

A.T. STILL UNIVERSITY

ATSU

## STAFF HANDBOOK

November 2014

Welcome to the A.T. Still University Family!

ATSU blends the best of 120 years plus of health professions education excellence with a learning-centered culture, innovation, whole person healthcare, interprofessional opportunities, osteopathic tenets and unique strategic partnerships. Adding and sharing your talents is essential to the University's continued success, growth, and progress on the journey to pre-eminence.

This *ATSU Staff Handbook* contains important information on personnel policies, benefits, and practices designed to serve as a recourse and assist you with becoming better acquainted with the University. ATSU's excellent human resources staff is also available to guide you and answer questions. May your time with A.T. Still University be filled with professional success and a great sense of accomplishment as we all work together, hand-in-hand, to educate tomorrow's healers and leaders in healthcare. I can think of no greater calling.

With warmest regards,

Craig M. Phelps, DO, '84  
President



## TABLE OF CONTENTS

5	INTRODUCTION
5	THE UNIVERSITY
5	THE MISSION STATEMENT
5	ATSU HUMAN RESOURCES STATEMENT
5	STUDENT DISABILITY ACCOMODATIONS
6	NOTICE OF NON-DISCRIMINATION
6	ANTI-HARASSMENT
7	DISCRIMINATION, HARASSMENT, AND RETALIATION GRIEVANCE PROCEDURES
7	ANTI-RETALIATION
8	GENERAL INFORMATION
8	EQUAL OPPORTUNITY EMPLOYMENT
8	SELECTION
8	VERIFICATION OF EMPLOYABILITY
8	ORIENTATION
8	PATIENT AND/OR ANIMAL CARE POSITIONS
9	EMPLOYEE CLASSIFICATIONS
9	PROBATIONARY PERIOD
9	WORK SCHEDULES
10	MEAL PERIODS AND BREAKS
10	ABSENCES AND TARDINESS
10	UNSCHEDULED ABSENCES
10	PARKING
11	PERFORMANCE EVALUATION
11	PROMOTION AND TRANSFERS
11	RESIGNATION AND DISMISSAL
12	COMPENSATION
12	COMPENSATION POLICY
12	TIME SHEETS
13	PAYROLL DEDUCTIONS
13	PAY DAYS, PAY PROCEDURES, AND DIRECT DEPOSIT
14	W-2'S AND PAY STUBS
15	GARNISHMENTS
15	JURY DUTY COMPENSATION
15	WORK-RELATED TRAVEL COMPENSATION
15	BENEFIT INFORMATION
15	MEDICAL INSURANCE
15	LIFE INSURANCE
16	RETIREMENT PLAN
16	FLEXIBLE SPENDING ACCOUNTS
16	SHORT-TERM AND LONG-TERM DISABILITY
16	PAID MEDICAL AND FAMILY LEAVE
17	FAMILY AND MEDICAL LEAVE ACT
17	HOLIDAYS
18	PERSONAL DAYS
18	VACATION
19	BEREAVEMENT (COMPASSION) LEAVE

19	STILL HEALTHY FITNESS PROGRAM
20	EMPLOYMENT PRACTICES
20	CODE OF ETHICAL STANDARDS
20	CONFIDENTIAL INFORMATION
20	LOBBYING ACTIVITIES
21	POLITICAL ACTIVITY IN SUPPORT OR OPPOSITION OF A CANDIDATE
21	LICENSING AND VERIFICATION
21	EMPLOYEE DISCIPLINE
22	EMPLOYEE PROBLEM-SOLVING PROCEDURES
22	FREEDOM FROM HARASSMENT
22	DRUG-FREE AND ALCOHOL-FREE WORKPLACE
22	TOBACCO FREE CAMPUS AND WORKPLACE
22	SAFETY
23	WORK-RELATED ACCIDENTS
23	CHILDREN IN THE WORKPLACE
23	SOLICITATION
23	TELEPHONE USE
24	EMAIL AND INTERNET USE
24	VALUABLES
25	ACKNOWLEDGEMENT
27	MAP OF THE UNIVERSITY, MESA, ARIZ. CAMPUS AND TECHNOLOGY PARK
28	MAP OF THE UNIVERSITY, KIRKSVILLE, MO. CAMPUS, NRMC FACILITIES, AND PARKING AREAS

**All University policies can be found on the ATSU portal/Human Resources home. By going to [my.atsu.edu](http://my.atsu.edu) and signing in using your ATSU UserID and password, you have access to the ATSU portal. Click on “Department” (upper left hand corner); in the drop-down menu, click on “HR”; click on “HR Home”; on the left hand column under “Laws and Policies”, click on “ATSU Policies” or “Human Resources Policies” to review individual policies.**

## INTRODUCTION

This handbook has been prepared as a general guide regarding what is expected of you as an employee and what you in turn may expect from the University. **It is not a contract, nor does it contain a complete list of all the University's policies.** Rather it has been prepared as a brief summary of key A.T. Still University of Health Sciences' (ATSU) policies and practices that affect your employment. Please read this handbook thoroughly. Should you have any questions, ask your supervisor. Questions may also be directed to the ATSU human resources department by calling 660.626.2790 (MO) and 480.219.6007 (AZ).

Changing circumstances require periodic changes in policy and practice. Consequently, the contents of this handbook are subject to change. Should any major changes be made in the handbook, such information will be available online and can be located at [my.atsu.edu](http://my.atsu.edu) at the human resources home.

## THE UNIVERSITY

A.T. Still University (ATSU) is the original founding institution of osteopathic healthcare, established in 1892 by Andrew Taylor Still. As a leading health sciences university, ATSU is comprised of two campuses (Kirksville, Mo., and Mesa, Ariz.) on more than 200 acres with six prestigious schools. Learning environments include residential and online medical degrees as well as community-based partnerships worldwide. ATSU has more than 700 employees dedicated to its not-for-profit mission and an average annual enrollment of over 3,100 students from 35 countries.

## THE MISSION STATEMENT

A.T. Still University of Health Sciences (ATSU) serves as a learning-centered university dedicated to preparing highly competent professionals through innovative academic programs with a commitment to continue its osteopathic heritage and focus on whole person healthcare, scholarship, community health, interprofessional education, diversity, and underserved populations.

## ATSU HUMAN RESOURCES STATEMENT

The mission statement of the University can be fulfilled only when the Board of Trustees, staff, faculty, administration, and supervisors are working together in an atmosphere of mutual trust and cooperation in an environment that is free from conflict. Those we serve necessitate that we work together in mutual respect of one another's functions and each person's importance as an individual.

As an employee of the University, you can expect to be treated fairly and with dignity and respect. Your safety, security, and future welfare are of great concern to the Board of Trustees and the administration of this University. In turn, the University expects that you will represent the University and perform in a manner befitting a professional employee.

## STUDENT DISABILITY ACCOMMODATIONS

Faculty and staff members should be aware of the process whereby students with disabilities may seek accommodations under federal law and ATSU policy. Students may find that disabilities diminish academic performance. The University can make accommodations for students with documented disabilities who are otherwise qualified. Students with disabilities are encouraged to contact the learning resources department. Requests for accommodations must be made in writing to the director-learning resources, whose contact information is as follows:

Director-Learning Resources  
800 W. Jefferson Street  
Kirksville, MO 63501  
(660) 626-2424

[learningresources@atsu.edu](mailto:learningresources@atsu.edu)

The director-learning resources will confer with the student and may request documentation and may refer the student for individual assessment by qualified experts. The ATSU Technical Standards and Accommodations Committee shall review any request for accommodations. The Committee determines whether there are disabilities as protected by the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act and then decides if reasonable accommodations can be made without fundamentally altering the essential nature of the school's program or instruction being pursued.

The Committee makes recommendations for or against accommodations to the director-learning resources who will notify the student and the appropriate faculty and staff members who have an educational need to know. Within ten (10) days of receiving the Committee's determination from the director-learning resources a student can appeal the decision in writing to the dean of the appropriate school.

### NOTICE OF NON-DISCRIMINATION

A.T. Still University of Health Sciences (ATSU) does not discriminate on the basis of race, color, religion, national origin, sex, gender, sexual orientation, age, disability, or veteran status in admission to or access to, or treatment or employment in its programs and activities. Harassment and retaliation are forms of discrimination prohibited by the university. Any person with questions concerning ATSU's nondiscrimination policy (90-210) is directed to contact the following persons:

Employees, members of the public, or beneficiaries may contact:

Students may contact:

#### Arizona Campus:

Tonya Fitch  
Director, Human Resources  
5850 East Still Circle  
Mesa, Arizona 85206-3618  
(480) 219-6007

#### Arizona Campus:

Beth Poppre  
Associate Vice President for Student Affairs  
5850 East Still Circle  
Mesa, Arizona 85206-3618  
(480) 219-6026

#### Missouri Campus:

Donna Brown  
Assistant Vice President, Human Resources  
800 West Jefferson Street  
Kirksville, Missouri 63501  
(660) 626-2790

#### Missouri Campus:

Lori Haxton  
Vice President for Student Affairs  
800 West Jefferson Street  
Kirksville, Missouri 63501  
(660) 626-2236

### ANTI-HARASSMENT

Prohibited conduct includes unwelcome conduct, whether verbal, non-verbal, physical, or visual, that is based on or related to an individual's race, color, religion, national origin, sex (including pregnancy), gender, sexual orientation, age, disability, veteran status, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; 2) has the purpose or effect of unreasonably interfering with an individual's work or student performance; or 3) otherwise adversely affects an individual's employment or educational opportunities.

Examples of prohibited conduct include but are not limited to: jokes, epithets, slurs, insults, negative stereotyping, written or graphic materials (including emails), or any threatening or intimidating act, that denigrates or shows

hostility toward an individual and that relates to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by law.

Prohibited behavior also includes any unwelcome behavior of a sexual nature such as sexual advances and propositions, requests for sexual favors, sexual jokes, comments, suggestions, innuendo, foul or obscene gestures or language, display of foul or obscene or offensive printed or visual material, physical contact such as patting, pinching, hugging, or brushing against another individual's body; and any other unwelcome verbal, non-verbal, physical, or visual conduct of a sexual nature where:

Submission to such conduct is an explicit or implicit condition of employment or education; or  
Submission to or rejection of such conduct is used as a basis for employment-related or academic related decisions such as promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment, or any other condition of employment or career development or academic development; or  
Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, abusive, or offensive working or education environment.

This policy applies universally to all University personnel and students in their dealings with each other and to third parties in their dealings with University personnel and students. Any University personnel or student who violates this policy shall be subject to corrective action up to and including dismissal or termination. A salaried exempt employee may be suspended in full-day increments without pay for violations of this policy. Any University personnel or students may be disciplined, up to and including dismissal or termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this policy, regardless of whether that behavior constitutes harassment prohibited by law.

#### DISCRIMINATION, HARASSMENT, AND RETALIATION GRIEVANCE PROCEDURES

Any individual who feels he/she has witnessed or experienced behavior prohibited by this policy in connection with his/her employment or as a student with the University, or who has questions, concerns, or complaints of harassment, should immediately report the circumstance(s) or incident(s) to his/her supervisor, the vice president for student affairs or the human resources director (see designated coordinators, above). Upon receipt of a written or verbal complaint of discrimination, harassment, or retaliation, the University shall conduct an impartial investigation and evaluate all relevant information and documentation relating to the complaint. If a verbal complaint is made, such complaint must be reduced to writing and signed by the complainant after the complainant has an opportunity to discuss the allegations and/or circumstances with the investigator. Such investigation shall be concluded within ten (10) business days of the receipt of the complaint by the appropriate personnel. As part of the investigation the complainant shall have the opportunity to present witnesses and provide evidence that has not yet been considered by the investigator. Written notice to the complainant describing the findings of the investigation shall occur within five (5) business days of the completion of the investigation. If unsatisfied with the findings of the investigation, student complainants shall have the right to appeal the decision to the dean of the appropriate school within five (5) business days of receiving the findings. Any other complainants shall have the right to appeal the decision to the President of the University within five (5) business days of receiving the findings. Upon receipt of a written appeal, the President or the dean of the appropriate school shall have fifteen (15) business days to rule on the appeal.

#### ANTI-RETALIATION

The University will not retaliate against, nor permit retaliation against, any individual who opposes discrimination or harassment, makes a complaint of discrimination or harassment, and/or participates or cooperates in a discrimination or harassment investigation, proceeding, or hearing.

## GENERAL INFORMATION

### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the University to provide equal employment opportunity to all individuals without regard to race, color, religion, national origin, sex, gender, sexual orientation, age, disability, or veteran status, except where sex is a bona fide occupational requirement or where handicap is a bona fide occupational disqualification. Equal employment opportunity includes, but is not limited to, recruitment, hiring, training, assignment, compensation, promotion, and transfer. Please refer to ATSU Policy No: 90-101 for details.

### SELECTION

As an employee of the University, you have been selected because we believe that you are qualified and have the ability to learn and perform the job to which you have been assigned. The hiring decision is based upon an available position and the applicant's experience, education, skill, references, and stated desire to do a good job.

### VERIFICATION OF EMPLOYABILITY

It is the University's intent to hire only workers authorized to work in the United States. Consistent with our equal employment policy, we will not discriminate on the basis of national origin. However, in accordance with the Immigration Reform and Control Act of 1986, we must have verification of authorization to work and identification from all newly hired employees within three (3) days of start date.

The Immigration Reform and Control Act of 1986 (IRCA) has made it illegal to knowingly hire and employ of unauthorized aliens. ATSU utilizes E-Verify through the U.S. Department of Homeland Security and U.S. Citizenship and Immigration Services. Employers are responsible for verifying the identity and employment eligibility of each employee hired or rehired. This is accomplished through completion of the I-9 form, which is completed after a job offer has been accepted.

### ORIENTATION

The orientation process begins immediately after you commence work. Your department will conduct ongoing in-service education and on-the-job training under the direction of your supervisor. The ATSU human resources department conducts regular and continuous university-wide orientation programs that should be attended. Employees will have access to the orientation materials online for review at his/her convenience.

### PATIENT AND/OR ANIMAL CARE POSITIONS

If you have accepted employment in an animal care area, it is a business necessity of the University that you undergo a physical examination. Your continued employment is contingent upon the results of the physical exam. The examination is necessary to ensure safety and verify your ability to perform essential job-related functions. The physical will be performed at no charge to you and will be repeated annually.

Employees who have potential exposure to bloodborne pathogens will be required to complete bloodborne pathogens training and will be offered the hepatitis B vaccination free of charge. Please refer to ATSU Policy No: 30-100 for details.

At any time, you may be required to submit to a physical examination at the discretion of the administration and/or supervisor. You may be required to provide proof of vaccinations records as well.



## EMPLOYEE CLASSIFICATIONS

Temporary employee: A temporary employee is one whose employment is for a designated consecutive length of time, usually not to exceed six (6) months.

Part-time employee: A part-time employee is regularly scheduled less than 30 hours per week.

Full-time employee: A full-time employee is regularly scheduled to work 30 or more hours per week.

Change in employee classification: Change of classification from full-time to part-time may not be automatic by virtue of a temporary change in your work schedule, if the intent is to return to the original schedule after a short time.

Continuous service: Eligibility for benefits, such as vacation, medical leave, and insurance benefits, is based on continuous full-time service. It is to your advantage not to have breaks in your full-time service. If you terminate and are later re-employed, or if you change from full-time to part-time and then return to full-time, your previous full-time service may not be considered in determination of benefits. Please refer to ATSU policies No: 90-309, 90-310, 90-322 for details.

## PROBATIONARY PERIOD

In order for you to get acquainted with your new position and for your supervisor to be assured that you are suited to your new position, you will be considered to be in a temporary status, called a "probation period," for the first 90 calendar days after commencing work. During the probation period, the University reserves the right to terminate your employment, with or without notice, without obligation.

Shortly before the end of your probation period, your supervisor should complete an evaluation of your performance for the purpose of determining whether you will be moved to a regular status. At the supervisor's discretion, the probation period may be extended before final determination of employment status is made.

Upon satisfactory completion of the probation period, you will be considered a regular employee unless your position is designated as a temporary position. Being considered an employee with regular status does not guarantee continued employment. Your employment with the University is "at-will" unless you have signed a separate employment contract. This means that the employment relationship is not for any definite period of time and may be terminated by either the University or the employee at any time, without notice, and for any reason or no reason at all.

Applicable employee benefits will be based on your actual date of regular employment. However, if you leave employment prior to your 90 days probation period, no vacation benefit will be awarded.

## WORK SCHEDULES

As a salaried employee in a professional position, work schedules are many times determined by the project or workload that exists. Because of the varying nature of services offered, work schedules may also vary from department to department. In all likelihood, there will be seasons of time when the workload warrants additional time be spent to complete projects. Exempt employees are paid an established monthly salary and are expected to fulfill the duties of their positions regardless of the hours worked. They do not receive compensatory time (comp time) for working more than 40 hours in a work week.

The normal work week for a full-time hourly employee is 40 hours, worked in five eight-hour shifts within a calendar week. Because of the varying nature of services offered, work schedules may vary from department to department. Shift assignments, hours and days of work, holidays, vacations, lunch periods, and break periods are

scheduled by your supervisor to provide necessary coverage of your work area. It may be necessary to change your work schedule from time to time to meet the needs of your department.

Full-time hourly employees must work their normal scheduled hours each pay period as benefits are determined based on these hours. If you do not work your normal scheduled hours, your time will be completed with any available personal days, vacation and/or medical time if applicable. If you work less than your normal scheduled hours and you do not have paid time off available, your normal scheduled hours may be reduced to reflect your actual work time.

The normal business hours for the University are typically Monday-Friday from 8:00 a.m. - 5:00 p.m. While you have been hired to perform particular duties within your assigned area, you may be required to work in more than one area of the University as the need arises.

#### MEAL PERIOD AND BREAKS

For hourly employees, a thirty-minute to one-hour unpaid meal period may be provided during each eight-hour work shift. Two paid 15-minute breaks are not guaranteed but are usually provided during each eight-hour shift. It is sometimes necessary to skip or reschedule break periods due to emergencies or work requirements. You may not forfeit break periods and come in late or leave work early.

#### ABSENCES AND TARDINESS

To maintain an efficient and productive work environment, it is important to be on the job and on time. If you cannot report to work for any reason, you must notify your supervisor or their designee. When possible, report your absence one hour prior to your regularly scheduled starting time. You are expected to report in each day you are absent. Employees who are absent from work for three or more consecutive work days without calling to report the absence may be terminated from employment based on job abandonment. Unreported or excessive absences, tardiness, and early departures may result in disciplinary action up to and including termination.

#### UNSCHEDULED ABSENCES

An employee is only allowed six instances of unscheduled absences per year. Each unscheduled absence can vary in length (e.g., one instance could be for a single day, another instance could be for two consecutive days, etc.). With the fourth instance, a counseling session would occur. With the sixth instance of an unscheduled absence in a calendar year is reached, the employee could be terminated.

#### PARKING

Employees utilizing ATSU parking lots on the Kirksville, Mo., campus must register the vehicle(s) with facilities and appropriately display the parking sticker. (See Kirksville, Mo., campus map on page 27.) Parking in disabled or designated patient areas parking space may result in fines or disciplinary action up to and including termination of employment. Please refer to ATSU Policy No: 90-116.

Employees utilizing ATSU parking lots on the Mesa, Ariz., campus must register the vehicle(s) with human resources and appropriately display the parking sticker. (See Mesa, Ariz., campus map on page 28.) Parking in disabled or designated patient areas parking space may result in fines or disciplinary action up to and including termination of employment. Please refer to ATSU Policy No: 90-117.

## PERFORMANCE EVALUATION

Performance evaluation refers to the process whereby you and your supervisor jointly review and formally evaluate your job performance throughout the year. During the annual evaluation, a form is filled out which becomes a part of your personnel file. Normally you will be evaluated just before the completion of the probationary period, and thereafter on an annual basis. More frequent reviews may be conducted at the discretion of your supervisor.

The primary purpose of the performance evaluation is communication. A performance evaluation provides an opportunity for you and your supervisor or department head to jointly discuss job duties, expectations, and results. Another purpose of the evaluation is to provide a basis for decisions affecting wage increases, promotional opportunities, and continued employment.

## PROMOTION AND TRANSFERS

It is the policy of the University to attempt to fill job openings by transfer or promotion of employees within the University whenever possible. To be eligible for transfer, you should complete at least three months service in your present position and submit a transfer request form to the ATSU human resources department. Your present supervisor should be made aware that you are completing a transfer request before you formally apply for a transfer.

A request for transfer or promotion does not necessarily mean you will be accepted into the position that is open. Your application will be considered along with those of other applicants, and selection will be made on the basis of qualifications and suitability for the position. The supervisors involved will discuss current job performance as part of the selection process. In the event of a transfer, it is necessary for you to give your present department ten actual working days' notice for hourly employees and 20 actual working days' notice for salaried employees prior to the effective date of the transfer. However, both supervisors should identify and agree on a plan for smooth transition from one position to the next.

In order to comply with the equal employment and University policy No. 70-101, job openings are posted on the University's website at [atsu.edu](http://atsu.edu) under "Employment" for a minimum of three days before a position is filled. Should you desire further information regarding any posted job, please contact the ATSU human resources department by calling 660.626.2790 (Mo.) and 480.219.6007 (Ariz.).

## RESIGNATION AND DISMISSAL

If you resign from your position with the University, a minimum of ten (10) days' working notice for hourly employees and twenty (20) days' working notice for salaried employees is required in order to receive accrued vacation benefits. Notice of your intent to resign should be in writing. A voluntary termination notice form may be obtained from the ATSU human resources department or found on the HR home page under miscellaneous forms. Failure to provide proper notice as defined above will result in forfeiture of your accrued vacation balance. A maximum of one year's accrual of unused vacation will be paid with your final paycheck. Last day must be an actual day worked.

If you are voluntarily terminating your employment, your final paycheck will be prepared with the next scheduled payroll. If you are dismissed, your final paycheck will be prepared as required by law. All keys and other property of the University that may have been issued to you during your employment must be returned to your supervisor or ATSU human resources before your final check can be received.

An employee whose position is eliminated will be given ten actual working days' notice if hourly or twenty actual working days' notice if salaried. Employees will be encouraged to seek a transfer to another position within the University during any notice period that may be given. Employees whose employment is terminated by the University will be given ten actual working days' notice or be paid ten actual working days' severance pay if hourly

or twenty actual working days' notice or be paid twenty actual working days' severance pay if salaried upon termination for any reason other than gross misconduct or insubordination. Please refer to ATSU Policy Nos: 90-331 and 90-333 for details.

## **COMPENSATION**

### **COMPENSATION POLICY**

It is the policy of the University to administer its compensation program in a manner that will attract well-qualified people and encourage them to utilize their talents and grow in their career development.

Starting salaries are based on educational qualifications, previous experience, and current salaries being paid for similar positions within the University and the recruitment area, and availability of qualified applicants for the position.

All positions with ATSU have been evaluated in terms of the particular skills and abilities required, complexity, and degree of responsibility for the purpose of establishing relative worth in relationship to all jobs. Employees are paid a rate within the pay range to which the position is assigned.

New employees are normally paid the base rate for the pay grade into which they are being hired. Documented education and/or work experience beyond the requirements of the job description would be reviewed by the director of human resources who would approve all rates.

The pay rate schedule may be adjusted from time-to-time as required by current economic conditions.

### **TIME SHEETS**

For hourly employees, federal and state wage and hour laws require a record of each hourly employee's time at work. Hourly employees are required to accurately record time worked on a time sheet for a ten actual working days' pay period. Time worked should be recorded in hours and tenths. Each time sheet has a list of codes to be used in identifying holidays, medical leave, bereavement (compassion) leave, etc. If you work a schedule other than 8 a.m. to 5 p.m., you must record the specific hours worked on the time sheet. All employees are responsible for their own time sheet. Your supervisor should approve all entries. Reduced schedules should show correct holiday, vacation, sick hours, and personal days.

You must not arrive early or work late for overtime purposes unless authorization has been received from your supervisor or department head in advance.

Before the payroll manager can issue a paycheck, you must submit and have your supervisor's approval on the time sheet.

Time sheets must be submitted to payroll by the Monday following the end of the pay period in order to be paid the following Friday.

If a time clock is used, all employees will follow the following procedures:

1. In the event an hourly employee is unable to swipe their time card due to loss, damage or misplacement, an 8 a.m. to 5 p.m. time with a one-hour lunch will be manually added to your time sheet.
2. If the hourly employee fails to clock in or out during their normal work day schedule, please alert the office manager or supervisor immediately so that your time may be entered manually.
3. All hourly employees must swipe their own time card, it is not permitted to have anyone else use your time card to clock in or out for you.
4. In the event an hourly employee permanently damages or has lost their time card more than twice, there is a \$10 replacement fee.

## PAYROLL DEDUCTIONS

The following deductions must be taken from your pay in accordance with federal, state laws and/or tax treaties:

1. Federal income tax withholding
2. State income tax withholding
3. FICA Tax (Social Security) and Medicare
4. Court-ordered wage garnishments and tax levies

Your salary and the number of listed exemptions that are on file in ATSU human resources department according to your W-4 form determine the amount of income tax deductions that will be withheld from your pay check. It is **your** legal responsibility to notify the ATSU human resources department of any changes in the number of exemptions, address, or marital status. If you claim exempt from taxes, you must complete a new W-4 form each calendar year.

Any W-4 form claiming exemption from withholding for the previous year expired on February 16. Human resources will begin withholding for any employee who previously claimed exemption from withholding but has not given HR a new W-4 form for the current year. If the employee does not give HR a new W-4 form, taxes will be withheld based on the last valid W-4 form that HR has for the employee that does not claim exemption from withholding or, if one does not exist, as if he or she is single with zero withholding allowances. If the employee furnishes a new W-4 form claiming exemption from withholding after February 15, HR may apply the exemption to future wages, but does not refund taxes withheld while the exempt status was not in place. IRS publication 15 (2013), (Circular E), Employer's Tax Guide.

When you move to another state, you must fill out new local and state forms, and submit them to the human resources office prior to your move.

Other deductions may be taken at your option including payments for:

1. Dependent life insurance
2. Supplemental life insurance
3. Group medical insurance
4. Supplemental disability insurance
5. Employee supplemental retirement contributions
6. United Way contributions
7. Gifts to the University
8. Benefit enhancement plans
9. Flexible spending account (medical & dependent care)
10. Health savings accounts
11. Thompson Campus Center family memberships
12. Kirksville Aquatic Center/East Valley Family YMCA (taxable benefit)
13. Supplemental plans

A statement of items deducted will be shown on your check stub. In the event of your termination, all sums due the University by you shall be deducted from your final paycheck to pay your accounts in full, unless other satisfactory arrangements are made.

## PAY DAYS, PAY PROCEDURES, AND DIRECT DEPOSIT

Salaried employees are paid on the last weekday of each month. If the last day of the month falls on a weekend, checks will be distributed on the prior Friday.

Hourly employees pay period is of two weeks duration. The pay period begins and ends at midnight every other Saturday. You will be paid on the Friday following the end of each pay period.

## W-2'S AND PAY STUBS

You may now view and print 2 years of W-2 forms online. You can view and print your W-2 at [atsu.greenemployee.com](http://atsu.greenemployee.com). An email will be sent each January to let you know when the new W-2 has been posted. To log in the first time, you will need your last name and birth date. When entering your birth date, make sure you use the exact format as shown. Example: 01/01/2012 - slash marks must be used. Please follow the directions exactly as shown to create your password for the website. Once you have a password, you will use it each time you log in. You will not have to use your birth date except when setting your password. You will be asked to consent to receive an electronic W-2 in place of a paper W-2, and a verification code will be generated that you will need to type in exactly as you see it. Once you have consented to receive your W-2 electronically only, you will not receive a paper copy, but you may log in and re-print the electronic copy as many times as needed. You will need to consent to receive your W-2 electronically by the date on the notification email even if you choose to wait and print it closer to tax time. This will save ATSU the expense of printing and mailing your W-2. You may print your W-2 as many times as you need to. To print your W-2, make sure you click on the printer icon that comes up at the bottom of your W-2 form in a gray bar or right click with your mouse when you are on the form and choose print. To reprint your form, you must click on Pay History at the top of the page when you are in the website and choose from the drop down box. This website will also have copies of your pay stubs on it. Paystubs are under Pay History and you can see all paystubs for the previous and current year. This website should work on all browsers and computers, including Apple computers. If you have problems with the website, please contact the ATSU Help Desk. The [atsu.greenemployee.com](http://atsu.greenemployee.com) website is the only place to print and view your W-2's. We have had a shortcut added under the HR Google site in the ATSU portal that you can click on and it will take you straight to the sign-in page for the Greenemployee portal for your paystubs and W-2's.

In the ATSU portal, just go to Departments>HR>Green Employee W-2's and Paystubs. This is the same place you go for the Still Healthy information and the Faculty/Salary/Hourly Vacation/Medical balances. If you need W-2's that are older than the 2 years on the green employee website, please see the instructions below.

### Prior Year(s) Form W-2 (How to Get a Copy):

The IRS does not retain actual copies of Form W-2 (PDF) except as an attachment to your tax return, for prior years. However, the IRS maintains (and will provide free of charge) Form W-2 information for any purpose for the past ten processing years. Use [Form 4506-T](#) (PDF), *Request for Transcript of Tax Return*, to request Form W-2 information. The only way to get an actual copy of your Form W-2 from the IRS is to order a copy of the entire return on Form 4506 (PDF), *Request for Copy of Tax Return*, and pay a fee of \$57.00 for each return requested. The Social Security Administration (SSA) will provide the number holder (NH) or legal representative(s) at no charge with a microprint copy of the Form W-2 requested for purposes of resolving an SSA program related matter, e.g., resolving an earnings discrepancy in connection with the processing of a Title II and/or Title XVI claim or an SSA or NH initiated earnings investigation.

Call 800-829-3676, or visit the IRS website at [www.irs.gov](http://www.irs.gov) to obtain [Form 4506](#) (PDF), *Request for Copy of Tax Return*, or [Form 4506-T](#) (PDF), *Request for Transcript of Tax Return*.

Call 800-772-1213, or visit the SSA web site at [www.socialsecurity.gov](http://www.socialsecurity.gov) for instructions on how to obtain wage information from the SSA, refer to IRS Topic 159.

## GARNISHMENTS

A creditor can, through legal means, order the University to withhold a certain amount from your paycheck. This type of claim is called a garnishment. Garnishments may only be changed or cancelled through a court order. Upon receipt of a garnishment, you will be notified by the ATSU Payroll Manager.

## JURY DUTY COMPENSATION

Employees who must serve jury duty will be paid their regular salary or their regular hourly rate if the summons for jury duty falls on regular working days/hours. It is your responsibility to notify your immediate supervisor of the starting and ending dates of such jury duty. A written notification from the court must be obtained and submitted which identifies your actual time commitment in order for the time to be paid by ATSU. Please refer to ATSU Policy No: 90-313 for more details.

## WORK-RELATED TRAVEL COMPENSATION

Salaried employees will be paid their regular salary while traveling on University business.

Hourly employees who are required to attend work-related meetings will be paid for the actual length of the meeting or for their regularly scheduled work hours. The time spent in traveling to and from out-of-town meetings will be paid in accordance with the Wage and Hour Division, Department of Labor regulations Part 785, hours worked. The number of hours to be compensated should be reported on the timesheet for the pay period in which the travel occurred.

ATSU Policy No: 50-104 explains the reimbursement procedure for travel expenses such as mileage.

## **BENEFIT INFORMATION**

The benefit information provided in the following section is meant to provide a brief summary of the benefit package. Plan documents and policies give more complete information of benefit programs and eligibility requirements. All benefits are subject to change. These planned documents can be found on the ATSU portal.

### MEDICAL INSURANCE

The medical insurance program is a comprehensive major medical program, which includes a pharmacy plan, and if elected, dental and vision coverage. Multiple plan options are available and dependent coverage is available for employees and/or families of employees, with the University sharing the cost of premiums. To verify which providers are in the United Healthcare Network PPO, visit [www.myuhc.com](http://www.myuhc.com). The plan document is available by logging into [my.atsu.edu](http://my.atsu.edu) and going to the human resources home, and click on benefit information. A Still Healthy Lifestyle program is available which provides employees reduced premiums for participating in healthy lifestyle choices as defined by the University.

### LIFE INSURANCE

Full-time, salaried employees are entitled to participate in the group life insurance program upon their date of hire and hourly employees are entitled to participate upon completion of one year of full-time service. The amount of insurance coverage is based on your annual salary. Dependent life insurance and supplemental employee life insurance coverage is also available under this plan. The ATSU human resources department will provide details concerning participation in this program to eligible employees.

## RETIREMENT PLAN

ATSU contributes 11 percent for salaries up to and including \$24,000 and five percent for salaries over \$24,000 and up to and including the salary amount not to exceed the annual IRS compensation limit in effect for the current plan year. Contributions are based on regular salary. Regular salary means the basic annual earnings excluding overtime pay, bonuses, and any other forms of supplemental remuneration. Eligibility requirements for employees who age are 26 with at least one year of service (1,000 service hours or more in a 12-month period), are vested immediately. This 403(b) tax deferred retirement plan is through Teacher's Insurance and Annuity Association (TIAA) and the College Retirement Equities Fund (CREF). If you are coming from another institute of education, your benefit begins immediately.

## FLEXIBLE SPENDING ACCOUNTS

ATSU allows you to redirect a portion of your pay through payroll deduction into flexible spending accounts (FSA). The money that goes into your FSA is deducted on a pre-tax basis, which means it is deducted from your pay before taxes are calculated. Because you do not pay taxes on money that goes into your FSA, you decrease your taxable income and potentially increase your spendable income. Each pay period, money accumulates in your accounts. You can claim reimbursement from your accounts as you incur eligible dependent care expenses and/or eligible medical expenses. Eligible employees covered on the ATSU health plan may receive reimbursement automatically as claims are processed.

## SHORT-TERM AND LONG-TERM DISABILITY

Short-term illness or disability is defined as in excess of thirty (30) cumulative working days. In the event an employee must be absent for five (5) or more working days, a physician's medical verification will be required. The verification should be presented to the department chairperson, director, or supervisor. The physician's verification must include anticipated date of return and any work limitation upon return. If the employee knows time away from work will be five (5) days or longer, medical verification may be obtained at the beginning of the leave. Full-time faculty and salaried employees will be granted up to thirty (30) cumulative working days per year for illness or injury. This leave may be utilized to care for an immediate family member who is ill or injured which will be given at the discretion of the supervisor.

Full-time faculty and salaried employees with at least six (6) months of full-time service may be granted up to six (6) months' time off with pay for illness or injury, provided the leave is medically necessary. This leave may be taken over a 12-month period measured forward from the date the leave begins. Please refer to ATSU Policy No: 90-317 for more details.

Qualifying employees are eligible for participation in the group long-term total disability plan after completing one-year full-time service. This plan provides a monthly income in the event of total disability. The ATSU human resources department will provide details concerning your eligibility for participation in this plan.

## PAID MEDICAL AND FAMILY LEAVE

All full-time, salaried employees are awarded medical time at the beginning of each calendar year and is prorated for employees who start or become eligible after January 1. Salaried employees are eligible for 30 cumulative working days of paid medical leave benefits per year. If medical leave is required beyond the 30 working days provided, and the employee has more than one year of continuous full-time service, a short-term disability leave may be approved. Please refer to ATSU Policy No: 90-317.



All full-time, regular, hourly employees are eligible for paid medical leave benefits. Medical leave benefits accrue per pay period based on the normal hours scheduled. For example, an employee working 80 hours per pay period would earn 80 hours per year. Medical leave benefits may not be used within the first 90 days of full-time employment, and paid medical leave may not be taken in advance of accrual.

When it becomes necessary to be absent, due to personal illness, injury, or illness of an immediate family member, call your supervisor no later than the start of the first workday absent from work. Your supervisor will approve or disapprove payment for medical leave based on policy. No medical leave benefits will be approved unless the supervisor has been properly notified.

Each year, within an employment anniversary month, hourly employees who have medical time accrued in excess of 240 hours will be paid, at their current hourly base rate, for one-half of all hours in excess of 240 hours. Medical accruals will then be reset to 240 hours.

Upon termination of employment, unused medical days are canceled and not payable. Please refer to ATSU Policy No: 90-312

#### FAMILY AND MEDICAL LEAVE ACT

In accordance with federal law, ATSU provides an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

1. For the birth and care of the newborn child of an employee.
2. For placement with the employee of a child for adoption or foster care.
3. To care for an immediate family member (spouse, child, or parent) with a serious health condition.
4. When the employee is unable to work because of a serious health condition.
5. Up to twenty-six weeks for specified family member of military personnel.

Employees are eligible for FLMA if they have worked at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the University employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

Please refer to ATSU Policy No: 90-312 for hourly employees and 90-317 for salaried employees.

#### HOLIDAYS

If a regular holiday falls on Saturday, the preceding Friday will be the paid day off, or if the holiday falls on Sunday, the following Monday will be the paid day off. If Christmas Eve Day falls on Friday, Saturday or Sunday, Friday and Monday will be observed for the Christmas Eve and Christmas day holidays.

If you are a full-time employee, regular or temporary, regardless of length of employment, you are eligible for the following paid holidays:

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

Winter break days (as determined by the President, generally are observed from the day after Christmas through New Year's Eve). Please refer to ATSU Policy No: 90-308 for more details.

An employee must work or use available paid time off the previous scheduled day before the observed holiday in order to be paid for the holiday.

In departments and areas that must be in continuous operation, the department heads and supervisors are responsible for scheduling employees on holidays as equitably as possible to ensure necessary coverage.

Hourly employees required to work on a holiday observed by the University will be paid double their regular rate of pay for the hours they are required to work on that day.

#### PERSONAL DAYS

Full-time employees receive three personal days each year following their first year anniversary date. Personal days can only be taken in full day increments. They must be prescheduled with the employee's supervisor or department head. Personal days cannot be carried over from year-to-year and will not be paid out upon termination. Please refer to ATSU Policy No: 90-308.

#### VACATION

Salaried employees are eligible for paid vacation benefits. For employees regularly scheduled to work at least 40 hours per week, vacation benefits accrue at the rate of 13.33 hours per monthly pay period up to a maximum of 20 working days per year of employment. For full-time salaried employees regularly scheduled to work less than 40 hours per week, hours will be pro-rated accordingly. The maximum amount of vacation that can be accrued by an employee scheduled to work 40 hours per week is 320 hours or two years accrual. The maximum amount of vacation that can be accrued by all other employees will be pro-rated accordingly. Vacation usage must be reported on a vacation usage report form that should be returned to the ATSU human resources department before the tenth of the following month.

You are required to obtain approval for all vacations from the appropriate supervisor prior to the date the vacation is to begin. Refer to ATSU Policy No: 90-310.

Salaried employees: The most vacation that will be paid out when an employee leaves employment is 160 hours or one year's accrual.

Contractual employees: Vacation benefits will be determined by the contractual agreement. You will not accrue more than 320 total hours per year.

Hourly employees: Full-time, regular, hourly employees are eligible for paid vacation benefits. Vacation benefits are based on a cumulative length of continuous, full-time service and accrue per pay period, calculated at a rate times the normal hours scheduled.

During years one and two of continuous, full-time employment, an employee working 80 hours per pay period would earn 80 hours or ten days' vacation per year, which equates to 3.08 hours per pay period.

During the years three through nine of continuous full-time employment, an employee working 80 hours per pay period would earn 120 hours or 15 days' vacation per year, which equates to 4.62 hours per pay period.

Beginning the tenth year of continuous full-time employment, an employee working 80 hours per pay period would earn 160 hours or 20 days' vacation per year, which equates to 6.16 hours per pay period.

You are eligible to take vacation benefits as they accrue. Vacation may not be used the first 90 days of full-time employment, and paid vacation may not be taken in advance of accrual. Vacations can be scheduled only with the approval of your department head or supervisor. You may accumulate twice the current year's maximum and any additional amount over that maximum is lost. Refer to ATSU Policy No: 90-309.

The most any employee will be paid out for vacation benefits upon separation from employment is one year's accrual. Refer to ATSU Policy No: 90-322.

#### BEREAVEMENT (COMPASSION) LEAVE

In the event of a death in an employee's immediate family, time off may be granted. "Immediate family," as used in this section, refers to the employee's spouse, mother, father, sons, daughters, brothers, sisters, grandparents, grandchildren, and in-laws. Other family members may be considered "immediate" at the discretion of an employee's immediate supervisor. It is your responsibility to notify your supervisor as soon as possible regarding an absence from duty due to a death in your family. Refer to the compassion leave form on the HR home page under Payroll Forms.

Full-time employees will be granted up to five (5) days of bereavement leave with pay. In the event you desire time off to attend the funeral of persons other than immediate family, you may request vacation time through your immediate supervisor. Refer to ATSU Policy No: 90-314 for further details.

#### STILL HEALTHY FITNESS PROGRAM

The Still Healthy Fitness Program gives employees the opportunity to be eligible for quarterly drawings, as well as paid time to exercise. Full-time employees who are program participants can use one-half hour of University time to participate three days per week with prior approval of your supervisor.

On the Kirksville, Mo., campus:

Thompson Campus Center: Employees have a free Thompson Campus Center membership. Spouse and family memberships are available. This can be deducted from your paycheck or paid directly to the TCC. TCC provides scheduled fitness activities and exercise classes.

Kirksville Aquatic Center: ATSU has partnered with the Kirksville Aquatic Center to offer employees and their families pre-paid memberships. ATSU will pay the membership fee and employees are responsible for the applicable tax. A signed agreement must be completed by each employee wishing to participate.

Northeast Regional Health and Fitness Center memberships are also available to employees. Details can be obtained by contacting the health and fitness center.

On the Mesa, Ariz., campus:

YMCA: ATSU has partnered with the East Valley YMCA to offer free membership for employees. ATSU pays the cost of the membership, and employees are responsible for the applicable tax of the fair market value of the membership. An agreement with HR must be completed by each employee wishing to participate.

#### EMPLOYEE DATA CHANGES

If there is a change in your name, address, telephone number, marital status, number of dependents, your beneficiary, or person to notify in case of emergency, it is your responsibility to inform your immediate supervisor and the ATSU human resources department so that your employment records will be up to date. This information

is also important as it may affect the benefits to which you are entitled and there is a 30-day window of opportunity to make changes following a major life event.

## **EMPLOYMENT PRACTICES**

### **CODE OF ETHICAL STANDARDS**

The University and all its employees must promote and adhere to ethical standards of social and academic conduct. Each member of the University will demonstrate respect to members of the administration, students, alumni, and members of the local community. Each employee will conduct themselves within the University in a manner that is conducive to respectful social and academic interaction between students, faculty, staff and administration. Proper behavior is founded on the same principles of civility that govern general social interactions. In virtually all settings, calm, non-judgmental, objective interaction is most appropriate.

Any student, staff, faculty, or administrator of ATSU may accuse another member of violation of the above code of ethics. Such accusation will be presented in writing along with appropriate documentation supporting the accusation.

### **CONFIDENTIAL INFORMATION**

As a professional employee, it is understood that you will conduct yourself in a professional manner and represent the University in such a way that reflects a cooperative attitude towards the betterment of the University.

As an employee of the University, you have a moral and legal obligation not to divulge confidential information, which is defined as: Any matters relating to a patient's illness, patient's personal problems, patient's financial matters, the organization's personnel records, and the organization's administrative and financial records. Information concerning students and employees is also confidential.

Violation of this moral and legal obligation by divulging confidential information shall constitute grounds for immediate dismissal.

Two federal laws protect the privacy rights of individuals:

1. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For additional information, <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
2. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. For additional information, <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>

### **LOBBYING ACTIVITIES**

No federally appropriated funds may be paid by or on behalf of ATSU to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

## POLITICAL ACTIVITY IN SUPPORT OR OPPOSITION OF A CANDIDATE

Political activity by a Section 501(c)(3) organization such as ATSU in the form of endorsing or opposing a candidate for office at the national, state, or local level is prohibited, even if it is an insignificant amount. This prohibition can be especially difficult in a University setting because historically students tend to advocate feverishly for the causes/candidates they support. It is important for ATSU administrators to remember that ATSU cannot endorse a candidate or provide resources such as space or secretarial services to a candidate. However, student activities may be separated from those of ATSU, although it can be a fine line to walk and an issue that needs special attention should the circumstances arise.

## LICENSING AND VERIFICATION

Human resources will conduct annual license verification. The results will be sent to the respective dean. It is up to the discretion of the respective dean to determine the process for review if there is a reported complaint and/or disciplinary actions and orders.

If you are hired for a position requiring a license or certification, you must present proof of proper license upon employment, and you must furnish proof of renewal if law requires such to human resources.

## EMPLOYEE DISCIPLINE

In any organization, standards for performance, rules of conduct, and other policies, which describe appropriate behavior for employees, must be defined and enforced. When an employee's behavior or performance does not follow these established guidelines, the University has the responsibility to take appropriate action to correct the situation.

Discipline is intended to encourage an employee who has demonstrated unacceptable performance or misconduct to improve his or her performance or conduct to an acceptable level. The disciplinary action taken will be determined by the severity, nature, and circumstances of the offense. Offenses that may result in disciplinary action, up to and including immediate dismissal include, but are not limited to the following:

1. Willful misconduct, abuse, negligence, or neglect of duty.
2. Abusive language or conduct toward a patient, visitor, student, or employee.
3. Falsification of employment information.
4. Possessing, reporting to work or working under the influence of intoxicants (non-prescribed drugs, narcotics, alcohol, etc.) or the illegal possession, manufacture, or use of drugs in the workplace.
5. Assault/battery against any patient, visitor, student, or employee.
6. Unauthorized possession of firearms or other deadly weapons on the premises.
7. Immoral conduct or indecency.
8. Theft or any attempt to defraud the University, a patient, student, visitor, or another employee.
9. Soliciting or accepting gifts from patients, vendors, or visitors.
10. Insubordination or the refusal to follow supervisory instructions.
11. Willful violation of safety rules or failure to report emergencies, accidents, or personal injury.
12. Unauthorized release or use of confidential information concerning the University, a patient, visitor, student, or another employee.
13. Sleeping on the job.
14. Obstructing or preventing an employee or other authorized persons from performing their assigned duties.
15. Gambling on the premises.
16. Failure to wear proper uniform or safety equipment as required.
17. Misuse of email, Internet, social media, and telephones, including unauthorized long distance calls and excessive personal use.
18. Unauthorized vending, posting, or soliciting.
19. Loud and disorderly conduct.
20. Unexcused absences.

21. Unauthorized absence from work or from your work area during working hours.
22. Violation of professional attire as determined by supervisor.
23. Failure to report for a required physical examination.
24. Failure to pay debts to the University.
25. Non-approved overtime.
26. Careless or unsatisfactory job performance.
27. Unauthorized personal utilization of supplies, property, or facilities.
28. Failure to meet departmental performance standards.
29. Improper conduct, including horseplay, or creating a nuisance or disturbance.
30. Violation of safety rules, including bad housekeeping in prescribed areas.
31. Failure to turn in or report lost or found articles.
32. Unauthorized presence in restricted areas.
33. Failure to observe parking regulations.
34. Circulation of petitions or lists to secure signatures for any cause during working hours or within work areas.
35. Abuse of leave provisions.
36. Use of tobacco on ATSU property.

#### EMPLOYEE PROBLEM-SOLVING PROCEDURE

The day-to-day problems, which may affect you, should be reconciled informally between you and your supervisor. This procedure is intended to help resolve complaints in a timely and satisfactory manner and outlines the appropriate chain of command when addressing issues. Please refer to ATSU Policy No: 90-209.

#### FREEDOM FROM HARASSMENT

Harassing conduct at the University is unacceptable behavior and will not be tolerated. Such conduct can include unwelcome conduct, whether verbal, non-verbal, physical, or visual, that is based on or relates to an individual's race, color, religion, national origin, sex (including pregnancy), gender, sexual preference, age, disability, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive environment; 2) has the purpose or effect of unreasonably interfering with an individual's work or student performance; or 3) otherwise adversely affects an individual's employment or education opportunities. Please refer to ATSU Policy No: 90-210.

#### DRUG-FREE AND ALCOHOL-FREE WORKPLACE

The University is a drug-free and alcohol-free workplace. A standard of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol has been established. This standard of conduct prohibits all employees from possessing, reporting to work or working under the influence of intoxicants (non-prescribed drugs, narcotics, alcohol, etc.) or the illegal possession, manufacture, or use of drugs or alcohol in the workplace. ATSU Policy No: 90-324 contains information about legal sanctions; health risks; a listing of agencies providing drug or alcohol counseling, treatment, rehabilitation, or re-entry programs; and the sanctions imposed on employees for violating the standard of conduct.

Employees who work in a position that is fully or partially federally funded are required to participate in training sessions. The policy is distributed to all employees and should be reviewed for further details. Please refer to ATSU Policy No: 90-324.

#### TOBACCO-FREE CAMPUS AND WORKPLACE

It is University policy to maintain a tobacco-free environment for employees, patients, students, and visitors. Please observe "NO SMOKING" signs. Tobacco & unregulated nicotine product use (including smokeless tobacco and e-cigarettes) is not permitted on campus, including parking lots, inside ATSU- or privately-owned vehicles, and adjacent locations (i.e., sidewalks, streets, neighboring buildings). Please refer to ATSU Policy No: 95-110.

## SAFETY

Providing safe working conditions for all employees is a concern and responsibility for everyone. Upon employment, you will be instructed on how to do your job in the safest possible way, using methods and equipment that have been tried and proven safe. Regardless of any rules the University may establish, safety in your job depends chiefly upon you. For example:

1. Be alert on the job.
2. Think before you take action.
3. Avoid taking unnecessary risks.
4. Report unsafe practices or equipment to your supervisor.

Refer to ATSU policy Nos: 95-106, 95-107.

## WORK-RELATED ACCIDENTS

In the event you are injured on the job, your case will be handled in accordance with the workers' compensation laws of the state. To ensure protection of your rights, report all work-related accidents to your immediate supervisor at once. If medical attention is necessary, the director of human resources or your supervisor will direct you for treatment or referral. If the injury occurs after ATSU human resources is closed, medical attention should be obtained at the nearest emergency room or urgent care center. The employee and attending physician must complete an authorization form. A "confidential report of incident" form must be completed by you and your supervisor and forwarded to the ATSU human resources department for reporting to the Division of Workers' Compensation. Benefits may be denied to employees who fail to report an accident immediately. You will receive applicable compensation for absences determined to be work-related, and any medical expenses resulting from work-related injuries will be the responsibility of the University as provided in the workers' compensation laws. Please refer to ATSU Policy No: 90-323.

## CHILDREN IN THE WORKPLACE

In order to eliminate potential liability and to maintain an appropriate and safe work environment, providing childcare in your work area is prohibited. Emergency situations may arise, and supervisors must approve and monitor these situations. Please refer to ATSU Policy No: 90-328.

## SOLICITATION

An employee shall not engage in the solicitation of other employees on or during working time of either the employee doing the soliciting or the employee being solicited. Working time does not include break periods and meal times, and employees are permitted to engage in solicitation during those times. An employee shall not engage in solicitation of other employees at any time in any immediate patient care area such as waiting rooms, hallways, corridors, treatment rooms, diagnostic rooms, etc.

Employees shall not engage in the distribution of any literature on working time. Working time does not include break periods and mealtime, and employees are permitted to engage in the distribution of literature during those times. Employees shall not distribute any material at any time in any working area. Non-working areas are cafeterias, employee lounges, employee parking areas, and similar areas. Please refer to ATSU Policy No: 90-121.

## TELEPHONE USE

The telephone lines should be kept open for business use and should not be used for unauthorized purposes. Employees should inform family and friends that they are not to call you at work except in the case of emergency or for matters of extreme urgency. When personal calls are necessary, employees are encouraged to keep calls to a minimum.

## EMAIL AND INTERNET USE

In support of the traditional mission of educational universities (i.e., education, research, and service), the University provides and encourages the use of electronic communications to the fullest extent possible. This use should be focused on the direct business of the University allowing for incidental personal use. Those who use the University email and Internet system are expected to do so in a responsible and appropriate manner. Usual standards of personal and professional courtesy are expected. Email is not private or protected, and may be subject to review as deemed necessary by the Vice President of Research, Grants, and Information Systems, and the appropriate President's Staff members. ATSU's computer-related resources (i.e. hardware, software, and various network connections, etc.) exist to support activities consistent with the campuses' mission in education, instruction, research, administration, and community service. ATSU provides administration, faculty, staff, and students with access to modern information technology to support the pursuit of excellence in these areas. Access is a privilege that can be removed, upon sufficient justification.

Personal use is permissible provided it does not interfere with the email system or with the individual's employment or obligations to the University. Employees who spend inordinate amounts of time with email or Internet, outside their assigned duties, should be treated by their supervisors as they would for any other work time problem. Refer to ATSU Policy No: 55-104 for further details.

## VALUABLES

You are advised not to carry valuables or large amounts of money while on duty. The University does not assume responsibility for personal losses. The University reserves the right to inspect any unauthorized packages entering or leaving the premises. A lost and found is maintained in the security office on the Kirksville, Mo., campus and the front desk on the Mesa, Ariz., campus.



ACKNOWLEDGMENT

I have read in its entirety, the ATSU Staff Handbook (“Handbook”) that outlines the University’s policies, practices, guidelines, and benefits. I understand the provisions of the Handbook and I will do my best to abide by and uphold them. I understand that the information contained in this Handbook is set out in greater detail in the University policy manual, the contents of which I have access to at any time on the ATSU portal.

I understand that the information contained in the handbook is subject to change at the University’s discretion, without notice to employees, and that such changes supersede, modify, or eliminate any or all of the policies and benefits summarized in the handbook.

I further understand that the policies, practices, guidelines, and benefits contained in the handbook do not constitute an employment contract between the University and the employee or imply the existence of any contractual or other rights. I also understand that nothing in any other electronic data or materials or written materials disseminated by or for the University, and nothing in any statement or actions by or on behalf of one of the University’s representatives, constitutes an employment contract between the University and myself or implies the existence of any contractual rights.

I understand that my employment is as an “employee at will.” Being an “employee at will” means that the employment relationship is by mutual consent of the University and I, is not for any definite period of time, and may be terminated by either the University or me at any time, without any notice, and for any reason or no reason at all.

*If I sign a separate written employment contract with the University, I understand and acknowledge that such contract governs my employment with the University, but that the policies and benefits in the handbook, or as later modified also apply to me.*

By signing below, I acknowledge that I have read this acknowledgement and that I fully understand the employment relationship as described above. In addition, I will abide by the ATSU mission and vision statements:

MISSION STATEMENT:

*A.T. Still University of Health Sciences (ATSU) serves as a learning-centered university dedicated to preparing highly competent professionals through innovative academic programs with a commitment to continue its osteopathic heritage and focus on whole person healthcare, scholarship, community health, interprofessional education, diversity, and underserved populations.*

VISION STATEMENT:

*{To be} The preeminent University for the health professions*

- *Leading innovator in health professions education*
- *Superior and compassionate graduates who exemplify the University’s mission*
- *Osteopathic philosophy demonstrated and integrated*
- *Pioneering contributions in healthcare, education, knowledge, and practice.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

Please return this signed acknowledgement to ATSU human resources.