

2017—2018 EMPLOYEE HANDBOOK

Table of Contents

INTRODUCTION

EQUAL EMPLOYMENT OPPORTUNITY

Policy on Equal Employment Opportunity

Policy on Equal Opportunity and Reasonable Accommodation for Individuals with Disabilities

Language Diversity

Policy Anti-Harassment

Ethics Policy

Sexual Harassment

How to Get Help

Responsibility for Responding to and Reporting Discrimination, Retaliation, and Harassment

Anti-Retaliation

INFORMATION ABOUT CITY AND COUNTY EMPLOYMENT.

Classification

Salary Step Increases

Appointment above the Entrance Rate

Responsibilities of Applicants

Employment of Persons with Disabilities

REQUIREMENTS AT THE TIME OF HIRE

Social Security Number

Authorization to Work

Acknowledgements

Tax Forms

AFTER YOU ARE HIRED

Attendance and Punctuality

Appearance and Dress Code

Maintenance of Minimum Qualifications

Business Hours

Pay Period

Payroll Deductions

Garnishments

Probation Periods

Your Performance Plan and Appraisal

Table of Contents

Change of Name and/or Address

Employment Verification

Promotional Opportunities

SEPERATION PROCEDURES

Resignation

Automatic Resignation

Layoff

Termination

Employee Breaks

LEAVES OF ABSENCE

Sick leave

Notice and Verification Requirements

Family and Medical Leave

Family Care Leave

How to Request Family/Medical, or Family Care Leave

Military Leave

Jury Duty Leave

Witness Duty

Personal leave

SAFETY ON THE JOB

WORKPLACE VIOLENCE PROHIBITED

Policy Prohibiting Employee Violence in the Workplace

Reporting and Responding to Workplace Violence

EMPLOYEE OBLIGATIONS

Conflicts of Interest and Ethical Obligations

Policy Regarding the Treatment of Co-Workers and Members of the Public

Smoke-Free Workplace

Drug-Free Workplace

Computer and Data Information Systems

GRIEVANCE

Message from the Director

Hello,

Welcome to Montana Barber Institute. As the Director I would like thank you for becoming a part of our family and for wanting to help us in achieving a great environment to grow and be successful.

Our Vision is to select and train our staff and instructors to be extremely professional and to optimize every opportunity to create a environment of learning that will keep the Barber Beauty Industry essential to the future. We are striving to become an ultra-modern institution that our employee can enjoy being employed.

Thank you,

Sincerely

The Montana Barber Institute

A licensed by the Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, TX 78711. They may be reached at (512) 463-6599 or 1 (800) 803-9202. On internet, the TDLR is located at <http://www.license.state.tx.us>

Mission

Montana Barber Institute mission is to inspire principals of discipline, professionalism, and business in or students. We are driven to educate, train, and guide students to elevate the barber and beauty profession to the optimal level for the future. MBI is set to be an institution where our success is measured by the success of every student.

Vision

Montana Barber Institute vision of success if measure by the successful career of every student.

Introduction

The Employee Handbook is intended to educate new employees and serve as a resource for current employees. It contains information on personnel rules, policies, procedures, services and benefits, and serves as a basic reference guide. It also provides important information on the City and County of El Paso ("City") policies on workplace conduct, work schedules, safety on the job, and your obligations as an employee. Please read this Handbook carefully, as failure to adhere to these policies could result in discipline, up to and including termination. While every attempt has been made to cover a variety of topics and ensure accuracy of information, this Handbook may not be entirely comprehensive or current. For example, changes to the law, policies or provisions in the Institutions contract agreements may have taken effect since its publication. If there is a discrepancy or omission, the current official ordinance, regulation, Civil Service Rule or respective collective bargaining agreement governs. Your Institute also may have specific policies that are not included in this Handbook. This version of the Handbook supersedes all prior versions. The Institute reserves the right to change or modify the Handbook. This Handbook does not constitute a contract of employment. Property or other rights in employment are governed by various contract agreements, applicable Charter provisions, City ordinances, federal and state laws, and Civil Service Rules. Your administrative office will be able to help you in the event that you need more information about any of the topics covered in this Handbook.

EQUAL EMPLOYMENT OPPORTUNITY

The Institute has strictly enforced policies that protect your equal employment opportunity rights and those of your co-workers.

Policy on Equal Employment Opportunity

The Institute is committed to equal employment opportunity. It is the policy of the Institute to ensure:

- equal opportunity to all employees and applicants;
- that employees are selected and promoted based on merit and without discrimination; and
- that reasonable accommodations for disabilities are provided to qualified employees and applicants who require them.

The Institute prohibits discrimination on the basis of race, religion, sex, national origin, creed, ethnicity, age, physical or mental disability, political affiliation, sexual orientation, ancestry, color, medical condition (e.g., cancer or cancer related illness; HIV/AIDS or related conditions), genetic characteristics (e.g., non-symptomatic carriers of inheritable diseases), gender identity, marital or domestic partner status, parental status, veteran status, height, weight or any other basis protected by law.

The Institute also prohibits retaliation against any employee for making a good-faith complaint of discrimination or harassment, for assisting another employee in doing so, or for participating in an investigation of a discrimination or harassment complaint. Policy on Equal Opportunity and Reasonable Accommodation for Individuals with

Policy on Equal Opportunity and Reasonable Accommodation for Individuals with Disabilities

The Institute is firmly committed to equal employment opportunity for persons with disabilities in compliance with the Americans with Disabilities Act and state law. The law prohibits discrimination against persons with disabilities during the application process and in all phases of employment. It requires employers to interact with disabled employees to identify reasonable accommodations that will enable them to perform the essential functions of their jobs and to enjoy equal benefits and privileges of employment. The Institute will provide a reasonable accommodation for the known physical or mental disability of a qualified employee or applicant, unless doing so would pose an undue hardship or direct threat to the health or safety of the individual or others.

If you feel you need accommodation for a disability, inform your Institutes Director. Requests for accommodation will be evaluated on a case-by-case basis. If you request an accommodation, it is essential that you participate fully in the interactive process to address your request. This participation may include, but is not limited to, providing medical documentation, meeting with specialists, and identifying restrictions and possible accommodations.

Language Diversity

The Institute recognizes that an employee use of a language other than English is often an asset in the provision of public services. A department may limit the use of languages other than English only when necessary. In such cases, employees will be informed of the rule, including where and when it applies and the consequences for violating it.

Policy Anti - Harassment

Harassment of Institute employees on the basis of sex, race, age, religion, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, gender identity or other protected category is prohibited and unlawful. Harassment consists of unwelcome visual, verbal or physical conduct engaged in on account of a person's actual or perceived membership in a protected category.

Institute employees who are found to engage in harassment are subject to disciplinary action, up to and including termination. Harassment of employees, applicants or persons providing services to the Institute by contract, whether by employees or non-employees, is prohibited. This policy applies to all employees of the Institute, including supervisory and non-supervisory employees. Institute employees with supervisory responsibilities play a key role in ensuring that the workplace is free of illegal harassment. It is the responsibility of each supervisor to comply with this requirement, and the responsibility of each department to ensure such compliance. Montana Barber Institute will provide annual sexual harassment training. For questions, please contact your Institutes Director.

Ethics Policy

Are established moral principles that govern a person's or group's behaviors.

Ethics policy is to establish a code of conduct for the employees and as well as a conduct between students and staff members. This is to ensure that students and employees can have an environment free from harassment and misuse of authority by employees.

The Montana Barber Institute Ethical and Code of Conduct are intended to present expectation of responsibility and integrity. Admirable ethical conduct is critically important in or relationship with our employees, volunteers, student contractors, and public. This statement reflects the values of the Institute approved by the Advisory committee. The following are the conducts and policies that are to be executed within the Institution.

1. Promoted the interest of the Institution
2. Embody the Vision, Mission, Values of the Institution
3. Exhibit integrity, honesty, and professional responsibility
4. Maintain confidentiality on all matters deemed confidential
5. Ensure that relationships that constitute or could be perceived as conflicts of interest are fully and properly disclosed and institute guideline are followed

6. Comply with the policies and procedures of the institute and applicable state and federal laws and regulations
7. Provide an environment of mutual respect, impartiality, and collaboration

The Code of Conduct is a general guide to help employees determine the behavior expected by the institution. Violations of code will be subject to the appropriate penalties.

Sexual Harassment

Federal law defines sexual harassment as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical, visual or written conduct of a sexual nature directed to persons of the same or opposite sex when:

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

State law defines sexual harassment as unwanted sexual advances or verbal, visual or physical conduct of a sexual nature. These are some examples of sexual harassment:

- requests for sexual favors or unwanted sexual advances;
- offering employment benefits in exchange for sexual favors;
- making or threatening reprisals after a negative response to sexual advances;
- verbal harassment (e.g., graphic verbal commentary, derogatory comments, suggestive or obscene letters or telephone calls);
- physical harassment (e.g., assault, impeding or blocking movement, gestures or any physical interference with normal work or movements); and/or
- visual forms of harassment (e.g., leering, derogatory or sexually explicit posters, letters, poems, graffiti, cartoons, computer screen savers or drawings).

How to Get Help

If you feel you are being discriminated against or harassed by anyone on the basis of any protected category, or because you complained or assisted another employee in complaining about discrimination or harassment, you should inform your Institutes Director. If you do not want to tell your Institutes Director, contact your departmental personnel office or the Department of Human Resources' Equal Employment Opportunity Office ("EEO").

The MBI administration Office works to ensure equal employment opportunities of all individuals within the Institute service and administers EEO programs, provides assistance to employees, and

investigates complaints of employment discrimination. If MBI Institute Director determines that discrimination or harassment has occurred, the Institute will take appropriate remedial action.

For information and assistance on the complaint procedure, you may call the DHR Harassment Helpline at (915) 212-0000.

The Equal Employment Opportunity Commission (“EEOC”) investigates and prosecute complaints of harassment and discrimination in employment. Employees who believe that they have been harassed or discriminated against may file a complaint with this agencies. The EEOC serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes. The El Paso Area Office is located at 300. E. Main, Suite 500, (915) 534-6700.

Responsibility for Responding to and Reporting Discrimination, Retaliation, and Harassment

All employees are encouraged to report harassing, retaliatory, or discriminatory behavior, whether directed at themselves or co-workers. Lead employees are required to take corrective action if employees are subjected to retaliation, discrimination or harassment on the basis of a protected category, and must report any such incidents to the Institute’s Director or EEO unit. Lead employee who fail to report such incidents are subject to discipline.

Institutes Director is required to report all complaints of discrimination, retaliation, and harassment to the Human Resources Director within five days of becoming aware of such complaints.

Anti-Retaliation

The law and Institute policy also prohibit retaliation against any employee for opposing discriminatory practices, or for filing a complaint with, or otherwise participating in an investigation, proceeding, or hearing conducted by the EEOC. If you believe you have been retaliated against, you may use any of the procedures under the “How to Get Help” section above “To File a Complaint.” If a complaint of retaliation is substantiated, the Institute Director will take prompt action to address and remedy it.

INFORMATION ABOUT CITY AND COUNTY EMPLOYMENT

Classification

Positions in the Institute have been classified by MBI according to their duties and responsibilities. Positions that are comparable in the type of work performed and in level of difficulty and responsibility are placed in the same classification so that they will be treated alike for purposes of recruitment, examination, transfer and pay.

MBI assigns positions to classifications. Each classification has a job code number and descriptive title, as well as a list of typical duties and responsibilities.

Salary Step Increases

When you are initially employed, your salary is generally set at the first step of a typical five step pay range. Most steps are approximately 5% higher than the previous step. Check your contract agreement for the specific terms covering advancement through the salary steps.

Appointment above the Entrance Rate

For information about the criteria for hiring employees above the entry step of a classification, consult your contract agreement or, in the case of employees not covered by such an agreement, the Institute Director. You may contact your administrative office.

Responsibilities of Applicants

Applications for Institute positions must be filed by the time specified in the announcement. Every applicant for an examination must possess and maintain the qualifications required by law and by the examination announcement for the examination. It is essential to be honest in filling out applications. False statements on an application or on supporting documents, or at any time during the selection process, can lead to termination of employment and restrictions on future employment with the Institute.

If your name, address, email address and/or telephone number changes while your application for an examination is pending, you must immediately update your information at the Institutes administration office.

El Paso County Notice Under the Americans With Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), El Paso County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: El Paso County does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: El Paso County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in El Paso County's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: El Paso County will all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in **El Paso County** offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of **El Paso County**, should contact the ADA Coordinator at 800 E. Overland, Suite 223, El Paso Texas 79901; (915) 546-2218; Fax. (915) 546-8126, as soon as possible, but no later than 48 hours before the scheduled event.

The ADA does not require the **El Paso County** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of **El Paso County** is not accessible to persons with disabilities should be directed to the, ADA Coordinator at 800 E. Overland, Suite 223, El Paso Texas 79901; (915) 546-2218; Fax. (915) 546-8126.

El Paso County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

REQUIRMENTS AT THE TIME OF HIRE

Social Security Number

You must have a Social Security number to work for the Institute.

Authorization to Work

You must present documents to verify identity and authorization to work in the United States as required by the Immigration Reform Control Act of 1986. Failure to provide these documents may result in loss of eligibility. Acceptable verification documents are listed in the information pamphlet entitled "Federal Immigration and Naturalization Service Requirements," available at the Department of Human Resources' ("DHR") Employment Information Center, located on 300 N. Campbell St. Any applicant or employee seeking to have the Institute provide documentation to the Department of Homeland Security (including the U.S. Citizenship and Immigration Services) about possible or actual employment with the Institute must obtain the approval of the appointing authority of the Institute's Director.

Acknowledgements

New employees may be required to sign other acknowledgements of receipt, such as those of this Employee Handbook, the Institute's harassment policy, Institute policies regarding use of computers, and other Institute policies.

Tax Forms

You will need to fill out a Withholding Exemption Certificate (IRS form W-4), which determines the amount of taxes withheld from your paycheck. If at any time during your employment your withholding status changes (for example, if you marry, divorce or purchase a home), you should fill out a new W-4 form to ensure that the proper amount is withheld.

Additional Documentation

- Military DD-214
- License, Diploma, or Degree
- Valid Sate Identification Card

AFTER YOU ARE HIRED

Attendance and Punctuality

Regular and prompt attendance is an essential requirement of your job. As a MBI employee, you are to report to your work station at your scheduled work time. Your time records must accurately reflect the time you start work every work day.

All planned absences must be requested and approved in advance. If illness or some other emergency causes an unplanned or unforeseeable absence, you must notify your Institutes Director as soon as possible on the first day of absence, and keep the Director advised daily during the absence. In the case of an extended unforeseeable absence, you may be asked to complete forms and submit medical certifications as appropriate during your leave. Improper use of sick leave, failure to present medical certification when required, excessive absenteeism, tardiness, unauthorized absence or failure to notify your Institutes Director when you are unable to report to work, may result in sick leave restriction, disciplinary action or termination

Appearance and Dress Code

As a MBI employee, you represent the Institute when you are on duty and/or when you are in a Institute uniform. Employees are expected to be neat and clean, and to dress for work according to generally accepted business and professional standards as dictated by their work assignment and as required by their Institute Director. The Institute reserves the right to restrict dress for legitimate reasons relating to safety, hygiene or environmental conditions.

Maintenance of Minimum Qualifications

You must possess and maintain the qualifications required by law and by the announcement of the examination under which you were appointed.

Business Hours

Except as otherwise provided in a contract agreement applicable to you or based on your Institution needs, you work as a salaried employee, consisting of five workdays a week. The Institutes official business hours are from 9:00 a.m. to 5:00 p.m.

Pay Periods

Employees are paid weekly, usually every Friday. Employees are encouraged to enroll in direct deposit.

Payroll Deductions

All employees are subject to withholding of federal and state taxes as required by law. Depending on your status (temporary or permanent), date of hire, eligibility for State Disability Insurance benefits, membership in the Employees Retirement System of Texas, and representation by an

employee organization, deductions may also be made for health insurance, the employee pension contribution, SDI taxes, union dues or fees, Medicare Hospital Insurance and/or Social Security taxes.

You may choose to have a number of amounts withheld from your paycheck by submitting an authorization form to their Institutes administrative office. For specific information, contact your administrative office.

Garnishment

If the Institute receives a court order to garnish your wages, the Institute must comply with that order. A garnishment will reduce your take-home pay. If you have questions about your paycheck, contact your administrative office.

Probationary Period

All MBI employees are required to serve a 30 day probationary period. The probationary period is the final and most important phase of the selection process. This period is used to evaluate your performance and suitability for the position. Absences from work will extend your probationary period. For information about the length of your probationary period, consult your administrative office.

The Institute's Director may release an employee at any time during the probationary period. At the conclusion of the probationary period, your Institute Director may recommend permanent employment, release from the position, or an extension of the probationary period. You may also be required to serve an additional probationary period in certain circumstances, such as advancing to a different position.

Employment Verification

The Institute Director, is the legal employer of all Institute employees. However, if you need verification of your employment, direct the request for verification to your individual department for ease of administration and to avoid delays. Be certain that a separate request to verify your employment goes to each department where you have worked.

Promotional Opportunities

Job opportunities are posted on the Montana Barber Institute website at www.mbi.com. (depends on Vacancy's and Performance)

Separation Procedures

Resignation

If you intend to resign, please provide your administrative office with written notice at least ten working days before your planned departure. Your administrative office will designate your services as either “satisfactory” or “unsatisfactory.” You will receive notice of this designation and information about how to appeal the designation if you are dissatisfied with it.

Automatic Resignation

If you are absent from your job for any period of time without proper authorization, you may be subject to discipline. If you are absent from your job without proper authorization for more than five consecutive working days, or if you fail to return from an approved leave, your absence will be deemed an “automatic resignation.” If you receive a notice of automatic resignation and wish to appeal the determination to the Civil Service Commission, you will have fifteen days from the date on which the notice was mailed to do so. The rules regarding automatic resignation may be affected by the contract agreement between the Institute and the employee. For more information, consult your administrative officer or your contract agreement.

Layoff

From time to time, budgetary or operational considerations may make it necessary to reorganize, reduce work hours or lay off Institute employees. Determining the need for layoffs and the classifications of employees to be laid off is within the sole discretion of the Institute. In most instances, layoffs occur within a job class in inverse order of seniority.

If you receive a notice of layoff, or if you have questions about layoffs, please contact your administrative officer. An informational guide is available on the Department of Human Resources (“DHR”) website at www.elpasotexas.gov/human-resources or at the DHR Employment Information Center on 300 N. Campbell. For questions, you can also call DHR at (915) 212-0000.

In some cases, you may be eligible for temporary continuation of health benefits after a layoff.

Termination

The grounds and procedures for involuntary termination of employment may vary depending on whether you are an at-will employee. In most instances, at-will, probationary, temporary exempt, and some provisional employees may be terminated for no reason or any reason not prohibited by law.

There are some offenses that are so serious in nature that an employee may be placed on administrative leave pending an investigation into such misconduct pursuant to the Charter. Such offenses include, but are not limited to, conduct involving misappropriation of public funds or property, misuse or destruction of public property, mistreatment of persons, and acts which present an immediate danger to the public health and safety.

Some represented employees may be entitled to due process protections pursuant to the terms of their contract agreement. For more information, contact your administrative office.

Your Employee Evaluation and Assessment Plan

It is the goal of the Institute to provide each of its employees with an annual Employee Evaluation. The MBI official Employee Evaluation Form provides a format for the planning and assessment process that is intended to affirm accountability, responsibility, partnership, performance agreements, self-management, learning and recognition. The employee evaluation process is designed to provide you with clear written performance expectations and honest, timely feedback about your performance.

Your Evaluation Plan

The evaluation plan covers a specific review period (the time between the beginning and ending dates of the plan) and consists of an up-to-date job description and several key performance objectives, including at least one objective for professional development.

If your Institute Director prepares an evaluation plan for you, he or she will discuss it with you at the time that it is prepared to ensure you understand performance expectations for the review period. Your Institute Director will also meet with you during the review period to review and discuss the plan and your performance. You should use these discussions to ask any questions you may have regarding the plan or your performance objectives.

Your Assessment

At the end of the review period, you and the Institute Director will meet and discuss your written employee evaluation form. You will have an opportunity to write your own comments on your employee evaluation form at the conclusion of the evaluation and will be asked to sign the form as an acknowledgment that you have read and discussed the assessment with the Institute's Director.

Change of Name and/or Address

If you change your address and/or telephone number, you are required to immediately notify your administrative office by submitting a change of address form or a letter with your new address and telephone number. If you change your name, you must submit legal verification documents in order to update your records. If you fail to report any changes, you may not receive important and timely information regarding your employment and your health benefits

EMPLOYEE BREAKS

Breaks allowed for employees

3rd week of December to the 2nd of January—Winter Break

3rd week of April—Spring Break

1st week of August—Summer Break

Leave of Absence

Sick leave

The following are examples of proper uses of sick leave:

- Inability to work due to illness or disability;
- Medical and dental appointments;
- Absence due to the death of a member of your immediate family or other persons as defined in the Civil Service Rules;
- Absence due to pregnancy or convalescence period following childbirth;
- Absence due to illness or medical appointment of a dependent child, parent, spouse or registered domestic partner;
- Leave to care for a spouse, parent, child (including an adult child) or next of kin with a serious injury or illness related to active military service;
- Paid parental leave; or
- To supplement Workers' Compensation or State Disability Insurance ("SDI") benefits.

The following are some examples of improper uses of sick leave:

- Calling in sick to extend an approved vacation;
- Using sick leave when your arrival at work is delayed by traffic or car trouble;
- Claiming you cannot work due to illness, when you are not ill; and
- Using sick leave to cover a period of incarceration.

Please see your Institute's Director if you have any questions regarding appropriate uses of sick leave.

Notice and Verification Requirements

It is your responsibility to notify your supervisor as soon as possible whenever you are unable to report for work due to illness. You must keep your supervisor informed throughout your absence and notify your supervisor of your expected date of return to work.

If you are absent from your job for more than five consecutive working days, you must submit to your supervisor a completed Request for Leave form stating the duration of your illness, signed by a

doctor, dentist, podiatrist, licensed clinical psychologist, Christian Science practitioner or licensed doctor of chiropractic medicine.

Family and Medical Leave

Texas employers must comply with the FMLA if they have at least 50 employees for at least 20 weeks in the current or previous year.

Employees may take FMLA leave if:

they have worked for the company for at least a year

they worked at least 1,250 hours during the previous year, and

they work at a location with at least 50 employees within a 75-mile radius

Reasons for Leave:

- FMLA leave is available if an employee needs time off to:
- Recuperate from a serious health condition
- care for a family member with a serious health condition
- bond with a new child
- handle qualifying exigencies arising out of a family member's military service, or
- care for a family member who suffered a serious injury during active duty in the military

Family Care Leave

If your leave to care for a newborn, newly adopted child or sick family member extends beyond the 12-week FMLA leave maximum, or if you are not eligible for FMLA leave, you may seek additional unpaid leave of up to a total of one year for any of the same reasons. This type of leave is available to permanent employees who have completed at least one year of service and is at the discretion of your Institutes Director.

SAFETY ON THE JOB

The safety and well-being of our employees is very important, and in order to promote a safe and healthy work environment, the Institute works to identify and eliminate employee exposures to avoidable hazards and conditions that can lead to injury or illness. The Institute have Injury and Illness Prevention Programs that comply with federal and state regulations, laws, and statutes in order to help maintain a safe and healthful work environment.

Safety is every Institute employee's responsibility. All employees are required to remain alert and to correct hazardous conditions and unsafe acts—if it is safe to do so—and to report unsafe conditions to their Institute Director

WORKPLACE VIOLENCE

PROHIBITED

Policy Prohibiting Employee Violence in the Workplace

The Institute is committed to maintaining a workplace free from violence and threats of violence, and will not tolerate any acts or threats of violence in the workplace. Any act or threat of violence in the workplace is strictly prohibited and should be reported immediately.

Violence” includes both acts and threats of violence. For example, violence includes any conduct, verbal or physical, which causes another to reasonably fear for his or her own personal safety or that of his or her family, friends, associates, or property. Employees are also prohibited from possessing, storing or having control of any weapon on the job, except when required by the Institute department in the performance of the employee’s official duties.

Failure to comply with these policies may result in employee discipline up to and including termination as well as criminal prosecution.

Reporting and Responding to Workplace Violence

All employees are responsible for reporting any acts of intimidation, threats of violence or acts of violence to their Institute Director or administrative office. Supervisors and managers are responsible for documenting and reporting all observed or reported incidents of workplace violence.

EMPLOYEE OBLIGATIONS

Conflicts of Interest and Ethical Obligations

Institute employment carries with it an obligation to adhere to the highest level of ethical standards. The El Paso, Texas, Ethics Commission has assembled a manual on the state and local laws governing the conduct of public officials and employees, available at www.epcounty.com/ethicscom/. The City Attorney’s Office also summarizes state and local laws in its Good Government Guide, available at www.elpasotexas.gov/city-attorney. If you have any questions, you may contact the Ethics Commission or your administrative office.

Some of the key ethical obligations imposed on municipal employees are summarized below. These summaries are just general reminders; not all applicable ethics laws are summarized here. For advice about any specific conflict of interest or ethics issue, you should contact the Ethics Commission or the City Attorney’s Office.

- You may not use or attempt to use your official position to influence a governmental

decision that could affect your financial interests– including your employer, your spouse’s or domestic partner’s employer, businesses in which you or your spouse/domestic partner have invested, or property you or your spouse/partner own or rent.

- You may not use your Institution title or designation in any communication for any private gain or advantage.
- You may not use your title or designation in any communication in a manner that would lead the recipient to believe that you are speaking in an official capacity when you are not.
- You may not make, participate in, or attempt to influence a governmental decision affecting a person or entity with whom you are discussing or negotiating an agreement concerning future employment.
- You may not accept any compensation, reward, or gift from any source except the City for any service, advice, assistance or other matter related to your City job.
- You may not solicit or accept anything of value in exchange for hiring, promoting, or attempting to influence the hire or promotion of any City employee or applicant.
- You may not make, participate in making, or seek to influence any employment decision involving a person with whom you have a familial or romantic relationship. You must notify your supervisor if you are, or become related to or romantically involved with another employee in the workplace over whom you have the authority to impose or recommend an employment action. Supervisors and managers should avoid any appearance of favoritism or nepotism in the workplace.
- You may not willfully or knowingly disclose the City’s confidential or privileged information unless you are required to do so by law. You may not use confidential or privileged information obtained by virtue of your office or employment for nonbusiness purposes, and you may not use that information to advance the financial or other private interest of yourself or others.
- For a period of one (1) year after you leave City employment, you may not contact your former department on behalf of any person for the purpose of influencing a governmental decision. You also may not work for or receive compensation from any party to a City contract if, within the previous twelve (12) months, you were personally and substantially involved in the City’s award of that contract. For other post-employment restrictions, please visit www.sfethics.org
- Depending on your level of decision-making authority, you may be required to file a statement of economic interests. For a list of those employees who are required to file these statements, and instructions on how to do so, contact your supervisor.

Policy Regarding the Treatment of Co-Workers and Members of the Public

Institute policy requires employees to treat co-workers and members of the public with courtesy and respect. Institute employees and managers are responsible for maintaining a safe and productive workplace which is free from inappropriate workplace behavior

Smoke-Free Workplace

Smoking is not permitted in Institute offices, or within 20 feet of entrances, exits, or operable windows of public buildings.

Drug-Free Workplace

You may not manufacture, distribute, dispense, possess, use or be under the influence of alcohol or illegal drugs in workplace. This prohibition includes prescription drugs used improperly (e.g., those not prescribed for the user). Any violation of this policy may be grounds for discipline up to and including dismissal.

If you perform activities in your job that are funded by a federal grant, you must notify your department head of any drug convictions for violation of drug laws that took place in the workplace within five days of any such conviction. Employees in certain safety sensitive positions, or in positions where testing is required by federal law, may be required to submit to periodic drug tests. All employees may be required to submit to drug testing under certain circumstances consistent with federal, state, and local laws and contract agreement.

Computer and Data Information Systems

Institute employees with access to computer files and records may not release or disseminate information without authorization. The release or dissemination of such material may be grounds for disciplinary action and termination. Passwords exist for the protection of Institute documents and information. You are required to provide your computer password to your supervisor or other person designated by your department. You may not share your password with any unauthorized persons.

Because Institute computers may be accessed by other authorized users, do not store on your work computer any information you do not intend to share with others.

The use of unauthorized programs and copies of commercial software packages is prohibited. Computer programs utilized by the Institute may not be duplicated or altered for personal use.

Do not use computers, printers or information systems for personal business or entertainment.

Computer documents and emails may be automatically saved in the Institute's archives in order to ensure compliance with applicable state and local laws regarding records retention and public disclosure. Emails and documents on Institute computers are not private and employees should not transmit or store any email or documents on Institute computers that they wish to keep private. This applies to any and all personal use of Institute computers and email accounts, even incidental or minimal usage.

GRIEVANCE

An official statement of a complaint over something believed to be wrong or unfair.

The Institution recognizes that in any work environment there are times when employees need to express concerns and work-related problems in a formal manner. This Policy establishes the process whereby Institute employees may present to the Institute his/her concerns and other work-related problems and provides for the prompt and considerate review of such issues.

This Policy should apply to grievance by employees against the Institution charging unlawful discrimination with regard to the terms and conditions of employment and Institution services and unlawful harassment. Further, this Policy shall apply to the grievance by employees alleging that a work-related problem of condition is unfair, inequitable or a hindrance to the effective performance of the employee's job.

This Policy shall not apply to grievance arising out of a termination as a reduction in force, involuntary leave without pay, dismissal, demotion, non-renewal of a contract, period of probation or complaints by a student.

Step 1

An employee who decides to initiate the formal Grievance Procedure shall present the grievance in writing within ten (10) Institution business days from the date that the dispute resolution process has been closed. The grievance shall be filed through the Administration to the appropriate Director.

The Administration will track and maintain records of all grievances filed at the Institution for the purpose of recommending systemic changes that may provide relationships between employees and management.

The Director may select a Board member to listen to the grievance. The Director will be required to meet with the employee to listen to the grievance. The Director will be required to provide a written response within ten (10) University business days of the meeting.

Step 2

If the grievance is not resolved at Step 1, the employee shall file within twenty (20) Institute business days from the date of the Step 1 decision, a written grievance through the Administration, directed to the Director.

If after exhausting the Institute's internal complaint process the student feels it to be insufficient, written complaints may be sent to the :

Texas Department of Licensing and Regulation
P.O. Box 12157, Austin, TX 78711.

For cases where the grievance is not settled at the Institutional level you can contact:

**Council on Occupational Education (COE)
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(800)917-2081**

How to Request Family/Medical, Pregnancy Disability, or Family Care Leave

If possible, you must provide at least 30 calendar days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment). For events that are unforeseeable, notify your Institute Director or your administrative office, at least verbally, as soon as you learn of the need for the leave. If you need to take a leave, you must fill out the form entitled

Family Care and Medical Leave of Absence Request.”

Care Provider” form, stating that the leave is medically necessary

Failure to comply with these requirements may result in denial of requested leave.

Before you begin your leave (if foreseeable), or as soon as possible after (if not foreseeable), you must submit a certification from your health care provider, or that of the family member requiring your care, on the “Certification of Health Care Provider” form, stating that the leave is medically necessary

Failure to comply with these requirements may result in denial of requested leave.

Military Leave

If you have a military obligation, you may be eligible for military leave. Employees on military leave may receive their regular compensation during all or some of their leave. A copy of your official orders must be attached to your request for military leave. Consult your Institute Director or your administrative office.

Jury Duty Leave

You must notify your Institute's Director as soon as you receive a jury summons. If you are required to report for jury duty during your working hours, you will be excused from work on the work day you perform jury service, provided you give prior notification to your Institutes director. If you report for jury duty and are not selected as a juror, or if the court dismisses the proceedings early for the day, you must return to work as soon as possible.

Witness Duty

If you are summoned as a witness on behalf of the City and County of El Paso, you are entitled to be paid for any time that you are required to serve in that capacity. If you are summoned to serve as a

witness in a case involving outside employment or personal business affairs, you will be placed on leave without pay unless vacation leave or compensatory time is requested and granted.

Personal Leave

Permanent employees may request unpaid personal leave for a period of up to twelve (12) months within any two-year period. Your department head has discretion to grant or deny requests for personal leave. With certain exceptions, if you are a temporary or provisional employee, you may request personal leave for a maximum of one month, and only if a replacement for your position is not required.

The Director may select an Advisory board member to listen to the grievance. The Director or Board member will be required to meet with the employee to listen to the grievance. The Director will provide a written response within twenty (20) Institute business days of the meeting. The decision of the Director is final.

Confidential Reporting

All reports will be investigated. The Institute does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate to the office manager for review. When a potentially dangerous threat to the institute rises, timely reports or warnings will be issued through text message, the posting of bulletins, or other appropriate means.

Security Policies

Emergency response

The office manager for the Institute will be the person responsible to confirm if a dangerous situation poses a health or safety threat to students and employees. Once the emergency is confirmed he/she will take into account the safety of the institute community before issuing the notifications. If in the office manager's professional judgment the notification or content of the notification will compromise efforts to assist a victim or to contain, respond or otherwise mitigate the emergency the notification will not be issued.

Content of notifications will be determined at the discretion of the office manager.

The entire Institute will be notified when there is at least the potential that a very large segment of the institute will be affected by a situation, or when a situation threatens the operation of the institute as a whole.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus the institute will immediately call the local emergency authorities and notify the campus community by:

1. Informing the school director, instructors and staff of the emergency situation in person or via phone call.
2. Sending text message to the students affected. Students must provide their cell phone number and carrier name at the time of enrollment to subscribe to text alert notifications.
3. Posting bulletins on building entrances and exits.

Following are some examples of immediate threats to the health and safety of students and employees:

- Approaching of extreme weather conditions
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Explosion

Evacuation Procedures

1. The office manager on duty will instruct all students, clients and visitors of the institute to exit the building in a calm and orderly fashion through the nearest exit, assemble in the parking lot directly on the left of the building and wait for further instructions or in case the situation demands for it inform students that they have to shelter-in-place until situation has passed.

*Under no circumstances should personnel re-enter the building once evacuated.

2. Students should assist their individual clients during evacuations as practiced during the annual drills.
3. The office manager/ instructors should:
 - Close and lock file cabinets containing student files.
 - Collect student/staff time cards.
 - Bring attendance record book/list.
 - Make a quick visual check of all rooms in the building to see that all personnel are evacuated.
 - Exit the building, closing the door behind them.
4. Once all personnel are evacuated and assembled in the parking lot, a systematic head count should be taken to ensure that all personnel are accounted for.
5. The proper authorities and the institute owner should be notified of the emergency.
6. Wait for clearance from the proper authority before allowing any personnel to re-enter the building.

This procedure will be taught to each new starting class and new employees on the first day of attendance/employment.

An emergency evacuation drill will be conducted annually to practice the above plan of action.

The following guidance applies to the general campus community during an evacuation:

- Know where the nearest exits are located.
- Become familiar with the location and operation of emergency equipment, including fire extinguishers and first aid kits.
- Never block, even temporarily, building evacuation routes and exits.
- Never ignore official instructions to evacuate a building.
- Ensure that those in the general vicinity are aware of the evacuation.
- Close, do not lock, doors behind you as you exit your work areas or classrooms.
- Leave personal belongs, except those in immediate reach.
- Evacuate quickly and calmly, by way of the nearest exit or instructors guidance to a safe distance from the building (500 feet or more). Keep clear of emergency vehicles. Leave sidewalks and roadways clear for emergency responders.
- Stay with your class.
- Students in class should check in with their instructor and instructors/staff should check in with the director.
- Do not reenter the building until the all clear has been given.
- Follow instructions given by instructors, staff, or other emergency authorities.
- If it is necessary to evacuate the institute in a vehicle, exit in the direction given by the emergency authority. Do not put your vehicle in a position where it blocks the way for others. Some vehicles may be selected for emergency transportation. If your vehicle is chosen, please cooperate. If the road is not usable, leave your vehicle and evacuate on foot.

Evacuation and sheltering-in-place drills shall be conducted at least once every year at unexpected times and under varying conditions to simulate the unusual conditions that occur should an evacuation be necessary. These drills may be obstructed, (having various means of exit made temporarily unavailable) in order to familiarize occupants with secondary routes of evacuation, or unobstructed.

Evacuation drills, which may take the form of a fire-drill, will be coordinated by the office manager and the instructor coordinator. Evacuation drills shall involve all occupants. Everyone shall leave the building when notified. Exceptions are strongly discouraged. A sheltering drill may take the form of an institute-wide tornado drill, active shooter exercise, or other similar scenario.

In the conduct of drills, emphasis shall be placed upon orderly execution under proper discipline rather than upon speed. All institute officials are expected to perform their assigned duties as if in an actual emergency situation.

Provisions should be made for timing and evaluating the orderliness of each drill. The office manager and instructor coordinator will complete reports for the drills. In addition, at least once

per academic year, in conjunction with a sheltering drill, the front office will publicize the evacuation and emergency sheltering procedures and will encourage awareness of the same.

The office manager shall maintain accurate logs recording evacuation and sheltering decisions, significant activities, and the commitment of resources to support operations. These logs will be maintained for a minimum of seven years.

What it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter- in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If the building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit. Once you have evacuated, seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, including text notification, institute employees and other authorities.

Timely warnings

The Clery Act also includes alerting the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The institute will issue a warning as soon as the pertinent information is available. The institute will issue a warning even if all of the facts surrounding a criminal incident or incidents are not known. In these cases, the institute will follow up with additional information as it becomes available.

The issuing of a timely warning will be decided by the office manager and the director's judgment on a case-by-case basis in light of all the facts surrounding a crime, including factors such as:

- The nature of the crime
- The continuing danger to the institute staff and students.
- The possible risk of compromising law enforcement efforts.

The information included in a timely warning will include:

- Information about the crime that triggered the warning
- Practices and places that should be avoided
- Security precautions that should be followed

Similarly to the alert notifications, timely warnings will be distributed by text message and bulletins will be posted at the building entrances and exits.

Any student, instructor or client of the Institute that has information that warrants a timely warning to prevent crimes should report the circumstances to the institute's office manager at the front office or to the director at (915)565-4847.

Sexual Offenses

The Institute goes over the General Safety Rules with new students during orientation. You can find sexual assault education and information by accessing <http://www.rainn.org/get-information>.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Institute strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam). An assault should be reported directly to the institute Director or to an institute representative. Filing a report with the institute will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from the school. When a sexual assault victim contacts the institute, the El Paso Police Department will be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the institute, or only the latter. Various city counseling options are available on the El Paso city Support Services Directory at the end of this catalog.

General Safety Rules

Fire

If you discover a Fire:

- Dial 911
- Notify others in your area
- Calmly evacuate to an open area 100 yards away from the building

Bomb Threat

If you receive a Bomb Threat:

- Elicit as much information as possible
- Calmly notify others in your area
- Dial 911
- Check your immediate area for suspicious objects.
- DO NOT HANDLE ANY OBJECT FOUND.
- Calmly evacuate to an outside area 500 yards away from the building

Weather Emergency

In the event of a Weather Emergency:

- Take cover in a safe area or under heavy furniture on the ground floor in the center of the building, away from the outside walls and windows.
- Avoid hazardous chemical storage areas.

Medical Emergency

If you experience a Medical Emergency:

- *Dial 911.
- An employee should also report the injury to his or her supervisor

El Paso City Support Services Directory

Emergence Crisis Hotline	915-779-1800 1-877-562-6467
National Suicide Prevention Lifeline	1-800-273-TALK 1-800-SUICIDE
Crisis Hope Line (Domestic Violence And Sexual Assault)	915-593-7300
Federal Substance Abuse and Mental Health Admin Referral Serv.	1-800-662-4357
National Domestic Violence Hotline	1-800-799-7233
Poison Control	1-800-222-1222
Texas Dept of Family and Protective Services	1-800-252-5400 1-800-647-7418
Veteran Affairs	1-800-749-8387
Aliviane Behavioral Therapy (Trauma Therapy)	915-781-1341
STARS (Sexual Trauma and Rape Services)	915-533-7700
Al-Anon	915-562-4083
Trinity Detox	915-772-9111
Opportunity Center	915-577-0069
Rescue Mission	915-532-2575
El Paso VA Mental Health	915-564-6159
National Call Center for Homeless Veterans	1-877-424-3838

Online Resources

National Center for PTSD	www.ptsd.va.gov/
American Association of Suicidology Crisis Chat	www.suicidology.org www.crisischat.org
Daily Strength Support Groups	www.dailystrength.org
America's Mental Health Channel	www.healthyplace.com
National Alliance on Mental Illness	www.nami.org