



**ROCKY VISTA**  
**UNIVERSITY**

Employee Handbook

July 2024

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# Important Notice

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THIS HANDBOOK AND ANY APPLICABLE STATE SUPPLEMENT IS DESIGNED TO ACQUAINT EMPLOYEES WITH ROCKY VISTA UNIVERSITY (“UNIVERSITY” OR “RVU”) AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE UNIVERSITY’S GUIDELINES AND OUR EXPECTATIONS REGARDING EMPLOYEE CONDUCT. THIS EDITION SUPERCEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.

EXCEPT AS MAY BE REQUIRED BY STATE LAW, EMPLOYMENT WITH ROCKY VISTA UNIVERSITY IS AT WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE UNIVERSITY, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE UNIVERSITY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK, ANY BENEFIT PLAN, AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED; NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF RVU, OTHER THAN THE PRESIDENT OR THEIR AUTHORIZED REPRESENTATIVE HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT OR THEIR AUTHORIZED REPRESENTATIVE AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR HUMAN RESOURCES. IN ADDITION, THE NEED MAY ARISE TO REVISE, DELETE, OR ADD TO THE PROVISIONS IN THIS HANDBOOK. EXCEPT FOR THE AT WILL NATURE OF EMPLOYMENT, THE UNIVERSITY RESERVES THE RIGHT TO MAKE SUCH CHANGES WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.

THIS HANDBOOK MAY APPLY TO EMPLOYEES WORKING IN A STATE WITH GREATER AND/OR DIFFERENT RIGHTS. EMPLOYEES WILL RECEIVE A STATE-SPECIFIC SUPPLEMENT THAT PROVIDES INFORMATION AND GUIDELINES APPLICABLE TO EMPLOYEES WORKING IN THAT STATE. THE UNIVERSITY COMPLIES WITH APPLICABLE STATE AND LOCAL LAWS.

The handbook is not inclusive of all policies applicable to employees. RVU policies can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>. The *Rocky Vista University Employee Handbook* is further supplemented by the *Faculty Handbook*.

## Employment

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### Orientation Period

For all new and rehired employees, there is an orientation or probationary period of up to ninety (90) calendar days. As is always true during an employee’s employment with the University, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, including prior to the completion of the orientation period. An employee’s supervisor, in consultation with Human Resources, may choose to extend an employee’s orientation period for up an additional 90 days as needed to fully evaluate the employee’s performance, account for excused absences, and/or acquire additional training for the employee to perform their job duties. Probationary periods extensions should be communicated to the employee before the end of their orientation/probationary period.

*MT employees see State supplement.*

# RVU Non-Discrimination Statement

It is the policy of Rocky Vista University and all of its affiliated colleges and organizations not to engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity and expression, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, parental status, genetic information, sexual orientation, veteran status, political beliefs or affiliations, and to act in conformity with all applicable federal and state laws, orders and regulations, including the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, participation in University activities, employment, and access to, participation in, and treatment in all University centers, programs, and activities.

## Inclusive Excellence

Diversity is a core value of Rocky Vista University. Diversity can be defined as the recognition, reflection, and representation of individual differences within a community including, but not limited to culture, race, age, ethnicity or national origin, color, sex, gender, gender identity, sexual orientation, religious beliefs, spiritual practices, veteran status, political beliefs, mental and physical ability, socioeconomic status, individual life experiences, or other ideologies.

RVU Campus and Inclusive Excellence, a strategy for transforming RVU into an institution that conceptualizes inclusiveness and excellence as one in the same, embeds Inclusive Excellence in all aspects and dimensions of the university, assigns responsibility for inclusiveness to everyone on campus, and utilizes a broad definition of diversity.

The Rocky Vista University Office for Inclusive Excellence is a resource for students, staff, and faculty regarding opportunities and challenges related to diversity in healthcare education across all campuses. Our goal is the promotion and practice of Inclusive Excellence throughout every sector and dimension of the University to the benefit of the entire RVU community.

## Equal Employment Opportunity (EEO)/Unlawful Harassment

RVU is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), color, religion, national origin, disability, military status, genetic information, sexual orientation, gender identity or any other class or expression protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Harassment does not need to be in-person and can occur over electronic media or video meeting platforms, such as Zoom, MS Teams, etc., or other electronic platforms. Actions based on an individual's protected class, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to harassing or threatening language or conduct in the following forms:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

*CO, MT, and UT employees see State supplement.*

# Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the University believes it warrants separate emphasis. In addition, all RVU employees are required to complete annual Title IX Sexual Misconduct Training.

The University strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

All employees are expected to always conduct themselves in a professional manner. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

The full [Sexual Harassment Policy](https://policies.rvu.edu) can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>

## EEO and Harassment Complaint Procedure

Employees should follow the appropriate internal process to remedy disputes and submit complaints. RVU's complaint process is intended to facilitate informal, open communication, and exchange of relevant information, and to provide employees with a vehicle to pursue a formal grievance if requested.

The full RVU [Employee Complaints Policy and Process](https://policies.rvu.edu) can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Americans with Disabilities Act (ADA) and Religious Accommodation

The University will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the University or cause a direct threat to health or safety. The University will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship to the University. The University will make reasonable accommodation for employees, based on gender identity, in dress/grooming standards and facilities, unless doing so poses undue hardship to the University. Employees needing such accommodation are instructed to contact their supervisor or Human Resources.

## Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees and applicants for employment who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, childbirth, breastfeeding, or a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the University will engage in a timely,

good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. A reasonable accommodation will be provided unless it imposes an undue hardship on the University's business operations.

The University may require that an employee provide a certification from their health care provider detailing the medical advisability of the reasonable accommodation. A certification will not be required when an employee requests more frequent restroom, food, or water breaks as an accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

The University will not require an employee to terminate employment, deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, childbirth, breastfeeding, or a related condition, unless the requested accommodation would create an undue hardship on the University's business operations. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

*UT employees see State supplement.*

## **Nursing Mothers**

Private space will be provided, and reasonable time will be permitted for nursing mothers to express milk during the workday for up to one year following the birth of a child. The time permitted will typically run concurrently with the time already provided for meal and rest breaks. If the breaks cannot run concurrently and/or additional time is needed, the employee and their supervisor will agree upon a schedule which might include the employee using unpaid leave (if non-exempt), annual leave/vacation time, arriving at work earlier, or leaving later. In the event unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break.

Employees will be provided with the use of a room, office, or other private area other than a bathroom or toilet stall, which is shielded from view and free from intrusion from co-workers and the public. The University will make a reasonable effort to identify a location within close proximity to the work area for the employee to express milk.

Nursing mothers are responsible for using anti-microbial wipes to clean milk expression areas, and for keeping the lactation space clean for the next user. This responsibility extends to other areas where expressing milk is permitted, equipment is cleaned, along with milk storage areas.

The University reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the University's operations.

The University will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Where state law imposes more specific requirements regarding the break time or lactation accommodation, the University will comply with those requirements.

*CO employees see State supplement.*

## **Drugs and Alcohol**

The University is committed to a safe, healthy, and productive work environment for all employees free from the effects of substance abuse. Abuse of alcohol, marijuana, drugs, or other controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision-making. To ensure a safe and productive work environment, the University prohibits the unlawful or unauthorized use, sale, dispensation, manufacture, distribution, or possession of alcohol and prohibited drugs or drug paraphernalia. This prohibition includes University-owned vehicles, or personal vehicles being used for University business or parked on University property. Additionally, the University may take disciplinary action, up to and including termination of employment, for the illegal off-duty use, sale, dispensation, manufacture, distribution, or possession of prohibited drugs, and controlled substances and the illegal use or distribution of alcohol.

Testing is an important element in the University's efforts to ensure a safe and productive work environment. Information about the types of drug testing ([Drug and Alcohol Testing Policy - Employees](#)) can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>. Employees may refer to this separate policy or contact Human Resources or their supervisor with specific questions.

## FERPA and HIPAA

All RVU employees are expected to follow the U.S. Department of Education's Family Educational Rights and Privacy Act (FERPA) law and regulations and are therefore required to complete FERPA training on an annual basis. All employees must complete the online training provided by the University or elect to participate in an external program or course. Notices will be distributed, and completion tracked by the RVU Compliance Office.

Additionally, as applicable to their position, RVU employees are bound to confidentiality regarding the Health Information Portability and Accountability Act (HIPAA). Employees may refer to the full [FERPA Training Policy](#) and [OSHA/HIPAA Compliance and Training Policy](#) in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Outside Employment

The University, in encouraging intellectual and professional excellence, understands that in certain instances employees will have the opportunity to engage in other professional employment outside the University. However, the responsibility of all employees is the full and competent performance of all duties pertinent to their employment with the University within the employee's assigned work schedule and as duties may require. Employment outside the University that interferes with an employee's obligations, duties, and responsibilities to the University is prohibited. Limitations on outside employment may also be covered under existing employment agreements.

Physicians and other healthcare providers employed by the University must inform their supervisor and receive approval in writing for any employment outside of the University that involves the practice of medicine or provision of healthcare services. Such employees need to secure their own malpractice insurance at their expense for this outside employment. Failure to do so will not be tolerated.

Employees pursuing outside employment must comply with the University's [Conflict of Interest Policy](#) which can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Access to Personnel Files

For employment and payroll purposes and to facilitate federal reporting requirements, the Human Resources department maintains files containing certain personal identifying information, such as name, address, telephone number, date of birth, salary, sex, race, etc. Employee health records are not maintained in their personnel file. All reasonable precautions are taken to maintain the confidentiality of this information and to ensure that it is used only for the purposes required by law. Information will not be released to third parties without the written consent of the employee, unless required by law. Employees who wish to review their personnel file should contact Human Resources.

It is important that employee personnel records are kept current to enable RVU to reach employees in an emergency, properly maintain employee benefits, and calculate employee payroll deductions. It is the responsibility of the employee to notify Human Resources in the event of any change in the employee's personal information, including marital status, address, telephone number, name, and emergency contact information. Employees must update these changes in RVU's payroll system (currently iSolved).

*CO employees see State supplement.*

## Verification of Employment

RVU will not honor any oral requests for employment verifications. All verification requests for income and employment must be submitted to The Work Number® service from Equifax. Generally, only dates of employment, salary history, and job title will be confirmed. Visit [www.theworknumber.com](http://www.theworknumber.com) to sign up or login.

Under no circumstances should an employee provide another individual with information regarding current or former employees of RVU. This restriction includes recommendations on social media sites. If an employee receives a request for reference information, they should forward it to Human Resources.

## Professional References

RVU employees who wish to provide references for current or former colleagues for professional appointments must make it clear that they are doing so as a personal acquaintance or friend, and not as a representative of or in their capacity as an employee of the University. State law may mandate that any references must be accurate and in good faith. Accordingly, in drafting a reference, RVU employees must adhere to the following:

- any information provided in a reference must be accurate and factual,
- reasonable care must be taken not to give misleading information,
- reference should be limited to job and professional skills, abilities, and knowledge relevant to the position,
- reference should never contain commentary on a person's personal life, including mental or physical health, and
- all statements must be verifiable and supported, not conclusory, particularly any negative comments.

State law may require the University to provide a copy of a reference to the employer or former employee upon their request. If an employee receives a request for a professional reference, they should forward it to Human Resources preferably at the same time the reference is provided to the requester or when RVU receives a formal request from the person to whom the reference is intended. The RVU employee providing such a professional reference must maintain a copy in their files. Professional references must not be issued on RVU letterhead.

## Solicitation and Distribution

RVU employees shall not distribute literature or materials of any kind or engage in soliciting activity during their working time or when any employee being solicited is on working time.

RVU employees shall not accommodate solicitation from persons not employed by RVU during work time or in work areas, nor will they permit the distribution of literature or materials of any kind on RVU property by a third party for any purpose without prior approval by the Human Resources department. Violations of this policy will not be tolerated.

## Compensation and Benefits

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### Categories of Employment

The University defines exempt and non-exempt employees in accordance with the provisions of the Fair Labor Standards Act (FLSA) and otherwise is subject to the requirements of the FLSA and applicable state wage and hour laws.

Employees of the University are further classified for administrative purposes, such as the administration of fringe benefits like paid vacation or holidays. These classifications do not determine eligibility for participation in the University's group health plan. Eligibility for participation in the University's group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss eligibility to participate in the University's group health plan, please contact Human Resources.

The following classifications are used throughout this Handbook:

- Exempt employees' job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law and are exempt from minimum wage and/or overtime pay requirements.
- Non-exempt employees' job positions do not meet FLSA or applicable state exemption tests and are not exempt from minimum wage and overtime pay requirements. Non-exempt employees are eligible to receive overtime pay as required by applicable state law.



Employment categories include:

- *Full-Time* employees work thirty (30) hours or more per week.
- *Part-Time Benefit Eligible* employees work twenty (20) to twenty-nine (29) hours per week.
- *Part-Time* employees work less than twenty (20) hours per week.
- *Temporary* employees are either full-time or part-time of a specific duration whose hours total less than 1,000 hours within twelve (12) consecutive months of employment.
- *Adjunct* employees work part-time on an as-needed basis to teach courses or perform other instruction for students.
- *Faculty* are full- and part-time employees regularly engaged in teaching activities. The Rank and Promotions Committee recommends faculty rank of the faculty member to the Provost based on qualifications as outlined in the Faculty Handbook. Ranks include Instructor, Assistant Professor, Associate Professor, and Professor.

## Pay Periods

The University pays wages biweekly on Friday. Should the regular payday occur on a holiday, the payday is the last working day prior to the holiday. Direct deposit services and an electronic copy of paychecks are available online via an online employee portal. Employees who do not elect to receive direct deposit may opt for a Paycard.

Payroll deductions can be voluntary or involuntary:

Involuntary deductions are those mandated by a government agency, as well as any court orders, liens, or wage assignments that the law may require RVU to recognize. These may include but are not limited to, federal, state, and local tax withholding, unemployment taxes, FICA taxes, Medicare, State Disability Insurance, child support, garnishments, and other deductions as required by law.

Voluntary deductions are authorized by employees when they enroll in programs or services. Examples include but are not limited to, direct deposit to a financial institution, health insurance (i.e., medical, dental, vision), additional life and/or disability insurance, retirement plan (401k), and other offered benefits or services elected. Employees are responsible for reviewing each paycheck/direct deposit and promptly notifying RVU's payroll department if they believe there is an error in a paycheck/direct deposit.

RVU reserves the right to modify pay periods as needed for the benefit of employees and the University.

## Timesheets

All non-exempt employees must record their time in the payroll system or on a timesheet, daily, and submit their electronic time sheets by end of day the Saturday before payday for supervisor review. Supervisors must review and approve timesheets by the close of business on the Monday before payday. Employees are responsible for completing timesheets accurately and submitting them in a timely manner. Exempt employees are not required to submit time sheets, except to request paid time off, or unless otherwise required by law or pursuant to a grant or contract.

Misrepresenting work hours, falsifying information, tampering with timesheets/computer software, or recording time on behalf of another employee are extremely serious offenses and will not be tolerated.

Employees are expected to submit accurate and complete time records reflecting all hours worked. Employees maintaining time records outside of the payroll system must provide them to the University if a discrepancy is found between RVU's and an employee's records. Employees with questions about how pay is calculated, or any mistakes identified should promptly contact their supervisor or the payroll department.

An employee who perceives that an individual is interfering with their ability to record time accurately and completely should report it to their supervisor, the payroll department, or Human Resources. The University will not tolerate retaliation against employees for making a report or participating in an investigation.

## Overtime

Nonexempt employees should refer to their state supplement for applicable state law. Overtime may be worked on or off the premises, as needed. Overtime should be scheduled only when necessary and must be authorized by the department head before it is worked. RVU will make every effort to give advance notice when overtime is required but this may not always be possible.

University holidays, vacation time, administrative leave, personal leave, sick leave, or any other category of leave will not be considered as time worked in computing overtime. For purposes of calculating overtime, the established workday begins at 12:00 a.m. midnight until 11:59 p.m. and the work week begins Sunday at 12:00 a.m. and ends at 11:59 p.m. on the following Saturday.

Exempt employees are not covered by the overtime provisions and, therefore, do not receive overtime compensation.

*CO, MT, and UT employees see State supplement.*

## Off the Clock Work

At no time should non-exempt employees perform work while “off the clock,” or working without recording the time. All working time should be properly recorded in RVU’s payroll system. If given a directive to perform work “off the clock,” employees should promptly notify their supervisor; if the supervisor has given a directive to work “off the clock” and/or has told the employee not to properly record all hours worked, notify the department head or Human Resources. Retaliation against employees who make such complaints or report related concerns is strictly prohibited by RVU.

## Meal and Break Periods

Unless state or local law requires otherwise, employees will be provided with meal and rest breaks as appropriate, subject to operational needs. Rest breaks of short duration (lasting less than 20 minutes) will be counted as “hours worked” and paid accordingly. Meal breaks lasting 30 minutes or more are not considered “hours worked” for purposes of federal law and will not be paid for nonexempt employees. Non-exempt employees must be completely relieved from work duties during any unpaid meal breaks. If a meal period is interrupted, employees must notify their supervisor and/or Payroll to ensure the meal break is paid accordingly.

Employees must comply with all timekeeping requirements, including recording the beginning and end times of their meal breaks each day.

*CO employees see State supplement.*

## Pay for Exempt Employees

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period. The University is committed to complying with salary basis requirements which allow properly authorized deductions.

If an employee believes an improper deduction has been made to their salary, they should immediately report this information to the Payroll Specialist in the Office of Finance. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be reimbursed.

## Compensation Program

The objective of the RVU compensation program is to reward employees for their performance in support of the mission and strategy of the institution, as well as applying their knowledge, skills, and abilities. RVU strives to provide compensation that is targeted to be competitive with external labor markets and internally equitable across

the institution. While the University seeks to be competitive, all compensation decisions consider fiscal and budgetary constraints, as well as internal pay equity compliance. Components of RVU's compensation program include base salary, medical and retirement benefits, incentives, and perquisites.

The University supports a culture of pay-for-performance and seeks to reward individuals accordingly. While the primary compensation delivery vehicle is a robust, market competitive base salary, RVU may periodically consider rewarding superior institutional outcomes and milestones with variable pay.

Faculty salary ranges are determined by grouping similarly valued disciplines based on market median data by rank into tiers, while simultaneously accounting for internal equity. Based on external market data, RVU has established four tiers for each faculty rank. Assignment of Tiers is determined based on discipline taught and credentials of the faculty member.

The staff salary program at RVU is designed to ensure that jobs are internally equitable and competitively valued relative to comparable jobs in the marketplace. Jobs of similar value (both externally and internally) are grouped together to form pay ranges using survey data gathered from market benchmarking.

RVU is committed to open communication and education regarding the compensation program policies and procedures. Information regarding compensation policies and procedures is available through Human Resources.

Employees may refer to the [Pay and Rank Equity Review Policy](#) or the [Faculty Privileges and Benefits Policy](#) in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Performance Reviews

Evaluating employee job performance and providing feedback is a crucial factor in making employment-related decisions. RVU has an established performance review schedule which typically includes an annual performance appraisal and a mid-year review. Employees should talk to their supervisors who can provide more information about the University's review process.

## Salary Increases based on Merit

Salary adjustments based on merit are not guaranteed and are determined and granted at the University's sole discretion. Merit increases are based upon each employee's quality of performance, the department's budget, and applicable wage scales as may be adopted or changed from time to time. The University supports a merit philosophy which is based on pay-for-performance.

## Promotions and Transfers

Whenever possible, the University attempts to fill job openings by promotion or transfer of current employees. Promotional opportunities will be announced in alignment with state or federal guidelines. The qualifications of all employees who apply for open positions are reviewed. It is in each employee's best interest to keep their personnel file current by notifying Human Resources of any education degrees or acquired new skills so a complete record can be considered.

Employees who have worked at the University for less than six (6) months and employees who have been in their current positions for less than six (6) months are not eligible for transfer, unless there are exceptional circumstances as approved by the appropriate Vice President level management and Human Resources. University Leadership may also be consulted for approvals and solutions regarding internal transfers that would cause the university great hardship.

If selected for an open position, the employee should notify their current supervisor. A date of transfer should be discussed and agreed upon by the current and future managers with input from the employee. At minimum, a transition period of two weeks formal notice can be expected.

In all instances, adequate notice of transfer must be given to avoid the risk of disrupting workflow in the employee's current area.

# Employee Benefits and Insurance

Rocky Vista University currently provides its employees with access to a variety of health and welfare insurance programs. Eligible employees may participate in Medical, Dental, Vision, Group Term Life, Accidental Death and Dismemberment (AD&D), Short Term Disability (STD), and Long-Term Disability (LTD) insurance as well as a Flexible Spending Account (FSA) and/or a Health Savings Account (HSA). For more information about these plans, including the terms, conditions, or eligibility requirements, employees may obtain a copy of any Summary Plan Document from Human Resources. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The University complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners, and couples in a civil union.

Benefit plans offered by the University are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the University's discretion as permitted by law. The University and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefits offered by the University.

Employees will have an opportunity to amend their benefit selections during the University's annual open enrollment period. Employees who experience a qualifying life event, such as marriage, divorce, or the birth of a child, may be allowed to make a change in their benefits selection within 30 days of that event, in accordance with the terms of the plan document.

Employees taking a personal or other leave of absence must consult Human Resources to determine the impact the leave may have upon their benefits, including eligibility and/or making any required premium payments.

## 401(k) Retirement Plan

The University currently maintains a 401(k) plan for all employees, age 21 and over, to participate in. An application from the employee must be completed to activate participation. Full details concerning the 401(k) plan document and Summary Plan Description are available from Human Resources.

*CO employees see State supplement.*

## Employee Assistance Program (EAP)

Full-time and part-time benefit eligible employees may participate in the University's Employee Assistance Program (EAP).

The EAP provides eligible employees and their immediate families with resources to manage a wide range of problems, including marriage and family concerns, grief counseling, financial issues, legal support, and more. The EAP is administered by an outside vendor, so conversations and all records are strictly confidential and stay with the EAP.

The administrative cost of the program is fully paid by the University.

## Health Advocate

RVU currently offers the Health Advocate program, which helps employees, and their family members navigate the healthcare system, resolve healthcare and insurance issues, and get the right care at the right time.

The administrative cost of the program is fully paid by the University.

# Licensure and Continuing Education

Copies of current licenses must be maintained by Human Resources for all employees who have a professional license or certification related to or required for their job or profession.

Employees who have a professional license or certification related to or required for their job or profession are granted funds with which to maintain that license or certification. The annual maximum allowable per employee is determined by employee type, FTE, and grade level. These funds can also be used for required continuing education necessary to maintain the license or certification.

Employees may refer to the [Documentation of Faculty Qualifications Policy](#) and the [Professional Development and Training Policy](#) in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

# Professional Insurance

Rocky Vista University provides professional liability (malpractice) insurance for certain healthcare provider employees. This coverage only extends to approved, University-related activities. Employees who wish to practice medicine outside of RVU must receive written permission from the appropriate Dean or Provost and provide current and up-to-date proof of their own malpractice coverage for those activities.

Employees are covered by RVU's general liability insurance package. Employees who are acting in their official capacity will be indemnified and held harmless from any claim related to their scope of duties, including judgments, costs, and attorney's fees. Employees are NOT covered for conduct that is grossly negligent, reckless, willful, or illegal, and such conduct may result in disciplinary action up to and including dismissal.

# Tuition Reimbursement Program

The Tuition Reimbursement Program supports and encourages employee's ongoing professional development. The program reimburses eligible full-time employees for expenses incurred in pursuit of higher education and professional certifications offered through an accredited institution.

Employees are eligible if they regularly work 30 hours or more per week, have been employed continuously for 12 months, and are in good standing. Eligible employees are encouraged to pursue educational opportunities that are directly relevant to their current roles or will enable continued career growth at RVU. Information on how to apply as well as the full [Employee Tuition Reimbursement Program Policy](#) can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

# Tuition Remission

RVU provides an opportunity for eligible full-time employees and their dependents to take advantage of the educational opportunities offered by the University.

Eligible employees and/or dependents who are qualified for benefits under this program must apply for admission to RVU in the same manner as other applicants, meet the entrance requirements of the Program to which the student is applying and if admitted, must meet the same academic standards as other students in order to remain as a student.

Information on eligibility and how to apply as well as the full [Tuition Remission Policy](#) can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

# Time Off and Leaves of Absence

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## Holidays

The University currently observes the holidays below.

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- December 24th (half-day – close at noon)
- December 25th through end of Calendar Year (5 days)

The University reserves the right to change the above paid holidays. When a holiday falls on a Saturday, it is observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday is observed. Should any one of the observed holidays occur during an employee's vacation period, the holiday will be applied.

Holiday time is not counted as hours worked in the computation of overtime. Full-time employees receive eight hours of holiday pay at their regular rate of pay. Holiday pay for part-time, Health Center, and Security employees is dependent upon their regularly scheduled work hours.

To be paid for the holiday, a non-exempt employee must work their regularly scheduled workday both before and after the holiday, unless the employee is absent with prior permission from their supervisor or the department head. Furthermore, employees on an unpaid leave of absence are ineligible for holiday benefits for the holidays that are observed while the employee is on leave. When a holiday falls on a scheduled payday, RVU will pay the day prior.

If an employee requires time off for a religious holiday, they may request to use a Floating Holiday, as described in the Floating Holiday section, or should contact their supervisor to determine if an accommodation can be made.

## Floating Holidays

Rocky Vista University (RVU) provides Floating Holidays that allows eligible employees to take paid time off that isn't tied to traditional holidays recognized by the university. This policy offers employees flexibility to observe holidays that are personally significant to them, whether they are religious, cultural, or personal events.

Full-time employees receive four (4) floating holidays at the beginning of each fiscal year in addition to RVU's regular paid holidays. These four floating holidays may be used only for religious or cultural holidays, employee birthdays, anniversaries\*, or other state or federal holidays during which RVU remains open.

A new employee hired July through December will have four (4) days available and employees hired January through May will have two (2) days available.

Part-time benefit-eligible employees are granted floating holidays on a pro-rated basis.

Employees must specify the event for which they are requesting to use a floating holiday. The request must be scheduled and approved in advance by the employee's supervisor. Floating holidays must be used in full day increments. If an employee is unsure if their planned floating holiday is a qualified event, they may consult Human Resources.

Floating holidays will not be carried over to the next fiscal year, nor will they be paid out if not taken, or paid upon separation, or if an employee's hours are reduced to a non-benefit-eligible position.

\*Wedding anniversaries, death anniversaries, life-partner anniversaries, sobriety anniversaries, an employee's parents' golden anniversary, adoption anniversaries, or other important personal events in an employee's life.

## Sick Leave

RVU provides paid sick leave to all eligible employees for periods of temporary absence as explained below.

### a. Accrual

- Full-time employees who work thirty (30) or more hours per week accrue 3.69 hours of sick leave per pay period up to a maximum of 480 hours.
- Part-time employees who work twenty (20) to twenty-nine (29) hours per week accrue 1.84 hours per pay period up to a maximum of 240 hours.
- Part-time employees who work less than twenty (20) hours per week accrue 1 hour for every 30 hours worked up to a maximum of 48 hours.

Employees begin accruing sick time upon hire and may begin using their sick leave as it is accrued. Unused sick hours are carried over from year to year up to the maximum allowed. Employees will not accrue additional sick time until their balance falls below the maximum accrual.

Should an employee's hours change from full-time to part-time, or part-time to full-time, their maximum accrual will also be modified according to the number of hours they are expected to work.

**b. Using Sick Leave**

Paid sick leave may be used if an employee:

- has a mental or physical illness, injury, or health condition that prevents them from working.
- needs to obtain medical care, or a medical diagnosis, care, or treatment, of any mental or physical illness, injury, or health condition.
- needs to care for a family member who has a mental or physical illness, injury, or health condition.
- or the employee's family member has been a victim of domestic abuse, sexual assault, or criminal harassment, and needs leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation; or
- is unable to work due to a public health emergency and a public official closed either (A) the employee's place of business, or (B) the school or place of care of the employee's child, requiring the employee's absence from work to care for the child.

Paid sick leave may be used in one-hour increments. Employees who cannot come to work because of an illness, injury, or medical care for self or family members, are required to notify their manager each day of their absence before the beginning of their shift. In the event an employee is absent four (4) or more consecutive days, medical or legal certification is required. This certification must be submitted to Human Resources, include the reason an employee was unable to work, and provide the beginning and expected ending dates of the restriction.

RVU does not retaliate against an employee for requesting or using paid sick leave.

**c. Sick Pay**

Sick leave will be calculated based on the employee's base pay rate at the time of absence. Sick leave hours do not count as hours worked for the purpose of calculating overtime.

Sick leave is intended solely to provide income protection in the event of illness, injury, medical care, domestic violence, or emergency closure and may not be used for any other absence.

Unused sick leave benefits will not be paid to employees if their work hours are reduced while they are employed, or upon the termination of employment.

Additional rules may apply in the case of a public health emergency.

*CO employees see State supplement.*

## Vacation

RVU recognizes the importance of providing employees with the opportunity for rest, relaxation, and personal pursuits that contribute to a productive and healthy workforce. Vacation time is available to full-time employees according to the following schedule, while part-time benefit-eligible employees are eligible to earn vacation leave on a pro-rated basis.

Upon hire, full-time employees accrue vacation time on a bi-weekly payroll pursuant to the accrual table below.

Classification	Hours Accrued per Paycheck	Hours Accrued Per Year	Hour Cap 1.5x Annual Accrual
Faculty Contracted Employees	6.15	160	240

Classification	Hours Accrued per Paycheck	Hours Accrued Per Year	Hour Cap 1.5x Annual Accrual
Exempt Employees	Year 1: 3.08	80	120
	Year 2: 4.61	120	180
	Year 5: 6.15	160	240
Non-exempt Employees	Year 1: 3.08	80	120
	Year 3: 4.61	120	180
	Year 5: 6.15	160	240

a. **Accrual**

The amount of vacation for which employees may be eligible depends upon their classification and length of service as determined by their hire date.

b. **Maximum Cap**

RVU encourages employees to use all of their available earned vacation each year for rest, relaxation, and personal pursuits. At any given time, employees may carry over up to 1.5 times the amount of vacation they are entitled to accrue. If their total amount of unused vacation time reaches the cap, further vacation accrual will stop. Employees will resume earning vacation at their scheduled rate once their vacation accrual falls below the maximum cap; however, they will not receive retroactive credit for time worked while at the vacation cap.

c. **Using Vacation**

Employees must use the payroll system to electronically record all vacation leave taken, meaning not only pre-planned time off using vacation but also unexpected time off for which vacation is used. Requests for vacation should be submitted as far in advance as possible and receive the supervisor's electronic approval. Vacations must be scheduled in a manner that minimizes interruptions to University operations. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

d. **Vacation Pay**

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime, or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Vacation hours do not count as hours worked for the purposes of calculating overtime.

Upon termination of employment or a reduction of hours to a non-benefit-eligible position, employees will be paid for unused vacation time that has been earned through the last day of work.

## Bereavement

In the event of the death of an immediate family member, up to five (5) days of paid leave will be granted to full-time employees. An immediate family member is defined as the employee's spouse, child, parent, sibling, domestic partner, in-laws, grandparents, grandchildren, stepfamily equivalent or an adult who stood in loco parentis to the employee during childhood.

In the event of the death of a near relative or close friend, up to two (2) days of paid leave will be granted to full-time employees. A near relative is defined as the employee's aunt, uncle, cousin, niece, nephew, and spouse's grandparent, brother, and sister.

If additional time is required for bereavement, three (3) days of accrued sick leave may be converted to bereavement leave. If additional time is required, vacation time may be used.

Part-time benefit eligible employees may take bereavement leave on a pro-rated basis.

*CO employees see State supplement: Paid Sick and Exigency Leave.*

## Jury Duty

The University recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly. Employees should refer to their state supplement for applicable state law.

*CO & UT employees see State supplement.*



# Voting

RVU encourages employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor no later than the day prior to Election Day.

# Domestic Abuse Leave

Employees may take up to three (3) unpaid days during any calendar year to attend to personal matters related to domestic abuse or violence unless State law supersedes. An employee's supervisor should be notified of the need for leave as soon as possible.

*CO employees see State supplement.*

# Personal Leave of Absence

In the event an employee requires a leave of absence from work for reasons other than illness, disability, vacation, or a leave of absence otherwise protected under federal or state law, the University will consider an unpaid leave of absence of up to 30 days. Such requests will be granted in the University's sole discretion based on a variety of factors including, but not limited to, the reason for, and length of, the requested leave, length of employment, employee performance, workload, and the ability of the University to cover an employee's job responsibilities during the requested leave.

To be eligible for an unpaid leave of absence, employees must be full-time or part-time benefit eligible in good standing and have continuously worked for the University for one year.

Employees should submit requests to Human Resources. Except in the case of emergencies, requests for a leave of absence should be submitted at least four weeks in advance of the need for the leave. Employees must use all paid leave available concurrent with their leave of absence. Leave accrual will continue when an employee is on paid leave but discontinue if they are in an unpaid status. Holidays, bereavement, or employer's jury duty pay are not granted on unpaid leave.

Employees should consult Human Resources to determine the impact of any approved leave on an employee's eligibility for group benefits and required premium payments.

Employees who return from an approved leave may be reinstated to a position of like status and pay if such a position is available and they are qualified. Given changing business needs, however, there is no guarantee of job reinstatement.

Employees must confirm their return date at least one week prior to their return. If additional leave is needed, employees must make such requests as soon as possible. Absent extenuating circumstances, employees who do request an extension and do not return as scheduled will be terminated.

# Family and Medical Leave (FMLA Leave)

The University provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- The birth of a child, or placement of a child with you for adoption or foster care, and to bond with the newborn or newly placed child. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

## Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active-duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

*\*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.”*

## Benefits and Protections

During FMLA leave, the University maintains the employee’s health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the University for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave. Leave accrual will continue when an employee is on paid leave but discontinue if they are in an unpaid status. Holidays, bereavement, or employer’s jury duty pay are not granted on unpaid leave.

## Eligibility Requirements

Employees are eligible if they have worked for this University for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least fifty employees within seventy-five miles.

In the event spouses work for the University and each spouse is eligible to take FMLA leave, the FMLA limits the combined amount of leave they may take for some, but not all, FMLA-qualifying leave reasons.

## Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## Use of Leave

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by the University or 26 weeks as explained above. The University uses the 12-month period measured backward from the first day of an employee’s leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the University's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the University's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

## Substitution of Paid Leave for Unpaid Leave

Except where Colorado FAMLI applies, in which case there is a separate agreement governing leave, the University requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with the University's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in the University's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

## Employee Responsibilities

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and must inform their supervisor and Human Resources.

Employees must provide sufficient information for the University to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the University if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification supporting the need for leave. The University may require second and third medical opinions at the University's expense. Documentation confirming a family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the University's attendance guideline. Employees on leave must contact Human Resources at least two days before their first day of return.

## Fitness-For-Duty Certification

Prior to returning to work, an employee who was on FMLA for their own serious health condition that made them unable to perform the essential functions of their position is required to obtain and present a certificate from their healthcare provider that they are able to return to work and perform the essential functions of their position. A release may be required for an employee on intermittent or a reduced leave schedule if reasonable safety concerns exist regarding the employee's ability to perform their duties, based on the serious health condition for which the employee took such leave.

## The University's Responsibilities

The University will inform employees requesting leave whether they are eligible under FMLA. If determined eligible, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the University will provide a reason for the ineligibility.

The University will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the University determines that the leave is not FMLA-protected, the University will notify the employee.

## Unlawful Acts

FMLA makes it unlawful for the University to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.

- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the University.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

*CO employees see State supplement.*

## **Military Leave**

Employees granted a military leave of absence for reserve or national guard duty are re-instated and paid in accordance with the laws governing veterans' re-employment rights. Employees should refer to their state supplement for applicable state law.

*MT employees see State supplement.*

# **Other Aspects of Employment**

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## **Attendance and Punctuality**

Attendance and punctuality are key factors for success within our University. All employees are expected to be on time and punctual for work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business. We work as a team, and this requires that each person be in the right place at the right time.

Employees who will be absent or late for work must notify their supervisor (not simply a coworker) before the start of the business day. A physician's note may be required after four (4) consecutive days' absence from work.

Failure to call in when absent may result in termination of employment.

## **Dress Code**

Unless otherwise excused, all employees must dress in a professional manner suitable to an institution of higher education and a professional place of business. Individual departments may establish specific standards or requirements, such as scrubs or other protective attire for employees in the Anatomy Lab or Health Center. The University reserves the right to vary this policy from time to time and for specific occasions and/or periods of time.

Acceptable dress generally includes slacks/trousers, dresses, and skirts with modest lengths; collared shirts, sweaters, jackets, blazers, and blouses; clothing that covers the chest, back, torso, stomach. Perfume, cologne, or aftershave should be used sparingly, if at all.

Employees should exercise discretion in their choice of attire, ensuring it is suitable for their role and appropriate for various events and occasions. Dress codes may need to be adjusted to match the level of professionalism required for specific situations. The University allows for casual Friday attire which includes wearing jeans. During the summer, a more casual and informal work dress code is usually acceptable and the details are communicated by Human Resources.

So long as clothing does not conflict with the dress code, employees' attire may be based on their gender identity. Employees with any questions may contact their supervisor or their campus HR Manager.

# Work Hours and Flex Time

The University's regular hours of operation are from 8:00 A.M. to 5:00 P.M., Monday through Friday. Employees are generally expected to perform their job during regular hours of operation. However, individual work schedules are set at the discretion of the department head to ensure coverage during regular operating hours and may vary from this schedule.

The University supports the principles of flex time, in applicable positions, to allow employees to maintain work/life balance. Flex time refers to a pre-approved working schedule with a flexible set of starting and ending hours.

The University retains the right to specify certain designated work schedules affecting employees or groups of employees. Daily or weekly schedules may be changed from time to time at the sole discretion of the department or University to meet varying business conditions.

# Hybrid Work

In the interest of preserving employee work-life balance while achieving educational and business objectives, Rocky Vista University (RVU) has adopted a Campus Centric with Remote Flexibility Hybrid work model. This means that the campus is the primary workplace, and employees can work remotely with manager approval. Employees may request the work arrangement that works best for them, while still meeting department needs. This policy applies to all regular full-time and part-time employees at RVU.

The full [RVU Hybrid Work Policy](https://policies.rvu.edu) and process for requesting a hybrid work arrangement can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

# Fully Remote Work

Final approval for all fully remote positions must be obtained in advance by the RVU President. Fully remote work is a flexible work arrangement in which all work is performed at an off-campus work site such as the home or office space near home. Work equipment is owned and maintained by the University. Fully remote work arrangements are allowed sparingly and are only authorized when it is in the best interest of the University. Employees may contact Human Resources for more information.

# Travel

The University will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. The Director or Senior Executive of the department to which the expenses are being charged must authorize each business trip in advance.

The full [Travel Policy](https://policies.rvu.edu) and process for booking travel and requesting reimbursement can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

# Weather-Related Closures

When adverse weather conditions lead to a delayed opening and/or cancellation of classes and office hours, information will be provided through a variety of sources:

- An all-RVU email will be sent to each address on file.
- An alert will be sent via text message.

It is the responsibility of every RVU employee to check University communications and to provide updated contact information. To sign up for Emergency Text Notifications and/or provide updated contact information, please go to the following link: <https://www.getrave.com/login/rvu>.

In the event of a University closing, full-time and part-time employees who work twenty (20) hours or more per week, who were scheduled to work that day will receive their normal pay. This does not apply to temporary, part-time employees scheduled to work less than 20 hours or more per week, including adjunct employees.

For additional information, employees may refer to the [Mass Emergency Notification Policy](#) in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Campus Access and Identification Badges

The campuses are generally accessible to employees 6:00am – 6:00pm via a personal RVU identification badge, except for holidays and weather-related closures. All visitors must check in with Security; unauthorized persons may be escorted from campus.

All employees and students are issued an identification badge that should be worn at all times. Badges are required to access most outside entrances and for building access after business hours.

## Personal Property

RVU is not responsible for loss or damage to personal property. Valuable personal items such as purses, backpacks, cell phones, and other valuables should not be left in areas where theft might occur.

## Work Environment

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### Communication Systems

The communication systems are property of the University and intended for business use. An employee's use of these systems must not disrupt the operation of the University network or the networks of other users. And it must not interfere with employees' productivity.

The University maintains the ability to access and monitor any computer files, use of software, Internet usage, e-mail, and voice mail. Employees should not assume that any such information is confidential. However, other than management employees acting on behalf of the University, employees should not attempt to gain access to another employee's computer, Internet files, e-mail, or voice mail without the latter's permission.

All information regarding access to the University's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are University confidential information and may not be disclosed to non-University personnel.

### Software and Copyright

The University licenses and does not own the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements or as directed by the University's designated Software Manager. Employees must not use the University's technology resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission.

### Unauthorized Use

Employees are not permitted to use the University system in a way that is deemed by management as inappropriate or in violation of other University guidelines. The University determines when an employee is using the University communication systems inappropriately.

### E-mail

E-mail is to be used for business purposes only during working times. While personal e-mail is permitted, it is to be kept to a minimum and used only when necessary. The University prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on University premises during working time. Working time does

not include breaks or meal periods. Nothing in this policy is intended to infringe upon employee rights to participate in protected concerted activities under Section 7 of the National Labor Relations Act. Management may monitor e-mail from time to time.

Employees should use discretion when sending e-mails. Do not write anything in an e-mail message that the employee would not say to others face-to-face.

Each faculty and staff member is assigned an official Rocky Vista University email address as a primary vehicle for official communication. The University expects that employees will read email in a timely manner. Failure to open and read University communications delivered to official email addresses in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

Additional guidelines and restrictions regarding use of email can be found in the Employee Email Policy found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Voice Mail

Employees are responsible to make certain their voice mail messages are reviewed in a timely fashion. When employees know that they are going to be out of the office for a day or more, they must change their greeting on their voice mail stating when they will be returning messages and who will be an alternative contact in the meantime.

## Telephones/Cell Phones/Mobile Devices

Telephone calls, including those made with cell phones and mobile devices, must be minimal and not interfere with employees' performance of their jobs. Personal use of the University telephones for long-distance calls is not permitted.

For safety reasons, employees should avoid the use of cell phones while driving University vehicles or conducting University business in their personal vehicle. Employees are not permitted to text while operating a motor vehicle and can only text when the vehicle is lawfully parked.

## User Responsibilities and Proper Usage

- **Illegal/Incompatible Uses:** Users may not use computing and network services for uses that violate or are in conflict with state and federal law or University policy.
- **Threats and Harassment:** Users may not use campus computing or network services to threaten, harass, stalk, defame, or otherwise interfere with the legal rights of others.
- **Sharing of Account Information:** Users may not share their password with others or let others use their account (except as may be necessary among employees for the purpose of facilitating official University business).
- **Downloading Trademarked Material:** Users should not download "pirated" material that is trademarked, whether for their own use or to be forwarded to others. This includes music and/or videos.
- **Academic Honesty:** Users must respect the intellectual property of others and adhere to University standards of academic honesty.
- **System Disruption:** Users must not intentionally disrupt the campus electronic communication systems or obstruct the work of other users by interfering with the accounts of others or knowingly consuming inordinately large amounts of system resources or in any other way.
- **Operational Procedures:** Users must respect the University's operational procedures for computing and network services.

The University reserves the right, without notice, to restrict any individual's use of computing and communications facilities and resources, and to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the security, integrity or effective operation of the University's computing and communications facilities. Violations of computer usage policy will not be tolerated. Individuals, who violate the law, including U.S. copyright law and software licensing agreements, may be subject to criminal or civil action by the copyright or license owners.

# Personal Use of Social Media Guidelines

The University has developed this Personal Use of Social Media Guidelines for employees who use social media and/or social networking sites that may contain postings related to the University, employees of the University, and any other affiliates of the University. Employees should use good judgment when using social media and be respectful of the University, employees, students, partners, affiliates, and others.

Personal use of social media should not be used by means of the University's computers, University-issued mobile devices, networks, and other IT resources and communications systems. Nothing in this guideline is meant to interfere with employees' right under federal law to engage in protected and concerted activity, including employees' ability to discuss terms and conditions of their employment.

All postings on social media or a social networking site on behalf of the University must comply with the [Social Media Policy](https://policies.rvu.edu) maintained by the Marketing Department and found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Data Disposal

During the course of your employment, the University will collect certain information that is classified as "personal identifying information," or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials,
- Username(s) and password(s),
- Social security number,
- Driver license or other identification card number,
- Medical documentation,
- Biometric data.

The University may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the University will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

If Personal Identifying Information (PII) or Protected Health Information (PHI) must be transmitted via e-mail and the e-mail recipient is part of the internal e-mail system, the e-mail does not need to be encrypted, given that the network is private. If the e-mail must be sent across the Internet, encryption should be applied to the e-mail message. To send an encrypted email, simply add the word "SecureMail" in the subject line. Personal e-mail accounts (e.g., Gmail, Yahoo) may not be used to transmit e-mail containing PII and PHI, because these e-mail systems are not encrypted.

## Privacy

RVU monitors employee communications and data files on RVU computer systems. Any documents stored on RVU's computer or produced during an employee's employment are considered the property of RVU. All messages sent and received, including personal messages, documents, social media posts, online conversations, and all data and information stored on RVU's email system, voicemail system, or computer system are RVU property regardless of the content. By placing information on RVU's computer, electronic or telephone systems, employees grant RVU the right to access, review, search, inspect, edit, delete, copy, republish and distribute such information. RVU expressly reserves the right to read and review employee communications and data files on RVU computer systems. RVU employees should have no expectation of privacy or confidentiality with respect to employee communications and data files on RVU computer systems. Any employee who improperly uses the internet for personal reasons or downloads any information that RVU believes could subject the University to liability, no matter how slight, may be subject to disciplinary action, including discharge.



# Appropriate Conduct and Discipline

All employees are expected to follow acceptable business and professional principles and to exhibit a high degree of personal and professional integrity at all times, including:

- Observe the highest standard of professionalism,
- Perform responsibilities in a manner consistent with RVU values,
- Comply with all laws, policies, and regulations applicable to the University,
- Treat others—including students, colleagues, patient, clients, and other constituents—with dignity and respect, and
- Perform job duties to at least a satisfactory level.

Inappropriate conduct will not be tolerated and includes the following list which is meant for illustrative purposes and is not all-inclusive.

- Commission of a criminal offense or misdemeanor involving moral turpitude, sexual offenses or crimes, or a felony of any nature
- Offensive language and/or behavior toward others in the University community
- Insubordination and antagonistic behavior
- Excessive absenteeism or lateness
- Misappropriation of property belonging to anyone in the University community
- Falsification of any record relevant to the University's work and mission
- Giving false or materially misleading information related to employment, including information provided during the application process that is discovered after employment has begun
- Determination that the employee has engaged in discriminatory conduct
- Conduct that brings disrepute to the University and its constituents
- Divulging to the public and/or competitors information that is of a confidential nature or of a business character that if divulged could adversely affect the University
- Poor employee performance
- Academic dishonesty
- Spreading false information and rumors

Employees are expected to report inappropriate behavior to the proper University official without fear of reprisal or retaliation.

Nothing in this policy is intended to alter the at-will status of employment with RVU.

*\*Note: Montana is not an At-Will Employer state. MT employees see State supplement.*

# Open Door and Complaints Policy

The University maintains an open-door policy for all employees. The purpose of the open-door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. The open-door policy means that employees are free to talk with any manager at any time about any topic, however, for conflicts or concerns please refer to the Employee Complaints Policy and Process.

The Employee Complaints Policy and Process outlines the appropriate internal process to remedy disputes and provides sources of support for conflict resolution. The process is intended to facilitate informal, open communication, the exchange of relevant information, and to provide employees with a way to pursue a formal complaint, if requested. Please note these protocols should be respected and followed, recognizing that some offices deal with only certain types of complaints.

The full [Employee Complaints Policy and Process](#) which addresses both informal and formal complaints can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>

# Code of Ethics

Employees are expected to adhere to legal, moral, and professional standards of conduct in the fulfillment of their professional responsibilities. Each employee's personal and professional conduct reflects on RVU, the collective profession, and higher education at large. To guide employees in setting and practicing high standards of ethical conduct, RVU embraces the values expressed in this code and advocates their observance by its employees.

RVU employees will adopt and be faithful to the following professional values:

1. **Integrity and Honesty**
  - Convey respect to self and others.
  - Preserve honesty in actions and speech.
2. **Professionalism**
  - Aspire to achieve quality.
  - Employees should continually enhance their own professional competence, encourage professional growth and development of colleagues.
  - Minimize conflict or the appearance of conflict.
3. **Inclusive Excellence**
  - Provide fair and just treatment to all.
  - Embrace forthright expression of one's own views and tolerance for the views of others.
4. **Confidentiality**
  - Respect and protect privileged information to which they have access by virtue of their position.
  - Refrain from disclosing sensitive information without proper authorization.
5. **Accountability**
  - Promote excellence in service.
  - Communicate to colleagues the content of this code of ethics and strive to ensure that the standards of professional conduct contained therein are met.
  - Understand and support RVU's mission, vision, values, and policies, be capable of interpreting them within and beyond the University and contribute constructively to their ongoing evaluation and reformulation.

In discharging their duties in accordance with this code of ethics and the [American Osteopathic Association Code of Ethics](#), RVU employees will benefit from the following work environment:

- a professional and supportive environment.
- clear, written guidance on the conditions of their employment, procedures for professional review, and a job description outlining duties and responsibilities.
- the ability to exercise judgment and perform duties without disruption and harassment within the scope of their authority and policy.
- freedom of conscience and the ability to refuse to engage in actions that violate the ethical principles contained in this code or provisions of law.

## Reporting Conduct or Ethics Violations

RVU strives to provide a positive, productive work environment in which employees are encouraged to report issues and concerns regarding their work environment or the University. If an employee has knowledge that illegal, dishonest, discriminatory, or fraudulent activity has occurred, or that a violation of University policy or conduct standards has occurred, they must contact their immediate supervisor, Human Resources, or EthicsPoint to report the activity or incident.

The full [EthicsPoint Complaint Hotline Policy and Processes](#) can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>. Retaliation for reporting this type of activity is prohibited.

## Confidentiality

Employees have a duty to maintain the confidentiality of all sensitive information and shall not disclose (verbally, written or electronically, whether intentionally or unintentionally) any such information to any person except to

authorized RVU employees, or to those designated in writing by an authorized RVU employee to receive such information. Employees have a continuing duty to protect confidential information and to immediately report any security and/or privacy breaches to the appropriate RVU personnel.

The full [Employee Confidentiality Agreement and Policy](https://policies.rvu.edu) can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Conflict of Interest

Employees are expected to make the highest level of ethical and professional commitment to the University. Employees must ensure that any outside obligations or employment do not interfere or conflict with the University's operations, mission, vision, and values.

The Conflict of Interest (COI) Policy is designed to ensure transparency, integrity, and ethical conduct among Interested Persons of RVU and its institutions or affiliates. The COI Policy is meant to protect the interests of the University, its students, employees, directors, investors, and other stakeholders. Substantive conflicts of interest threaten to damage the reputation of, or cause harm to, the persons involved, and potentially undermine public confidence and trust in the University.

The full [Conflict of Interest Policy](https://policies.rvu.edu) and [Conflicts Disclosure Form](https://policies.rvu.edu) (on the iNet) can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Intellectual Property

The Intellectual Property Policy exists to encourage research and innovation, clarify ownership of intellectual property rights, create opportunities for public use of University innovations, and provide for the equitable distribution of monetary and other benefits derived from intellectual property.

This policy applies to all faculty, staff, employed students, and any other persons employed by the University, and to all persons receiving funding administered by the University or receiving other compensation from the University.

The full [Intellectual Property Policy](https://policies.rvu.edu) can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Copyright and Fair Use

This policy provides a summary of United States copyright laws as they relate to the use of copyright protected materials in an educational setting. All employees are expected to act as responsible users of the copyrighted works of others, which includes making informed, good faith decisions that comply with copyright law.

The full [Copyright and Fair Use Policy](https://policies.rvu.edu) can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

## Workplace Safety

Rocky Vista University is committed to providing all employees with a safe and healthy working environment that is free of recognizable hazards. Furthermore, it is the policy of the University to comply with all applicable state and federal laws and regulations including those promulgated by the Occupational Safety and Health Administration (OSHA). Human Resources maintains reports that details workers' job-related illnesses or injuries.

RVU provides workers' compensation coverage for all employees starting on the first day of employment. Exclusive of reasonable and necessary medical care, the benefits provided under RVU's Workers' Compensation program are established by law and vary depending on the severity of the injury and length of recovery time.

Employees should contact their supervisor, the Security Department, or the Facilities Department if they have a question about anything they feel is creating an unsafe work environment. Refer to the University's [Emergency Response & Communications Plan](https://policies.rvu.edu) for their campus located in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

*CO employees see State supplement.*

## Workplace Violence

The University strives to maintain a working and learning environment that is free of violent behavior, including, but not limited to, verbal and/or physical aggression, attacks, threats, harassment, intimidation, or other disruptive behavior in any form, which causes or could cause a reasonable person to fear physical harm or damage to property. Any action, which in management's opinion is inappropriate to the workplace, will not be tolerated. It is the responsibility of all employees to maintain a University environment free of violence.

Possession of weapons, including, but not limited to firearms and knives, presents the possibility of danger in the workplace. It is a violation of our safety policy to possess a weapon in the workplace, except when an employee, who is legally permitted to possess a firearm, stores the firearm in a personal vehicle in the University parking lot. The firearm must not be in plain view, and the container or unoccupied vehicle must be locked. Any employee who intends to have a permitted weapon in his or her vehicle while in the University parking lot must complete a disclosure form, available at the Department of Campus Safety and Security, and provide proof that the employee has a valid handgun carry permit.

RVU maintains a list of prohibited items that all employees must be aware of in the [Firearms, Weapons, and Prohibited Items Policy](#) located in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

Any potentially dangerous situations should be reported immediately to a supervisor, the Department of Campus Safety and Security, or Human Resources. For emergencies, call 911.

## Workplace Searches

To protect property and to ensure the safety of all employees, students, and the campus, the University reserves the right to inspect personal items, such as lunch bags, toolboxes, thermoses, backpacks, purses, etc., carried by individual employees. Employees who have personal items they would not like subjected to such inspection should not bring those items onto University premises. A search can also include University property, such as University vehicles, lockers, desks, filing cabinets, computer files, email, and voicemail. Inspection may be conducted at any time at the discretion of the University. Refusal to cooperate with or submit to a search will not be tolerated.

## Smoking and Tobacco Use

RVU seeks to provide a safe and healthy environment for students and employees. Accordingly, the University has adopted a "Tobacco Free Campus" and "No Smoking" policy. Smoking and the use of any tobacco product is prohibited at any location of the University campus, including all classrooms, laboratories, offices, hallways, lavatories, indoor or outdoor common areas, administrative facilities, indoor workplaces, University parking lots, and common grounds of the University. Additionally, this policy prohibits the use of vaping and e-cigarettes. This restriction applies to all employees and visitors, at all times, including during non-business hours.

The full [Smoking, Marijuana, Tobacco, and Vaping Policy](#) can be found in the RVU policy repository - DynamicPolicy at <https://policies.rvu.edu>.

*MT and UT employees see State supplement.*

## Discipline and Termination

It may become necessary to formally correct the performance of individuals, and in some cases, to terminate the employment relationship.

The University may impose counseling or disciplinary action including termination, which, in its judgment, most effectively remedies the problem. Any action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

# Separation of Employment

Employees who wish to end their employment relationship with RVU should notify their supervisor and human resources as soon as possible of the intended separation. Reasonable advanced notice generally allows sufficient time to transfer work, cover shifts, return property, review eligibility for continuation of insurance, and make arrangements for the employee's final pay.

Faculty are asked to provide sufficient advance notice so we can fulfill curriculum and department needs.

# Rehire and Continuity of Service

Previous employees may be considered for re-employment provided they qualify for the position of interest and maintained satisfactory performance, conduct, and attendance/punctuality when previously employed with the University.

Any former employee reapplying for employment is subject to compliance with all other employment policies in effect at the time of reapplication.

If an employee is rehired within one (1) year of separation, there will be no break in continuous service. Employees will be allowed to accrue vacation at the same accrual rate based on their employment classification they are rehired into.

An employee rehired with a break in service of one (1) year or more will be considered a newly hired employee.

# Acknowledgement of Receipt

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I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED JULY 1, 2024. I UNDERSTAND THAT THE HANDBOOK INCLUDING ANY STATE-SPECIFIC SUPPLEMENT FOR THE STATE IN WHICH I WORK PROVIDES A SUMMARY OF THE UNIVERSITY'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS AND APPLY THE CONTENT APPROPRIATELY.

I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY STATE LAW, MY EMPLOYMENT WITH THE UNIVERSITY IS AT-WILL, EXCEPT FOR EMPLOYEES IN MONTANA. THIS MEANS THAT NEITHER I NOR THE UNIVERSITY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE UNIVERSITY AT ANY TIME, FOR ANY REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

FOR EMPLOYEES WHO DO NOT WORK UNDER A UNIVERSITY EMPLOYMENT AGREEMENT THAT SPECIFY A DURATION OF EMPLOYMENT (i.e. STAFF), I UNDERSTAND THAT NO REPRESENTATIVE OF THE UNIVERSITY, OTHER THAN THE PRESIDENT OR THEIR AUTHORIZED REPRESENTATIVE HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE UNIVERSITY RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF ROCKY VISTA UNIVERSITY. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE. THIS HANDBOOK IS NOT INCLUSIVE OF ALL POLICIES APPLICABLE TO EMPLOYEES, AND A FULL, CURRENT VERSION CAN BE FOUND IN THE RVU POLICY REPOSITORY.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**