



American Higher Education Development Corp.

Employee Handbook



- Madison, WI - Minneapolis, MN



- Knoxville, TN



College of Natural Medicine

- Sarasota, FL



- Maumee, OH - Brecksville, OH



- Rockford, IL



- Madison, WI - Minneapolis, MN



Employee Handbook and Manual

www.ahed.com

Effective Date: January 1, 2016

This Employee Handbook is neither an expressed nor implied contract concerning your employment. American Higher Education Development Corporation retains the right to change this handbook, or any policies, forms, common practices or their application, without prior notice. This handbook bears the date of adoption by American Higher Education Development Corporation. Any amendments to this handbook are also dated. This handbook and any amendments hereto, supersede all prior handbooks, employee policies, forms and employment practices.

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I. Introduction & Welcome

1.1. Welcome to the Company

We believe that every employee helps to make American Higher Education Development Corporation successful. We hope that you will be proud to be a member of the company's team. This handbook describes many of the company's policies. The handbook also outlines many of the programs and benefits available to eligible employees. The handbook will answer most questions you may have about employment at American Higher Education Development (AHED) Corporation. We suggest that you become familiar about the handbook as soon as possible.

Supervisors may also have more specific guidelines or requirements for their staff which will be communicated to employees outside of this handbook. We hope that your experience here will be challenging, enjoyable and rewarding.

1.2. Foreword

Whether you have just joined our staff or have been at AHED for a while, we are confident that you will find our company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of AHED to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your supervisor and/or AHED leadership. Neither this handbook nor any other company document confers any contractual right, either express or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company (except the president) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except AHED employees and others affiliated with AHED whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

1.3. History / Mission

American Higher Education Development Corporation (AHED) was found in June 1998 by James M. Devaney. AHED and its family of Colleges prepare our students for in demand careers. We do this by relentlessly staying on top of job trends and develop programs to support those trends. Our community of students focus on finding fulfilling career paths. Our experienced, passionate and caring educators and professionals value the opportunity to give our students the best chance to achieve their goals.

1.4. Locations

AHED campuses and corporate office are located at:

Location Name	Address	Telephone #
Corporate Office	116 Village Blvd. Suite 200, Princeton, NJ 08540	646-569-5681
Stautzenberger College	1796 Indian Wood Circle, Maumee, OH 43537	419-866-0261
Stautzenberger College	5105 Glendale, Suite M Toledo, OH 43614	419-866-0261
Stautzenberger College	8001 Katherine Blvd, Brecksville, OH 44141	440-838-1999
Madison Media Institute	2702 Agriculture Drive, Madison, WI 53718	608-663-2000
Minneapolis Media Institute	4100 W 76 th Street, Edina, MN 55435	952-897-1111
Rockford Career College	1130 S. Alpine Road, Rockford, IL 61108	815-965-8616
East West College of Natural Medicine	3808 N. Tamiami Trail, Sarasota, FL 34234	941-355-9080
@Home Prep	900 E Hill Avenue, Suite 380 Knoxville, TN 37915	800-952-0910
American Higher Education College	2821 Dairy Drive, Madison, WI 53718	608-663-2000
American Higher Education College	4444 West 76 th Street, Suite 200, Edina, MN 55435	952-897-1111

1.5. Values

All employees are expected to adopt AHED institutional values while employed. Further, employees should support and use them as the basis for all interactions at AHED. Faculty should encourage the students to adopt the AHED values during their education at an AHED campus.

1. **Academic Excellence:** AHED strives to provide educational experiences of exceptional quality and to develop students who participate in active learning. We are committed to measuring our progress with appropriate national accreditation standards.
2. **Institutional Integrity in Conduct:** AHED strives to develop long-term relationships with students, staff, faculty and the community based on honesty, fairness, and respect. It will further strive to provide a safe environment that supports freedom of inquiry, protects diversity, and fosters a sense of well-being.
3. **Professionalism:** AHED cultivates a professional environment for its faculty and the professional development of students.
4. **Quality and Continuous Improvement:** AHED strives for quality in all aspects of its operations. It also strive for continuous improvement in all areas through regular evaluation and review of programs, faculty effectiveness, and student success.
5. **Commitment to Success:** AHED's programs and services provide students with the guidelines and support to complete their education and we are committed to the success of our graduates.

II. Workplace Diversity

2.1. AHED's Anti-Harassment Policy and Complaint Procedure

AHED is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, AHED expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of AHED to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. AHED prohibits any such discrimination or harassment.

AHED encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of AHED to promptly and thoroughly investigate such reports. AHED

prohibits retaliation against any individual who in good faith reports discrimination or harassment or who participates in an investigation of such reports.

1. Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

2. Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to AHED (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

3. Complaint Process (Applicable to all Staff and Faculty)

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should report their concerns with their immediate supervisor, or the Campus President, and an investigation will be initiated. Corporate employees should report concerns to the Chief Operations/Compliance Officer. If the reporting employee is uncomfortable discussing concerns with the designated manager or if the concern involves that manager, the reporting employee should contact the Company President who will serve as an alternate investigator.

When possible, AHED encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. AHED recognizes, however; that an individual may prefer to pursue the matter through complaint procedures.

AHED encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to AHED's Chief Operations Officer / Chief Compliance Officer and/or the Chief Executive Officer/President.

False or malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

2.2. American with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of AHED to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to AHED. Contact your supervisor, campus leadership and/or AHED leadership with any questions or requests for accommodation.

2.3. Equal Opportunity Employment Statement

AHED provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. AHED complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

AHED expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, veteran status or any other classification protected by law. Improper interference with the ability of AHED employees to perform their expected job duties is absolutely not tolerated.

III. Employment

3.1. Arbitration

In the interest of expediency, AHED encourages arbitration of disputes that arise out of the employment relationship. Employees sign an agreement in this regard upon hire.

3.2. Background and Reference Checks

To ensure that individuals who join AHED are well qualified and to ensure that AHED maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all regular, full time applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to AHED. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead AHED to deny employment, a copy of the report will be provided to the applicant and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. Additionally, background checks could include a sex offender registry, credit check and social security validation.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

AHED also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above. Background check results will need to be completed after two (2) years of inactive employment.

3.3. Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and AHED.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

AHED has established the following categories for both nonexempt and exempt employees:

- Regular, full time: Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 37.5 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- Regular, part time: Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.
- Adjunct Instructor: Employees who are hired to teach specific courses for specific modules or terms of instruction. Employment beyond any initially stated period does not in any way imply a change in employment status. Adjunct instructors are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.
- Temporary Employment: Employee, typically a student, who is hired to complete administrative tasks and/or a teaching assistant. Employees classified as a temporary employee are not eligible for any benefits listed in the employee handbook.

3.4. Employment Verifications

The Campus President or Controller assigned to the location handles all verifications of employment. Responses to such inquiries will confirm only dates of employment, wage rates and job title(s). No supervisor or other employee is authorized to release any information for current or former employees.

3.5. Immigration Law Compliance

AHED is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the

Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired may also be required to complete the form. Employees with questions or seeking more information on immigration law issues are encouraged to contact their immediate supervisor. Employees may raise questions or complaints about immigration law compliance without fear of reprisal

3.6. Internal Transfers/Promotions

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the company may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

AHED offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the company's best interest.

To be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

3.7. Nepotism, Employment of Relatives and Personal Relationships

AHED wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform management and AHED senior leadership of the relationship.

AHED reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

3.8. Personal Data Changes

It is the responsibility of each employee to promptly notify the school of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of

dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your immediate supervisor and payroll.

3.9. Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

AHED supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. AHED reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following generally outlines AHED's progressive discipline process:

- **Verbal Warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the personnel file for future reference.
- **Written Warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance Improvement Plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

AHED reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including but not limited to verbal and written warnings, suspension with or without pay, demotion and discharge.

3.10. Return of Company Property

The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, PCs and identification cards. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

3.11. Rehire

Former employees who left AHED in good standing and were classified as eligible for rehire may be considered for reemployment. An application must meet all minimum qualifications and requirements of the position, including any qualifying exam, when required.

Supervisors must obtain approval from the Campus President or designee prior to rehiring a former employee. Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

3.12. Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee

witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

3.13. Smoke-Free Workplace

It is the policy of AHED to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." This also includes e-cigarettes.

The smoke-free workplace policy applies to:

- All areas of company buildings.
- All company-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the company.
- All visitors (customers and vendors) to the company premises.
- All contractors and consultants and/or their employees working on the company premises.
- All employees, temporary employees and student interns.

Smoking is permitted in parking lots only or where designated by the building owner at a campus location.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

3.14. Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem

the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

- Retirement: Employees who wish to retire are required to notify their department director in writing at least one (1) month before the planned retirement date.
- Job abandonment: Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify payroll at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- Termination: Employees of AHED are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

3.15. Drug-Free Workplace

AHED has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, AHED is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of AHED. The campus is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the campus, whose members have been trained to make referrals and assist employees with drug/alcohol problems.

AHED will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly

disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.
- AHED will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The company retains the right to require the following tests:

- Reasonable suspicion: Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. AHED COO or CEO must be consulted before sending an employee for reasonable suspicion testing.
- Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, AHED may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include

follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

Consequences

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended without pay pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and AHED CEO / COO. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to AHED shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

AHED reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs

AHED prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Campus Security

The U.S. Department of Education requires all institutions of higher learning to publish an annual notification to current students its institutional graduation rate, program retention and placement rates and the Campus Security and Drug-Free Campus/Workplace report to all students and employees. The Campus Security and Drug-Free Campus/Workplace report contains the following information:

Campus Security

- Emergency Response Plan
- Security & Access to Facilities
- Crime Awareness and Prevention
- Crime Statistics & Definitions
- Disciplinary Referrals
- Sex Offenders / Sex Offenses

Drug-Free Campus and Workplace

- Alcohol & Drug Policy
- Description of Health Risks Associated with Alcohol and Drug Use
- Federal and State Legal Sanctions
- Local Counseling, Treatment and Rehabilitation Programs
- Statistics

Other Notifications

- Graduation Rates
- Placement Rates
- Voter Registration
- Family Educational Right and Privacy Act of 1974 (FERPA)

You may obtain a copy of this report by accessing the College's website.

- American Higher Education College –
<http://www.ahectoday.com/consumer-info>
- East West College of Natural Medicine –
<http://www.ewcollege.edu/#!/consumer-information/cwzp>
- Media Institutes
<http://www.mediainstitute.edu/consumer-info>
- Rockford Career College
<http://rockfordcareercollege.edu/consumer-information-resources>
- Stautzenberger College
<http://sctoday.edu/disclosures-student-achievements/>

Additionally, you may obtain a copy of this report by contacting the Campus President's office at the campus.

3.16. Workplace Bullying

AHED defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the company Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. AHED considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

3.17. Violence in the Workplace

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. AHED resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. AHED treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, security personnel, member of AHED’s senior management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform their supervisor and/or AHED leadership of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. AHED will not retaliate against employees making good-faith reports. AHED is committed to supporting victims of intimate partner violence by providing referrals to AHED's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence.

AHED will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. AHED will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, AHED may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

AHED encourages employees to bring their disputes to the attention of their supervisors or Campus President/AHED Senior Leadership before the situation escalates. AHED will not discipline employees for raising such concerns.

IV. Workplace Expectations

4.1. Attendance and Punctuality

Vacation and holidays must be scheduled with one's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

4.2. Confidentiality and Non-Disclosure Agreement

AHED is committed to confidentiality of sensitive and proprietary information. Employees are required to acknowledge and sign an agreement to this effect upon hire.

4.3. CampusVue Security Policy

CampusVue data integrity is a vital part of our business. CampusVue is the database that houses all of our student records and information. AHED must ensure the integrity of the database at all times. Therefore, each employee must review and understand the below:

- At no time should any employee access, review or manipulate any of their own student records in CampusVue.
- At no time should any employee access, review or manipulate any part of a student record information that is beyond their scope of employment.
 - For example, an employee in Admissions should not update a Career Services record.
- At no time should any employee remove a student's social security number in CampusVue.
 - Updating the social security number information to correct erroneous information is acceptable with appropriate documentation.
- At no time should any employee add data to CampusVue that is known to be inaccurate, incorrect or false.
 - For example, an employee should not add "test leads", "temporary records" or "training leads" to CampusVue.
- If an outside entity must troubleshoot or test communications with the CampusVue database, the IT department must give written approval prior to the records being created. Additionally, those records and associated data must be removed upon the completion of the troubleshooting or testing.

AHED provides access to a non-production database for select users for testing purposes. Please contact your direct supervisor for additional information or to request access.

If I have any questions or if I believe there is a violation of the above procedure occurring on the campus, I understand that it is my responsibility to report this to my supervisor and/or Campus President.

4.4. Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf

of AHED may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with AHED.
- Hiring or supervising family members or closely related persons.
- Hiring a current student for business outside of an AHED campus.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager.

4.5. Dress Code

During business hours or whenever an employee is representing the company, the employee should appear clean, well groomed and wear the appropriate attire that is required for the occasion. If the employee is unsure about the correct attire, the employee is directed to their supervisor and/or Campus President. The following is a guideline to help employees understand the appearance guidelines:

- Tank tops, tube or halter tops, shorts or sandals may not be worn under any circumstances
- Offensive body odor and poor personal hygiene is not professionally accepted
- Clothing with offensive and/or obscene language or images is not appropriate

It is important for all employees to project a professional image while at work by being appropriately attired. AHED employees are expected to be neat, clean and well groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

All employees must be covered from shoulders to knees at all times (no see-through or sleeveless clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy.

AHED is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home without pay to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

4.6. Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, company-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon AHED or be contrary to AHED's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

Right to Monitor

All company-supplied technology and company-related work records belong to the company and not to the employee. AHED routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

4.7. Employee Personnel Files

Employee files are maintained by the campus and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within seven business days of the request or as permitted by applicable state law. Personnel files may not be taken off campus.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

4.8. General Business Ethics and Conduct

The successful business operation and reputation of AHED and AHED's campuses is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The continued success of AHED and its campuses is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to AHED and its customers to act in a way that will merit the continued trust and confidence of the public. AHED will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with your immediate supervisor and/or a supervisor for advice and consultation. Compliance with this policy of business ethics and conduct is the responsibility of every AHED employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

4.9. Media Communications

In the event any campus personnel is contact by the media, no employee, with the exception of the Campus President, is authorized to speak on behalf of the campus. All communications with the media will be directed to the Chief Operations/Compliance Officer and/or Chief Executive Officer of AHED.

4.10. Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

- Activities and conduct away from the job must not compete with, conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by AHED. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If AHED determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

4.11. Photo Policy

In the age of electronic communications photos can be a great tool for the work place to help us recognize each other and put a face to a face to the people that we communicate through IM, email and over the phone every day. Through photos, the person on the other end of the message is not just a voice asking for help or giving directions, it's an actual person. Please note, employees are not required to upload a photo.

At AHED, employee photos are used in many places, and our focus is that all photos should portray employees in a professional manner. Below are some guidelines and examples of acceptable and not acceptable photos to be used through the company's media. Keep in mind that a professional photographer is not always needed to take a professional looking photograph.

Guidelines - When taking or having someone else take your photo keep in mind:

- Pose to take either a full face view (head on) or a ¾ view (shoulders slightly turned left or right, but with the head facing the camera).
- Business professional attire is required for photos that represent you at AHED. If you can't wear it to work, please don't pose in it for a photo that will be shown at work.

- Lighting is important to ensure that shadows are kept to a minimum.
- Photos should be taken indoors only, photos taken outdoors are prohibited.
- Backgrounds are best when uniform and neutral. Make sure the background fills the full frame of the photo behind you.
- A good distance for the camera from you is about six feet.
- The height of the camera should be about the same height as your face. However, if you are wearing glasses in your photo raising the camera slightly higher will help avoid glair/reflection of the flash off the lenses.
- When cropping or framing the photo include the shoulders, and leave some space above the head.
- If taking a photo at your desk think about the clutter that may be on your desk and also what confidential information may be seen. You may not be able to see it when posted but the original could fall into the wrong hands.

It is important to remember that your photo used with your AHED accounts is seen not only by your coworkers throughout the company but also the students – our customers. It is important to use a photo that reflects professionalism in the workplace.

Below are some guidelines of what **not** to use:

- Photos should be of you – do not use icons, avatars, photos of your children, grandchildren, pets, vehicles, etc.
- Photos taken in group settings where others can be partially seen after cropping should not be used
- Photos that are too far away should not be used
- Hats of any kind should not be worn when taking a photo for work
- Sunglasses or any other items hiding the face should not be used
- “Selfies” should not be used for your AHED accounts. For best results, ask a friend or coworker to take a photo of you
- Busy backgrounds should not be used. Find a neutral wall to use as your background

4.12. Relationships with Students

All AHED students must be treated with professionalism, fairness, objectivity, and courtesy. Favoritism must be avoided. In order to achieve and maintain this atmosphere,

the College requires that employees avoid any fraternization with students. Employees are prohibited from dating students.

4.13. Social Media/Networking

General Rules: When using social media sites the following rules will apply:

- The use of social media websites, such as Facebook, LinkedIn and YouTube, for work purposes is limited to authorized personnel and designated spokespeople. When using social media sites for personal use, employees should never represent that any opinions or views expressed by the employee on those sites are the opinions or views of AHED. Any social media use done at work must comply with all rules in this policy.
- Federal Trade Commission regulations restrict how an employee can use social media to endorse an employer's products or services. Any time an employee endorses AHED (including on a blog, tweet, Facebook page or other social media site) the employee must disclose the employment relationship with AHED.
- Personal social media use should be restricted to personal time. In some instances, as directed by your supervisor, social media may be utilized for continuing education or professional development, in which case the work is considered acceptable business use.
- An employee may not use or disclose protected proprietary information involving customers or vendors on any on-line forum without the permission of the Company.
- The content of any personal social networking sites or other forums maintained by employees should not contain defamatory or libelous information or materials, and should not infringe on any intellectual property rights, invade the privacy of others, or contain content that is illegal. Unlawful harassment, discrimination or retaliation that would not be permissible in the workplace is not permissible between co-workers on-line.
- In order to preserve appropriate professional boundaries, except on LinkedIn or other recognized professional social media, staff and faculty are encouraged not to "friend" or otherwise following each other. Employees are prohibited from "friending" or otherwise following students (either while in school or after graduation). If employees choose to be "friends" or "linked" with each other, they are asked to use good judgment and do so at their own risk.
- **Consequences.** Violations of this policy may result in discipline including termination of employment.

Media Contacts

The purpose of the policy is to ensure that only one person speaks to the media as an official representative of the Company. All media inquiries should be directed to the Chief

Operations/Compliance Officer. The Company will respond to the news media in a timely and professional manner only through its designated spokesperson(s).

Take Advantage of Social Media Privacy Settings

Employees should protect personal information. It will help avoid identity theft, scams, and other risks.

For more information

If you have questions or need further guidance, please contact Human Resources.

4.14. Solicitations, Distributions and Posting of Materials

AHED prohibits the solicitation, distribution and posting of materials on or at company property by any employee or nonemployee, except as may be permitted by this policy. The exceptions to this policy are charitable and community activities supported by AHED management and company-sponsored programs related to AHED's products and services.

Provisions:

- Nonemployees may not solicit employees or distribute literature of any kind on company premises at any time.
- Employees may only admit nonemployees to work areas with management approval or as part of a company-sponsored program. These visits should not disrupt workflow. An employee must accompany the nonemployee at all times. Former employees are not permitted onto company property except for official company business.
- Employees may not solicit other employees during work times, except in connection with a company-approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a company-sponsored event
- The posting of materials or electronic announcements are permitted with approval from the Campus President and/or AHED Senior Leadership.

Violations of this policy should be reported to the Campus President / COO / CEO.

4.15. Standards of Conduct

The work rules and standards of conduct for AHED are important, and the Company regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting AHED's business. Please note that any employee

who deviates from these rules and standards will be subject to corrective action, up to and including immediate termination of employment.

Every employee is required to observe the following Standards of Conduct:

1. Be professional and polite at all times to all instructors, staff, and students.
2. Be prompt and regular in attendance.
3. Dress appropriately.
4. Be sober at all times.
5. If you are a member of the faculty or a guest-speaker, limit conversation while in the classroom to class appropriate topics only.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, up to and including immediate termination of employment. These examples are in no way a limitation on or intended to change the Company's at-will policy.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping, academic or financial records
- Working under the influence of alcohol or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs in the workplace or on campus
- Fighting or threatening violence in the workplace
- Immoral actions or intimidating others
- Boisterous or disruptive activity in the workplace
- Possession of firearms or other weapons on campus
- Negligence or improper conduct leading to damage of Company-owned or student-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment and touching
- Discriminatory behavior
- Speaking disparagingly of the college, its employees, its students or other constituents in a public manner or forum, including through social media
- Behaving unprofessionally or in a manner that will subject the college or its students, employees or other constituents to ridicule or censure
- Excessive absenteeism, tardiness or any absence without notice
- Unauthorized use of telephones, or other Company-owned equipment or supplies

- Using Company equipment for purposes other than business (e.g., playing games on computers or personal Internet usage)
- Unauthorized disclosure of business “secrets” or confidential employer or student information
- Violation of personnel policies
- Unsatisfactory performance or conduct

These rules apply to any and all interactions with students, fellow employees or anyone else associated with the workplace. Should your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgment of the Company (based either upon violations of the above items or of any other Company policies, rules, regulations or laws), you will be counseled and subject to disciplinary action, up to and including dismissal.

Should you be convicted of a felony and/or misdemeanor relating to honesty, truthfulness, illegal drug possession or distribution, or any other job-related function, your employment may be terminated immediately.

V. Policy Against Sexual Harassment in the Student Context

5.1. Introduction

American Higher Education Development Corporation is committed to providing a working and educational environment for all faculty, staff, and students that is free from sexual harassment. Every member of the College community should be aware that AHED is strongly opposed to sexual harassment, and that such behavior is prohibited by state and federal laws including Title IX of the Education Amendments of 1972.

As part of AHED’s commitment to providing a harassment-free working and learning environment, this policy shall be disseminated widely to the AHED community through publications, the AHED website, new employee orientations, student orientations, and other appropriate channels of communication. AHED provides training to key staff members to enable AHED to handle any allegations of sexual harassment promptly and effectively. AHED will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

5.2. Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, and it can have the effect of unreasonably interfering with a person’s or a group’s educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar or

obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact.

All acts of sexual violence are considered forms of sexual harassment under Title IX. Sexual violence is a sexual act perpetrated against a person's will or where a person is incapable of giving consent, whether because of an intellectual disability or due to drug or alcohol consumption. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may involve behavior by a person of either gender against a person of the same or opposite gender. Sexual harassment may include incidents between any members of the AHED community, including faculty, staff, students, and non-employee participants in the AHED community, such as vendors, contractors, and visitors.

5.3. Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the AHED or a government agency with respect to such complaints. AHED will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities.

5.4. Complaint Procedure

Any member of the AHED community may report conduct that may constitute sexual harassment under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a complaint or grievance alleging sexual harassment by contacting the AHED's Title IX Coordinator.

5.5. Response to Sexual Harassment Allegations

AHED takes all reports seriously and will provide a prompt and equitable response to all reports of any sexual harassment complaint should contact the campus Title IX Coordinator immediately. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs. If an investigation is warranted, AHED shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

5.6. False Reports

AHED recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

5.7. Additional Information

The U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

VI. Compensation

6.1. Employee Travel and Reimbursement

Prior to making any travel arrangements on behalf of the company, the employee must receive approval from their immediate supervisor and Campus President. Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the company.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit an Expense Report and supporting documentation to obtain reimbursement of expenses.

Exempt employees will be paid their regular salary for the weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

6.2. Meal/Rest Periods

The scheduling of meal periods at AHED is set by the employee's immediate manager with the goal of providing the least possible disruption to company operations.

Mandatory Meal Period

Employee meal periods are important to company productivity and employee health. Employees who are scheduled to work at least seven (7) consecutive hours will be provided a meal break during the first four (4) hours not to exceed 60 minutes. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

Rest-Breaks

Salaried employees, as they are paid a weekly salary regardless of the hours they work, may choose to take breaks as needed. Nonexempt employees are permitted a 15-minute rest break for each four (4) hours of work. Nonexempt employees on rest breaks are not required to clock in and clock out because this time is considered "time worked" and is compensable.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break.

6.3. Overtime Pay (nonexempt employees)

Nonexempt employees who exceed 40 hours of work time in a workweek will be paid time and one half for those hours worked over forty. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time. The workweek begins at 12:00 a.m. on Sunday morning and ends at 11:59 p.m. on Saturday night. Supervisors are required to obtain approval from the Campus President and/or managers prior to the use of overtime.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. During busy periods employees may be required to work extended hours.

6.4. Payment of Wages

Salary payment is made biweekly for base salary due up to the pay date. Paydays are usually biweekly on every other Wednesday, Thursday or Friday (Depending on the location). Employees of the corporate office are paid on the 10th and 25th of every month.

Overtime payment, which is included with the nonexempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior biweekly period.

It is the company's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address. Additionally, it may be the practice of the College to place paychecks in the employees assigned mailbox.

If the normal payday falls on a company-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

In the event of a lost paycheck, the Controller/CFO or location payroll person must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the finance department.

In no circumstances will salary advances will be made.

6.5. Pay Deductions

Deductions are monies taken from the employee's pay. Laws require the company to take deductions from the employee's pay (taxes, etc.). Further, if the company receives any garnishment paperwork, the company will fully cooperate with the court system and execute the payroll deduction as directed.

6.6. Performance and Salary Review

Performance appraisals are generally conducted on an annual cycle. Employees will receive a performance review on the established date each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

Merit increases are based on company performance and financials and are not guaranteed. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

Budget allocations for merit increases are planned for and allocated before the start of each calendar year. The annual salary increase program is designed to assist management in

planning and allocating merit and promotional increases that reward individual performance, that are market competitive and that are internally equitable.

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be preapproved by the department manager, Campus President and the COO/CEO. The Campus President and COO/CEO will review all salary increase/adjustment requests to ensure internal equity and compliance with company policies and guidelines.

6.7. Time Reporting

A work hour is any hour of the day that is worked and should be recorded to the nearest **twelfth** of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour. Overtime must be approved in advance by the Campus President and/or the manager to whom the employee reports.

Employees will submit their time record weekly (or bi-weekly depending on the location) as directed by their manager. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

6.8. Employee Referral Program

All regular full-time, part-time and adjunct employees are eligible to participate in the employee referral program. Work-study and teacher assistants are not eligible to participate in the employee referral program.

We have found that employee referrals are an effective way for recruiting top-notch employees. If an existing eligible employee refers a person who is hired for a full-time position, at the end of 90 days of service, the eligible employee will receive \$500, less appropriate tax deductions. If an existing eligible employee refers a person who is hired for an adjunct position, at the end of teaching one class, the eligible employee will receive \$100, less appropriate tax deductions.

In order for the eligible employee to receive the payout, the eligible employee must be employed by the company through the payout date.

Candidates are eligible for employee referral provided they are:

- Not currently employed by any location with AHED in any capacity, including temporary, casual hourly or student worker;
- Have not been referred previously by someone else; or

- Have not previously applied for apposition within AHED

The process of referring a candidate is simple. When the candidate completes the employment application, the hiring manager must ask the candidate for the referring employees information. The hiring manager will write the eligible referring employee's name on the application.

It is the employee's responsibility, along with the location payroll department, to follow-up and ensure the payout is completed timely.

VII. Time Off / Leaves of Absence

7.1. Bad Weather Closings

Occasionally AHED campuses are forced to cancel classes due to inclement weather. All classes that begin at 3:00pm or earlier are considered "Day Classes" and all classes that begin later than 3:00pm are considered "Evening Classes" for purposes of cancellations. Should this be necessary, an announcement will be broadcast over several local radio and television stations. Employees should have the radio and television station information handy during bad weather seasons.

If classes are cancelled, full-time regular employees are expected to report to work as scheduled if it is possible to do so safely unless excused by their supervisor. If excused, the employee may choose to take the day as a personal day, vacation day (if eligible), or day off without pay. If the campus closes, employees who were scheduled to work for the day will be paid for their scheduled hours, unless the employee has previously scheduled a vacation day.

7.2. Family and Medical Leave Act

General Provisions

Under this policy, AHED will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the company for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of

employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- The employee must work in a work site where 50 or more employees are employed by the company within 75 miles of that office or work site. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a "spouse" means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages in states that legally recognize such civil unions).
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a

period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with their supervisor.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B).

The leave may commence as soon as the individual receives the call-up notice. (*Son* or *daughter* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term *covered service member* means:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term serious injury or illness means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave

An eligible employee may take up to 12 weeks for various FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any rolling 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has

taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Certification for the Employee's Serious Health Condition

The company will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a

reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The company will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The company will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The company will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The company may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the HR manager with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the HR manager will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave.

Intent to Return to Work from FMLA Leave

The company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

7.3. Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Bereavement leave will be granted unless there are unusual business needs or staffing requirements. Paid bereavement leave is granted according to the following schedule:

- Employees are allowed five days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.
- Employees are allowed three days of paid leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of an employee or retiree of the company.

7.4. Holiday Pay

AHED recognizes eight (8) paid holidays each year:

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

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday. Employees will be paid for holiday time off. Holiday pay will be calculated at the employees straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day. The company does not count holiday paid time off as hours worked when calculating overtime. Employees must also work both the last

scheduled work day immediately before the holiday and the first scheduled day immediately after the holiday, unless they are on a scheduled PTO or Vacation day.

7.5. Jury and Witness Duty Leave

If a full-time salaried or hourly employee is summoned to jury duty, AHED continues to pay their wages during their active period of jury duty for a maximum of five working days per calendar year. They are also permitted to retain the allowance received from the court for such service. If an employee is not a full-time employee, you are given time off without pay while serving jury duty.

To qualify for jury or witness duty leave, an employee must submit to their supervisor a copy of the summons as soon as it is received. In addition, proof of service must be submitted to the supervisor when an employee's period of jury or witness duty is completed. All employees are allowed unpaid time off if summoned to appear in court as a witness.

AHED will make no attempt to have your service on a jury postponed except when business conditions necessitate such action.

7.6. Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. AHED campuses can make appropriate accommodations at each location for this purpose. A small refrigerator reserved for the specific storage of breast milk will be made available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work off-site or in other locations will be accommodated with a private area as necessary. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

7.7. Military Leaves of Absence

Leaves of absence without pay for military or reserve duty are granted to full-time regular and part-time regular employees. If an employee is called to active military duty, reserves, or National Guard training or if an employee volunteers for the same, they should submit copies of their military orders to their supervisor as soon as possible. The employee will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. If the employee is a Reservist or a member of the National Guard, then they are granted time off without pay for required military training. Eligibility for reinstatement after military duty or training is determined in accordance with applicable federal and state laws.

7.8. Pay in Lieu of Vacation

Employees are required to take their earned vacation. No payments will be made in lieu of vacation, except for accrued unused vacation at the time of termination.

7.9. Personal Leaves of Absence

Full-time regular and part-time regular employees, who have completed six months of continuous service, may request unpaid personal leaves of absence for a period of **up to thirty days**. The employee must request personal leaves in writing at least **two weeks prior** to the time they wish the leave to commence. If a personal leave request is necessitated by an emergency, the employee or a member of their immediate family must notify their supervisor or the head of their department as soon as is practical; this should be followed up with a written explanation of the nature of the leave and the expected length of absence. In emergency situations, the written explanation must be submitted within three days of the beginning of the leave.

Personal leave will be granted for justifiable reasons at AHED's discretion, provided the leave does not seriously disrupt the AHED operations. Personal leaves are **not granted until all accrued unused vacation and personal days have been exhausted**.

Reinstatement cannot be guaranteed to employees returning from personal leaves. However, AHED endeavors to place employees returning from leave in their former positions or in positions comparable in status and pay, subject to the AHED's budgetary restrictions, the need to fill vacancies, and the ability to find qualified temporary replacements.

7.10. Personal Days

In addition to providing paid time off for designated holidays, AHED permits full time regular employees to take up to **five personal days** per anniversary year for personal business, religious observances, ethnic holidays, and other events of personal significance, or illness. Eligibility for personal days begins **after the first ninety days of full-time employment**. Personal days may not be used to extend vacations. At no time shall the amount of accrued personal time exceed 40 hours. An employee may not borrow against future personal days and there shall be no payment for unused personal in the event of resignation or termination of employment. Personal time stops accruing until the time in the personal time bank drops below 40 hours.

Full-time regular employees accrue, pro rata, 1.54 hours of personal time per pay period, or 1.67 hours for employees of the corporate office after the ninety days of employment until the employee's anniversary date. An employee must give their immediate supervisor written notice of intent to use a personal day at least one week prior to the day of except in the case of emergency situations. Supervisor will consider workload priorities when determining whether to approve personal business requests; however, full consideration will be given to requests for days of religious significance as a reasonable accommodation if possible.

In the event of an emergency situation, notify your supervisor as soon as possible. A message left with the receptionist will not be considered satisfactory notification.

There shall be no carryover of personal days from year to year, and there shall be no payment for unused personal days at the end of any anniversary year or in the event of termination. A record of all paid and unpaid days is maintained in your payroll folder.

7.11. Birthday Personal Day

All full-time employees are eligible for one additional personal day to be used in the birth month of the employee. The birthday personal day is made available to eligible employees upon hire and can be taken at any time during the employee's birth month with the approval of their supervisor. Eligible employees are not permitted to carry this day over to another month and/or year if not used. Unused birthday personal days are forfeited.

7.12. Unused Vacation for Terminated Employees

If employment is terminated for any reason, the employee is entitled to payment for all accrued unused vacation time, calculated on a pro-rata basis; payment does not apply to unused sick time or personal days. If used vacation time exceeds accrued vacation time then the employee shall reimburse AHED such difference.

7.13. Vacation

Because we recognize the importance of vacation time to provide the opportunity for rest, recreation, and personal activities, AHED grants annual, paid vacations to its **full-time regular** employees. Vacation time accrual begins on the 1st day of the calendar year. The amount of vacation to which you are entitled depends on your length of completed service and after completion of 90 calendar days (unless otherwise negotiated at the time of offer) the following amounts of vacation are accrued, pro rata, throughout the year:

Length Of Service	Hours Accrued Per Paycheck	Maximum Hours
Less than 1 year	1.54 Hours	40 Hours
1-4 Years	3.08 Hours	80 Hours
5-9 Years	4.62 Hours	120 Hours
10+ Years	6.15 Hours	160 Hours

Progression to the next level of vacation time begins on the year in which you will celebrate the anniversary. For example, if your hire date is May 30th and you are beginning your 5th year with the company in January, you would progress to the "5-9 years" bracket in January.

To schedule vacation time, employees should submit a completed leave form to the supervisor at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be approved based on a number of factors, including department operating and staffing requirements. The supervisor should return the leave request to the employee within three business days of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

Leave taken beyond an employee's available vacation balance may be unpaid unless otherwise required under state or federal law.

If employment is terminated, accrued unused vacation leave earned through the last day of active employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused vacation time will be paid to the employee's estate or designated beneficiary.

7.14. Vacation Carryover

Vacation may be taken as time accrues at any point during the year. You may not carry over any vacation time beyond your full-time anniversary date. Your anniversary date is the day you begin working in a full-time capacity. Any exceptions must be in writing and signed by the President. Unused vacation time not taken by your anniversary date will be forfeited.

7.15. Voting

AHED encourages all employees to vote in local, state, and federal elections, before or after normal working hours. If an employee is unable to vote outside of work hours, they are advised to notify their supervisor at least a day in advance and arrangements will try to be made. For more information on voter registration, call your County Board of Elections.

VIII. Group Health & Related Benefits

AHED has established a variety of employee benefit programs designed to assist their employees and their eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help plan for retirement, deal with job-related or personal problems, and enhance job-related skills.

The Company group health and life insurance and retirement-related programs are described in the Summary Plan description booklets provided once an employee is eligible

to participate in these programs. The programs description can also be found in the company's Master Insurance contracts with insurance carriers and retirement-related master documents. In the event of any contradiction between the information that appears in Master Contracts to Master Plan documents, the Master Contract documents shall govern in all cases.

AHED reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits at its discretion. This reserved right may be exercised in the face of financial necessity, increasing cost of medical care, or because of the risk factors determined by the claims experience of the AHED group.

If an employee declines to take advantage of a company-sponsored benefit program for which they are eligible, they will receive no other compensation instead of it. Employees may, however, apply for the benefit at a later time, provided they remain eligible.

8.1. Medical, Dental, Disability, and Life Insurance

After ninety (90) days of employment, each full-time regular salaried employee, or regular part-time employee with 25 hours or more per week is entitled to participate in the AHED insurance benefit program that begins on the 91st day of employment. The employee **must apply for admission to the plan at least one month prior to the date of plan eligibility**. The employee is required to contribute a percentage of the total cost of medical and dental coverage, which will be automatically deducted from payroll checks in equal installments. The employee will receive at least thirty days advance notice of any increase or decrease in their necessary contribution to the plan, but the majority of the cost is paid by the Company.

If an employee does not apply for medical coverage within thirty (30) days of their 91st day of full-time employment, the employee will need a "qualifying event" to apply for medical coverage; otherwise, the open enrollment period is July 1 – July 31. Employees should contact the benefits administrator to determine if their circumstances fall under the definition of a qualifying event. For more information on the current rate and amount of employee contribution feel free to ask a supervisor. Coverage and rates are reviewed annually.

8.2. Continuing/Converting Group Health Insurance Coverage

Resignation, termination or reduction of work (and these changes cause the employee or their dependents to be ineligible to participate in the company's group health insurance plan), the employee and their eligible dependents may have the right to continue to participate for up to eighteen months at their own expense, unless federal, state, or local law requires otherwise. If an employee is determined to be disabled under the Social Security Act at the time their termination or reduction in hours occurs, they may be entitled to continuation coverage for up to twenty-nine months.

Eligible dependents may also extend coverage, at their own expense, for up thirty-six months in the company's group health insurance plan in the event of the employee's death, divorce, legal separation, enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan. The eighteen-month continuation coverage period, provided in the event of an employee's termination or reduction in working hours, may be extended to thirty-six months for their spouse and dependent children if within that eighteen-month period, the employee die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if the employee becomes entitled to Medicare during the eighteen-month period, their spouse and dependent children may be entitled to extend their continuation period to thirty-six months, starting on the date that the employee becomes entitled to Medicare.

Should the employee or their eligible dependents elect to continue as members of AHED's, they will be charged the applicable premium charged to the Company by our carriers plus an additional two percent (2%). Employees who are disabled, however, will be charged an additional fifty percent (50%) of the applicable premium during the nineteenth through twenty-ninth months of continuation coverage. The premium is subject to change if the rates being charged to the Company's increase or decrease. If this election for continuation coverage is made, an employee has the right to convert this coverage to an individual policy with the college's insurance carriers at the end of the continuation period.

Continuation coverage may end, however, if any of the following events occur: (1) failure to make timely payments of all premiums; (2) assumption of coverage under another group health plan, which does not exclude or limit coverage provided to an employee on account of a preexisting medical condition; or (3) AHED's termination of its group health plan, (4) an employee becomes entitled to Medicare, but as noted earlier in this statement, their spouse and dependent children may be entitled to extend their continuation coverage.

The organizations plan administrator will contact employees concerning these options at the time termination, resignation, or your work hours are reduced. The plan administrator will contact qualified beneficiaries in the event of death or entitlement of Medicare benefits. However, in the event an employee becomes divorced or legally separated, or one of their dependents ceases to be eligible for coverage under the group health insurance plan, the employee and/or their dependents are responsible for contacting the College and the plan administrator to discuss continuation/conversion rights. The employee and their beneficiaries are also responsible for notifying the Institute of Qualifying for Social Security Disability Benefits.

8.3. Worker's Compensation Insurance

To provide for payment of employee medical expenses and for partial salary continuation in the event of a work-related accident or illness, employees are covered by Workers' Compensation Insurance. The amount of benefits payable and the duration of payment depend upon the nature of an injury or illness and the rules regarding this insurance that are currently in effect.

If an employee is injured or becomes ill on the job, they must immediately report such injury or illness to their supervisor. This ensures the College can assist in obtaining appropriate medical treatment. Failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize an employee's right to benefits in connection with the injury or illness.

8.4. 401 (K) Plan

AHED has always believed that in order for an organization to be successful, the people who work there need to be successful, too. One goal the college has is long-range financial security for its employees. For most, there are only three ways to accumulate money for retirement years: (1) the federal social security system, (2) any retirement plans provided by employers, and (3) personal savings and investments.

AHED has established a 401 (k) Employee Savings Plan which provides employees a way to address this important need through a simple payroll deferral system, and in the most tax effective way allowed under current law.

Employees will be eligible to participate in the plan if they have attained the age of 21 and after a twelve-month period during which you have worked at least 1,000 hours. Employees may begin participating in the plan on the 1st of the month after satisfying these requirements by completing a 401(k) enrollment form available from the Company. As an eligible participant, employees may elect to defer from 1 to 20 percent of their gross compensation up to a maximum based on the current IRS guidelines. If an employee is age fifty (50) or older they may be able to contribute additional amounts, called "catch-up contributions." See the plan administrator for details. Employees may change their deferral election percentage monthly and may suspend deferral election at any time.

In addition to their own salary deferral arrangement, the Company has the **option** to contribute a discretionary Employer Matching Contribution to the plan. Employees earn a vested percentage of the College's contributions over a period of five years of service.

Withdrawals from the plan are permitted only upon termination of employment, attainment of age 59½, death or disability, or in the event of financial hardship as defined by the plan.

The money contributed by an employee is invested by the plan's trustees into a variety of types of funds designated by the employee. The value of the account at retirement depends on a number of factors, such as the amount and length of time an employee has spent contributing to the plan and the investment results from the funds selected.

Once an employee is eligible to participate in the plan, they will receive detailed information regarding it through a Summary Plan Description.

8.5. Disability Insurance/Group Life Insurance

Disability insurance is provided to all full-time employees at no cost to them.

8.6. Educational Assistance

The Company recognizes that educational development is important and should be encouraged. The AHED Tuition Waiver Program for all campuses was established to provide an opportunity for regular, full-time employees to obtain additional education or training in order to increase their competence in their present jobs and to prepare for future advancement within the Company without burdening themselves with debt.

Core Requirements

AHED will waive the tuition for all eligible full-time/part-time, regular employees and their immediate* family members who wish to take classes at any of the AHED campuses providing they meet the eligibility requirements. AHED will waive 50% of the tuition for all eligible adjunct employees and their immediate* family members who wish to take classes at any of the AHED campuses providing they meet the eligibility requirements. AHED will not reimburse for fees, books and/or supplies.

**An immediate family member is defined as husband, wife, natural or adoptive parents, child, or sibling; stepchild, stepbrother or stepsister; father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law or sister-in-law; grandparent or grandchild.*

If an employee or qualifying family member takes on-line courses, he/she is responsible for the technology fee. (Please check the catalog for the current fee charged.)

Eligibility

All regular, full-time employees are eligible to participate in this program after a certain timeline has been met. Full-time employees must be employed by the Company for 6 consecutive months; Part-time employees must have been employed by the Company for 12 consecutive months; adjunct employees must have taught courses more than two terms in a 12-month period. Terms are defined by the individual campuses and terms can be 5, 10 weeks, 12 weeks or 15 weeks.

Employees are eligible to take a maximum of two courses per term. Employees and Family members of employees are subject to the policies/procedures of the current college catalog and will receive no special treatment because of the affiliation with the Company.

Criteria

Eligible employees and/or family members who wish to take advantage of this program are required to comply with the following criteria:

- Program participants are required to file a FAFSA and apply for any grants for which they may be eligible. The grants are to be applied to the tuition balance only, and the Company will waive the difference.
- The eligible employee and/or qualifying family member(s) are not eligible under this program to apply for any type of federal student loans or career loans.

- The eligible employee may only take classes outside of their normal working hours. They are not eligible to take classes during their lunch hour or working hours.
- If an eligible employee or family member drops a class, fails a class, or is administratively withdrawn they are no longer eligible to participate in this program. If there are extenuating circumstances, the eligible employee and/or family member may appeal in writing to the Campus President to be reinstated into the Tuition Waiver program.
- To maintain eligibility in the program at the end of each and every term, the eligible employee and/or family member must have achieved a “C” or better in the courses taken.

Employee Responsibility

Pre-Approval: Courses must be pre-approved by your immediate supervisor in order to be eligible for the tuition waiver program. This approval must be received prior to registering for classes.

Request for the approval of a family member to take classes under the Tuition Waiver program must be submitted to your supervisor for approval. Family member participation also requires the approval of the Campus President.

Any tuition waiver request submitted to your supervisor after the class has started will be denied. To obtain pre-approval, you must submit a completed Tuition Waiver Course Approval Request to your supervisor. You will be notified in writing if your request has been approved or denied, usually within ten (10) working days of receipt of your form.

Once approved by the supervisor, he/she will forward the completed form to the appropriate campus departments. This form must be completed each term.

Applying for Continuation of Tuition Waiver

After completion of the class, the pre-approved Tuition Waiver Request must be submitted to the immediate supervisor within one week of the end of the term, with appropriate evidence of grade earned attached.

The supervisor will be responsible for informing the accounting department to apply the tuition waiver to the student’s account.

IX. Faculty Information

Thank you for teaching at one of our AHED campuses! You are embarked upon the highly noble endeavor of training and molding the next generation of practitioners in their chosen field. Together, through your dedication and that of your fellow faculty members, we will ensure that the purpose and educational goals of AHED are accomplished such that our

graduates become highly competent practitioners who are imbued with the highest standard of our profession.

This manual constitutes a description of your privileges and obligations as a faculty member at AHED. We have tried to develop practical and sensible policies by drawing upon our own desired standards, our traditions, and other widely accepted academic practices at similar institutions of higher learning. The information contained herein touches upon AHED's academic policies, student policies, and our classroom procedures. Please note that College policies are subject to change through institutional reviews and that notice of such changes will be distributed to all members of the faculty.

9.1. Academic Governance / Freedom

The Administration delegates and entrusts the conduct of teaching and research to the academic department and the faculty. It recognizes that the academic department and faculty have primary responsibility in matters of academic standards, fundamental areas of curriculum, and the necessary policies and procedures for its conduct, course subject matter, methods of instruction, and instructional materials. As such, the academic department and faculty are charged with assisting in AHED's program development; the determination of whether we are achieving our purpose and educational objectives; and the periodic reassessment of the curriculum.

AHED is committed to providing an exceptional educational experience to its students. As such, curricular review is a systematic part of continuous process improvement. The College strategy is to review all aspects of its programs to include a full review of the curriculum, and the teaching, and the learning that takes place. Following are the categories and the methodologies used in evaluating each area.

AHED believes that there are some central, overarching principles that are widely shared within the academic community and deserve to be stated affirmatively as a basis for AHED's policies for Academic Freedom and Responsibility.

- Our main focus is on effective teaching and measurable outcomes
- We also focus on providing credible and current sources for our students in their pursuit of new knowledge
- Our instructors model freedom of thought within specific academic and vocational study areas and without political or cultural bias
- We encourage all students to freely pursue new knowledge within the relevant contexts of each course of study
- Our faculty are encouraged to pursue professional growth opportunities and to freely involve themselves in professional organizations and publications that will increase their legitimacy in their chosen field of expertise

- We also encourage faculty and students to contribute to communities of learning that promote intellectual inquiry and vocational application
- Academic Work (curriculum design, course outlines, PowerPoints, distance education courses, etc.) done on behalf of the College are considered assets of the College, and not the intellectual property of the individual faculty member.

9.2. New Faculty Orientation

New faculty members are generally oriented to AHED on a one-to-one basis. New instructors are required to tour the school prior to the start of teaching and meet a representative of the academic department. In addition, new members must become familiar with the policies and procedure outlined in this manual as well as the school's catalog. A senior member of the academic department will fill out a "new faculty orientation checklist" form with each new instructor. The completed form becomes part of the instructor's permanent file along with other required documents. New instructors are also required to complete an online teaching module and a Foundations of Teaching Module – all within the first quarter of working at the college.

9.3. Faculty Evaluation and Improvement

Faculty Evaluation

The evaluation of faculty considers many factors include:

In-class observations

An announced or unannounced observation of the instructor's class by a member of the academic leadership team where the instructor is evaluated on such qualities as preparedness, professionalism, competency, quality of instructional materials, responsiveness to student questions, and teaching methodologies. These evaluations are normally conducted the first academic term for new instructors and once per calendar year for established instructors.

In a follow-up meeting the instructor's performance is reviewed with compliments and coaching provided as needed. In the event an instructor fails to demonstrate satisfactory progress, he or she may either be dismissed or not have their contract renewed. If the instructor feels that this process did not adequately consider all the information at hand, they may appeal the dean's decision through the normal grievance process.

Faculty In-Services

AHED has established Faculty Development plans including both in-service and professional growth activities to enhance faculty expertise. Faculty in-services are special, planned and systematic experiences sponsored by the College and related to curriculum and instruction. In-service goals include updating teachers in subject matter, curriculum concepts, new theories and techniques of instruction, and new educational media. The

College schedules in-service opportunities annually through the academic department and faculty members are required to attend.

Achievement of required CEUs (where applicable)

Proof of professional licenses (with renewals) held by faculty members is kept on file, providing documentation of continuing education credits earned, evidencing professional development. Those in professions not requiring ongoing licensure are required to provide proof completion of continuing education in their field. Achievement of annual faculty development plan

An integral part of Annual Faculty Review is the Faculty Development Plan, which is created through individual conferences with the academic department. During the Annual Faculty Reviews, the Academic Dean discusses achievement of the previous year's plan which is a contributing factor in the faculty member's overall evaluation. Goals are established for the next evaluation period.

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9.4. Academic Department Organization and Responsibilities

The following list is a summary of the responsibilities of the academic department:

- Curriculum and program development and evaluation
- Transcript records and maintenance
- Academic leadership, instructor management and teacher training
- Setting course schedules and instructor teaching assignments
- Academic compliance with accrediting and licensing regulatory agencies
- Liaison with public and outside agencies
- Faculty evaluation
- Student academic progress and administrative management
- Student achievement and tutoring
- Student retention

Professional Expectations:

AHED campuses are committed to enhancing job satisfaction and efficiency by creating a cooperative and productive work force environment for all faculty. In turn, all faculty members must meet certain performance expectations, including dependable application of time while at work and satisfactory completion of all duties. The College has the following expectations for its work force:

1. To truly care about student achievement and progress – to embrace the role and responsibilities of being an educator.
2. To present a positive and professional appearance. Dress and appearance should not be a distraction to those with whom you work and it should be within acceptable standards of health, safety, and public contact.
3. To treat senior management, fellow faculty members, AHED employees, students, patients, and the public in a professional manner, i.e., with respect, integrity, courtesy, and cooperation.
4. To truthfully respond to all job-related inquiries.
5. To follow the directions of their Dean and senior management.
6. To report regularly to work at the scheduled starting time.
7. To maintain and enforce AHED's standards of student conduct.
8. To carry out the course expectations for permanent faculty/adjunct faculty
9. Attend faculty meetings and participate in committees
10. To abide by educational professional conduct standards and by AHED conduct policies and procedures

9.5. Classroom Management

Instructors will manage student interactions and deficiencies according to AHED policies and procedures.

Instructional rules and decorum set by instructor: Rules and expectations for the instructional setting will be established by the instructor and communicated to the students via the syllabus and classroom discussion at the outset of the course. Such rules may contain reasonable restrictions in light of the instructional setting, teaching method and learning objectives; and may vary depending upon the educational context. Instructional rules may include, but not be limited to, prohibitions on cell phone use, refusing to be

seated, talking during lectures, sleeping, eating, newspaper reading, entering the classroom late or leaving early without authorization, etc.

Classroom breaks: A teaching hour is considered to be 50 minutes therefore every 50 minutes students should be given a 10 minute break.

Student grievances: Instructors should be committed to hearing and working directly with student grievances as they pertain to classroom issues. *Regarding student grievance with regards to classroom material and presentation, instructors must first meet with the student privately and try to work out any problems.* If the student criticism of the course appears valid then the instructor must make an attempt to change teaching strategy in order to better deliver the educational material.

In the event that the meeting does not resolve the matter, then the instructor must be willing to allow the academic department to either investigate the situation and/or mediate in a meeting. If the student feels their grievance is unresolved they have the right to utilize the catalog student grievance procedure.

Student disruptions: If an individual or the class behave (s) in a way that is disrespectful, outside the defined student code of conduct, the instructor will notify the individual(s) to stop such behavior as a warning. If the student does not comply with the instructors directives then the instructor will follow the referral policy and make a referral to the academic department.

The College expects all faculty members to report any infractions of the student code of conduct or student code of professional ethics to the academic Administration. All problems with students should involve first give the student a verbal warning. The make a discipline referral to the academic department.

9.6. Faculty Academic Administration Procedures

Records: Instructors shall maintain their faculty file records by supplying all required records to the Registrar's office Instructors shall maintain records of all student measurements and attendance and submit them to the academic department upon completion of the term.

Testing and grading policies: Instructors shall follow all teaching and grading policies and procedures and return all tests, power points, and grades and attendance logs and handouts blank test with answer sheets to the academic department upon the end of the term.

Adherence to all administrative polices: Faculty members are required to manage their own absenteeism, follow all facility procedures, financial billing procedures, and checking their email account. They must also follow copy machine polices, and incident reporting and emergency policies.

Mandatory attendance faculty meetings/ special trainings; Instructors understand that *faculty meetings are mandatory once a term* and will plan to attend at least one meeting

per teaching term. If extenuating circumstances keep an instructor from attending the meetings, then the instructor should first notify their supervisor and then make an appointment with their supervisor/Academic Dean to review what was covered in the meeting. Also instructors understand that special trainings might be required by accreditation or educational commissions or for the safety of administrative operations and the instructor agrees to attend such trainings as deemed necessary.

In-service training sessions are scheduled throughout the year – at least one per term – for the benefit of our faculty. Faculty must attend at least 2 per year, and will be notified about the dates and topics in advance of the New Year. Instructors are also asked to suggest topics they would like to see offered. Instructors are also encouraged to present a topic for in-service training and should discuss the details with their supervisor.

9.7. Faculty Responsibilities

Curriculum Delivery:

- **Syllabi** Disseminate education by following syllabi distributed by the College. If instructors feel certain knowledge should be included in a course then they should inform the academic administration who will follow up with the curriculum team for syllabi changes.
- **Make-up work:** Instructors are responsible for working with students who miss class, however, classroom time cannot be made up and/or posted to CampusVue.
- **Student progress testing:** At a minimum, instructors must give quizzes, exams, a mid-term and final examination based on the prescribed curriculum. Use of additional methods to assess student learning is encouraged. Instructors should clearly convey to their students all methods of evaluation and the evaluation's weight with regards to the final grade. The weight of the final grade must be identical to the information contained in the course syllabi.
- **Availability to students:** Instructors are responsible for devising a system whereby students may speak with them other than in the class setting. The communication may occur either before or after class for students to ask questions. Instructors may also use their email as a means for communicating with students. Instructors should not text from their personal cell phones and/or utilize their personal e-mail to communicate with students.
- **Acceptable teaching methods:** Instructors should utilize acceptable teaching methods for instruction and should consider a mix of methods in the classroom. These methods may include power point presentations, hands on activities, small group projects or discussions, reviews, homework assignments, research papers, speeches or other forms of presentations. ***Reading aloud to the class as a primary teaching method is an unacceptable method of teaching and will not be used by instructors.***

- **Required textbooks:** Instructors are required to utilize the textbooks on the syllabi. If an instructor would like to submit a textbook for future consideration, they can make a request to the academic administration. Textbook selection is a systematic activity of the academic leadership and faculty. Instructors are prohibited from telling the students that required textbooks are incorrect or not to be used.
- **Homework stipulation:** Each instructor is required to assign and track 2 hours of outside work (homework) for each hour of in-class instruction.

9.8. Program Evaluation

Faculty Administrative Meetings

Faculty input is integral to the program review process. Faculty suggestions of coursework, textbooks and learning resources, and programmatic changes are considered by the Academic Department. Feedback is gathered through faculty meetings, and correspondence and informal discussions with the Academic Dean/Director of Education. Faculty meetings are held at least once per term/quarter, content is centered on policies and procedures updates, curriculum changes, and exchange of ideas to further the mission of the College. Documentation is kept through minutes recorded for all faculty meetings, and kept on file, both electronically and in hard copy. Faculty are expected to attend each faculty meeting.

Program Advisory Committee Meetings

Program Advisory Committees (PAC) provide guidance on developing, modifying and assessing the College's educational programs. The PAC is comprised of students (current or graduate), faculty, administration and employers. These individuals have a vested interest in learning outcomes of each program and provide significant input into course and program development. Faculty members are welcomed to invite professional colleagues to attend the campus PAC meetings.

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