



EMPLOYEE HANDBOOK 2019-2020 Human Resources Office

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**NORTH
AMERICAN
UNIVERSITY**

I. WELCOME



President's Message

It is my privilege and honor to serve as the third president of North American University (NAU). I want to thank the Board of Trustees for their confidence in me. NAU is one of the rising stars of higher education in Texas. Its growth in recent years is admired by many others, and I am committed to continuing on the path of excellence. I also want to express my deepest appreciation for all the community members who have helped this institution. Your continuous commitment to excellence will be the greatest asset to take our university to the next level.

Best Regards,
Dr. Serif Ali Tekalan
University President

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Introduction

North American University is committed to excellence in our teaching, innovation, diligent about creating an environment that is inclusive and truly diverse. Our students, faculty, and staff come from different backgrounds — intellectually, ethnically, economically, and geographically — and we are proud of this mainly that we are located in one of the most diverse cities in the US.



If you are looking for information about University policies and procedures, this Handbook is an excellent resource.

We hope you will find the content of this Handbook to be informative and a valuable resource. If you have any questions, please contact the Human Resources Office, and we will be happy to assist you.



Kind Regards,
The NAU HR Team

DID YOU KNOW?

- Our school Mascot is the STALLION!
- Baseball, Women sports, Track and Field are coming
- Our school colors are BLUE, GRAY and WHITE!
- We sit on the border of two smaller cities: Meadows Place and Stafford and steps from Houston and Sugarland, TX.
- Walking through the lake breezeway, you see peaceful scenery, filled with Muscovy Ducks and other kinds of wildlife, including a resident turtle.
- We have several sports, including football, soccer, and basketball; and more coming: cross country, track & field and baseball.



Notice to Employees

In summarizing the terms and conditions of staff employment at North American University, this Handbook does not provide a detailed description of all employment policies and practices; each NAU department may adopt additional policies particular to its functions.

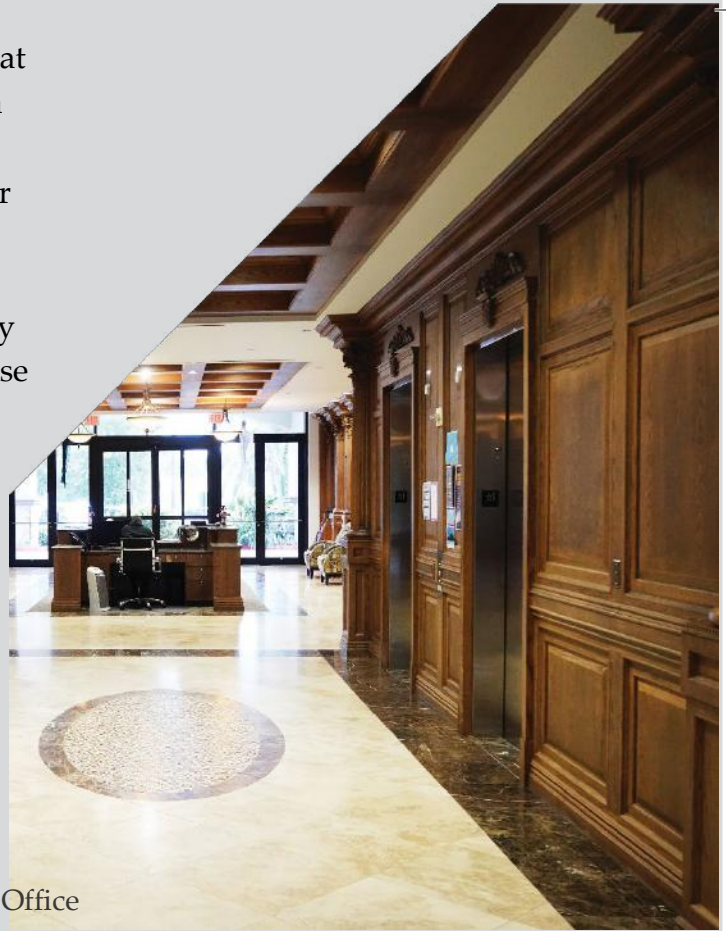
From time to time, policies and programs of the University may change. To be sure you have current information, check for these notices posted online at www.na.edu/hr/handbook, with your supervisor, or contact the Human Resource Office.

This employee handbook summarizes various employment-related policies, procedures, and benefits for North American University employees and is for informational purposes only. This handbook does not create a contract of employment. The contents of this handbook are presented as a matter of information only and do not modify the terms and terms of employment.

Staff members are always welcome to contact the Human Resources Office

- » **In-person:** Room 909
- » **by email:** hr@na.edu
- » **by phone:** 832-230-5553

Should you have any questions, please contact the Human Resources Office or your supervisor.



The Faculty Handbook can be found at

[FACULTY HANDBOOK](#)

The Student Employee Handbook can be found at

[STUDENT HANDBOOK](#)

Features of this Handbook include:

Table of contents, a reader can click on the page number of a specific section to access a particular segment within this Handbook. To obtain a particular segment, click on the section heading or page number.

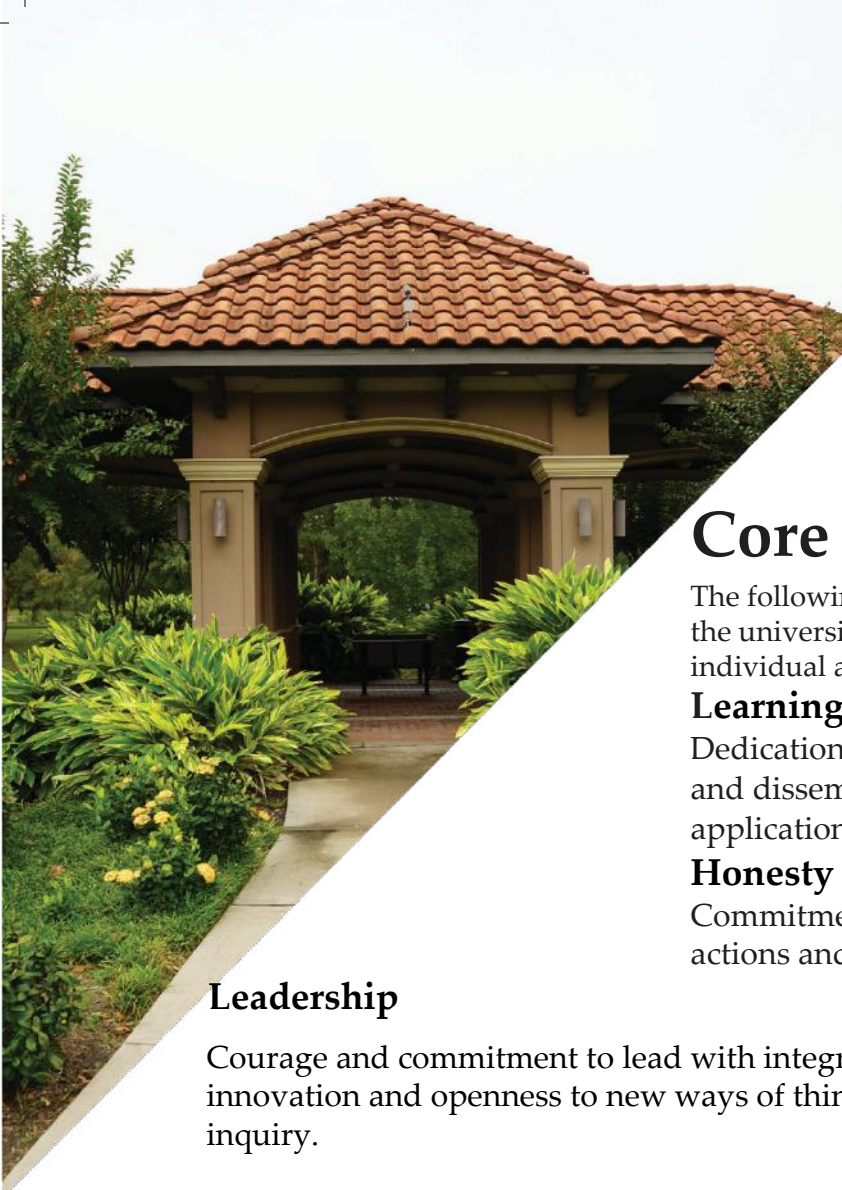
Throughout this Handbook:

The term “supervisor” is used to refer to an individual who has supervisory responsibility for others regardless of title within the University.



INNOVATION

INTEGRITY



Mission Statement

North American University (NAU) is a private and non-profit institution offering bachelor's and master's degrees. The university is committed to teaching excellence and being student-centered. NAU strives to provide an environment promoting global cultural competency, personal growth and responsible citizenship.

Core Values

The following core values should guide all members of the university community as they strive to achieve individual and joint goals.

Learning

Dedication to discovery, construction, discussion and dissemination of knowledge and its real-world applications.

Honesty and Integrity

Commitment to truth and consistency in one's actions and communication.

Leadership

Courage and commitment to lead with integrity, innovation and openness to new ways of thinking and inquiry.

Teamwork

Pursuit of excellence through consultation and collaboration.

Ethical and Professional Conduct

Pursuit of high ethical and professional standards in every endeavor.

Human Dignity

Recognition that every human being is unique and valuable, and has something of value to contribute to the college environment and society at large.



History

North American University is the continuation of two previous institutions of higher education; the first is The Texas Gulf Foundation (TGF), a non-profit educational organization founded on April 7, 2007. The main purpose of TGF was to establish a distinguished higher education institution. As the first step toward the University, the TGF established Texas Gulf Institute (TGI), a career school approved and regulated by the Texas Workforce Commission and Gulf Language School. Both institutions started operations in September of 2007.

With the addition of several degree programs, TGI evolved into North American College in the Fall of 2010. After three years of successful operations as an institution of higher learning, North American College was approved by the Accrediting Council for Independent Colleges and Schools (ACICS) to offer M. Ed in Educational Leadership beginning in the Fall of 2013. Once graduate degrees were introduced, North American College changed its name and became North American University in September of 2013.

Accreditation

North American University is accredited by the Accrediting Council for Independent Colleges and Schools (ACCSC), a national accreditation agency recognized by the United States Department of Education, to award certificates, diplomas, and Bachelor's and graduate degrees.

North American University is also approved by the Texas Higher Education Coordinating Board (THECB) to award both undergraduate and graduate degrees.

Governance

The Board of Trustees

The management and legal authority for governance of the University are vested in the Board of Trustees. The board, as described in the by-laws of the University, is entitled to invest and manage the university's funds and direct its affairs and interests. One or more trustees represent every major constituency of the University. The members of the board do not receive any compensation from the institution. The Board of Trustees makes policies that will help the University achieve its full potential, following the role and mission for which the University was founded. These policies are administered and implemented by administration and faculty.

Nominations for new members may be received from present board members or a nominating committee of existing board members. Members shall be elected by the vote of the majority of the Board of Trustees, and term appointments should take place as stated in the by-laws of the university. The board members have equal voting rights. The President of the University attends the board meetings and takes part in discussions but does not have voting authority. The President may invite other University administrators to the board meetings to report on conditions of the University.

The Board of Trustees may adopt a resolution establishing one or more committees and delegate specified.



Administration

During this process, the Board can seek input from other administrators as well as faculty members. The Board also evaluates the President's performance. The President has final authority on daily operations but can delegate some of his/ her responsibilities to other administrators. The President's duties are:

President:

- To direct University's administration
- To further the goals of the University and monitor its progress in achieving them
- To conduct Executive Committee meetings
- To strengthen the public image and presence of the University
- To report the activities and condition of the University to the Board of Trustees
- To present an annual budget to the Board of Trustees for approval
- To ensure that discipline is maintained in all activities of the University
- To approve the appointment and dismissal of administrators, deans, faculty, and staff
- To execute any deeds, mortgages, bonds, contracts, or other instruments that the Board of Trustees has authorized to be executed
- To recommend tuition, fees, and room and board charges to the Board of Trustees
- To authorize all diplomas
- To perform other duties as assigned by the Board of Trustees



Provost and VP for Administrative Affairs:

The provost shall be authorized to execute all contracts in his or her area of responsibility. The Board of Trustees may designate the Provost as the acting president in the event of prolonged absence, resignation, or incapacity of the President. The Provost will form an executive committee with program directors for daily academic operations, can attend departmental faculty meetings, form committees, and seek input from faculty members. The Provost may be invited to attend board meetings upon the President's request.

Among his or her duties are:

- To oversee the planning and organization of academic affairs
- To promote academic excellence in teaching and scholarly activities
- To meet with program directors regularly
- To assist the President in the process of faculty recruitment
- To review the academic budget and report to the President
- To oversee the organization and activities of the Library
- To oversee the Registrar
- To review the curriculum offered by each academic program
- Monitor curriculum implementation
- To ensure the University recruits an appropriate number of qualified students.
- To monitor and enhance the University's assessment practices
- To seek input from committees, and act upon it
- To perform the duties of the President when the President is absent or unable to act, or refuses to act.
- To perform other duties as assigned by the President or Board of Trustees.



VP For Administrative Affairs

The Board of Trustees, on the nomination of the president of the university, elects a Vice President for Administrative Affairs. The Vice President for Administrative Affairs manages nonacademic administrative operations of the University.

Among his/her duties are:

- Develops and implements strategies to establish and maintain a healthy and positive work environment for faculty, staff, and students.
- Attends board meetings upon the President's request.
- Manages the administrative units and services of the university, including:
- Admissions Office
- Financial Aid Office
- Records Office
- International Students Office

Dean of Student Affairs

The Dean of Student Affairs is appointed by and reports to the President.

Among his or her duties are:

- To supervise all student co-curricular activities, clubs, and student government
- To act as a liaison between the administration and the students.
- To administer the regulations regarding student conduct, and apply disciplinary action
- To oversee counseling services
- To manage career services
- To administer retention services
- To revise and distribute the Student Handbook
- To participate in the life and activities of the University
- To participate in the retention efforts of the University



Director of Business Affairs

The Director of Business Affairs is appointed by and reports to the President.



Among his or her duties are:

- Responsible for establishing policies and procedures to ensure the proper safeguarding of university assets and the appropriate use of university funds.
- Accountable for planning, implementing, and monitoring the university's annual budget.
- Attends board meetings upon the President's request., and manages the following administrative units and services of the University:

- Business Office
- Bursar's Office
- Human Resources Office
- Information Technology
- Purchasing Office



II. EMPLOYMENT AT NAU

The mission of the Human Resources Office is to provide quality customer service while guiding and assisting all members of the campus community. We strive to promote an environment in which individual differences are embraced, diversity is valued and people are recognized as our most important resource.

The Human Resources Office collaborates with the department head seeking to fill a position vacancy, work jointly on the recruitment and selection of candidates.

Positions are advertised in several areas including the NAU website under current job openings, LinkedIn and other third-party sites for job postings. Offers of employment may follow if a candidate is selected.

NAU is committed to:

- Affirmative action as an integral part of the process of recruitment, selection, placement, transfer, and promotion. Consideration of all qualified candidates, and
- Non-discrimination in employment practices and procedures.

To Apply:

NAU requires a resume and cover letter to be submitted for each open job opportunity at the University. Other positions may require more specific items such as teaching philosophy and, in most cases, unofficial transcripts. All applicants should apply for job openings by visiting www.na.edu. NAU only accepts applications for specific opportunities, and resumes should be submitted per each job posting instruction to be considered.

Equal Employment Opportunity (EEO)

NAU is an equal opportunity employer. Reasonable efforts are made to provide diverse candidate pools that include members of groups underrepresented in the University's workforce. All searches are conducted in compliance with the laws of the United States, the State of Texas, local jurisdictions, and the Affirmative Action Plan of the University.

Affirmative Action


NAU actively seeks women, minorities, veterans, and persons with disabilities to maintain a University community that is based on equal opportunity, reflects the diversity of American society, and improves opportunities for women, minorities, veterans, and persons with disabilities

American Disability Act (ADA)

NAU reasonably accommodates persons with disabilities. The Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act of 2008, is a federal anti-discrimination statute that protects persons with disabilities in employment, public accommodations, state and local government services, and

telecommunications. Employees with a disability (as defined under the ADA, as amended) may be eligible for a reasonable accommodation that allows them to perform the essential functions of their position. A reasonable accommodation may include such things as changing the physical layout of the workplace, restructuring job duties, or modifying the work schedule.

Employment Eligibility

NAU ensures that all employees, as well as all other individuals paid through the University payroll system, are legally eligible to be employed in the United States. Failure to meet eligibility requirements will make a candidate ineligible for hire, or result in the withdrawal of an offer or termination of employment for a staff member. Falsification or omission of information as part of the application process, including omission of felony conviction information, is grounds for denial or termination of employment. North American University uses E-Verify to verify the eligibility to work in the United States. 

Background Checks

NAU Conducts pre-employment background checks for final candidates. These background checks allow NAU to determine the overall employability of a candidate as well as ensuring the protection of property, current employees, and information of the University. A background check will be conducted for all individuals selected during the hiring process for University positions. This includes all candidates applying to regular and temporary staff positions within the University. The University reserves the right to background check any current employee.

Disclosure of Convictions -Disclosing felony conviction information as part of the application process applies to individuals applying for positions, including internal candidates. Additionally, staff members have an ongoing obligation to inform their supervisor if any of the following apply:

- Are added to any sexual predator registry
- Are convicted of a crime
- Have a license or certification to practice that expires, or that is suspended or revoked, or
- Are excluded, debarred, suspended, or otherwise ineligible to participate in federal programs.

Supervisors, in turn, should notify the Human Resources Office in such instances.

Types of Background Checks

NAU utilizes multiple types of background checks that varies based on position and function, including but not limited to

- Federal felony, misdemeanor check, and Social Security number check.
- The Texas Department of Public Safety (DPS) Crime Records Service Secure or Public Site check: The TxDPS Crime Records Service – Public Site.
- An appropriate out-of-state check; and
- National Criminal File check
- Other public state, national, and international sites.
- A private company or vendor, subject to compliance with the Fair Credit Reporting Act.
- Background checks may include verifications of past and/or current employment, education, and personal and professional references

Data obtained through a background check is measured as it is relevant to performance in the position; NAU looks at how it relates to the issues of safety and security of people, property, and other University resources.

Guilty Plea

A finding of guilt by a court, or a jury, or a conviction of a crime will be measured in determining the eligibility of prospective employees. Being convicted of a crime does not necessarily exclude being hired.

Consequences

Where it relates to existing employees, the following situations are subject to corrective action, up to and including termination of employment:

- Failure to obtain and maintain required licensure and/or certification.
- Current presence in the GSA List, OIG List, OFAC List, or Sexual Offender and Predator Registry, and Probation is assigned to an employee for failure to thrive (inadequate performance or improper behavior)during employment.
- If the employee is placed on a probationary period and fails to improve their performance shortcomings, they may be discharged if it appears the employee is unable or unwilling to correct the problem; or continued employment would be contrary to the best interest of NAU and safety of other employees.

Completion of a probationary period

- If an employee completes a probationary period, they will continue to be subject to the conditions of employment and performance requirements.
- The employee can be discharged during the probationary period if it appears the employee is unable or unwilling to correct a problem or if continued employment would be contrary to the best interest of NAU and the safety of other employees.
- An employee will be terminated if subject to more than two probation periods.

Discipline, Termination and Appeal Procedures

An employee on a probationary period can be terminated for any reason and at any time. The employee will not be entitled to the protections concerning termination, discipline, and appeal procedures contained in this Employee Handbook.

Criminal Conviction Found at any time during employment.

NAU will not automatically prohibit employment individuals with conviction records.

Should a criminal history check reveal criminal convictions or other relevant information, the determination will be on a case-by-case basis, whether the individual is qualified based on a number of reasons including, but not limited to:

- Number of offenses;
- Specific duties of the position;
- Nature of each offense;
- Length of time intervening between the offense and the employment decision;
- Employment history;
- Efforts at rehabilitation; and accuracy of the information that the individual provided on the employment application.

Fair Credit Reporting Act

The University will advise the individual of any adverse findings and provide the individual with an opportunity to explain the situation and/or provide proof of error, in compliance with the Fair Credit Reporting Act (FCRA) and any other legal requirements.

If any reported information is used in denying a placement to a candidate, a representative of the Human Resources Office will:

- Notify the candidate that the University took the adverse action
- Provide to the candidate the name, address, and phone number of the reporting agency
- Inform the candidate of the right to a copy of the report to be provided by the agency, and Inform the candidate of the right to dispute the information with the reporting agency.

Verification of Employment Current and Former Employees

NAU employees applying for credit may be asked to sign an authorization to be sent to the current employer. The Human Resources office has established a procedure for answering requested job verifications in a timely manner.

Employment Verification requests can be conducted in two ways:

1. Requests can be sent to jobverify@na.edu. Only written requests authorized by the employee will be responded to in a timely manner.
2. Requesters can verify employment through theworknumber.com.

Note:

Despite any employment information that NAU sends to a lender, we cannot make guarantee of future employment for any period. HR will respond to requests for information and confirm dates of employment, position(s) held, and re-employment eligibility; performance information is not provided of the employee.

Additional Information:

The HR office requires a signed waiver and release from liability before the release of employee information. These forms can be found at www.na.edu/forms. Once the waiver is received, NAU HR will respond to the email or caller. Unsigned waivers will delay the verification process.

Onboarding

The onboarding process helps new employees quickly learn how North American University works, what departments they will be working with, and whom, and how to take advantage of the many resources and benefits the University offers and facilitates the new employee orientation process. This is intended to give individuals an opportunity to acclimate to their position, to learn from their supervisors the goals and performance expectations for the position, and to demonstrate their ability to fulfill those expectations. In addition to the onboarding process, adjunct and full-time faculty are assigned a mentor for the first month of employment. The faculty mentor acts as a resource for any questions or concerns they may have during their first 90 days.

90 Day Evaluation

A 90-day evaluation will be given to the employee by their supervisor. This evaluation will take place before the annual evaluation and will ensure that quality and ethical practices are adhered to. The 90-day evaluation is not a disciplinary tool but a means to ensure the commitment of faculty, staff, and administrators. The primary purpose of the 90-day review policy is to:

- Enable open lines of communication between supervisors and employees.
- Provide valuable feedback on work performance and retain employees for future growth within the University and to mitigate any unforeseen challenges in work performance.
- Your review period could be extended if it is determined that the initial period of time should be extended to assess your suitability for the position.
- Upon completion of the extended evaluation period, your continued employment will be reevaluated by your supervisor.
- At the end of the evaluation period several items will be reviewed:
- If the employee shows a satisfactory over-all work record their employment will be continued but not a guarantee. If at any time the work performance, attendance or conduct not meet the standards of NAU the employment may be terminated. The employee will be paid the time worked during this period including any earned time off.

Records

The Human Resources Office maintains a file of the employment record of each employee. These records are the property of North American University and may include medical, pre and/or post-hiring documents, performance self, and full evaluations and other documents, all of which are assembled to form an accurate account of the employment with NAU. To maintain accurate records, the HR Office should be notified of any change in name, marital status, address, telephone number, dependents, or other pertinent information.

These can be submitted in two ways: 1) through the ADP Workforce portal under 'forms' or 2) visiting www.na.edu under forms. A description of each form is available so as to fill in the correct one for your update. Changes in name will require additional information.

Classification

There are several types of employment at NAU; they include full-time and part-time employees and temporary employees. In addition, staff positions are classified as either exempt or non-exempt. The compensation and classification program of North American University is administered by the executive committee.

Position Classifications

Each classification is placed on a salary range sufficient to allow incentives for improved performance, job proficiency, years of service and individual efforts. The Human Resources Office shall, upon need or request from the supervisor, conduct classification reviews and may revise the classification plan or any particular position classification according to findings.

Position Classification Descriptions

All staff positions have a classification description that includes the NAU position title, EEO skill category, position class, FLSA status, department, and experience requirements, nature, and purpose of position, supervision given and received, primary responsibilities, and other specifications related to the position.

North American University has several types of employees as defined below:

- Administrative: Vice Presidents, Deans, and other administrative personnel with delegated executive authority as determined by the President.
- Faculty: A faculty employee is an employee with a specified academic rank holding a teaching appointment
- Staff: A staff employee is any employee other than a faculty or student employee.
- Students: Enrolled as a full-time student at the university and hired as a student employee.

Types of Appointments

Regular Full-Time Employees

An employee is typically scheduled to work 40 hours per workweek (1.0 FTE – full-time equivalent). Regular full-time employees are those employees who work at least 30 hours per week (0.75 FTE) and maintain continuous regular employment status.

Regular Part-Time Employees

Regular part-time employees are those employees who work less than 30 hours per week and who maintain continuous regular employee status. Employees in this classification may work more than 30 hours per week on occasion but should not average 30 hours per week or more during the appointment.

Temporary Employees

Temporary employment is expected to last no more than one year. A temporary assignment should not be extended without the prior approval of the supervisor or President.

Student Employees

Student employee status applies to those employees currently enrolled in North American University whose primary purpose for being at the University is to obtain an education.

- Student-workers may not work during their scheduled class times.
- While school is in session, international students, F-1 students, cannot work more than 20 hours per week, even if they work at multiple jobs on campus.
- F-1 students may work full-time during those periods when school is not in session or during the student's annual break, as long as they are enrolling full-time the next semester.
- Students who are transferring may work at the school that has control of their record at "the transfer-out school" before the release date, and "the transfer-in school" after the release date. F-1 student status permits an international student to work on campus at the University that issued student's I-20 while a student is enrolled in a full course of study.
- International students must maintain F-1 status to be eligible for this employment benefit; maintaining status means that international student is a full-time registered student in good academic standing with a valid I-20.
- All students who have been offered a job on campus must submit the forms required by the Human Resources Office prior to their first day of employment.
- Students may not begin work or be paid until their forms are completed. For more details, please contact the Human Resources Office for reference to the student employee guide.

Exempt and Non-Exempt Classifications

All positions at North American University will be classified as either exempt or non-exempt in compliance with law and for payment purposes. In cases where the “exempt/non-exempt” status of an employee is in doubt, the Human Resources Office will review position duties and responsibilities against Fair Labor Standards Act (FLSA) exemption tests and make a decision in consultation with the administration.

Exempt Classification

Exempt staff members Are exempt from the provisions of the Fair Labor Standards Act (FLSA). One is being exempt from minimum wage and overtime provisions. These determinations are made after a review of the particular position in regards to duties and responsibilities and compared to criteria as outlined in the FLSA. These job duties determine this classification as exempt and are often in positions such as directors, administrative, or executive level. Another factor is if the job requires advanced knowledge and experience in a field considered professional or and advanced educational degree or certification. There is no time limitation of work for an exempt employee to fulfill their. Therefore, exempt staff members are:

- Paid a monthly salary that does not vary based on the quality or quantity of work.
- Not eligible for overtime for hours worked beyond 40 hours in a workweek.
- The supervisor has the discretionary authority to arrange the work schedule of an exempt employee.

Non-Exempt Classification

Non-exempt staff members Do not qualify from the provisions of the Fair Labor Standards Act (FLSA) for being exempt. Non-exempt employees must maintain accurate work hour. NAU utilized ADP Workforce Time to record employees actual time worked. All NAU Non-Exempt employees must get overtime approved prior to working by the employee’s supervisor, except in cases of emergency. Non-exempt staff members are paid on a semi-monthly basis, based on their time as detailed in ADP Workforce time card. They are paid based on an hourly basis. Once a supervisor approves overtime, the employee will be paid for hours worked that are in excess of 40 hours per week at the rate of one and one-half times their regular rate of pay. When a statement is made that an employee is “salaried” or agreeing to pay his/her a specific annual salary does not mean that the employee is exempt. Unless the employee falls within the detailed guidelines for an exempt employee, the employee’s annual salary is broken down into an hourly wage, and the employee is owed overtime when he/she works more than 40 hours a week.

Salary Increases

The salaries of employees are reviewed at the beginning of the fiscal year during budget preparation for the next fiscal year. Any adjustments are based on work performance, promotion, demotion, labor market conditions, legislative actions, and budget constraints.

Disbursement of Payroll

The Human Resources Office administers wage and salary and prepares pay structure and schedules. The compensation policy at NAU is to comply with all applicable laws, government regulations, and university

standards.

Pay Days

University employees are paid either semi-monthly or monthly, depending on their job classification. Employees in exempt positions are paid monthly on the last working day of the month. Employees in non-exempt positions who are paid on an hourly rate are paid on a semi-monthly basis. Special provisions may apply during the extended break between the Fall and Spring semesters. Employees are paid according to the fiscal year payroll schedule, which is available at the Human Resources Office or on the NAU website at www.na.edu. All new employees are given a current payroll schedule upon completion of initial paperwork. Any changes to the schedule will be announced in advance to the employees.

Payroll

Direct Deposit

North American University uses a direct deposit system to have employee salaries deposited directly into their checking or savings accounts. The employee's financial institution must be a member of the Southwestern Automated Clearing House Association in order to activate direct deposit.

Deductions

By law, the University is required to make certain deductions from an employee's paycheck. These include the following:

- Federal Income Tax (FIT);
- Social Security and Medicare Taxes (FICA tax);
- Court-ordered garnishments (child support and IRS levy);

Employees have the option of requesting additional deductions, such as health insurance or optional benefit premiums.

III. UNIVERSITY POLICIES

NAU's Commitment to Affirmative Action and Equal Employment Opportunity

General Information

It is the policy of North American University to fill every position with the best-suited person available regardless of race, creed, ancestry, marital status, citizenship, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity. North American University takes seriously the initiative to make the needed extra efforts to remedy areas of underutilization in our workforce.

NAU believes that a workplace and student body that is representative of our multicultural society is integral to our educational mission as it promotes learning. This adds a valuable experience that prepares our students to succeed in a variety of diverse environments. The University commits to providing equal employment opportunities and determines that increasing diversity is an essential and significant component of the hiring process.

All Department heads have a responsibility to maintain a workplace free of discrimination. Included in this is the responsibility of discussing this policy with all employees to ensure they understand NAU will not tolerate discrimination in the workplace. Employees shall further understand that they are not to endure discrimination. False accusations in discriminatory practices will result in disciplinary action up to and including termination.

For employee-related complaints, the Human Resources Office will be responsible for maintaining records of all formal complaints and the results of such claims. For student-related complaints, the Dean of Student Affairs, will be responsible for maintaining records of all formal complaints and the results of such claims.

Title IX

Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination on the basis of race and color, as well as national origin, sex, and religion.

North American University, per applicable federal and state law (including Title VII) prohibits harassment or discrimination the basis of race, creed, , marital status, ancestry, citizenship, national origin, sex, color, religion, age, disability, sexual orientation, gender identity or veteran's status. NAU personnel actions, including employment, recruitment,, training, promotion, demotion, termination, and salary administration, are reviewed to ensure Equal Employment Opportunity (EEO) compliance. North American University complies with Title IX of the Higher Education Amendments of 1972 (Title IX). Title IX prohibits discrimination on the basis of sex in educational activities or programs; The Campus Sexual Violence Elimination Act and Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and Sexual misconduct, as defined in the University's Sexual Misconduct Policy and Procedures, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

- Complaints of discrimination based upon sex-related to sexual harassment and sexual misconduct are governed by the University's Sexual Misconduct Policy and Procedures.
- Employee-related complaints – the Human Resources Office will be responsible for maintaining records of all formal complaints and the results of such claims.
- Student-related complaints – the Dean of Student Affairs will be responsible for maintaining records of all formal complaints and the results of such claims.
- Title IX Contacts – This can be viewed at <https://www.na.edu/about-nau/title-ix/> for a complete list of staff members with the responsibility of Title IX Compliance at North American University.

Drug-Free Workplace and Substance Abuse Policy

It is the policy of North American University that the unlawful possession, use of a controlled substance distribution, manufacture, or dispensation of, is prohibited in the workplace of North American University. The University is committed to enforcing existing state laws and procedures in dealing with substance abuse such as alcoholic beverages, illegal drugs, and performance-enhancing drugs.

Alcohol consumption, possession of illegal drugs, and disruptive behavior resulting from intoxication are all violations of the University's substance abuse policy. All violations are to be reported immediately to the supervisor. The illegal use, possession, or sale of narcotics, alcohol, drugs, or controlled substances while on the NAU Campus, or during any University activity is prohibited.

These illegal activities or material may result in criminal prosecution and will be reported to the appropriate law enforcement agencies.

If an employee is under the influence as a result of drugs or alcohol, or who possess or consume alcohol or drugs while on the NAU Campus while actively on the job, can potentially interfere with their own, as well as their co-workers' safe and efficient job performance. NAU will not hesitate to ensure the safety and wellbeing of its employees and, under the above conditions, have a proper cause for disciplinary action, which could result in termination of employment. When NAU feels an employee is under the influence of drugs, we reserve the right to require a drug test if there is reasonable cause to believe an employee is under the influence.

Nepotism Policy

North American University family members are eligible for employment. A supervisor-subordinate relationship will not be permitted between family members. In addition to this, the family member cannot assume the role of advocate with respect to conditions of employment or promotion. Likewise, either one of the family members who hold positions in the same department shall not be appointed to a supervisory position for that department.

The President may grant waivers, but performance evaluations and recommendations shall be made by a supervisor not related to the individual being evaluated. If members of the same family are recommended to work for the same supervisor, the arrangement should be approved by the Human Resources Office prior to the transfer. On rare occasions, a supervisor/subordinate relationship may develop between family members; family members must notify the Human Resources Office should this occur. NAU will take action to ensure that the supervisor-subordinate relationship does not exist; such action may include transfer or removal of one or more family members.

Family member, for this policy, is defined as:

- Spouse, (your or your spouse's)
- Parent
- grandparent, great- grandparent
- uncle, aunt
- brother, sister
- son, daughter, son-in-law, daughter-in-law
- grandson or granddaughter, great-grandson or granddaughter.

Computer Use Policy

NAU Employees are obligated to comply with all applicable laws, regulations, contracts, licenses, policies, standards, organizational controls, security rules, etc. In particular, the individual user is responsible for understanding and complying with all copyright laws. NAU users of computers attached to the campus network have a collective responsibility to fellow users to follow security policies designed to protect the campus network.

This includes but is not limited to adhering to virus scan procedures, refraining from visiting risky web sites (such as game sites), following file download instructions, and other security-based instructions issued by

information technology services and or listed on the IT area of the NAU web site.

Specific programs, such as instant messaging and file-sharing applications, constitute a network security risk and may not be installed on computers connected to the NAU network. Other programs that consume significant resources or affect PC performance may also be prohibited on a case-by-case basis. If any dispute arises, the IT department has the institutional authority on all technology-related issues.

Computing equipment and networking infrastructure, including internet access, are provided to NAU reserves the right to monitor and record both usage and content of electronic communications that involve University equipment for purposes of including but not limited to ensuring compliance with this policy.

This policy recognizes the existence of state laws governing access to materials with sexually- explicit content. Prohibited activities include accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law.

Social Media Acceptable Use

North American University encourages employees to use social media as a platform to gather information and to learn from the work of others. NAU has established the following guidelines for social media use as it is available to the public when posted as such.

Participation in social media

- **Social Media off Work** Employees may maintain personal social media sites on their own time using their own equipment. Employees should maintain and ensure that social media activity does not interfere with their work. In general, NAU considers social media activities to be personal endeavors.
- **Social Media while at Work** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their supervisor, and does not identify or reference students, parents or vendors without express permission. NAU monitors employee use of company computers and the Internet, including social networking activity. Maintaining a level of respect and dignity is expected, use of ethnic slurs, insults or obscenities will be deemed inappropriate.

Post disclaimers

- If an employee identifies his/her self as an NAU employee or discusses matters related to NAU on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of NAU and that the employee is expressing only his/ her personal beliefs. For example: "The views expressed on this website/post are mine alone and do not necessarily reflect the views of my employer."
- Employees who wish to share their personal opinion must place a disclaimer in a prominent place after each particular post expressing their opinion not related to NAU. Posting on any aspect of Social Media, i.e. Twitter, Facebook, Instagram, Twitch, TikTok to name a few, that violates university policy and/or federal, state, or local law, the disclaimer will not shield the employee from disciplinary action.
- Employees should not use social media to criticize NAU's competition and should not use it to compete with NAU. It is also essential to maintain confidentiality so as not to identify or reference NAU students, parents, other employees, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information.

Trademarks and copyrights. Do not use the university's or others' trademarks on a social media site, or reproduce the university's or others' material without first obtaining permission.

Legal. All applicable laws are expected to be complied by an NAU Employees; this includes but not limited to copyright, trademark, Federal Trade Commission (FTC) guidelines, and harassment laws.

Discipline. Employees who violate this policy may result in disciplinary action and, in severe cases, termination of employment.

Note: Your rights under federal, state or local including your rights under the National Labor Relations Act to participate in protected concerted activities with other employees to improve terms and conditions of employment, such as benefits and wages, is not to be interpreted by this policy as a way to limit your rights under these laws

IV. CAMPUS

Campus Mail

NAU has a strict procedure for campus mail and should only be used for official NAU business. The 9th floor Mail area should be used to deliver mail to be sent out for official College business. Non-college business mail can be placed in the 1st-floor mail slot located between the admissions and restroom area. Mail is picked up daily before 10:00 a.m. If there is a question concerning the precise nature of an item to be mailed, it will be resolved

by a designated representative on the 9th floor. Questions about mail service should be directed to the University Secretary at 832-230-5555.

Campus Announcements

The NAU newsletter is published two times per fiscal year, fall and spring. For announcements to be made via the newsletter, please send an email to the editor at editor@na.edu by November for the fall publishing and March for the Spring edition. Other on-campus announcements regarding flyers need to go through Student Services by emailing studentlife@na.edu for instruction on getting your sign approved. All signs placed on university premises will need to have a Student Life stamp on it for it to be in compliance and remain visible.

Key Access

All newly hired employees fill in a form "Key Assignment Record" that is submitted to facilities support for new key issuance. Lost keys may incur a fee to replace. Employees should report lost or request keys through their department or supervisor. All inquiries should be sent to facilitysupport@na.edu. Lending out or duplication of keys is prohibited. All keys remain the property of North American University and shall be rendered upon request or be returned upon termination of employment. Keys are only to be used for authorized purposes.

Unauthorized use will result in disciplinary action. Any lost or stolen keys may incur a fee to replace. For details on key replacement, please contact facilitysupport@na.edu.

Door Signs

All NAU employees assigned to an office have a responsibility to maintain the appropriate door sign for students and visitors to know where you are if your door is closed. As a university with an Open Door policy, only those times when it is necessary should your office door remain closed. When this happens, the appropriate office sign should affix to your door so as to notify those needing your expertise to come back. Also beside each office is the name and title of the employee with contact information, office hours and phone number. All newly hired personnel are issued a name sign once a phone number has been issued by the IT Department. This is ordered through the HR Office once an employee has completed the new hire process.

Business Cards

All newly hired faculty and staff are encouraged to submit an order of business cards once a phone number and email have been issued. These cards allow faculty and staff to network and share their contact information. The link will be sent to the newly hired individual from the HR Office. All inquiries regarding business cards and order status can be found by contacting hr@na.edu.

Non-discrimination Policy

North American University prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected by applicable federal or state law. All personnel who are responsible for hiring and promoting employees and for the development and implementation of university programs and activities are required to support this effort and respond promptly to any concerns that are brought to their attention.

Political Activity

Recognition of its purposes and compliance with federal and state laws for not-for-profit corporations require that the University remain non-partisan and independent in politics.

Individual members of the University community, of course, have the right to participate in the political process so long as they do not speak or act in the name of the University.

Security

University Security has the primary duty to respond to fire and criminal emergencies at the University. In an emergency, use any University phone to dial 911. For other items that do not fall in this category, dial campus security.

Security acts to prevent criminal activity around campus by being visibly present on campus 24/7 located on the 1st, 5th, and 6th floors. Members of the University community are encouraged to remain aware of their

surroundings, to observe self-protective measures, and to report any potential threats.

Security serves as a liaison with public law enforcement agencies. Cooperation between those outside agencies and the University community promotes awareness of the needs of one's neighbors and fosters a sense of common purpose and protection for all. Unlawful acts or evidence thereof may be reported to the appropriate law enforcement agencies. NAU takes the safety of NAU employees, students and friends seriously and aims to provide training to employees to prepare for probable scenarios. These trainings are mandatory for essential employees. This enables them to respond rather than react to threats that may occur. NAU hosts in-service training at the beginning of each fall term with various topics covered.

Parking

The parking garage adjacent to NAU is utilized by NAU Students, employees, visitors, and hospital staff. The marking measures placed by Facility Support were implemented to avoid the misuse of the parking garage and safety of all building tenants, faculty, staff, and students. Please check the table below for the appropriate designated level.

1. Level 1A & 1C: **NAU Faculty and Staff**
2. Level 2A & 2C: **NAU Students**
3. Level 3A & 3B: **NAU Students**
4. Level 3C: **Memorial Hermann**
5. Level 4: **Atrium Medical Center**
6. Level 5: **Any Permit**

You will see these signs when you enter the parking garage. The designated spots will be clearly shown. Each NAU Employee will be required to purchase a parking permit to display on their vehicle in order to park in the garage.

How to purchase a parking permit:

1. Follow the link [click here](#).
2. You will be asked for your vehicle information while you are making a payment so as to clearly identify your permit number to vehicle
3. Once purchased, your parking tag may be picked up from room 732.
4. Permits purchased in the fall semester are valid until the beginning of the next fall semester(1) year.

Note: Any automobile parked in the designated spots without a parking permit will be warned and towed. For all other details, please refer to the Parking Policy.

Smoking

North American University is a smoke-free campus. Smoking or use of other tobacco products.) is will not be tolerated. NAU has adopted the following University-wide smoke-free policy:

- NAU buildings and vehicles that are owned or leased by NAU will be entirely smoke-free.
- This policy applies to all campus facilities except for designated outdoor smoking areas.
- It will be the obligation of the University administrator responsible for programs place within these areas

to ensure that the smoke-free policy is observed.

- Individuals who wish to smoke out of doors must do so in outdoor designated areas, away from pedestrian traffic and building air supply.

Use of University Letterhead

When an individual or group uses University letterhead or employs the phrase "North American University" in a specially invented letterhead, such letterheads are sometimes misused to pursue a personal goal or for social or political purposes that are not the direct responsibility of the University. In these cases, such a letterhead should not be used.

Examples of appropriate use of letterhead would be a professor writing to a professional society regarding a research project or other professional subject matter. An example of inappropriate use would be a group of staff writing to the mayor of Houston protesting the city's tax proposals, or a group of students urging the President of the United States to release of a convicted inmate who they feel is innocent. Otherwise, the group or individual should seek authorization in writing from the President or the Vice President for Academic Affairs to use the University's name. If there is any doubt about the appropriate use of University letterhead, the Vice President for Academic Affairs or the President should be consulted.

V. TRAVEL

Permissible Expenses

All travel must be authorized and approved by the department head and VP before the travel takes place. Reimbursement by NAU will be limited to those expenses that support the mission of the University. The following sections of the travel policy detail those expenses that are generally deemed permissible. The Business Office reserves the right to examine and determine eligible expenses to be reimbursed and therefore employees are highly encouraged to consult with the Business Office before travel.

Travel request form (6200-09) must be fully completed at least 30 business days before the first day of travel, clearly state the purpose of the travel, be approved and submitted to the University Secretary to make reservations. Any person paid through NAU via payroll will have a profile under ADP. Please visit the HR Office for login information or send an email to hr@na.edu.



All Travel request documents can be found in ADP Workforce under 'Forms'.

The Business Office reserves the right to not process any incomplete or late requests.

Pre-Travel

Planning and funding

If the employee requests funds to pay for hotel, airfare or any other items prior to travel, then he/she must fill the "Prepaid Items" section of the "Travel Request Form" out and estimate the cost of these items.

For example, if the requester is planning on traveling to Chicago, he/she should look up hotel and flight availability and print copies of available hotels, flight information, and car rentals from travel websites. These estimates shall be approved by the supervisor and the Director of Business Affairs.

Estimated Items for Reimbursement

If the requester has expenses they anticipate being reimbursed for, they must fill in this section of the "Travel Request Form" before they leave. If travelers choose to pay for their airfare or hotel with their own funds, they need to fill in this section and provide copies of the hotel and/or flight information including costs prior to ordering these items. Failure to submit this information at the time of the travel request may result in denial of reimbursement later.

Cash Pre-Imbursement Requests

Cash pre-reimbursements may only be issued for foreign travel requests as well as domestic travel requests that will last longer than one week. If cash pre-reimbursement is necessary for any other circumstances, an explanation should accompany the request. The request should be made on the "Travel Request Form". Travelers can fill out the pre-reimbursement request with estimates on what they expect to spend on the listed items. These should not include any pre-paid items.

Total cash authorized and issued to the requester will be listed at the bottom of the "Travel Request Form" and the requester must sign the form acknowledging receipt of the money. By signing this form the requester acknowledges that he/she will only use pre-imbursed money for authorized purchases and if there are any remaining funds after returning from the trip, they are required to return it to the Business Office along with all the travel receipts.

Canceling or Modifying a Request

The requester should inform the supervisor and the Business Office if a planned trip is canceled or changed. All valid reasons for canceling or changing the request should be submitted to the supervisor in writing. Verbal cancellations or change requests are not acceptable. A new Travel Request Form should be submitted if needed.

Post Travel - Reimbursement

Travelers should keep copies of their receipts that they wish to have reimbursed by NAU. All receipts should be delivered to the Business Office no later than 10 business days following a trip. Notation should be made regarding the traveler's name, the travel dates and the destination(s).

Also, if the traveler uses their own vehicle for any trip, they should notate miles traveled in their personal vehicle. For in-city travel, all faculty and staff should fill in the "Mileage Reimbursement Form" and submit to their supervisor for approval who will submit to the Business Office for processing.

It is the responsibility of the supervisor to ensure that funds are available in the department's budget to cover the cost of travel request being submitted for approval. All travel requests for in-state, domestic and foreign travel should be submitted using NAU "Travel Request Form".

- Requests should be made at least 10 business days prior to the requested date of travel and approved by the supervisor.

- If more than one person is traveling, include all names or attach additional forms if necessary.
- The first person listed should be the requester who will accept responsibility for any vehicles rented, any cash given, etc., and should be the person to sign the request.
- Expenses incurred by students are paid or reimbursed by the University only when the students are also NAU employees and the expenses are approved by the supervisor.

For in-city and local travel (if NAU vehicle is not available for dates of travel):

- Travel request is not necessary, however in certain instances, if an employee wishes to be compensated for mileage traveled in their personal vehicle, they should fill out the "Mileage Reimbursement Form" that documents the purpose of their travel and distance traveled including tolls and parking fees(if any).
- Once the form is completed, it should be signed by the employee, their supervisor, and the Director of Business Affairs.

Air Travel

All airline tickets must be booked at the lowest available airfare. Employees shall choose a connecting flight if there is a significant cost saving compared to a direct flight. In case of multiple connections to the final destination, an employee may purchase a direct flight ticket or a single connection flight ticket by consulting with the supervisor. Employees may not specify a preferred carrier if a significantly lower cost fare is available. Extra baggage fees will be reimbursed only if the employee carries university-related items. Rebooking or change fees will be refunded if the change is requested by the supervisor or emergencies exist.

Personal Vehicles

Employees may use personal vehicles for business travel when doing so is less expensive than renting a car or using Uber or Lyft. Valid expenses related to the use of personal vehicles for business travel are reimbursed based on 54.5 cents per mile which covers the use of the vehicle, gasoline, and insurance. Employees driving their own vehicles for business travel are responsible for ensuring adequate insurance coverage for their protection and for the protection of passengers. Their personal auto insurance carrier is deemed the primary insurance carrier.

Employees may use their personal vehicles for local and in-city travels such as Houston and Sugarland metropolitan area within 50 miles one way from NAU main campus. For longer distance travels, the employee should consult with the supervisor and rent a car if renting is less expensive.

Costs of repairs to personal vehicles during business travel are deemed personal expenses and university funds cannot be used for such expenses

Rental Cars

Reimbursable costs include daily rental fee, tolls, authorized insurance charges, and relevant parking fees. Non-reimbursable costs include but are not limited to vehicle repairs, GPS rentals, and fines for traffic violations. Employees are urged to choose economy or compact cars unless there is a special circumstance approved by the supervisor. Employees who wish to upgrade to a larger size car is responsible to pay the upgrade fee.

NAU Vehicles

Employees may request the use of NAU vehicles for university business. Only designated individuals may drive the university van for large group events. All personnel should submit a request to Studentlife@na.edu for instruction on requesting the use of university vehicles. Persons other than College employees and students are not allowed to ride in College vehicles due to insurance restrictions. Reservations may be made via the na.edu website.

Traffic Laws

Drivers of NAU vehicles must observe all traffic laws and are responsible for compliance with all traffic regulations. Failure to comply with traffic laws will be considered willful neglect of duty.

Accidents

Any accident involving an NAU vehicle must be reported to the proper authorities in the area where the accident occurred, and to the Student Life Coordinator and VP for Administrative Affairs, or appropriate authority. The person responsible for the vehicle will be responsible for providing a complete accident report to the law officer and university.

Meal Allowance

Employees are expected to make reasonable selections when ordering meals. Employees may request reimbursement for meals in two ways:

Breakfast \$9.00 / Lunch \$15 / Dinner \$21 / Total per day \$45

- 1) Employees may either provide all detailed receipts of meals for reimbursement;
- 2) Use per diem meal allowance for overnight travel(s).

Method 1: When requesting reimbursement by providing receipts, the maximum amount to be reimbursed for each meal is as follows:

Method 2: In domestic overnight travels, employees may request a meal reimbursement based on North American University's per diem meal allowance. An employee cannot use the per diem rate for one day and refund by receipts for another day on the same travel.

When reporting meal expenses for reimbursement based on the per diem rate, employees are required to prorate the meal allowance for the first and last day of your trip based on the table below:

Trip	Breakfast	Lunch	Dinner
One day trip	Yes, if departure from home is prior to 6:30 am	Yes, if departure is prior to 11:00 am or return is after 2:00 pm	Yes, if departure is prior to 5:00 pm and return is after 7:00 pm
First and last day of a multi-day trip	Yes, if departure is prior to 6:30 am. or return is after 10:00 am	Yes, if departure is prior to 11:00 am or return is after 2:00 pm	Yes, if departure is prior to 5:00 pm or return is after 7:00 pm

At the discretion of the Business Office, reimbursement requests over the maximums may be reimbursed if supported by a receipt and a reasonable explanation approved by the supervisor.

*** For international travel, the employee shall consult with the supervisor on these rates based on the standards in the destination country.

Lodging

When choosing a hotel, employees are advised to compare prices for the various hotels and stay in a standard room within a reasonable distance from where the university business takes place. Costs that are charged to the hotel room are deemed valid and reimbursable if they are related or necessary to University business. The final folio, which reflects all changes made to the room, is required for reimbursement. The maximum amount the university suggests should not exceed \$179 per night.

- Extra services that are not necessary for the university business are not reimbursable. Exceptions may be granted if the expense is essential, documented and approved by the supervisor.
- When two employees share a hotel room, each individual should obtain their own receipt from the hotel.
- Receipt should have the person's name and date of the stay. If the hotel does not give separate receipts, one receipt can be obtained as long as each traveler's name appears on the receipt.
- The traveler can only claim half of the cost and tax of a room. A statement should be written on the receipt stating "only one half of hotel cost is being claimed." Both travelers must fill out "Travel Reimbursement Form" and claim their half of the expenses.

VI. WORK

Hours of Work

Work Schedules, Employee Compensation, and Attendance Office Hours

All administrative offices are open from 8:00 a.m. until 5:00 p.m. Monday through Friday, except for designated holidays. Offices may be open beyond the regular schedule as required by individual departmental needs. Door signs are assigned for each office with signs to indicate personnel absence, lunch break, or return time. All NAU employees with an NAU Office has a personalized nameplate beside each door with specific office hours.

Work Week

The traditional workweek is forty hours and begins from Sunday 12:01 am until Saturday midnight.

Lunch – Lunch breaks will not be on paid time and may vary per each department and their work needs. Each department determines the specific times and length of lunch breaks, typically, during a traditional 40 hour work week, a one-hour lunch break is suggested.

Breaks – During the day, it is suggested for employees to take coffee or rest breaks and will be on paid time. The time, length, and place of these breaks will be at the discretion of the Supervisor. This is a privilege and not required by state or federal regulation.

Work Hours – Each department has different needs and may establish different work hours that meet the needs of the department. The typical workday begins at 8:00 am and ends at 5:00 pm. state or federal regulation.

Flex-Time Scheduling – NAU understands that some departments may have schedules that do not correspond with the regular business hours days, such as college fairs, weekend, or evening recruiting events. The Supervisor may also use flex-time scheduling to allow individualized employee work schedules, to make available opportunities for employee development, and accommodate circumstances that are in the best mutual interest of the department and employee.

The Federal Fair Labor Standards Act (FLSA) defines whether employees are subject to or exempt from overtime provisions. Non-Exempt employees working more than 40 hours in a defined workweek (Sunday 12:01 am until Saturday midnight) are entitled to overtime pay. These employees working over 40 hours during the scheduled workweek (as prior approved by their Supervisor before overtime hours being worked), will be paid at time-and-a-half pay or compensatory time calculated at time-and-a-half for all hours worked more than 40 hours.

Additional information about compliance with the FLSA and other work scheduling questions are available in the Human Resources Office.

Tardiness and Absenteeism

NAU expects employees to be at their work areas at the scheduled work time*. Employees who expect to be late or absent from work are responsible for notifying their Supervisor as soon as possible. In chronic, excessive, or unusual cases of absenteeism, the University reserves the right to require documentation/verification of the reasons for absence. Habitual tardiness or excessive absenteeism is reflected in the employee performance evaluation and may lead to dismissal. Employees who have failed to report to work for three consecutive workdays without notifying their Supervisor will be considered to have voluntarily resigned from their position.

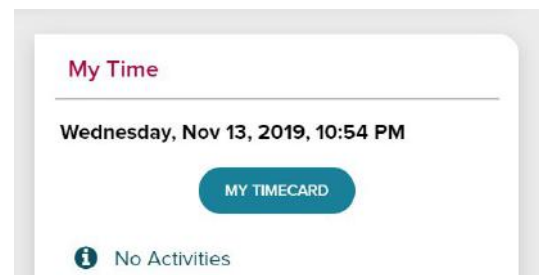
*Any employee who fails to comply with this rule will be subject to disciplinary action.

Timesheet and Overtime Pay for Non-Exempt Employees

ADP Workforce – Timeclock system – Use The time sheet is a record of the time a non-exempt employee works each pay period. An employee's pay is based upon the time clock system. Employees shall visit the Human Resources Office to create an online account on ADP Workforce.

WEEK 1		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Sun	09/15			0:00		0:00	0:00	0:00
WEEK 1 TOTALS						0:00	0:00	0:00

WEEK 2		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	REGULAR	OVERTIME
Mon	09/16			0:00		0:00	0:00	0:00
Tue	09/17			0:00		0:00	0:00	0:00
Wed	09/18			0:00		0:00	0:00	0:00
Thu	09/19			0:00		0:00	0:00	0:00
Fri	09/20			0:00		0:00	0:00	0:00
Sat	09/21			0:00		0:00	0:00	0:00
Sun	09/22			0:00		0:00	0:00	0:00
WEEK 2 TOTALS						0:00	0:00	0:00



The clock in system allows non-exempt employees to clock in and out as needed throughout the day. Employees are personally responsible for clocking in and out each day. Falsification of a time record is cause for disciplinary action. Time cards entered into the system after due dates are not processed until the next pay cycle.

Should non-exempt employees work more than 40 hours during the traditional workweek, they are paid overtime or recorded as working an equivalent number of hours at the rate of one and one-half hours for each hour worked. Overtime hours worked and compensated with compensatory time off at a time mutually agreeable between employees, and their supervisor must be approved in advance by the employee's supervisor except in cases of emergency.

Types of Leave

Earned Time Off

All eligible employees are required to submit their earned time off request through ADP Workforce. You can find your "Time Off" button at the bottom of the ADP workforce homepage by visiting <https://workforcenow.adp.com/workforcenow/login.html>. Select "Request Time Off."

TIME OFF POLICY	BALANCE	REQUESTS PENDING	REQUESTS SCHEDULED
ETO - Earn...	116.42 H	0.00 H	48.00 H

You can view the status of your Earned Time Off anytime after logging into your profile in ADP. In case of an illness or an emergency when conditions do not permit a request in advance, the employee is required to notify the supervisor as far in advance as possible. The employee can log into their ADP portal and submit their request. Earned Time Off does not apply to faculty and instructors.

Request for Earned Time Off

Full-time employees accrue earned time off according to the following schedule:

Employee Years of Service	Days Earned per month	Total days earned per fiscal year
0-5 years	1.66 days per month	20 days
6-10 years	2.00 days per month	25 days
10+ years	2.41 days	29 days

How time is Earned

- During your first year of employment, ETO is earned at a rate of 1.66 days per month.
- Request for ETO can be made 60 days after the first day of employment. An employee may not take more than five days of unearned ETO.
- Leaves of Absence: ETO days are not earned during the length of time the employee is on a leave of absence. If an employee is on a leave of absence on the first day of the month, ETO will not accrue for that month. An employee will resume earning and accumulating ETO on the first day of the month following the employee's return to work.
- ETO may not be used to receive payments in excess of wages earned for a regular workday, and ETO is not counted for purposes of calculating overtime pay. The total amount of hours worked plus hours taken as ETO in a single day may not exceed the number of hours in an employee's normal daily work schedule.
- ETO days are not earned during part-time employment.

Carryover of Earned Time Off

Earned, unused ETO may be carried over into the next fiscal year but the number of ETO days carried over may not exceed your earned time for the new fiscal year.

Earned Time Off at Termination

Terminating employees who have earned unused ETO, if eligible, will be able to calculate in your final pay. If you have used all of your ETO entitlement for the employment year and terminate your employment before you have earned all the ETO you have taken, payment for the unearned days will be deducted in the computation of your final paycheck.

Exceptions to this include:

- Termination due to violation of university rules and/or regulations to employees who resign without appropriate notice as described under voluntary termination in the Staff Handbook. Or to employees who resign or terminate employment during the initial provisional period. An employee cannot use ETO on the last day of employment. The ETO must be approved, otherwise an employee must be actively working on the date employment ends.
- When an employee's status changes from full-time to part-time, the employee will be paid for their earned unused ETO days or annual entitlement, whichever is less.
- Exceptions to ETO Policy North American University reserves the right to make exceptions or alterations to this policy where required by applicable local law.

Holiday Leave

North American University observes certain holidays to be announced at the beginning of each fiscal year. Typical holidays are New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day, and additional days as designated by the Executive Committee. Full-time employees are granted paid holiday leave. Non-exempt employees scheduled to work on a paid holiday will be paid at their regular rate for hours worked and will also receive regular pay for the holiday. Exempt employees scheduled to work on a paid holiday will receive one day of paid earned time off for each day worked and also regular pay for the holiday

Bereavement

Immediate Family:

Employees with more than 3 months' service may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Extended Family:

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins). The university may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis. Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for one day. Time off granted per this policy shall not be credited as time worked for the purpose of computing overtime.

Jury Duty/Court Appearance

Should an employee be summoned to jury duty, the employee is responsible for notifying their supervisor with a copy of the summons to allow the department to plan on the absence to be sent to the Human Resources Office. The university supports employees in their civic duty to serve on a jury. Employees who are chosen to be on a jury should submit the documentation the court gives at the end of such duty for the absence to be considered 'excused.' Failure to provide documentation will result in an employee using their own ETO time. Employees are expected to report to work if released from jury duty after 4 hours or less of service.

Personal Court Appearance and Time: If an individual has to appear in court for personal business, it will be the individual employee's responsibility to request Earned Time Off through the proper channels. Typically, earned time off will be used for this purpose

Leave without Pay

Leave without pay is a temporary absence from duty without pay upon an employee's request.

- All employees are required to submit form 6200-08 to the supervisor at least three months before the first day of leave.
- Leave without pay cannot be approved for more than six months at a time,
- and it may be refused if it is determined to be reasonable or not in the best interest of the department or the University.
- The university may cancel leave without pay by giving the employee five working days written notice. Likewise, the employee may return to work before the end of the leave with written approval of the supervisor.
- NAU is not obligated to reemploy the employee after such leave.

An employee is considered to have voluntarily resigned, when, at least two weeks before the completion of an approved leave of absence, the employee fails to notify the supervisor of the intent to return to work.

Benefits During Leave Without Pay:

NAU does not pay the insurance premium of the employee during a leave without pay. An employee should consult with the Human Resources Office to make arrangements for payment of insurance premiums through COBRA while on leave. Failure to pay premiums on a timely basis will result in cancellation of coverage.

Family and Medical Leave

According to the Family and Medical Leave Act of 1993 (FMLA), eligible employees are entitled to take unpaid leave for specified family and medical reasons. Eligible employees are entitled to twelve weeks of leave in a year for:

- Birth and care of the employee's child, within one year of birth
 - Employee's placement with a child for adoption or foster care, within one year of the placement
 - Care of an immediate family member (spouse, child, parent) who has a serious health condition
 - For the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job
 - Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the
 - U.S. National Guard or Reserves in support of a contingency operation
- Eligible employees are entitled to twenty-six weeks of leave in a year for:
- Care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Service member:

- A member of the armed forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the armed forces (including a member of the National Guard or Reserves) at any time during 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.
- During a family or medical leave provided under this policy, an employee shall first exhaust all available earned time off before continuing such leave on an unpaid basis.
- During the employee's family or medical leave of absence, NAU will continue to provide health insurance coverage for the employee; however, the employee will remain personally responsible for paying the employee's portion of the insurance premiums. An employee who does not return will be required to pay all insurance premiums paid by NAU during the leave.

Please note: Contact the Human Resources Office to discuss options for leave each employee's situation is different. There are many qualifications, requirements and exceptions under these laws.

Return to Work:

- When such work is available, the university will attempt to provide an employee with a temporarily modified assignment per documented medical restrictions.
- Job Protection An employee's job, or a similar job, is protected while the employee is on leave. Both

federal and applicable state laws require that employees be returned to their positions or another job of like pay and status at the end of FMLA leave.

Note: Under the Americans with Disabilities Act (ADA) if an employee is unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the (ADA).

Notification and Request for FMLA Leave

An employee must contact the Human Resources Office at least 30 days in advance of the start of a planned FMLA Leave or within five days following the start of an unplanned FMLA Leave. The Human Resources Office may require medical or other documentation at any point during the FMLA leave. Employees requesting a leave under FMLA should first fill out the Family and Medical Leave Act(FMLA) Request and Notice (form 6200-13) followed by the Employee Rights and Responsibilities under the Family Medical Leave Act (FMLA) Acknowledgment Form (form 6200-10). Signed forms should be submitted to the Human Resources Office.

Returning from FMLA Leave

- At the expiration of an FMLA Leave, employees will return to the same or equivalent position held when the leave began. Employees on leave for a personal health condition must submit medical certification of ability to return to work to Human Resources. An employee may not return to work without appropriate medical documentation.
- If the leave of absence extends longer than the approved period, the employee must request an extension before the expiration of the FMLA leave. If an extension is needed, it is expected that the employee will request the extension at least two weeks prior to the expiration of the leave. Human Resources will advise the employee's department of the status of the leave. If the employee does not return from leave of absence and does not request and receive an extension, the employee's employment will be subject to termination.

Leave Designation.

The University reserves the right to designate a qualifying absence as FMLA Leave and will give notice the employee if they do not expressly request FMLA leave. If an absence is a qualifying event under FMLA, the leave will run concurrent with an employees short-term disability, long- term disability, and/or any other leave where permitted by state and federal law.

Unexcused Leave

An unexcused leave is defined as a period in which the employee has not given proper notice nor received approval from the supervisor. Employees are not paid during unexcused leaves. Excessive unexcused leaves result in termination of employment. An employee will be considered to have voluntarily resigned without proper notice when the employee does not report to work for three consecutive scheduled workdays.

Weather and Emergency Closing

If the University remains open during a weather emergency or any other kind of emergency, even though classes are dismissed, all employees will be notified on whether or not they are expected to report to work and remain on the premises. Employees who are not able to report to work will be required to use their earned time off or leave without pay.

Inclement Weather

Leave Options: Inclement weather may cause transportation problems or hazardous conditions inhibiting your ability to come to the NAU Campus. Personal safety is an important consideration when deciding whether or not to commute to work during severe weather.

Leave Use and Compensation: If weather conditions prevent an employee from working as scheduled, leave taken due to inclement weather is charged to earned time off or leave without pay according to their employment status. The following table summarizes leave use for eligible employees who miss work because of inclement weather:

Employment category	Partial and full day absences due to inclement weather are charged to:
Non-Exempt/ Exempt Full Time Staff	Earned time off or Leave without Pay
Faculty/ Adjunct employees, faculty and part-time /contractors.	N/A

Supervisors are responsible for ensuring that all work obligations are met. Full-day absences due to inclement weather may be charged to leave, or the individual's work schedule may be flexed with the supervisor's concurrence.

VII. BENEFITS

North American University focuses heavily on wanting to offer competitive benefit options to its employees and understands the value of benefits to employees and their families. For more information regarding benefit programs, please refer to The University Summary Plan Descriptions (SPD), distributed during insurance enrollment which occurs during the month of November. December 1 begins the new period of health, dental, vision, and other ancillary insurance packages. If the information provided in the SPD conflicts with the full plan document, the full plan document will be deemed accurate.

Health Insurance

North American University Medical Insurance Plan is administered by CIGNA and offers you several health care options. North American University pays 70% of the health insurance premiums for all eligible employees. All regular full-time employees are considered to be eligible for medical insurance benefits. If you are a new employee, you will be eligible for health insurance on the first day of the month following your first day of employment. (For example, if you begin employment on March 18, 2020, you will be eligible for health insurance benefit on April 1, 2020). NAU does not pay premiums for dependents. Eligible employees are given the option to include their dependents under the NAU group medical insurance plan at their own expense.

Employees cannot make changes to benefits during the fiscal year unless they have a qualifying family status change such as:

- Eligible employees get married and would like to add their spouses to their policy.
- Eligible employees have a new child/adopted child and would like to add him/her to their policy.

- An eligible employee who declines coverage at the time of the initial enrollment will not be able to enroll and receive the benefits until the next enrollment period which is 12 months after the initial enrollment period unless he/she has a qualifying family status change:
- Eligible employees, who decline coverage because they carry insurance as a dependent through a spouse, become divorced, they would like to carry their insurance.
- Changes must be made within 30 days of the event with written documentation supporting the reason for the change.

In case of termination(except for gross misconduct) or change from full time to part-time employment, employees may continue to have coverage through Consolidated Omnibus Budget Reconciliation Act (COBRA) at their own expense. Reasons for a dependent spouse to continue coverage under COBRA include the death of the employee, termination of employment, change from full time to part-time employment, divorce, legal separation, or the employee becoming eligible for Medicare. If an eligible child becomes ineligible due to any of these same reasons or because of age requirements that child may be able to continue coverage through COBRA.

Health Insurance during Leave without Pay

NAU does not pay the insurance premium of the employee during a leave without pay. An employee should consult with the Human Resources Office to make arrangements for payment of insurance premiums through COBRA while on leave. Failure to pay premiums on a timely basis will result in cancellation of coverage.

Optional Benefits

Vision and Dental

North American University offers optional insurance for vision and dental to be paid by the employee. Employees should contact the Human Resources Office for current information on optional benefits.

Group Term Life Insurance

North American University offers optional term life insurance to be paid by the employee. Term Life Insurance coverage can ease the financial burden brought upon by the death of a family's primary provider. Employees shall contact the Human Resources Office for current information on optional benefits.

Disability Coverage

North American University offers optional short and long term disability coverage to be paid by employees. Employees should contact the Human Resources Office for current information on optional benefits.

Short Term Disability

Short-term disability is offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service. The purpose of short-term disability is to bridge the 90-day period gap until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employee.

Short-term disability benefits may run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

Long-term disability benefits are offered to full-time employees working a minimum of 30 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employee.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

Reduced Tuition Plan

This plan provides benefits for staff members who wish to enroll in a graduate program at North American University. There is no length of service requirement for staff member educational assistance. This assistance is available only to full-time staff members.

Social Security and Medicare

The Federal Insurance Contributions Act (FICA) tax is comprised of the Social Security and Medicare taxes that are withheld by federal law. North American University, along with each faculty member, contribute toward Social Security and Medicare taxes.

Social Security taxes fund retirement benefits, benefits for the dependents of retired workers, and benefits for the disabled and their dependents.

The funds received for Medicare are used to provide medical benefits for specific individuals when they reach age 65. Workers, retired workers, and the spouses of workers and retired workers are eligible to receive Medicare benefits upon reaching age 65.

Retirement

North American University offers a 403b retirement plan through Principal Financial. Full-time employees are eligible to enroll in a payroll deduction to invest in a 403b plan. Principal Financial administers all plans and the employee, at their discretion, may choose investment options offered by Principal Financial. Principal offers a diverse portfolio of investments and allows employees to roll over existing retirement funds from a previous retirement plan. For additional information, please visit the Resources section under ADP Workforce as seen below:



Employee Recognition:

North American University values our employees, their work ethic and want to showcase those that stand above

the rest. Each month or quarter, NAU Administration seeks feedback from supervisors and determines if an employee meets the below criteria:

Employee of the Month Rules & Eligibility

The Employee-of-the-Month is chosen based on their contribution beyond their basic expectation of employment. It encourages the recognition of NAU or GLS employees who have benefited the university. The Employee-of-the-Month will receive a certificate, designated parking spot, and leave early on any Friday of their choice during their honored month. They will also be a candidate for the Employee of the Year Award, which is announced at the annual award banquet in the Spring following the end of the Calendar year, where the Employee received the Employee-of-the-Month. The winner of the Employee of The Year Award will be presented with a plaque and a check (amount will be announced at a later date).

Eligibility and Rules

To be eligible for the Employee-of-the-Month award, an employee must have held a full-time, permanent position at North American University with a minimum of (1) year of employment. A scoring model is used by the Selection Committee and recommendations of each Employee's supervisor. NAU or GLS employees do not necessarily need to meet all the requirements to receive the award. To fully evaluate the nominated Employee's attributes and/or achievements, specific examples must be cited in the recommendation. The suggested criteria are listed on the ADP portal under "Resources."

Health and Wellness at NAU

North American University recognized the importance of maintaining a healthy work environment that includes both mental and physical health. The health and Wellness committee exists to encourage a healthy lifestyle. The committee sponsors employee-led challenges and health and wellness seminars throughout the year, including a step challenge along with establishing and maintaining a point-based wellness program.



For more information, please send an email to wellness@na.edu. The committee encourages employee participation and welcomes new members.

Philanthropy

Throughout the year, NAU faculty and staff help organize student and employee-related volunteer opportunities. NAU has volunteered for Junior Achievement, Houston Food Bank, Houston Chevron Marathon mile 10.5-mile mark, SBISD mock interview day, Lamar ISD Career Day. In addition to these organized opportunities, we encourage you to expand this list by becoming a leader in philanthropy. NAU supports our faculty and staff in giving back.



MS150

NAU is a proud sponsor of the NAU Cycling Team riding for Multiple Sclerosis. Each year, a team comprised of faculty and staff begin training for the 176-mile ride from Houston to Austin. In addition to raising money for



Multiple Sclerosis, the team represents NAU at cycling events leading up to the MS150 on weekends in January - April. For additional information or to register as a rider (December -February), please visit the ADP Portal for the link to sign up. The team is always looking for cyclists to join in this 5-month training-cycling endeavor.

VIII. SERVICES

Americans with Disabilities Act (ADA)

North American University complies with the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 to ensure equal employment opportunity to its faculty and staff with disabilities. As such, the University will not discriminate against a qualified individual with a disability. Any grievance or complaint in this regard shall be made in written form to the Human Resources Office.

The ADA defines a qualified individual with a disability as a person who “satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position.” The term “reasonable accommodation” means a modification or adjustment to the particular job, work environment, or the way things usually are done that enables a qualified individual with a disability to enjoy an equal employment opportunity. Essential functions are defined as those that the individual who holds the job would have to perform, with or without reasonable accommodation, to be considered qualified for the position.

It is the policy of North American University to extend reasonable accommodation to the known limitations of qualified persons with disabilities, both current employees and applicants for employment, in order that these individuals may perform the essential functions of a position and/or participate in the employment application process. In general, it is the responsibility of applicants or employees with a disability to inform the employer that an accommodation is needed for them to participate in the application process, to perform the essential job functions or to receive benefits and privileges of employment.

Requests for accommodations will be assessed on an individual basis to determine the aptness of the request. Employment opportunities will not be affected because of the need to make reasonable accommodations to an individual’s disability. To request a reasonable accommodation, applicants or employees should contact the supervisor and request the accommodation. Current employees or applicants must complete the “Reasonable Accommodation Based on Disability Request Form.”

Accommodation requests should be made in advance of the anticipated need in order to allow for a reasonable period of time to evaluate those needs and requests by filling in the Accommodation Request (form 6200-05) and turning it into the Human Resources Office.

Emergencies

In the event of an emergency, dial 911 for the police, ambulance and fire department. Non- emergency off-

campus numbers are as follows:

- *Houston Police Department: 281-272 4784*
- *Fire Department: 281-448 0391*
- *Methodist Sugarland Hospital: 281-274-7000*

Food Service and Employee Lounges

All University employees are welcome to use the North American University café and will be notified each fiscal year of meal plan options if offered. Currently, the café posts the hours of operation on their door located on the first floor of the main building. The café serves breakfast, lunch, and dinner and generally operates when the university is in session.

Vending Machines

These are located on the 8th floor along with coffee dispensers. For your convenience, there are also healthy alternatives on the 7th floor where a healthy vending machine resides.

Employee Lounges

Each employee designated lounges are located on the following floors: 9th, 8th, 7th, 1st. North American University provides our employees with the amenities of coffee, tea, sugar, creams, and other items that make a comfortable work-break balance. For your convenience, each lounge has individual coffee makers along with 12 cup capacities. The 8th, 7th, and 1st-floor lounges have seating areas for easy meals and or beverage breaks. NAU is open to suggestions on reasonable amenity options. We strive to make your workday as positive and stress-free as possible.

Library

All employees have access to the NAU Library Resources and services. Employees are encouraged to recommend the acquisition of certain books, periodicals, and other resources to the Library through an online Materials Request Form available at <https://www.na.edu/library/>. All employees should abide by library policies and return borrowed materials on time. Each employee is given a username and password to use the Library Database System. Faculty can request the Library for tutorials/presentations to enhance information literacy among students. These sessions can also be attended by staff and faculty. For more information about NAU Library, please visit <https://www.na.edu/library/> or contact the Library at naulibrary@na.edu.

IX.CONDUCT

Dress Code

North American University is a “business casual” dress environment. Employees are expected to wear clothing appropriate to their job.

- Generally speaking, employees’ clothing should not be excessively form-fitting or excessively loose.
- Clothing that reveals a person’s chest, cleavage, upper or lower back, abdomen, bare shoulders, thighs, or undergarments is never appropriate for this workplace.
- Well-groomed, appropriately dressed employees impress students and all stakeholders favorably and reflect positively on both the University and the services it provides.
- Accordingly, during business hours or when representing the University, you are expected to present a clean, neat, and professional appearance.
- Shorts, tank tops, athletic/exercise wear, and flip-flops are not permitted.
- Clothing that is ripped, frayed or disheveled, tight, revealing, stained, wrinkled, or otherwise inappropriate is not permitted. fragrances.

Management may from time to time, make changes to this Policy, due to business.

Employees are required to have a neat and clean appearance; hair should be clean and neatly arranged. Facial jewelry (nose, brow, etc.) is not permitted at work. Tattoos are acceptable under this Policy; however, management reserves the right to determine if tattoos are appropriate for the workplace or if they must be covered. Hygiene should be sufficient to avoid unpleasant body odor or excessive use of circumstances, temporary situations and other reasons as they deem necessary and appropriate. Such changes will be communicated in writing and in advance to all employees.

Your direct supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If he/she feels that your personal appearance is inappropriate, you may be asked to clock out (if applicable) and to return to the workplace only after you are properly dressed and/or groomed. To clarify any of the above expectations and/or if, for some reason, you feel you cannot meet University’s dress code, please consult with your supervisor, the Human Resources Office, or any other member of University management regarding your individual circumstances.

Grievance Policy

A grievance is defined as an unresolved issue concerning the implementation of University policy, procedure, or practice. The attempt to resolve a grievance should normally follow a two-step process; an informal step first, and then, if necessary, a formal step.

Step 1: Informal Resolution

In many cases, disputes over the implementation or interpretation of a policy can be resolved through communications within a department or unit. As such, the first step in the grievance process. is to seek an informal resolution. The employee shall attempt to resolve the issue informally within ten business days of the incident’s occurrence. The employee may initiate this step in one of two ways:

- a) *Speak with his or her supervisor:* The employee should bring the matter to the attention of their supervisor, explaining the nature of the problem and the reprieve pursued. The supervisor should respond within ten (10) business days.

b) *Speak with the Human Resources Office:* If an employee cannot decide whether or not to initiate a grievance or is reluctant to discuss the matter with his or her supervisor, he or he/she may seek the advice of the Human Resources Office may seek to resolve the issue. The Human Resources Office should provide a response to the employee within ten (10) business days.

Step 2: Formal Grievance

If the matter is not resolved at Step I, the employee may proceed to Step II by submitting a written grievance statement to his or her supervisor or the Human Resources Office no later than five (5) business days after the receipt of the response in Step I. This statement should outline the relevant facts that form the basis of the employee's grievance, indicating the University policy, procedure, or practice that has allegedly been violated, and stating the resolution sought. The statement should also describe the discussions and responses in Step I.

The grievance statement is then forwarded to the President, who appoints a grievance committee no later than five (5) business days after receiving the request. The committee shall be composed of three to five employees. No one with a personal or professional interest in the outcome of the grievance is qualified to serve on the committee. The committee members shall select a chair among themselves. The committee will meet with the grieving employee, the immediate supervisor, and any other person deemed by the committee to have relevant information about the subject of the reported grievance. All information received and evaluated by the committee is strictly confidential with the exception of circumstances in which another person or persons outside the committee has a legitimate interest.

The chairperson of the committee will notify the grieving employee in writing of the committee's final decision within twenty (20) business days after being appointed for the committee.

Appeal

Should the grieving employee find the committee's decision unsatisfactory, he or he/she has the right to appeal to the President. Within ten (10) business days, the President, or his or her designee will notify the employee of the final outcome of the grievance. Such a decision will be final and bind all concerned persons and parties.

Sexual Harassment

Both the Equal Employment Opportunity Commission and the State of Texas regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. North American University has adopted the following definition of sexual harassment, to address the unique environment of an academic community, which consists not only of employers and employees but of students as well.

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the University's Title IX Coordinator or Deputy Coordinators. Remedies, education and/or training will be provided in response.

Sexual harassment is a form of sex discrimination and illegal under the law Title VII of the Civil Rights Act of

1964, 42 U.S.C. Sec. 2000e, and Title IX of the Educational Amendments of 1972, 20U.S.C. Sec. 1681 and is prohibited at the University. Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment, and/or creates a hostile environment.

Sexual harassment	Definition: is an abusive use of authority that emphasizes a person's sexuality or sexual identity. Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct is considered sexual harassment.
A hostile environment	Created When: sufficiently severe, or persistent or pervasive, and objectively offensive that it: unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the educational and/or employment, social and/or residential program
Quid pro quo harassment is:	<ul style="list-style-type: none"> ➤ unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance. ➤ Submission to such conduct has the purpose of interfering with a person's academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile or offensive. employment, educational, or living environment.

It is the policy of North American University that sexual harassment will not be condoned. This policy applies equally to faculty, administration, staff, and students and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

Regulations

It is a violation of University policy for any member of the faculty, administrative and classified staff, or student body to engage in sexual harassment, as defined in Section I.

- Retaliation against members of the North American University community who exercise their right to file charges of discrimination or harassment is strictly prohibited by state and federal law and University policy.
- Retaliation is not permitted whether or not the charging party prevails in the original charge. Subsequent to, or contemporaneous with the charge, no agent of the University may harass, coerce, intimidate, or discriminate against an individual who has filed a complaint or participated in the complaint resolution process. The Human Resources and Administrative Offices will investigate charges of retaliation.

North American University is dedicated to maintaining an environment free of sexual harassment and will employ vigorous preventive and corrective action in cases of sexual harassment. Employees shall behave in such a manner that their behavior cannot be perceived as sexually coercive, exploitive, or abusive.

Responsibilities

- On a university-wide basis, the Human Resources Office is responsible for the coordination and implementation of North American University's sexual harassment policy. This office will serve as the

resource for all matters of this nature.

- Each Department Head is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also accountable for referring to reported incidents of sexual harassment to the Human Resources Office.
- It is expected that each faculty member, administrative, and staff member will ensure adherence to this policy within his or her area of responsibility. Such efforts are primarily a matter of good faith.
- It is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in any investigation that might result.

Principles

In investigating complaints of unlawful harassment and discrimination, the following principles will be adhered to:

- Each claim will be handled on an individual, case-by-case basis, taking a look at the record as a whole and the totality of circumstances.
- The investigation will be conducted as fairly and expeditiously as possible.
- In investigating complaints, every effort will be made to ensure confidentiality.
- An individual bringing forth an honestly perceived complaint will not suffer any retaliation regardless of the outcome of the claim.
- The complaint will be resolved in a manner that is consistent with this policy; the resolution will be fair and equitable to all parties concerned.

Employees who feel aggrieved because of conduct that may constitute sexual harassment should inform the individual(s) engaging in such behavior that such conduct is offensive and must stop. If such behavior does not stop, employees who believe that they are sexually harassed should immediately inform the supervisor verbally or in writing. The case can be resolved formally or informally at the option of the complainant.

The complainant must submit a written complaint for investigation. After investigation, the supervisor may convene a committee in a formal setting to review written charges, hear evidence and testimony, and make a determination on the evidence as to whether harassment did occur. The committee shall be made up of three individuals not involved in the incident: the Director of Business Affairs, the supervisor and one staff or faculty member. If the findings are affirmative, the University may take corrective action, including the separation of the offending party from the University, consistent with the University procedures for termination of employment.

The University ensures that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The University also ensures that a person against whom such a claim is brought is treated fairly and has adequate opportunity to respond to such allegations and that findings, if any, are supported by clear and persuasive evidence.

All employees must read the “North American University Sexual Harassment Policy” and sign and return the acknowledgment form to the Human Resources Office.

Confidential Reporting Protocol

It is the responsibility of North American University (NAU) to conduct business within the University policies

and procedures. Employees should report any misconduct as soon as possible without fear of retaliation. It is the policy of North American University to prevent illegal, unethical, and unprofessional conduct that deviates from the law or the guidelines published in official institutional documents. Any employee who is asked to participate in such activity, or is a witness to, or comes in contact with information related to an actual or attempted case of such action should report this information as soon as possible without fear of reprisal and in full confidentiality within the boundaries of state and federal law.

The types of misconduct include, but are not limited to, the following:

- Any activity that does not conform to the policy on professional and ethical conduct published in the Institute's official documents such as the employee handbook.
- Fraud or other types of financial misconduct

Criminal Offenses

The University implements an anonymous reporting solution. Employees who witness such misconduct or come in contact with related information should go to the website www.mysafecampus.com and submit a confidential report or call at 1-800-716-9007. All inquiries must be in English.

The administrator who receives a confidential report will call the grievance committee to investigate the matter. After the investigation, the committee will deliberate the case and make a recommendation to the administration for the course of action.

Employees may take the grievance directly to a higher authority such as Board of Trustees of NAU,) ACCSC *Contact information for ACCSC is ACCSC 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201 www.accsc.org* **or Texas Higher Education Coordinating Board (THECB). The contact information for the Board of Trustees can be obtained from the NAU website. THECB can be contacted through its website (<http://www.thecb.state.tx.us>).**

Conflicts of Interest

Personal matters and financial links may interfere with employee responsibilities, and as such, may be a conflict of interest. Personal integrity and responsibility of the employee play a key role in preventing conflicts of interest. Employees should be responsible for their conduct outside work and professional activities.

The University has a no-solicitation policy and does not allow any sales or distribution of merchandise or services on campus by employees.

Disciplinary Action

Disciplinary Violations

NAU is an "at-will" employer. Staff employees serve without a fixed term regardless of their length of service and do not have vested rights for continued employment. A liberal approach by supervisors is

generally recommended (but not required) to allow for better employee understanding of the issue. The following are examples of disciplinary actions:

- **Open Dialogue/Problem Solving** – The mildest type of disciplinary action can increase understanding, reduce workplace tension, and encourage communication. – The goal of the meeting should be to develop solutions to help resolve concerns before they progress further.
- **Oral Warning** – The employee should clearly understand the gravity of the action and that the warning is disciplinary. The supervisor will discuss with the employee and point out the error/problem (s) and how to move forward with applying corrective measures. The employee should come out with an understanding of what is expected in the future. The Staff Oral Warning form will be completed and kept in the supervisor's file to document the conversation.
- **Written Warning** – The supervisor may issue a written warning when an oral warning does not achieve the anticipated improvement in performance or behavior, or when, in the supervisor's finding, the nature of the offense makes its use appropriate. A Staff Written Warning Form (or comparable as to content) will be documented and sent to the Human Resources Department.
- **Demotion** – At times, a department may be best served if a demotion is the superlative corrective way to remedy the poor performance or behavior of the employee. Should this measure be considered, please contact the Human Resources Office. In the event an employee is demoted to a decreased level of responsibility, necessitating an alteration of title to having a lower salary range, the employee's salary will be adjusted accordingly. The salary range will be agreed upon by the Department Head concerned and the Human Resources Department.
- **Reduction in Pay** – At the very least, when it necessitates and with the sole advisement of the supervisor if a reduction in pay is the best corrective measure to see if an improvement of an employee's performance or behavior, such action may be implemented. A reduction in pay for disciplinary reasons provides a decrease in salary. This amount will be within the employees' designated salary grade no lower than the minimum entry rate. Restoration of compensation may be approved by the supervisor(s) and Human Resources.
- **Suspension without Pay** – When any one or a combination of the above possible actions has failed to achieve the supervisor's desired results, the nature of the offense makes its use suitable, the supervisor may recommend to suspend an employee without pay.
- **Discharge** – It is recommended this action be taken as a result of one grave act of insubordination or misconduct or; or as the result of an accumulation of minor offenses, or failure to perform job duties satisfactorily. Discharges should have prior approval from the appropriate VP Office as well as Human Resources. All employees involuntarily separated should go through the normal separation/clearance process so matters can be resolved, such as insurance, and payroll.

Termination of Employment

The employee must complete a "Termination of Employment Form" (Form 6200-18), and all items which are property of the university turned in before the final paycheck will be issued. The employee can turn in NAU equipment such as cell phone, computer (s), charging plug for the laptop or docking station as documented by the IT Office, and have a representative from IT sign off on the equipment turn-in. The equipment will need to be in working condition; IT will sign in to the computer to be sure it is in working condition and expected to be as when the employee first received it. Normal wear and tear is expected and will be considered. It is the responsibility of the employee to bring or email the signed form to hr@na.edu or the Human Resources Office before their final departure.

Resignation

Employees should submit resignations to the university in writing. Administrators should provide one month notice and all other ten workdays.

Reduction In Force

A lack of enrollment, work and/or lack of funding may necessitate a reduction in force due to reorganization. Situations that may arise, such as those mentioned above, be discussed with the department head, management, and the Human Resources Office. The final step is to communicate this decision to the affected staff members by their department head.

Discharge

When positive steps have been used but performance has not changed, or when an employee has committed a significant offense, discharge of that employee is the next step for consideration.

Termination Procedure

1. Recommendation for discharge should be documented in writing and a copy of the documentation sent to the Human Resources Office after approval through the normal administrative channel.
2. Documentation should include the employee's name, date of the incident, and explanation of the circumstances resulting in the recommendation for discharge and reference all previous disciplinary steps taken.
3. Upon receipt of a recommendation for discharge or request for employee reassignment, the Human Resources Office will collect and assemble a complete record for administrative review. If the release is approved, the following steps will be initiated:
 - The Human Resources Office will send copies to the employee and the supervisor. The recommendation must state the reason for the discharge and the recommended date of discharge.
 - The Human Resources Office will establish the date for removal of the employee from payroll and execute a "Termination of Employment Form" (form 6200-18) to be sent to the supervisor for signature and submission through assigned channels. The Discharge will be considered final only when the Human Resources Office receives the signed "Termination of Employment Form" (form 6200-18).

Post Resignation/Termination Procedures

Benefits (COBRA)

When a staff member's NAU benefit coverage has terminated, the staff member will be entitled to continue certain university benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

COBRA Continuation of Benefits

Under COBRA, eligible terminating employees are entitled to continue health, dental, and vision participation, provided the former employee remits premiums on a timely basis. These eligible former employees and their dependents may be allowed to continue individual or family coverage for a specific period of time. For information on eligibility requirements and terms for continuation of coverage under COBRA, visit

Appeal Procedure

An employee may appeal to discharge.

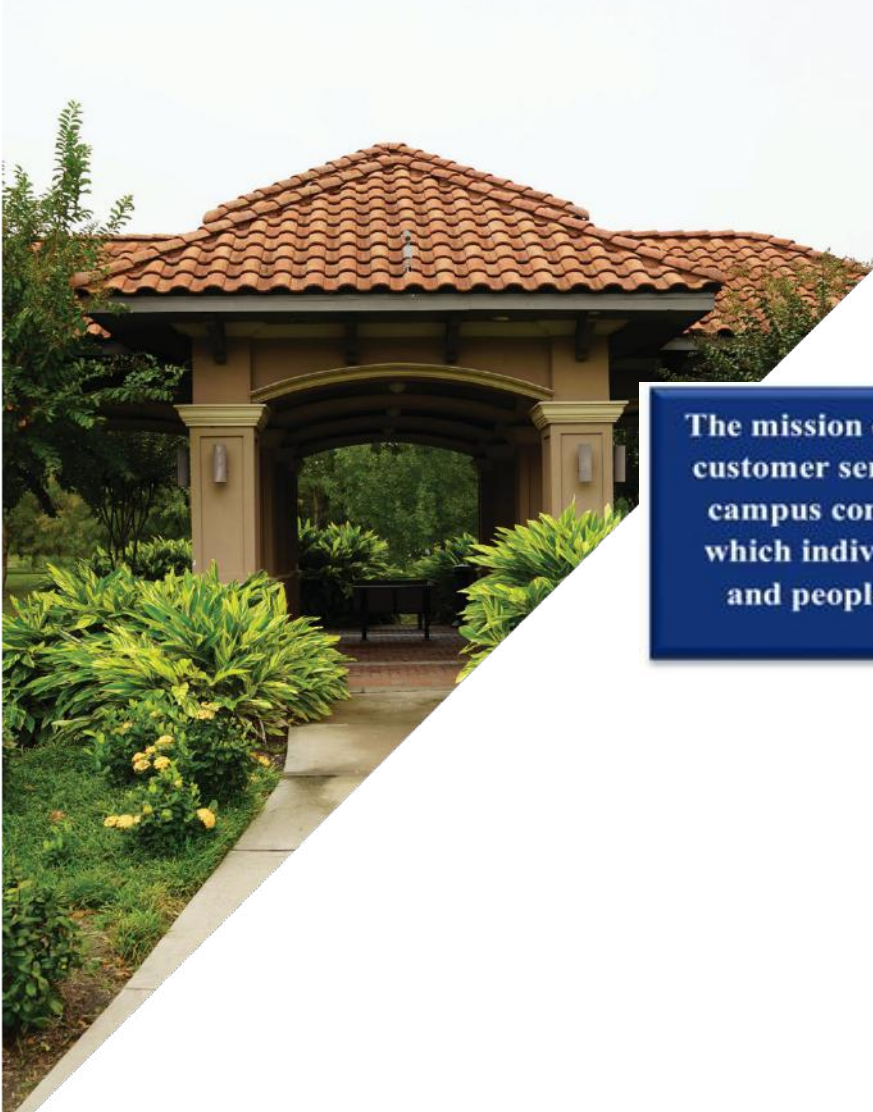
- a. When an employee receives notice of a discharge, he/she may request a hearing before an appeals committee. The request must be submitted in writing to the VP for Administrative Affairs within three workdays of receiving the notice.
- b. The President or the VP for Administrative Affairs convenes an appeals committee within three workdays of receipt of the written request. The committee shall be made up of three individuals not involved in the discharge recommendation: The VP for Administrative Affairs, or department director, and one staff or faculty member. Within three days of being informed about the identities of the designated committee members, the employee can request reassignment of specific committee members, excluding the VP for Administrative Affairs.
- c. The VP for Administrative Affairs shall schedule the initial committee meeting within five workdays of appointing the members. The committee will be advised of the nature of the appeal. The committee will schedule subsequent meetings as needed to gather information, hear evidence, and make its recommendation. The committee will establish its own rules and procedures in carrying out its responsibilities.
- d. The committee will make every effort to complete its work within five workdays of its first meeting. Its recommendation may be to uphold the decision to discharge, to overturn the decision, or to substitute a less severe penalty. The committee may not recommend a more severe punishment.
- e. The committee's recommendation shall be submitted to the President with a copy to the appellant and the Human Resources Office. The President shall review the information provided, including the guidance of the appeals committee, and may accept, deny, or modify the recommendation. The President shall notify the appellant and the Human Resources Office within five workdays. The President's decision is final.
- f. During the appeal process, the employee shall not report to work and will become ineligible for employment benefits. If the discharge is overturned, the employee shall be compensated for the period of the appeal process.

Mandatory Reporters:

Four federal laws establish responsibilities for employees of North American University to report certain types of crimes and incidents, especially sexual misconduct--the Clery Act in tandem with the Violence Against Women Reauthorization Act of 2013 (VAWA), Title VII and Title IX. Generally, these laws are intended to protect members of the campus community and guests from criminal and discriminatory behavior though each of these areas of federal law has a different purpose.

It is the policy of North American University to abide by such laws. The term "mandatory reporter" was established under the responsibilities of these laws. The reporting of disruptive and concerning behaviors is not legally mandated, but it is a policy mandate to assist in early detection and of at-risk situations.

North American University's Title IX Mandatory reporting procedure can be found at www.na.edu/titleix. For additional information, you may contact the Human Resources Office or the designated Title IX Coordinator and/or Deputy Coordinator



The mission of the Human Resources Office is to provide quality customer service while guiding and assisting all members of the campus community. We strive to promote an environment in which individual differences are embraced, diversity is valued and people are recognized as our most important resource.

