



EMPLOYEE HANDBOOK

M MOHAVE
COLLEGE

INTRODUCTION

Welcome

We welcome you as a member of the Mohave College team. The College seeks to provide its employees with job satisfaction and opportunities for personal and professional growth. In our growing college, you'll find the opportunity to fulfill your career goals while providing education service and support to our nation's most precious resource — OUR STUDENTS.

Introduction to Your Handbook

The Employee Handbook is designed to provide employees with clear, concise and accessible information about employment at Mohave College. Every employee should read and become familiar with the contents of the Employee Handbook.

The Handbook is intended as a guide and summary of many of the key policies, procedures and benefits of the College. While an effort is made to maintain the accuracy of the Handbook, Mohave College reserves the right to proceed differently than described in these guidelines in so far as it conforms to Board of Governors policies.

Should inconsistencies exist with applicable Federal, State, local laws and Board of Governors Policies and Administrative Regulations, Board of Governors Policies shall take precedence over this Handbook. No one other than the Board of Governors, President, or President's designee may alter or modify any of the practices or procedures in this Handbook.

The Employee Handbook is not an employment contract and does not create any type of contractual obligations. Neither the employee nor the College is bound to continue the employment relationship if either, at any time, chooses to end it. Should you have any questions concerning any of the information contained herein, please contact your administrator/supervisor or the Employee Services Department.

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Leadership

Board of Governors Trustees

District #1 – Nicole Bratley
District #2 – Dr. Julie Bare
District #3 – Ashley Pascual
District #4 – Susan McAlpine
District #5 – Dr. Diane Singer

Administration

President	Dr. Tim Culver
Vice President, Administrative Services	Joline Pruitt
Vice President, Student & Community Engagement	Dr. Tramaine Rausaw

College Locations

District Administration

1971 Jagerson Avenue
Kingman, AZ 86409
Phone: 928-757-0801

Lake Havasu City Campus

1977 Acoma Blvd., West
Lake Havasu City, AZ 86403
Phone: 928-855-7812

Bullhead City Campus

3400 Highway 95
Bullhead City, AZ 86442
Phone: 928-758-3926

Neal Campus-Kingman

1971 Jagerson Avenue
Kingman, AZ 86409
Phone: 928-757-4331

Colorado City Campus

480 South Central
Mailing Address: P.O. Box 980
Colorado City, AZ 86021
Phone: 928-875-2799

Peach Springs

460 Hualapai Way
Peach Springs, AZ 86434
Phone: 866-664-2382

Detroit Avenue Center

1801 Detroit Avenue
Kingman, AZ 86401
Phone: 866-664-2382

History of Mohave College

Mohave College was established by a vote of the people in October, 1970. Recognizing the vastness of the service area, the first Board of Governors made a commitment to establishing three main campus sites. In June 1971, J. Leonard and Grace Neal donated 160 acres of land where the College's first facilities were developed. The College operated out of temporary facilities in Lake Havasu City and Bullhead City at first. In October 1972, McCulloch Properties donated a parcel of land located in Lake Havasu City to the College. Later, 320 acres in Mohave Valley were acquired from the Bureau of Land Management to meet expanded needs.

During the 1971-1972 and 1972-1973 school years, Mohave College courses were occupational in nature and were offered primarily at night. During the fall of 1973, Mohave College began to offer classes in academic areas, including university transfer courses, leading to associate of arts and associate of applied science degrees.

In 1981, Mohave College received accreditation from the North Central Association of Colleges and Schools (presently the Higher Learning Commission). In 1982, the College received full accreditation of its associate degree in nursing.

In the same year, the Board of Governors approved the development of a telecommunications system to link the three main campuses together electronically. In 1988, the College began plans to expand the telecommunications system to Colorado City, linking the upper one-third of the College's service area to the other Mohave College campuses.

In the late 1980s, Mohave College became the primary provider of Adult Education/GED program services in the county. Mohave College also began delivering instruction by videotape (Distance Education) and the nursing program became available at Colorado City Campus.

The 1990s proved to be an equally eventful time in the life of the College. Mohave College experienced a significant growth in terms of student enrollment, program offerings, facilities development, and staff and faculty growth.

When it opened in 1971 the College offered just 27 courses. Today Mohave College offers more than 70 degree and certificate options for students, with a tuition rate that makes it an extremely affordable higher education option for the people of Mohave County and the tri-state region. In addition to its credit programs, the College offers adult education classes (GED and ELA), dual enrollment with area high schools, community education programs, professional development, corporate and career training.

In 2025, the Board of Governors voted to approve bachelor's degree programs in the areas of Elementary Education, Human Services, and Biology, marking a significant milestone in the institution's evolution into a more comprehensive college.

B.I.G. – MOHAVE COLLEGE Bighorn Intrepid Goal

All adults who have not yet completed a post-secondary degree will be inspired to attain the credential, certificate, or degree they seek from Mohave College by 2030.

Mission Statement

Mohave College serves our communities, empowering students to succeed through innovative pathways and quality education.

Vision Statement

Improving lives. Improving communities. Bridging possibility to purpose and prosperity.

Value Statements

Create the Future. We cultivate relentless curiosity in our students and each other to unlock new opportunities and break barriers. We take risks, adapt to oncoming challenges and opportunities, and engineer new ideas as we learn together from our mistakes and successes.

Engage Fearlessly. We bring passion and energy to our work by dreaming big, being bold, having fun, and fostering a caring environment. Celebrating each other and our results with enthusiasm makes our work meaningful and exciting.

Build Together. Our individual differences and backgrounds strengthen our teams, where we seek input and ensure every voice is heard. We amplify our impact when we empower each other to take ownership and work together toward a common vision.

Live Authentically. We are at our best when we share information openly, create clarity, invite stakeholders to participate in decision-making, and communicate with utmost respect.

Student Experience Statement

Mohave College aims to provide an inspiring education exemplified by clear pathways as a stepping stone to completion, transfer, or post-college success. That student experience will be characterized by:

- a welcoming and caring community that promotes discovery, confidence, individuality, diversity, and belonging;
- relevant programs and courses including work-based learning options that ensure preparation for the real world and the future;
- personalized and inviting services that support students in person or online; and
- rewarding relationships with knowledgeable, empathetic and committed faculty and staff.

Mohave College faculty, staff, and administration will support this experience with:

- academic programs with clear pathways and class schedules designed to meet students' needs;
- a comprehensive first year experience that helps students easily navigate college processes, discover resources, and enter and succeed in their chosen academic pathway;
- caring environment with seamless services that provide timely assistance for students' academic and non-academic needs; and
- innovative use of technology and teaching practices leveraged to deliver dynamic and engaging learning experiences.

Strategic Priorities

Strategy 1 – Enrollment for All

Create and sustain enrollment opportunities to ensure access for anyone interested in learning and personal growth.

Strategy 2 – Academic Programs and Workforce Development Partnerships

Develop a strong talent pipeline and ensure regional prosperity by strengthening external partnerships and providing flexible academic programs and interactive learning experiences.

Strategy 3 – Holistic Approach to Student Success

Offer an engaging student experience that provides holistic supports, ensuring students can achieve educational, career, and personal success.

Strategy 4 – Foundations of Organizational Success with Technology, Facilities, Personnel Resources

Maximize institutional effectiveness by maintaining modern technologies and facilities and by enhancing faculty and staff capacity through growth and development opportunities to support a nimble, high-performing institution.

Ethical Behavior

All employees of the College are expected to model ethical behavior in their daily work and maintain high standards in their working relationships. These standards include the following:

- The placement of the welfare of students as the first concern of the College.
- The maintenance of just and courteous professional relationships with students, coworkers and others.
- The representation of the College on all occasions so that the contributions of the College to the community are recognized.
- Restraint from using school contacts and privileges to promote politics, religious views or propaganda of any kind.
- Focusing any criticism of another staff member or of any department of the College on the improvement of the educational system. Such constructive criticism is to be made directly to the particular administrator who has the responsibility for improving the situation and then to the president, if necessary.
- In the performance of professional duties, an employee shall keep in confidence such information as they may secure unless disclosure serves professional purposes or is required by law.
- The proper use and protection of all college properties, equipment and materials.

Diversity, Equity, and Inclusion

Mohave College is committed to providing equal employment opportunity, educational opportunity, and advancement to individuals without regard to race, color, ethnicity, religion, gender, sex, national origin, age, mental or physical disability, sexual orientation, gender identity, gender expression or veteran status or any other legally protected class in any of its policies, practices or procedures. The equality of opportunity for all persons must be consonant with all applicable provisions of state and federal laws.

Mohave College Diversity, Equity, and Inclusion Statement:

Mohave College is committed to building a social and educational environment free of harassment, prejudice, and discrimination. This environment supports a rich diversity of our communities, students, employees, and the many points of view they bring to campus to enhance the quality of the educational experience at Mohave College. We envision each student and employee creating the future and engaging fearlessly in serving our communities. We acknowledge and value differences because they strengthen our teams and communities when we work and build together. We will continue to strive to build and promote inclusive and equitable access to successful educational outcomes and overall college experiences for all Mohave College students, and a workplace culture of inclusivity on all campuses so everyone can work and live authentically.

College Organizations & Standing Committees

The effectiveness of the College depends on active participation of employees in committee work. Committees not only serve a management role in the day-to-day operation of college

affairs; they also serve an advisory role on matters concerning the general welfare of the institution.

Employees are welcome to participate in the committee work of the College, with assignments on as equitable a basis as possible and in consultation with the employees involved. More information about the Communication Structure can be viewed at the link below:

<https://www.mohave.edu/about/administration/communication-structure/>

Role of the Board of Governors

Primary responsibility for Mohave College resides at the local level with the powers invested in each District Board of Governors as defined by Arizona Revised Statutes (A.R.S.). Comprised of five elected officials, only the board as a whole is authorized to take a position or to make a decision on behalf of the district. The Board of Governors members recognize that the education of students is the reason for the College's existence; all other functions must support this purpose. It is the duty of the Board to ensure that students receive the highest quality education in the most efficient manner possible.

The Board sets the policy direction of the College and evaluates the implementation of that policy, maintaining oversight of the College with emphasis on instructional quality, operational efficiency, and fiscal stability. Policy decisions are based on the mission of the institution. The Board employs the College President to act as the institutional leader and to implement its policies.

Instructional Quality: As the primary governance body of the institution, trustees are responsible for maintaining membership with the Higher Learning Commission (HLC) through the following: (1) Obligations of Membership (2) Assumed Practices and (3) Core Criteria. The Board of Governors is key in maintaining accreditation and overall institutional health.

Operational Efficiency: Mohave College's Institutional Effectiveness Network establishes a systematic and systemic approach for the College's intent to measure overall effectiveness as it relates to programs, services, performance indicators, and student learning outcomes, which are inherent in each of its effectiveness pillars. (Pillar One - Academic program review and prioritization • Pillar Two - Non-academic programs and services review • Pillar Three - Strategic plan key performance Indicators • Pillar Four - Academic student learning outcomes • Pillar Five - Co-Curricular student learning outcomes)

Fiscal Stability: The Board evaluates the fiscal health and stability of the College via the budget and informs the community of the financial needs of the institution. A well-planned budget will help to ensure long-term institutional viability. Planning, both for the long- and short-term, is a critical component in the process.

The background is a solid red color with a large, stylized, semi-transparent illustration of a woman's face. The woman has dark hair and is looking slightly to the right. The illustration is composed of bold, dark red outlines and is centered behind the text.

EMPLOYMENT

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."

- Margaret Mead

Equal Employment Opportunity

Mohave College complies with applicable provisions of state and federal law which prohibits discrimination and guarantees equal opportunities. Pursuant to Title IX, Title VII and Mohave College's Anti-Discrimination policy, Mohave College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status or any other legally protected class in its educational programs and activities or employment practices. For further information on campus safety or a complete list of the Title IX team, visit www.mohave.edu/about/safety. Questions or complaints regarding Title IX may be referred to:

Danette Bristle (Title IX Coordinator)
Executive Director, Center for Teaching & Learning, and Accreditation Liaison/Compliance Officer
1971 Jagerson Avenue, Kingman, Arizona 86409
dbristle@mohave.edu
Phone: (928)704-9480
Cell: (928)542-6920

Discrimination includes harassment, which includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons because of one of the above-named qualities. This includes creating a "hostile environment" where the conduct is sufficiently severe or pervasive to alter the conditions of the person's employment experience at the College. Members of the College community have a responsibility to report discrimination and those in supervisory roles are obligated to act to correct it.

Employees are encouraged to report suspected violations to their managers or Employee Services for prompt investigation and response. The Executive Director of Employee Services acts as Mohave College's Title VII compliance officer and will investigate employee complaints, including complaints of sexual harassment and sexual discrimination.

Americans with Disabilities Act (ADA)

Mohave College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. The College does not discriminate against qualified individuals with disabilities in any aspect of the employment relationship, and does provide reasonable accommodations as required by law to otherwise qualified employees or applicants with disabilities. Employment opportunities or privileges will not be denied to an otherwise qualified employee or applicant because of the need for reasonable accommodation of the individual's disability. Discrimination based on an employee's or applicant's association with a disabled individual is also forbidden. Employees with ADA-related concerns should contact Employee Services.

Drug-Free Workplace

The Board of Governors recognizes that drug dependency is a major health problem and its effect has serious safety and security repercussions for both students and staff. Employees are required to report to work on time and in appropriate mental and physical condition for work. It is the College's obligation and intent to provide a drug-free and alcohol-free, healthful, safe and secure work environment.

Employees must, as a condition of employment, abide by the terms of this policy and report any criminal convictions for any drug or alcohol violations, whether occurring on or off college premises. A report of a conviction must be made within five days after the conviction as mandated by the Drug-Free Workplace Act of 1988.

If there is a just and reasonable cause, an employee may be subject to a drug test at the College's request and expense. Violations will result in corrective and/or disciplinary action which may include, but is not limited to, removal from campus, referral for prosecution, referral for treatment or counseling, and termination of employment.

Sexual Misconduct

The College prohibits all forms of sexual misconduct by the Board of Governors, the administration, faculty, staff, and students, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the College community or against someone outside the community.

Prohibited conduct includes, but is not limited to, acts of non-consensual sexual contact/sexual assault, harassment of a sexual nature, sexual exploitation, stalking, relationship violence, voyeurism, exposure, video or audio taping of sexual activity, and sexual activity resulting from emotional coercion, unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile or offensive employment or education environment.

Additionally, sexual misconduct may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures or display of sexually suggestive objects, pictures or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

- Implying or withholding support for an appointment, promotion or change of assignment; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college applicant will be denied.
- Coercive sexual behavior used to control, influence or affect the career, salary and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence or affect the educational opportunities, grades and/or learning environment of a student.
- Offering or granting favors, education or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shift recommendations or reclassifications, etc., in exchange for sexual favors.

Each College employee is obligated to report incidents of sexual misconduct of which they become aware and is subject to college disciplinary actions for a failure to report.

This obligation extends to all due to the College's responsibility Under Title IX to:

- Stop the conduct
- Prevent its re-occurrence
- Remedy its effects
- Provide care and support for the reporting person
- Take steps to ensure the safety and security of our community.

Employees who are victims of sexual misconduct are encouraged to report to Employee Services or any member of the Title IX response team. All supervisors and members of management to whom a complaint of harassment is brought, or who independently observe behavior prohibited by the harassment policy, are to report the complaint of harassment or information about harassment promptly to the Executive Director of Employee Services or a member of the Title IX response team.

Employees filing complaints of harassment are assured that information about the allegation of harassment will be shared only with those who need to know about it. Records relating to harassment complaints will be kept confidential on the same basis. Complete confidentiality cannot be guaranteed since conducting an effective investigation would not be possible without revealing certain information to the alleged harasser and potential witnesses.

If a charge is substantiated, the College will undertake prompt and appropriate corrective action including discipline up to and including termination of employment, whenever it is determined that violation of this policy has occurred. Such corrective action will be reported to the employee making the complaint.

Job Vacancies

All position vacancies are posted by the Employee Services Office. In most cases, positions will be advertised as "open until filled" with application review occurring at regular intervals until an interview schedule is set. Some positions will be posted with a definite closing date. No applications will be accepted after the posted closing date.

Internal as well as external applicants must submit a complete application to the Employee Services Office by the closing date stated on the job posting attesting to their ability to meet the requirements and qualifications of the position posted. All applications are collected through an online process that can be accessed from the Employee Services web page.

Employment Processing

At the time of employment, new hires must complete the following:

Employee Authorization to Release Records - The offer of employment is dependent upon successfully passing criminal history and reference checks. Prospective employees must provide consent to both checks by signing the Employee Authorization to Release Records. If the information received during these checks should prove inconsistent with the information received from the application, the offer of employment may be withdrawn or the employee may be terminated.

Loyalty Oath - At the time of employment, all employees are required by law to sign an oath affirming support of the Constitution of the United States and the Constitution and laws of the State of Arizona, as per Arizona Revised Statute 38-231.

Employment Eligibility Verification - The College, in accordance with the Immigration Reform and Control Act of 1986, is committed to employing only those applicants authorized to work in the United States. As a condition of employment, all new and rehired employees must properly complete, sign and date the first section of the Form I-9 within the first three days of employment. An employee who does not properly complete the I-9 form within the legally required timeframe will not be permitted to continue to work until the form is completed.

In addition, the College complies with the Legal Arizona Workers Act by checking the legal working status of all new hires through the federal E-Verify system.

Statement of Registration Status - Arizona Revised Statute 38-201 D provides that no person is eligible for employment unless that person has registered with the United States Selective Service System, if required to do so by law. At the time of employment, all employees must provide information regarding Selective Service status.

U.S. Department of Labor Voluntary Questionnaire - The U.S. Department of Labor requests basic demographic information to assist the agency in evaluating and improving efforts to publicize job openings and to encourage applications from a diverse group of qualified candidates. At the time of hire, new employees are given the opportunity to participate by identifying gender, race, ethnicity and disability. Participation is completely voluntary and the information received will have no effect on hiring or retention decisions.

Tax Withholding Elections - Both federal and Arizona law requires employers to withhold income tax from employee earnings. New employees must complete both the W-4 (federal income tax) and A-4 (state income tax) Withholding Forms to elect appropriate tax withholdings.

Benefit Enrollment Elections - New employees must complete insurance enrollment and other benefit elections at the time of hire. Additional information will be given in the Employee Benefits section of this manual.

Personnel Records and Changes in Personal Status

The Employee Services Department maintains a master file for all employees. Unless authorized in writing by the employee, only college employees who are performing an official supervisory function will be allowed access to a file.

Any employee may review their own personnel file upon request. Employees are responsible for notifying Employee Services of their wish to review, copy or challenge the contents of their primary files. The file and/or contents may not be removed from Employee Services and must be reviewed in the presence of the Executive Director of Employee Services or their designee.

Employees are responsible for keeping their records current and accurate. Notification to Employee Services of any changes in personal status is critical. Such information is necessary to ensure correct deductions for taxes, medical insurance, life insurance, etc. Incorrect or outdated information may affect employee benefits and the ability of the College to make the appropriate contacts in an emergency. The accuracy of an employee's entry in the College directory depends on the accuracy of that employee's files. Some changes that should be reported promptly include:

- Name
- Address
- Telephone number and cell phone number
- Marital status
- Names and social security numbers of new dependents
- Birth dates of dependents
- Changes in dependent(s) status
- Beneficiary designations for benefit plans, such as retirement, life insurance, etc.

Release of Information and Employment Confidentiality

Authorized staff members have access to confidential information about the College, its employees, and students. All employees must handle such information responsibly.

Since it can be difficult to distinguish legitimate inquiries from invasions of others' privacy, no information is to be divulged without proper authorization. All inquiries or requests from outside the College for information regarding employees or former employees must be submitted in writing to Employee Services. A signed statement from the employee authorizing the release of such information, and stating to whom it should be released, must accompany each request for information other than verification of dates of employment.

Work Agreements — Exempt and Non-Exempt Staff

All exempt and non-exempt staff, as well as temporary employees and adjunct faculty, will be employed under written work agreements. Employment at the College is at-will, meaning each employee is employed by the College for no specific term and has no right of continued employment. The employment of an at-will employee may be terminated for any reason, or for no reason, with or without advance notice, as the College or the employee desires. No employee shall have the authority to make any agreement or contract to the contrary or any agreement with an at-will employee for any specified period of time. No college policy or procedure or item within the employee Handbook is intended to — and shall not operate to — create any property or contract rights inconsistent with the at-will employment status of employees.

Each employee will be provided a written work agreement at least 15 calendar days prior to the implementation of any proposed change to the work assignment, however, the College reserves the right to implement changes to work assignments within a shorter or longer timeframe, as fits the needs of the College. Each employee desiring to accept an assignment must sign and return the agreement to the office of Employee Services on or before the date designated in the agreement.

Notice of Term Appointment — Faculty

All full-time and part-time regular faculty will be employed under written notices of term appointment. Employment at the College is based solely on the terms, conditions and dates prescribed by individual notices of term appointment. There is no expectation of subsequent reappointment beyond the period covered by the current notice of term appointment.

Each employee will be provided a written notice of term appointment or letter of non-reappointment at least 15 calendar days prior to the last date of their current term of appointment. Each employee desiring to accept appointment for the term of the notice must sign and return the notice to the office of Employee Services on or before the date designated on the notice.

Job Descriptions

The job description summarizes the purpose and the essential functions of a job and the minimum qualifications needed to perform the job in terms of education, experience, special skills, physical requirements, etc. Employee Services maintains job descriptions and makes them available on the Employee Services page of the Mohave College website.

Employee Code of Conduct

All employees of Mohave College are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and College property. In addition to statutorily prohibited conduct, employees may be disciplined for infractions that include, but are not limited to:

1. Engaging in unprofessional conduct, such as that which will bring discredit or embarrassment to Mohave College or the Board of Governors.
2. Committing fraud in securing employment.
3. Exhibiting incompetency and/or inefficiency in work.
4. Neglecting duties.
5. Exhibiting unprofessional attitudes.
6. Engaging in acts of insubordination.
7. Engaging in acts of dishonesty.
8. Being under the influence of drugs or alcohol while on duty.
9. Engaging in the illicit use of narcotics or habit-forming drugs
10. Being absent without authorized leave.
11. Being involved in excessive absenteeism.
12. Engaging in discourteous treatment of student, co-workers, or the public.
13. Engaging in dress or grooming that does not present a professional image, as dictated by supervisors.
14. Being involved in the misuse or unauthorized use of college property.
15. Failing to disclose to any personal interest in any business transactions of the College.
16. Engaging in the solicitation of anything of economic value, (gift, gratuity, favor, entertainment, or loan) which is or, may appear to be, designed to influence the employee's official conduct except for food, refreshments, or unsolicited advertising or promotional material of nominal value.
17. Using position or confidential information for personal gain.
18. Carrying or possessing a weapon on school grounds, unless acting as a peace officer.
19. Failing to maintain high standards impartiality, free from any personal considerations or obligations, favoritism, or partisan demands.
20. Violating any standard of conduct related to academic integrity or the utilization of financial aid.
21. Failing to report any arrests, other than minor traffic violations, to the Executive Director of Employee Services within three (3) days of the arrest.
22. Engaging in any activity which leads to direct or indirect discrimination, reprisal, force, coercion, or intimidation of another employee or student.
23. Violating any College Policy or Procedure.

Consensual Romantic or Sexual Relationships

Mohave College is committed to maintaining an environment where the education of students is of the greatest importance. Consensual romantic relationships can give rise to conflicts of interest and become potentially exploitative when they involve colleagues in the workplace or people in teaching or mentoring relationships. The dissolution of these relationships can create discord and significantly impair the normal operations of the College. In addition, such relationships can create an uncomfortable work or education environment for other students, faculty, and staff. Employees are expected to be aware of their professional responsibilities and avoid apparent or actual conflicts of interest, favoritism, or bias in their relationships. Therefore, consensual relationships between staff in mentoring positions and

students, as well as between a supervisor and an employee, are prohibited. Employees who are considering entering into a consensual relationship at work are encouraged to review the conduct procedure and discuss the issue with a supervisor or Employee Services.

Relationships between Faculty and Students

Romantic relationships are not allowed between students and faculty members, including relationships that occur when College is not in session or students are on leave. The mentoring relationship exists between all faculty and all students, by nature of direct professional responsibility, such as teaching, assigning grades, advising, writing recommendations, directing performances, coaching, supervising research, making decisions about awards, disciplining, and any other action which may affect a student's current or future study or employment. The decision to become a faculty member or a student at the College assumes this mentoring relationship and precludes engaging in such a romantic relationship.

Failure on the part of the employee or supervisor to comply with this procedure may result in disciplinary action being taken, up to and including termination of employment.

Employee Appearance

It is important to remember that the professional image presented by an employee is a very important part of building confidence in Mohave College. Each employee has an important role to play in building this positive image. College employees shall ensure that dress and grooming present a professional image for students and the community while at work or while conducting college business by being clean and neat. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment.

Individual department supervisors have the authority to dictate employee appearance standards for their areas. At its discretion, a department may allow staff to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance.

Employment of Family Members

The College has no prohibition against hiring relatives of existing employees but understands that employment of relatives in the same area of the College may impact departmental functioning. To minimize any potential issues with regard to relatives working together, no person may be employed or serve as a volunteer in a position where any aspect of the work is supervised by a member of their immediate family or relative. Immediate family member or relatives of Board of Governors member may not be employed by the College. Additionally, immediate family members or relatives shall not be employed in the same department without the approval of the College President.

This policy applies to the following relationships: parent, spouse, child, sibling, grandparent or grandchild; including the same relationships created by marriage or adoption.

Assignments and Work Schedule

The President reserves the right to determine all professional staff assignments. Such assignments shall be based on the needs of the College and may be changed to serve the best interests of the College and students. Staff members will perform work assignments as determined by their supervisors to ensure efficient utilization of the College workforce. Staff members who complete their work must report to their supervisors for other tasks to perform. Refusal or failure to follow a supervisor's reasonable request could be considered insubordination and may lead to disciplinary action.

The College's business hours are 8 a.m. to 5 p.m., Monday through Friday. During the summer schedule, the business hours are 7 a.m. to 5 p.m., Monday through Thursday. The standard work schedule for all full-time staff employees is a 40-hour work week consisting of five 8-hour days, with a one-hour unpaid lunch period. During the summer, the work schedule for all full-time employees is a 40-hour work week consisting of four 10-hour days with a half-hour paid lunch. Work schedules are subject to change, given seasonal and weekend demands. Any variation in the standard schedule for a given position must receive advance approval from the supervisor, who will advise all employees of their working hours.

Modified work schedules may be approved on an episodic basis by the supervisor. If an employee's standard work schedule must be modified for a period longer than 30 days, the supervisor must consult with the appropriate administrator for approval. Requests and approvals must be in written form. A copy of the approved work schedule change will be kept on file in the Employee Services office.

Key and Access Control

Employees who are issued keys and access badges are expected to keep them in a secure area. Keys and access badges may not be copied, loaned, or otherwise misused by employees entrusted with possession. Keys and access badges must be returned to the Campus Key Office prior to the last day of employment.

Professional Development

The College recognizes its responsibility to provide opportunity for the continual professional growth of its employees. Such opportunities include training courses, workshops, conferences, and assistance from supervisors and consultants. Employees will be required to participate in college-endorsed professional development programs. Participation in professional development is expected and encouraged throughout the year to enhance employee performance. In conjunction with the annual budget process, departments shall identify specific professional development plans that incur cost and/or employee absence from the College premises.

During the academic year, all employees will be required to obtain 25 hours of documented professional development per year. Professional development activities will be provided by the College as follows:

- *Online Learning* – participation in asynchronous or live online learning modules provided by Mohave College in Neogov.
- *In-Person Training* – participation in live in person trainings or workshops provided by Mohave College.

Employees may also choose to meet their yearly requirement by attending events held externally (webinars, conferences, academic classes). Attendance at events can be logged in Neogov and will be counted towards the yearly requirement at the discretion of the immediate supervisor.

Political Activity

The College recognizes and encourages the right of its employees, as citizens, to engage in political activity. Political activity shall be defined as the advocacy for any ballot measure or candidate for any political office to the exclusion of another. Work time may not be used for political purposes.

Liability Coverage

The College purchases general and automobile liability coverage for college vehicles and to cover claims made against the negligent acts of all employees and volunteers acting in the scope of their assigned duties.

When employees use their own vehicle for college business, the College's liability coverage is secondary coverage to the driver's personal auto insurance, which would be the primary coverage in the case of an accident. Employees who use their personal automobiles while on college business do not have college-provided physical damage (i.e., collision or comprehensive) coverage in the event an accident occurs.

Questions concerning liability coverage should be directed to the Chief Financial Officer.

Fleet

Mohave College maintains an inventory of fleet vehicles for employees to use in conducting official college business. Adherence to college fleet policy is strictly enforced.

Purchasing

Mohave College conducts the business of purchasing merchandise and/or services through the issuance of preauthorized purchase order numbers and a purchasing card (PCard) program. Adherence to college purchasing policy is strictly enforced. Providing merchandise and/or service to the College without consulting and following college policy puts both the employee who placed the order and the vendor at risk.

Inmate Work Crews

Mohave College may use inmate work crews to perform maintenance, grounds-keeping, and custodial tasks. The Arizona Department of Corrections has very strict guidelines that govern the conduct of inmates who perform work outside of prison facilities. Likewise, the College is permitted to use the inmates for various tasks provided the rules below are strictly followed:

- No photographs may be taken of the inmates at any time, with or without their approval.
- Inmates may not be given food, drinks or money. This includes bottles of water.
- Inmates are not allowed to use college phones or cell phones. Do not make a call on the inmate's behalf.
- Do not mail any letter for an inmate.
- Inmates may not be visited by family or friends while on a job assignment.
- No inmate is allowed to be alone with a Mohave College employee, or behind closed doors, even in an office during painting or other repairs. If a door needs to be closed, a trained maintenance staff member needs to be with the inmate.
- Inmates are not allowed access to a computer.

Should you observe infractions of the rules above, please immediately report the incident to the Campus Facilities Manager or the Campus Dean.

Conflict of Interest

The Board, officers, and employees of the College have the responsibility of administering the affairs of the College honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the College. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions or knowledge gained there for their personal benefit.

Any employee who has, or who's relative has, a substantial interest in any decision of the College shall make known this interest in the official records of the College, and must refrain from participating in any manner as an employee in such decision. Likewise, employees may not accept gifts from any person, group or entity doing, or desiring to do, business with the College.

Outside Employment

All full-time college employees must recognize that their first employment responsibility is to the College and their assignments for which they have been contracted. If a full-time college employee does accept outside employment, the employee will not be permitted to use any college staff, equipment, supplies or facilities to promote or assist in their outside assignment. The College employee may not use the College name, logo, telephone number or address on any material such as letterheads, business cards, or brochures in the promotion of their outside business or employment.

All full-time employees are required to annually disclose outside employment through the

Conflict of Interest form.

A stylized, monochromatic illustration in shades of red and white. It depicts a person's face from the nose up, wearing glasses. The person has a crown or headpiece made of large, pointed leaves. The background is a solid red color.

EMPLOYEE BENEFITS

A true measure of your worth includes all the
benefits others have gained
from your success.
- Cullen Hightower

General Information

The College offers a comprehensive health and welfare benefits plan and a retirement program to eligible employees.

Enrollment in some college benefit plans is not automatic. Although Employee Services tries to notify or remind employees when they become eligible to enroll in a particular benefit plan, it is the employee's responsibility to enroll in a timely manner. Please consult with Employee Services should any questions arise concerning eligibility for, or status in, a plan.

Although it is the intent of the College to continue the benefit plans described in this section, the College reserves the right to modify, amend or terminate any benefit plan, with or without notice.

Health and Welfare Benefit Plan

The College's Health and Welfare Benefit Plan offers medical, dental, vision, prescription, basic life and supplemental life insurance, short-term disability, health saving accounts, and health care flexible spending/dependent care flexible spending accounts to all faculty and staff members who are scheduled to work 30 or more hours per week. Adjunct faculty, on call, temporary and seasonal staff are not generally eligible for these benefits, due to reduced weekly work hours. Additional information and a plan summary can be obtained by contacting Employee Services.

You may enroll the following Dependents in the Plan:

1. Spouse – A person legally married to you under state law (excluding common law spouses). Documentation may be required.
2. Children under age 26 – Coverage ends at the end of the month in which the child turns 26.
3. Disabled Children age 26 or older – Must be unmarried, primarily dependent on you, reside with you over half the year, and be ineligible for other coverage (except Medicaid/Medicare). Disability must have begun before age 26. Proof of disability may be required.
4. Children covered by a Qualified Medical Child Support Order (QMCSO) – As required by law.

The Plan Administrator may request documentation to verify dependent eligibility.

Insurance coverage begins on the first day of the month following a complete calendar month of employment. Each eligible employee must complete an initial enrollment form prior to the effective date for insurance. Changes to Health and Welfare Benefit Plan elections may only be made upon initial enrollment, during open enrollment periods, when the employee has a qualifying event as defined by the IRS, or when employment status changes.

Eligible employees have the option of purchasing short-term disability insurance and supplemental life insurance. The premiums for this additional insurance are paid through

payroll deductions. Employees have the option of participating in pre-taxed flexible spending accounts for healthcare and dependent care.

The College pays insurance premiums for all employees in advance. These payments are made in good faith of continuing employment. If an employee terminates employment during the summer months, they will be liable for insurance premiums for the months the College has prepaid. All premiums must be repaid at COBRA rates.

Employee Assistance Program

Employees who are covered by the Health and Welfare Benefit Plan are also enrolled in the Employee Assistance Plan (EAP). An EAP is designed to help employees deal with life's stresses and a variety of personal problems by providing valuable services at no cost to eligible employees and their families in the form of short-term, solution-focused counseling, legal and financial consultations, and work-life resources and referrals.

Retirement Plan

Public employees working 20 hours or more per week participate in the Arizona State Retirement System (ASRS), a defined benefits plan. This plan is designed to provide employees with a source of income to supplement Social Security benefits when retired. Contribution rates are set annually by ASRS. Employees do not have the option of increasing or reducing contribution rates or opting out of the retirement plan. Additional information regarding the retirement plan can be obtained from the ASRS website at www.azasrs.gov.

Educational Assistance

Eligible employees and their immediate families (spouse and dependent children residing in the same household) may receive a waiver of 100% of tuition (see schedule below) for credit courses at Mohave College. Tuition waivers do not include charges for any other applicable fees or books, or audited courses, Adult Education courses, and Community Education/Career Training/Professional Development/Corporate Training courses (non-credit courses). The combined tuition benefit granted to an employee and their dependent(s) may not exceed a total of twice the established credit hour limit.

A change in enrollment status will not generate a cash refund to the recipient of the waiver. A grade of "C" or better must be obtained in courses under a tuition waiver, or tuition must be repaid to the College. Tuition waiver is a benefit the College has the right to deny to employees and/or their dependents when circumstances warrant such denial.

Employee Class	Waiver Amounts
Full-time Faculty, Regular Full-time Employees	Up to fifteen (15) credit hours per semester (maximum total benefit of 30 credits per employee)
Immediate Family Member of Full-time Faculty, Regular Full-time Employees (same	Up to fifteen (15) credit hours per semester (maximum total benefit of

household, proof of relationship required)	30 credits per employee)
Regular Part-time Employee	Up to eight (8) credit hours per semester (maximum total benefit of 16 credits per employee)
Immediate Family Member of Regular Part-time Employees (same household, proof of relationship required)	Up to eight (8) credit hours per semester (maximum total benefit of 16 credits per employee)
Adjunct Faculty	One (1) credit hour for each credit hour instructed in the previous semester, up to seven (7) credit hours.
Immediate Family Member of Adjunct Faculty (same household, proof of relationship required)	Any number of the adjunct faculty's credit hours, up to seven (7) credit hours.
Supplemental Instructors and Tutors	One (1) credit hour for every 30 hours worked in the previous semester, up to seven (7) credit hours.
Immediate Family Member of Supplemental Instructors and Tutors (same household, proof of relationship required)	Any number of the Supplemental or Tutor's eligible credits earned, up to seven (7) credit hours.
Dual Enrollment and Partner Company	Four (4) credits per semester, earned in the previous semester.
Immediate Family Member of Dual Enrollment or Partner Company Employee.	Four (4) credits per semester, earned in the employee's previous semester.

Employee Leave

The College maintains employee leave plans for the purpose of providing employees with the opportunity to take time away from work without loss of compensation. Employee leave programs are intended for use in connection with vacation, illness, medical/dental appointments, personal business, family care, emergencies, and other needs which may require time off from work. Eligible staff members accrue leave hours each pay period based on their job classification and years of service in accordance with the published accrual schedule. For more information, see the **Time Away from Work** section of this manual.

Computer Literacy Incentive Program (CLIP)

After successfully completing the 90-day probationary period, employees may purchase computer software and/or hardware valued up to \$1,000 at the College's expense. The employee then repays the amount, interest free, through payroll deduction. For more information, please contact Employee Services.

Tax Sheltered Annuities

As an employee working for a public, nonprofit institution, you are eligible to participate in a tax-sheltered annuity plan (TSA). Annuity plans allow you to defer receiving a portion of your current year's earnings, enabling you to defer paying income tax on that portion.

A list of approved companies offering TSAs is available through Employee Services. Once you have selected a TSA plan, you must complete the necessary forms for payroll deductions to begin.

Unemployment Benefits

Under Arizona Revised Statute 23-750 E, employees of education institutions are not eligible to receive unemployment benefits between academic terms or between customary break periods if there is a term appointment or "reasonable assurance" the employee will provide services in the next academic term, or after the break.

Workers Compensation

Arizona employers are required to provide injured workers' compensation insurance for their employees to cover the costs of medical treatment and lost wages for injuries suffered on the job. Employees who are injured while at work are required to report the injury via the established reporting process.



TIME AWAY FROM WORK

“Happiness comes from WHAT we do.
Fulfillment comes from WHY we do it.”

- Simon Sinek

General Information

The continued success of Mohave College is based on the accumulative performance of each and every staff and faculty member. To foster thorough and efficient education for all students and to provide exceptional customer service, good attendance is essential.

Any employee who can be shown to have willfully violated or misused the College's attendance and leave procedures or misrepresented any statement or condition, will be subject to discipline, which may include loss of pay, suspension and/or dismissal. Additionally, excessive absenteeism is grounds for discipline.

This Employee Handbook briefly covers the most often used types of employee leave. For the full employee leave procedure, please reference the Mohave College Policy and Procedure Manual.

Paid Sick Leave

Purpose: Paid sick leave is provided to an employee for:

- the mental or physical illness, injury, or health condition; the need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or the need for preventative medical care of the eligible employee or the employee's family member;
- the closure of Mohave College by order of a public official due to a public health emergency;
- the closure of the employee's child's school or place of care by order of a public official due to a public health emergency;
- any absence necessary due to domestic violence, sexual violence, abuse or stalking.

Eligibility: All employees, regardless of scheduled hours or length of work agreement, are eligible to participate in the paid sick leave plan, beginning from the date of employment in such position.

Accrual Schedule: Newly-hired employees will begin accruing paid sick leave hours upon hire, but may not use paid sick leave until after satisfactorily completing the three-month probation period retroactive to the date of employment. Leave used within the three-month probation period will be charged to leave without pay.

Employees will earn leave for scheduled hours when absent from work in connection with holidays, paid leave of absence, bereavement leave, and jury duty. Employees will not earn paid sick leave for scheduled hours when absent from work in connection with excused or unexcused absences without pay, including unpaid leaves of absence, worker's compensation, long-term disability and catastrophic leave. Holidays, bereavement leave, military, and jury duty will not be charged against paid sick leave.

Paid Sick Leave accrues as follows:

Employee Group	Annual Paid Sick Leave Accrual
Full-time Employees (Administration, Executive Director, Full-Time Faculty, Exempt Staff, Non-Exempt Staff)	40 hours
Part-time Employees (Any employee working less than 40 hours per week)	1 hour for every 30 hours worked, maximum of 40 hours

Paid Time Off (PTO)

Purpose: The College maintains a paid time off (PTO) plan to provide employees with the opportunity to take time away from work without loss of compensation, including scheduled vacations and time off in connection with illness, medical/dental appointments, personal business, family care, emergencies and other needs which may require time off from work.

Eligibility: All full- and partial-year full-time employees are eligible to accrue PTO leave beginning from the date of employment in such positions.

Accrual Schedule: Newly-hired staff will begin accruing PTO hours upon hire, but may not use PTO until after satisfactorily completing the three-month probation period. Leave used within the probation period will be charged to leave without pay.

Employees will earn PTO for scheduled hours when absent from work in connection with: PTO, holidays, paid leave of absence, bereavement leave and jury duty. Employees will not earn PTO for scheduled hours when absent from work in connection with excused or unexcused absences without pay, including unpaid leaves of absence, worker's compensation, and long-term disability.

Eligible employees will accrue PTO at a rate based on employee group and years of eligible service (see table below). Employees working less than a complete fiscal year will accrue PTO at a prorated rate.

Employee Group	Consecutive Years of Service	Annual Accrual
9-month Full-Time Faculty	N/A	18 hours
12-month Full-Time Faculty	N/A	35 hours
Exempt & Non-Exempt Staff	0.0 – 4.9 years	120 hours
Exempt & Non-Exempt Staff	5.0 – 9.9 years	150 hours
Exempt & Non-Exempt Staff	10.0 + years	180 hours
Administration and Executive Director	N/A	180 hours

Accumulation Cap. Limits are imposed on the amount of PTO that can be maintained as a balance and on the amount of PTO that can be carried forward from one fiscal year to the next (encouraging the employee to use PTO and allowing the College to manage its financial obligations responsibly). PTO hours expire at the end of the year following the year in which the leave was accumulated. Any unused PTO hours that expire will be converted to Paid Sick Leave hours.

Scheduling Leave

To the extent possible, leave is to be requested and approved by the supervisor in advance, using the online system. In most cases, two weeks of advance notice will be sufficient. However, the amount of advance notice may vary by department depending on operational and staffing needs. Supervisors may approve requests for leave with less than two weeks' advance notice at their discretion.

In the event of illness or emergency preventing the employee from requesting leave in advance, the employee must notify the supervisor no later than 15 minutes after the start of the employee's workday and explain the need for unscheduled time off. In the event of illness or emergency preventing the employee from reporting to work for periods exceeding one day, the employee must contact the supervisor each subsequent day no later than 15 minutes after the start of the employee's workday. The immediate supervisor shall arrange for class coverage in the case of full-time faculty illness. Employees who do not adhere to these guidelines may be subject to disciplinary action by the College.

Supervisors are responsible for scheduling leave in a manner which balances the operational and service delivery needs of the department with the time off preferences of the employee. The College reserves the right to deny leave requests which may have an adverse effect on its operations or cancel previously approved leave requests if unexpected circumstances arise which require the employee's attendance at work.

Generally, leave may not be scheduled during annually established black-out dates. An employee seeking authorization for leave during black-out dates must include a written explanation with the request form and receive approval from the President.

Regardless of the reason, should an employee's unscheduled absences occur with such frequency as to adversely affect department operations and prevent the employee from meeting their employment obligation of regular and reasonable attendance, the College may take corrective action up to and including termination of employment. The College has defined excessive absenteeism at a rate of 8% or greater of an employee's workable hours (not including the first 40 hours of sick leave).

Holidays

Mohave College grants eligible employees leave on established holidays with no loss in pay. Each year the College designates the dates on which the holidays are to be observed. Employees who work in a permanent position of 19.5 hours or more per week, will receive

designated holidays as days off with pay in accordance with the employee's working calendar. Deviations may occur in cases where the College determines adjustments are necessary to accommodate the academic calendar and the College's mission.

The College recognizes the following as holidays:

- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Holiday (two days)
- Winter Break (seven days)
- M.L.K./Civil Rights Day
- Presidents Day
- Spring Break (five days)
- Memorial Day
- Juneteenth

All faculty, non-exempt, exempt, executive director, and administrative employees employed 19.5 hours or more per week are eligible for paid holidays, beginning on date of hire, rehire or change to regular status of half-time or more. The employee must be actively at work or on leave of absence with pay at the time the holiday occurs.

The holiday benefit is not payable to employees who are:

- On an unexcused absence on either the day before or the day after the holiday
- On an official leave of absence without pay
- On regular Workers' Compensation leave

Certain employee groups may be required to work during a holiday. The department supervisor will make the decision to schedule work during a holiday. Employees who work on a regularly scheduled holiday will receive an equal number of hours of leave time to be used per the paid time-off procedure.

Family Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) requires employers of fifty (50) or more employees within a seventy-five (75) mile area to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are "eligible" if they have worked for a covered employer for at least one (1) year, and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months.

The College shall fully comply with the Family and Medical Leave Act and all interim and final regulations interpreting the FMLA issued by the U.S. Department of Labor. Accordingly, all portions of this policy that pertain to the FMLA shall be interpreted in a manner consistent with the FMLA and its regulations. Subject to the conditions set forth herein, any eligible employee of the College may take up to twelve (12) weeks of leave (FMLA leave) measured backward for each employee from the first time such employee uses leave under FMLA for any one (1) or more of the following reasons:

- Because of the birth of a child of the employee and in order to care for such child.
- Because of the placement of a child with the employee for adoption or foster care.
- To care for the spouse, son, daughter or parent of the employee, if such person has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- Because of any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Employees will be required to use accrued employee leave in order to provide compensation during an FMLA absence. Once employee leave is exhausted, FMLA leave will be unpaid.

An *eligible* employee is one who has been employed by the College at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the FMLA leave is to commence.

Serious medical condition means an illness, injury, impairment or physical condition that involves inpatient care in a hospital, hospice or residential medical facility, or outpatient care with continuing medical treatment by a licensed physician. Any employee who has been employed by the College at least twelve (12) months and who has completed at least one thousand two hundred fifty (1,250) hours of service immediately prior to the time the leave is to commence shall be eligible for FMLA leave.

Certification: All FMLA leave must be supported by medical certificates provided by the employee's health provider using the appropriate form provided by Employee Services. In any instance where the FMLA leave must be preceded by thirty (30) days' notice, the medical certificate should accompany the request for leave of absence. In any other instance, the medical certificate should be provided within fifteen (15) days after the FMLA leave commences.

Health care continuation: An employee taking FMLA leave shall be entitled to have the health care plan in which the employee is participating continue under the same terms and conditions applicable to actively working employees. The College shall require the repayment of any health care premiums paid by the College for continuing coverage during the period of the FMLA leave if the employee fails to return to work after the FMLA leave expires and the failure to return is not due to circumstances beyond the employee's control.

Position restoration: Upon return from FMLA leave, an employee shall be restored to the same position held before the FMLA leave commenced or to an equivalent position with equivalent pay, benefits and working conditions. The College requires an employee to provide a medical certificate from a health care provider that the employee is able to resume work before returning from FMLA leave for a serious personal health condition. The College may delay the return of an instructional employee from FMLA leave at the end of a semester, in accordance

with Section 825.602 of FMLA rules. The College may deny restoration of position to any key employee (i.e., one who is among the highest-paid ten percent [10%] of all employees of the College), in accordance with Section 825.218 of FMLA rules.

FMLA Fraud: An employee who fraudulently obtains FMLA from Mohave College is not protected by the FMLA's job restoration or maintenance of health benefits provisions. In addition, Mohave College will take all available appropriate disciplinary action against such employee due to such fraud.

Jury Duty

An employee selected to serve on a jury will be given a leave of absence with pay. Employees are not entitled to receive payment from both their employer and the courts. The check stub or a copy showing the amount received and a personal check in the amount of the jury duty pay, minus expenses, shall be provided to the payroll department. Any employee choosing not to follow this process can charge the leave to PTO or leave without pay.

If an employee is subpoenaed due to circumstances unrelated to college business, time off will be charged to PTO or leave without pay.

Bereavement

The College shall grant up to 40 hours of paid leave, to an eligible full-time employee, for the death of an immediate family member. A member of the immediate family is defined as parent, spouse, son, daughter, brother, sister, grandparent or grandchild – including stepchildren and in-laws whether related by blood, adoption, or marriage. Such requests must be submitted in Neogov and approved by the president or designee. Bereavement leave is not charged against PTO leave.

Leave of Absence

The President may approve a leave of absence without pay upon written request by an employee for a period of not more than one year. This leave will commence when all paid PTO leave has been exhausted.

Employees on leave of absence without pay, upon approval of the President, may return to the same or equal position with the College, provided such a position exists, and shall retain all employment benefits EXCEPT salary and step adjustments, insurance (unless paid by the employee), and accumulation of PTO leave.

Leave Donation Program

Mohave College's Leave Sharing Program is designed to work on an as-needed basis. Employees may voluntarily donate leave, according to the guidelines of this plan and dictates of conscience.

Criteria to request leave:

- An employee who is eligible to participate in standard health and welfare benefits may request donated leave for a seriously incapacitating or extended personal injury or illness to self or immediate family. Maternity is considered only for 6 weeks past delivery, or 8 weeks in case of a C-section.
- A requestor must provide an explanation or reason why donated leave is needed, which includes medical certification through the FMLA process.
- A requestor must exhaust all accrued paid leave earned prior to becoming eligible to receive donated time.
- No requestor will be eligible to receive days after qualifying for long- or short-term disability coverage or if their illness or injury is covered by worker's compensation.

Criteria to donate leave:

- A donator must have a minimum of a total of 200 hours of leave accumulated at the time of donation.
- A donator may donate a maximum of 40 hours total per year through the Leave Donation Program.

Donation limits:

- Donated leave hours must be used according to the paid leave procedure (PPM 6.105-N)
- A requestor may receive up to a limit of 240 donated leave hours per fiscal year.
- A requestor may receive a lifetime benefit of 480 of donated leave hours.
- Leave must be donated in one (1) day increments, equivalent to eight (8) hours.
- Donated leave will be applied to the requestor's account in the order of receipt. Any unused days will be returned to the donor.
- Donated leave shall not affect FMLA policies and procedures.

Donated Leave Process:

- An employee in need of donated leave completes the donated leave request form, including the expected duration of absence and brief description of medical condition, and sends to Employee Services with any medical documentation.
- Employee Services will review the request and medical reason, ensure that the employee has depleted their leave balances, and may request further medical certification if none is on file in Employee Services.
- Employee Services will issue an email to all eligible employees, notifying them of a request for donated leave. The requestor's identity and specific medical condition will be confidential and will not be shared in the email.
- Any eligible employee wishing to donate leave will complete the donation form in Neogov.
- Employee Services will calculate the worth of the donated time and apply the appropriate number of hours to the Donated Leave account balance in Neogov.

- The requestor keeps leave requests in Neogov current and accurate, using the donated leave balance.
- When the requestor returns to work, Employee Services removes all remaining donated leave from Neogov and returns to the appropriate donors.



HEALTH AND SAFETY

Prepare and prevent,
don't repair and repent.
- Author Unknown

General Information

Mohave College prides itself on maintaining a safe, secure environment for our students, staff, faculty, and visitors. Safety requires all members of our campus community to remain aware, alert, and mindful of potential issues. Prompt and accurate reporting of problems or potential concerns is crucial to the continued wellbeing of the campuses.

All employees will be required to observe the following safety rules:

- In the event of an emergency on campus, dial 911 immediately. Provide the exact location on campus for emergency responders. When possible, ask a staff member to direct responders to the incident on the campus property.
- Once 911 has been called and the emergency situation has been stabilized, contact the all-campus emergency line to report the incident and for further direction, if needed:
 - Extension 3399 from a campus 8x8 line;
 - 928-505-3399 from a cell or hardline phone.
- Be familiar with campus emergency supplies, including AED's, first aid kits, Narcan, and fire extinguishers. Use fire extinguishers only if you are properly trained to do so.
- Issues, conditions, incidents, or problems that do not require an immediate response can be reported via the campus Incident Reporting System, located at: <https://sso.mohave.edu/forms/incident/#>.

Concerns with student behavior and Title IX violations can be reported with: Maxient (<https://cm.maxient.com/reporting.php?MohaveCC>).

Deterrents to Workplace Violence

The College strives to provide an environment that is free from violence or any related disruptive conduct. Employees can contribute to the safety of all by:

Reporting any acts of violence they experience, observe, or become aware of to the Campus Dean, Employee Services, or Risk Management.

Reporting potentially violent behavior of co-workers to their supervisor immediately.

Reporting the possession of a weapon, including but not limited to firearms, ammunition or any other instruments, devices or substances designed, intended or used to inflict harm upon persons or property, to the Campus Dean, Employee Services, or Risk Management.

Accidents and Injuries

In compliance with Arizona State law, the College provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment that is accepted as a workers' compensation claim.

Any injury sustained on college property, no matter how slight, must be reported to your supervisor and Employee Services within 24 hours. In order to establish possible rights to worker's compensation insurance, a prompt reporting of any accident or injury occurring on the job should be made to your supervisor who will advise you on the proper procedures. Failure to do so can delay or prevent your receiving benefits.

When medical treatment is necessary, the injured employee will be referred to a preferred provider. Injuries requiring immediate emergency attention will be referred to the nearest hospital emergency room or to 911.

Injured employees placed on a "no-work" status from an attending physician may use their leave time to cover the first seven (7) days. An injured employee out eight (8) or more calendar days will be compensated based on Arizona Worker's Compensation Law (approximate 66 2/3% of date-of-injury pay). If you are eligible for industrial payments, you may not receive your salary/regular pay at the same time.

All injured employees who receive medical treatment must have a full release to return to work from a medical professional. Modified duty is accepted only if an employee's position will accommodate such an arrangement.

Blood-Borne Pathogens

Mohave College, in compliance with the OSHA standards for Occupational Exposure to Blood-Borne Pathogens (29CFR1910) and the Centers for Disease Control (CDC), has established standards and administrative procedures to prevent employee exposure to blood-borne infectious diseases from contact with blood or body fluids. All employees are required to complete a blood-borne pathogens in-service training annually and/or upon hire.

Hazardous Materials Communication

The College, in compliance with the Occupational Safety and Health Act of 1987 (OSHA), has established and maintains a comprehensive Hazardous Materials Communication program which covers container labeling, material safety data sheets and employee training. The purpose of this program is to ensure that employees are adequately informed of the risks of chemicals in their workplace, able to identify the physical and health hazards of chemicals, and are trained in proper work practices and emergency procedures, and are familiar with the provisions of the Hazardous Materials Communication Program.

Safety Training

All employees are required to complete safety and response training annually and/or upon hire. Training will cover what to do in the event of an emergency, safety equipment, and compliance.

Fitness for Duty

Mohave College endeavors to provide a safe workplace for the benefit of all members of the

College community. In order to provide a safe work environment, employees must be able to perform their job duties as outlined in the position specification document in a safe, secure, productive, and effective manner, and remain able to do so throughout the entire time they are working. Employees who are not fit for duty may present a safety hazard to themselves, to other employees, to the College or to the public.

The purpose of this fitness for duty procedure is to establish procedures by which the College will evaluate an employee's fitness for duty when an employee is:

1. Having observable difficulty performing work duties in a manner that is safe for the employee, for the employee's coworker, for the College, or for the public, as determined by the supervisor; or
2. Posing an imminent and serious safety threat to self or others.

In situations where there is a basis to think that the employee is making threats to harm himself or herself or others or is acting in a manner that is immediately dangerous to himself or herself or others, the supervisor shall contact local law enforcement authorities. Employee Services should be consulted regarding the fitness for duty procedure after the immediate safety issue has been addressed.

In all other circumstances the supervisor shall complete a Supervisor's Fitness for Duty Request form and forward it to Employee Services. Based on the descriptions provided by the supervisor, Employee Services will determine whether a fitness for duty evaluation is required and, if so, the type of evaluation needed and the type of health service provider to make the evaluation. Employee Services will then provide a form to the supervisor containing the evaluation information, and the supervisor will convey the form to the employee. Employee Services will also determine the type of leave to be used during the evaluation process.

Protection of College Property

It is the responsibility of all employees to protect and care for college property. If you have personal property in your workspace or office, you are responsible for maintaining an inventory. The inventory is necessary to prove any loss you sustain through fire or other disasters with your own insurance carrier. Personal property is not covered under the College's insurance policy.



USE OF TECHNOLOGY

“The technology keeps moving forward, which makes it easier for the artists to tell their stories and paint the pictures they want.”

- George Lucas

Acceptable Use of Technology

Mohave College strives to promote a culture of openness, trust, integrity, and an environment wherein freedom of expression and scholarly inquiry are encouraged and supported. The intention of the Acceptable Use Standards are not to impose restrictions that are contrary to these values, which are the core of our academic and administrative community. Some computing resources dedicated to specific roles, including administrative systems and teaching systems containing information protected under the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), necessarily limit access to protect the privacy of Mohave College students, faculty, and staff.

Effective security is a team effort involving the participation and support of the entire Mohave College team, including its students, faculty, and staff. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

The standards set forth the responsible use of Mohave College information technology resources. Individuals and groups using Mohave College resources both on and off campus are responsible for complying with the security standards set forth, including securing passwords, identification numbers, and security codes and using them solely for their intended purposes. Individuals are solely responsible for their personal use of IT resources, including computer accounts and other resources under their control. These standards are in place to protect the Mohave College community and to ensure the smooth, secure operation of Mohave College's information technology systems.

The standards apply to all information technology resources, including but not limited to computer systems, data and databases, computer labs, smart devices including cell phones and tablets, e-mail boxes, data and voice networks, applications, software, files, and portable media. Mohave College provides the resources to support the academic, research, administrative, and instructional objectives of the College. The use of these resources are limited to college students, faculty, staff and other authorized users to accomplish tasks appropriate to the status of the individual.

The guidelines below are not intended to be comprehensive, but to define and explain the intent of this policy. Situations not specifically covered by this policy will inevitably arise and should be judged and interpreted in the spirit of this policy.

Generally Prohibited Conduct

- Altering system hardware or software without authorization, including installation of unlicensed or unapproved software or hardware. "Freeware" and "Shareware" programs usually contain a provision denying use in professional environments without payment, so the installation of such programs violates this policy.
- Disrupting or interfering with the delivery or administration of information technology assets, including network communications, e-mail, hardware, or software.
- Attempting to access or accessing an account other than the account provided for your use.
- Intercepting or reading electronic communications, including e-mail and chat

messages not addressed or assigned to you.

- Misrepresenting your identity in an e-mail, chat, or university owned social messaging platform.
- Installing, copying distributing, or using digital content in violation of copyright and/or software agreements or applicable federal or state law. This includes the use of file sharing software including but not limited to BitTorrent, uTorrent, Sharefile or other services that allow the illegal download or use of copyrighted media.
- Interfering with others' use of shared resources, including computers, lab space, or common technology areas.
- Using college resources for commercial or profit-making purposes or to represent the positions or interests of groups unaffiliated or unassociated with the Mohave College community or the normal professional practices of students, faculty, and staff.
- Ignoring or evading departmental or lab policies, procedures, and protocols.
- Assisting unauthorized users' access to college IT resources.
- Exposing sensitive or confidential information or disclosing information that you do not have the authority to disclose.
- Using IT resources for illegal activities, including threats, harassment, copyright infringement, defamation, theft, identity theft, and unauthorized access.
- Using IT resources to access gambling or gaming sites.
- Failing to use good judgement with respect to personal use of IT resources. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

Security and Proprietary Information

- All mobile and computing devices that connect to the network must be capable of minimum 128-bit encryption for network traffic.
- System and user level passwords must comply with college standards (currently 24 characters, including an uppercase, lowercase, number, and a symbol). Failing to protect passwords or allowing others access to resources using your account is prohibited.
- All computing devices must be secured with password protected screen savers with an automatic activation feature set to 10 minutes or less. Users must lock the screen or log off when the device is unattended.
- Users should assume that attachments or unsolicited message may contain or do contain malware and viruses and avoid opening, executing, or downloading such attachments.
- Employees posting to forums, social media, Usenet groups, or other communications platforms that use a Mohave College e-mail address must include a disclaimer stating that their posting does not represent the views of Mohave College unless such posting is part of their normal business duties.

System and Network Access

- Accessing data, a server, or an account for any purpose other than conducting Mohave College business is prohibited.

- Exporting software, technical information, encryption information, or information about the capabilities of information systems is prohibited.
- Introduction of malicious programs, including viruses, worms, malware, adware, or similar programs is prohibited.
- Port scanning, security scanning, and other types of network scanning is prohibited without the written permission of the information technology unit.
- Disrupting network communication through the use of network sniffing, ping flood, packet spoofing, denial of service, forged routing information, e-mail spoofing, or otherwise misrepresenting network traffic is prohibited.
- Providing information about, or lists of Mohave College students, faculty, or staff to outside parties unless it is part of your normal duties is prohibited.

E-mail and Electronic Communication

- Use of Mohave College resources to access and use the internet requires good judgement on the part of the user. Users must realize that they represent the College and must, when stating an affiliation to the College, include verbiage indicating that the opinions expressed are their own and not necessarily those of Mohave College.
- Sending unsolicited e-mail messages, including "spam" or "junk mail" or other advertising material to individuals who did not request it is prohibited.
- The unauthorized use or forging of e-mail headers is prohibited.
- Any form of harassment, including via e-mail, voice mail, and chat services whether through language, frequency, or size of messages is prohibited.
- Solicitation of e-mail for any e-mail address other than your own is prohibited.
- Forwarding chain letters, Ponzi or Pyramid scheme messages, or messages not related to college business is prohibited.
- Use of Mohave College e-mail addresses for any purpose other than college business is prohibited.

Policy Compliance

- The Information Technology department will verify compliance to these standards through various methods, including but not limited to business reports, internal and external audits, audit tools, and security related hardware and software tools.
- The Information Technology team routinely monitors inbound, outbound, and internal network traffic for the purposes of compliance and network maintenance. Mohave College reserves the right to audit systems and network traffic to ensure compliance with the standards.
- Exceptions to the Acceptable Use Standards must be approved by the Executive Director of Information Technology in advance, and in writing.
- Faculty or staff found to be in violation of the standards may be subject to disciplinary action as outlined in the Policy and Procedure Manual.
- Students found to be in violation of the standards may be subject to disciplinary action

under the Student Code of Conduct in the Student Handbook.

Use of Social Media

Mohave College employees have a higher duty of care in communicating via Mohave College equipment and connections on social media networks and other electronic mass media. The College will strictly enforce all federal and state speech laws, and applicable Mohave College policies and procedures. An employee's statements on social media networks have the potential to permanently harm the reputation of others and contravene the policies and performance of Mohave College. Therefore, to achieve its mission and efficiently provide service to the public, Mohave College will carefully balance Mohave College's needs and interests with the individual employee's legal rights.

This policy is applicable to all forms of communication on social networks including, but not limited to, posts, pictures, video, audio, podcasts, use of all Internet services including the World Wide Web, third-party applications on social networks, e-mail, file transfers, remote computing access, RSS feeds, news services, blogs, chat rooms, personal websites that transact Mohave College's business, and any other media.* See *Ontario, Cal v. Quon*, 130 S. Ct. 2619-2010.

No Expectation of Employee Privacy on Mohave College Social Media Accounts:

Users of the Mohave College social media account are hereby notified that they should have no expectation of privacy when using a social media network. FERPA and HIPAA privacy laws apply to posting and transmission of information on social media networks. Many courts no longer distinguish between business-related content on an individual's social media network at work and business-related social media content formulated on the employee's personal device. In addition, Mohave College is subject to the Arizona Public Records Act (ARS Section 39-121 et seq.), the 1986 Electronic Communications Protection Act (18 U.S.C. § 2510 (1986)), and other state and federal discovery laws. Therefore, a user has no expectation of privacy in transacting Mohave College business, whether on Mohave College -issued equipment or on an employee's personal device.

Each user of the Mohave College social media account is hereby notified that social media "Friend" lists are subject to a public records request or discovery in a civil or criminal case. "Friending" a person can open social media content to "Friends of Friends" and other unknown third parties.

Expectation of Privacy on Personal Communication Devices:

All employees and others conducting Mohave College business are hereby informed that using personal communication devices (PCD) or private social media networks to perpetuate Mohave College business could result in a loss of privacy. There is a risk that all employee work and personal information on the PCD, may be exposed to discovery in lawsuits, public record requests, or other civil and criminal case. The loss of privacy on the employee's personal communication device or social media account could include but is not limited to the following situations:

- In a legal claim, lawyers may request an employee's business data;
- In a public records request, employee's business data may be requested;
- In an internal investigation, an employer may request an employee's business data;
- In a background check, an employee's business data may be viewed.

In no way does receiving a stipend for use of a personal communication device directly or indirectly infer that Mohave College will represent a Mohave College employee in a lawsuit.

Ownership of Data:

Mohave College's password, Mohave College usernames, all business-related data and social media content transmitted, received, accessed or stored by Mohave College's social media account and social media network systems remain the property of Mohave College, which reserves the right to access or audit this information in accordance with state and federal laws. Mohave College passwords and Mohave College usernames are administrative identifications and do not create an expectation of privacy in the event of a routine audit, public record requests, lawsuit or internal investigation.

Mohave College officers, employees and volunteers must remember that others may judge them or Mohave College by their postings on social media networks and are cautioned to maintain accuracy by verifying facts before posting information, exercise restraint and show respect for the opinions of others and use good judgment when connecting with others via social media networks. Mohave College social media accounts shall not be used to promote services, products, or organizations unrelated to Mohave College or its business.

Security:

Despite the best efforts of Mohave College and social media network companies to provide industry-grade security software and hardware, an employee's social media network data can be hacked or misused. Mohave College employees realize they are taking a risk that their data could be stolen or misappropriated when using social media networks to transact official business. Therefore, all Mohave College employees and others perpetuating Mohave College business using social media networks have a high duty of care to refrain from business or personal communications that include, but are not limited to posting statements or pictures containing home addresses, phone numbers, family information, personal health information, personal financial information, libelous statements, obscenity, hate speech, fighting words, exempt public record information, confidential information or any other information that the employee reasonably knew or should have known could compromise the safety or privacy of another employee, family member, student or others.

Use of Wi-Fi Technology:

All Mohave College officers, employees and others conducting business with Mohave College are hereby warned of the security risk of using Wi-Fi to send confidential data or other Mohave College information. This especially holds true where merchants, public airports or other organizations offer Wi-Fi for free. This technology is not secure and can easily be hacked.

Prohibited Speech, Expression and Conduct:

The malicious use of Mohave College social media, including libelous or obscene content; threats to any person; photos or statements depicting hazing, sexual harassment, vandalism,

stalking, underage drinking, illegal drug use, or any other inappropriate behavior, will be subject to disciplinary action.

Users of Mohave College social media are advised against posting or transmitting negative social media content from Mohave College social media accounts or damaging the image and reputation of Mohave College in any way.

The following is a list of inappropriate social media content:

- Conducting Mohave College business on social media networks or sites not authorized as official means of communication for Mohave College business;
- Posting comments to Mohave College social media networks that are not directly related to Mohave College business or accomplishing Mohave College business goals;
- Content that violates Mohave College copyright policies or infringes on another person's copyright or patent;
- Content which violates the use, conditions or guidelines as defined by the other social media network;
- Revelation of protected information under Mohave College policies, FERPA or HIPPA;
- Revelation of proprietary information of Mohave College;
- Content that violates Mohave College policies, rules or regulations;
- Content that attempts to influence legislation or supports a political candidate.

Nothing contained in this social media policy shall be construed as denying the civil and political liberties of any person as guaranteed by the United States and Arizona Constitutions, nor does it seek to impede upon the tenets of academic freedom that are extended to faculty.

Duty to Remove Prohibited Speech and Forwarding Liability:

It is a requirement of any employee with Mohave College social media management responsibility to remove the prohibited speech listed above, within a reasonable time period.

It is strictly prohibited for any Mohave College officer or employee to forward from a Mohave College social media account, whether on Mohave College equipment or on a personal communication device, any message containing the prohibited speech listed above when they knew or should have known this speech could be harmful to others. Employees clearly understand that forwarding any electronic message could be interpreted by the legal system as an endorsement of the content and the employee could be exposed to both personal and professional liability for not clearly reviewing the electronic content prior to forwarding the message to others.

In addition, all readers are hereby advised that "Friending" another person on a social media network or other electronic platform is a form of forwarding.

Personal Websites:

Mohave College officers and employees are advised that the creation of a website or social media network account that has the intention or result of representing Mohave College is prohibited. However, Mohave College officers, employees and others are encouraged to "Like" or share information from an official Mohave College social media network site, within

the conditions identified herein.

In no situation should a Mohave College employee or other person perpetuating business with the College overtly, or by insinuation, leave the impression to anyone that Mohave College endorses or authorizes the individual's personal website or private social media account.

Mohave College officers and employees are further advised that posting information about Mohave College on their personal account poses a potential risk that all employee work and personal information on the private social media account may be exposed to discovery in lawsuits, public record requests, or other civil and criminal investigations.

Unauthorized Endorsements, Advertisements, Gifts:

Employees are hereby notified that they must receive written authorization from the Office of College Communications (OCC) to directly or indirectly suggest that the College endorses a commercial service or product or candidate on a social network. Mohave College social media page managers are advised that clicking the "Like" button on Facebook from a Mohave College account could constitute an unauthorized endorsement by Mohave College.

Employees are hereby notified that unless they receive prior written authorization from a proper college official, they are not allowed to receive gifts from social media games or any other electronic platform while using a Mohave College social media network account to perpetuate college business. Unless otherwise authorized by a proper college official, no employee or other person perpetuating business with the College can accept gifts generated by activity on any social media network, blog, e-mail or any other electronic platform that would in any way insinuate that Mohave College approves receipt of the gift. Social media gift examples include but are not limited to:

- Discounts for products or free trip advertisements;
- Free coins to play third party games (i.e., Farmville);
- Free gifts for hitting the "Like" buttons, which insinuates the employee is representing Mohave College;
- Rewards for taking surveys using a Mohave College social media account

Media Contact Guidelines:

These guidelines are intended to help build trust with the media and public, manage risk, maintain professionalism and protect personal information.

Mohave College recognizes the importance of sharing the College story through traditional and new media platforms. To ensure all media inquiries and communications are handled professionally and accurately, the Office of College Communications (OCC) is responsible for managing external communications with, and through, traditional and new media.

The OCC will manage and supervise all communication with external media platforms regarding the College. Having a centralized office responsible for communication with the media allows Mohave College to ensure all messaging is consistent with the College mission, vision and values. This consistency helps build trust with the media and the public.

Having a central point of contact for media inquiries can help manage risk and avoid any negative impact on the College reputation. The OCC can handle sensitive or controversial issues and provide guidance to college employees on how to appropriately respond to media inquiries.

The OCC ensures all media inquiries are handled professionally and promptly. This can help build a positive relationship with the media and ensure the College is accurately represented.

In some cases, media inquiries may involve personal information about students, faculty or staff. By having a central point of contact, the College can ensure all personal information is handled appropriately and protected in accordance with applicable laws and regulations.

Procedure for Media Communication:

All media inquiries should be directed to the OCC. College employees should not contact the media without prior approval from the OCC. If a media inquiry is urgent and requires an immediate response, the employee should contact the OCC Executive Director as soon as possible to seek guidance on how to respond appropriately.



COMPENSATION AND PAYROLL

“Never confuse the size of your paycheck with
the size of your talent.”

- Marlon Brando

Employee Compensation Plan

Compensation, market conditions, and pay practices are regularly evaluated in order to provide position classifications, position specifications, and salary recommendations.

Positions at Mohave College are grouped according to content in one of six career bands (administrative, faculty, executive director, exempt management, exempt staff, and non-exempt staff). Within each band, there are multiple levels with associated salary ranges.

Initial Salary Placement

Full-time faculty, upon hire, are placed on the salary schedule according to:

- The earned degree.
- The number of graduate credits, related to education and/or the field in which they are teaching, earned after the conferring of the last degree.
- Previous teaching experience at the post-secondary level, in an accredited institution (maximum of five years of experience accepted).

Administrative, exempt, and non-exempt employees, upon hire, are placed within the salary range of the position according to the position's responsibilities and the individual's qualifications. In general, new hires are not placed higher than the mid-point of the assigned salary range, except in the case of critical need positions.

Faculty Overload

The normal instructional load for full-time 9-month faculty in any given academic year (fall and spring semesters) is 30 load hours and for full-time 12-month faculty it is 36 load hours. An overload of up to 6 load hours (36 total load for 9-month and 42 total load for 12-month for the academic year) will be considered with approval from the dean of instruction. Overloads above the 6-hour limit in load hours during a year will not be considered without significant rationale.

Overload payment is based on the adjunct faculty salary schedule and will be calculated once a year, in the spring, after load for the academic year has been established. The overload calculations will be transmitted to the payroll office for processing. Overload compensation will be paid out on the final full-time faculty pay of the academic year (last check in May for 9-month faculty and last check in June for 12-month faculty).

Salary and Wage Increases

Salary and wage increases are granted only at the beginning of each fiscal year. Annual increases may be withheld if it is determined the employee does not perform at the expected level or does not meet standards for the job. All salary and wage increases are dependent on the College's budget and state funding. There is no guarantee of an annual increase.

In order to be eligible for a salary or wage increase, an employee must have been employed

by Mohave College for at least six (6) months.

Salary Increase for Educational Attainment

Staff

This procedure is available to employees who complete eligible education effective 5/1/22 and forward.

To receive this salary increase, staff members must provide official transcripts from the issuing institution showing degree conferment directly to Employee Services. Transcripts will be reviewed twice per year: in December for salary award in January (transcripts must be received by 12/31), and in June for salary award in July (transcripts must be received by 6/30).

Salary increases align with the values established for faculty who attain higher education. The amounts are as follows:

- Completion of Associate's Degree (available to staff working in a position in the S pay grade) - \$1,000 increase
- Completion of Bachelor's Degree (available to staff working in a position in the S and P pay grades) - \$2,500 increase
- Completion of Master's Degree (available to staff working in a position in the S, P, PM and ED pay grades) - \$4,500 increase
- Completion of Doctorate Degree (available to staff working in a position in the P, PM, ED and ADM pay grades) - \$7,000 increase
- Progression from Master's to Doctorate may be recognized at the completion of every 15 units:
 - Master's + 15 credits = \$1,400 increase
 - Master's + 30 credits = \$1,400 increase
 - Master's + 45 credits = \$1,400 increase
 - Master's + 60 credits = \$1,400 increase
 - Doctorate conferred = \$1,400 increase (total of \$7,000 received over this period)

FLSA Compliance and Overtime Eligibility

Mohave College conforms to all terms of the Fair Labor Standards Act (also known as the Federal Wage and Hour Law), including the payment of minimum wages and overtime pay. These laws establish the criteria for determining which positions are "non-exempt" (eligible to receive overtime pay), and which are "exempt" (not eligible to receive overtime pay). Employee Services is responsible for ensuring compliance with such laws, including the determination of exempt and non-exempt status. Questions concerning exempt and non-exempt status of positions should be directed to Employee Services.

Executive, administrative, and professional positions that meet specific federal criteria are

exempt positions and will be paid a fixed salary based on a standard number of hours worked per pay period. No overtime is paid for hours worked in excess of a standard 40-hour week.

Positions that do not meet the federal exempt criteria are non-exempt positions that receive overtime pay at a rate of one and one-half times the regular hourly rate for all hours physically worked in excess of 40 hours in one week. For the purpose of computing overtime compensation, employee leave and paid holidays are not counted as time worked.

It is the policy of the College to accomplish its work within normal work schedules without unreasonable overtime. Some positions, however, by the nature of their responsibilities and the demands of the academic year, require irregular and heavy work schedules. All employees may be asked to work extra hours as needed. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Employees should not work overtime without prior approval from their supervisor and the president, or his designee. However, once the work has occurred, all overtime will be paid. Failure to receive prior approval will be addressed as a performance issue.

Non-exempt employees may be permitted, with their supervisor's approval, to flex their work time. This occurs when an employee works more than the assigned number of hours during one day, and less during another day occurring in the **same week**. The employee's total weekly work hours must remain as assigned.

Compensatory time (comp time) is the practice of saving or holding extra hours worked to be exchanged for time off or paid at a later time, to avoid payment of overtime. Supervisors may give compensatory time off (comp time) in lieu of overtime payment under the following circumstances:

- Compensatory time is applicable to non-exempt (hourly) employees only
- Capped at 80 hours, and must be used within 13 pay periods (6 months) of earning.
- Any overtime over the 80 hours of comp time must be compensated with pay.
- Any compensatory time on the books at the time of separation from employment must be compensated with pay, per FLSA requirements.
- Both employee and supervisor must agree to compensatory time.
- All compensatory time is tracked in Neogov.

Supervisors are expected to plan for and manage employee compensatory time.

Reclassification

When it is in the best interests of the College, a position may be reclassified. A position audit with an employee and their supervisor is the tool used to gather first-hand information about a particular position. Findings are compared to classification standard(s) and other organizational materials to ensure that the position description is properly classified.

An audit is normally conducted when significant changes are being proposed or have occurred to a position, such as mission changes, downsizing, reorganizations, additional duties, elimination of obsolete programs, practices and requirements, etc. These and other changes can impact the classification of the position in terms of its title and pay. These classification

elements not only determine what salary the employee will be paid, but categorize the work experience they will gain while occupying the position, and specifies the qualification requirements (knowledge, skills and abilities) necessary when filling the position.

A request for a position audit must follow specified steps. Employee Services can be contacted for more information regarding the reclassification process.

Compensation Issue Resolution

If employees disagree with any decisions from Employee Services related to their compensation, they should review the disagreement with their supervisor. The supervisor should be sure that the employee's expectations under the compensation program are reasonable and that the employee understands the program as it relates to their particular situation. Following the evaluation, if the supervisor determines there needs to be further review, the supervisor and the employee should make an appointment with Employee Services to discuss the position and the decision. Employee Services will re-evaluate its original position in light of any new information. The decision resulting from the Employee Services review will be final.

Direct Deposit

Employees are strongly encouraged to have pay checks directly deposited. Deposits may be made to any U.S. domestic bank by completing and filing out the appropriate form with the payroll office or by logging into Neogov and using the self-service option available. An employee may elect to deposit to several bank accounts if so desired; however, partial direct deposit is not permitted. Pay stubs are available online through the employee dashboard in Neogov.

For employees who do not wish to participate in direct deposit, paper checks will be mailed to the employees' home address. It is the employees' responsibility to maintain correct address in the Employee Services Office at all times.

Deductions

Certain deductions, required by law or elected by the employee, will be made automatically from the paycheck. These include:

Federal and State Taxes: The law requires withholding taxes based on an employee's W-4 statement. The amount withheld will vary according to the earnings and number of exemptions claimed.

Social Security and Medicare (FICA) Taxes: In compliance with the Federal Insurance Contribution Act (FICA), the College makes deductions from an employee's pay that, with an equal contribution by the College, are credited to the employee's social security account.

Voluntary Withholding: Employees may wish to pay for their insured benefit plans through voluntary withholding. Some insured benefit plans allow employees to withhold funds from

their wages before taxes are calculated ("reduction"). Other withholdings may be allowed only after taxes have been calculated ("deduction").

Reporting Time and Payroll Issues

The payroll department establishes a payroll-processing schedule, with 26 bi-weekly pay periods, each beginning on Sunday and ending on the following second Saturday.

Employees are paid on a one-week delayed pay period on alternating Fridays, meaning that the pay received covers all time worked the two weeks prior to pay week. If a payday falls on a holiday, employees will receive pay on the last working day of that week. The pay periods can be found in the Payroll Portal in Neogov.

All non-exempt (hourly) staff will be accountable for reporting the hours worked each day on the electronic time card. All time must be submitted after your final "clock out" for the pay period in order to be included in the next paycheck.

If an employee feels their paycheck is inaccurate, first the accuracy and timeliness of the timecard must be verified. Issues regarding rate of pay, positions or titles, should be directed to Employee Services. Other paycheck issues such as taxes, direct deposits, and time off requests should be directed to Payroll.

The background is a solid red color with a large, stylized, semi-transparent illustration of a football player's face. The player is wearing a helmet and has a determined expression, looking slightly to the right. The illustration uses bold, dark red outlines and is centered behind the text.

EMPLOYEE RELATIONS

“People who work together will win, whether it be against complex football defenses, or the problems of modern society.”

- Vince Lombardi

General Information

Essentially, employee relations is concerned with preventing and resolving problems involving individuals which arise out of or affect work situations. Mohave College strives to maintain effective employer-employee and employee-employee relations within the context of the at-will employment relationship. The College seeks to promote open communication between its employees with appropriate involvement of Employee Services, if necessary, to facilitate a resolution of employee concerns. Employees are encouraged to bring concerns directly to the attention of their immediate supervisor or, if uncomfortable in doing so, to their second level manager or Employee Services.

Probationary Period

All new, rehired, and newly promoted employees work on a probationary basis for the first three months (90 days). Employees are encouraged to take advantage of this period to determine whether the position meets their expectations and to get clarification concerning responsibilities. The College will use this period to evaluate an employee's capabilities and work habits. Either the College or the employee may end the employment relationship at will, with or without cause.

If the College determines that it has not had sufficient time for a thorough evaluation of the employee's performance, it may choose to extend the probationary period for a specified length of time. The employee's supervisor will notify the employee and Employee Services of any extension, its length and reason.

During probation, employees will earn but cannot use paid leave. Eligibility for all other employer-provided benefits are subject to the terms and conditions of each. An employee may receive a performance appraisal at the end of the first and second month and will receive the required appraisal at the completion of the probationary period.

Employee Performance Evaluations

In accordance with the Mohave College Policy and Procedure Manual 6.070 A & B, annual written performance evaluations are required for all faculty and staff. This process allows employees and supervisors to establish performance expectations and goals for the future and to review previously communicated performance expectations and development plans.

The College encourages supervisors to provide opportunities throughout the year for less formal verbal performance feedback to employees.

Exempt and Non-Exempt Staff

Performance Ratings

As part of the annual performance review, each employee will be evaluated on general performance factors utilizing the approved appraisal instrument. The performance appraisal will utilize the following rating system:

- Meets Expectations (M): Consistently demonstrates the competency and expected behavior.
- Area of Improvement (A): Learning and developing new skills or maybe new to the job/function and is moving in a positive direction towards demonstrating the competency.
- Deficient in Area (D): Competency is not met consistently or is regularly unsatisfactory, frequent direction and development is needed in this area.

Staff Performance Management System

Performance information is one consideration in making other personnel decisions such as promotions, disciplinary actions, layoff determinations, and salary increases.

The staff performance management system applies to all regular, non-faculty employees, including full time and part time, in the administrative, exempt and non-exempt staff groups. It does not apply to temporary staff, faculty, volunteers, and student workers.

The staff performance management system cycle runs annually in accordance with each employee's anniversary of hire into the current position. Shorter (or longer) cycles may be allowed depending on the employee's entry date or other relevant organizational changes. A formal meeting between the supervisor and employee will be held each year to discuss the performance evaluation and professional development goals or individualized development plan.

Staff Performance Evaluation

As part of the annual staff performance evaluation, each employee will be evaluated on general performance factors utilizing the approved evaluation instrument.

Employees have an opportunity to provide input regarding their own performance through submission of a written self-reflection. Information regarding the employee's performance may also be collected from line-of-sight supervisors and/or direct reports.

Individual Development Plan

An individual development plan (IDP) is a process to help employees overcome unsatisfactory performance, strengthen work skills, and achieve success. Because an employee's unsatisfactory performance can result in serious consequences, an IDP may be recommended when previous attempts to remediate performance have been unsuccessful.

Faculty

Performance Ratings

As part of the annual performance review, each faculty member will be evaluated on general performance factors utilizing the approved appraisal instrument. The performance appraisal will utilize the following rating system:

- Meets Expectations (M): Consistently demonstrates the competency and expected behavior.
- Area of Improvement (A): Learning and developing new skills or maybe new to the job/function and is moving in a positive direction towards demonstrating the competency.

- Deficient in Area (D): Competency is not met consistently or is regularly unsatisfactory, frequent direction and development is needed in this area.

Faculty Performance Management System

The purpose of the faculty performance management system is to improve individual and organizational performances and by ensuring that:

- Faculty perform work that accomplishes the business needs of the College;
- Faculty clearly understand the quality and quantity of work expected;
- Faculty receive ongoing feedback about their effectiveness, relative to expectations;
- Opportunities for Faculty development are identified and provided when possible; and
- Faculty performance that does not meet established standards is addressed.

Performance information is one consideration in making other personnel decisions such as promotions, disciplinary actions, layoff determinations, and salary increases. The performance management system cycle runs annually. Evaluations must be completed and submitted to Employee Services by **March 1st** of each academic year. Shorter (or longer) cycles may be allowed depending on the faculty member's entry date or other relevant organizational changes.

Faculty Performance Evaluation

A formal meeting between the supervisor and employee will be held each year to discuss the performance evaluation and professional development goals or individualized development plan. The faculty performance management system consists of four components: 1) professional development and college/community service activities, 2) teaching evaluation, 3) student evaluation, and 4) self-evaluation.

Individual Development Plan

An individual development plan (IDP) is a process to help employees overcome unsatisfactory performance, strengthen work skills, and achieve success. Because an employee's unsatisfactory performance can result in serious consequences, an IDP may be recommended when previous attempts to remediate performance have been unsuccessful.

Remote Work

Remote work is a regularly scheduled flexible work arrangement whereby eligible college employees are authorized to perform the normal duties and responsibilities of their position for a portion of the workweek at designated sites other than the normal, on-campus place of work. Mohave College recognizes remote work as a viable, flexible work option when both the employee and the job are suited to such an arrangement. Either an employee or a supervisor can suggest remote work as a possible, voluntary, work arrangement. However, remote work is not an entitlement, is not a college-wide benefit, and in no way changes the terms and conditions of employment with Mohave College. Remote work eligibility does not supersede campus-wide in-person events such as Convocation and Commencement.

Authority: Supervisors have the authority to establish remote work arrangements and will give

serious consideration to all reasonable requests. However, remote work may be appropriate for some employees and positions but not for others. Therefore, remote work should only be approved when it is in the best interest of the College to do so.

Eligibility: Individuals must meet the following eligibility criteria to be considered for a remote work arrangement.

- Hold a regular full- or part-time position that has normal duties and responsibilities that can be performed remotely without diminishing the quality and quantity of completed work.
- Be employed in current department for a minimum of six (6) months.
- Have a satisfactory performance record, without a performance and/or disciplinary plan within the last 12 months.
- Be able to satisfactorily meet work space, technology, security, safety and dependent care requirements.

Work Space & Supplies: The employee is responsible for establishing and maintaining a designated, adequate workspace at the alternate worksite. The space must be safe, professional, generally free from noise and distraction, and of sufficient size to accommodate any necessary work equipment. This designated space will be the exclusive place where the employee will perform work on behalf of the College. The employee may not change this designated location without college approval.

The employee will provide office furniture, including a work surface such as a desk or table and an appropriate chair, to be used during the remote work assignment. The College will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The College will not be responsible for costs associated with the setup of the employee's remote work space, such as remodeling, furniture or lighting, nor for repairs or modifications to the space. Further, the College is not responsible for operation, maintenance, or incidental costs associated with the use of an employee's home as a remote work space.

Technology & Equipment: The College will provide a laptop computer and softphone software to each remote work employee. On a case-by-case basis Information Technology will determine, with information supplied by the employee and the supervisor, any additional appropriate equipment needs (including hardware, software, phone lines, etc.) for each remote work arrangement. Employee Services will serve as a resource in this matter.

Equipment supplied by the organization is to be used for business purposes only and will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Mohave College accepts no responsibility for damage or repairs to employee-owned equipment and reserves the right to make determinations as to appropriate equipment, subject to change at any time.

The employee must sign an inventory form, acknowledging all college property received and agreeing to take appropriate action to protect the items from damage or theft. Upon

termination of employment, all college property must be returned to Mohave College within ten (10) business days.

Security: Consistent with the College's expectations of information security for employees working on campus, remote work employees will be expected to ensure the protection of proprietary college and student information that may be accessible from the home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety: Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The College will provide each remote worker with a safety checklist that must be completed in the remote work application. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the College's workers' compensation policy and employees are responsible for notifying the supervisor of such injuries as soon as practicable. Employees are liable for any injuries sustained by visitors to the home worksite.

Dependent Care: Remote work is not designed to be a replacement for appropriate dependent care. Throughout the remote work arrangement, the employee must provide child or dependent care in a manner that allows job responsibilities and department expectations to be successfully met.

Removal of Remote Work Eligibility: The ability to work remotely is a privilege and benefit to Mohave College employees. Depending on employee performance, departmental or college needs, the ability to work remotely may be removed at any time. Employees who receive disciplinary action, such as a written letter, or are placed on an individual development plan (IDP) are not able to work remotely for one (1) year. Employees must reapply for remote work twelve (12) months after disciplinary action or the conclusion of an IDP.

Grievances

Mohave College recognizes the importance of providing a prompt and efficient procedure for resolving grievances fairly and equitably, without fear of prejudice or retaliation. There are two situations on campus for which any full-time or part-time regular staff employee may file a grievance:

1. Perceived misapplication of stated Policies and Procedures to the employee's situation or to their involuntary termination.
2. Perceived violation of the policy of non-discrimination and that the employee has been subjected to discrimination based on race, color, ethnicity, religion, gender, sex, national origin, age, mental or physical disability, sexual orientation, gender identity, gender expression, or veteran status.

The grievance procedures do not apply to complaints solely related to:

- Performance or progress reports, improvement plans, program review.

- Work assignments, schedule changes, reassignment and other work-related directives given by a supervisor.
- Job classification and compensation, including salary adjustments.
- Administrative leave or suspension with pay.
- Recommendation and notification for non-reappointment or reduction in force.
- Notification of failure to successfully complete initial probationary period.
- Hiring decisions, including internal promotion decisions.

Mohave College has established informal and formal procedures to resolve any disputes. Formal grievance procedures are not available until the informal grievance process has been exhausted or the office of Employee Services determines there is a compelling reason to proceed directly to the formal grievance process. Specific steps to the grievance process are available in the Mohave College Policy and Procedures Manual.

No employee may knowingly use or participate in the grievance or disciplinary process without a reasonable, good faith belief that there exist grounds for their position. No employee may use or participate in the grievance or disciplinary process solely for harassment purposes. Moreover, no employee may knowingly provide false information or testimony in the investigative or hearing process. Utilization of the grievance or disciplinary process without reasonable grounds or in bad faith or for the purpose of harassment or the falsification of information or testimony in the investigative or hearing process will be grounds for immediate termination of employment.

Discipline

The College maintains a discipline system to serve as a fair and consistent means to enforce college rules and regulations and to address conduct or performance deficiencies. The purpose of discipline is to retain employees through identification and correction of problems. The College recognizes: (a) that failure to correct disciplinary problems may lead to suspension or termination; and (b) that serious infractions may result in immediate termination.

If a situation warrants corrective action, the disciplinary actions applied may include a verbal warning/coaching, a written warning, return to probationary status, suspension, and/or termination from employment. At any stage in the process, the College may decide to separate the employee from their work environment. Administrative leave, a paid leave, is used to provide all parties time to reflect on the situation. Authorized at the College's discretion, the leave may be for whatever amount of time is necessary.

An employee who wishes to object to a minor disciplinary action shall submit a written statement to the supervisor's superior within five (5) work days of receiving notice of the disciplinary action. The supervisor's superior will review the statement and may confer with the employee, the supervisor, and such other persons, as the supervisor's superior deems necessary. The decision of the supervisor's superior will be final and documentation will be forwarded to Employee Services.

Progressive action need not be taken in each case and, depending upon the relevant circumstances, the College may decide to take any disciplinary action, including immediate

termination. The College reserves the right to terminate the at-will employment of any employee at any time, with or without cause or notice. In instances of termination of employment, supervisors must obtain the approval of both the next-level supervisor and Employee Services management before any termination decision is made.



LEAVING EMPLOYMENT

“Parting is such sweet sorrow...”
- William Shakespeare

General Information

Mohave College values employees' contributions to the successful operation of the College, expecting a productive and mutually satisfactory employment relationship. It is understood, however, that the employment relationship between Mohave College and its employees is at-will, meaning that either the College or the employee may terminate that relationship with or without notice or cause, at any time.

Employee Services offers an exit questionnaire to individuals leaving college employment. The questionnaire provides an opportunity to offer feedback including suggestions for improving the employment experience. Employee Services will provide departing employees with a packet of information summarizing changes to employee benefits, conversion privileges, repayment of outstanding debts to the College, and return of college-owned property.

Voluntary Separation: Resignation

Resignation is defined as employment termination initiated by an employee who chooses to leave the College voluntarily. Employees who are considering leaving Mohave College for any reason are encouraged to discuss their situation with their immediate supervisor before making a final decision.

If the employee voluntarily leaves the College, it is expected that as much notice as possible will be given. A notice of at least two working weeks is customary for non-exempt (hourly) employees, while administrative and exempt staff (salaried) are expected to give at least one month's notice. A letter of resignation addressed to the department head, stating the final date(s) of employment will be forwarded to Employee Services. Before leaving, the employee should contact the Employee Services office to confirm benefit transition arrangements. The supervisor is responsible for coordinating the collection of ID cards, keys and any other college property.

If a faculty member signs a Notice of Term Appointment for the following academic year, and then without approval of the College President, severs the employment relationship during the semester or fails to provide a minimum of eight (8) weeks' notice of intent to sever the employment relationship between semesters (including notice during the summer prior to the fall semester), the College shall be entitled to liquidated damages in the amount of \$2,500, in addition to any benefit costs reimbursable under policy and procedure.

Voluntary Separation: Retirement

Mohave College appreciates the advantages that phased retirement offers to both the employee and the College. The College is willing to work with employees on a case-by-case basis to assist them in a successful and fulfilling transition into retirement. The College has no standard retirement age. However, employees who have met Arizona State Retirement age and service requirements may be eligible for certain retiree benefits.

Any retiring employee is expected to provide as much notice as possible. A letter of intent to retire addressed to the department head and stating the final date(s) of employment will be

forwarded to Employee Services. Before leaving, the employee should contact the Employee Services office to confirm benefit transition arrangements. The supervisor is responsible for coordinating the collection of ID cards, keys and any other college property.

Retirees under the age of 65 may elect to continue participation in the College's medical, dental and vision insurance programs under the provisions of COBRA.

Involuntary Separation from Employment: Dismissal

Dismissal is defined as employment termination initiated by the College. At-will employees may be immediately dismissed, without warning, for violation of college policy or procedures or gross misconduct. Examples include:

- Conduct that is in opposition to the College's nondiscrimination statement
- Insubordination or refusal to comply with a reasonable request given by the supervisor or college official, or abusive treatment of a supervisor or college official
- Theft of college property, personal property, or theft of service
- Falsification of records, time cards, claiming sickness or claiming benefits for self or others under false pretenses
- Disorderly conduct while on the job
- Deliberate, frequent, and/or recurring violations of stated safety regulations, even if they are not intentional
- Absence and/or failure to return to work without notice for three days
- Use or possession of, or being under the influence of illegal substances or alcohol while at work
- Threatening physical harm, or actual physical violence to another member of the College community, on or off campus, or
- Breach of confidentiality, which is defined as releasing information to unauthorized persons, or misuse of confidential information to which an employee is privy because of their job.

Reduction in Force

A Reduction in Force (RIF) is defined as the laying off of one or more staff employees. Mohave College has specific procedures to govern a reduction in force. The purpose of the procedure is to ensure appropriate consultation and communication within the College community as well as to clarify procedures to be followed. The procedures go into effect at the time a possible RIF is announced. This procedure does not apply to seasonal employees, employees hired for fixed periods of time, or employees dismissed as an outcome of performance concerns.

COBRA

Qualified individuals, regardless of reason for separation, are entitled to health, dental and vision insurance coverage identical to the coverage provided immediately before separation from employment, and each qualified dependent is entitled to elect the continued coverage independently.

Eligible employees and/ or dependents shall be responsible for premiums at COBRA rates.

Return to Work After Separation

Employees who separate from a benefit-eligible position with Mohave College cannot be re-employed in any part-time position with the College until a 26-week (6 month) waiting period has lapsed.

Unused Leave Time

Employees with ten (10) years of continuous, full-time service will be compensated for unused leave time at a rate of \$75 per day for up to a maximum of 60 days (480 hours). Employees with less than ten (10) years of eligible service and part-time employees are not eligible for compensation for unused leave time.

