



ROCKY VISTA UNIVERSITY

EMPLOYEE HANDBOOK

UTAH SUPPLEMENT

JULY 2024

Table of Contents

Important Notice	3	Time Off and Leave of Absence	4
Employment	3	Work Environment	4
Compensation and Benefits	3		

Important Notice

About This Utah Supplement

Rocky Vista University ("UNIVERSITY" OR "RVU") is committed to workplace policies and practices that comply with federal, state, and local laws. For this reason, Utah employees will receive the University's national handbook ("National Handbook") and the Utah Supplement to the National Handbook ("Utah Supplement") (together, the "Employee Handbook").

The Utah Supplement, however, applies only to Utah employees. It is intended as a resource containing specific provisions derived under Utah law that apply to the employee's employment. It should be read together with the National Handbook and, to the extent that the policies in the Utah Supplement are different from, or more generous than those in the National Handbook, the policies in the Utah Supplement will apply.

The Utah Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the President of the University or their authorized representative has the authority to enter into an agreement that alters the at-will employment relationship, and any such agreement must be in writing and signed by the President of the University or their authorized representative.

If employees have any questions about these policies, they should contact their immediate supervisor or the Human Resources Department.

Employment

Equal Employment Opportunity/Unlawful Harassment/Other Accommodation

As set forth in the National Handbook, 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, 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 which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Accommodations for Pregnancy, Childbirth, Breastfeeding, or Related Conditions

Employees and applicants for employment who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, childbirth, breastfeeding, or a related condition. 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 healthcare 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 their supervisor or Human Resources.

The University will not require an employee to terminate employment or deny employment opportunities because of an employee's need 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.

Compensation and Benefits

Overtime

For Utah employees, overtime is paid at 1.5 times the regular pay rate for all hours worked in excess of 40 hours per workweek. Nonexempt employees in other states should refer to their state supplement for applicable state law. In

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

Time Off and Leave of Absence

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.

Full-time employees who are subpoenaed to serve on a jury are paid the difference between their regular straight-time pay and jury-duty pay, up to a maximum of ten days (80 hours) per calendar year, provided they return to work promptly as soon as relieved from jury service.

Minor Child Court Appearance Leave

Employees who are the parent, guardian, or legal custodian of a minor child or ward who must appear in court will be allowed leave for the purpose of appearing in court with the child.

Employees seeking leave under this policy must request leave at least seven days in advance of the need for leave. However, if an employee does not receive notice of the hearing seven or more days in advance, then the employee must request leave within 24 hours of receiving notice of the hearing.

Leave under this policy will be unpaid except that exempt employees may be paid as required by applicable law.

Emergency Responder Leave

Employees who are emergency services volunteers will be allowed unpaid time off to respond to an emergency. For purposes of this policy, an "emergency services volunteer" means a volunteer firefighter, emergency medical services personnel, or a person mobilized as part of a posse comitatus.

Employees must make a reasonable effort to notify RVU on each occasion that they will be late to or absent from work to respond to an emergency.

The University may require that employees who need time off to respond to an emergency as an emergency services volunteer submit a written statement from the person who supervises them in the course of performing duties as an Emergency Services Volunteer, stating that the employee responded to an emergency and providing the time and date of the employee's service.

The University will not terminate an employee solely for being an emergency services volunteer or for being absent from or late to work as a result of responding to an emergency as an emergency services volunteer.

Work Environment

Smoking

It is RVU's objective to provide a smoke-free environment within the University. Smoking is prohibited within the building and within 25 feet of any entrance, exit, open window, or air intake outside of the building. Employees may smoke in designated outdoor areas. This restriction applies to all employees and visitors, at all times, including non-business hours. Smoking is not permitted in University vehicles.