



**MOUNTAINLAND**  
TECHNICAL COLLEGE

## EMPLOYEE HANDBOOK

October, 2018

# TABLE OF CONTENTS

<b>PRESIDENT’S MESSAGE .....</b>	<b>4</b>
<b>ABOUT MOUNTAINLAND TECHNICAL COLLEGE .....</b>	<b>5</b>
<b>EMPLOYMENT POLICIES AND PRACTICES .....</b>	<b>7</b>
“EMPLOYMENT AT-WILL” STATEMENT .....	7
EQUAL EMPLOYMENT OPPORTUNITY .....	7
AFFIRMATIVE ACTION.....	7
HARASSMENT .....	8
<i>Sexual Harassment</i> .....	8
DISABILITY/REASONABLE ACCOMMODATIONS .....	9
<i>Medical Conditions/Maternity</i> .....	9
<b>EMPLOYEE STATUS, PROCESS AND PERFORMANCE .....</b>	<b>10</b>
INTRODUCTORY PERIOD AND ORIENTATION.....	<b>ERROR! BOOKMARK NOT DEFINED.</b>
PERSONNEL FILES.....	10
EMPLOYEE REFERENCES .....	10
PERFORMANCE REVIEWS .....	10
PROMOTIONS AND TRANSFERS.....	11
EMPLOYMENT STATUS.....	11
OUTSIDE ACTIVITIES AND INTERESTS .....	12
CODE OF ETHICS.....	12
<i>Professional Competency and Behavior</i> .....	14
<i>Non - Discrimination</i> .....	14
<i>Publications, Marketing, and Promotion</i> .....	14
<i>Ethics Point</i> .....	14
CONFLICT OF INTEREST .....	14
COMMUNICATIONS .....	14
<i>Direct Communication</i> .....	14
<i>Bulletin Boards/Postings</i> .....	14
<i>Employee Meetings</i> .....	14
<i>Telephones</i> .....	14
<i>Mail</i> .....	14
<i>Facsimile</i> .....	14
<i>E-Mail, Voice-Mail, and Computer Network Systems</i> .....	14
<b>GRIEVANCE AND RESOLUTION PROCESS .....</b>	<b>15</b>
<b>TERMINATION OF EMPLOYMENT .....</b>	<b>15</b>
<i>Voluntary Termination</i> .....	15
<i>Dismissal</i> .....	16
<i>Administrative Procedures Upon Termination of Employment</i> .....	16
<i>Final Paycheck</i> .....	16
<i>Severance</i> .....	17
<b>COMPENSATION .....</b>	<b>19</b>
PAY PERIODS AND PAYDAY .....	19
TIMEKEEPING REQUIREMENTS .....	19
PAYROLL DEDUCTIONS.....	19
GARNISHMENTS .....	19
WORK SCHEDULES .....	19
<i>Rest and Lunch Breaks</i> .....	19
<i>Educational Consideration</i> .....	19

OVERTIME PAY .....	19
COMPENSATORY TIME .....	20
<b>HEALTH, SAFETY, AND WORKER’S COMPENSATION.....</b>	<b>21</b>
RISK MANAGEMENT/WORKER’S COMPENSATION .....	21
INJURY ON THE JOB .....	21
DRUGS AND ALCOHOL .....	22
SMOKE-FREE WORKPLACE.....	22
<b>EMPLOYEE BENEFITS &amp; LEAVES .....</b>	<b>23</b>
HOLIDAYS.....	23
PAID LEAVE .....	24
<i>Vacation Leave</i> .....	24
<i>Sick Leave</i> .....	24
<i>Personal Leave</i> .....	25
<i>Jury/Witness Duty</i> .....	25
LEAVE WITHOUT PAY .....	25
<i>Family and Medical Leave (FMLA)</i> .....	26
<i>Military Leave</i> .....	27
INSURANCE .....	28
<i>Life/Accidental Death and Dismemberment</i> .....	28
<i>Long Term Disability</i> .....	28
<i>Medical, Dental, and Vision</i> .....	28
<i>Worker’s Compensation</i> .....	29
<i>Unemployment Insurance</i> .....	29
COBRA .....	29
HIPAA.....	29
RETIREMENT .....	30
<i>Social Security Alternative</i> .....	30
<i>Non-Contributory</i> .....	30
<i>401(k) &amp; 457</i> .....	30
<i>403b</i> .....	30
ATTENDANCE .....	31
CONFIDENTIALITY .....	31
<i>Ethics</i> .....	31
<i>Software</i> .....	32
<i>Confidential Information</i> .....	32
ENDANGERING SECURITY .....	32
SOLICITING.....	33
DRESS CODE .....	34
<b>ADDENDUM .....</b>	<b>35</b>
“EMPLOYMENT AT-WILL” AGREEMENT .....	36
SEXUAL HARASSMENT POLICY STATEMENT .....	37
DRUG AND ALCOHOL POLICY STATEMENT .....	38
ACKNOWLEDGEMENT .....	40

## PRESIDENT'S MESSAGE

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It's an exciting time to be part of Mountainland Technical College. Unprecedented growth in the student body, faculty, facilities and programs have propelled the College to become the fastest growing institution in the Utah System of Technical Colleges. MTECH could not have experienced this prominence without such an outstanding staff that cares about helping people better their lives through education. Celebrating diversity and individualism while nurturing team building are key components of a great working environment and our students are fortunate to work with such an outstanding team.

The MTECH Board of Directors have fostered a culture to help staff feel inclusive while supporting students to succeed. The Board and Advisory Committees help the College stay on course by identifying programmatic needs and modifications ensuring that all educational delivery is current and meeting market demands.

Business and industry partnerships have been key elements of program development and expansion. Students are successful in finding employment and often times that is a result of being trained on state of the art equipment that is similar or the same as they will use in their employment. Business leaders provide expertise in advisory committee capacities thus ensuring all programs have the necessary training in place to train graduates to be employable in high wage/high demand occupations.

I feel it a privilege to associate with such fine people who are working together for a united, common cause. Individualism and unique personalities allow our students to experience different environments and cultures while preparing them for success in the world of work. Each of you are experts in your chosen occupational field and help to deliver current training opportunities for our students. Best wishes for an exciting year and thanks for all that you do to make our students and Mountainland Technical College a success!

Clay Christensen, President  
Mountainland Technical College

# **ABOUT MOUNTAINLAND TECHNICAL COLLEGE**

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## **Governance**

In June, 2001, a special session of the Utah State Legislature created a new state applied technology education governance structure, establishing the Utah System of Technical Colleges (UTech), the State's tenth institution of higher education. With this legislation, the existing Mountainland Technical College became one of eight campuses that now comprise the Utah System of Technical Colleges (UTech) (see Utah Code §53B-2a-101).

## **History**

Mountainland Technical College (MTECH) was originally established as Mountainland Applied Technology Center in November 1989 under the guidance of the Mountainland Region Vocational and Technical Education Coordinating Committee (VTECC). VTECC consisted of the superintendents of the seven public school districts, the president of the state higher education institution, and several private sector employers serving Mountainland Region (Utah, Summit, and Wasatch counties).

VTECC and state direction from both the Utah State Board of Education and Utah State Board of Regents during the 1989-2001 period charged MTECH with providing competency-based vocational and technical training for both high school and adult students, preparing them with necessary skills to enter the workforce.

Administrative functions during the first twelve years of operation were provided through an MTECH director and staff with assistance from (then) Utah Valley Community College (UVCC) and the school districts. The Center's original function was to organize a regional service model incorporating short-term job training functions previously conducted by UVCC, the school districts, other governmental entities and the community at large.

Initial funding for MTECH was provided through state appropriations, state and federal grants, and local resources. Since its inception, MTECH has administered and operated the state-funded Custom Fit programs for Mountainland Region. In 1992, an ongoing funding source was appropriated by the Utah State Legislature and allocated to MTECH through both the State Board of Education and State Board of Regents. Between 1992 and 2001, MTECH was designated by the State as an applied technology center service region (ATCSR).

On June 20, 2001, the Utah Legislature, in a special session, passed House Bill 1003, creating the statewide system of the Utah College of Applied Technology (UCAT). The bill was signed into law by the governor on July 5, 2001. On September 1, 2001, MTECH officially became Mountainland Applied Technology College and an affiliate campus of UCAT.

As directed by the new law, the Mountainland Applied Technology College Board of Directors was immediately established to provide regional oversight of college operations. A campus president was appointed to serve as the chief administrative officer and also as chief Executive officer to the Board of Directors.

In February 2003, MTECH was granted candidacy accreditation status by the Council on Occupational Education. In April 2006 the Council conducted a site visit of the MTECH and in June 2006 awarded full accreditation to the college. At that time, MTECH's main campus was in Orem and occupied a building leased from Utah Valley University, formerly UVCC. There was also a campus in American Fork leased from the Alpine School District, a classroom in the Nebo Learning Center in Springville, and an automotive shop in Heber.

MTECH currently has three campuses in Utah County, MTECH also leases a classroom in Heber to accommodate students the area. In July 2006 administration, staff and students celebrated the opening of the new Spanish Fork Campus, the first campus actually owned by Mountainland Technical College. In 2009, MTECH acquired a building in Orem to accommodate students in the central Utah County area. Then, in January 2011 the main campus was relocated from Orem to Lehi; students began classes in the beautiful new building at Thanksgiving Point.

In the 2017 legislative session, UCAT was renamed to be the Utah System of Technical Colleges (UTech), and MATC was renamed to be Mountainland Technical College (MTECH).

Mountainland Technical College has grown significantly since its inception in 1989. MTECH has established dozens of programs and issues hundreds of skill competency certificates to both high school and adult students each year.

## **Our Mission**

To enhance the employability of individuals through market-driven career and technical education.

## **Our Vision**

Affordably prepare the workforce in our three county service region and implement the Mission Statement of the Mountainland Technical College through the five core areas of:

- Program Development;
- Student Achievement;
- Faculty and Staff Support;
- Physical Resources; and
- Community Outreach.

## **MTECH Administrative Officers**

Campus President  
Vice President, Administrative Services/CFO  
Vice President, Instruction  
Vice President, College Relations

Clay E. Christensen  
Kirt J. Michaelis  
Holly Peterson  
Joseph Demma

# **EMPLOYMENT POLICIES AND PRACTICES**

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This section of the handbook represents MTECH employment policies and practices. It is a summary of the actual policies that help to govern the institution. Please become familiar with the material and if you want to review the actual policy you may do so online at mtec.edu. Please consult the Director of Human Resources with any additional questions.

## **“EMPLOYMENT AT-WILL” STATEMENT**

Mountainland Technical College values its relationship with you. We are committed to working with you fairly and openly. Our employment relationship with you is by your choice and by the choice of the College. This choice does not refer to or determine a specified term or length of time for your employment. Indeed, either the college or you may terminate the employment relationship at will, at any time, for any reason and without the necessity of giving a reason.

As we seek to be fair in working with you, we ask that you do the same in evaluating your ongoing relationship with Mountainland Technical College. No one at Mountainland Technical College has the authority to enter into employment agreements with you that are not in accordance with this statement.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Mountainland Technical College is fully committed to policies of non-discrimination and equal opportunity. MTECH does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information, marital status, or veteran status.

Discrimination is prohibited throughout all phases of your employment—including being recruited, hired, promoted, compensated, or provided benefits. The Director of Human Resources, Managers, Supervisors, Program Directors, Vice Presidents, and the Campus President are responsible for providing advice and assistance in implementing this policy and for responding to complaints in a timely manner.

Equal Employment Opportunity is not only the law; it is a principle of our college’s operation. We stand behind this principle and expect each employee to cooperate to achieve this goal.

## **AFFIRMATIVE ACTION**

It is the policy of Mountainland Technical College to promote equal employment opportunity by taking affirmative action to ensure applicants for employment and employees are treated without regard to race, color, religion, sex, or national origin.

To implement these policies, MTECH will:

- Recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, sex, or national origin.
- Base decisions on employment so as to further the principle of equal employment opportunity.
- Ensure that promotion decisions are in accordance with principles of equal employment opportunity by imposing valid requirements for promotional opportunities.
- Ensure that all personnel actions (including, but not limited to compensation, benefits, transfers, layoff, return from layoff, college-sponsored training, education and social programs) are administered without regard to race, color, religion, sex or national origin.

## **HARASSMENT**

Mountainland Technical College is committed to providing an environment free from harassment. Harassment is defined as conduct that substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

MTECH administrators cannot refuse to hire, discharge, promote, demote, terminate, discriminate in compensation, or discriminate regarding terms, privileges or conditions of employment, or enrollment against any person otherwise qualified because of race, color, religion, sex, national origin, age, disability, marital status, veteran's status or sexual orientation. Employees and students may not discriminate in the classroom, training labs, on/off campus, or at MTECH-sponsored events and activities.

The College will actively enforce its policy against harassment. The policy applies to all conduct by any supervisor, manager, coworker, subordinate, vendor, client, customer, or any person whose actions affect an employee's work environment. The College considers the violation of this policy a serious offense that lead to disciplinary action and/or termination of employment.

### **Sexual Harassment**

In accordance with the Equal Employment Opportunity Commission's (EEOC's) regulations and amended guidelines of November 1980, MTECH has established a policy to address sexual harassment in the workplace and classroom setting.

MTECH considers the sexual harassment of any employee, student, or recipient of MTECH services with zero tolerance. Anyone who feels that he or she is the victim of sexual harassment, or any supervisor or manager who is made aware of an alleged incident of sexual harassment must take immediate action to resolve the matter.

Individuals should contact MTECH's administration Title IX Coordinator Justin Browning, College President Clay Christensen or any Vice President or Program Director for advice, counseling, or clarification leading to an informal resolution of the matter. If an informal resolution is not accomplished or is not possible, further action including the filing of a complaint and undertaking a formal inquiry/investigation may be taken to facilitate a resolution.

**Remember, you have signed a statement saying that you understand:**

1. the definition of sexual harassment, and,
2. that offenses may be subject to disciplinary action and/or discharge.

A copy of that statement is found at the end of this manual.

## **DISABILITY/REASONABLE ACCOMMODATIONS**

Employees and candidates for employment will be treated on the basis of their ability to perform the essential job functions, with or without reasonable accommodations. Employees who require accommodation are responsible for disclosing disability-related information and requesting reasonable accommodations.

### **Medical Conditions/Maternity**

Maternity is considered the same as any medical condition and as such is not considered when hiring, or in the terms, conditions, and privileges of employment.

# **EMPLOYEE STATUS, PROCESS AND PERFORMANCE**

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You have accepted a position with Mountainland Technical College! We are glad you have chosen to be part of our team. You may be wondering what to expect from us and what we will expect of you. In this section of the handbook you will be able to find answers to most of those questions.

## **PERSONNEL FILES**

Employees are expected to keep their address, telephone number, name, tax exemption, insurance beneficiary, marital status, or number of dependents current in iSolved (the college's human resources information system). If you have any questions, please contact the Human Resources Department

Personnel files belong to the College. They are confidential and the College will not release the information to anyone who does not have the right to know. Outstanding performance as well as disciplinary actions may be noted in your file. You have the right to examine and make copies of documents in your own personnel file upon written request. This right does not extend to documents classified as confidential under the Utah Information Practices Act.

## **EMPLOYEE REFERENCES**

All requests for references must be directed to the Human Resources Department. No other manager, supervisor, or employee is authorized to release references for current or former employees. Only documented information will be released and must have written authorization from the employee.

## **PERFORMANCE REVIEWS**

At Mountainland Technical College, we are committed to a philosophy of recognizing each employee's contribution to the College and administering salaries in proportion to an employee's efforts. For this reason, your performance and work quality are under regular review by your supervisor.

Twice a year your supervisor will schedule a performance review where the two of you can discuss your work. This gives both of you an opportunity to become aware of observed problems, give feedback, and set expectations and goals. Consideration is given to factors such as quality and quantity of work, attitude, attendance, work skills, and job knowledge. Suggestions will be made and expectations established so improvements can be implemented. Performance reviews provide valuable information to be used when considering you for promotion or transfer. These reviews become part of your personnel file.

Performance reviews shouldn't be considered to also be salary reviews. Consideration for pay changes may occur at the time of your review, however, actual pay adjustments will be made

only if mandated by the legislature or warranted by appropriate business conditions and satisfactory performance ratings. When a review does affect salary, changes are not retroactive.

## PROMOTIONS AND TRANSFERS

If you are interested in a position posted on the MTECH job board, and you meet at least the minimum qualifications required on the job posting, please email your cover letter and resume to [mtecjobs@mtec.edu](mailto:mtecjobs@mtec.edu).

Resumes will be reviewed to determine if the candidate qualifies to move forward in the interview process.

- In cases where a department would be seriously affected by the loss of an employee who is transferred or promoted, the supervisor may request a delay in the transfer, not to exceed 30 days. The usual notice for transfer will be two weeks.
- Except in unusual circumstances, your request for transfer will be considered only after serving for at least six months in your current position. Requests for transfer will be considered on the basis of your qualifications for available positions and the best interest of both the College and you.

## EMPLOYMENT STATUS

The Fair Labor Standards Act (hereafter referred to as “Act”) is commonly known as the Wage and Hour Law. This Act requires employers to comply with certain regulations on behalf of their employees.

*Who is protected by the Wage and Hour Law?*

The Act specifies that all non-exempt employees must be paid at a rate of one and one-half times the regular hourly rate for work in excess of 40 hours per week. Most salaried employees are exempt from the regulations of the Act. Hourly employees are not exempt and have the full protection of the Act.

Exempt employees may include professional, executive, and administrative personnel. These employees are exempt from the minimum wage and overtime requirements of the Act. Salaried instructors are generally in the exempt classification.

All other employees are generally considered non-exempt.

The regulations which apply to you depend on your employee status.

- A **full-time employee** is an employee who is normally scheduled to work a 40-hour week with a minimum of 32 hours each work week consistently. A full-time employee is eligible for all college benefits. A full-time employee may or may not be exempt.
- A **part-time employee** is an employee who is normally scheduled to work less than a regular 28-hour work week. A part-time employee is not eligible for most benefits, including

insurance, paid time off, paid holidays, or paid jury duty. A part-time employee is non-exempt.

- A *temporary employee* is an employee hired for a specific period, usually less than six months or for a specific task. A temporary employee is not eligible for benefits.

## **OUTSIDE ACTIVITIES AND INTERESTS**

The College encourages your participation as an individual in civic, community, or social activities. However, you should not do anything that might create the impression that MTECH itself participates in or supports these outside activities.

Unless you have the written permission of the College President, you should not use the College's name to endorse, associate with, or lend support to any cause, business organization, political party, or social activity.

While MTECH does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the College's legitimate business interests. You are expected to conduct your personal affairs in a manner that does not adversely affect the College's or your own integrity, reputation, or credibility. Illegal or unethical conduct that adversely affects the College's legitimate business interests or your ability to perform your job is considered inappropriate behavior.

## **Code of Ethics**

Mountainland Technical College promotes the highest standard of ethical practice and professional behavior. This code of ethics applies to all MTECH employees and any individual representing the College in any way.

**Professional Competency and Behavior** – All employees should be knowledgeable about the institution, its policies and programs, admission requirements, costs and fees, on-campus support, and other relevant factors that will impact a student's decision-making process. (This applies to professional staff, faculty, alumni, current students, volunteers, and third parties.)

No employee should take any action on behalf of the College that they know, or reasonably should know, violates any applicable law or regulation. This obviously includes such activities as bribery, kickbacks, falsehoods, and misrepresentation.

Mountainland Technical College prohibits employees from accepting gifts, gratuities, or entertainment from individuals and firms with whom the College does business. It is also a violation to give gifts to individuals or firms with whom Mountainland Technical College does business. Excluded from this prohibition is the exchange of normal business courtesies such as luncheons or dinners, when they are proper and consistent with regular business practice. Also

excluded are advertising or promotional materials and holiday or other gifts, which are of nominal value (less than \$25.00).

Employees should act at all times in the best interest of students or prospective students and shall offer advice and counseling to provide information in a manner consistent with this principle.

Employees should maintain high standards of professional conduct, act with integrity and in a manner that will contribute to the positive image of MTECH, UTech and other member institutions.

Employees who act on behalf of an outside institution should represent their credentials, purposes, and position, or affiliation with the institution clearly and accurately. Individuals shall use their office, title, and professional associations only for the conduct of official business.

Employees should conduct themselves with due respect to relevant legal factors, regulatory factors, and official policies and shall be sensitive to other educational systems and cultures.

Employees should behave in a respectful and courteous manner when dealing with all professional colleagues or other member institutions.

**Non-Discrimination** – MTECH personnel shall not discriminate with regard to race, color, gender, religion, sexual orientation, age, political opinion, or disability.

**Publications, Marketing, and Promotion** – Promotional materials used with students shall be clear, accurate, and current and should emphasize the educational programs and services available. Materials shall not, by commission or omission, provide false, incomplete, or misleading information.

**Ethics Point** – An ethics hotline has been set up as a means for employees or students to confidentially express a grievance with no fear of retaliation. A link can be found on the College website.

## **Conflict of Interest**

Situations where a conflict of interest (actual or potential) may exist are to be avoided. A conflict of interest may exist when an employee's personal activities or financial affairs adversely influence an employee's judgment or performance of job duties. This occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the College's business dealings.

All employees are expected to exercise good judgment and discretion in evaluating a particular activity so as to avoid any actual or apparent conflict of interest. If there is a doubt, the employee should discuss it with his/her supervisor and/or the Director of Human Resources.

## **COMMUNICATIONS**

### **Direct Communication**

The success of our college depends on your satisfaction with the work environment. Close communication with all employees is necessary for a successful operation. If you have questions about College policy, your job or any other issues, discuss these with your supervisor or any member of the administrative team. We welcome your opinions and suggestions.

### **Bulletin Boards/Postings**

Bulletin boards have special notices and important information. Items for bulletin boards or other placement must be submitted to the Vice President of Administrative Services or the Human Resources Director for approval before posting. Job listings are submitted to an Academic and Career Counselor for posting.

Posting items or flyers on windows, doors, hallway walls, pillars, online, etc. is prohibited.

### **Employee Meetings**

Employee meetings are held as necessary. It is important to attend whenever a meeting is scheduled for your group. Campus meetings are generally held bi-monthly, as are faculty meetings. Faculty and Campus meeting dates are set in August for the upcoming school year. Faculty meetings are mandatory. Campus meetings are voluntary.

### **Telephones**

Employees should limit telephone use to business purposes except for emergencies. Personal long distance calls should not be made from College telephones. Cell phone use should be professional and courteous. Cell phones should not be used by faculty during class times.

### **Mail**

The use of College-paid postage for personal correspondence is prohibited. Employees should not use the College address for the receipt of personal mail. All items purchased with college funds should be delivered to the college, not to a home address.

### **Facsimile**

Transmissions using the College's facsimile machine are made for business purposes only. College policies apply to the material transmitted from any College campus in any form.

### **E-Mail, Voice-Mail, and Computer Network Systems**

MTECH e-mail, voice-mail, and computer systems are normally accessible and may be subject to periodic, unannounced inspections by MTECH Technology personnel and/or management for business purposes. All system pass codes must be available to MTECH Information Systems and/or management upon request. In addition, as part of the network monitoring process, MTECH also monitors all internet traffic in and out of the facility and has the ability to monitor information/activity on any individual computer within the organization.

Employees are expected to use the e-mail, voice-mail, and computer network systems for MTECH business and not for unnecessary personal purposes.

Employees are prohibited from using the information systems at MTECH in any way that might be disruptive or offensive to others.

Employees are prohibited from the unauthorized use of the access codes of other employees to gain access to their e-mail and/or voice-mail messages. Personal or other inappropriate use of the information systems at MTECH will result in disciplinary action, up to and including termination. Employees are required to sign a Computer Network & E-mail Access Authorization Form in order to obtain access to MTECH network and Internet access.

Improper use of college communication services may subject the employee to disciplinary action, including possible termination.

## **GRIEVANCE AND RESOLUTION PROCESS**

Prompt resolution of employee complaints and grievances is important to ensure a harmonious working environment. A grievance procedure has been developed to assist employees in resolving problems. Employees will not be subject to intimidation or other negative treatment for initiating a grievance review.

Employees should attempt to resolve all grievances informally through their immediate supervisors or the next level of supervision. When an employee has not received satisfactory resolution of his or her problem through this initial process the employee may schedule an appointment with the College President. The College President's resolution will be final.

The Human Resources Director serves as an advisor for procedural questions and will coordinate the grievance process to ensure procedures are followed according to the policy.

## **TERMINATION OF EMPLOYMENT**

Our employment relationship with you is by your choice and by the choice of Mountainland Technical College. When terminations must be implemented, they are handled in a manner to achieve the least adverse effect on the affected employee and MTECH. The termination date is the last day worked.

### **Voluntary Termination**

Voluntary termination occurs when an employee resigns, retires, or fails to return to work after an approved leave of absence:

1. Employees are encouraged to give MTECH advance written notice when ending their employment. Benefits eligible employees who intend to end their employment with MTECH usually remain in good standing when they give a minimum of two (2) weeks advance written notice.
2. Retiring, benefits eligible employees are encouraged to meet with the Director of Human Resources at least two (2) months in advance of their expected retirement date to begin the retirement benefit claim process.
3. Absence from work for three (3) or more consecutive working days without notifying one's supervisor may constitute job abandonment and voluntary termination.

## **Dismissal**

Dismissal is determined at the discretion of MTECH and not by the employee. Dismissal of an employee for cause may result from a job-related reason(s) under circumstances that demonstrate the inability or unwillingness of the employee to meet his or her responsibilities to MTECH:

1. All dismissals require prior consultation with the department head and appropriate administrative authority (College President or Vice President) and the Human Resources Director concerning compliance with equal employment laws and regulations, and MTECH policies and procedures.
2. Whenever possible, employees will be counseled and given an opportunity to improve their performance before dismissal is warranted.

## **Administrative Procedures upon Termination of Employment**

You are responsible for:

- Return all college property such as keys, files, and procurement cards etc.

The Human Resources Department is responsible for:

- Informing Payroll of your termination date for preparation of final payroll check.

## **Final Paycheck**

If you resign from Mountainland Technical College, you will receive your final paycheck through direct deposit on the next scheduled payday.

If your termination is involuntary, you will receive your final paycheck through direct deposit within 24 hours of the termination, in accordance with Utah State regulation.

If property is not returned or you have an outstanding account with the College, you will be asked to sign a written authorization to deduct the cost of the indebtedness from your final paycheck or make arrangements for payment.

Any vacation accrual will be paid to benefits eligible employees in a lump sum with the final paycheck, unless other arrangements are requested and approved.

## **Severance**

Employees may be terminated at the option of the College with no further obligation other than to pay wages due, according to state law. In most cases the College does not provide severance pay to employees who terminate or are dismissed.

# **COMPENSATION**

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MTECH strives to pay a fair and equitable wage to employees and provide opportunities for them to reach their full employment potential.

## **PAY PERIODS AND PAYDAY**

Mountainland Technical College operates on a semi-monthly payroll system. Payments are made through direct deposit.

Pay periods for full time employees are:

- the 1<sup>st</sup> through the 15<sup>th</sup>, and
- the 16<sup>th</sup> through the last day of the month.

Payday is the 15<sup>th</sup> and the last day of the month for full time employees.

Pay periods for part time employees are:

- the 16<sup>th</sup> through the last day of the month, and
- the 1<sup>st</sup> through the 15<sup>th</sup>

Payday is the 10<sup>th</sup> and 25<sup>th</sup> of the month for part time employees.

Employees receive electronic payroll information in iSolved following the direct deposit of their earnings. Please notify the payroll department immediately of an error on your paycheck.

## **TIMEKEEPING REQUIREMENTS**

It is the responsibility of every employee to accurately record time worked. Federal and state laws require the College to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is time actually spent on the job, performing assigned duties. There is no need to record meal time or breaks.

Altering, falsifying or tampering with time records, or recording time on another employee's time record is illegal and may result in disciplinary action, which could include your dismissal.

It is your responsibility to sign your time record; this certifies the accuracy of all time recorded. Your supervisor will review and then sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both you and your supervisor must verify the accuracy of the changes by initialing the time record. Any errors should be reported to your supervisor immediately.

## **PAYROLL DEDUCTIONS**

The College is required to deduct from each employee's pay, where applicable, federal and state withholding taxes, social security taxes, worker's compensation assessment, and any garnishments or court-ordered assignments. Other deductions may be made with your written authorization. These include but are not limited to employee purchases, insurance, 401(k) contributions, and employee recognition contributions.

## **GARNISHMENTS**

Should the College be served with a court-ordered assignment or garnishment on your wages, we are required by law to withhold the amount stated. In addition, the College may also withhold a reasonable administration fee.

## **WORK SCHEDULES**

Standard workweek hours may differ within the College. The workweek is considered to begin on Sunday at 12:01 AM and end at midnight on the following Saturday. MTECH may change employee's work hours to ensure smooth and continuous operations (at Administration's discretion).

Part time employee hours are based on a schedule determined by the supervisor to meet the needs of the department.

The standard work schedule for most full-time MTECH employees is a 40-hour workweek consisting of five 8-hour days, for 52 weeks out of the year. Normal staff hours are 8:00 AM to 5:00 PM, Monday through Friday. Full time instructors' schedules are based on class time and preparation time but are generally equal to a 40-hour workweek.

## **Rest and Lunch Breaks**

Part time employees may take a 15-minute rest period within each 4-hour work period. An unpaid meal period (determined by the supervisor) of 30 or 60 minutes will be provided to part time employees who work more than five (5) hours in a day. If a part time employee is required to remain at his or her work station for lunch, it is considered paid work time.

Schedules for full time employees include a 60-minute unpaid lunch break.

## **Educational Consideration**

We encourage employees to further their education and recognize that some employees attempt to work full-time while they pursue their goals. When there is a conflict with schedules, MTECH will make reasonable efforts to develop a schedule that is mutually satisfactory to both parties.

## **OVERTIME PAY**

Overtime should be avoided except in extreme or unusual conditions.

Your supervisor must authorize overtime hours in advance, if you are to be compensated. Overtime pay is calculated at one and one-half times the regular hourly rate for non-exempt employees for work in excess of 40 hours per week.

Federal Fair Labor Standards Act (FLSA) governs overtime and MTECH compensates overtime based on actual hours worked, not including holiday time, vacation time, or any other time for which you are compensated but do not actually perform work.

## **COMPENSATORY TIME**

Mountainland Technical College Administration may grant compensatory time to full-time exempt employees who must occasionally work longer than the normal 40-hour week.

Compensatory time must be approved prior to the work in order to accrue comp time hours to a maximum of 20 hours.

A request for approval to use accrued compensatory time is the same as for any leave. The supervisor will determine department needs before approving the request.

# **HEALTH, SAFETY, AND WORKER'S COMPENSATION**

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MTECH promotes safety on the job. Should you be injured, Mountainland Technical College provides Worker's Compensation Insurance according to the state laws for industrial injuries.

## **RISK MANAGEMENT/WORKER'S COMPENSATION**

The College takes reasonable precautions to ensure the safety and health of people, facilities, and other property. MTECH accepts responsibility for leadership in safety and health issues, for effectiveness and improvement, and for providing the necessary safeguards to ensure a safe and healthy work environment. It is the responsibility of employees, supervisors, administrators and all other persons to provide for safety in the environment and operations under their control.

Mountainland Technical College develops and implements safety programs consistent with the best practices for activities and institutions of this type through MTECH's Risk Management Committee in conjunction with the advice and recommendations of State Risk Management. These programs strive to continuously reduce worker risk and improve the prevention of illnesses and injuries. To accomplish these tasks, MTECH shall require the full cooperation of all faculty, staff, and students.

- Be safety conscious; use sound judgment.
- Operate equipment *only after* authorization from your supervisor, following proper training.
- Follow special safety regulations regarding your job.
- Report any potential safety hazards to your supervisor.

Your job may have additional safety guidelines, established for your protection and the protection of others. If so, you will be required to know and follow them. If you become concerned about a possible safety issue, please talk with your supervisor immediately.

## **INJURY ON THE JOB**

If you are injured on the job, take these steps:

1. Notify your supervisor immediately.
2. If the injury is life threatening, you will be transported to the nearest emergency facility. The MTECH Emergency Planning Committee has designated one or more trained first responders at each campus who will provide first aid as needed. For injuries requiring additional treatment MTECH employees should see a medical provider at one of the local Intermountain WorkMed clinics. If the clinic is closed, you may go to an emergency room. You must see the clinic's industrial physician first before seeking a second diagnosis.
3. You will be asked to complete an Employer's First Report of Injury form with Human Resources. A representative from that department will file the report and necessary paperwork with the industrial insurance carrier and the Utah Industrial Commission.
4. You may only return to work with the doctor's written recommendation.

5. If you need to be off the job for more than three (3) days, the industrial insurance carrier will compensate you at approximately 2/3 of your regular pay. After a two (2) week absence, you will be compensated for the first three (3) days. If you are absent for one, two or three days total, you will not be compensated unless you have accrued leave time.
6. You may be given a drug test as part of the medical treatment you receive. If the results are positive, you may be terminated.

Medical fees and weekly loss of time benefits are paid as provided in the state Worker's Compensation Law. The College pays 100% of the premium cost.

If you choose not to follow the above steps in the event of accident or injury, you may be responsible for your own medical expenses.

If you need specific information regarding Worker's Compensation Insurance, please contact the Human Resources Director.

## **DRUGS AND ALCOHOL**

It is the policy of MTECH to maintain an alcohol- and drug-free workplace. MTECH expects employees to report to all work assignments unimpaired and in a condition ready to perform their duties safely and efficiently. Unsatisfactory job performance and poor attendance or conduct caused by alcohol or substance abuse that is detrimental to MTECH, its employees, its students, the community, the state, or to any person or agency with whom MTECH serves or conducts business is unacceptable.

If reasonable evidence suggests any employee is under the influence of drugs or alcohol, the employee may be required to submit to a drug/alcohol test at a site designated by MTECH at College expense.

## **SMOKE-FREE WORKPLACE**

In accordance with the Clean Indoor Air Act of Utah (8/95), smoking is prohibited entirely in all College buildings. Smoking is prohibited within 25 feet of any College building, entrances, exits, air intakes, or windows that can be opened. All faculty and staff are responsible for adhering to this policy and appropriately informing campus visitors and students. Department heads and other supervisory personnel are responsible for enforcing this policy. Violators may be subject to ticketing by any duly authorized law enforcement officer in the State of Utah.

## **EMPLOYEE BENEFITS & LEAVES**

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A generous and comprehensive package of benefits has been developed by Mountainland Technical College. The College pays most of the benefit costs.

Questions about benefits should be directed to Human Resources. Benefits include leave time which can be paid or unpaid, depending on the type of leave used.

### **HOLIDAYS**

Mountainland Technical College provides regular full-time employees with fourteen (14) paid holidays during the calendar year.

Paid holidays are:

- New Year's Day
- Human Rights Day
- Presidents Day
- Spring Break Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Working day before Christmas
- Christmas Day
- Working day following Christmas
- Working day before New Year's Day

Holidays falling on Saturday are generally observed on the *preceding* Friday and holidays falling on Sunday are generally observed on the *following* Monday.

Holidays may be substituted by a decision of the College President.

Should one of the College holidays fall during your vacation period, it counts as a holiday and not as a vacation day. However, if a paid holiday falls during any unpaid leave of absence, including family leave, you will not receive pay for that holiday.

## **PAID LEAVE**

### **Vacation Leave**

Benefits eligible employees are provided vacation leave. As a general rule, vacation leave is calculated based on full time employment (2,080-hour work year). Employees who work less than 2080 hours but more than 1664 hours are eligible for pro-rated leave benefits.

Exempt employees earn based on years of employment:

0 to 4	15 days per 12 months (1.25 days per month)
4 to 6	18 days per 12 months (1.5 days per month)
6 to 8	21 days per 12 months (1.75 days per month)
8 +	24 days per 12 months (two days per month)

Non-exempt employees earn based on years of employment:

0 to 4	12 days per 12 months (1 day per month)
4 to 6	15 days per 12 months (1.25 days per month)
6 to 8	18 days per 12 months (1.5 days per month)
8 to 10	21 days per 12 months (1.75 days per month)
10 +	24 days per 12 months (two days per month)

Vacation time must be approved and scheduled with your supervisor. As the calendar year begins to end, check your accrued vacation time. You will be allowed to carry a maximum of 240 hours accrued vacation leave into the next calendar year. Unused vacation leave over that amount will be forfeited.

Upon termination, the cash value of the accumulated unused vacation leave is calculated by multiplying the employee's current hourly rate with the number of accrued hours of vacation leave. This amount will be paid to the employee as part of the final paycheck.

Employees may request that this money be paid into the employee's 401k/457 account as an employer-paid contribution, subject to IRS rules and regulations regarding the maximum amount that may be contributed to a 401k, 457 or 403b plan in a calendar year and in accordance with the rules set by the Utah State Retirement System and/or TIAA CREF as they apply to applicable plan contributions. Any excess or remaining benefit over these limits will be distributed to the employee as taxable compensation.

### **Sick Leave**

Benefits eligible employees are provided sick leave. As a general rule, sick leave is calculated based on full time employment (2,080-hour work year). Employees who work less than 2080 hours but more than 1664 hours are eligible for pro-rated leave benefits.

Benefits eligible employees accrue one (1) day per month of sick leave. Sick leave may be accrued without limit.

Unused sick leave is forfeited upon termination. As an incentive to reduce the unnecessary use of sick leave, a sick leave conversion plan becomes effective when a minimum of 144 sick leave hours have accumulated. Details of this conversion benefit are provided under the Sick Leave Policy (*MTECH Policy 300.363.2.4*).

MTECH follows the rules and regulations of the Family Medical Leave Act (FMLA). All sick leave will be charged against all/any leave accrual and the FMLA allowance concurrently as they occur. (*See section 300.351 for FMLA details.*)

Absence of a benefits eligible employee for sick leave will be charged against his or her sick leave accrual regardless of the employment of a substitute teacher.

## **Personal Leave**

Benefits eligible employees receive two (2) days per year for personal leave. Employees who work less than 2080 hours but more than 1664 hours are eligible for pro-rated leave benefits.

These days may be used for personal reasons as needed with the approval of the employee's supervisor. These days do not accumulate and unused days will be forfeited at the conclusion of each calendar year. It is the responsibility of the employee to obtain verbal or written approval from his or her supervisor based on the facts and circumstances of the leave request.

## **Jury/Witness Duty**

MTECH recognizes the duty of employees as citizens to serve on juries or as witnesses. If you receive a jury summons or a subpoena to appear as a witness, it is your responsibility to advise your supervisor, and then mutually arrange your service schedule, within the limits posed by local jurisdictions, resulting in the least negative impact on your department. During the period of actual jury service, you will be excused from work. Full time employees will need to turn in their jury duty pay to the Finance department, and will then be eligible to receive their regular pay. Part time employees will not receive their regular pay from the college.

Employees are also responsible to report to work on any day they are excused from jury duty or are released early. A copy of the court paperwork is to be presented to your supervisor following the leave.

## **LEAVE WITHOUT PAY**

A leave of absence is unpaid time off from work. Under special circumstances, employees may find it necessary to request leave without pay. Requests are made in writing to your immediate supervisor. Special circumstances may include but are not limited to:

- family and medical leave
- short-term educational programs
- political activities

Normally, leave without pay will be granted for up to 12 weeks for family and medical leave and up to one (1) year for approved circumstances.

Leave without pay is not an entitlement. MTECH Administration reserves the right to refuse leave requests when the leave is determined to have an adverse impact for the College and/or the students, with the exception of those requests required by federal or state law (i.e. FMLA) to be granted.

Any benefits (insurance, leave accrual, holiday pay, etc.) you are receiving prior to the leave will be discontinued after the first 30 days of the leave, with the exception of those required by federal or state law (i.e. FMLA) to remain in force.

If the College approves a request of leave beyond thirty (30) days and the vacant position must be filled to maintain continuity, MTECH may not guarantee reemployment upon your return. All conditions for the leave must be agreed upon in writing, prior to the leave.

It is expected that the employee will return to work on the date specified in the request.

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

Mountainland Technical College follows the Family and Medical Leave Act (FMLA) of 1993. Eligible employees must have been employed for at least twelve (12) months prior to the start of leave and have worked at least 1,250 hours during the twelve (12) month period prior to leave. (This works out to about 24 hours a week for a year.)

Under this policy, an employee may request leave in the event of:

- The employee's illness or disability.
- The need to care for a child following a birth or placement of a child with the employee for adoption or foster care.
- To care for the employee's spouse, child or parent with a "serious health condition".
- Military Caregiver Leave (This is leave for a spouse, child, parent or next of kin to care for a family member who has a "serious illness or injury" during military service.)
- Military Qualifying Exigency Leave (This is leave for a spouse, parent, or child of a military service member serving in the National Guard, Reserves, or regular duty personnel for "qualifying exigency" arising when the military service member is on active duty or called to active duty in a "contingency operation".)

Please notify Human Resources thirty (30) days in advance or as soon as possible if the leave cannot be anticipated. You will be asked to provide documentation covering the reason for the leave. Try to arrange your absences to minimize disruption of work. Speak with your supervisor if it becomes necessary to arrange for an intermittent or reduced work schedule.

Family and medical leave is unpaid and is limited to a maximum of twelve (12) weeks in a 12-month period. You are required to use any accrued leave (sick, personal and/or vacation) at the beginning of the leave and will continue to accrue paid leave while you are on family and medical leave. When you have exhausted all available accrued leave, the balance of the leave will be unpaid.

If you are currently enrolled in the College-sponsored health insurance, coverage will continue in accordance with MTECH policy. If you choose not to return to work at the completion of the leave for reasons other than the continuation of a serious health condition, the College may recover the **total** amount of premiums paid for your health coverage during the leave.

Employees are responsible to provide as much advance notice as possible, complying with requests for documentation, maintaining contact with supervisors and returning to work as scheduled. Generally, an employee is considered to provide notice when he or she simply states the reason for the leave, anticipated start date and/or the expected duration of the leave to a supervisor, department head, Vice President, College President or Human Resources Director.

Employees need not make an official request for FMLA rights, but must merely state an FMLA-qualifying reason for the leave. This notice can be given orally in person, or by phone, fax, e-mail or any other means of communication. In addition, notification may be given by an employee's spokesperson (i.e. spouse, adult family member, parent, etc.) if the employee is unable to do so personally. Failure to give adequate notice when the leave is foreseeable may delay the commencement of the leave.

Failure to provide requested medical certification in a timely manner may also delay the commencement of the leave. If no medical certification is provided, the leave may be treated as a non-qualified FMLA leave and the employee may not invoke the protections of the FMLA.

If you have questions about eligibility, would like a copy of MTECH's FMLA policy, or wish to complete a Request for FMLA Form, see the Human Resources Director. (*MTECH Policy 300.351*)

## **Military Leave**

MTECH employees on leave for active military duty at annual encampments or other required active duty training are entitled to a leave of absence with full pay for up to 11 working days per year. This leave will be paid in addition to any annual leave the individual may have accrued. The leave with pay provisions do not apply when an individual voluntarily seeks active duty in addition to the required annual encampment. A copy of the orders requiring the attendance of an eligible employee for military leave must be attached to the written request for leave with pay.

Faculty and staff who leave MTECH to enter active duty in the armed forces of the United States, voluntarily or involuntarily, are protected by the federal veterans' re-employment rights laws and the 1953 Utah Code Annotated, §39-1-36. To be eligible for the provisions of these laws, an employee must:

- Leave a non-temporary position at MTECH
- Leave MTECH to go on active duty
- Remain on active duty no longer than five (5) years
- Be discharged or released from active duty under honorable conditions
- Apply for re-employment with MTECH within 90 days after official separation from active duty

A person meeting the above criteria is entitled to return to the previous position or a position of similar status, seniority, and pay. The person is to be restored as if he/she had been continuously employed by MTECH during the course of active duty with no loss of promotion, pay increases, seniority, or other position attributes that would have occurred had the person remained employed.

Medical coverage may be continued based on the provisions of the Uniformed Services Employment Rights Act of 1994 (USERRA). Employees may apply any earned, accrued vacation time before the beginning of their unpaid military service leave if they wish; however, they are not obligated to do so.

## **INSURANCE**

Mountainland Technical College offers several types of insurance coverage to regular full time employees and their dependents. These include life, accidental death and dismemberment (AD&D), long term disability, medical, dental, vision, worker's compensation, and unemployment insurance.

### **Life/Accidental Death and Dismemberment**

Under the group life insurance plan, eligible employees are covered by a \$50,000 death benefit and under the group AD&D insurance plan, eligible employees are covered by a \$50,000 death benefit. An optional term life insurance plan and also an AD&D plan is available for eligible employees and their dependents, and the premium is paid by the employee.

### **Long Term Disability**

When illness or an accident makes it impossible for you to work, you may be eligible to participate in the College-provided long-term disability coverage. The plan has an eligibility period of 150 days, and then pays an approximate sixty percent (60%) monthly benefit.

### **Medical, Dental, and Vision**

MTECH provides eligible employees and their dependents with medical and dental insurance with an optional vision plan.

Insurance is effective on the first day of the month following the first day of full-time service.

## **Worker's Compensation**

State law provides for compensation in the event that you suffer an industrial accident or occupational illness as defined by the Worker's Compensation Law. Medical fees and weekly loss of time benefits are paid as provided in the Utah State Worker's Compensation Law through our provider, Worker's Compensation Fund of Utah. The College pays the premium costs.

## **Unemployment Insurance**

State law provides for unemployment compensation benefits if you lose your job through no fault of your own, such as layoff due to lack of work. This benefit will provide you with a temporary income until you find other employment. State law determines the eligibility requirements and waiting period. The College pays the costs of unemployment insurance.

## **COBRA**

At separation of employment, you may elect to continue health insurance coverage, as permitted under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Also, under this law, continuation of insurance coverage is available for your spouse or dependents in the event of marital separation, divorce, death, or other qualifying events. Speak with the Human Resources Director for information on costs, enrollment periods, and terms of coverage.

## **HIPAA**

The Health Insurance Portability & Accountability Act (HIPAA) of 1996 is a federal program that contains protections both for health coverage offered in connection with employment ("group health plans") and for individual insurance policies sold by insurance companies ("individual policies").

HIPAA amended the Employee Retirement Income Security Act (ERISA), to provide new rights and protections for participants and beneficiaries in group health plans. If you are eligible for coverage under an employment-based plan, HIPAA includes protections that:

- Limit exclusions for preexisting conditions
- Prohibit discrimination against employees and dependents based on their health status
- Allow a special opportunity to enroll in a new plan to individuals in certain circumstances

If you choose to apply for an individual policy for yourself or your family, HIPAA includes protections for individual policies that:

- Guarantee access to individual policies for people who qualify
- Guarantee renew ability of individual policies

## **RETIREMENT**

Mountainland Technical College provides retirement benefits to all benefits eligible employees under the following options:

### **Social Security Alternative**

Benefits eligible employee earnings from MTECH are not covered under Social Security. A pension becomes available to employees upon retirement or disability, based on earnings from MTECH employment. Employees are also entitled to a benefit from Social Security based on either their own work or the work of their spouse, or former spouse, in which the pension may affect the amount of Social Security benefit they receive. Medicare benefits will not be affected.

Employer portions normally directed to Social Security are placed in a tax deferred retirement account for each employee. (*MTECH Policy 300.386*)

### **Non-Contributory**

Benefits eligible employees in most staff/administrative positions participate in a retirement benefit provided by Utah Retirement Systems (URS). Most employees in instructional positions participate in a retirement benefit provided by Teachers Insurance and Annuity Association of America College Retirement Equities Fund (TIAA CREF). The College contributes a percentage of benefits eligible employees' compensation to these plans.

Vesting benefits occur under the rules and regulations set by both providers.

### **401(k) & 457**

Employees who participate in Tier I of the URS benefit receive an additional contribution into the 401(k), and can request additional pre-tax earnings be deferred to one or both of these accounts.

### **403b**

Employees who participate in the TIAA CREF benefit can request a portion of pre-tax earnings be deferred into this account.

# **STANDARDS OF CONDUCT**

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Mountainland Technical College expects appropriate standards of conduct for all employees. This includes observance of high ethical standards in dealings with other employees, students, other institutions, vendors, and the general public.

Failure to follow the expected standards of conduct may result in disciplinary action.

## **ATTENDANCE**

As an employee of Mountainland Technical College, you should consider yourself an essential part of a team. Other members of your team depend on your regular attendance. Excessive absences have an adverse impact on commitments to our students, customers, and the productivity of departments and other individuals.

If you must be absent or tardy, you must notify your supervisor so arrangements can be made while you are away.

## **CONFIDENTIALITY**

The College protects confidential information, which includes personal information about personnel as well as information that may present a disadvantage for Mountainland Technical College.

## **Ethics**

Mountainland Technical College strives to maintain the highest standard of business ethics. The College expects you, as an employee, to carry out all business in an ethical and legal manner. Each employee must be totally honest in all areas of work including:

- Adherence to a code of personal conduct which reflects a high standard of business ethics in all dealings representing the College.
- Performance of duties appropriate to the position of trust and the compensation received.
- Protection of college property and products.
- Respect for the personal property of co-workers and visitors.
- Protection of proprietary information belonging to the College, to students, or to all others.
- Complete compliance with all legal and contractual obligations into which the College enters or which are required by law and for which you have an obligation as part of your job responsibilities.

Maintaining these standards of business conduct is vital to our continued success.

## **Software**

All information, including computerized information, software, equipment and data, is a College asset. Protection of College assets is a basic business principle. Employees have a responsibility to protect information from accidental or intentional misuse or destruction.

Anyone violating software copyright laws (i.e. copying college-purchased software for personal or unauthorized use) or introducing unapproved software or data on college equipment may be subject to disciplinary action which may include termination of employment.

## **Confidential Information**

Mountainland Technical College employees may be entrusted with confidential information. Some information is technical and/or financial regarding students or other personnel, and some with our business practices. All of this information is necessary to the College and could do irreparable damage if confidentiality is not protected. Confidential information may be defined as information that:

- Is generally unavailable to the public.
- Involves the college, students, vendors, or others.
- Includes all communications regarding persons, products, marketing, financial and cost information related thereto, whether in the form of lists, memoranda, letters, transcripts, sound and video recordings, computer software, printed materials, etc.
- Is available to you in the course of your work.

You must respect the complete confidentiality of business information at all times. Confidential information made available during the course of employment is owned and shall continue to be owned by Mountainland Technical College. Treat such information with the strictest confidence.

Do not use confidential business information to advance personal interests through investments or in any other way.

Only provide confidential information to MTECH personnel authorized to receive it.

Failure to follow these rules may result in immediate dismissal. Respect and proper treatment of confidential information may result in the continued growth of the College and greater work opportunity and security for every employee.

## **ENDANGERING SECURITY**

It is our goal to maintain a work environment free from intimidation, threats, loss of property, or violent acts. To that end, the College has adopted a zero tolerance policy regarding violence in the workplace. Avoid practices that endanger the College's security. Such practices include, but are not limited to:

- Vandalism, arson, or sabotage.

- Trespassing in restricted areas or failing to properly lock the facility and/or turn off lights when working after regular hours.
- Assisting or allowing non-Mountainland Technical College personnel to enter the facility or use college equipment without approval.

If you become aware of any of the above or any other intimidating or threatening situations please make a report to your supervisor, a College administrator, or the Human Resources Director immediately. Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe a threat to the safety of others exists.

The College reserves the right to conduct searches and inspections of employees, employee's personal effects or college provided materials without notice. Illegal and unauthorized articles discovered may be taken into custody and turned over to law enforcement representatives. Any College employee who refuses to submit to a search or is found in possession of prohibited articles may be subject to disciplinary action. All complaints will be fully investigated and where necessary, disciplinary action will be taken.

## **SOLICITING**

In order to avoid disruption to College operations, Mountainland Technical College has established the following guidelines related to solicitations and distribution of literature on College property. Employees or other persons should not:

- Distribute pamphlets, leaflets, or any other literature either for or against any other organization. This policy applies to any social, fraternal, religious, or business organization except those receiving approval from the College President.
- Solicit membership on behalf of any social, political, fraternal, religious, business, or other organization during your working time.
- Post information on College bulletin boards or other property without prior approval from the authorized Vice President or the Human Resources Director.

Limited collection of money for presents, flowers, parties, donations, or for collections may be permitted with administrative approval. All such approved solicitations should be made during regularly scheduled rest and lunch periods.

The College may authorize the solicitation of funds for recognized and established charities which benefit the general community.

## **DRESS CODE**

MTECH’s vision is to “prepare [students] for the workforce and implement the Mission by “enhancing the employability of individuals through market-driven career and technical education.”

As MTECH prepares students to enter the workforce, it is our responsibility to provide students with the necessary tools to be successful in the world of work. One of the tools every student will need, regardless of the work they do, is to understand and practice proper work attire.

The dress code for Mountainland Technical College employees is generally termed “business casual” with some exceptions for special occasions. Fridays are generally designated as “dress down days” and jeans are allowed.

Instructors will often wear clothing applicable to the specific program they teach. For example, an instructor in the Medical Assistant Program may want MA students to wear scrubs and closed toe shoes and therefore chooses to set the example by wearing the same shoes and scrubs. Or a welding instructor may wear clothing and boots that would be required in a weld shop.

Regardless of the work assignment, all MTECH employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours and while on college business.

We provide the following guidelines: dress must be modest with no midriffs or stomachs showing—no shorts, tank tops, tops with distracting designs and words, sweats, exercise clothing or ragged clothing with holes.

# ADDENDUM

# “EMPLOYMENT AT-WILL” AGREEMENT

Please read carefully before signing.

**E**mployment at Mountainland Technical College is for no definite period and may, regardless of the time and manner of payment of wages and salary, be terminated at any time by the College or by an employee, with or without cause, and without any previous notice.

Further, no organization manager or representative of Mountainland Technical College, other than the College President, has the authority to enter into an employment agreement for any specified period of time or to make any agreement contrary to the foregoing. This lack of guarantee or employment contract also applies to other benefits, working conditions, and privileges of employment at Mountainland Technical College.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Printed Name

\_\_\_\_\_  
Human Resources Director  
Representative for Mountainland Technical College

# SEXUAL HARASSMENT POLICY STATEMENT

Mountainland Technical College will not tolerate sexual harassment. Sexual harassment is defined as:

- Verbal or physical conduct of a sexual nature which is unwelcome by an employee. Such conduct has the effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive work environment.
- When submission to or rejection of sexual conduct is used as a basis for employment decisions.
- When submission to or rejection of sexual conduct is a condition of continued employment. Such condition may be either spoken or implied.

If you feel that unwelcome sexual advances have been made, please contact your supervisor, the Human Resources Director or any other administrator.

I have read and understand the definition of sexual harassment and understand that offenses will be subject to disciplinary action and/or termination.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Human Resources Director (Witness)

# DRUG AND ALCOHOL POLICY STATEMENT

**I**N Compliance with the requirements of the Drug-Free Workplace Act of 1988 (P.L. 100-690), Mountainland Technical College has established the following policy concerning a drug-free workplace:

A. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. § 812)) is prohibited in Mountainland Technical College's workplace.

B. As a condition of employment, each employee will:

(1). Submit to drug testing randomly while employed, following an accident, (whether or not injury is involved) and at the College's request at any time an employee appears to be impaired.

(2). Abide by the terms of this statement. An employee or prospective employee who refuses to take a drug or alcohol test if asked or who fails a confirmed positive drug or alcohol test will not be eligible for employment or continued employment, barring satisfactory explanation or special circumstance.

C. Mountainland Technical College may:

(1). Require all employees to participate in drug testing as a requirement of employment in the following situations: prior to his/her first worked day, randomly through each year, after an accident whether injury is a factor or not, and whenever a supervisor feels drugs may be a factor in an employee's performance.

(2). Take appropriate action against employees who are found to be using illegal drugs or alcohol during working hours. This may include suspension or termination.

D. Each employee shall be given a copy of this policy statement. Each employee shall be asked to certify by his/her signature that he/she has received a copy of this policy. From time to time, employees will be provided information on drug awareness. Topics will include information on the dangers of drug abuse in the workplace, available drug counseling, rehabilitation, and employee assistance programs as well as penalties that may be imposed upon employees for drug abuse as well as the College policy for maintaining a drug-free workplace. All employees are encouraged to discuss with their supervisors or the Human Resources Director any questions or concerns they might have.

**ACKNOWLEDGMENT**

I acknowledge that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I received and read the Mountainland Technical College Policy Statement concerning “Provision of a Drug Free Workplace”.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Printed Name

# ACKNOWLEDGEMENT

Please Read Carefully Before Signing

This handbook represents our employment policies. To assist in your orientation and to assure your complete understanding, you should read all sections carefully and ask the appropriate questions. The College's Policy and Procedure Manual, in its entirety, is kept in the Human Resources office and can be reviewed by scheduling with the Human Resources Director.

Nothing in this handbook, or any other personnel document creates or is intended to create a promise or representation of continued employment for any employee or limit the college's freedom to make changes or terminate a person's employment at-will.

Mountainland Technical College values its relationship with you. We are committed to working with you fairly and openly. Our employment relationship with you is by your choice and by the choice of Mountainland Technical College. This choice does not refer to or determine a specified term or length of time for your employment. Indeed, either the college or you may terminate the employment relationship at will, at any time, for any reason, and without the necessity of giving a reason. As we seek to be fair in working with you, we ask that you do the same in evaluating your ongoing relationship with Mountainland Technical College. No manager, executive, or representative of Mountainland Technical College has authority to enter into employment agreements on behalf of Mountainland Technical College that are not in accordance with this statement. Only the President of Mountainland Technical College may make employment contracts. Such contracts must be in writing, dated and signed by the President and the employee, if they contain terms different from the foregoing.

This is a living document that we may choose to change from time to time. The College President and/or Human Resources Director will approve all changes. We will inform you of changes or additions by providing copies of new material.

Please use the material in this handbook for general reference only. All previously issued handbooks and inconsistent policy or benefit statements are superseded.

## ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Mountainland Technical College Employee Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name