



**STAFF AND ADMINISTRATIVE
PERSONNEL HANDBOOK**

2018-19

IMPORTANT NOTICE

This handbook is not a contract. The University reserves the right to change or modify the handbook at any time in its discretion. Changes will also be put on the University website. As an employee, you are “employed at will” which means that at any time you can terminate your employment or be terminated for good reason, bad reason or no reason and you need not state the reasons for your decision to resign or seek termination voluntarily; and, the University does not need to state its reasons for termination either. The University requests that you provide notice to the degree possible and similar such notice where possible. This handbook summarizes various University policies, procedures, and employee benefits, and is for informational purposes only. The descriptions of the law in this handbook do not substitute for compliance with the requirements of applicable laws. The University reserves the right to take appropriate action to ensure compliance with all applicable laws. The information contained in this handbook is the most current at this time and supersedes all prior handbooks. The information in this handbook also supersedes and also eliminates any prior communications of any kind (include policies, letters of agreement, and contracts), unless they are specifically readopted by the University in writing and signed by the individual employee and the University. The University reserves the right to change provisions in this and other handbooks from time to time in its discretion. Revised and Reviewed 7/1/2018.

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WELCOME

Welcome to José María Vargas University. As a University employee, you are among a select group of people who join together to support the University's mission. Each position within the University is important, and each of you has a responsibility to fulfill that position with the utmost integrity and responsibility in order to ensure quality services to our students and faculty. We hope that your experience at JMVU is an enjoyable and productive one.

This manual is designed as a reference to provide you with important information concerning your job, JMVU's employment policies and procedures and your privileges and obligations when you are employed as a member of the administration or staff. You will also find other information regarding benefits to employees and other services available to you as an employee of the University. The University will make reasonable efforts to keep this manual up to date; however, the University retains the right to modify, eliminate or change any policy or practice described herein without notice to you. The University also reserves the right to modify, supplement or discontinue any benefit described in this manual at any time. Changes or revisions will become effective on the date determined by the University and they will supersede any previous policy or practice in this manual. Any federal or state mandate and any regulation or statute that modifies or nullifies any part of this manual will be incorporated into the manual to modify or replace the affected part.

Please read this manual carefully, as it will answer many of your questions as a new employee. Should you have questions or a need for more detailed information, please feel free to direct these concerns to the Office of Administration and Academic Affairs or to discuss them with your immediate supervisor.

Alicia Fernanda Parra, Ed.D.

President

HISTORY AND TRADITION OF JOSE MARIA VARGAS UNIVERSITY

Founders

Jose Maria Vargas University was founded by the Parra family, a group of experienced educators who have benefited from their family's multigenerational experience in educating others. The Parra family owns and operates educational institutions serving over 25,000 students throughout Venezuela. Inspired by Jose Maria Vargas, a renowned educational visionary in Venezuela, the private founders of Jose Maria Vargas University seek to achieve, through a unique model of education envisioned by the Parra family, the overall preparation of students, both as future professionals and ethical human beings. The educational philosophy of the founders, which has proven immensely successful in Venezuela, is based upon establishing the ideal balance among the practical, theoretical, and personal aspects of career preparation.

THE UNIVERSITY'S PURPOSE, MISSION, OBJECTIVES AND VISION

STATEMENT OF PURPOSE

José María Vargas University seeks to achieve, through a uniquely holistic model of education, the overall preparation of students both as future professionals and as human beings. Jose Maria Vargas University represents one of the few endeavors existing with an international approach that combines expertise from the practical professional arena and the educational arena in a formalized university setting. The University's objective is to establish the ideal balance among the practical, theoretical and personal aspects of career preparation in order to provide the business and professional communities with graduates who have the knowledge, the skills and the interpersonal ability to make an immediate and significant contribution in their chosen field.

José María Vargas University will build an educational curriculum upon which a strong foundation for critical thinking and conceptual skills can be established. The rigor and scholarly emphasis of the University will be coupled with the expertise and knowledge of the professional community. The central focus in all of the University's programs will be the relationship between academic learning and real-life practical skills and strategies. The University's programs will be designed to respond to the needs of today's world with the flexibility to adjust to these needs as they continue to evolve.

José María Vargas University's institutional philosophy will also emphasize the educational, professional and personal growth of each student. To that end, each degree program will emphasize not only academia, but also personal growth and life skills.

MISSION

Jose Maria Vargas University is a postsecondary institution that provides educational programs at the certificate, undergraduate, and graduate levels. The University serves the culturally diverse students of South Florida who live and work in an increasingly populous, international environment.

Jose Maria Vargas University offers programs that are both academic and career-oriented in their focus. Each of these programs is taught in a bi-lingual context. Among all its programs of study, the goal of the University is to promote a high-quality education in which students acquire the critical thinking and conceptual skills, as well as the knowledge and interpersonal skills to function in their careers.

OBJECTIVES OF THE JOSE MARIA VARGAS UNIVERSITY MISSION

- 1.) To provide students with a balanced curriculum in all program areas to ensure that instruction is occurring in the areas of academic scholarship, real-life practical skills, interpersonal skills and self-knowledge.
- 2.) To develop the intellectual and academic preparation of students. Students are expected to think critically and independently, develop quantitative skills, conduct research, and investigate new ideas.
- 3.) To establish the ideal balance among the practical, theoretical and personal aspects of career preparation in order to provide the business and professional communities with graduates who have the knowledge, the skills and the interpersonal ability to make an immediate and significant contribution in their chosen field.
- 4.) To demonstrate effective communication skills. These include listening thoughtfully, speaking respectfully, writing clearly, and presenting information in a concise manner.
- 5.) To embrace the cultural diversity of South Florida and its students, and welcomes students from many countries around the world and states across the nation.
- 6.) To incorporate technology in instruction and administration, and provides students with extensive on-line library resources. Students are encouraged to utilize computer labs at the University to complete assignments or conduct research.

VALUES STATEMENTS OF JOSÉ MARÍA VARGAS UNIVERSITY

Holistic Model of Education Jose Maria Vargas University provides students with a balanced curriculum in all program areas to ensure that instruction is occurring in the areas of academic scholarship, real-life practical skills, interpersonal skills and self-knowledge.

Intellectual Development The University strives foremost to develop the intellectual and academic preparation of students. Students are expected to think critically and independently, develop quantitative skills, conduct research, and investigate new ideas.

Career Preparation The University's objective is to establish the ideal balance among the practical, theoretical and personal aspects of career preparation in order to provide the business and professional communities with graduates who have the knowledge, the skills and the interpersonal ability to make an immediate and significant contribution in their chosen field.

Communication Students at the University are expected to demonstrate effective communication skills. These include listening thoughtfully, speaking respectfully, writing clearly, and presenting information in a concise manner.

Diversity The University embraces the cultural diversity of South Florida and its students, and welcomes students from many countries around the world and states across the nation.

Innovation The University incorporates the most current technology in instruction and administration, and provides students with extensive on-line library resources. Students are encouraged to utilize computer labs at the University to complete assignments or conduct research.

VISION

José María Vargas University views itself as a pioneer institution of higher education focusing on the holistic development of individuals and the formation of bilingual professionals for the world.

ACADEMIC CALENDAR 2018-2019

Fall 2018

August 6-18, 2018 Introductory Program (Orientation)
August 20, 2018 Start of Fall Semester
August 20-30, 2018 ADD/DROP Period for regular and new students of Fall 2018 semester
September 3, 2018 Labor Day (No classes)
October 1-9, 2018 Introductory Program (Orientation) Part B
October 10-19, 2018 ADD/DROP Period for new students that started on part B of Fall 2018 semester
November 19-24, 2018 Thanksgiving week (No classes)
December 3, 2018-January 18, 2019 Spring 2019 semester registration
December 7, 2018 End of Fall Semester
December 10-14, 2018 FCCPC Final presentations
December 15, 2018 Start of Winter Break

SPRING 2019

January 7-19, 2019 Introductory Program (Orientation)
January 21, 2019 Spring semester begins
January 21-31, 2019 ADD/DROP Period for regular and new students of Spring 2019 semester
February 25-March 5, 2019 Introductory Program (Orientation) Part B
March 5-15, 2019 ADD/DROP Period for new students that started on part B of Spring 2019 semester
April 15-20, 2019 Spring Break (no classes)
April 17-May 17, 2019 registration for Summer and Fall 2019 semesters
May 11, 2019 Spring Semester Ends
May 13-17, 2019 FCCPC Final presentations

SUMMER 2019

May 1-11, 2019 Introductory Program (Orientation)
May 13, 2019 Summer semester begins
May 13-23, 2019 ADD/DROP Period for regular and new students of Summer 2019 semester
May 27, 2019 Memorial Day (no classes)
June 17-28, 2019 Introductory Program (Orientation) Part B
July 1-9, 2019 ADD/DROP Period for new students that started on part B of Summer 2019 semester
July 4, 2019 Independence Day (no classes)
August 17, 2019 Summer semester ends
August 19-23, 2019 FCCPC Final presentations

OFFICIAL UNIVERSITY HOLIDAYS 2018-2019

The University will be **closed** on the following days:

Labor Day 2018

Thanksgiving 2018

Winter Break 2018

Spring Break 2019 (for students and Faculty only)

Memorial Day 2019

Independence Day 2019

September 3, 2018

November 22-24, 2018

December 15, 2018-January 3, 2019

April 15-20, 2019

May 27, 2019

July 4, 2019

Licensing

José María Vargas University is a private institution organized as a for-profit corporation under the laws of the state of Florida. It has been fully licensed by the Florida Commission for Independent Education, Florida Department of Education, to provide postsecondary education and has authority to grant degrees under the laws of the state of Florida. The organizational structure and government of the University is described below. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Tallahassee, Florida 32399-0400. The toll-free telephone number is 888-224-6684.

Accreditation

Jose Maria Vargas University is accredited by the Accrediting Council for Independent Colleges and Schools. JMVU is authorized to award the following diploma and degrees: Vocational Diploma, Associate, Baccalaureate, and Master Degrees.

Semester System

JMVU operates on a semester system. The fall and spring semesters consist of approximately 14-16 weeks and the summer semester consists of approximately 6-8 weeks of instruction. Courses are offered during all three semesters, with individual courses being offered in accordance with course listings contained in this Catalog.

ORGANIZATION

Corporation information

Jose Maria Vargas University is a DBA of Jose Maria Vargas University, LLC. Jose Maria Vargas University is a privately held for-profit Florida corporation.

Officers of the University

The organizational structure of Jose Maria Vargas University (“JMVU” or “University”) is simple and flexible, allowing the University to expand to fit the diversification of the University’s programs and the new demands brought on by growth in South Florida. The University’s administration consists of, and is expected to include, the following:

- Board of Directors;
- President;
- Vice President of Academic Affairs;
- Vice President of Finance;
- Vice President of Student Development;
- University Secretary;
- Director of Financial Aid;

- Library Director

As the University develops through increased enrollment, diversification and the expansion of academic programs and courses, as well as plans and projects for research and graduate studies, there will be a need to create new leadership and operational positions. These are expected to include: Vice-President for Research and Graduate

Studies, Vice-President of Student Development, Reference Librarians, Deans, Coordinators, Director of Career Development and Placement, Admissions Director, IT Director, and others.

Governance of the University

The University is privately owned as a for-profit corporation. The operation of the University is managed and its corporate powers exercised by the Board of Directors. The University's Board of Directors has the authority to conduct, among other functions, the following:

- establish the policies and procedures for the University;
- select the president of the University;
- amend and/or approve the annual budget for the University;
- determine the compensation of the president, and the vice presidents;
and
- perform any other necessary tasks in the administration of the University.

Board of Directors

The following is the current membership of the Board of Directors:

- Steven Malca (Chair)
- Michael Smith (Vice Chair)
- Meyer Rabinovitz (Member)
- Miguel Juraidini (Member)
- Alicia Fernanda Parra (Member)

University Administrators

PRESIDENT

Dr. Alicia Fernanda Parra serves as the President of the University. The President oversees all University functions and all ultimate decision-making (except those decisions requiring Board approval); gives final approval on all faculty hiring and other major decisions (except those decisions requiring Board approval); networks with pertinent industry personnel; promotes the University within the community; recommends modifications to the purpose and mission of the University as it grows and develops and as the needs of students and the market change over time; and performs other duties as designated by the Board of Directors.

VICE PRESIDENT OF ACADEMIC AFFAIRS

The responsibilities of the Vice President of Academic Affairs include the supervision of academic affairs, faculty and student services. The VP administers the day-to-day operations of the University consistent with the standards and procedures adopted by the University.

The VP of Academic Affairs also supervises admission and assists in developing admission and registration schedules and procedures. Maintains and analyzes academic records, statistics and archives and directs the preparation of student transcripts.

VICE PRESIDENT OF FINANCE

The responsibilities of the Vice President of Finance are the administration of financial affairs and involvement in public service, networking with pertinent industry personnel, as well as the physical facilities of the University, and the general administration of the University consistent with its adopted standards and procedures.

The Vice President develops and administers the University budget, and supervises the maintenance of employee records for payroll and benefits and directs the implementation of payroll for all personnel. The VP performs other duties as designated by the President.

VICE PRESIDENT OF STUDENT DEVELOPMENT

The Vice President of Student Development provides student orientation and academic advising to students, assists in maintaining the effectiveness of academic programs and services, serves as a liaison between students and faculty or administrators, and monitors the academic performance of students, focusing on retention.

UNIVERSITY SECRETARY

The University Secretary seeks to provide outstanding service to the Board of Directors, the administration, and the university community that enables the board to perform its fiduciary duty at a high level, the administration to operate efficiently and effectively with respect to the governance of the university, and the university community to understand and engage with the governing board.

DIRECTOR OF FINANCIAL AID

The Director of Financial Aid is responsible for the administration of all federal, state, and University financial aid.

LIBRARY DIRECTOR

The Library Director orders, maintains and catalogs books, newspapers, films and electronic equipment, coordinates information for the billboards and assists students in finding information resources.

FACILITIES

The University seeks to provide faculty, staff and students with modern facilities that integrate traditional educational environments with the latest in technological advancements.

The University moved into a new 28,500 square foot facility in January 2014. The new facility – located at 10131 Pines Boulevard in Pembroke Pines - provides an environment that is conducive to good instruction and learning and readily supports the educational programs offered by the institution.

The University location is convenient and highly visible to students. The surrounding stores, banks and restaurants create an environment that is appealing to students, and meets their needs. Public transportation is available with a bus stop directly in front of the University's building.

Inside the University building there are 19 classrooms. The furnishings throughout the building are color-coordinated and comfortable for students. Each of the classrooms has a built-in projector as well as a computer for use by the instructors with connections to the internet. There are multiple labs to enhance the student's learning experiences. The Art & Design department has a Lab with Mac computers and the most recent Adobe Creative Suite, as well as a Lab with drawing tables. The Education department has a fully equipped Preschool Lab with developmentally appropriate toys and furniture. The Health department has a medical lab equipped with special equipment for Medical Assistant Technician procedures, and medical equipment. There is also a general computer lab for students with 14 computers. Free Wi-Fi is available on campus at all times.

There are also one specially equipped areas that are accessible to the public – the Vargas Gallery which handles rotating exhibits of art.

Other areas include a Faculty Lounge, a Student Lounge and a centrally-located Library. In order to provide students with convenient and accessible services, all student-related functions (registration, financial aid, student development) are located in the central administrative area.

CAMPUS SAFETY AND SECURITY

The University has the utmost concern for the safety of each student, faculty member and staff. The University recognizes that it must develop and maintain a safe and secure environment for its students, faculty and staff and has adopted the Health and Safety Policy below, as well as policies to discourage discrimination, alcohol and drug abuse, hazing and sexual harassment, and to promote academic freedom, honesty and academic integrity.

The University is in full compliance with all county and state health and safety regulations. Students and staff members may view the certificates of compliance through the Office of the Director of Facilities.

All students, employees, and visitors should promptly report crimes in progress, accidents and other emergencies to local law enforcement authorities, or corresponding agencies. Dialing 911 is the preferred method of reporting an emergency. Jose Maria Vargas University has developed a formal Emergency Management Plan, to ensure the safety of all the students and personnel. This emergency plan is derived from the components of the National Incident Management System (NIMS). The policies and procedures are to be followed by all personnel while in Jose Maria Vargas University campus emergency situations.

Campus Safety and Security emergency plans and reports will be published on the Jose Maria Vargas University's website, under the Consumer Information tab.

Health and Safety Policy

The University endeavors to ensure, so far as is reasonably practicable, the health, safety and welfare of the staff of the University, its students, contractors and anyone else who comes into contact with the University and its activities.

It is the policy of the University to provide and maintain, as far as is reasonably practical, a working environment that is safe and without risk to health. To this end it endeavors to allocate sufficient resources and sound management systems to the fulfillment of this policy.

In particular, the University seeks, so far as is reasonably practical to:

- provide and maintain safe and healthy working conditions and systems of work;
- provide and maintain safe plant and machinery;
- provide information, instruction, training, and supervision to enable staff and students to perform their work safely;
- provide suitable and appropriate protective equipment and supervise its use; and
- maintain appropriate standards of health, safety and welfare in all University activities.

Jose Maria Vargas University is concerned for the safety of employees, students, and the public on its property. It is, therefore, the responsibility of all employees to be alert to hazards which can endanger individuals on University property, and report such hazards to staff in the Administration Department.

In its dedication to health and safety, the University prohibits acts or threats of violence by any employee while engaged in University business or any individual on University property. Any individual who observes a threat or act of violence is obligated to report it immediately to the Dean of Academic Affairs. Carrying weapons or firearms on campus is prohibited.

Compliance with Safety Regulations and Other Laws

All faculty and academic administrators must respect rules regarding their own safety as well as the safety of others. It is also expected that faculty and academic administrators will be aware of and ensure compliance with the University's Copyright Policy.

The administration requests that you seek assistance if you have any questions regarding the legality of your behavior or of any employee's behavior.

EMPLOYEE RIGHTS

It is the goal of the University to treat all employees fairly and professionally and to handle all interactions in a dignified and respectful manner pursuant to the appropriate legal requirements.

Policy of Non-discrimination in Employment

Employment at Jose Maria Vargas University is open to all individuals who are qualified according to its published standards pursuant to the appropriate legal requirements. The University encourages applications from qualified applicants of both sexes from all cultural, racial, religious and ethnic groups pursuant to the appropriate legal requirements. The University is committed to nondiscrimination with respect to race, color, religion, age, disability, sex, marital status, sexual orientation, national origin, or other legally protected interests pursuant to the appropriate legal requirements. All university employees have a responsibility to keep the work environment free of discrimination pursuant to the appropriate legal requirements. When the university is made aware of an act of discrimination, it is obligated by law to take immediate and appropriate action pursuant to the appropriate legal requirements.

HIV/AIDS Policy

Jose Maria Vargas University is committed to providing students, faculty, and staff with education on the nature and transmission of AIDS or HIV infection pursuant to the appropriate legal requirements. It is the policy of Jose Maria Vargas University to recognize the rights of persons with AIDS or HIV infection to an education and/or employment and the right of all students and university employees to be protected from discrimination pursuant to the appropriate legal requirements.

Disability Accommodations Policy

Jose Maria Vargas University does not discriminate on the basis of disability in the admission or access to, or operations of, its programs or activities pursuant to the appropriate legal requirements. Jose Maria Vargas University does not discriminate on the basis of disability in its hiring or employment practices or as to accessibility for public accommodations pursuant to the appropriate legal requirements.

This confirmation of compliance with legal requirements is provided as required by Title I and III of the Americans with Disabilities Act of 1990 pursuant to the appropriate legal requirements.

Accommodations are granted on a case-by-case basis for those eligible by showing sufficient documentation of disability in compliance with all applicable laws pursuant to the appropriate legal requirements. The University currently provides disability access in its classrooms and facilities pursuant to the appropriate legal requirements. Requests for other accommodations must be made both to the supervisor of the position and the Vice-President for Administration and Academic Affairs pursuant to the appropriate legal requirements. These individuals will work together to resolve the request pursuant to the appropriate legal requirements.

Appeal Disability Documentation Decision

The member of the administration or staff may appeal any decision related to a requested accommodation or auxiliary aid to the Dean of Academic Affairs. Such an appeal must be made in writing to the Dean of Academic Affairs not later than ten (10) days following the decision as to a requested accommodation or aid. The employee shall submit any paper, brief, medical documentation or other written material which the employee desires to be reviewed, by the Dean of Academic Affairs shall be submitted together with the notice of appeal. The Dean of Academic Affairs shall investigate and respond to the notice of appeal in writing, stating her decision, together with the reasons for either affirming or reversing the previous decision as to an accommodation or auxiliary aid. If an employee wishes to appeal the Dean of Academic Affairs, he/she should refer to the policy on Registering a Grievance against University Employees found later in this publication.

Employee Records

The University maintains personnel file containing information such as employment history, compensation, employee evaluations, records of disciplinary action and other pertinent data as prescribed by federal and state law or University policy pursuant to the appropriate legal requirements. The latter may include benefit enrollment forms, general contact information, payroll documents and W-2, W-4 and I-9 forms, medical leave documentation and disability or workers' compensation documentation pursuant to the

appropriate legal requirements. Except for appropriate use as defined by the University and also use such as income verification, date of employment, and information regarding position, your job title and status and the name of the department or office in which you are working, this information may not be released to any other individual except pursuant to the appropriate legal requirements.

University employees should notify the University concerning a change in address, telephone number or family status, as these changes may affect your tax and benefit status and constitute part of your employee record. As an employee, you have the right to review the information in your file upon scheduled appointment pursuant to the appropriate legal requirements. You also have the right to request correction or removal of information by making such a request to the Vice-President of Administration and Academic Affairs pursuant to the appropriate legal requirements. Employee records are the property of the University and may be kept indefinitely, destroyed, reproduced, or used for University purposes as necessary pursuant to the appropriate legal requirements.

I-9's

As mandated by the Immigration Reform and Control Act of November 6, 1986, the University administration is required to verify the identity and work eligibility of all employees (both temporary and permanent). Departments must properly complete the I-9 form within three (3) working days of the start of employment, check the appropriate documents establishing the new employee's identity and eligibility to work, attach a copy of the document(s) to the I-9 form, and submit these to Administration Department along with the appropriate appointment form. Employees will not be placed on the University payroll, nor will a paycheck be generated, until this paperwork has been received.

Background Checks and Criminal Convictions

The final candidate for a University position, Academic and Administrative or Service & Support, is required to pass a background check prior to beginning the duties of the new position pursuant to applicable legal requirements. Such background check shall not be required for transfers or promotions of current employees within the same unit or department. This background check may include, but not be limited to, criminal history, verifications of employment and education, and driving records. If the candidate challenges the information contained in the background check with the screening agency, the University is not required to hold open the position except in accordance with legal requirements. Consideration will be given to the relationship between the information obtained in the background check and the responsibilities of the position pursuant to appropriate legal requirements. A relevant job-related conviction or guilty plea is grounds

for termination of employment or non-selection of the candidate pursuant to appropriate legal requirements. Convictions and guilty pleas include all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require operation of a motor vehicle, the terms conviction and guilty plea shall include minor traffic violations.

Florida Sex Offender Registry

The University does not employ any individual required to be listed on the Florida Sex Offender Registry or other registry pursuant to appropriate legal requirements in a position as a "professor or instructor." For purposes of this policy, "professor or instructor" includes any academic position involving teaching or instructional activities. For other positions, employment decisions will consider all relevant factors including the fact that the individual is listed on the Florida Sex Offender Registry or other registry pursuant to appropriate legal requirements and the responsibilities of the position.

Falsification

Falsification of application materials, including failure to disclose criminal convictions or guilty pleas, is grounds for termination of employment or non-selection of an applicant pursuant to appropriate legal requirements.

Notification

Applicants for employment who plead guilty to or are convicted of a criminal violation after they have applied should contact Administration Office within five (5) days of the conviction or guilty plea. Individuals who are employed with the University must notify their supervisor within five (5) days of a conviction or guilty plea to a criminal violation. Failure to report a conviction or guilty plea is grounds for discipline up to and including termination of employment or non-selection of an applicant. Supervisors should notify Administration Office immediately upon being informed of any such conviction or guilty plea.

Outside Employment

The University, in encouraging intellectual and professional excellence, recognizes that some employees will have the opportunity to engage in other professional employment. However, employment outside the University that in the discretion of the University interferes with an employee's obligation, duties, and responsibilities to the University is

strongly discouraged and may subject the employee to appropriate action including termination in the discretion of the University.

Grievance Procedures

At times, disagreements may arise in the workplace. The University encourages its employees to manage problematic issues as quickly as possible in order to avoid the development of problems of a more serious nature. Should you have an issue with another employee or student, the first step may be to speak directly to the employee about the situation. The University cautions employees against discussing job-related issues with other employees not involved in a particular matter; as such action has the potential to worsen the situation. If an informal conversation with the particular individual involved in the situation does not result in a satisfactory resolution, or if you are not comfortable speaking about the matter with this person, then you should discuss the matter with your supervisor. If your supervisor is the cause of the complaint, or if the conversation with your supervisor does not provide a resolution, you should discuss the situation with the President or the President's designee. In cases of discrimination or sexual harassment, the University encourages its employees to go directly to President. Any complaint that is not in writing, that is, a verbal complaint, is considered an informal complaint.

After an informal discussion, if the employee wants to file a formal grievance, he/she must submit a report of the situation in writing to the President. This report should contain a statement of the problem or complaint, the facts and details of the situation, pertinent dates and the names and positions of the parties involved. The grievance must be signed and dated. However, before filing a formal charge, the complaining party should if possible first make a good faith effort to meet and confer with the party against whom he or she has a complaint in an effort to resolve the matter. Also, an employee may withdraw a complaint at any time during the complaint process. A withdrawal must be made in writing to the President or the President's designee.

Upon receipt of a written formal complaint by an employee, the President may investigate and consider the complaint, speaking with all parties involved, the supervisor and any other University personnel deemed to have pertinent information to the situation. After such an investigation, the President may make a decision as to whether the grievance has merit as alleged.

Remedies

If it is determined that such grievance has appropriate support, the persons or departments that are responsible for such violation may be dealt with by appropriate action by the supervisors or directors of such persons or programs, in accordance with

applicable provisions, if any, of contracts, employment regulations, Faculty or Staff Handbook, or the like.

In cases where a decision results in the termination or non-renewal of contract for an employee or there is a complaint that the disciplinary action taken by the University does not match the seriousness of the infraction, or, in cases where the right to a fair and impartial hearing was violated, an appeal of such decision may be made to a joint Board-Administration Grievance Committee consisting of: the Vice-President of Administration and Academic Affairs (or designee), the Dean of Academic Affairs (or designee) and two staff members of the University as designated by the University. Appeals must be made in writing to the President within thirty (30) days from the date of the termination and/or non-renewal or complaint. In all cases of appeal, the final decision rests with the President.

These procedures do not prevent, limit or deny the University the right to take disciplinary action when it is determined to be appropriate, including the termination of employment. When taking disciplinary action, the University takes into account a number of factors that include the seriousness of the offense and the employee's past record, as well as other appropriate considerations as determined by the University. Each case is determined on an individual basis and the University has sole discretion in determining what is necessary and appropriate. Disciplinary actions may take the form of verbal reprimands, a formal warning sheet and/or written reprimands which may be placed in the employee's file, unsatisfactory evaluation and/or termination of employment.

Acts that may result in disciplinary action include, but are not limited to: failure to perform responsibilities as assigned; excessive absenteeism or tardiness; insubordination or refusal to comply with instructions; failure to maintain confidentiality of specified information; falsifying documents; acts of dishonesty, such as, but not limited to theft, sabotage and fraud; unauthorized use, destruction, possession or neglect of University property and materials; abusive or vulgar language; threatening, intimidating or coercive behavior toward another employee; failure, refusal or interference in cooperating with an internal investigation; carrying weapons or firearms on campus; violating criminal laws on campus premises; endangering the safety or well-being of any individual on campus; abuses of leave or benefit policies; misuse of University funds or grants; and, making false or malicious comments regarding other employees, faculty or students of the University or other inappropriate acts or omissions, or for reasons determined by the University as an employer-at-will.

EMPLOYEE RESPONSIBILITIES

General Responsibilities for All Employees of the University

The University expects each employee to engage in appropriate professional and ethical behavior in the workplace. The University also expects its employees to aspire to excellence in their job performance and in the fulfillment of their responsibilities. They have an obligation to treat others in the work environment courteously and to promote a stimulating and productive learning and work environment that influences others in positive ways. Regular and punctual attendance at work and prompt and professional completion of all duties and assignments are expected of each employee in the performance of the job. If employees will be absent or late to work they must notify their supervisor. Employees are also expected to attend meetings regularly as required by their supervisor. The employees shall cooperate with assignments as determined by the University.

Dress code

There is a formal dress code for University employees. All employees are expected to wear the standard JMVU uniform and maintain a professional appearance in accordance with appropriate legal standards.

All Other Academic Faculty Dress Code

The University's dress code for faculty is established to ensure professionalism in appearance, prevent disruption and minimize safety hazards in accordance with appropriate legal standards. The district prohibits any clothing that, in the President's judgment, may reasonably be expected to cause disruption of or interference with normal school operations. The intent of the dress code is that no skin be exposed from the neck to the knee for both faculty and students.

Employees shall conform to the following rules:

Shirts

Acceptable shirts are:

- Collared shirts – ex. Polo, golf style, or dress shirt
- Button front shirt or blouse

Unacceptable shirts are:

- T-Shirts
- See-through blouses or shirts
- Spaghetti-strap top /dress
- Backless apparel
- Exposed midriff
- Low necklines

Pants, Skirts, and Dresses

Acceptable for Men:

- Pants

Acceptable for Women:

- Pants, skirts, dresses, and gauchos (all of these items must fall below the knee)

Unacceptable:

- Cargo pants with drawstring pant legs are not allowed
- Jeans
- Capri pants (pedal pushers)

Shoes

Men:

- Dress shoes
- Loafer style shoes (no open toe)
- Boots
- Socks must be worn with all footwear

Women:

- Dress shoes (no open toe)
- Pumps
- Loafer style shoes
- Boots
- Socks must be worn with all footwear

Jewelry/tattoos

- Earring jewelry is not permitted for men
- All tattoos must be covered

If there is any problems or reasons for variance or other problems, Employees shall immediately inform their immediate supervisor so that there can be evaluation of the problems or reasons pursuant to applicable legal requirements.

Time Records- Biometric Clock

If you are paid on a biweekly basis, you will utilize the Biometric Clock to record the actual hours worked for each pay period. You are responsible for punching in and out. Please ensure that your actual time worked and leave time taken are recorded accurately. Falsification of a time record is a breach of University policy and is grounds for disciplinary action, including discharge.

Personal Business

All non-job-related business must be conducted outside of your working time. Friends, relatives, and others are asked not to visit the work area during working hours.

Solicitation

To avoid disruption of its activities, the University prohibits solicitation for any purposes during working hours. The University also prohibits the distribution of literature or other materials during working hours and in work areas.

Phone Calls

The University requests that you limit personal cell phone use and the amount of personal calls placed during working hours. Also, please ask your family and friends not to call you at work, except for emergencies. Use of your unit's long-distance telephone authorization code for personal calls is prohibited unless authorized by your supervisor. Telephone abuse can be a cause for corrective action, including discharge. Do not give out information about your personal cell phone number or home address to students of JMVU.

E-mail

Email access, as with access to other equipment of the University, is not to be regarded as creating rights or expectations to privacy. All systems of the University are totally owned and under the control of the University.

Garnishments and Wage Assignments

The University will deduct from your wages the amount demanded by court order under state law and pursuant to appropriate legal requirements.

Guidelines for Maintaining a Safe Environment

Employees are expected to take necessary measures to assure and maintain a safe work environment. They have the responsibility to become familiar with the University's rules and policies regarding safety and to observe these. Under workers' compensation law, the employee must file a report on any on-the-job injury, no matter how minor the injury may seem at the time. This report must be filed with the Office of Administration and Academic Affairs. Employees also are responsible for knowing the location of the nearest fire extinguisher and exit from their work area prior to an actual emergency and assisting and cooperating in safety and related programs of the University.

Children on Campus

The University strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes, such as through the VPK program, are welcomed. Minor children, however, should not be brought to the University unless closely supervised by their parent. Minor children should not be brought into classrooms, labs, libraries, and other areas or facilities set aside for academic learning purposes in the University. This practice may be disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, faculty or the administrative supervisor of the department has full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. Due to insurance and security purposes, the University will not permit children under the age of 15, who are unsupervised and without appropriate permission, to be left anywhere on the premises.

Facilities and Equipment

All items of equipment, including access to computers, and furnishings in University buildings are the property of the University unless there is a written record on file in the

Administration Office to the effect that certain specified personal items are owned by others. The University's insurance policy does not cover damage or loss of personal items. Each item of equipment and furnishings is inventoried and a record kept in Administration Office. The record lists the number, value, and exact location of each piece of furniture and/or equipment on campus. An accurate record is necessary for insurance purposes. For this reason, no piece of furniture or equipment may be moved, loaned, or disposed of in any way except through the Administration Office where a proper form is completed.

Mileage and Travel Expenses Reimbursements

Requests for reimbursements for mileage and/or travel expenses incurred, including any other compensation of any kind, as determined by the University, while conducting business on behalf of JMVU must be approved in advance.

Solicitation and Distribution of Literature

The University recognizes that employees may have interests in events and organizations outside the workplace. However, the University also believes employees should not be disturbed or disrupted in the performance of their job duties. For this reason, solicitation of any kind by an employee of another employee, or by others, is prohibited while either person is on working time. Solicitation is defined as any approach of one person by another person for the purpose of buying or selling goods or services, or distributing advertising material, handbills, printed, or written literature and email and other electronic communications. Solicitation of any kind is prohibited during work time and at all times in working areas of the University.

Marketing and Communication/University Relations

The Marketing and Communications/University Relations Office functions as a centralized clearinghouse for all marketing activities originated, funded, or produced by a department or division to ensure conformity to University policy and procedure. The office has the responsibility to see that all publications carrying the Jose Maria Vargas University name make a good impression and contribute favorably to the University image. As an "in-house agency" to the various University divisions and departments, the office offers assistance with editing, writing, design, and production trafficking of University materials, which include brochures, programs, announcements, catalogs, posters, annual report, advertising, and other marketing/promotional pieces. Employees consent to use of their likeness and photograph in all brochures, even after they cease employment.

Answering Media Inquires

The University Relations Office has an established list of faculty and staff members who are willing to be contacted by the media for comments and information on specific topics. The University Relations staff makes every effort to accommodate media inquiries. If the

media contacts a member of the faculty or staff directly for an interview, that individual is asked to inform the University Relations Office before the interview takes place.

The University Logo

The University symbol or logo, which appears on official University stationery, in advertising, in publications, and in printed pieces and signs, was designed to represent the University graphically. Employees cannot use the symbol or logo unless permitted to do so by the University.

Standardized Stationery

University stationery is standardized to reduce costs and to present a unified image of the University through all its correspondence. The term "stationery" includes letterhead, envelopes, and campus communications, including email utilization. Official letterheads, envelopes, and business cards are procured by the Administration Office. In order to maintain a consistent look, no stationery, including business cards, or email or electronic communications, should be produced off-campus without the approval of President of the University. Names and titles of individuals may not be imprinted on official University letterhead or envelopes or email or electronic communications without the permission of the President of the University. No other form of stationery is authorized without the approval of the President of the University. If there are questions or concerns about this policy, please consult the University President or appropriate designee.

Guidelines for Photocopying: Copyright Policy

It is every employee's responsibility to know and understand University policy regarding the copying of materials that may be subject to copyright protection. JMVU's photocopying policy is as follows:

José María Vargas University seeks to promote and encourage scholarly research and teaching by providing an environment that allows publication of papers, books and other forms of communication within the context of the Federal Copyright Law as described in Title 17 of the United State Code and the amendments to this code, as well as other Congressional Copyright Acts. (A complete listing of this code may be found at: <http://www.copyright.gov/title17/index.html>) The intent of the law is to "promote the Progress of Science and useful Arts, by securing for a limited Time to Authors and Inventors the exclusive Right to their respective Writings and Discoveries" (United States Constitution, Article I, Section 8).

Two sections of the law have particular significance for an institution of higher education. Under Section 106, copyright ownership of written works by all employees or students is vested in the author, except for the following circumstances:

1. In the case of material that is developed in the course of or pursuant to a sponsored research project or other agreement to which the University is a party, the copyright will be determined in accordance with the terms of the sponsored research or other agreement. Without specific terms assigning ownership, the copyright becomes the property of the University, if the terms of the agreement directly or indirectly create University obligations as to intellectual property developed under the agreement. Employees are engaged in work for hire and shall not own work or creations unless specific written agreements executed by the University by the President and by the Employee, are agreed to in advance.
2. In the case of material that is created by a non-academic employee within the scope of his or her University employment or by academic employees (students, faculty or others) in compliance with a specific direction or assigned duty (other than the teaching of courses) the copyright belongs to the University
3. In the case of “substantial use” of University resources, funds, space or facilities, copyright ownership of Encoded Works (software and other technologies involving electronic capture, storage, retrieval, transformation, information and presentation) shall belong to the University. “Substantial use” refers to the use of University resources not ordinarily used by, or available to all or most members of the faculty.

The Federal Copyright Law makes it clear that that copyrighted materials may not be copied or distributed without the author’s permission. However, Sections 107, 108, 109 and 110 provide exceptions that allow appropriate use of copyrighted material in educational settings if the use meets certain criteria described under the Fair Use Doctrine and the TEACH Act. Appropriate use is determined by standards concerning the purpose of the material, the nature of the material, the amount of the material and the effect of the material. A checklist that provides assistance in making an informed decision regarding the appropriate and fair use of copyrighted materials may be found at: <http://www.copyright.iupui.edu/checklist.pdf>

Since the responsibility for complying with copyright law rests with the user, the University encourages all employees and students to review this checklist before making limited use of copyrighted materials for educational purposes.

Responsibilities to Students

As members of the administration and staff, counselors, mentors, and friends, University administrative personnel and staff can profoundly influence students' attitudes concerning professional competence and responsibility.

University administrators and staff should aspire to excel in their positions and in the administration and to master their responsibilities. University administrators and staff have an obligation to treat students with civility and respect and to foster a stimulating and productive learning environment.

Mentoring and Advising

Administrative personnel and staff who interact with students either in person or on the phone to answer questions about academic or administrative matters and career choices or professional interests should make every effort to ensure that the information they communicate is correct and up-to-date. When, in the course of advising a student, an administrator or staff member receives information that the student may reasonably expect to be confidential, the administrator or staff member should not disclose that information unless required to do so by University policy or applicable law. Administrators or staff members should, however, inform students concerning the possibility of such disclosure.

Evaluation of Student Work and Recommendations

University employees should be fair and complete when communicating evaluative recommendations for students; they should not permit irrelevant considerations to influence such recommendations. If information disclosed in confidence by the student to a University employee makes it impossible for the employee to write a fair and complete recommendation without revealing confidential information, the employee should inform the student of this and refuse to provide the recommendation unless the student consents to full disclosure.

Faculty and Academic Administrator Conduct

Discrimination founded on such factors as race, color, religion, national origin, sex, sexual orientation, disability, age, or other interests protected by applicable law is prohibited at the University. University employees should seek to provide a hospitable community for all and should be sensitive to the harmful effects of behavior in or out of the work environment that perpetuate stereotypes or prejudices. University employees must not, under any circumstances, sexually harass colleagues or students and should not use their role or position to induce a colleague or student to enter into a sexual relationship or to

subject the colleague or student to a hostile environment based on any form of sexual harassment or other act in conduct prohibited by applicable law.

Sexual relationships between JMVU employees and a student who are not married to each other or who do not have a preexisting analogous relationship are inappropriate whenever the University employee has a professional responsibility for the student such as evaluating, supervising, teaching or advising a student as part of a University program. Even when a University employee has no professional responsibility for a student, the employee should be sensitive to the perception of other students that a student who has a sexual relationship with an employee may receive preferential treatment. A University employee who is closely related to a student by blood or marriage or who has a preexisting analogous relationship with a student should refuse to assume roles involving a professional responsibility for the student whenever possible.

It is improper conduct for an employee to engage in a romantic or sexual relationship with a student that is under the employee's supervision. Romantic or sexual relationships between any University employee and a student enrolled in the University may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in the University environment. At JMVU, romantic and sexual relationships between an employee and a student are subject to the prohibition against sexual harassment. The employee found to be involved in such a relationship will be held accountable and may be subject to discipline or dismissal.

Responsibilities to Colleagues

University employees shall treat colleagues and other staff members with respect. An evaluation made of any colleague or any employee should be based exclusively upon appropriate performance criteria fairly applied in accordance with standards established by the University.

University employees shall comply with institutional rules or policies requiring confidentiality concerning oral or written communications. Such rules or policies frequently will exist with respect to personnel matters and evaluations of student performance. If there is a doubt as to whether such a rule or policy is in effect, the employee should seek clarification from the appropriate official of the University.

Responsibilities Concerning the Use of University Property, Equipment and Materials

It is expected that every employee will respect University property and assist in maintaining property, materials and equipment in good working order through proper use and care and by reporting needed repairs as immediately as possible.

Computing Facilities and Resources

The University's computing facilities are provided for the use of registered users. All computer users are responsible for using the facilities in an effective, efficient, ethical and lawful manner. The University views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege. Employees have a privilege but not a right and cannot expect privacy or regard computer facilities as their own as to the computer and any materials saved on the computer and as to any emails.

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of the University. It applies to all users of the University's computing resources, including students, faculty, employees, alumni and guests of the University. Computing resources include all computers, related equipment, software, data and local area networks for which the University is responsible.

The computing resources of the University are intended to be used to conduct the legitimate business of the University. All users must have proper authorization for the use of the University's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical and legal manner. Users must apply standards of acceptable academic and professional ethics and considerate conduct to their use of the University's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights and intellectual property rights of others and to comply with all applicable legal requirements.

Computer hardware and software is the property of the University and the employee is responsible for taking precautions against importing computer viruses or doing other harm to the computer. It is prohibited to copy University-purchased or leased software.

Computer Use Policy

The following rules apply to all users of the University's computers. Violations of any of these rules may be possibly unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these rules:

1. Computer users agree to use facilities and accounts for University related activities only.
2. Accounts are considered the property of Jose Maria Vargas University.

3. The IT Director or a JMVU Administrator working in this capacity must approve all access to central computer systems, including the issuing of passwords.
4. Authorization for the use of the accounts is given for specific academic purposes.
5. Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of the University's rules.
6. Electronic communications facilities, such as E-MAIL are for JMVU related activities only. Fraudulent, harassing or obscene messages and/or improper or unlawful materials are not to be sent or stored.
7. Computer users agree to the proprietary rights of software. Computer software protected by copyright is not to be copied from, into, or by using JMVU computers.

Inappropriate conduct and violations of this policy or the spirit of this policy (as to public postings) will be addressed by the appropriate procedures and University representatives (e.g., Deans and Vice-President of Administration and Academic Affairs). In cases where a user violates any of the terms of this policy, the University may, in addition to other remedies, temporarily or permanently deny access to any and all University computing resources and appropriate disciplinary actions may be taken, up to and including dismissal.

Email and Internet Use

All email communications sent or received at, or relating to, the University should be considered official University correspondence. Such correspondence, including blogs and other computer programs, shall be subject to standards of good taste, propriety, courtesy and consideration. Emails may be retrieved by the University under certain circumstances, such as an internal investigation as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that employees should not try to access another individual's messages without the individual's permission.

Most computers at the University have access to the Internet. It is expected that all individuals using the University's computers will use good judgment in determining the sites visited, blogs, and other websites and postings, and the amount of time spent using the Internet.

ETHICAL BEHAVIOR FOR EMPLOYEES

Guidelines for Appropriate Conduct

All employees are expected to follow acceptable business and professional principles in matters of business and personal conduct as JMVU employees, to accept responsibility for the appropriateness of their own conduct, and to exhibit a high degree of personal and professional integrity at all times. It is impossible to list all forms of conduct that might be considered inappropriate. Certain behaviors, such as theft, fighting, threats of violence, violation of the alcohol and drug policy, insubordination, falsification of records, are clearly unacceptable at any time in the workplace. Other forms of conduct, including, but not limited to, failure to cooperate with other employees, intimidating others, rudeness, while often more subtle, are equally unacceptable.

The University expects all employees to adhere to the following general principles:

1. Observe the highest standards of professionalism at all times;
2. Perform responsibilities in a manner consistent with our values and ethical standards;
3. Comply with all laws, applicable to the University and its students and employees and faculty; and
4. Treat others, including customers, suppliers, and employees, with dignity and respect.

Unsatisfactory performance, work habits, overall attitude, conduct, or demeanor, violation of University policies, procedures, or guidelines, or any other behavior or conduct deemed inappropriate by JMVU may lead to disciplinary action, up to and including termination of employment.

The Progressive Corrective Action Process refers to the following actions:

1. Counseling or verbal warning;
2. Written reprimand and warning;
3. Final warning;
4. Discharge.

Depending on the situation, any step may be repeated, omitted, or taken out of sequence. The University reserves the right to effect immediate termination should the situation be warranted. Each case is considered on an individual basis.

In the case of serious misconduct as determined by the University, you may be suspended and/or discharged on the first offense.

Serious Workplace Misconduct

Serious workplace misconduct includes, but is not limited to:

- Theft (to include unauthorized removal and/or use of University property);
- Sleeping on the job;
- Fighting;
- Behavior/language of a threatening, abusive or inappropriate nature;
- Misuse, damage to or loss of University property;
- Falsification, alteration or improper handling of University-related records;
- Unsatisfactory customer service (mishandling of or unsatisfactory service to the public, students, patients, staff or faculty) as defined by the department;
- Disclosure or misuse of confidential information, including government-mandated regulations that outline the treatment of confidential information (i.e., HIPAA, Medicare compliance, etc.);
- Unauthorized possession or concealment of weapons;
- Possession, use, sale, manufacture, purchase or working under the influence of no prescribed or illegal drugs, alcohol, or other intoxicants; refusal to submit to a required drug screen; and tampering with the drug testing process in any manner;
- Insubordination (e.g., refusal to carry out a direct assignment);
- Misuse of the University's electronic information systems; and
- Inappropriate activities as determined by the University.

Academic Integrity Policy

Integrity is essential to an educational institution and to the whole educational experience. Individual students, faculty and staff members, as well as the University's organizations, must affirm this quality. The importance of integrity and ethics will be portrayed by faculty in their course instruction and will be an integral part of university life at JMVU as determined by the University.

The Academic Integrity Policy requires that all members of the University conduct themselves honestly in all endeavors. Therefore, cheating, plagiarism and other acts contrary to academic integrity are unacceptable and will not be tolerated at JMVU. The University will take severe action against dishonest students, faculty, staff and administrators and those acting contrary to appropriate legal requirements of the University and the law.

Self-expression is also an essential component to a rewarding and fulfilling educational experience. A university setting is an ideal forum for self-expression, voicing disagreement and challenging accepted traditions. Nevertheless, while the University seeks to educate and encourage, it also must curtail behavior that adversely affects others in accordance with legal requirements as determined by the University. As such, JMVU's policies require that such self-expression, although encouraged, must be delivered in a civil manner, exhibiting respect for others at all times.

Confidentiality

As an academic administrator or member of the staff, it is probable that you work with information that the University considers sensitive or confidential, e.g., student records, personnel records, alumni lists, University expenditures, etc. It is important that every employee who handles such information maintain the privacy of this information. In cases of student educational records, the information is confidential under law unless the consent of the student is given for disclosure. Employees are obligated to maintain strict confidentiality regarding student records.

All contact with the media, internal or external presentations, statements, articles, papers or speeches that might be considered by others to be representations or positions of the University must be approved by the Vice-President of Administration and Academic Affairs.

Conflict of Interest

Administrators, staff, and other employees who are hired in a full-time position at JMVU make a full-time commitment to the University. They must arrange their outside obligations, financial interests, and activities so as not to interfere with their primary obligation and overriding commitment to the University. For staff, this commitment includes, but is not limited to regular and punctual attendance at work and prompt and professional completion of all duties and assignments. For administrators and other employees, this commitment includes, but is not limited to, regular and punctual attendance at work and prompt and professional completion of all duties and assignments.

The University expects administrators, staff members, and other employees to acknowledge all conflicts with their primary obligation, to disclose them immediately upon realization of the conflict and to review them annually with the appropriate supervising administrator. Although the University encourages external activities that enhance the employees' value to the University, it expects its employees to assess the possible adverse effects of external employment or financial interest on the University's principal mission.

Administrators, staff members, and other employees who are employed part-time commonly have major obligations and commitments not only to the University, but also to one or more outside agencies. The resulting conflicts of commitment are frequently troubling or severe. Accordingly, part-time employees are expected to disclose their conflicts to the appropriate supervisor or administrator and exercise special care and discretion in fulfilling their multiple obligations.

A conflict of interest exists whenever an administrator, staff member or employee, or a member of his/her immediate family, has an interest of a direct or indirect nature in any entity dealing with or in competition with the University, and the interest is of such a nature that his/her decisions regarding University policy or other University matters may be affected by it. In case of doubt as to whether acceptance of an outside appointment or participation in an outside activity would be in conflict with his/her University responsibilities, the employee will request in writing from his or her director or Dean Academic Affairs, as appropriate, an opinion as to whether a conflict exists, as determined by the University.

Policy against Sexual Harassment

It is the intent of the University to protect all employees and students from sexual harassment as determined by the University. All University employees have a responsibility to keep the work environment free of sexual harassment as well as other conduct prohibited by legal requirements. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. Any employee who becomes aware of an incident of sexual harassment or other conduct prohibited by legal requirements, whether by witnessing it or hearing of it, he or she should report such incident to a supervisor or to another administrator. When the University is made aware of an act of harassment, it is obligated by law to take immediate and appropriate action.

In accordance with the Equal Employment Opportunity Commission's promulgated guidelines and applicable law as determined by controlling legal rulings, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if:

- Explicit or implicit submission to sexual overtones is made a term or condition of employment;

- Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred; and
- Sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work performance.

At the University, sexual harassment of or by employees includes the following:

- Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual;
- Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status or student status;
- Verbal abuse that is sexually-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually-oriented comments or innuendoes or actions that offend others;
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks; or
- Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.

At the University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
- Submission to or rejection of such conduct affects academic decisions;
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
- Unwelcome physical contact, including but not limited to, patting, pinching, or touching; or
- Offensive or demeaning sexual remarks, jokes, or gestures.

Employees aggrieved by a violation of this policy may file a grievance by reporting the conduct to the Dean of Academic Affairs, a faculty member or the President. All allegations of sexual harassment of or by a student or any other University personnel will be promptly and thoroughly investigated by the Administration in accordance with appropriate legal requirements.

The University considers sexual harassment an insidious practice and will not tolerate sexual harassment in any manner or form. Persons sexually harassing others will be dealt with swiftly and vigorously. Any individual who violates any portion of this policy shall be subject to disciplinary action up to and including discharge.

At the University, romantic and sexual relationships between an employee and a student are subject to the prohibition against sexual harassment. Romantic or sexual relationships between an employee and a student under an employee's supervision may appear to be coercive, and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the experience of any student at the University. It is considered improper conduct for an employee to engage in a romantic or sexual relationship with a student under the employee's supervision.

Policy against Alcohol and Drug Use

The University, as an institution of higher education, is dedicated to the well being of all members of the University community--students, faculty, employees and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as illness or treatable disorders, and it is the University's policy to endeavor to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. The University also recognizes that the possession and/or use of certain substances are illegal, and the University is obligated to comply with local, state, and Federal laws.

Generally, University's alcohol and drug policies are as follows:

- While on campus or engaged in any University related-activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action, including the possibility of dismissal;
- Employees will be evaluated on their work performance. If an employee's performance deteriorates, the University will discipline the employee based on his or her job performance. Poor job performance can result in discharge. If alcohol consumption or the use of any other drug affects an employee's performance, assistance may be available in the discretion of the University as provided by law.
- Any professional assistance for substance abuse may be given on a confidential, professional, and voluntary basis in accordance with the law. The purpose of this assistance is to help the individual member of the University community who has a substance abuse problem lead a productive work and/or academic life free of the substance abuse;
- Any member of the University community who engages in any illegal activity involving alcohol or other drugs is subject to dismissal.

Smoking Policy

The University wants to promote a healthful and clean work environment for students, employees, staff and visitors. In accordance with Florida's Clean Indoor Air Act (FCIAA), smoking is prohibited in all University buildings. This includes, but is not limited to, any

classroom, laboratory, library, faculty office, administrative building, dining facility, or any other facility owned or controlled by the University.

The University abides by and strictly enforces the Florida Clean Indoor Air Act. Every employee has the right to work in an area free of environmental tobacco smoke.

Designated smoking areas may be established outside University buildings as appropriate. Such designated areas must be at least 25 feet from any building entrance. Smoking will not be permitted in University vehicles.

Employees found in violation of this policy may be subject to disciplinary action. Employee concerns should be reported to the Administration Department.

Policy against Hazing

The University has an absolute prohibition on hazing. Hazing is defined as an action or situation created on or off campus which recklessly or intentionally harms, damages or endangers the mental or physical health or safety of a student for the purposes, including but not limited to initiation or admission into or affiliation with any organization operating within the University. Hazing includes, but is not limited to, pressuring or coercing a student into violating University rules, the University Student Conduct Code, or local, state, or federal law, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced or encouraged consumption of any food, liquor, drug, or other substance, or other forced or encouraged physical activity that could adversely affect the physical or mental health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced or encouraged exclusion from social contact, forced or encouraged conduct that could result in extreme embarrassment, or forced or encouraged activity that could adversely affect the mental health or dignity of the student, or any other activity, individual or concerted, designed to intentionally adversely impact any member of the University community, which is inconsistent with the regulations and policies of the University.

It is not a defense to a charge of hazing that:

1. The consent of the victim had been obtained;
2. The conduct of the activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or

3. The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

Every effort will be made by the University faculty, administrators, and staff to ensure that students will not be victimized by hazing.

Workplace Violence Policy

Workplace Violence Definition

An act or threat of violence will be considered to be within the University community if and when it occurs on University property and is undertaken by one member of the University community against another. Members of the University community include: students, employees, and outside person(s) doing business with the University such as customers, vendors, or others.

University Guideline and Procedures

The University takes a strong and unequivocal position against intimidation, threats, or violence in the workplace. We will investigate complaints of threatening, intimidating, or violent acts including hostile behavior, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto University property, or any other act which, in the University management's opinion, is inappropriate to the workplace. This guideline extends to persons doing business with the University including customers, vendors and others who interact with University employees and students.

We request the support and cooperation of all employees and students in helping to keep our University a safe and healthy place to work. Employees and students should immediately report any behavior which may constitute a potentially violent situation to University management.

Procedures

1. Upon witnessing or hearing of an act or threat of violence, the appropriate manager may immediately act to suspend the individual(s) involved, pending the results of an investigation. If the individual(s) refuse to leave, the manager should call Campus Safety at ext 101 to escort the individual(s) off campus.
2. The manager should notify the Administration Department immediately. Administration will help in determining the appropriate action to be taken.
3. Should the alleged perpetrator of violence be a student, Director of Student Development will handle the matter in accordance with the ***Student Code of Conduct***.

4. The University will conduct any required investigation in a discreet manner. During the course of the investigation, the University may find it necessary to talk to a number of employees, particularly to the alleged perpetrator. As a result, the University will not guarantee the confidentiality of reported complaints.
5. At the conclusion of the investigation, the employee will be notified of the action to be taken. The action to be taken must be reviewed by Human Resources and/or University Legal Counsel before it is communicated to the employee.
6. Documentation of the incident, and action taken, will be kept in the employee's personnel file.

PERSONNEL MATTERS

Selection of Personnel

Human Resources are responsible for all recruiting activity and for approving all hiring commitments, including salary, position and special conditions of employment. Human Resources will work closely with other supervisors to follow established procedures when filling a position. The University seeks to employ personnel in accordance to their abilities, interests and potential for development. Factors that are considered in making an employment decision include, but are not limited to: the individual's fit with the institution, current University needs, and encouraging the professional growth of current staff members and pursuant to standards set by the University. The primary goal in filling a vacant position is to place the most highly-qualified individual in that position.

Orientation Period

For all new and rehired employees, there is an orientation period of 90 calendar days, at the end of which, their performance will be evaluated. Employees are and shall be, during and after orientation, at-will employees.

Payroll

Pay checks for nonexempt employees are issued every other Wednesday, for the two (2) week period ending the previous Saturday. The University reserves the right to make the appropriate determination of exempt and nonexempt employees.

Withholding and Payroll Deductions

JMVU is required by law to take certain withholding or deductions from your wages. These include Federal Income Tax withholdings, which are withheld based on W-4 forms that you fill out upon employment. The federal government also requires you and the

University to participate in Social Security (FICA) withholding. Under this program a required percentage is deducted from your wages, which the University matches in compliance with the law. Social Security is a federal plan that provides retirement, disability, death, survivor and Medicare benefits to eligible recipients. It is the employee's responsibility to maintain up to date information regarding what is taxable and non-taxable income.

Hours of Work

The standard work week for full-time appointed employees is 40 hours, divided into six days, Monday through Saturday; the schedule must accommodate the requirements of the department. The University retains the right to specify certain designated hours affecting all employees or groups of employees. Daily and weekly work schedules may be changed from time to time at the discretion of the University to meet varying business conditions. Changes in work schedules will be announced as far in advance as practical by the University. The University reserves the right to set and determine hours of work.

Attendance and Punctuality Policy

It is the policy of Jose Maria Vargas University to establish reasonable and necessary controls to ensure adequate attendance and to meet business and production needs.

Procedure

1. Working schedules and starting times are established by the Department Supervisor or Manager based on business and production needs. The Department Supervisor is responsible for communicating work schedules to subordinates.
2. Employees are expected to be at their work station in a fit condition and ready to work at starting time. Work activity should commence at starting times and continue until the normal designated stopping times for breaks, lunch, or the end of work.
3. In the event of absence or tardiness from an assigned work schedule, the employee is required to report the absence or tardiness to the University. When reporting absence, the employee must telephone his or her supervisor, or other designated individual as specified by management. In the event the employee cannot reach a Supervisor or Manager, the absence should be reported to the Human Resources Department. The employee must call at least within one hour of scheduled start time.
4. The company reserves the right to require an employee to submit a physician's certificate in the event of repeated absences for the medical reasons or in the event of medical absences exceeding three days.

5. The company recognizes that an occasional absence may occur, as defined by University policies for holidays, vacations, jury service, funerals, family and medical leave, personal leave, military leave, voting, etc. Time off from work is unpaid unless the University has established a specific policy providing pay for time off.
6. An employee's absence will be considered excused if covered by policy and the employee provides proper and timely notification deemed satisfactory to the Supervisor or Manager. Timely notification means calling in on the day of absence or providing advance notice for absences which can be anticipated.
7. An employee's absence will be deemed unexcused when an employee fails to call in, gives a late notice, fails to give advance notice for an absence which could be anticipated, exceeds the number or length of absences as defined by policy or authorized in advance by the Supervisor or Manager. Unexcused absences are subject to corrective discipline or termination as defined in policies on discipline and separation of employment.
8. Excessive absenteeism is defined as two or more instances of unexcused absence in a calendar month. Such excessive absenteeism is subject to corrective discipline. Any eight instances of unexcused absenteeism in a calendar year are considered grounds for discharge.
9. In the event an employee is absent for three days or more without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment as a voluntary quit.
10. In the event a nonexempt employee reports to work late, he or she will be docked for time missed. Any lateness of up to six minutes shall result in loss of pay equivalent to 15 minutes.
11. Excessive tardiness shall be subjected to corrective discipline or termination. Excessive tardiness is defined as three or more instance of lateness in a calendar month and is subject to corrective discipline. Excessive instances of lateness in a calendar year, as determined by the University, are considered grounds for discharge.
12. An employee's request to leave work early may be considered by the Supervisor or Manager. Approval of such absences should be based upon the urgency of the reason for absence and department staffing needs. As a general guide, early leaving should not exceed one instance per month or five instances in a calendar year.

13. The Personnel Records Clerk is responsible for maintaining attendance records and for advising respective supervisors if an employee's absence or lateness exceeds the guidelines of this policy. The University reserves its right, in its discretion, to make appropriate rules and exceptions to vary the foregoing.

Lunch Periods

Employees receive a one hour unpaid meal period, which will normally be taken between 11:00 am and 3:00 pm.

A meal period of not less than thirty minutes (off duty, unpaid time) is required, if an employee works for a period of more than five hours. When a work period of not more than six hours will complete the day's work, the meal period shall be optional. If for some reason an employee is required to remain in the work area all day (e.g. to answer phone calls, handle walk-in inquiries, etc.), an "on duty" meal period will be permitted, which shall be paid time and counted as time worked for overtime purposes. Prior permission should be sought to work through lunch.

Contact your supervisor for more information on a specified lunch break.

Overtime Policy

Compensation for overtime hours worked is governed by the provisions of the Fair Labor Standards Act. Employees eligible for overtime pay must receive prior authorization to work overtime from their department manager.

Overtime is time worked in excess of 40 hours in a work week of seven consecutive days. Nonexempt employees will receive overtime pay at 1.5 times the hourly rate.

The 40 hours of work excludes paid time off such as holidays, vacation and sick leave, et cetera.

Any complaints about overtime should be raised through the grievance process.

Resignation, Termination and Re-employment

If you decide to retire or resign voluntarily from your position at the University, you are requested to give at least a two-week notice to the University by submitting a resignation in writing to your supervisor and/or a copy of such resignation to Human Resources. If, due to medical reasons, you are unable to perform essential job functions, either you or the University may initiate termination of employment for medical reasons. Also, barring a contractual agreement, the University may legally terminate any employee "at will" with or without notice or reason; however, the University seeks to operate in good faith with its employees and where in its discretion it is possible the University reserves its discretion

to take appropriate disciplinary steps to warn the employee before termination. Employees on contract may be terminated by the University in its discretion pursuant to such employment contracts in accordance with appropriate legal provisions. Employees who have voluntarily resigned from the University are generally eligible to be rehired by the University in the discretion of the University. The University generally will not rehire individuals who left the University for other than voluntary reasons.

Rehire Policy

Any employee who voluntarily terminated employment with the University in good standing may be eligible for reemployment in the discretion of the University. The record of prior employment must indicate that the employee's performance met acceptable standards.

Any employee who was involuntarily released by the University, and whose record of prior employment was unsatisfactory, as determined by the University in its sole judgment, is ineligible for reemployment.

Any former employee reapplying for employment is subject to compliance with all other employment policies in effect at the time of reapplication.

Staffing Level Reduction Plan

In any particular case of staff level reduction, the functional needs of the University, the department and the ability and qualifications to perform the work will determine which employee(s) will be terminated in the discretion of the University. When ability and qualifications are equal, seniority may be considered in the discretion of the University.

To transfer or to be eligible for re-employment, an employee must be eligible for employment under the University's ***Rehire Policy***. A laid-off employee who is offered a suitable, alternative position and declines the offer will be considered to have made a voluntary termination but will not be allowed to seek re-employment unless the University in its discretion so determines. Nothing in this policy should be read as giving a guarantee of re-employment to employees who are laid-off, as a result of staffing level reductions or reorganization.

Vacation Time

Accruing Vacation Time

Full-time employees must have satisfactorily completed 1 full year of employment before they can accrue vacation time. The University allows 5 paid vacation days per calendar year. Unused vacation days do not roll over into the next calendar year.

Restrictions on Use of Vacation Time

Due to the special requirements of the University and the need to ensure as many staff are available as possible in positions where work cannot be interrupted, the University does place restrictions on employee use of vacation time. Eligible employees can take their 5 vacation days during the last two weeks of the year. If a person resigns their employment with the University; any unused vacation time will not be paid by the University.

Promotions and Transfers

The University attempts to recognize qualified staff for promotion and transfer where it is appropriate and possible after the 90-day orientation period is over in the discretion of the University. Promotions may be granted based on previous job performance and the individual's ability to meet the requirements of a new position in the discretion of the University. The University encourages its employees to pursue relevant training and educational opportunities that will enable individuals to seek promotions.

Position Definitions

When you are notified of your employment by the University, you will receive a contract or letter that specifies the title and nature of your job and under what job definition it falls. The job definition determines the policies that apply to you and/or the benefits you may be eligible to receive but the University reserves the discretion to make changes unless specifically waived in such contracts.

The Office of the President determines whether the position is classified as administrative or hourly.

Full-time, Part-time or Temporary Status

This status is determined by the number of hours worked weekly, the regularity of the work schedule and the duration of the position.

Full-time hourly staff designates those who work 40 hours per week or more annually. These individuals may be eligible for benefit programs.

Part-time hourly staff designates those who work less than 40 hours per week. These employees may not be eligible for benefit programs other than coverage received under Social Security and Workers' Compensation.

Full-time administrative staff designates those hired under the administrative definition above and who work at least 40 hours per week on an annual basis. These individuals

receive all benefits applicable to administrative staff as described in this manual or as modified by the University on occasion.

Part-time administrative staff is those who work less than 40 hours per week hours per year. These employees may not be eligible for benefits other than coverage under Social Security and Worker's Compensation.

Temporary staff designates those individuals that the University hires for a pre-determined period. Temporary staff may work either full-time or part-time, but they are not eligible for benefits offered by the University, other than coverage under Social Security and Worker's Compensation.

Job Descriptions

Employees will be given job descriptions upon being hired. JMVU's job descriptions include a summary of the position, a description of the person to whom the position reports and a statement of the position's responsibilities. For some positions, the necessary skills, experience and required educational background are also listed. Position descriptions may evolve throughout time as new duties and responsibilities emerge out of the functioning of the position. The University reserves the right to make appropriate changes.

Withholding and Payroll Deductions

JMVU is required by law to take certain withholding or deductions from your wages. These include Federal Income Tax withholdings, which are withheld based on W-4 forms that you fill out upon employment. The federal government also requires you and the University to participate in Social Security (FICA) withholding. Under this program a required percentage is deducted from your wages, which the University matches in compliance with the law. Social Security is a federal plan that provides retirement, disability, death, survivor and Medicare benefits to eligible recipients. It is the employee's responsibility to maintain up to date information regarding what is taxable and non-taxable income.

Performance Criteria for Employees

Specific employee performance standards and levels of performance may be found in the employee evaluation form used to assess employee performance. The criteria used to judge employee performance includes, but is not limited to the following: the quality and quantity of task performance and responsibility (including productivity and diligence) attendance and punctuality, appropriate treatment and cooperation in regard to other personnel, communication skills, creativity and flexibility, attitude and willingness to accept supervision, organizational skills, neatness and order in the work environment,

ability to innovate, adherence to procedures and policies and acceptance of responsibility to care for and maintain University equipment and supplies. Employees with difficulties in performing prescribed duties are encouraged to seek help from a supervisor or administrator who can recommend a plan of action for improvement in job performance.

BENEFITS

Staff Development

Full-time and part-time employees, following. At this time, JMVU offers no guarantee of direct funding for staff development in the form of workshop or conference grants; however, it does encourage its employees to seek continuous professional development on a personal level and engages in extensive personal mentoring of its staff. Staffs are given computer training and on-the-job training by other qualified JMVU personnel.

Class Attendance during Working Hours

Due to the potential negative impact of coursework and time off for classes upon the employee's performance and the work needs of the employing department, the University does not allow employees to attend classes during regular working hours.

Unpaid Leave

Employees may be eligible for unpaid leave if the Family Medical Leave Act of 1993 is applicable and its requirements have been satisfied. Eligible employees will be granted up to a total of 12 workweeks of unpaid leave within any given 12 month period for the following reasons:

- To provide for the birth and care of an employee's newborn child;
- To provide foster care for a child placed with the employee or for a child placed with the employee for adoption;
- To provide the care of an immediate family member (spouse, child or parent) who is seriously ill or has a serious health condition;

- To take leave for medical reasons when the employee cannot work because of a serious health condition; or
- To engage in other leave pursuant to applicable law for reasons relating to military service or rights.

For further information regarding which employees may be eligible, please refer to Section 110 of the Federal Code (29 CFR825.110). This section of the Code may be found at: http://www.dol.gov/dol/allcfr/ESA/Title_29/Part_825/29CFR825.110.htm

The University may currently grant leave without pay under certain approved circumstances. To receive unpaid leave, you must submit a request in writing to the Vice-President for Academic Affairs stating your reason for the request and the dates requested for the leave. Approval must be granted by your supervisor and the Vice-President for Academic Affairs.

Health Benefits

The University pays the premium for a group medical plan for full-time employees who meet eligibility requirements. If you choose to participate in the plan, any premium amount not paid for by the University will be deducted, pre-tax from your pay. For further details, please contact the University representative dealing with human resources issues.

Worker's Compensation

To cover the cost of work-related injuries or illnesses, the University provides required worker's compensation. Benefits may vary depending on individual circumstances. Reporting forms for incidents of accident or injury are available through the Office of Administration and Academic Affairs. A report must be filed immediately upon injury or accident, no matter how insignificant the incident may seem.

Official University Holidays

Full-time employees who have satisfactorily completed their mandatory orientation period of 90 days are eligible for paid holiday time. Official holidays observed by the university are as follows:

- Labor Day
- Thanksgiving
- Christmas Day
- Memorial Day
- Independence Day
- New Year's Day

See the current year's University Catalog to determine the exact dates of the above holidays for the year.

Childcare Referral Program

All JMVU benefits-eligible faculty, staff, who have satisfactorily completed the mandatory orientation period of 90 days can receive discounted childcare, up to 50%, at a University operated childcare facility. A child cannot be admitted to the same center where his/her parent works as an employee of JMVU.

Leave of Absence for Active Military Service

If you are in the military reserve and are called for active duty, you will continue to receive your regular pay from the University for the first month on such military leave. In addition, you will not have the amount of your military pay deducted from the amount paid to you by the University during this time period. After this one-month period ends, all University compensation will cease. However, you may utilize accrued vacation and personal days to maintain full salary for a period beyond one month.

Provided you continue on active military duty beyond a one-month timeframe, you then will go on unpaid leave of absence status.

Federal law provides that employees returning from active military leave will be reinstated in accordance with the law.

Military Reserve Training Leave

If you are a regular full-time or part-time staff employee who is in military reserve training, you are eligible to receive up to fifteen (15) days of University base pay as Paid Military Leave for participating in required military service training, provided that you turn in your military pay, excluding allowances.

If your training period extends beyond three (3) consecutive workweeks, you will be placed on unpaid Leave of Absence for any time not covered by vacation, personal holiday time or Paid Military Leave. If you are eligible to use vacation or personal holiday time, you may elect to use accrued vacation to cover military leave time and retain your military pay.

Voting

If an employee doesn't have a total of three hours off when the polls are open, they will be given two (2) hours off, if requested. This time off, if requested and approved, will be without pay.

Court Appearances

The University will grant time off if you are obligated to make court appearances. You may use vacation and/or personal holidays to receive pay for time lost from work or may use unpaid time to appear in court.

- If you are subpoenaed to make a court appearance for a matter unrelated to your University employment, you are expected to use your own vacation and/or personal holiday time or unpaid time off.
- If you are subpoenaed to make a court appearance on behalf of the University, you will be paid your regular pay.
- If you are subpoenaed to make a court appearance on behalf of another University employee, you are expected to use your own vacation and/or personal holiday time or unpaid time off.

Emergency Closing

On rare occasions, circumstances may require emergency closing of the University. Only the University PRESIDENT or his/her designee can make the decision to close the University. If it is necessary to make a public announcement of the closing, the Public Relations Representative will give the information to the news media (under prearranged procedures for verification) and provide a recorded announcement for the telephone information system. Full-time employees who have satisfactorily completed the mandatory orientation period of 90 days are entitled to receive 25% of their pay on those days not worked due to emergency closing.

Emergency Registry

The University requests that all employees provide emergency contact information, to aid in the communications process, in the event of an emergency and cooperate in emergency procedures.

OTHER POLICIES

Photography Policies

Intellectual Property

The Jose Maria Vargas University (“JMVU”) Department of Marketing Communications respects intellectual property rights when procuring and using photographs. We seek [written permissions](#) from photographers for the use and reproduction of their photographic art in publications, Web pages and displays. When appropriate, we purchase the copyright with respect photographs and work out agreements for attributing authorship to the photographers.

When book cover art, newspaper masts, logos, photographs, illustrations and other art from off-campus sources are needed for a publication, JMVU’s Department of Marketing Communications staff members seek official permissions and releases. If the artwork is needed for a Web page, a member of JMVU’s Web Management and Services staff researches and completes the online process for permission and release of the works for reproduction and online use and display.

When the Department of Marketing Communications is aware that photographs taken by JMVU students or faculty are being considered for use in a JMVU publication, a staff member contacts the individual involved for permission to use the photograph. The photographer is asked to provide a [written consent and release](#) for the photo’s reproduction and use and a mutually acceptable approach to the attribution of authorship issue is arranged.

Photo Credits

As a general rule, the Department of Marketing Communications avoids the use of photo credits in recruitment publications. Our usual agreement with our most frequently used photographers provides JMVU with the ownership of the copyrights with respect to the photos from the shoots we arrange and purchase and use of the photos without printed credit. When photo credits are stipulated as a part of a purchase of photography, we include them.

Photo Release

As a condition of their employment with JMVU, our faculty and staff are required to consent to being photographed and grant a perpetual, royalty-free and irrevocable license to JMVU with respect to reproduction, display or other use of any photographs or other

works of authorship created by them or depicting them on campus or in connection with their employment with JMVU. Students, as a condition of their enrollment and attendance at JMVU, also consent to being photographed on campus and grant a perpetual, royalty-free and irrevocable license to JMVU with respect to reproduction, display or other use of any photographs or other works of authorship created by them or depicting them on campus or in connection with their coursework at JMVU.

Still or video photo shoots may be informal (candid shots of campus scenes, athletic events, performance groups, large groups or activities) or formal (planned visits to classrooms, laboratories or offices; directory shoots or athletics headshots with professional backgrounds; or video shoots on campus) in nature. All such photographic images taken by JMVU faculty or staff and the copyrights with respect thereto are and/or become the property of JMVU's Department of Marketing Communications and staff members add the digital photos or video footage captured to the University's library of images (maintained by) which becomes a resource for the Web site and University's publications.

Informal Photo Shoots

The Department of Marketing Communications attempts to inform the campus when far-reaching informal photography projects are under way. Announcements are made through the campus newspaper, and/or in some instances signs are posted in areas of the campus.

Formal Photo Shoots

When a request is received or a need arises for images of particular individuals or settings, a Department of Marketing Communications staff member contacts the appropriate faculty member, staff member, or department to schedule the photographer. Preferring a natural, realistic approach, the University seldom stages its photographs.

Faculty members are encouraged to inform classes of the impending photo shoot. Public Affairs will provide the faculty member an announcement to be made to the class with suggestions for making the shoot as effective as possible.

The faculty member is asked to permit the photographer to make an announcement upon arrival at the classroom. The photographer will introduce himself/or herself, briefly explain his or her purpose and allow students who wish not to be photographed to move

to a part of the room that will not be included in his photos. Students not wishing to participate must inform the photographer of same prior to the photograph being taken.

Students participating in a photo shoot are giving their permission for the photos to be used as the University sees fit by participating in such shoot. Students are permitted to opt out of the shoot if that is their choice by informing the photographer in advance of the photo being taken and removing themselves from the area.

Choice of Photos

Department of Marketing Communications staff, in consultation with requesting departments when possible, is responsible for choosing images on behalf of JMVU for use at the Web site, in various publications and in video projects. Occasionally images are shared with outside entities making requests.

Choices for photographs are made with great sensitivity to:

- the goal for the message(s) to be communicated,
- the quality of the photo,
- providing a truthful representation of the University, and
- the impact of the photo on the audience's perception of JMVU

Although we attempt to be as objective as we can in our photo choices, we recognize that making photograph selections is a subjective task. Rather than compromise the reputation of JMVU by utilizing a photograph that does not meet our qualifications, a photo shoot will be rescheduled.

Ways to Opt Out of Photos Being Published

Directory Listings -Faculty and staff may choose not to publish their photos (or personal information) by making their preference known in writing to staff of the Department of Marketing Communications at JMVU. Make sure to [update your personal information for use in directories](#).

Formal Shoots -After arranging a shoot, the Department of Marketing Communications provides an announcement that faculty may use to make their classes aware of the scheduled time for the shoot. The photographer will make an announcement allowing

students to opt out of the shoot by informing the photographer in advance of the photograph being taken and moving to another part of the room if that is their choice.

To Have a Photo Removed from Use

Concerns about the uses of individual images on the Web site or photos in print publications may be communicated to the Department of Marketing Communications. We will try to resolve individual complaints while still meeting our important goals of visually representing the University. We ask your patience in this process. Expense is sometimes a consideration in our ability to change a photograph; sometimes an inventory of printed publications must be exhausted before the change can be put in place.

With respect to claims of copyright infringement relating to photographs shown on our Web site, we have a Designated Agent to receive notices of such claims and written procedures to deal with such claims in accordance with the Digital Millennium Copyright Act.

Lost & Found

The Lost and Found Desk is located in the front Help Desk.

Revised: July of 2018

Acknowledgement

This is to certify that I have received my personal copy of the Jose Maria Vargas University Staff and Administrative Handbook. I have had time to review the Handbook. I understand that this is not a contract of employment expressed or implied, but merely sets forth regulations and employment methods for resolving conflicts and explanations which are subject to change in the discretion of the University. I understand that I also have rights as an employee, terminable at will, which have been described herein and I accept the limitations provided herein. It is my understanding that this handbook can be updated from time to time at the discretion of the University, and the University in its discretion also reserves the right to post revisions on its website from time to time, and to provide additional information by other means, changes, revisions, and supplements, including modifications and deletions to this handbook, and the handbook policies. I also understand that it is my responsibility to become familiar with the policies, practices, and information contained within this handbook. I also understand that this version supersedes all prior versions and that the University reserves the right to revise, eliminate, or otherwise change provisions of the Handbook at any time at its discretion.

Name (please print) _____

Department Name _____

Social Security Number _____

Signature _____

Date _____

Please sign, date, and return this page to supervisor