

7. WORKPLACE PRACTICES

7.1 Confidentiality

Employees of Heritage University may encounter a variety of confidential matters regarding other employees, faculty, staff, students, clients, and donors. When doing so, it is the employee's responsibility to maintain the highest level of privacy for fellow employees and other members of the University community.

7.2 Work Schedules

The normal work week for full-time employees consists of 40 hours per week. Employees may, on occasion, have to work more or less than forty hours per week. In these instances, advance notice will be provided when possible and the employee will be compensated for the hours worked in excess of 40 hours per week, in accordance with the Fair Labor Standards Act (FLSA). Work hours and days are determined by the needs of the University and will be communicated to the employee by the supervisor. There may be instances when the needs of the University dictate a change in schedule. This change will be communicated to the employee by the supervisor as far in advance as possible.

Time for breaks, including lunch or rest periods, will be communicated by the immediate supervisor. Break times may not be skipped in order to leave early or come in late.

The University reserves the right to change work schedules as necessary to meet changing departmental needs.

Attendance

Employees, exempt and non-exempt, are expected to adhere to their scheduled hours. If the employee is unable to report to work as scheduled for any reason, the employee should promptly notify their supervisor. It is not sufficient to leave a message with a co-worker nor should the notification be made by a friend or family member except under emergency situations. Such notification should be made as far in advance as possible.

Meal and Rest Periods

In compliance with federal and state laws, full-time, non-exempt employees receive a fifteen minute rest period the first half of their work shift and another fifteen minute rest period the second half. Rest periods are limited to fifteen minutes of absence from the job. Part-time, non-exempt employees receive a fifteen minute rest period for each four hours of continuous work time.

Employees may not forego rest periods to accumulate extra time off in the future or to make up for tardiness or previous absence. Rest periods may not be skipped in order to leave early or come in late.

Meal schedules may vary by department and can be adjusted to meet departmental needs. An unpaid meal period of one hour (30 minutes minimum) should be scheduled as close as possible to the mid-point of a work schedule greater than 5 hours.

Meal periods may be reduced to 30 minutes as part of a flex schedule but may not be forgone entirely.

Flexible Scheduling

Flextime allows for flexible scheduling arrangements that permit variations in starting and departure times, but does not alter the total number of hours worked in a workweek or workday and does not

allow for working away from the office location. Flextime can be used to improve coverage and extend service hours. Flextime must occur within the 40 hour work week.

Flextime is a privilege and may be discontinued, temporarily suspended, or altered, with or without notice, at the sole discretion of the appropriate supervisor or Vice President when the work needs change or if service is impaired. Each request for a flextime schedule will be decided on an individual basis. All decisions should be consistent with department practices.

7.3 Employee Records

The Human Resources Office maintains a personnel file for each employee containing vital employment information. To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify the Human Resources Office of any changes in name, home address, marital status, number of dependents, telephone number, and person to notify in case of emergency. It is also important to notify the Human Resources Office of academic achievements that may enhance opportunities for advancement.

Access to Employee Records

Employee personnel records are maintained by the Human Resources Office. Employees may review their personnel file upon request. Supervisors also may review the files of those employees for whom they are directly responsible. Contact the Human Resources Office to request access to a personnel record.

Privacy of Health Information

Government regulations define standards to protect the privacy of health information. In the course of the employment relationship, employees' health information may be used by the University when necessary for the administration of workers' compensation benefits or health insurance plan benefits. Employees may be asked to sign an authorization form to permit a medical provider or health plan to disclose health information to the University. Any such disclosure will only be used for the specific purpose of the disclosure and the University will take all reasonable precautions to protect the privacy of this information.

Disclosure of Information

The Human Resources Office will furnish, upon written request of third parties outside the University, employees' dates of employment at the University and their title or position. In instances where payroll information is requested (e.g., salary information for obtaining a mortgage), the requesting party will be advised that this information will only be made available with the written consent of the employee.

7.4 Employee Health and Safety

The prevention of accidents and the promotion of safety are the responsibility of everyone in the University community. Everyone is encouraged to be alert to and report any unsafe practices and conditions that may present an imminent danger to individuals or property. Employees should report these types of conditions to their immediate supervisor and to the Physical Plant and Maintenance Office.

Emergency Treatment

In the event of a serious or life-threatening emergency, call 911 for immediate assistance. If the situation is not an emergency, contact Heritage University Security.

Campus Safety, Security, Fire, and Emergency Services

Each Heritage University building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings, and the locations of fire extinguishers, hoses, and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route, vacate the premises, and gather in a safe area until the officials in charge declare the premises safe to enter.

Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

Employees are strongly encouraged to become familiar with the emergency action procedures associated with their work area and how Heritage University prepares for, responds to, and recovers from a major emergency. The Emergency Action Plan is available online:

<https://www.heritage.edu/safety-security/emergency-action-plan/>.

Public Employee Hazardous Chemical Protection and Right to Know Act

The Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 was passed to help protect public employees from dangerous exposure to hazardous chemicals. In compliance with this law, Heritage University has established labeling, reporting, and training procedures relating to the use of hazardous materials. All University employees have access to Material Safety Data Sheets (MSDS), which outline specific information about hazardous chemical materials.

Heritage University has developed a written plan for implementing the Hazard Communication Program. All new hires for whom this is applicable are provided with an overview of the major elements of the Hazard Communication Standard and an understanding of the potential hazards of the chemicals they handle and the procedures to be used to ensure personal safety.

Heritage University requires the training of designated employees about hazardous chemicals, labeling of chemical containers, and the management of chemical information sheets (Material Safety Data Sheets). The intent of the training is to provide employees with the chemical health and safety information they need to help protect themselves and to work safely with hazardous chemicals. Vice Presidents, department chairs, business managers, and supervisors are responsible for assuring that their employees are trained if they are covered by this regulation, that containers are labeled, and that an updated list of non-laboratory chemicals used in their work areas is maintained.

The manner in which Heritage University is complying with each of these requirements is detailed in the Hazard Communication Plan.

Designated employees must follow established procedures, attend a Hazard Communication training session (in some cases just reading this manual suffices), read chemical labels and Material Safety Data Sheets, and follow their instructions and warnings.

For additional information, contact the Safety Administrator in the Physical Plant and Maintenance Office.

7.5 Inclement Weather or Emergency Closures and Delays

In the event of inclement weather or any emergency that jeopardizes the safety of employees, the President or designee of the University may declare closure of campus or delayed opening of campus. In the case of inclement weather, the following details the procedures for advising faculty, staff, students, and community when weather conditions require closure or delay the opening of the University. These procedures will apply to both weekday and weekend activities. The communications protocols for closures or delayed openings of the University during periods of inclement weather are described below.

- If snow or ice falls during the night, the decision to close or delay opening will be communicated through the Heritage University emergency notification system.
- If snow or ice conditions develop during regular daytime working hours and a decision is made to cancel classes and close offices, the University community will be notified via email and the Heritage University emergency notification system.
- Other atypical or dangerous inclement weather occurrences may necessitate campus closure or delay.

Web Site Notification

University closings due to inclement weather will also be posted on the HU web site at www.heritage.edu. Employees will be notified as early as possible about the University's operating status during periods of inclement weather.

7.6 Use of University Services and Property

Use of Heritage University Stationery

Heritage University stationery is intended for University business and must not be used by staff members for personal or non-University correspondence.

Use of Telephones

The use of all telephone services should be limited to official University business only. Telephone calls should be handled in a prompt and courteous manner, and University telephone lines must be kept clear for business calls.

Using office phones for personal long distance calls is a violation of University policy.

Use of Campus Mail

Employees may not use the campus postage services for personal mail. This service is staffed to handle only official University correspondence.

University Equipment

Electronic mail, voice mail, fax machines, and copiers should be used for official Heritage University business only. Employees should understand that electronic mail and voice mail messages are not secure and therefore should not be assumed to be private.

Computer Usage

Heritage University equipment, including computer hardware and software, should be used for official Heritage University business only. Although every effort is made to secure the privacy of each authorized user, messages or files stored on the computer or system network should not be considered

to be entirely private or secure. Heritage University reserves the right to have access to any information stored on a University-owned computer or network.

Under no circumstances may software be copied or installed on a Heritage University computer if such copying or installation would violate any copyright or licensing agreement. All system users are expected to follow the guidelines outlined in the "Computer Use Policy" published by Information Technology.

7.7 Non-University Related Business Activities

Employees who supplement their earnings by the promotion or sale of products and services do so entirely on their own initiative and without implied approval or endorsement by the University. All such activity, including sampling, soliciting orders, and deliveries, must be conducted entirely outside of working hours and entirely outside of University property. All such activity should be reported according to the Conflict of Interest Policy.

7.8 Children in the Workplace

It is expected that employees will not bring their children to work during the employee's scheduled work hours, aside from occasional and limited circumstances. Exceptions must be approved by supervisors.

7.9 Pets

It is expected for health, safety, and courtesy reasons to preclude the presence of pets in the workplace, except approved or certified service animals. Employees should refrain from feeding stray animals on campus.