



Manhattan Area Technical College

Employee Handbook

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ManhattanTech.edu

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Welcome to Manhattan Area Technical College!

Manhattan Area Technical College (“MATC”, “College” or “Organization”) would like to welcome you to our organization and we are pleased that you have chosen MATC as the place you want to work.

This Employee Handbook (“Handbook”) describes many of MATC’s policies and outlines many of the programs and benefits available to eligible employees.

This Handbook will answer many of your questions about your employment at MATC. We suggest you become familiar with this Handbook as soon as possible. If you have any questions, please contact the Human Resources Office.

We hope your experience at MATC will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

James Genandt

President/CEO

Section 1: Introduction

Introductory Statement

This Handbook is designed to acquaint and provide employees with information about working conditions, employee benefits and some of the policies affecting their employment. MATC policies and procedures are based on Kansas State statutes, guidance from the Kansas Board of Regents, best practices of higher education institutions with similar missions, and on the culture and heritage of MATC.

Employees are expected to read, understand and comply with all provisions of the Handbook. This Handbook describes many of the responsibilities of an employee and outlines the programs developed by MATC to benefit employees. One of MATC's objectives is to provide a work environment which is conducive to both personal and professional growth.

This Handbook and each policy in it replace all existing and/or prior policies and practices. To the extent that any policy in this Handbook conflicts with applicable state or federal law, the applicable state or federal law will apply. In the event of a discrepancy between the Employee Handbook and the Institutional Policy and Procedure Manual, the Institutional Policy and Procedure Manual will always take precedent. A copy of the Institutional Policy and Procedure Manual is located on MATC's intranet.

If an employee has a question or concern or would like additional information regarding any policy in this Handbook, he/she may contact the Human Resources.

The information in this Handbook does not supersede any collective bargaining agreements. If a policy or information is covered in this Handbook and is included in the MATC Faculty Association Agreement ("Agreement", "Contract" or a "collective bargaining agreement"), the employee represented by such Agreement should first defer to the Agreement. Finally, it is not the intent of any provision in this Handbook for MATC to interfere with, restrain or coerce employees in the exercise of their rights guaranteed in Section 7 of the National Labor Relations Act.

No Handbook can anticipate every circumstance or question about a policy. The President/CEO is responsible for establishing and approving employment policies and reserves the right to revise policies, programs and benefit plans at any time, with or without advance notice. The President reserves the right to make exceptions when deemed necessary. Any exception granted by MATC is not intended to prevent and does not restrict its right to insist on adherence to the policy or practice in the future. Violation of policies and/or procedures may result in disciplinary action, up to and including termination of employment.

For additional information, please refer to the Institutional Policy and Procedure Manual, the MATC Course Catalog, and the MATC Student Handbook.

History

The passage of the Vocational Education Act of 1963 at the state and federal levels provided for the development and implementation of area vocational-technical schools in Kansas.

Manhattan Area Technical College was approved for operation in 1965 as Manhattan Area Vocational-Technical School. Governance for the institution was with the Manhattan-Ogden Unified School District 383 Board of Education.

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In 1992, the name Manhattan Area Vocational-Technical School was changed to Manhattan Area Technical Center by action of the USD 383 Board of Education. During the 1994 Kansas legislative session, Senate Bill 586 was signed into law providing permissive legislation for area vocational-technical schools to convert to technical colleges.

On July 1, 1996, after two (2) years of deliberation and hard work, the conversion of Manhattan Area Technical Center to Manhattan Area Technical College was official, as a result of the Kansas legislative process and the signing of House Bill 1606 by Kansas Governor Bill Graves.

As a result of the conversion, Manhattan Area Technical College continues to provide quality programs designed to prepare people for work by providing them with the technical and academic skills necessary for employment and career advancement.

Mission

MATC provides high quality technical, general, and adult education to prepare individuals to pursue technologically advanced careers and lead productive lives in a dynamic and diverse global environment.

Governance

MATC is a coordinated, locally controlled institution of higher education. As a public college, MATC is coordinated by the Kansas Board of Regents. MATC is governed by the MATC Board of Directors and the President/CEO reports directly to the Board.

Nature of Employment

By law, an employee's employment with MATC is employment "at will." "At will" means employees are free to resign at any time, for any reason or for no reason, with or without cause and with or without advance notice. Likewise, "at will" means MATC may terminate an employee's employment at any time, for any reason or for no reason, with or without cause and with or without advance notice. No representative of MATC has the right to make an exception to "at will" employment. If a professional bargaining unit agreement is in effect, the terms of that agreement may affect the "at will" condition for employees covered under the agreement. Such an impact will be disclosed in the negotiated agreement and in appropriate specific college policies/procedures.

Although MATC hopes each employee's tenure at MATC will be long-lasting, MATC makes no commitment to an employee's continued employment for any specific duration. Further, this Handbook is not intended to create a contract of employment of any kind, expressed or implied.

Equal Employment Opportunity

It is the policy of MATC to provide equal employment opportunities to all employees, employment applicants and other covered persons without regard to unlawful considerations of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training, discipline, and termination.

MATC expects all employees to act in accordance with our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination, harassment, and

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retaliation.

In the event you believe that a violation of this policy has occurred, please follow the Unlawful Harassment and Complaint Procedure. MATC will investigate your complaint and take appropriate remedial action. Anyone who violates this policy will be subject to discipline, up to and including termination of employment.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Questions regarding equal employment opportunity should be directed to the Title IX and Section 504 Coordinator/ADA Coordinator, 3136 Dickens Ave., Manhattan, KS, 66503, (785) 587-2800, TitleIX@manhattantech.edu.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 3.7.2 and 7.1.1.

Disclaimer Regarding the Right to Engage in NLRA-Protected Activity

This Handbook is not intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or to otherwise interfere with employees' rights under the National Labor Relations Act ("NLRA"). MATC will not construe the policies within this Handbook in a way that limits such rights.

Employees have the right to engage in or refrain from activities protected by the NLRA.

Immigration Law Compliance

MATC is committed to employing only people who are United States citizens, or who are non-citizens legally authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, every new employee at MATC is required to complete the Employment Eligibility Verification Form I-9 and provide documentation that proves identity and employment eligibility.

Disability Accommodation

MATC is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act ("ADA"). It is MATC's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the college. MATC prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from their Human Resources with their immediate supervisor included and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. MATC then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations

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are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of MATC to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. MATC prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Unlawful Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

If any applicant or employee believes in good faith that he/she needs a reasonable accommodation because of a disability or if he/she would like additional information as to the existence and the location of services, activities and facilities which are accessible to and usable by individuals with disabilities, he/she must contact the Section 504 Coordinator/ADA Coordinator, MATC Human Resources Office and their immediate supervisor, 3136 Dickens Ave, Manhattan, KS 66503, (785) 587-2800.

Reasonable Accommodations for Pregnant Workers Policy

An employee may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to their immediate supervisor and human resources. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, Human Resources Personnel and/or the immediate supervisor will contact the employee to discuss the request and determine if an accommodation is reasonable and can be provided to the extent required by law, unless undue hardship to MATC would result.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, MATC will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

MATC prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

Nursing Mothers

MATC makes a reasonable accommodation for breast feeding mothers by allowing those employees to express milk during the workday when separated from their newborn child.

In compliance with the Providing Urgent Maternal Protections for Nursing Mothers Act (the "PUMP Act"), for up to one year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. MATC has designated the room located in 104H of the Nursing Department for this purpose.

Religious Accommodation

MATC is committed to providing a work environment that is respectful of the religious beliefs of all its employees. Consistent with this commitment, MATC will make good faith efforts to provide a reasonable religious accommodation to employees, temporary employees and interns whose sincerely held religious beliefs conflict with a MATC employment requirement, unless such an accommodation would create an undue hardship for MATC.

A reasonable accommodation in the workplace allows an employee to observe a sincerely held religious practice or belief, as long as it does not create undue hardship for MATC. MATC will provide reasonable accommodations to employees to observe a sincerely held religious belief under Title VII of the Civil Rights Act of 1964 provided that the organization has notice of their need for religious accommodations.

If an employee feels the employee needs an accommodation for a sincerely held religious belief, please notify their immediate Supervisor and Human Resources. The request should include the following information:

- a description of the requested accommodation; and
- the reason for the requested accommodation.

MATC makes determinations concerning religious accommodation requests on a case-by-case basis and relies on fact-specific inquiries to determine if it will provide a reasonable accommodation. The employee's Supervisor will notify the employee of MATC's determination of the employee's request.

MATC prohibits retaliation against employees who request a religious accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

Section 2: Work Culture

Employee Relations

MATC believes the work conditions, wages and benefits offered to MATC employees are competitive and internally equitable. If employees have concerns about work conditions or compensation, MATC strongly encourages them to express these concerns openly and directly with their Supervisor.

MATC's experience has shown when employees deal openly and directly with their Supervisor, the work environment can be excellent, communications can be clear and attitudes can be positive. We believe MATC fully demonstrates its commitment to employees by attempting to respond timely to employee concerns in a good faith effort.

Personal Relationships in the Workplace

MATC wants to ensure its practices do not create situations such as conflicts of interest, favoritism, or adverse workplace relationships. This extends to practices involving employee hiring, promotion and transfer.

If a relationship or social activity between two or more employees:

- has the potential or effect of involving the employees, their coworkers, or MATC in any kind of dispute or conflict with other employees or third parties;

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- interferes with the work of any employee;
- creates a harassing, demeaning, or hostile working environment for any employee;
- disrupts the smooth and orderly flow of work within the office or the delivery of services to MATC's students;
- harms the goodwill and reputation of MATC among its students or in the community at large; or
- tends to place in doubt the reliability, trustworthiness, or sound judgment of the persons involved in the relationship;

then the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and including termination, depending on the circumstances.

Employees that find themselves in a situation where the perception of such interpersonal relationships or social activities are present, must disclose and communicate on the matter to Human Resources, and the Title IX Coordinator. Failure to timely self-report such may result in disciplinary action up to and including termination.

See also 'Conflicts of Interest' (page 13).

Business Ethics and Conduct

As an organization, MATC is committed to complying with all applicable laws and regulations. Similarly, MATC requires employees to carefully adhere to all applicable laws and regulations and maintain the highest standard of conduct and personal integrity, while avoiding any acts which are illegal, dishonest, immoral or unethical.

We expect MATC employees to be ethical and to conduct themselves in ways which protect the interests and safety of all employees, MATC and our students. Employees owe a duty to MATC and our students to act in ways which will earn the continued trust and confidence of the public.

It is the responsibility of every MATC employee to comply with MATC's policy of business ethics and conduct. This demands that while conducting MATC business and/or representing MATC, employees refrain from any behavior which might be viewed unfavorably by current or potential students or by the public at large.

Appropriate student conduct should be enforced in accordance with MATC student handbook. Employees are expected to be familiar with the MATC student handbook and the policies of student conduct.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.2.1.

Unlawful Discrimination, Harassment and Retaliation

Please refer to Policy 3.7.2 for full detail on MATC's Nondiscrimination & Harassment Policy.

Manhattan Area Technical College adheres to all federal, state, and local laws prohibiting discrimination and harassment in employment and education. Employees and non-employees representing MATC are prohibited from engaging in any form of unlawful harassment or discrimination against students, job applicants, contractors, volunteers or visitors to MATC based on actual or perceived race, color, creed,

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religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws. Such conduct will not be tolerated by MATC.

Unlawful Discrimination refers to different treatment to someone with respect to their employment or education based on one or multiple protected characteristics (race, sex, age, etc.). Unlawful Discrimination may be associated with disparate treatment or impact regarding its implementation and effects on others.

Unlawful harassment refers to conduct that (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment, (2) substantially interferes with employee work performance, or (3) otherwise adversely affects conditions or opportunities of employment for an individual or group per their membership in a protected class. Harassment may encompass a wide range of verbal, physical and visual behaviors which may be sexual or non-sexual in nature, including stereotyping, slurs, offensive gestures or language, hazing, written or graphic materials, and other such conduct.

Sexual Harassment refers specifically to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, whereby (1) submission to or rejection of such conduct is an explicit or implicit term or condition of employment, or as a basis for employment decisions; or whereby (2) such conduct has the purpose or effect of unreasonably interfering in one's work performance or creating an intimidating, hostile or offensive work environment. The following behaviors are subject to be classified as sexual harassment based on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether involving physical touch or not
- Sexual jokes, innuendos, comments, or pranks which are viewed as offensive, hostile, or humiliating
- Unwelcome and suggestive gestures or verbal cues such as leering, catcalling or physical touch.
- Displaying sexually suggestive images, videos or objects
- Inquiries or Discussions of one's sexual experiences and activities

Though this list may not encompass all possible behaviors and activities that may be considered sexual harassment, employees are to be conscientious and proactive in ensuring that they avoid engaging in behavior which may constitute as such.

Unlawful discrimination and harassment are strictly prohibited at MATC along with retaliation against employees for submitting a complaint of unlawful discrimination or harassment. Furthermore, retaliation against any employee for cooperating in the investigation of a complaint of discrimination or harassment is illegal and prohibited by the college.

Discrimination & Harassment Complaint Procedure & Reporting Responsibility:

If an employee feels in good faith that they have been subject to discrimination or harassment, they have an obligation to take reasonable steps to protect themselves and address the situation in adherence with institutional policy and procedure. This may include promptly and politely confronting the harasser to directly communicate that the harassment is unwelcome and asking that it stop in cases where the harassment is not severe or pervasive. If the harassment is severe or pervasive, and/or the employee does not feel safe addressing the harasser directly, they should promptly report the situation to MATC's Title IX Coordinator or Deputy Coordinator.

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Complaints of unlawful discrimination, harassment, and/or retaliation should be provided verbally or in writing to the Title IX Coordinator or the Deputy Title IX Coordinator. Reports may be submitted online through <https://manhattantech.edu/reportingform> or emailed to TitleIX@manhattantech.edu.

Furthermore, all MATC employees are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, and/or retaliation to the Title IX Coordinator or Deputy Coordinator as well.

Complaints of unlawful discrimination or harassment will be promptly addressed and investigated as necessary, and appropriate action will be taken when warranted for resolution. Confidentiality will be maintained to the extent reasonably possible under the circumstances. If MATC believes that a violation of this policy has occurred or the behavior in question was inappropriate for any reason, then corrective action, up to and including immediate termination may be enacted.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the officials identified above.

For additional information, including contact information and resources, please refer to the Institutional Policy and Procedure Manual, Policy No. 3.7.2.

Confidentiality

Employees recognize and acknowledge Confidential Information constitutes valuable, secret, special and unique assets of MATC. Employees covenant and agree that for a period of one (1) year following termination of their employment with MATC for any reason, whether voluntary or involuntary, and whether with or without cause, employees will not disclose Confidential Information to any person, firm, corporation, association, or other entity for any reason or purpose without the prior written approval of MATC. Employees will be notified if any extension beyond the one (1) year period must be added. Such an extension notification will be done prior to the employee's separation from the institution. Employees also agree that they will only use Confidential Information when conducting MATC business. It is expressly understood and agreed that Confidential Information is the property of MATC and must be immediately returned to MATC upon demand.

The term "Confidential Information" includes all information, whether or not reduced to written or recorded form, which is related to MATC and which is not generally known or accessible to members of the public and/or competitors of MATC nor intended for general dissemination, whether furnished by MATC or compiled by the employee, including but not limited to: (i) trade secrets, methods of conducting business, vendor lists, prospect lists and records pertaining thereto (wherever located and in whatever format); and (ii) financial information and information relating to such matters as marketing strategies, data systems, management systems, and all other types of written information customarily used by MATC or available to employees; provided however Confidential Information shall not include information which (a) is or becomes publicly available other than as a result of disclosure by an employee or (b) is now or hereafter becomes available to an employee on a non-confidential basis from a source (other than MATC) which, to an employee's knowledge, is not prohibited from disclosing such information to an employee. Employees understand that it is MATC's intention to maintain the confidentiality of this information

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notwithstanding that employees of MATC may have free access to the information for the purpose of performing their duties with MATC. Employees acknowledge that it is not practical, and shall not be necessary, to mark such information as "confidential," nor to transfer it within MATC by confidential envelope or communication, in order to preserve the confidential nature of the information.

Employees in violation of MATC's Confidentiality Policy will be subject to disciplinary action, up to and including termination.

Non-Solicitation

MATC recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit contributions or donations or distribute literature concerning these activities during working time. "Working Time" is the time an employee is engaged or should be engaged in performing his/her work tasks for MATC.

Employees may only solicit other employees during "Non-Working Time", which includes lunch periods, work breaks or other periods in which employees are not on "Working Time."

In addition, the posting of written solicitations on MATC's compliance bulletin boards and solicitations by electronic means are restricted. MATC compliance bulletin boards display important information for employees and employees should consult them frequently for the following information:

- Labor Law Postings
- Equal Opportunity Disclosure
- Important Workplace announcements;
- workers compensation insurance information; and
- state disability insurance/unemployment insurance information.

If employees have a message of interest to the workplace, they may submit it to their Supervisor for approval.

Conflicts of Interest

All Area Board of Control and employees of MATC shall disclose all real or apparent conflicts of interest which they discover or that have been brought to their attention in connection with MATC's activities.

A "conflict of interest" occurs where a person is responsible for promoting the interest of MATC at the same time which he/she is involved in a competing personal interest (financial, business or personal). An employee who believes that he/she or a member of his/her immediate family might have a real or apparent conflict of interest, in addition to filing a notice of disclosure, must abstain from:

1. participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
2. using his/her personal influence to affect deliberations,
3. making motions,
4. voting,
5. executing agreements, or
6. taking similar actions on behalf of MATC where the conflict of interest might pertain by law,

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agreement, or otherwise.

At the discretion of the governing body or a committee thereof, a person with a real or apparent conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

An employee of the governing body or a committee thereof, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participation and voting.

MATC's President/CEO shall ensure all board members or employees and independent contractors of MATC are made aware of MATC's policy with respect to conflicts of interest.

Other issues of potential conflicts of interest will be handled on a case-by-case basis. Undisclosed or unresolved conflicts of interest may warrant disciplinary action, up to and including termination.

Gifts

Employees are prohibited from receiving gifts with a value over twenty-five dollars (\$25.00) from vendors, sales persons or other such individuals. An employee who violates this policy may be subject to disciplinary action, up to and including termination.

Employee Privacy

It is MATC's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Social Media

At MATC, we understand that social media can be a fun and rewarding way to share life events and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, MATC has established these guidelines for appropriate use of social media. This policy applies to all employees who work for MATC.

Employees should have no expectation of privacy while using the Internet or social media. Postings may be reviewed by anyone, including supervisors. Refrain from using social media while on working time or on equipment MATC provides unless it is work-related as authorized by your immediate supervisor or an administrator. Do not use MATC email addresses to register on social networks, blogs or other online tools utilized for personal use.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to the employee's own or someone else's web log or blog, journal or diary, personal web site,

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social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with MATC, as well as any other form of electronic communication. The same principles and guidelines found in this Handbook apply to an employee's activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of an employee's conduct which adversely affects the employee's job performance, the performance of fellow employees or otherwise adversely affects students, visitors or other representatives of MATC or MATC's legitimate business interests may result in disciplinary action, up to and including termination.

Always be fair and courteous to fellow employees, students, visitors, or other representatives of MATC. Also, keep in mind that employees are more likely to resolve work-related complaints by speaking directly with their co-workers than by posting complaints to a social media outlet. Employees should not display or post video or other images of, or material about MATC's employees that are libelous, proprietary, harassing, bullying, discriminatory, retaliatory, or that can create a hostile work environment. Such conduct that would not be permissible in the workplace is not permissible between or among employees online, even if done during non-work hours and away from the workplace on personal devices or home computer. Nevertheless, if employees decide to post complaints or criticism, employees should not post content on social media that violates MATC's discrimination or harassment policies, or that is threatening or obscene. This rule does not prohibit activities protected by Section 7 of the National Labor Relations Act, such as employees' rights to discuss terms and conditions of employment or to seek public support during a labor dispute.

Employees always need to be honest and accurate when posting information or news, and if the employee makes a mistake, the employee should correct it quickly and be open about any previous posts which have been altered. Remember the Internet archives almost everything; therefore, even deleted postings can be searched. Employees must never post any information or rumors which they know to be false about MATC, fellow employees, students, visitors, or other representatives of MATC.

If an employee chooses to identify himself/herself as a MATC employee on a social media site, website or web blog, the employee must adhere to the following guidelines:

- MATC protects its confidential information (including its financial information, trade secrets, marketing lists, reports, internal communications, strategic business plans, competitor intelligence, business contracts, and other proprietary MATC information that is non-public and that employees can access). Employees should not display or disclose such confidential information through social media without prior written approval from MATC. This rule does not prohibit activities protected by Section 7 of the National Labor Relations Act, such as employees' rights to discuss terms and conditions of employment or to seek public support during a labor dispute.
- MATC protects its premises and processes. Employees should not record audio/video or take pictures of non-public areas of MATC's premises or of MATC's processes and display such content through social media without prior written approval of MATC. An exception to this rule would be to engage in activity protected by the National Labor Relations Act including, for example, taking pictures or making recordings of health, safety, and/or working condition concerns, or of strike,

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- protest, or work-related issues, or other protected concerted activities.
- Maintain the confidentiality of MATC's trade secrets, private or confidential, and proprietary information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from a personal blog, website, or other social networking site to a MATC website without identifying oneself as a MATC employee.
- Express only personal opinions. Never represent oneself as a spokesperson for MATC. If MATC is a subject of the content an employee is creating, be clear and open about the fact the employee is an employee and make it clear that the employee's views do not represent those of MATC, fellow employees, students, visitors or other representatives of MATC.
- When publishing a blog or post online related to the work performed for MATC or subjects associated with MATC, it must be made clear that the employee is not speaking on behalf of MATC. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of MATC."
- MATC prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Access to Personnel Files

MATC maintains an official personnel file on each employee. Employee personnel files are the property of MATC. Any current employee who wishes to review the employee's official personnel file should contact the Human Resources Office. Access at reasonable times in the presence of the Vice President of Operations will normally be granted to current employees for legitimate purposes. Upon termination, employees no longer have access to their personnel files. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

MATC makes a good faith effort to preserve the confidentiality of personnel files. Therefore, Supervisors may have access to selected portions of the official personnel file of employees for legitimate business reasons only. It is important that employees update their personal records with the Human Resources Office immediately when there is a change to their mailing address, telephone number, marital status, dependents' information, educational accomplishments, emergency contact information and other possibly related information.

Telephone and Personal Cell Phone Use

It is the policy of MATC to answer all incoming telephone calls promptly and courteously. Employees should always use the approved greeting when answering the telephone and follow proper telephone etiquette when placing a caller on hold or transferring the call to voice mail.

While at work, employees are expected to exercise discretion when using MATC's telephones, as well as their personal cell phones. Excessive personal calls, text messages or e-mails during Working Time, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should make personal calls on Non-Working Time when possible, and are responsible for informing friends and family members of this policy.

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Flexibility will be provided in emergency situations; it is the employee's responsibility to inform their immediate Supervisor of such an emergency. Violations of this policy may result in disciplinary action, up to and including termination.

MATC is not liable for the loss of personal cell phones brought into the workplace.

Dress Code

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affects the business image MATC presents to the students and other visitors. Employees are expected to project a professional image appropriate to their work environment and job responsibilities while conducting MATC business or representing MATC.

Company Property

All employees are expected to cooperate in keeping MATC's offices and work areas in a neat and orderly condition. Each employee is responsible for his/her own working area and care should be taken each evening to clear desk surfaces and file cabinets of unnecessary clutter. Particular attention should be paid to common areas where all employees should assist in maintaining a clean and presentable workplace.

Employees are responsible for the loss, damage or theft of MATC-owned property due to their negligence. If property is worn or damaged through normal use, employees must return it to their Supervisor for replacement. MATC property provided to employees must be maintained and used only for proper work-related purposes and used in an appropriate manner.

MATC reserves the right to inspect all MATC property, or items stored on MATC property, to ensure compliance with its rules and regulations. While MATC will attempt to advise employees at the time of a search or inspection, MATC reserves the right to make any investigation or search with or without notice to employees, and in their absence.

No MATC property is to be removed from the premises without first obtaining the approval of the employee's Supervisor. If an employee's employment with MATC terminates, he/she must return all MATC-owned property at the time of termination as required by K.S.A. 44-319, as amended. MATC may withhold from the employee's paycheck or final paycheck the cost of any items which are not returned when required. MATC may also take all action deemed appropriate to recover or protect its property.

Facilities Use

MATC's facilities are for educational purposes. Personal projects such as working on vehicles for an individual at MATC during non-class time is discouraged. Outside work should be used for student training purposes and should be done during college hours. The President/CEO should approve the use of MATC facilities and equipment for outside projects. Employees may not use MATC facilities or equipment for personal gain.

The policy of the Administration shall be to encourage the utilization of the MATC's buildings and grounds by community groups. Such use of any MATC facility or college grounds, however, shall not interfere with the daily student routine or any MATC-sponsored student activity.

The President/CEO or designee must approve the use of the facilities by outside groups. MATC facilities cannot be used for private commercial purposes or promotion of any subversive doctrine. A user fee may be assessed to groups or organizations for the use of MATC facilities. A User Agreement will be required

prior to the activity or event.

Outside and Self-Employment

An employee may hold a job with another company as long as he/she satisfactorily performs his/her job responsibilities with MATC. All employees will be judged by the same performance standards and will be subject to MATC's scheduling demands, regardless of any existing outside work requirements.

If MATC determines an employee's outside work interferes with performance or the ability to meet requirements of MATC as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain with MATC. Outside employment will present a conflict of interest if it has an adverse impact on MATC.

Visitors in the Workplace

It is essential to the safety of MATC employees and to MATC's duties of confidentiality to be aware of visitors in the MATC building. All visitors should report to the Administrative Office upon arrival at MATC.

Those seeking general information about MATC and its programs will either be assisted by the Student Services Clerk or referred to the Administrative Office.

Agents, solicitors and salespersons shall not be permitted to take the time of instructors and students from normal student/teaching activities. Instructional employees should encourage salespersons, etc., to contact them before or after regular class hours.

Electronic Communication and Internet Use

All systems and electronic communications are to be used for business purposes only and in accordance with MATC's policies and procedures. All systems are subject to periodic audits for business and security purposes and should not be considered private. Please keep these guidelines in mind when using MATC's networks and the Internet.

Employees are advised not to store any personal information on MATC equipment. Examples of personal information include but are not limited to: music, pictures and personal documents, or any items consuming storage capacity on the MATC server or individual computer desktops. MATC is not responsible for an employee's lost personal files stored on MATC equipment.

MATC respects and protects the rights of its employees. Employee privacy, however, does not extend to the use of MATC equipment. All computer and/or electronic communication devices, and the use of these devices, are the property of MATC. Contents of a voicemail, email and other such communications are accessible at all times by the President/CEO for any business purpose.

Employees should not assume electronic communications of any kind are confidential and should have no expectation of privacy with respect to electronic communications.

Use of technology resources are contingent upon compliance with MATC's policies and standards and all governing federal, state, and local laws and regulations. All MATC students, faculty, administrators, staff, and guest users, authorized to use the MATC computing facilities and services, are responsible for reading, understanding, and complying with the Institutional Policy and Procedure Manual, Policy No. 9.1.1.

Section 3: Employment

Employment Classification

It is important that employees know and understand the definitions of the employment classifications at MATC. Employment classifications help determine your employment status and what benefits you may be eligible for. If an employee has questions or is not sure what his/her employment classification is, he/she may contact his/her Supervisor.

Depending on the employee's job, he/she is either **nonexempt** ("classified") or **exempt** ("unclassified") from federal and state wage and hour laws. If an employee is considered classified, he/she is entitled to overtime pay under the specific provisions of federal and state laws and is paid on an hourly basis. If an employee is considered unclassified, he/she is excluded from specific provisions of federal and state wage and hour laws, including overtime pay and is paid on a salary basis. An employee's classified or unclassified status is determined by MATC.

In addition to being a classified or unclassified employee, employees also belong to one of the following employment categories:

If an employee is a classified FULL-TIME employee, he/she is regularly scheduled to work at least thirty-five (35) hours per work week for a full academic year. If an employee is an unclassified FULL-TIME employee, he/she is regularly scheduled to work at least forty (40) hours per week for a full academic year. In most cases, regular full-time employees are eligible for all MATC benefit programs, subject to the terms, conditions and limitations of each benefit program.

If an employee is a REGULAR PART-TIME employee, he/she is regularly scheduled to work less than thirty-five (35) hours per week or does not work for a full academic year. Part-time employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Part-time employees are eligible for some MATC benefits on a pro-rated basis subject to the terms, conditions and limitations of each benefit program.

If an employee is a SEASONAL/ADJUNCT employee, he/she is hired as an interim replacement to temporarily increase MATC's workforce or to help finish a specific project or to provide instruction on a per semester basis. Employees are in the temporary category for a limited time, normally for a period of six (6) months or less. Employees will continue to be considered a temporary employee until they are officially notified they have been assigned to a different category. Temporary employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Temporary employees are also eligible to participate in MATC's 403(b) program. Temporary employees are not eligible for other MATC benefit programs.

Employees represented by the MATC Faculty Association are classified according to the negotiated collective bargaining agreement.

Background Checks

MATC conducts background checks on all employees before hiring and as needed to maintain campus safety, protect college assets, and uphold public trust. Employees may be required to undergo periodic background checks to ensure a secure and inclusive environment.

Background checks, conducted in compliance with applicable laws, may include:

1. Criminal history at federal and county levels.
2. Sex offender registry checks.
3. Motor Vehicle Record (MVR) checks for positions requiring travel.
4. Any additional verifications required by law.

Employees in travel-required roles must have a valid driver's license and carry minimum state-required liability insurance. MATC may conduct drug and alcohol tests anytime, with or without notice. See Drug and Alcohol Use (page 33) for details.

Background check results are confidential and used solely to assess eligibility for applicable roles. MATC reserves the right to disqualify individuals whose background checks indicate potential risks. Employees must provide written authorization for such checks upon MATC's request as a condition of continued employment or participation in designated roles. This policy reflects MATC's commitment to the safety and well-being of students, faculty, and staff. For questions, contact Human Resources.

Introductory Period

MATC has an introductory period for new and rehired employees. The introductory period for all new and rehired employees is the first ninety (90) calendar days following their hire or rehire date. During the introductory period, MATC will evaluate the employees' work habits and abilities to make sure they can perform their job satisfactorily. The introductory period also provides employees time to decide if the new job meets their expectations.

Paydays

All employees are paid bi-monthly, receiving their pay check on the 15th day and the last day of the month. Paychecks are directly deposited into a designated bank account of the employee's choosing. Time cards and Leave Request forms are due to the Business Office seven (7) days prior to the payroll check date. If a pay day falls on a Saturday, Sunday and/or a holiday, pay checks will be issued on the day prior to the non-working day. Classified employees will receive overtime pay for all work performed through the end of the previous payroll period.

Pay Deductions

The law requires MATC to make certain deductions from each employee's compensation. Among these are applicable federal, state and local income taxes, Social Security and Medicare contributions, KPERs contributions or other deductions which may be required by law. In addition, employees may elect to participate in the MATC Section 125 Plan and/or a Tax Deferred Annuity Plan. Election forms for voluntary deductions may be obtained from the Human Resources Office.

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MATC does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions; and
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave.

If an employee has a question regarding a deduction on his/her paycheck, he/she may contact Human Resources.

Administrative Pay Corrections

MATC makes every effort to ensure employees are paid correctly and on schedule. If an employee finds a mistake in his/her pay (underpayment *or* overpayment), advise the Human Resources Office immediately so the error may be corrected as quickly as possible.

Timecards

Classified employees are responsible for accurately recording hours worked each day, and ensuring timecards reflect actual hours worked within each pay period. Altering, falsifying, or tampering with time records or recording time on another employee's time record is considered fraud and is grounds for immediate termination. Supervisors are responsible for reviewing and approving report employee timecards, per MATC's timecard management system.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.5.2.

Work Schedules

The regular workweek for full-time MATC employees runs Monday through Friday from 8:00 a.m. to 5:00 p.m. and consists of forty (40) hours, excluding lunch breaks. Employees will be provided with their work schedules by their Supervisor and will be notified promptly should any changes be made to their schedules. Employees should direct all questions regarding their schedule to their Supervisor.

Employees represented by the MATC Faculty Association are classified according to the negotiated collective bargaining agreement.

Meal Periods

Employee meal periods are established with MATC on the employee's first day of work. If an employee needs to change his/her meal period at any time, he/she must discuss such changes with his/her Supervisor.

Employees are provided with an employee kitchen to use during approved breaks and meal periods. It is the responsibility of all employees to maintain a comfortable, clean, and relaxing environment in the kitchen.

Adherence to meal period policies in the office are essential for efficient operations. Abuse of meal policies can place a heavy burden on co-workers. Employees are prohibited from skipping meal periods in order to leave work early without prior Supervisor approval. Employees must follow MATC's leave policies for any time off from their regular work schedules.

Overtime

There may be times when MATC is unable to meet its operating requirements or other needs during regular working hours. If this occurs, MATC may schedule employees to work overtime hours. When possible, MATC will try to give employees advance notice of a mandatory overtime assignment. It is MATC's policy that no overtime can be worked by classified employees without the prior approval and authorization of the Supervisor. Classified Employees that are at risk for working overtime hours must discuss the matter with their supervisor in advance, and identify opportunities for flexible scheduling or utilizing Overtime Compensatory Time per Policy 7.5.2. Failure to attain authorization for overtime by the supervisor, may result in disciplinary action up to and including termination.

Classified employees will receive overtime pay in accordance with the federal and state wage and hour laws. Classified employees will receive overtime pay at one and one half (1½) times their regular hourly wage for all hours worked over forty (40) hours in a standard work week. For the purposes of calculating overtime, MATC's standard work week begins at 12:01 a.m. on Saturday and ends at 11:59 p.m. on the following Friday. Overtime pay is based on the actual hours worked. For this reason, time off for holidays, vacation, illness, and other paid or unpaid leaves of absence are not counted as hours worked when calculating overtime pay. Employees may apply to receive Compensatory Time in lieu of Overtime Pay at one and one half (1½) times the number of overtime hours worked. Overtime Compensatory Time agreements and approvals, must be communicated to MATC payroll personnel and entered as 'Holiday Leave' in the employee timekeeping system.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.5.2.

Unclassified employees are exempt from eligibility for overtime compensation.

Internal Transfers and Promotions

MATC believes employees are our most important asset. MATC is committed to training and career development to help employees prepare for advancement. MATC favors promoting and transferring our own employees into different positions when possible.

Promotions and transfers are based on job-related criteria. Employees are evaluated for promotion and transfers based on a review of how their qualifications—including their skills, knowledge, abilities,

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experience, and educational backgrounds—match up with the essential requirements and functions of the job in question. Other factors considered, include disciplinary records, performance evaluations, merit increases, attendance, interpersonal skills, aptitudes, interests, leadership potential and Supervisor recommendations. Employees are encouraged to update their resumes regularly and keep a current copy of their resume on file with the Vice President of Operations.

Company Credit Cards

MATC will issue company credit cards to certain employees for use in their jobs. Use of MATC-issued credit cards is a privilege which MATC may withdraw in the event of serious or repeated abuse. Any credit card MATC issues to an employee must be used for business purposes only and in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose such as for any personal purchases or any other transactions which are not authorized or necessary to carry out their duties.

Any purchases an employee makes with MATC's credit card in violation of this policy may result in disciplinary action, up to and including termination. For additional information on authorization of purchases, please Refer to the Institutional Policy and Procedure Manual, Policy 6.2.1.

Travel Expense Reimbursement

MATC will reimburse employees for expenses associated with authorized business travel. Employees must comply with MATC's policies in order to receive reimbursement for their travel expenses. Employees must make travel arrangements, including airline, bus, railroad and rental car reservations, but are required to reserve the least expensive class of transportation available, such as coach or economy class, unless the employee has received prior approval from his/her Supervisor.

Employees must submit acceptable documentation with their expense reports to substantiate all travel expenses. Acceptable documentation must include expense amounts, the date and location where expenses were incurred, as well as the business purpose of the expenses. Examples of acceptable documentation include original invoices and receipts issued by vendors and employees' credit card receipts.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 6.2.4 and the MATC Employee Travel Handbook.

Section 4: Benefits

Employee Benefits

MATC provides eligible employees with many benefits. Legally required benefits include Social Security, Medicare, workers compensation and unemployment insurance. Employment classification determines benefit eligibility. To the extent there is a conflict between a benefit description contained in this Handbook and the actual terms of the applicable formal plan document or summary plan description for a particular benefit, the formal plan document will control.

Holidays

MATC offers paid holidays to full-time employees who work the full twelve (12) months, and regular part-time employees working a minimum of twenty (20) hours per week for the full twelve (12) months. On

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the holiday, full-time employees will be paid for regularly scheduled hours which the employee would have been scheduled to work. Part-time employees working a minimum of 20 hours per week for 12 months, shall receive holiday pay for hours which cannot be rescheduled during the work week. Seasonal employees or part-time employees working less than twenty hours per week, shall not receive holiday pay. For the purposes of this policy, part-time employee includes any professional or classified employee that works less than thirty-five (35) hours per week. Employees represented by the MATC Faculty Association are awarded paid holidays according to the negotiated collective bargaining agreement.

Employees should refer to MATC's calendar for a listing of holidays recognized by MATC.

The President/CEO will approve the Holiday schedule for the year. Holidays which fall on a Saturday will normally be observed on the preceding Friday. If a holiday falls on a Sunday, it will normally be observed on the following Monday. In order to receive holiday pay, an employee must be in pay status and working both the day before and the day following the holiday. Vacation or medical leave can also be used to meet the pay status eligibility for the days preceding and following the holiday. Employees on unpaid leaves of absence shall not receive holiday pay.

Holiday pay will not be used to calculate overtime pay.

Paid Leave

MATC provides vacation, sick and personal paid time off to eligible full-time and part-time employees to provide opportunities for rest, relaxation and personal pursuits. MATC allows classified and unclassified employees to accrue paid leave based on the employee's classification. Paid leave begins accruing in the subsequent pay period following the employee's hire date. Employees represented by the MATC Faculty Association are awarded paid leave according to the negotiated collective bargaining agreement. For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.4.5 and 7.5.2 for more details.

Requests for paid leave must be submitted electronically to the employee's immediate Supervisor according to MATC timekeeping and leave procedures. Supervisors have the discretion to deny leave requests, taking into account the workload/needs of the department. Requests by employees to use their accrued vacation, sick or personal leave time should be made according to departmental policy.

An employee may not take any leave which has not been accrued. Leave earned by an employee during the pay period shall be available for use on the first day of the following pay period. If an employee resigns or is otherwise separated from employment, paid vacation leave earned in the pay period in which the separation occurs shall be credited to the employee. No vacation or sick leave accrues during a period while an employee is on an unpaid leave of absence.

Employees will be compensated for up to eighty (80) hours, paid at their regular hourly rate, of unused, accrued vacation time following their separation as long as the employee has provided two (2) weeks written notice, unless otherwise waived by the Supervisor. In the case of a death, compensation shall be paid to the surviving spouse or the employee's estate.

Vacation Accruals:

- Full-time Unclassified employees accrue vacation time at a rate of 13.33 hours per month,

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totaling 160 hours per year.

- Full-time Classified employees who work at least thirty-five (35) per week accrue vacation time on the first of the month following their anniversary date as set forth in the following table:

Years of Employment	Hours Accrued Per Year	Days Accrued Per Year	Hours Accrued Per Month
0-2	96 hours	12 days	8 hours
2+	160 hours	30 days	13.33 hours

Employees may accumulate and carry over no more than thirty (30) vacation days to the following fiscal year. Any official MATC holiday which occurs during an employee’s scheduled vacation will not be counted as a day of vacation. An employee may not waive vacation leave for the purpose of receiving double pay.

Seasonal or part-time employees working less than 20 hours per week do not earn or accrue paid vacation time. Regular Part-time employees working at least 20 hours per week for 12 months accrue vacation leave at a rate of 8 hours per month or 96 hours per year.

Sick leave Accruals:

Sick leave may be used for illness, injury, or medical complications experienced by the employee. Sick leave may also be used to care for a member of the employee’s family. A physician’s statement may be required after two (2) consecutive days of sick leave at the discretion of the immediate Supervisor.

- Full-time Unclassified employees: accrue sick time at a rate of 8 hours per month, totaling ninety-six (96) hours per year. Full-time Classified employees who work thirty-five (35) hours per week: accrue sick time at a rate of eight (8) hours per month, totaling ninety-six (96) hours per year.
- Part-time employees that are eligible to receive vacation leave may use those available hours for sick leave time-off as needed.

Employees may accumulate and carry over no more than ninety (90) sick days to the following fiscal year. Employees may request to transfer available vacation or personal leave that has been accumulated in excess of the allowable carryover limits towards their sick leave balance at the end of the fiscal year, up to the total allowable limit (ninety days) of sick leave. Requests to transfer vacation and personal leave hours into sick leave must be communicated and approved in writing by the employee’s immediate supervisor and the President/CEO.

In the event an employee is ill and has exhausted all available sick leave, vacation and/or personal leave will be exhausted for time away from work. Leave without pay will be allowed only after all leave balances are exhausted.

Personal Leave:

Full-time Classified and Unclassified employees are awarded sixteen (16) hours of personal leave on the first day of their employment. 16 hours of Personal Leave are provided to full-time employees for continuing employment, following the first pay period in July each year.

Employees may accumulate and carry over no more than five (5) personal days to the following fiscal year.

Catastrophic Leave Bank Program

MATC's Catastrophic Leave Bank provides a bank of leave hours for employees who would otherwise need to take leave without pay because of catastrophic illnesses or injuries of the employee or a qualifying family member.

For additional details regarding eligibility and procedures, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.8.3.

Jury Duty

Employees receiving notice to serve jury duty must request to be relieved from work at MATC prior to serving. Those who do serve on jury duty will receive their full salary during the period of such service.

Time Off to Vote

On official federal, state and local election days, employees may exercise their right to vote in elections. Employees who choose to vote should do so before work or after work. If it becomes impossible to vote before or after work, the employee should speak with his/her Supervisor about other options.

Bereavement Leave

Employees may use their available paid leave for the death of a family member. The employee must notify his/her supervisor as soon as the day(s) of the absence are known. The employee shall submit a formal leave request per MATC procedure prior to leaving or immediately upon returning to work. Employees represented by the MATC Faculty Association are awarded bereavement according to the negotiated collective bargaining agreement.

Health Insurance

Employees who work thirty (30) hours or more per week are eligible to participate in MATC's health insurance plan on the first of the month following their hire date. MATC pays the entire premium for individual coverage. Additional coverage for spouses and dependents are available at the employee's expense.

MATC will pay up to a dollar limit for employees represented by the MATC Faculty Association in accordance with negotiated collective bargaining agreement. Any premiums over and above the limit will be deducted from the employee's pay check.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.4.1.

Dental and Vision Insurance

Full-time employees and regular part-time employees are eligible to participate in MATC's dental and/or vision insurance plans on the first day of the month following their first day of employment. If an employee does not enroll when initially eligible, he/she may enroll during the next annual enrollment period or when experiencing a qualifying change in status.

Section 125 Cafeteria Plan

MATC offers a Section 125 Cafeteria Plan which allows employees to elect to have a designated number of dollars deducted for their pay check to pay for benefit items such as group health premiums including medical and dental insurance coverage, approved un-reimbursed medical expenses and approved dependent care expenses on a pre-tax basis.

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In order to qualify for the cafeteria plan (flex spending plan) an employee must meet the following criteria.

- Be over the age of 18 years; and
- Work at least six hundred and thirty (630) hours per year

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.4.2.

Tax Sheltered Annuity Plan

Employees of public schools and certain tax exempt organizations may contribute to an annuity to supplement their retirement also known as the 403(b) Retirement Savings Plan. MATC has established a plan to allow employees to make elective deferrals using a salary reduction agreement.

See the Human Resources Office for additional information.

KPERS Retirement

MATC is a member of the Kansas Public Employees Retirement System (KPERS). Membership is mandatory for all covered employees. All regular employees who work a minimum of six hundred and thirty (630) hours per year are covered by KPERS. Employees become members of KPERS on their first day of employment. A mandatory contribution of six percent (6%) is fixed by Kansas statute and will be deducted from each eligible employee's pay check.

Group Term Life Insurance (KPERS)

All active KPERS members are provided with basic group life insurance on behalf of MATC. The entire premium is paid for by MATC. The death benefit is currently one hundred-fifty percent (150%) of the employee's annual compensation.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.4.3.

Long Term Disability Benefits (KPERS)

All active KPERS members have disability income benefits. The entire premium is paid for by MATC. Disability income benefits provide a monthly benefit based on sixty percent (60%) of the employee's annual compensation. To qualify for a disability benefit, an employee must be totally disabled for one hundred- eighty (180) continuous days.

For more information see the KPERS Membership Information Manual.

Employee Development

MATC encourages employees to enhance knowledge and skills and to network with other professionals, thus improving potential for future opportunities. MATC recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations which will enable them to remain abreast of best practices in their respective fields. MATC will reimburse full-time employees for reasonable expenses incurred while attending meetings or conferences, including registration, travel, hotel accommodations and meals. All expenses must be approved by the employee's Supervisor prior to registration.

Professional Memberships

Employees are encouraged to be members of and participate in professional organizations such as the Kansas Association for Career and Technical Education, the Association for Career and Technical

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Education, trade and business associations, and organizations related to their area of expertise.

The following policy will apply to payment of organization memberships/dues:

- Individual memberships/dues are the responsibility of the individual.
- Institutional memberships/dues may be paid by MATC when approved by the President/CEO.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under MATC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events may include, but are not limited to resignation, termination of employment or death of an employee, a reduction in an employee's work hours, a leave of absence, an employee's divorce or legal separation and/or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at MATC's group rate, plus an administration fee. MATC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under MATC's health insurance plan. The notice contains important information about the employee's rights and obligations.

Patient Protection and Affordable Care Act

The federal Patient Protection and Affordable Care Act, commonly called the Affordable Care Act ("ACA"), was signed into law in March 2010 with the goal of reforming both the country's private and public health insurance systems in order to expand coverage to more Americans with affordable, quality health insurance.

The ACA applies to employers with fifty (50) or more full-time employees. For purposes of the ACA, an employee is considered full-time if he/she works at least thirty (30) hours per week.

Although the ACA continues to evolve, key provisions of the law are intended to expand access to insurance, increase consumer protection, emphasize prevention and wellness, improve quality and system performance, expand the health workforce and curb rising health care costs.

For more information about the ACA, please contact the Vice President of Operations or visit one of these websites: www.healthcare.gov; www.hhs.gov/healthcare.

Family Medical Leave Act (FMLA)

It is the policy of MATC to provide family and medical leave in accordance with applicable law, including the Family and Medical Leave Act of 1993 (FMLA), 2008 amendments to the FMLA, and the Americans with Disabilities Act of 1990 (ADA).

When a qualifying event has been identified and communicated to the Vice President of Operations, a letter will be sent to the employee acknowledging his/her eligibility for leave.

Eligible employees are entitled to:

- Basic FMLA – up to twelve (12) weeks of unpaid leave per a rolling twelve (12)-month period for one of the following reasons: the birth or adoption of a child; to care for a seriously ill member of the employee's immediate family (parent, child or spouse); or the employee's own serious illness.

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- Active Duty Leave – up to twelve (12) weeks of unpaid leave per a rolling twelve (12)-month period “for 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 to active duty status, in support of a contingency operation. Military Caregiver Leave – up to twenty-six (26) weeks of unpaid leave per a rolling twelve (12)- month period for an employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member who is recovering from a serious illness or injury sustained in the line of duty on active duty, as well as veterans undergoing medical treatment, recuperation or therapy for serious injury or illness which occurred any time during the five (5) years preceding the date of treatment.

Note: The maximum amount of *combined* leave is twenty-six (26) weeks for Basic FMLA/Active Duty Leave (exigency) and Military Caregiver.

For additional information about FMLA, please contact the Vice President of Operations or visit <http://www.dol.gov/whd/fmla/>.

Military Leave

MATC complies with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state military leave laws.

With proper documentation, a request for military leave for reserve duty or for active duty in the United States military or in the state national guard will be granted to any regular full-time or part-time employee without pay. Employees must promptly notify their Supervisor upon receipt of orders.

If an employee’s absence is expected to last six (6) months or less, the employee will be placed on military leave of absence status. If an employee’s absence is expected to exceed six (6) months, or the length of absence cannot be reasonably estimated, the employee will be separated from employment subject to reinstatement and bridging of service rights as required by law. The maximum amount of military leave is a cumulative period of five (5) years, as provided by law.

At the option of the employee, the employee may use previously earned, but unused, vacation, sick or personal hours while on military leave of absence. Upon return from military duty, an employee will be restored to such job and credited with such seniority and benefits as may be required by law.

If an employee has questions regarding MATC’s military leave policy, applicable state and federal laws and continuation of benefits, he/she should speak with the Vice President of Operations.

Section 5: Performance Standards

Performance Evaluations

The purpose of performance evaluations is to provide an objective and consistent means of measuring employees’ overall effectiveness in their jobs and to set goals for future performance and professional growth. Supervisors and employees are given an opportunity to communicate openly regarding expected standards of performance, noteworthy accomplishments and progress, areas for improvement and career development potential.

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- Faculty members will be evaluated according to Kansas Law and the MATC negotiated collective bargaining agreement. Administrators/Professional Employees/Classified Employees will be evaluated on a yearly basis.

Following each evaluation, the employee and evaluator will meet to discuss the results, after which the employee will be asked to sign the evaluation. The employee's signature does not mean the employee agrees with the evaluation; rather, it indicates only that the evaluation has been completed and the employee has been informed of the results.

All evaluations are placed in the employee's personnel file located in the Personnel/Business Office. An employee has the right to submit an explanation or other written statement regarding any evaluation for inclusion in his/her personnel file if such statement is filed within two (2) weeks of the evaluation conference.

Attendance and Punctuality

MATC expects employees to be present during their designated working hours. Attendance, punctuality, dependability and a commitment to do the job right are essential at all times. As such, employees are expected to be at work on scheduled workdays, during scheduled work hours, and to report to work on time.

The following are examples of violations of the attendance and punctuality policy:

- excessive tardiness and absenteeism;
- leaving work early without a Supervisor's approval;
- unauthorized absences from the work area; and
- failure to directly notify your Supervisor of an absence before the beginning of the scheduled work day.

Occasionally it may be necessary for an employee to be absent or late for his/her work shift. MATC is aware and sensitive to the nature of emergencies, illness, or pressing personal business which cannot be scheduled outside of an employee's work hours. Vacation days, sick days and personal days are provided for these occasions.

It is the responsibility of the employee's Supervisor to monitor and maintain a record of his/her attendance.

If an employee is absent for three (3) consecutive work days without directly notifying his/her Supervisor, the employee will be considered to have abandoned his/her job and voluntarily terminated employment with MATC.

All employees are expected to be at their work station ready to begin work promptly at their scheduled start time. Employees must notify their Supervisor if they are unable to report to work on time. Violations of the attendance and punctuality policy may result in disciplinary action, up to and including termination.

Progressive Discipline

MATC administers equitable and consistent discipline for unsatisfactory conduct or performance in the workplace. MATC's own best interest lies in ensuring fair treatment of all employees and in making certain disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to

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correct the problem, prevent its recurrence and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of the following steps – verbal counseling, written counseling, written reprimand, suspension with pay, suspension without pay, demotion or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed, at the President/CEO’s discretion.

MATC recognizes there are certain types of employee problems serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the progressive discipline steps. By using progressive discipline, MATC hopes most employee problems will be corrected at an early stage, benefiting both the employee and MATC.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 7.2.2.

Problem Resolution

A grievance procedure has been established to allow an employee a mechanism through which he/she can be heard.

Faculty members will be covered by the negotiated collective bargaining agreement between the recognized bargaining organization and MATC.

Grievances by non-faculty employees should be made in accordance with Policy No. 3.7.4 which can be found in the Institutional Policy and Procedure Manual.

Salary Review

Each position is assigned a salary range which is commensurate with the nature of the position. Determination of an appropriate range takes into consideration the diversity and complexity of duties, the amount of responsibility and judgement exercised, as well as the qualifications required. Within this structure, each employee will be compensated on the basis of performance and contribution to the accomplishment of MATC’s objectives. MATC’s salary ranges are designed to achieve the following goals:

- ensure fair and consistent pay practices;
- comply with applicable federal and state laws and regulations;
- operate within the constraints of MATC’s budgetary process and financial resource limitations;
- ensure administrative efficiency; and
- allow MATC to offer competitive salaries relative to the labor markets in which MATC recruits.

Section 6: Safety and Security

Health and Safety

MATC strives to provide each employee with a safe, comfortable and healthy work environment. MATC provides employees with the tools, training, facilities and information necessary to work in a safe and efficient manner. MATC asks employees to approach work with a thoughtfulness which reflects respect for individual health and the safety of co-workers. Anyone noticing a violation of the Occupational Safety and Health Act (OSHA) or who feels unsafe in his/her work environment should notify the President/CEO.

Crime Awareness and Campus Security

MATC employees should make every effort to be aware of strangers on the premises. Anyone noticing an unfamiliar or unauthorized person on the premises should contact MATC personnel. An area unlocked by an employee must be locked upon leaving. Keys are provided to employees requiring access and are the property of MATC. All employees with a key must return the key immediately upon request.

MATC is equipped with a video surveillance system for the safety and security of students, employees and the protection of MATC property. Employees understand that while on campus, their activities may be recorded, and should conduct themselves accordingly.

The Riley County Police Department is the primary source of enforcement authority for MATC. Any student or employee of MATC who observes criminal activity should immediately contact MATC personnel or the Riley County Police Department. The President/CEO shall be immediately informed of any crime committed.

Intramural sports, departmental field trips, and department club activities which take place off campus are officially sponsored college activities. Any crimes committed against participants, their property, or the facilities are considered as crimes committed on campus.

Employees should not bring large sums of money, jewelry or other valuables to work. MATC is not responsible for personal property that is lost, damaged, stolen or destroyed, including personal vehicles.

On-The-Job Accident Reporting

Any job-related injury or illness, regardless of severity, must be reported as soon as practical to the employee's Supervisor for prompt and trained evaluation and medical attention. For non-life threatening injuries, the employee must report the accident or injury to his/her Supervisor within twenty-four (24) hours. This policy is not to preclude an employee from calling 911 or emergency personnel should the situation warrant immediate medical attention. The employee's Supervisor will complete an initial safety incident report and forward it to the main office.

Failure to observe and follow the accident reporting procedures is grounds for disciplinary action, up to and including termination of employment.

Workplace Violence Prevention

MATC is committed to preventing workplace violence and creating a safe work environment. This policy explains MATC's guidelines for dealing with intimidation, harassment, violent acts or threats of violence which might occur during business hours or during work-related settings. MATC does not allow behavior in the workplace at any time which threatens, intimidates, or coerces other employees or vendors.

Employees should immediately report a violent act or a threat of violence by anyone to their Supervisor. MATC will promptly investigate all reports of violent acts or threats of violence, as well as all suspicious people and activities involved. MATC will protect the identity of a person who makes a report when reasonably possible to do so under the circumstances. Until MATC has investigated a report, MATC may suspend an employee, either with or without pay, if MATC believes it is necessary for safety reasons and/or to conduct the investigation. If an employee commits a violent act, threatens violence or violates these guidelines in any way, he/she will be subject to disciplinary action, up to and including termination.

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MATC wants to help employees resolve their problems before they become more serious and possibly violent. MATC will not discipline any employee who reports violent acts or threats of violence to MATC's attention in good faith.

Weapons Free Workplace

MATC is committed to maintaining a safe, healthy, secure and efficient working environment for its employees, and to protecting MATC property, equipment and operations. MATC is concerned about the danger and risk posed by the presence of weapons to the health and safety of both employees and persons in the community.

To this end, **no weapons or explosives of any type will be allowed on MATC's premises.** Weapons include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Therefore, possession and/or use of all weapons on MATC premises before, during or after the time an employee is on duty is not permitted. Premises are defined as: MATC owned or leased buildings or vehicles. Employees, students, vendors, patrons and visitors are covered by this policy. Failure to abide by all terms and conditions of the policies described above may result in disciplinary action, up to and including termination and/or prosecution.

This policy shall not be construed to create any duty or obligation on the part of MATC to take any actions beyond those required of an employee by existing law.

If an employee becomes aware of anyone violating this policy, he/she should report it to MATC Security Personnel immediately.

For additional information and details, please refer to the Institutional Policy and Procedure Manual, Policy No. 5.10.3.

Tobacco Use

MATC prohibits the use of tobacco in any form throughout all of MATC's buildings. Employees may use tobacco products outside in the designated areas during approved breaks. Employees who use smokeless tobacco should use a disposable container. Employee violating this policy are subject to disciplinary action, up to and including termination. For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 6.5.0.

Drug and Alcohol Use

MATC is committed to providing and maintaining a drug-free and alcohol-free workplace. Therefore, the following conduct is prohibited on or in MATC's property or on MATC's time, by employees and non-employees:

- the unlawful use, possession, sale, distribution, dispensation or manufacture of any illegal drug;
- the use, possession, transfer or sale of any paraphernalia which is reasonably believed to be used in connection with illegal drugs;
- working while under the influence of illegal drugs, even if used or consumed off-duty or off-premises; and/or
- working while under the influence of alcohol, even if used or consumed off duty or off premises.

"Legally prescribed drugs" are defined as any prescription or nonprescription drug which may impair

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working ability. If an employee takes a legally prescribed drug he/she must notify his/her Supervisor if its use is expected to adversely affect the performance of the essential functions of his/her job. Employees have a duty to know if the legal prescription or nonprescription drugs they are taking may impair their ability to work.

MATC reserves the right to conduct drug and/or alcohol tests at any time, with or without reasonable suspicion and with or without advance notice. Such testing may include pre-employment (including job transfers and promotions), post-accident, reasonable suspicion, periodic, random, post-leave, post-rehabilitation, and/or any other types of testing. In addition, MATC reserves the right to search employees and their work areas without advance notice and without reasonable suspicion. Refusal to cooperate in these procedures may result in disciplinary action, up to and including termination.

A violation of this policy requires the President/CEO or designee, depending on the circumstances, to:

1. Notify law enforcement officials.
2. Encourage the employee to seek counseling or other education programs where appropriate.
3. Suspend or dismiss the employee involved if the circumstances warrant.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 3.8.1.

Company Vehicles

Employees whose work requires the operation of a motor vehicle must have and maintain a valid driver's license, as well as maintain a clean driving record which is acceptable to MATC's insurer. Motor vehicle record checks may be conducted periodically to ensure compliance.

No employee shall multitask while operating a MATC vehicle. Multitasking includes, but is not limited to, texting, reading, emailing or writing. Violation of this policy may result in immediate loss of MATC vehicle privileges. If necessary, additional disciplinary actions may be taken, up to and including termination.

All incidents related to the vehicle must be reported immediately to employee's Supervisor. In the case of an accident, a police report shall be requested and filed immediately before leaving the scene.

Use of Personal Vehicles

Proper safety and security measures are essential when using personal vehicles to conduct MATC business. Employees are solely liable for any moving violation and/or fines which result from any driving infractions. There must be insurance on the private vehicle, including collision, liability and property and bodily injury for vehicle occupants.

Failure to abide by the following rules when operating a personal vehicle while conducting MATC business may result in disciplinary action, up to and including termination of employment:

- employees must have and maintain a valid driver's license;
- employees must obey standard operating procedures for vehicle operation;
- employees are prohibited from multitasking while operating a vehicle. Multitasking includes, but is not limited to, texting, reading, emailing or writing;
- employees must obey all local, state and federal laws and regulations;
- in case of an accident or damage to either personal property or the vehicle, employees must notify

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their Supervisor without delay, no matter how minor the damage; and

- employees must report any incident which changes the category of an employee's driver's license or insurability immediately to his/her Supervisor.

For additional information on approved work-related travel, incurred expenses and reimbursement, please refer to the Institutional Policy and Procedure Manual, Policy 6.2.4.

Parking

Employee parking is provided on the west, south and east sides of the main campus building and is appropriately marked. Parking maps are available on MATC Online and may be provided by Security Personnel per request. A parking decal will be provided to each employee at the start of their employment. Employees agree to display the parking decal in accordance with the directions provided and to only park in designated areas.

Emergency Closings

There may be times when emergencies, such as severe weather, fires, power failures or tornadoes, disrupt normal business operations at MATC or require that MATC close a work facility. The President/CEO, at his/her sole discretion, will decide whether MATC offices will be closed or remain open for normal business operations during emergency situations. The Administrative Office will notify employees of emergency closings.

When the President/CEO determines MATC offices are officially closed due to emergency conditions, employees who are regularly scheduled to work during this time will receive their regular rate of pay and such pay will not be deducted from the employee's vacation or sick leave balance. When the President/CEO determines MATC offices will remain open for normal business operations, but an employee is unable to report to work, the employee will not be paid for the time off. However, the employee may request to use accrued vacation or sick leave.

Inclement Weather

As a condition of employment, all employees of MATC, whether of the main campus or instructors of off-campus courses, are expected to work at their assigned times and schedules regardless of weather conditions unless a Declaration of Inclement Weather has been issued.

It is recognized that severe weather conditions may prevent employees from reporting to work, cause some to report late, or require others at work to depart earlier than scheduled.

For additional information, please refer to the Institutional Policy and Procedure Manual, Policy No. 8.3.1.

Workers Compensation

The workers compensation program provides insurance coverage for injuries or illnesses which occur during the course of an employee's employment and require medical, surgical or hospital treatment. Subject to legal requirements, workers compensation insurance begins after a short waiting period or if an employee is hospitalized, the benefits begin immediately.

It is important for employees to inform their Supervisor of any work-related injury or illness immediately. Prompt reporting helps to ensure that employees qualify for coverage as quickly as possible and allows MATC to complete an investigation, if necessary. Employees that witness another employee injury or

accident, should seek administrative assistance and medical aid as needed to address the immediate incident, before reporting the situation timely to Human Resources.

Health Insurance Portability and Accountability Act

All employees of MATC will adhere to all local, state and federal laws relating to confidentiality and privileged communications and/or privacy protection of health care information to include the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

A major goal of the HIPAA Privacy Rule is to ensure an individual's health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and wellbeing.

All employees of MATC will treat all medical, personal, biometric and financial information as confidential. Any person who breaches this trust will be subject to disciplinary action, up to and including termination.

Section 7: Termination of Employment

Termination of Employment

Termination of employment is inevitable within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by MATC.
- Layoff - involuntary employment termination initiated by MATC for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from the organization.

Since employment with MATC is "at will", both the employee and MATC have the right to terminate employment at any time, for any reason or no reason, with or without cause. Employees will receive their final paycheck in accordance with the applicable state law.

Employees who voluntarily resign from MATC are expected to provide at least two (2) weeks' notice to their immediate supervisor in writing of their intent to resign. Notice should be signed and include the employee's anticipated date of departure, reason for resignation and other pertinent data. MATC reserves the right to release an employee prior to his/her anticipated departure date. An employee's separation date is the last day he/she works in the office.

Employee Acknowledgement Form

I acknowledge that I have received a copy of this Employee Handbook (hereinafter “Handbook”) from the Manhattan Area Technical College (“MATC”).

I understand it is my responsibility to read and comply with the policies contained in the Handbook and revisions made to it. I understand that I should consult the Vice President of Operations regarding questions not answered in the Handbook.

I understand MATC reserves the right to modify, change, delete, supplement, rescind, or revise information contained in the Handbook, as MATC deems necessary or appropriate, at its sole and absolute discretion and with or without advance notice. Changes will be communicated through standard communication channels. The President/CEO must approve revisions to the Handbook.

I have entered into my employment relationship with MATC voluntarily and acknowledge that there is no specified length of employment. I understand my employment with MATC is “at will”, and either I or MATC may terminate the employment relationship, with or without cause, for any reason or no reason, at any time, so long as there is no violation of applicable federal or state law.

The information in this Handbook does not supersede any collective bargaining agreements. If a policy or information is covered in this Handbook and is included in the MATC Faculty Association Agreement (“Agreement”, “Contract” or a “collective bargaining agreement”), the employee represented by such Faculty Agreement should first defer to the Agreement. Finally, it is not the intent of any provision in this Handbook for MATC to interfere with, restrain or coerce employees in the exercise of their rights guaranteed in Section 7 of the National Labor Relations Act.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee Signature: _____

Printed Name: _____

Date: _____