU online video training as well as take the state defensive driving program and pay for the driving program at their expense.
  - The employee will need to show proof he/she has paid their fine and or completed the defensive driving program before they are allowed to operate a vehicle for Official Business
  - Failing to complete the above actions will result in the temporary suspension of the employee's driving privileges.
- Second At Fault Accident
  - The employee is responsible for cost of the moving violation.
  - ACU's driving privileges suspended indefinitely.
  - The employee will have the right to re-apply to drive for ACU in 3 years of the last moving

violation.

- Hit and Run Accident
  - The employee is responsible for cost of the moving violation.
  - ACU's driving privileges suspended indefinitely.
  - The employee's actions could result in up to termination.
- Other incident will be handled on a case by case basis. The results could result in no action taken up to termination.

## **Accidents**

ACU employees involved in an accident while driving a vehicle or cart for official University business will not make comments or statements regarding the accident to anyone except to the police, University Administrative Staff, or our University's Insurance Company.

All communications after a University related accident regarding claims, summons, or complaints must be forwarded immediately to the ACU Business Office for review. Employees will be given direction from the ACU Business Office related to post accident communications.

### *Reporting Motor Vehicle Accidents*

The University driver involved in an accident will:

- Check for injuries.
- Call 9-1-1 then contact Campus Safety 602-366-5268.
- Make a police accident report immediately after the accident occurs
  - Never drive away from the scene without making contact with the police officer
- Receive the proper paperwork from the investigator including the report number, other driver's name and license information, any witness information, other vehicle's license plate number, insurance company name/phone number, and policy number.
- Complete the ACU Accident Form and turn it into Campus Safety immediately after the accident.

**All vehicle accidents must be reported immediately to the ACU Department of Campus Safety (602-366-5268) after contacting 9-1-1.**

**The Chief of Campus Safety is responsible for contacting the University's President, Chief Operations Officer, Chief Financial Officer (or designee), Human Resources Manager, and Dean of Students after an accident occurs. Additional leadership team members may be notified depending on the incident. A Crisis Response Team may be organized immediately after the details of the accident are obtained for additional follow up.**

A copy of all initial reports will be sent to the Chief of Campus Safety, and forwarded to the ACU Business Office within one business day following the accident. Additional reports will be gathered from law enforcement agencies as they become available.

### *Accident Review*

All University accidents will be reviewed by the Chief of Campus Safety and the appropriate Driving Incident

Review Board. The following sanctions could apply:

- The employee was not at fault. No corrective action required.
- Incident only. No corrective action required.
- The employee was at fault. Verbal counseling, review of University's Driver's Training Video, and take the State MVD approved driver's training if ticketed by a law enforcement agency.
- Suspension of University driving privileges up to termination.

### **Personal Vehicle Use for University Purposes**

ACU will reimburse employees 90% of the current Internal Revenue Service standard mileage reimbursement rate for operating a personal vehicle for **approved** University business trips.

Employees who seek reimbursement for the use of their personal vehicle when used for official University business will first check the availability of a University vehicle. If a University vehicle is not available then the employee can seek approval from ACU's Business Office to use their personal vehicle for University business. Once the Business Office approves the use of the employee's personal vehicle then the employee is eligible for reimbursement. ACU will reimburse employees only for mileage used for their personal vehicle, and not for wear and tear to the vehicle. This policy will cover all reimbursement requests for mileage incurred on or after July 1, 2017.

In the event an employee or volunteer uses his/her personal vehicle for University business, they must provide the ACU Business Office with a copy of their driver's license and proof of current vehicle insurance. The employee or volunteer will be required to follow the same requirements as previously listed in this policy.

The minimum liability limits acceptable to the university are \$100,000.00 combined single limit or \$100,000.00 bodily injury/each person, \$300,000.00 bodily injury/each accident and \$100,000.00 property damage, commonly known as (\$100/\$300/\$100).

The University reserves the right to disallow the employee or volunteer from using his/her personal vehicle for University business.

## **2-16. Vehicle Request Policy**

### **Introduction:**

The University's Vehicle Request Policy applies to all University fleet vehicles. Arizona Christian University maintains a small fleet of cars and vans that are available for use by pre-qualified drivers conducting official University business. Drivers must be pre-authorized to request and drive a University fleet vehicle. See ACU's Vehicle Usage Policy regarding the use of University vehicles and pre-qualified drivers.

### **Purpose:**

Arizona Christian University Campus Safety is charged with the maintenance and distribution of our University's fleet vehicles to our pre-qualified employees. Our Department of Campus Safety staff is committed to providing excellent customer service to our students and employees. These procedures have been established to ensure our University's pre-qualified drivers receive their University fleet vehicle in a prompt manner, and to ensure their vehicle is clean and fueled.

## Check Out/In Procedures

### *Check Out Procedures*

- Pre-qualified drivers will complete the Vehicle Request Form online through their MY ACU account.
- Reservations for University vehicles must be made at least three (3) business days in advance before vehicle pick-up.
- All vehicles must be reserved by staff, faculty member or club sponsor only.
  - **Students may NOT reserve vehicles.**
- Staff or faculty must list the driver's name in the Vehicle Request Form.
  - **All drivers must be on the University's Driver Approval List before the vehicle is reserved.**
  - Due to insurance risks, no out of country driver licenses will be approved for driving ACU owned vehicles.
  - Vehicles will not be driven out of the United States.
- The driver will receive confirmation and instructions for picking up the University Vehicle within 1 business day after submitting the request via their University's email account.
- Drivers need to call the Department of Campus Safety (602) 366-5268 **1 hour** prior to vehicle pick up.
- University Vehicles are to be picked up in Lot 4 north of the Residence Hall (Building L):
  - The driver will pick up the vehicle clipboard that contains the vehicle keys, registration, insurance, vehicle pre/post inspection report, and usage report from the Department of Campus Safety located inside the Residence Hall, 1st Floor.
  - All vehicles will be inspected prior to checking out/in and report all damage to the Campus Safety Guard immediately.
  - The driver must complete all pre-trip inspection checks and forms.

### *Check In Procedures*

- Call the Department of Campus Safety (602) 366-5268 at least **1 hour** prior to returning the vehicle.
- Return the vehicle to the same location as you did when picking up the vehicle.
- Complete your vehicle post walk around inspection and report immediately all damage to the Campus Safety Guard on duty.
- Drivers must hand deliver the vehicle clip board and keys to the on duty Campus Safety Guard.
  - Never leave the vehicle clip board and keys unattended at the Campus Safety guard office.
- Complete all the vehicle usage forms (start/end mileage, department account number, etc.)
- Complete and Return ALL forms inside the clipboard.
  - The driver is responsible for:
    - Full tank of gas
    - Clean interior (Department's will be charged a cleaning fee for spills, or returning vehicle dirty)

1. Vehicles can be washed and vacuumed for FREE at two local car wash locations

- (Quick N Clean) near the University.
- 2. Vehicles returned with excessive trash, spills, stains will be cleaned by Campus Safety and the charge to clean the vehicle will be billed back to the department who checked out the vehicle.
- 3. The minimum charge back for cleaning a vehicle will be \$100.
- Report all vehicle damage or equipment issues on the forms

## 2-17. 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. Human Resources or his/her 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.

## 2-18. Compensatory Time Off

The provisions of FLSA established a test to determine overtime exemption applied to all positions within Arizona Christian University. 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 is granted to exempt positions. There is no legal requirement or obligation of Arizona

Christian University 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 must be recorded on green semi-monthly timesheets. 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.

## 2-19. Carrying Weapons on Campus

### Purpose:

1. The purpose of this policy is to define the use, possession, concealment, and storage of weapons or self-protection items to include but not limited to firearms, ammunition, knives, electronic personal protection devices, explosives, and fireworks on the campus at Arizona Christian University.
2. Arizona Christian University is a private institution governed by the Arizona Christian University Board of Trustees. Arizona Christian University has the right and authority to define the use, possession, concealment, and storage of firearms, ammunition, knives, electronic personal protection devices, explosives, and fireworks on the property owned or controlled by the University.
3. This policy has been established to provide a safe work and study environment for our students, staff, faculty, and adjunct faculty.

### Policy

1. Students, staff, faculty, adjunct faculty, and guests are prohibited to use, possess, conceal, or store firearms, ammunition, knives (not including a pocket knife with a blade of less than 4 inches), electronic personal protection devices, explosives, fireworks and other ACU Prohibited Weapons on the property owned or controlled by the University.
  - ACU Prohibited Weapons include but are not limited to handguns, shotguns, rifles, BB guns, air-soft guns, pellet guns, paint ball guns, Simmunitions guns, swords, blowguns, nunchakus, all explosives or explosive devices, and other weapons deemed prohibited by the University.
  - Students are prohibited from cleaning or providing maintenance to any weapon inside University buildings or on any outside campus locations (this includes campus parking lots).
2. Handguns, rifles, shotguns used for target shooting, competitive shooting, or hunting will be stored off campus, and not in University buildings, Residence Hall, or vehicles parked on University property.
3. Any person who violates this policy will be asked to leave the campus and secure their weapon at a

secured location off campus. Any person who refuses to leave the campus, shall be subject to arrest under Arizona Revised Statutes 13-1502 (Third Degree Trespassing).

4. Students and staff who violate this policy are subject to University discipline which could result up to expulsion or dismissal.
5. The University has the right to inspect a vehicle(s), person(s), backpacks (other personal storage items such as purses, fanny packs, etc.), personal storage areas, offices, dorm rooms, etc. when there is a reason to believe that a person(s) have violated this policy.
6. Concealed Carry Weapon Permits
  - Students, staff, faculty, adjunct faculty, and guests who possess a current Arizona "Concealed Carry Weapons Permit" are authorized to store their weapon inside their vehicle, and will not carry their weapon on campus either visible or concealed.
  - Weapons stored in vehicles will be stored inside a locked vehicle out of the public's view.
  - Weapons stored in a locked vehicle shall not exceed 8 hours.
  - Arizona Christian University does not assume any liability for any weapon lost, stolen, or damage resulting in compliance with this policy.
  - Weapons will not be handled, loaded, or unloaded in parking lots.
  - Arizona Christian University does not provide weapon storage lockers, or bullet traps to unload weapons
7. Exceptions:
  - The Director and Chief Campus Safety Officer is the only authorized employee by the University's President to carry a weapon(s) on University grounds or at events in the course of his/her duties.
  - Employees who have received approval by the Director and Chief Campus Safety Officer as a member of the University's Armed Response Team, and the approval by ACU's President may possess a firearm on campus. The weapon must be concealed upon the employee at all times, and out of the public's view.
  - Police Officers who are currently employed by a law enforcement agency in Arizona with documented credentials.
  - Federal Law Enforcement Agents who are currently employed by a United States Federal Law Enforcement Agency with documented credentials.
  - Retired law enforcement officer as per the Law Enforcement Officer Safety Act (LEOSA) of 2004 (P.L. 108-277; 118 Stat. 865; 18 United States Code sections 926B and 926C) who are in possession of their current LEOSA credentials.

## Section 3 - Benefits

### 3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is Arizona Christian University's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Arizona Christian University provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

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

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

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

If employees have any questions regarding benefits, they should contact Human Resources, the Chief Financial Officer or the Provost and Chief Operating Officer.

### 3-2. Paid Holidays

Full-time, Part-time employees will be paid for the following holidays:

2 Floating Holidays

New Year's Day

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Independence Day



Labor Day

Day before Thanksgiving

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

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

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

### 3-3. Paid Vacations

We know how hard employees work and recognize the importance of providing time for rest and relaxation. We fully encourage employees to get this rest by taking your vacation time. Full-time employees accrue paid vacation time as follows:

Length of Service	Days per Year
0 - 1 year	10
1 year - 9 years	15
10 years	16
11 years	17
12 years	18
13 years	19
14 years or more	20

Part-time employees and Student Workers are not eligible for vacation pay.

Effective January 1, 2018, full-time employees will earn vacation based of length of service and pay grade as follows:

<b>Length of Service</b>	<b>Grades 1 - 2</b>	<b>Grades 3 - 5</b>
	<b>Days per Year</b>	<b>Days per Year</b>
<b>0-3 Years</b>	<b>15</b>	<b>20</b>
<b>4-9 Years</b>	<b>20</b>	<b>25</b>
<b>10 Years or more</b>	<b>25</b>	<b>25</b>

Vacations should be taken during the year accrued, unless otherwise required by law. Effective January 1, 2018, a maximum of 10 days accrued, unused vacation time can be carried over to the following calendar year. Exceptions can only be approved for business necessity by Human Resources, the Chief Financial Officer or the Provost and Chief Operating Officer.

Every effort will be made to grant the employee's vacation preference, consistent with our operating schedule. However, if too many people request the same period of time off, the University reserves the right to choose who may take vacation during that period. Employees with the longest length of service generally will be given preference. Vacation requests must be submitted to an employee's manager at least two (2) weeks in advance of their requested vacation dates.

Vacation time may be accumulated up to a maximum of 25 days.

A maximum of 5 days vacation time earned after July 1, 2017, will be paid out upon separation. Accrued vacation time will be applied to absences in the order it was accrued.

Advanced but unearned vacation will be deducted from your final paycheck, to the extent permitted by law.

Athletic Trainers and Faculty are not eligible for vacation time.

### 3-4. Personal Leave

Personal Leave is being replaced with the new Arizona Paid Sick Time. Personal time accrued prior to July 1, 2017, will remain available for use, once earned Paid Sick Time is exhausted. Personal leave will not be paid while an employee is on vacation. Unused personal leave will not be paid upon separation.

### 3-5. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their Supervisor and Human Resources. Failure to follow University procedures may affect the ability of the employee to receive Workers Compensation benefits.

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

this handbook for more information.

### 3-6. Jury Duty

Arizona Christian University realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave may be compensated for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the University during such week.

### 3-7. Bereavement Leave

We know the death of a family member is a time when employees wish to be with their families. If the employee is a full-time, part-time employee and loses a close relative, he or she will be allowed paid time off of up to 3 days to assist in attending to his or her obligations and commitments. For the purposes of this policy, a close relative includes a spouse, child, grandchild, parent, grandparent, sibling or spouse's immediate family member. Paid leave days only may be taken on regularly scheduled, consecutive workdays. Employees must inform their Supervisors prior to commencing bereavement leave and request the time off in the electronic payroll system. In administering this policy, the University may require verification of death.

### 3-8. Voting Leave

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

### 3-9. Insurance Programs

Full-time employees may participate in the University's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

### 3-10. Long-Term Disability Benefits

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the University and the insurance carrier.

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

### 3-11. Salary Continuation

Arizona Christian University offers short-term disability insurance as a voluntary benefit to full-time employees.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees will be required to submit medical certification as requested by Arizona Christian University. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

### 3-12. Employee Assistance Program

Arizona Christian University provides counseling services for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained through Human Resources.

### 3-13. Retirement Plan

Participation is available to each member of the university 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.

Plan participants must create a retirement account at TIAA CREF prior to making pre-tax contributions to their retirement account. Employees can create an account at [www.tiaa.org/arizonachristian](http://www.tiaa.org/arizonachristian).

Upon becoming eligible to participate in this plan, the employee will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to Human Resources, the Chief Financial Officer or the Provost and Chief Operating Officer if there are any further questions.

## 3-14. Earned Paid Sick Time

### **Eligibility**

The University provides earned paid sick time to employees who work in Arizona.

### **Accrual**

Employees begin accruing earned paid sick time pursuant to this policy on July 1, 2017 or at the start of employment, whichever is later. Eligible employees will accrue one (1) hour of earned paid sick time for every 30 hours worked. Exempt employees are assumed to work 40 hours in each workweek unless their normal workweek is less than 40 hours, in which case earned paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning July 1 and ending on June 30.

### **Usage**

Current employees may use earned paid sick time as it accrues. Earned paid sick time must be used in 15 minute increments. An employee may not use more than 40 hours of earned paid sick time in any calendar year unless they are on an approved absence under the Family and Medical Leave Act.

Employees may use earned paid sick time for absences due to:

1. an employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
2. care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
3. closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
4. a covered purpose relating to domestic violence, sexual violence, abuse or stalking to allow the employee to obtain (for himself or herself or for a family member) medical attention, services from a victims' organization, counseling, relocation and/or legal services.

For purposes of this policy, family member includes (regardless of age): a biological, adopted or foster child, stepchild or legal ward, a child to whom the employee stands in-loco-parentis or an individual to whom the employee stood in loco parentis when the individual was a minor; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or a person who stood in loco parentis when the employee or employee's spouse was a minor child; spouse or a grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

An employee's use of earned paid sick time will not be conditioned upon searching for or finding a replacement worker.

The University will assume, subject to applicable law, that employees want to use available earned paid sick time for absences for reasons set forth above and employees will be paid for such absences to the extent they have earned paid sick time available.

Employees will be advised of their earned paid sick time balance information on their itemized wage statement.

### **Notice and Documentation**

Employees are required to make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt business operations. Requests to use earned paid sick time may be made orally, in writing or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the employee's absence. When the use of earned paid sick time is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to their manager and enter time into the payroll system in advance of the use of the earned paid sick time. When the use of earned sick time is not foreseeable, the employee is required to provide notice to their manager and enter time into the payroll system at least one (1) hour prior to the start of his/her workday or as soon as possible under the circumstances.

For earned paid sick time of three (3) or more consecutive work days, the University requires reasonable documentation that the earned paid sick time has been used for a covered purpose. For reason #1 and #2 above, documentation signed by a health care professional indicating that earned paid sick time is necessary is reasonable. For reason #4 above, any of the following types of documentation selected by the employee is reasonable:

- a police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual violence, abuse or stalking;
- a protective order; injunction against harassment; a general court order; or other evidence from a court or prosecuting attorney that the employee or employee's family member appeared or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse or stalking;
- a signed statement from a domestic violence or sexual violence program or victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual violence, abuse or stalking;
- a signed statement from a witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization;
- a signed statement from an attorney, member of the clergy or a medical or other professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse or stalking; or
- an employee's written statement affirming that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse or stalking, and that the earned paid sick time was taken for one of the purposes described above.

Documentation provided to the University should not explain the nature of the employee's or a family member's health condition or the details of the domestic violence, sexual violence, abuse or stalking.

### **Payment**

Earned paid sick time will be paid at the same hourly rate the employee earns from his or her employment at

the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of earned paid sick time is not considered hours worked for purposes of calculating overtime.

### **Carryover and Payout**

An employee may carry over up to 40 hours of accrued, unused earned paid sick time to the following calendar year. Unused earned paid sick time will not be paid at separation.

### **Enforcement & Retaliation**

Retaliation against an employee who requests or uses earned paid sick time is prohibited. An employee has the right to file a complaint if earned paid sick time as required by law is denied by an employer or if he/she is subjected to retaliation for requesting or taking earned paid sick time. The Arizona Industrial Commission's contact information is as follows: 800 W. Washington Street, Phoenix, AZ 85007 / 602-542-4515 / [www.azica.gov](http://www.azica.gov).

Questions about rights and responsibilities under the law can be answered by Human Resources, the Chief Financial Officer or the Provost and Chief Operating Officer.

## **3-15. Meals in the University Cafeteria**

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

## **3-16. 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 university 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 Arizona Christian University 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 Arizona Christian University sponsored mission trip. Additional time can be taken as paid vacation leave or unpaid leave at the approval of the supervisor.

### 3-17. 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 university 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 the Chief Financial Officer, to register for credit in academic programs on a space available basis. Regular undergraduate courses, including summer school, campus, evening, and online 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**

1. Employees registered as traditional students may receive tuition waiver for a maximum of 6 credits on a space available basis.
2. 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.
  - 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 annually by the administration. 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**

1. 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 annual leave.
2. The supervisor shall be responsible for verifying the employee's participation in the educational



activity.

3. 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.
4. 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.
5. On a case-by-case basis the employee's supervisor, the Chief Financial Officer, and/or President should handle exceptions in consultation with the employee.
6. Release Time forms, available from the business office, must be completed and signed by staff member and the supervisor prior to registration.

### 3-18. 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.

### 3-19. Staff Dependent Educational Benefits

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, 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.

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:**

1. Complete the admission requirements for Arizona Christian University.
2. Complete the FAFSA
3. Complete the ACU Student Interview
4. Complete the tuition waiver form which can be obtained from the business office.
5. Maintain a minimum 2.0 cumulative GPA.

## Section 4 - Leaves of Absence

### 4-1. Personal Leave

If employees are ineligible for any other University leave of absence, Arizona Christian University, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least 30 days before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However a personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days. We will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the University in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, he or she should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

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

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

### 4-2. Military Leave

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

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

## 4-3. Family and Medical Leave

### The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact Human Resources.

#### I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by the University for at least 12 months (which need not be consecutive); 2) have been employed by the University for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

#### II. Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

##### A. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

A **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Qualifying exigencies** may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

### **B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)**

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

### **C. Intermittent Leave and Reduced Leave Schedules**

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

### **D. No Work While on Leave**

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

### **E. Protection of Group Health Insurance Benefits**

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

### **F. Restoration of Employment and Benefits**

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the University substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The University will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

### **G. Notice of Eligibility for, and Designation of, FMLA Leave**

Employees requesting FMLA leave are entitled to receive written notice from the University telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) University's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The University may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the University's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the University and employee can mutually agree that leave be retroactively designated as FMLA leave.

### **III. Employee FMLA Leave Obligations**

#### **A. Provide Notice of the Need for Leave**

Employees who take FMLA leave must timely notify the University of their need for FMLA leave. The following describes the content and timing of such employee notices.

##### **1. Content of Employee Notice**

To trigger FMLA leave protections, employees must inform [Human.Resources@arizonachristian.edu](mailto:Human.Resources@arizonachristian.edu) of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the University to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the University's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the University has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

##### **2. Timing of Employee Notice**

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the University notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

## **B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules**

When planning medical treatment, employees must consult with the University and make a reasonable effort to schedule treatment so as not to unduly disrupt the University's operations, subject to the approval of an employee's health care provider. Employees must consult with the University prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the University and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the University may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the University may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the University of the reason why such leave is medically necessary. In such instances, the University and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the University's operations, subject to the approval of the employee's health care provider.

## **C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)**

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the University with timely, complete and sufficient medical certifications. Whenever the University requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the University's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The University will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The University will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the University (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the University with authorization allowing it to clarify or authenticate certifications with health care providers, the University may deny FMLA leave if certifications are unclear.

Whenever the University deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

### **1. Initial Medical Certifications**

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care

for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the University has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the University's expense. If the opinions of the initial and second health care providers differ, the University may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the University and the employee.

## **2. Medical Recertifications**

Depending on the circumstances and duration of FMLA leave, the University may require employees to provide recertification of medical conditions giving rise to the need for leave. The University will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

## **3. Return to Work/Fitness for Duty Medical Certifications**

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the University with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The University may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

## **D. Submit Certifications Supporting Need for Military Family Leave**

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the University may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the University may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the University may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

## **E. Substitute Paid Leave for Unpaid FMLA Leave**

Employees must use any accrued paid time while taking unpaid FMLA leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall



run concurrently with any FMLA leave entitlement. Upon written request, the University will allow employees to use accrued paid time to supplement any paid disability benefits.

#### **F. Pay Employee's Share of Health Insurance Premiums**

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the University notifies employees of other arrangements, whenever employees are receiving pay from the University during FMLA leave, the University will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a pre-pay method.

The University's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the University will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the University for the cost of the premiums the University paid for maintaining coverage during their unpaid FMLA leave.

#### **IV. Exemption for Highly Compensated Employees**

The University may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the University. (This fact-specific determination will be made by the University on a case-by-case basis.) The University will notify employees if they qualify as a "highly compensated," if the University intends to deny reinstatement, and of an employee's rights in such instances.

#### **V. Questions and/or Complaints about FMLA Leave**

If you have questions regarding this FMLA policy, please contact Human Resources. The University is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact Human Resources immediately. The University will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

#### **VI. Coordination of FMLA Leave with Other Leave Policies**

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the University's other leave policies in this handbook or contact Human Resources.

#### 4-4. Court Subpoenas

*When an employee is subpoenaed, advance notification should be made through the supervisor. Appearances in court under subpoenas and/or out of civic responsibility (such as an eyewitness) will normally be considered excused time. Time for appearance in court for personal business will be the individual employee's responsibility. Normally, vacation days will be used for this purpose.*

## Section 5 - General Standards of Conduct

### 5-1. Workplace Conduct

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

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

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing Arizona Christian University property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of Arizona Christian University's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening or disrupting the work of others or other violations of Arizona Christian University's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
10. Gambling on University property.
11. Willful or careless destruction or damage to University assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of Arizona Christian University's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Company policy.

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

Progressive discipline provides an employee who violates policies or perform unsatisfactorily and opportunity to correct their behavior. It is designed as a set of guidelines and is included simply to recommend the normal disciplinary actions to be taken. Nothing in this policy limits the right of Arizona Christian University to

diverge from or modify the sequences of action and, therefore, are not an exclusive list of all behaviors that could result in discipline. Nothing in this policy shall affect the at-will status of employees.

Employee misconduct that does not rise to the level of immediate termination will generally be addressed through progressive discipline, consisting of three steps: oral warning, written warning, and termination.

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

## 5-2. Punctuality and Attendance

Employees are hired to perform important functions at Arizona Christian University. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and Supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify Supervisors as early as possible, but no later than the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism. In the event an employee is physically incapacitated, a relative or friend may contact the supervisor.

Unreported absences of three (3) consecutive work days generally will be considered a voluntary resignation of employment with the University.

## 5-3. Use of Communications and Computer Systems

Arizona Christian University's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other University policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Arizona Christian University systems.

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

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

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

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

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

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

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

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

#### 5-4. Use of Social Media

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

Employees may not post on a blog or web page or participate on a personal social networking platform, such as Twitter or similar site, during work time or at any time with University equipment or property unless this is a part of your job function.

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

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

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. University policies apply equally to employee social media usage.

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

## 5-5. Inspections

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

## 5-6. Smoking

Smoking, including the use of e-cigarettes, is prohibited on University premises and in all University vehicles.

## 5-7. Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time an employee is engaged, or should be engaged, in performing his/her work tasks for Arizona Christian University. Solicitation of any kind by non-employees on University premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the University is prohibited at all times. Distribution of literature by non-employees on University premises is prohibited at all times.

## 5-8. Confidential Company Information

During the course of work, an employee may become aware of confidential information about Arizona Christian University's business, including but not limited to information regarding University finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers and customers and potential customers. An employee also may become aware of similar confidential information belonging to the University's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the University may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

All developments relating to *Arizona Christian University*, or capable of beneficial use by *Arizona Christian University*, including, but not limited to, object code, source code, marketing, confidential and trade secret information, techniques, slogans, designs, artwork, and writings, compositions, which an employee conceives, makes, develops, or acquires, either solely or jointly with others, during his or her employment, in whole or in part on *university* time, and shall immediately become and remain the sole and exclusive property of *Arizona Christian University*.

All employees agree to grant and assign to *Arizona Christian University* any and all rights, title, or interest now existing or that may come into existence throughout the world that employees may have in any developments

as described in the above paragraph.

## **Guidelines**

. Developments include, but are not limited to, inventions, discoveries, improvements, ideas, software, formulas, and processes conceived by an employee.

. Employees shall promptly and fully disclose in writing all such developments to *Arizona Christian University*, and shall at any time either during or after the employee's employment, upon request of university without charge, execute, acknowledge, and deliver to the *Arizona Christian University* all instruments that the *Arizona Christian University* may request to enable *Arizona Christian University* to file for, and to acquire, maintain, and enforce, all trademarks, service marks, registrations, copyrights, license, and patents covering such developments.

## **5-9. Conflict of Interest and Business Ethics**

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

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

1. holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the University, by any employee who is in a position to directly or indirectly influence either the University's decision to do business, or the terms upon which business would be done with such organization;
2. holding any interest in an organization that competes with the University;
3. being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the University or which competes with the University; and/or
4. profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the University.

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

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

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

## 5-10. Use of Facilities, Equipment and Property, Including Intellectual Property

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

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

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

The facilities at Arizona Christian University are available to employees for official business purposes. Employees wishing to use our facilities for an outside organization's use or for personal functions must contact the facility rentals department.

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

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

## 5-11. Health and Safety

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

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

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



## 5-12. Hiring Relatives/Employee Relationships

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

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

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

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

## 5-13. Employee Dress and Personal Appearance

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

## 5-14. Publicity/Statements to the Media

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

## 5-15. Operation of Vehicles

All employees authorized to drive University-owned or leased vehicles or personal vehicles in conducting University business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

An employee must have a valid driver's license in his or her possession while operating a vehicle off or on University property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle

safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

University-owned or leased vehicles may be used only as authorized by management.

### **Portable Communication Device Use While Driving**

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

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

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

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

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

## **5-16. Business Expense Reimbursement**

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to Accounts Payable Manager along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

## **5-17. References**

Arizona Christian University will respond to reference requests through the Human Resources Department. The University will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Department.

**Only the Human Resources Department may provide references.**

## 5-18. If You Must Leave Us

Should an employee decide to leave the University, we ask that he or she provide a Supervisor with at least 2 weeks advance written notice of departure. Thoughtfulness will be appreciated. All University, property including, but not limited to, keys, ID badge, credit card, security cards, parking passes, laptop computers, uniforms, etc., must be returned at separation. Employees also must return all of the University's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the University, (through payroll deduction, if lawful) for any lost or damaged University, property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## 5-19. Exit Interviews

Employees who resign are requested to participate in an exit interview with Human Resources.

## 5-20. A Few Closing Words

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

## 5-21. Personal Visits and Telephone Calls

Disruptions during work time can lead to errors and delays. Therefore, we ask that personal visits and telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

## General Handbook Acknowledgment

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

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

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

**I have received and read a copy of Arizona Christian University's Employee handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the University at any time.**

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

**I understand that no representative of Arizona Christian University other than Board of Trustees may alter "at will" status and any such modification must be in a signed writing.**

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

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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

## Receipt of Sexual Harassment Policy

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

If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the University will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Arizona Christian University's Sexual Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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

## Receipt of Non-Harassment Policy

It is Arizona Christian University's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, or age. The purpose of this policy is to ensure that in the workplace, no one harasses another individual.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the University will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand Arizona Christian University's Non-Harassment Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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

## Arizona Christian University Core Commitments

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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

## Statement of Faith

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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



## Marriage and Human Sexuality

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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

## Drug and Alcohol Policy Consent Form

### Drug and Alcohol Policy Consent Form

#### 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*

Updated 6/20/2012 Updated 6/20/2012

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.

### Employee Consent

I agree to abide by the ACU Drug and Alcohol Policy.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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