



NORTHWESTERN
HEALTH SCIENCES
UNIVERSITY

Employee Handbook

Updated: October 2008

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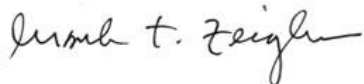
WELCOME TO NORTHWESTERN HEALTH SCIENCES UNIVERSITY!

Northwestern Health Sciences University is pleased to welcome you to our organization. Our achievements and future success are dependent on the dedicated efforts and innovations of our employees. With the help of our excellent and committed employees, we will continue to grow and be successful.

This handbook was developed to give a general description of our policies and programs. Employees should familiarize themselves with the contents of it as soon as possible as it will answer many questions about their employment. If they need more information, they should see their supervisor or Human Resources.

We hope you will take pride in being a member of the University's team. Again, welcome!

Sincerely,



Mark T. Zeigler
President

HISTORY OF THE UNIVERSITY

Northwestern Health Sciences University debuted in 1999, bringing together the continuum of natural health care under one educational roof. However, the history of Northwestern's dedication to excellence in education began in 1941 with the founding of Northwestern College of Chiropractic. The College was founded in response to the need existing in the Midwestern states for an educational institution offering a broad program in clinical and chiropractic sciences, built upon a comprehensive background of basic sciences.

In June of 1949, in order to best advance the interests of the chiropractic profession in Minnesota, the school was reorganized under a nonprofit corporate structure. The new organization obtained as governing members on its Board of Trustees representatives from the Minnesota Chiropractic Association, the Minnesota Chiropractic Foundation, and the public. Northwestern pioneered the six-year chiropractic academic program, which became a requirement of all chiropractic programs by the Council on Chiropractic Education several years later. Northwestern also pioneered the multiple-clinic concept, community-based clinical education, and the final trimester preceptorship for the training of chiropractic interns within clinics across the United States and in some foreign countries. Presently Northwestern owns and operates public clinics in Bloomington, Burnsville, and Woodbury, Minnesota.

The college made a major step forward in its development with the purchase of a large campus located in Bloomington, a beautiful suburb of the Twin Cities in 1983. The campus consists of 25 acres and includes a small lake. The new complex is exceptional throughout in both beauty and quality and is complete with laboratories, lecture halls, classrooms, library, public clinic, auditorium, cafeteria, a gymnasium, and an indoor swimming pool and fitness center.

Northwestern's monumental transition to University status in 1999 was a natural outgrowth of the institution's dedication to being a national leader in natural health care education. Burgeoning interest among health care consumers in natural therapies prompted the College's leadership to begin actively exploring in the late 1990s the possibility of providing additional natural health care degree programs. The Minnesota Institute of Acupuncture and Herbal Studies, founded in 1990 by Edith R. Davis, joined the University in 1999. The Institute has become the Minnesota College of Acupuncture and Oriental Medicine (M.C.A.O.M.), which offers both the Master of Acupuncture and Master of Oriental Medicine degrees. In 2000, the University introduced its School of Massage Therapy. The program is growing, vibrant, and highly successful. The School began public clinical service in 2001, and graduated its first class in the spring of 2002.

The University is dedicated to attaining the highest quality in education, scientific research, and patient care. Northwestern maintains limited enrollment, fosters clinical research, promotes individualized instruction, provides faculty development, and establishes standards for clinical competencies.

MISSION / VISION STATEMENT / GOALS, GUIDING PRINCIPLES & FUNDAMENTAL VALUES

Mission Statement

The mission of Northwestern Health Sciences University is to advance and promote natural approaches to health through education, research, clinical services and community involvement.

Vision Statement

Our collective vision is to develop an environment that fosters exemplary, innovative and ethically based educational programs in natural health care. We will also support clinical research, provide leadership for the development of collaborative and integrated health care models, prepare students for successful careers, provide lifelong learning opportunities, and be of service to our community. Through assessment of the academic achievement of our learners and the effectiveness of our research and service programs, we will demonstrate our commitment to excellence and continuous improvement.

Goals, Guiding Principles and Fundamental Values

- We will provide an educational environment that fosters effective teaching and learning.
- We will improve the effectiveness of our educational, clinical and community service functions through institutional research and assessment.
- We will practice the science, art and ethics of our professional skills at the highest possible level, informed by evidence and clinical experience.
- We will strive to create an institutional culture that values and cultivates respect, responsibility, diversity, and communication.
- We will encourage and support clinical research as being necessary for improving the outcomes of care, and the credibility of all healing professions.
- We will work with professional associations, educational institutions, individual practitioners and others in the health care community to promote public health.
- We will establish an organizational structure and process supporting the responsibility of faculty for the ongoing assessment, development and improvement of our education programs.
- We will establish a working and learning environment that fosters equity, respect, trust and the opportunity for personal and professional development.
- We will provide programs and support services that respond to the changing needs of our learners.
- We will emphasize the professional values, attitudes and behavior that we desire of our students in our academic programs.
- We will build stronger connections between our students and alumni.
- We will behave in a fiscally responsible manner in all aspects of the University operations.
- We will promote health and wellness throughout the University.
- We will prepare our graduates for practice in contemporary health care environments.
- We believe in and will promote a philosophy that the mind, body and spirit are inseparable in all matters of health.

- We believe that shared governance is essential to the health and vitality of our educational institution; therefore, we will establish mechanisms for collaboration among students, staff, faculty and administration.
- All clinical curricula will be supported by a basic science foundation, knowing that this is essential for assessment, diagnosis, clinical problem solving, treatment, preventive health and patient education.
- We value the strength a shared vision imparts that is based on institutional mission, values and principle.

ACCREDITATION, APPROVALS & LEGAL STATUS

Northwestern Health Sciences University is accredited by the Higher Learning Commission and is a member of the North Central Association (N.C.A.).

N.C.A. was founded in 1895 as a membership organization for educational institutions. The Association is one of six regional institutional accrediting associations in the United States. Through its Commissions it accredits, and thereby grants membership to educational institutions in the 19 state North Central region. The Higher Learning Commission is recognized by the United States Secretary of Education and by the Council on Higher Education Accreditation. Accreditation was extended to Northwestern in 1988 and was renewed in 1993 and 2001. The University's next comprehensive evaluation has been designated for the 2009-2010 academic year.

The Doctor of Chiropractic program offered by the University is accredited by the Commission for Accreditation of the Council on Chiropractic Education (C.C.E.). The Council on Chiropractic Education is recognized by the United States Secretary of Education as the Official accrediting body for chiropractic education. Northwestern has been a member of C.C.E. since the Commission's inception in 1965. Accreditation was extended to Northwestern in 1971, and renewed in 1974, 1978, 1982, 1985, 1991 and 1998. The next program evaluation is designated for the 2004-2005 academic year.

The Master of Acupuncture and Master of Oriental Medicine programs offered by the University as accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (A.C.A.O.M.), which is the accrediting agency recognized by the United States Secretary of Education for the approval of programs preparing acupuncture and oriental medicine practitioners. Program accreditation was extended in 1999 and 2002.

PURPOSE OF THIS HANDBOOK

This handbook has been prepared by Northwestern Health Sciences University (“NWHSU”) to provide employees with general information about some of the policies and programs that affect their employment. It is not intended to be a legal statement of benefits, nor a comprehensive explanation of our personnel policies and practices. Its sole function is to give employees a general understanding of how the University views the employment relationship and approaches personnel issues.

The policies and programs outlined in this handbook are those presently in effect. It is likely that the policies and the employment-related benefits and programs of NWHSU will change from time to time. Although we will periodically update this handbook to keep employees informed of changes, we may implement changes immediately, without advance notice. The President is authorized to revise, delete or otherwise change policies, and to make the final determination in interpreting or applying policies.

It is not possible to anticipate every question that might arise in the course of employment. While this handbook provides information about topics most often of interest to employees, they may, on occasion, have a question or concern that is not addressed in the handbook. If that occurs, they should direct their questions to Human Resources or their supervisor.

Nothing in this handbook, nor any other written or verbal communication, should be construed as creating a contract for employment or a warranty of benefits for any particular period of time, nor does this handbook change the "at will" employment relationship between NWHSU and any of its employees. Employees have the right to terminate the employment relationship with NWHSU at any time, with or without notice, for any reason. The University has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The University retains sole discretion to add, delete, or change anything contained in this handbook, except employment-at-will.

This employee handbook supersedes and replaces any and all policies and related materials made available to the employees of Northwestern Health Sciences University.

EQUAL EMPLOYMENT OPPORTUNITY

Northwestern Health Sciences University is an equal opportunity employer. Accordingly, any recruitment, selection, promotion, transfer, discipline, compensation, training and other personnel actions involving persons in all job titles shall occur without regard to race, color, creed, religion, national origin, sex, gender identity, marital status, veteran/military status, disability, genetic information, age, sexual orientation, status in regard to public assistance, membership or activity in a local commission, or any other characteristic protected by law.

No individual will be denied nor receive special employment opportunities based on membership status in any protected category. Every employee of NWHSU is expected to support this equal opportunity and non-discrimination commitment by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

In addition, all individuals who are special disabled or Vietnam era veterans or have a physical or mental disability are invited to identify themselves. Such information is voluntarily provided to NWHSU and will be kept confidential.

Any individual who believes he or she has experienced or observed behavior contrary to this policy is expected to report that information to Human Resources or the President. All such reports of action contrary to this policy will be taken seriously and investigated promptly. Individuals found to have violated NWHSU's equal employment opportunity policy will be subject to corrective action, up to and including termination of employment. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

COMPENSATION

Employee Classifications

Northwestern Health Sciences University uses several different employment categories to define the employment relationship. The category of a position may affect the employment benefits and policies that apply to an individual employee. The University will make an effort to inform employees of ways in which employment category affects such aspects of the employment relationship. However, in general, regular full time and regular part time employees (who are budgeted for 20 hours or more a week) are eligible for benefits, subject to waiting periods of the various benefits programs. Employees in any other employment category receive only those benefits required by law or specifically designated by the University. All non-faculty employees, regardless of category, are employed at-will. The employment categories are listed as follows:

A regular full time employee is one who is authorized, scheduled and budgeted to work a minimum of 40 hours per work week on a regular and consistent basis, without any defined termination date and is eligible for benefits.

A regular part time employee is one who is authorized, scheduled and budgeted to work at least 20 but fewer than 40 hours per work week on a regular and consistent basis, without any defined termination date and is eligible for benefits.

A part time employee is one who is authorized and scheduled to work a fluctuating schedule less than 20 hours per work week without any defined termination date and is not eligible for benefits.

A temporary employee is one who is hired and scheduled to work up to 40 hours a week for a maximum of 120 days. The work schedule for a temporary employee is established by the University. These employees are not eligible for benefits.

An on call employee is one who is hired to work on an as-needed basis. These employees are not eligible for benefits nor are they guaranteed a specific work schedule.

The employment relationship is further defined by eligibility for overtime, in accordance with the federal Fair Labor Standards Act:

Exempt employees are those who may work in executive, professional, administrative or computer positions as defined by the University. These employees are paid on a salaried basis and receive a pre-determined compensation regardless of the number of hours worked per week. Exempt employees are not paid overtime.

Non exempt employees are those in all other positions. These employees may be regular full time, regular part time, part time or temporary. Non-exempt employees are paid on an hourly basis, and will be paid overtime in accordance with federal and state law. (See Overtime section)

Employees who have questions about the employment category for their position should contact Human Resources.

Hours of Work

For payroll purposes, the workweek starts at 12:01 AM on Sunday and ends at 12:00 midnight on Saturday. Normal working hours for University administrative departments are 8:00 a.m. to 4:30 p.m. Monday through Friday. However, due to business needs, supervisors or managers may need to schedule employees to accommodate the demands in various departments. Specific hours may vary from department to department. In some situations, flexible scheduling may be arranged based on the needs of the employee and the needs of the business.

Introductory Period

An employee's first 90 days of employment are considered an Introductory Period. During this time, the employee has an opportunity to evaluate the University as a place to work and management has an opportunity to evaluate the employee. It is important to note however, that completion of the Introductory Period does not guarantee employment for any period of time thereafter. All employees are employed at-will both during and after completion of this period.

Overtime

Business demands may sometimes require employees to work extra hours, beyond those for which they are usually scheduled. Whenever possible, the University will notify employees in advance if overtime will be necessary. However, employees are expected to be available, and to work the extra time when needed, regardless of what notice has been given. (See Outside Employment section)

Federal and state laws determine employee eligibility for overtime pay. If a non-exempt employee anticipates a need to work extra hours, he/she must receive the supervisor's approval in advance. Overtime is paid at a rate of time and one-half (1½) the regular base pay for all hours worked over 40 in a workweek. Holidays and vacation count as hours worked for overtime purposes.

Exempt employees are not eligible for overtime pay. (See Employee Classifications section).

Paydays/ Direct Deposit/Deductions

Employees are paid bi-weekly (every other week). Each paycheck covers the two (2) previous weeks ending on Saturday. Employees should see their supervisor or Human Resources for the payroll dates.

Paychecks are distributed through inter-office mail to each employee. Any other arrangements to mail or pick up paychecks must be made in advance with the Payroll Manager. Checks not picked up within one (1) week will be mailed to the address on the check.

Employees have the option and are encouraged to deposit their payroll checks automatically in their personal checking and/or savings accounts. They should contact Human Resources for more information and/or enrollment forms.

The University is required by law to make deductions from pay for federal and state income tax, Medicare, and Social Security. The University must also make payroll deductions in accordance with court orders, for purposes such as child support withholding or garnishments. Northwestern Health Sciences University will make only legally required deductions from pay, unless the employee has signed an authorization for other deductions.

Rest / Meal Breaks

Employees are provided with adequate time when staffing requirements permit, to use the nearest restroom. Since this time is paid as time worked, employees should not extend the allotted time away from their work areas.

In addition, an unpaid meal break of 30 to 60 minutes is provided to employees who work 6 or more hours a day. Employees who work 10 or more hours a day are entitled to an additional 30 minute unpaid meal break. Employees who are relieved of all active work responsibilities during the meal period are not compensated for that time. If an employee is *required* by their supervisor to remain at work during their meal they will be paid for their meal break. Their supervisor must initial the employee's time sheet if this occurs.

Employees should see their supervisor for the appropriate time for breaks to accommodate operating requirements.

Shift Differentials

Employees whose regularly scheduled shift is an evening (beginning 2:00 p.m. or later) or weekend are eligible for a shift differential. Employees who work these shifts should see Human Resources for more information.

Tax Treaty

Employees who are from a foreign country and who will be at the University for a specified period of time only may want to inquire from the IRS whether or not there is a tax treaty agreement between their country and the United States. If they are eligible for tax treaty status, they will be required to complete a Tax Treaty Exemption form at the beginning of each tax year. For this form to be accepted, they must provide either a Social Security number or proof that they have applied for a Social Security number.

Taxation of Gifts, Prizes and Awards to Employees

The University supports the recognition of outstanding employee contributions through the use of gifts, prizes and awards. All payments made from University funds to employees are considered compensation subject to federal and state tax withholding and reporting on Form W-2, unless a specific exemption applies. Under certain circumstances a gift or award may be excluded from tax based on *de minimis* factors. De minimis factors take into account the value of the gift, prize or award and the frequency they are provided to University employees. The taxation of gifts, prizes and awards is summarized in three categories: Cash and cash equivalents; Non-cash valued at \$100 or less; and Non-cash valued at more than \$100.

Time Reporting

State and federal laws require the University to keep accurate records of time worked by all non-exempt employees. Our time keeping system works not only to assure we comply with the law, but also to assure that employees are paid in full for all the time they have actually worked. The approved time record is used to compute earnings on the basis of hours worked.

Non-exempt employees must accurately record the time they begin and end their work, in addition to any departure from work for any non-business reasons. Overtime work must always be approved before it is performed. All timesheets must be approved and turned in by 10 a.m. the Monday following the end of the pay period. Timesheets turned in late will be paid the Monday following the normal pay day. Employees should see their supervisor for accurate time reporting instructions.

Altering, falsifying, tampering with time records, or recording time on another employee's time record/sheet may result in corrective action, up to and including termination of employment.

Wage / Salary Adjustments

NWHSU will maintain wage and salary programs and procedures that encourage and reward superior performance, are competitive with comparable industries in the surrounding geographic area and consistent with NWHSU's financial resources. It is also the policy of NWHSU to administer these programs without regard to race, color, creed, religion, national origin, sex, marital status, veteran/military status, disability, age, sexual orientation, status in regard to public assistance, membership or activity in a local commission, or any other characteristic protected by law.

All positions at NWHSU must have a current job description in order to ensure that employees are paid in relation to the value of the work they perform. New employees will be paid in relation to the experience they bring to the job and will be evaluated at or near the end of their Introductory Period. All other wage/salary adjustments are generally made at the beginning of the fiscal year (September 1).

BENEFITS

General Information

In addition to contributing to employees' benefits, the University contributes substantial sums toward various government programs that provide further benefits to employees, such as Social Security (FICA), Workers Compensation Insurance and Unemployment Compensation.

Generally, regular full time employees and regular part time employees who are budgeted for at least 20 hours a week are eligible for benefits. If a part time employee is not budgeted for this amount, he/she will not be eligible for benefits regardless of the number of hours they actually work.

No benefit establishes a contract or promise of employment, or of any particular terms, benefits or duration of employment, nor is intended to modify the at-will nature of anyone's employment with NWHSU. Unless otherwise prohibited or required by law, NWHSU reserves the right to add to, amend, change benefit providers and/or eligibility and coverage provisions or terminate any benefit at any time, in its sole discretion without notice.

Adoption Assistance

NWHSU strives to support employees in their efforts to balance the demands of the workplace, their personal needs and the needs of their families. The University recognizes the investment of time and financial resources required by the adoption process and provides assistance to employees in this process.

All regular employees who have completed 12 months of continuous employment in a position of at least 30 hours a week prior to the adoption are eligible for adoption assistance. Documented eligible expenses will be reimbursed up to a maximum amount per employee for agency, non-stepchild and stepchild adoptions.

Eligible employees must submit a completed Adoption Reimbursement Request form to Human Resources with the appropriate documentation of expenses within six (6) months of the placement of the child in the employee's home.

Reimbursements for adoption expenses are limited to one (1) adoption process during any two (2) year period.

Employees should see Human Resources for more detailed information.

Clinic Benefits

All employees are eligible for chiropractic care and massage therapy services in the De Rusha Clinical Education Center and acupuncture and Oriental medicine in the Edith Davis Clinic at reduced cost. Employees may also seek laboratory care at either the University on-site laboratory or the laboratory located at Woodwinds Natural Care Center and x-ray services at any University clinic. Massage therapy services are available at a discounted rate.

Dependents, which include spouse, domestic partners, and children who are considered dependents under the University's medical plan definition, will incur a co-pay.

Employees who are on the University's medical plan may receive routine laboratory tests ordered through the University Clinical Lab or Woodwinds Natural Care Center at no charge when lab testing is provided by Quest Diagnostics or HealthEast Woodwinds Hospital. Employees not enrolled on the University's medical plan will receive a 20% discount on the above laboratory services. Lab tests from non-preferred providers (Great Smokies, Meta Metrix, etc.) are not covered by this policy and 100% of the charges must be paid by the employee.

Employees who are on the University's medical plan may also receive x-ray services through any of the University clinics at no charge. X-ray services obtained at public University clinics do not include the office visit or other professional services rendered. Charges for these services are the responsibility of the employee.

Employees not enrolled on the University's medical plan will receive a 20% discount on laboratory and x-ray services.

All employees may receive care at public University clinics as fee-for-service patients. Employees may receive a 20% discount on naturopathic and healing touch services provided by the University.

Employees receiving care in any University clinic during work hours must use PTO.

Employees may not be treated in the University Health Service or in the public clinics of the University for work-related injuries or illnesses.

College Savings Account

Employees have a convenient way to save for their child's education using a 529 College Savings Plan. Contributions to a College Savings Plan grow free from federal and state income tax. In addition, withdrawals used for qualified expenses will also be free from federal and state income taxes. In some cases, individuals may be eligible for a matching grant from the state of Minnesota. Employees should see Human Resources for more information.

Continuation of Coverage (COBRA) & Certificate of Portability (HIPAA)

Federal and certain state laws provide some opportunities for employees to continue coverage in the group insurance plans (COBRA), at their own expense, after they leave their employment with the University and in certain changes in family status. In addition, the employee's dependents may be eligible for insurance continuation, at their own expense, should they become ineligible for insurance under the employee. Employees are required to notify the University when these situations occur. Employees who are eligible for insurance continuation will be provided specific information about availability and cost and should see Human Resources for more information.

When coverage under the group health insurance plan ceases, employees will be provided with a Certificate of Insurance Portability as required by federal law (HIPAA). This certificate may

help eliminate or reduce the waiting periods for coverage of preexisting conditions under other insurance plans.

Credit Union

Employees are eligible for membership in the Richfield Bloomington Credit Union which provides checking/savings accounts, loans, etc. Employees should see Human Resources for more information.

Dental Insurance

Regular full time and regular part time employees (who are budgeted for at least 20 hours a week) are eligible to participate in the dental insurance plan, subject to the waiting period and other eligibility qualifications. In general, these employees become eligible to participate in the University's dental insurance plan effective on the first of the month following one (1) month of employment. Dental insurance premiums may be deducted on a pre-tax basis.

Employees will be provided detailed information about this benefit as they become eligible. The specific eligibility requirements and provisions of coverage are detailed in the summary plan documents prepared by the insurance provider. These and other plan documents will be the final determinant of eligibility and coverage.

Disability Coverage

Short Term Disability Program

NWHSU provides a short term disability program to provide financial security for regular full time and regular part time employees in the event an illness or injury occurs which is not covered by workers' compensation or other disability funds. The benefit pays a varied percentage of the employee's current base earnings up to a maximum amount for disabilities of up to 90 days duration. These amounts are not reduced by the amount of any Social Security and/or Workers Compensation benefits received.

Employees are eligible for the short term disability program after six months of benefit eligible employment. There is a 5 calendar day waiting period for short term disability. If Paid Time Off (PTO) is available it must be used during the waiting period. If the disability is due to childbirth, use of Paid Time Off (PTO) is not mandatory.

During the period of a disability absence, the employee must be under the regular care and attendance of a licensed healthcare practitioner. The employee may be required to furnish the University a statement from the healthcare practitioner from time to time.

Long Term Disability Insurance

NWHSU also provides long term disability insurance to regular full time and part time employees who have completed at least one (1) year of continuous employment. This insurance is intended to provide financial protection in the event of an extended illness or injury not covered by workers compensation or other disability funds. The benefit pays a varied percentage of the employee's current base earnings up to a maximum amount. These amounts

are reduced by the amount of any Social Security and/or Workers Compensation benefits received.

There is a 90 day waiting period for long term disability. Disability insurance claims are subject to third party administrator approvals. During the period of a disability absence, the employee must be under the regular care and attendance of a licensed healthcare provider.

Educational Assistance

NWHSU is committed to investing in its employees through continued education and training. If employees are considering attending a college course, they should discuss it with their supervisor or manager in advance. In order to receive reimbursement, all courses must be taken for credit through an accredited college, directly related to their current position or must directly enhance the employee's potential for advancement at the University. Approval will be determined on a case-by-case basis. For graded courses, employees must receive a grade of "C" or better in order to receive reimbursement.

Those employees eligible for reimbursement must be regular full time or part time (3/4 time or more) employment. Reimbursement will be 100% of the tuition for approved courses (not to exceed the cost of courses at the University of Minnesota for undergraduate or graduate courses). Additional financial aid received, such as Veteran's benefits, grants or scholarships must be reported and will be used to offset the reimbursement provided by NWHSU. A maximum of four (4) credit hours will be reimbursed each quarter/semester. Fees, books and other supplies are non-reimbursable. Reimbursement for courses is dependent on the availability of budgeted funds.

Employees who wish to pursue additional training and/or development must complete an Application for Educational Assistance form and give this form to their manager *prior* to beginning the course. The course *must be pre-approved* to be eligible for reimbursement. After the employee and supervisor have signed the form, it should be forwarded to Human Resources.

Upon completion of the class, the employee must submit the original grade slip and fee payment receipt to Human Resources who will process their request for reimbursement. Employer provided educational assistance will be taxed according to applicable federal and state laws.

Employee Assistance Program

Employees who are covered by the University's medical and/or life insurance plans have two Employee Assistance Program options available.

- Blue Cross Blue Shield of MN offers Blue Print for Health Employee Assistance Program at (651) 662-0900, toll free at 1-800-432-5155 or www.bluecrossmn.com (sign into myBlueCross).
- Principal Financial Group (provider of NWHSU's life insurance) provides Magellan Health Services Employee Assistance Program at 1-800-450-1327 or www.MagellanHealth.com.

Both Employee Assistance Programs provide confidential support and information to help employees and their family members deal with a variety of life's challenges including: relationships, parenting, stress, financial matters and work-related issues.

Employees should contact Human Resources or see the bulletin boards for more information.

Employee Discounts

NWHSU provides certain discounts to employees. They may purchase books and other products at the University's bookstore at discounted prices. In addition, the University provides a variety of discounts through the MERSC program. NWHSU employees also receive certain discounts at any of the University clinics and on most health and wellness retail products sold in the University clinics and in the herbal pharmacy. Employees should see Human Resources for complete details.

Employee Food Services

NWHSU provides on campus food service for all employees. They currently serve breakfast, lunch and dinner for limited hours Monday through Friday.

Flexible Spending Accounts

Flexible Spending Accounts allow employees to make payroll deductions to a pre-tax account and use this money to pay for dependent care costs or medical/dental/vision expenses not covered by insurance. It also allows for certain insurance premiums to be automatically deducted from the employee's paycheck on a pre-tax basis. Employees must use this money during the current calendar year or they will lose it. Regular full time and regular part time employees (budgeted to work 20 or more hours a week) become eligible to participate in the plan during open enrollment each calendar year and should see Human Resources for more detailed information.

Health Insurance

Regular full time and regular part time employees (budgeted for 20 or more hours a week) are eligible to participate in the health insurance plan, subject to the waiting period and other eligibility qualifications. In general, this is the first of the month following one (1) month of employment. Medical insurance premiums may be deducted pre-tax.

Employees will be provided detailed information about this benefit as they become eligible. The specific eligibility requirements and provisions of coverage are detailed in the summary plan documents prepared by the insurance provider. These and other plan documents will be the final determinant of eligibility and coverage.

Life Insurance

NWHSU believes that life insurance is an important part of an employee's financial security and therefore, provides life insurance on all eligible employees. This life insurance also includes Accidental Death & Dismemberment (AD&D) as an additional amount of coverage that is paid if the death is due to an accident or if an employee sustains a serious accidental bodily injury. The

amount of life insurance available increases after one (1) year of employment and also includes an accelerated death benefit. In addition, optional and dependent life insurance may be available for eligible employees to purchase through TIAA-CREF and/or Colonial Insurance. For all life insurance plans, the participant must select a beneficiary that may be changed at any time by completing a beneficiary change form.

Regular full time and regular part time employees (budgeted to work 20 or more hours a week) become eligible to participate in the plan on the first of the month following one (1) month of employment and should see Human Resources for more detailed information.

Long Term Care Insurance

This voluntary insurance plan provides employees the opportunity to enroll in a guarantee issued long-term care insurance plan. Guarantee issue may be available if the employee enrolls within the first thirty (30) days of employment. After that time, an employee must answer a medical questionnaire and may be denied coverage. Family members are also eligible to apply for the Long Term Care Insurance but must complete a medical questionnaire.

The plan provides benefit payments to employees in the event they need assistance with activities of daily living (bathing, dressing, toileting, transferring, continence or eating) or suffer from severe cognitive impairment. Benefits can be received when employees are receiving assistance in a nursing home, assisted living facility or through home care services.

The Long Term Care Plan allows employees to choose from several benefit durations and levels of coverage to tailor the plan to best meet their needs. They may change duration or benefit levels after their initial enrollment. In doing so, they may be required to complete a medical questionnaire if they elect certain coverage.

Premiums for the Plan are based on the employee's age, benefit duration and level of coverage when they initially enroll in the plan and may be paid through payroll deduction while they are employed at the University.

Retirement Plans

The University Retirement Plan is comprised of two components: the Group Retirement Plan and the Supplemental Retirement Plan.

Under the Group Retirement Plan employees are eligible to participate upon completion of one year of eligible service at a minimum of 20 hours per week. A year of eligible service includes immediate prior service at a non-profit, tax-exempt institution of higher education. Employees must complete the required application form in order to begin participation.

Once enrolled, the University contributes a percentage of the employee's salary to their account. This percentage is determined by the administration of the University. Employees should see Human Resources for the Group Retirement investment options.

All contributions to the Group Retirement Plan are fully vested (owned) by the employee immediately. The accumulations are not accessible to employees while they are still working at

Northwestern. However, upon retirement or termination of employment, several distribution options will be available.

Under the Supplemental Retirement Plan employees may participate immediately upon starting employment. This plan allows employees to contribute a portion of their salary on a pre-tax basis to their retirement plan. Contributions are made on a tax-deferred basis for federal and state income tax purposes.

The same investment options available for the Group Retirement Plan are available for this plan. Accumulations in the employee's supplemental accounts are generally not accessible before age 59 ½ except in case of death, disability, termination of employment or hardship as defined by IRS regulations. In certain situations (determined by IRS regulations) loans may be taken out against an employee's retirement account.

If an employee dies before retirement, the full current value of their accumulations in their retirement plan are payable to their designated beneficiary.

Tuition Remission

All benefit eligible non-faculty employees (regular full time and part time employees working 20 or more hours per week) are eligible for tuition remission benefits the next academic term after completion of one (1) year of continuous employment. Employees must be employed by Northwestern at the time they apply for tuition remission benefits, but need not remain employed after acceptance into the program.

Employees' dependents (per IRS definitions) are also eligible for tuition remission.

Tuition remission benefits may be used only for courses offered in the academic programs of Northwestern Health Sciences University. Continuing education courses, non-credit courses and special programs are not covered under this benefit.

Eligible non-faculty employees and/or their dependents must meet the same admission requirements as other students. Acceptance as a student at the University does not guarantee remission of tuition nor does eligibility for tuition remission guarantee acceptance by the University.

For the tuition remission program:

- Full time is defined as .75 FTE or greater,
- Part time is defined as .50 FTE to .74 FTE

Tuition remission benefits are provided based on the following schedule:

| <u>Year of Service</u> | <u>% Tuition Reduction</u> |
|-------------------------------|-----------------------------------|
| After 1 year | 20% |
| After 2 years | 40% |
| After 3 years | 60% |
| After 4 years | 80% |
| After 5 years | 100% |

Part time non-faculty employees and their dependents are eligible for tuition remission benefits at one half the rate for full-time non-faculty employees.

The tuition remission applies to one (1) tuition per term.

The number of tuition remissions available to employees and their dependents will be determined by the administration of Northwestern on a term by term basis.

ATTENDANCE & TIME AWAY FROM WORK

General Information

The University's ability to meet student and patient/client needs is dependent on employees being at work during their scheduled work hours. An employee who is going to be absent or tardy is responsible for reporting the absence or tardiness to his/her supervisor as soon as possible, but no later than their normal starting time. Punctual and consistent attendance is an important factor in determining an employee's continuation and potential advancement within the University.

Employees, who are absent for 3 consecutive days without notifying their supervisor, will be considered to have voluntarily terminated their employment.

Catastrophic Illness

Sometimes employees of the University are faced with a prolonged serious, extreme or life-threatening illness, injury, impairment or physical or mental condition which is likely to cause the employee to take leave without pay. Under these circumstances, the University allows employees with accrued, unused PTO to donate from one to five days of their current year's PTO accrual to the employee experiencing a leave of absence without pay. The donated time can be used for this sick time only and is subject to the terms and conditions of the sick time only program.

In order to be eligible to receive donated time, an employee must have six (6) months continuous employment with the University and have exhausted all PTO, paid leave time and sick time only. Employees receiving benefits from worker's compensation, short term, or long term disability are not eligible to receive donations.

Emergency Closings

If weather conditions or other emergency situations make it impossible to come to work, have a late arrival or early departure, employees must contact their supervisor. Employees may take this time without pay or use PTO hours according to the policy. If it becomes necessary to close the University, such decisions will be made at management's discretion, and employees may be paid for these situations.

Holidays

NWHSU provides paid time off to all regular full time and regular part time employees (budgeted for 20 or more hours a week) for 11 fixed holidays each calendar year. These holidays are:

- New Years Day
- *Columbus Day
- Martin Luther King Day
- *President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- *Day after Thanksgiving
- *Christmas Eve Day
- Christmas Day

*Non-faculty clinic employees required to work on a designated holiday will receive a floating holiday in return to plan and use at their discretion. Floating holidays must be used within 90 days of the holiday.

Employees will not be required to work on holidays except where continuous operation of service is essential (clinics, physical plant, etc).

When a holiday falls on a Saturday, it will generally be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. Employees will be notified in advance of the day for a particular holiday's observance.

Employees are eligible for holiday pay immediately upon their date of hire. In addition, they must be actively at work the day before and after the holiday (unless they have pre-approved Paid Time Off) in order to receive holiday pay.

Regular full-time employees will be paid eight (8) hours holiday pay based on their regular rate of pay at the time of the holiday. Eligible regular part time employees will be paid the equivalent of their normal work hours if a holiday falls on a regularly scheduled workday. Part time and temporary employees are not eligible for holiday pay. Likewise, employees on an unpaid leave of absence are not paid for holidays that occur during the leave.

Holiday hours count as hours worked for overtime purposes.

Leaves of Absence

NWHSU recognizes that employees may need time off from their job for various reasons. Some of these leaves include:

- Bereavement Leave
- Bone Marrow Leave
- Family Medical Leave (FMLA)
- Jury Duty & Witness Leave
- Military Leave
- Parental Leave
- Personal Leave
- School Conference & Activity Leave
- Time Off to Vote Leave

The leaves may have varying effects on benefits. In certain situations, employees will be expected to use all remaining PTO during a leave of absence and/or arrange for continuation of insurance benefits.

The University will provide employees with any leave of absence required by law, in accordance with provisions of the law. Any other request for leaves of absence, not legally required, will be reviewed against overall business needs and the University's ability to replace the employee during their absence. These leaves will be approved on a case-by-case basis at the sole discretion of the University.

For any leave of absence, an employee must request approval from their supervisor as far in advance as possible. Failure to return from a leave will be considered a voluntary termination.

Bereavement Leave

Regular full time and regular part time employees (budgeted for 20 or more hours a week) may be eligible to receive paid bereavement leave immediately upon date of hire according to the following list:

- Up to three (3) days of paid bereavement leave in the event of a death in their immediate family. Immediate family is defined as spouse, domestic partner, parents, step-parents, child, step-child, brother, sister, guardian, grandparents, grandchildren, great-grandparents, great-grandchildren, current mother/father-in-law, brother/sister-in-law, son/daughter-in-law, step-brother/sister.
- Additional working days, not to exceed two (2) may be granted where circumstances require travel out of the surrounding area (200 miles) or it is demonstrated that an earlier return would cause a hardship for the employee.
- One (1) day of paid bereavement leave in the event of a death of an extended family member or friend (up to a maximum of 5 work days per year).
- Employees should use PTO to cover other bereavement absences not listed above.

Bereavement pay will be calculated on the basis of eight (8) hours at the regular full time employee's regular rate of pay. Regular part time employees who are eligible will receive pro-rated pay. These hours count as hours worked for overtime purposes. Employees are expected to notify their supervisor immediately if they will be absent from work and need to take bereavement leave.

Bone Marrow Leave

Employees who work an average of 20 hours per week can receive up to 40 hours of paid leave to undergo a medical procedure to donate bone marrow. Verification by a physician for the purpose and length of the leave may be required.

Family Medical Leave Act (FMLA)

Regular employees who have completed at least twelve (12) months of service and worked at least 1,250 hours during the twelve (12) consecutive months preceding the date the leave is scheduled to begin are eligible for a Family and Medical Leave (FMLA) as provided by law. A leave of absence, which is foreseeable, ordinarily requires thirty (30) days' notice. Employees who qualify for disability, worker's comp, etc. are required to use such leaves concurrently with FMLA.

The leave is unpaid; however, employees may use any available PTO hours and/or Sick Leave Only as part of the 12 week entitlement to leave under this policy. PTO will not accrue during an employee's FMLA leave. In cases of the employees' own serious health condition, short term disability benefits may be available. Under a FMLA leave, an employee may take up to 12 workweeks of family and/or medical leave during a rolling 12-month period. The rolling 12-month period is calculated from the date the leave begins.

This leave of absence is available for any of the following purposes:

- For the birth and care of a son or daughter or for the placement of a son or daughter with the employee for adoption or foster care. Such leave must conclude within twelve (12) months of the birth or placement;
- To care for the spouse, son, daughter, or parent of the employee because of a serious health condition;
- Because of the employee's own serious health condition which makes him/her unable to perform the essential functions of their job.

When the requested leave is for a serious health condition of the employee or the employee's spouse, child or parent, a physician's statement will be required. An employee may continue participating in the group insurance plans while on a FMLA leave by continuing to pay his/her share of the premiums. If the employee does not return to work at the end of the leave, NWHSU will consider it a voluntary resignation and the COBRA notice will be activated.

If an employee returns from a FMLA leave during or at the end of the twelve (12) work week period, he or she will be reinstated to the same or a comparable position. The employee will be required to present a fitness-for-duty certificate prior to being restored to employment.

Employees should contact Human Resources to discuss any need for a FMLA leave.

Jury Duty & Witness Leave

Employees are eligible for jury duty leave for the time they serve on a jury. They are expected to provide their supervisor and the Human Resources Department with a copy of the jury duty summons at least one week in advance. These employees will be paid their regular earnings up to a maximum of 40 hours per week. The jury duty benefit is paid for a maximum of two (2) weeks in any calendar year. Employees are expected to return to work any time they are released from jury duty during their regularly scheduled work hours.

Jury duty will count as hours worked for overtime purposes. PTO accruals will be suspended during unpaid jury duty and resume upon the employee's return to work.

Employees who are subpoenaed to appear in court as a witness for the University in a case involving NWHSU will be paid for the time he/she is normally scheduled to work. Should an employee be subpoenaed to appear in court as a witness on his/her own behalf, he/she must take PTO according to the policy guidelines.

Military Leave

The University complies with all applicable federal and state laws relating to military leave. Military Duty Leave applies to regular full time and regular part time employees who are members of the uniformed services (Armed Forces and the Army National Guard and Air National Guard).

Employees subject to these obligations will be expected to notify Human Resources in writing as far in advance of the training period as possible. Members of the military, who are required to report for duty, will be granted an unpaid leave of absence for the duration of their duty and

training. When they are again available for work, the University will make an effort to return them to their former position, or a comparable position, in accordance with requirements of the law.

Should an approved military leave exceed 30 days, the employee and applicable dependents will become eligible for 24 months of continued health care insurance under USERRA and would pay the full premium for such coverage during this time.

Employees should contact Human Resources for more details regarding military leave.

Parental Leave

Minnesota employees who have been employed at the University for at least one year and who work an average of at least half time (20 hours) each week may request an unpaid Parental Leave in conjunction with the birth or adoption of a child.

Employees requesting such leave should give reasonable written notice to Human Resources and may continue all group insurance during the leave by paying the necessary premiums. Any time taken for Parental Leave will be in conjunction with Family Medical Leave. Up to a maximum of six weeks may be taken under Parental Leave.

Employees requesting a Parental Leave will retain the accrued benefits they had prior to the leave. The University will make every reasonable effort to return the employee to the same or a comparable position and pay. If the leave is more than one (1) month, the University requests at least two (2) weeks' notice prior to returning to work.

Employees should contact Human Resources to discuss any need they may have for a Parental Leave.

Personal Leave

The University understands that employees may need time off for personal obligations and may provide employees unpaid time off in these situations. Approval of a personal leave of absence is contingent on the ability of the department to accommodate the absence.

Upon submitting a timely written request, a personal leave of absence without pay may be granted by the employee's department head. This request should be at least 2 weeks prior to the start of such leave – unless a medical necessity does not permit it. If the leave is for a medical reason, a physician's certification is required. The employee must have been employed with the University for a least six (6) months in a regular full time or regular part time position (budgeted for 20 or more hours a week) to qualify for a Personal Leave.

The length of time for Personal Leaves will be evaluated and approved by management. Anticipated workload requirements and staffing considerations, etc. must be considered. In any event, Personal Leaves can not be more than a maximum of 90 days.

All available paid leave time and PTO must be used before an employee's personal leave can begin. PTO will not accrue while an employee is on leave.

Employees may continue their health, dental and life insurance by paying 100% of the premiums plus a 2% administrative fee when their leave begins. Employees who return to work from a Personal Leave on or by the 10th of the month need not pay COBRA premiums that month. When the employee returns from a Personal Leave, benefits will again be provided by the University according to the applicable plan(s).

When a Personal Leave ends, NWHSU will make every reasonable effort to return the employee to the same or a similar position for which the employee is qualified. However, such assignments cannot be guaranteed.

If an employee fails to report to work promptly after the approved leave has expired, NWHSU will assume the employee has resigned effective the date the leave commenced.

Employees should contact Human Resources for more details.

School Conference & Activity Leave

Minnesota employers meeting certain requirements may grant unpaid leave up to 16 hours during any 12 month calendar period to enable a parent to attend a child's special education, pre-school, school conference, or school-related activities if those conferences or activities cannot be scheduled during non-work hours. Employees are eligible for this leave if they have worked for the University on at least a half-time basis for the 12 months preceding the request. Employees are required to notify their supervisor as soon as dates become known.

Time Off to Vote Leave

The University believes that each employee should have the opportunity to exercise his/her right to vote in a general election. Since the polls are open extended hours, in most instances, employees will be able to vote before or after work. However, if an employee's work schedule does not provide him/her with time to vote during non-working hours, he/she will be granted reasonable time off during the morning of the election to vote during work hours according to legal requirements. The University asks that the employee notify his/her supervisor in advance if he/she anticipates a need to take time off work to vote.

Longevity Leave

All regular full time non-faculty employees will receive an additional ½ day of time off for each year of service beginning on their 10th year of service. This leave time will be added on each subsequent year on the anniversary date. A maximum of five (5) days per year will be added for longevity leave. Longevity leave must be used during the anniversary year in which it was earned. Regular part time non-faculty employees (budgeted for 20 hours or more a week) will receive longevity leave on a pro-rated basis.

Paid Time Off (PTO)

NWHSU believes in allowing employees the opportunity to plan and manage their own time off and therefore, has established Paid Time Off (PTO). PTO can be used for any planned or unplanned reason including vacation, personal illness, family needs, illness of a dependent child, personal business, additional holidays, appointments with health care providers, etc.

It is available to all regular full time and regular part time employees (budgeted for 20 or more hours a week). All PTO for regular part time employees is pro-rated.

PTO hours accrue every fiscal year based on the PTO schedule listed below and the employee's anniversary date. It begins on the employee's first day of employment and does not accrue if an employee is on Short- or Long Term Disability or any unpaid leave of absence. In these situations, accruals resume when the employee returns to work.

| Employment Category | Years of Service | Accrual Rate |
|--|--|--|
| President, Vice President, Faculty Vacation Plan B | 0+ Years | 8.31 hours/pay period 27 days/year |
| Department Head, Administration | 0 - 3 Years 4 + Years | 6.78 hours/pay period 22 days/year 8.31 hours/pay period 27 days/year |
| Regular Full Time | 0 - 2 Years 3 Years 4 - 7 Years 8 + Years | 5.23 hours/pay period 17 days/year 5.85 hours/pay period 19 days/year 6.77 hours/pay period 22 days/year 8.31 hours/pay period 27 days/year |
| Regular Part Time (budgeted for 20 or more hours/week) | 0 - 2 Years 3 Years 4 - 7 Years 8 + Years | Pro-rated portion of full time accrual, based on normal schedule. |

Employees are responsible to plan and manage their own PTO hours by referring to their pay check stubs or PTO reports.

PTO is to be requested with as much advance notice as possible and must not interrupt workflow. Employees should schedule their PTO using a Vacation/Sick Leave Form or other method approved by their supervisor and submit it to their supervisor. If the request is denied, the supervisor will discuss it personally with the employee. If the absence has been unplanned, the employee should complete this form when they return to work or ask their supervisor to complete it for them. Non-exempt employees should note PTO on their timesheet and exempt employees should record PTO on the Professional/Faculty PTO form as well.

PTO can be used in increments of 1/4 hour or more. Employees must use PTO hours to cover their absences. If an employee does not have enough PTO hours to cover an absence, he/she will only be paid to a "zero" balance.

At the end of each fiscal year, unused account balances up to the amounts indicated in the following table will be carried forward to the next fiscal year. However, this PTO time must be used prior to the end of the new fiscal year or it will be transferred to the Sick Leave Only account. Any time an excess of the maximum carryover amount will be transferred to the Sick Leave Only account.

| Employment Category | Years of Service | Maximum Carryover | |
|--|------------------|---|---------|
| President, Vice President, Faculty Vacation Plan B | 0+ Years | 160 hours | 20 days |
| Department Head, Administration | 0 - 3 Years | 120 hours | 15 days |
| | 4+ Years | 160 hours | 20 days |
| Regular Full Time (40 hours/week) | 0 - 2 Years | 80 hours | 10 days |
| | 3 Years | 96 hours | 12 days |
| | 4 - 7 Years | 120 hours | 15 days |
| | 8 + Years | 160 hours | 20 days |
| Regular Part Time (budgeted for 20 or more hours/week) | 0 - 2 Years | Pro-rated portion of full time accrual, based on normal schedule. | |
| | 3 Years | | |
| | 4 - 7 Years | | |
| | 8 + Years | | |

Pay in lieu of actually taking time off will not be granted. Accrued but unused PTO will be paid to an employee at the time employment terminates.

Sick Leave Only

Sick Leave Only time is a bank of hours that eligible employees can use after using (5) consecutive days of PTO for any of the following purposes:

- For the birth and care of a son or daughter or for the placement of a son or daughter with the employee for adoption or foster care. Such leave must conclude within twelve (12) months of the birth or placement.
- To care for the spouse, son, daughter, or parent of the employee because of a serious health condition.
- For the employee's own extended illness or injury.

Regular full time and regular part time employees (budgeted for 20 or more hours a week) are eligible for this benefit. An employee may also use Sick Leave Only if he/she is ill or injured and does not have PTO available.

At the end of each fiscal year, PTO balances in excess of the carryover amounts from the previous year will be automatically transferred to the employee's Sick Leave Only account. Sick Leave Only time will continue to accumulate from year to year. Unused Sick Leave Only hours will not be paid at the time of termination, resignation or retirement.

ISSUES AT WORK

Americans with Disabilities

Our University is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities which may include providing reasonable accommodation where appropriate. In general, it is the employee's responsibility to notify their supervisor of the need for an accommodation. Upon doing so, the supervisor will contact Human Resources who will work together to make such an accommodation if possible. The employee may be asked for their input, the type of accommodation they believe may be necessary, or the functional limitations caused by the disability. Also, when appropriate, the University may need the employee's written permission to obtain additional information from their physician or other medical or rehabilitation professional. Any information obtained is kept in a separate, confidential employee file.

Cell Phone Use

Any use of cellular telephones equipped with imaging capability as well as any device capable of recording or transmitting visual images is prohibited in all communal restrooms and locker room facilities at the University. All cellular telephones and other devices referred to in this policy must be turned off before entering restroom and locker room facilities.

Confidentiality

The identity of students, potential students, patients/clients, employees, the services being performed, etc. are trade secrets of NWHSU and constitute confidential information disclosed to employees in connection with their employment. All such information belonging to the University or its' students must be received in strict confidence.

While employed, or thereafter, employees may not copy or distribute any confidential program, material, or other information which comes into their possession as a result of employment with NWHSU, other than for an approved use.

Employees may not disclose to others for use of anyone's benefit, confidential information including, but not limited to trade secrets, plans, proposals, financial statements, student, patient/client, or employee lists and any other information pertaining to the business of Northwestern Health Sciences University or any of its staff, faculty, consultants, or affiliates, acquired during their employment, unless it is determined to be necessary in the ordinary course of performing their duties as an employee of the University.

If in doubt as to whether any program, material or other information is confidential, employees must ask Human Resources or the President prior to such disclosure.

Upon termination of employment, employees will be required to return all materials and information, and any copies of such materials, to their supervisor or Human Resources.

Conflict of Interest

It is essential to the effective operation of Northwestern Health Sciences University that employees of the University be independent and impartial in all actions involving the University, that University employment not be used for private gain and that there be public confidence in the integrity of the University. Northwestern shall conduct its affairs so that no member of the University community shall derive private gain from his/her association with the University except as provided by explicit policies of the University.

Northwestern expects its employees to advance the University's mission as part of the responsibility with which they are entrusted. This includes applying the time and effort for which they are compensated and the University resources at their disposal toward University ends. When the application or use of these resources can result in personal advantage other than the agreed compensation or to the detriment of the University's mission, that use of resources represents a conflict of personal interest with the University interests and is to be avoided.

Conflict of Interest - Exists where the occurrence of an outside activity competes with the interest of the University or interferes with the employee's performance of duties on behalf of the University. A conflict of interest also exists where the outcome of a decision that should be made in the best interest of the University is in conflict with the personal or economic interest of the employee.

Outside Activity –Any paid or volunteer activity by an employee of the University outside the scope of his/her regular University duties. Outside activities include participation in professional, civic or charitable organizations.

Paid Activity – Includes paid services such as consulting, working as a technical or professional advisor, patient care, or holding a part-time job with another employer, whether working in one's University occupation or another.

Interest In - An employee is considered to have an interest in an outside business if the employee or any member of his/her immediate family has any ownership in the business or its property; furnishes goods or services to the business; is a creditor, employee, agent of or consultant of the business. Outside businesses include any person, firm, corporation, or government agency that sells or provides service to, purchases from, or competes with Northwestern Health Sciences University.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of objectivity. Reports of conflicts based on appearances can undermine trust in ways that may not be adequately restored even when the facts of the situation are brought to light. The appearance of a conflict of interest may occur, for example, when an employee has a business interest or time commitment outside the University that may distract attention from University work, invite use of University resources for that interest, or appear to influence judgment in the individual's University decisions. Apparent conflicts should be disclosed and evaluated in the same manner as known conflicts.

The following examples of possible conflicts of interest are provided to alert employees to situations that may be of concern. This list is suggestive and should not be considered exhaustive.

- Using students or employees of the University to perform services for a company in which an employee has an interest (see definition of Interest In) or from which they receive any financial gain.
- Unreimbursed or unauthorized use of University resources (equipment, supplies, facilities) for personal purposes or to support the activities of another entity in which an employee holds an interest.
- Relationships that might enable an employee to influence the University's dealings with an outside organization in ways leading to personal gain or to improper advantage for anyone.
- Situations in which the time or creative energy an employee devotes to outside activities appear to compromise the amount or quality of his/her participation in the work of the University.
- Accepting support for basic or clinical research under terms and conditions that results be held confidential, unpublished, or significantly delayed in publication.
- Activities (conferences, teaching programs, paid consulting agreements, etc) for which employees are personally remunerated that involve or may be perceived to involve the University, its name, facilities, computers, or other equipment.
- Purchasing equipment, instruments or supplies from a firm in which the employee has an interest.
- Requiring or recommending one's own textbook or other teaching aids.
- Using confidential information not available to the public and acquired through the employee's University position for the employee's or another's economic benefit.
- Participating in the appointment, employment, promotion, supervision or evaluation of members of their family or a person to whom they owe a personal or legal obligation.
- Influencing, participating in or authorizing the acquisition or disposition by the University of any asset, including supplies or services from or to an enterprise in which the employee has an interest.
- Accepting external employment or engaging in activities which by virtue of their time commitment, interfere with or prevent the performance of University duties; bring the employee into a position of divided loyalty between the University and the external employer or activity.
- Accepting gifts, products, free services, entertainment, loans, tickets or favors from any business associate or outside organization or individual that seeks to do business with the University. Gifts of nominal value (such as calendars, pens, pads, etc. worth less than \$25) may be accepted, as may gifts of perishable items usually given during the holidays. Tickets to events (such as sports, arts, etc) are acceptable if offered by the vendor, the vendor accompanies the employee to the event and the employee has received prior approval by their immediate supervisor.
- Day outings such as golf, fishing, hunting, etc. are acceptable on non-work time if the vendor is in attendance, employee's family members are not involved and the employee has received prior approval from their immediate supervisor. Use of vendor's facilities (vacation homes, boats, etc.) by employees or family members for personal use is prohibited.

Employees are responsible for disclosing potential conflicts of interest. An employee who has a question about the application of this policy to his/her activities has the responsibility of advance notice and following the disclosure process.

When an improper conflict of interest is detected or suspected, employees should contact the Director of Human Resources or the Vice President for Administrative Services who will investigate the matter.

Those who violate this policy will be subject to disciplinary action up to and including dismissal.

Corrective Action

It is our hope that all employees will perform their jobs satisfactorily, and comply with University rules and policies. The management of NWHSU would like to work with employees in communicating and attempting to correct work-related problems. However, if an employee does not satisfactorily perform his/her job, or is found in violation of University rules, policies, or core values, the University may implement corrective action.

Corrective action may take several forms, including, but not limited to, verbal warnings, written warnings, coaching, reassignment of duties, suspension, or termination. The University reserves the right in its sole discretion to omit any or all of these steps, or add to or modify steps in any particular situation. NWHSU will take whatever corrective action it determines is appropriate in response to the circumstances of any given situation.

Nothing in this section or in the University's corrective action policies or practices changes an employee's right to terminate his/her employment with Northwestern Health Sciences University at any time, with or without notice, for any or no reason, nor does it modify the University's right to terminate any employee's employment at any time, with or without notice, for any reason not prohibited by law.

Drugs & Alcohol

It is the policy of NWHSU to maintain a workplace and campus that is free from the health and safety-related consequences of drug and alcohol use and abuse. The workplace and campus include all University premises where the activities of the University are conducted. Employees are required to report to work in appropriate mental and physical condition to perform their jobs.

While on University premises and/or conducting business-related activities at any location, employees may not use, possess, distribute, manufacture, sell or be under the influence of alcohol, controlled substances or illegal drugs. Storing any unauthorized controlled substances, drug paraphernalia or alcohol in a locker, desk, university-owned vehicle or other place on University owned or occupied premises is prohibited. At certain sanctioned University functions, alcoholic beverages may be accepted, but will be monitored.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees must notify their supervisor or Human Resources of the use of prescribed drugs or other substances that may affect their ability to perform their job.

Employees must also notify their supervisor or Human Resources if they observe any violation of this policy.

Those who violate this policy will be subject to corrective action up to and including dismissal. In addition, they may be referred for criminal prosecution. Employees engaged in any federal grant or contract funded work must: (I) abide by the terms of this policy; and (II) notify the Human Resources Department of any criminal drug or alcohol conviction for a violation occurring on or off University premises while conducting University business. This notification must be made in writing no later than five (5) days after such conviction.

Electronic Communications

NWHSU provides various electronic and technological equipment for accomplishing the mission of the University. By using any of this equipment, an employee is voluntarily consenting to being monitored, and voluntarily authorizing the University to inspect, monitor and access all information or communications he/she has made with that equipment. The University must reserve the right to monitor and access any and all communications made through its equipment, and the contents of any University computer, as needed for compliance with policies and for any other business reason.

Electronic mail (e-mail) is provided for the primary purpose of business correspondence to facilitate efficient communication. E-mail is not a private communication system. Improper use of the e-mail system could expose employees to personal liability as well as corrective action. It is important to note that e-mail is discoverable as evidence in legal proceedings. Employees should be aware that even though a message may be deleted from the e-mail system, a record of it may remain on the computer system.

Internet access is provided to those who need it for their job duties. Internet use must be limited to job-related duties accessing trusted sites and content. Downloading from the Internet (other than by authorized personnel for legitimate business reasons) is restricted to information files (i.e. federal regulations, statutes, marketing literature, etc.). Downloading any other programs, software, graphics or picture of any kind is prohibited as they may carry computer viruses or may violate the University's license agreement.

Electronic and technological communications are not to be used in ways that may be disruptive, offensive or harmful to others or in ways that conflict with any of the University's policies, including Equal Employment, Harassment & Offensive Behavior, and Security policies. Violation of these policies will lead to corrective action up to and including dismissal. E-mail is not to be used to send jokes or other comments that may be discriminatory, harassing or offensive to others, or to send material that defames an individual, the University, or business, etc.

It is not the University's practice or intent to eavesdrop on private communications or data. However, the University must protect its legitimate business interests and remind employees that the equipment and services available in the workplace are to be used to support NWHSU's legitimate business interests.

Employee Appearance

Employees should be aware that they represent the University to students, the public and co-workers and should dress in a way that is a positive reflection of both themselves and the University. Employees are expected to present a clean, neat well-groomed and professional appearance at all times.

Supervisors will communicate and manage the appropriate dress attire for their departments and employees. The supervisor may alter the University's dress guidelines to meet the needs of the department (i.e. cleaning an office may require a different dress code for that event). An employee whose clothing is inappropriate may be asked to return home to change clothing. This time would be without pay unless the employee has available PTO he/she chooses to use. Any further violations will be addressed through the disciplinary/corrective action process.

University Administration reserves the right to change these guidelines at any time to best suit the University's standards. If that occurs, employees will be informed prior to implementation.

Employee Relations & Communication

NWHSU is committed to providing a positive work environment for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork - individuals working together to attain a common goal.

NWHSU's conflict resolution procedure emphasizes mediation, a process by which the parties come to a voluntary agreement with the assistance of a neutral party. It also provides for a formal hearing on issues not resolved through mediation.

Should an issue arise, it is an employee's obligation to bring it forward by contacting his/her immediate supervisor or Human Resources and explaining the facts. If an employee chooses to use mediation to settle a conflict, they must complete a Staff Conflict Resolution Form and contact the Grievance Officer before the 21st calendar day after the event from which the complaint stems. The staff member and Grievance Officer will meet to discuss the procedure. At that time, the employee will be provided with a list of Grievance Advisors who would be available to assist in resolving the complaint.

An employee may request a formal hearing by completing a Staff Conflict Resolution Form and forwarding it to the Grievance Officer. The written grievance must be filed within 21 calendar days after the occurrence of the event precipitating the grievance or within 21 calendar days after the informal mediation process is unsatisfactorily terminated. An Ad Hoc Grievance Committee will be selected to hear the grievance.

After the hearing, the Ad Hoc Grievance Committee will present an advisory decision including findings of fact, conclusions and recommended resolution of the grievance. The advisory decision will be presented to both parties in the grievance and the President of the University. The advisory decision becomes final unless appealed.

Employment of Relatives

The employment of relatives is permitted, except in situations where a person would be under the supervision of a relative or in a situation where influence could be exerted, directly or indirectly, on future decisions concerning the status of employment, promotion or compensation. “Relative” is defined as a spouse, parent, child/children, sibling or any of these relationships by marriage.

Harassment & Offensive Behavior

Northwestern Health Sciences University is committed to providing a workplace that is free of discrimination, illegal harassment and offensive behavior. All employees are expected to treat their co-workers, subordinates, students and supervisors with respect at all times. In accordance with this commitment, NWHSU prohibits harassment of one employee by another employee, supervisor, or a third party for any reason including, but not limited to: race, color, creed, religion, sex, sexual orientation, marital status, age, national origin, status in regard to public assistance, membership or activity on a local commission, disability, or any other legally protected characteristic.

This policy applies to employees, applicants for employment, and temporary or contract workers, as well as University officers, Board of Directors, students, suppliers, vendors, visitors or any other person associated with NWHSU.

Harassment includes, but is not limited to: offensive, abusive, or degrading comments or other verbal behavior, slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing as well as written or pictorial materials. It also includes behavior that is personally offensive, impairs morale, and interferes with learning or work effectiveness.

Sexual harassment is a violation of federal and state laws. It includes unwelcome sexual behavior by either males or females toward either males or females. It is a violation of this policy for an employee or any other person associated with NWHSU to sexually harass any employee or any other person affiliated with the University.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, verbal or physical conduct or communication where:

- submission to the conduct or communication is made, either explicitly or implicitly, a term or condition of employment
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions impacting that individual’s employment
- the conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or creates a hostile, intimidating or offensive work environment.

Examples of behavior that could be sexual harassment include, but are not limited to:

- deliberate or careless creation of an atmosphere of sexual harassment or intimidation;
- sexual flirtations, advances or propositions;

- verbal abuse of a sexual nature;
- subtle pressure or requests for sexual favors;
- unnecessary touching or physical closeness;
- graphic or suggestive comments about an individual's dress, body or sexual activities;
- using sexually degrading words to describe an individual;
- displaying or sending sexually suggestive objects (including pornography of any type), pictures or offensive jokes in any way including electronically, interoffice mail, or otherwise;
- physical assault

No individual will be denied nor receive special employment opportunities based on going along with or rejecting sexual advances or other conduct of a sexual nature contrary to this policy.

Any individual who believes he or she has experienced or observed hostile or offensive behavior contrary to this policy should feel free to object to the behavior. He/she is expected to report the displayed behavior to his/her supervisor, Human Resources or the division Vice President.

All such reports of action contrary to this policy will be taken seriously and investigated promptly and in as confidential a manner as possible. Individuals found to have violated NWHSU's harassment & offensive behavior policy will be subject to corrective action, up to and including dismissal. No individual shall be retaliated against for making a good faith report of behavior contrary to this policy.

Every employee of NWHSU is to support this commitment to a workplace free from harassment and offensive behavior by conducting him/herself in a manner that is consistent with the intent and spirit of this policy.

Job Openings

Current job openings are displayed on a bulletin board outside the University's Human Resource Department and faxed to all locations off the Bloomington Campus. Openings may also be viewed on the Human Resources web site.

NWHSU strongly encourages qualified internal candidates to make inquiries about posted positions. If an employee is interested in a specific position, they should contact Human Resources for more information and consideration.

Performance Evaluations

The University provides a formal evaluation of performance for all regular full time and regular part time employees after 90 days in a new position and thereafter each year of continuous employment. Performance evaluations are used to promote a continuing evaluation of employees' work performance and provide a standardized approach to promote a consistent evaluation of employees throughout the University system. Items such as work output, customer satisfaction, attendance, quality of work, etc. will represent some of the criteria for judging employee performance.

Reviews are designed to provide a dialogue and employees are encouraged to discuss items of mutual concern in this confidential setting.

Personal Conduct

The efficiency and productivity of the University requires that every employee maintain discipline and proper standards of conduct at all times. This is necessary to protect the health and safety of everyone in the workplace, to meet our students' needs, to protect property and to maintain a climate of cooperation among employees.

Therefore, employees are expected to conduct themselves in a professional, ethical and productive manner while at work, and to maintain an awareness of the rights of others, a respect for the people they work with and for, and a commitment to the University's values, vision statement, goals and policies.

Obviously, it is impossible to anticipate every situation that might occur. The University reserves the right to respond to any performance or behavior which, in its judgment, compromises the safety or well-being of any individual in the workplace, diminishes good order, discipline and morale, or detracts from the University's overall business goals. If the University's expectations about conduct are unclear, employees should talk to their supervisor or Human Resources.

Personal Phone Calls

Employees should practice discretion when making personal calls. Personal long distance calls should be made only with personal calling cards and/or personal cellular phones. All calls should be kept to a minimum and made during a rest or meal break. No employee or organizational unit with a long-distance access code for University business purposes should allow any other person to use that code. Employees with business access should not use their code for personal long-distance calls. The University receives a tax reduction on business calls and therefore it is not legal or ethical to make personal calls, even if restitution is made.

In case of an emergency, any call would be given to the employee immediately without question.

Personnel Records

Personnel records are the property of the University and access to the information they contain is restricted to those who need to know this information in order to perform their jobs.

Employees are obligated to inform Human Resources of dependent, marital status, address, or telephone number changes as well as revocation of driver's license – if they are required to drive on University business. The University also asks for the name and address of a person who can be notified in the event of an emergency. Failure to notify the University may result in critical time-sensitive mail not being delivered or other information not being received.

Employees may review their personnel records every six months within 7 working days of their written request to Human Resources. Review of the original file or copy is available during working hours with a Human Resource representative present.

Pets

Animals are not allowed in University buildings, including the main campus and clinics; however, service animals will be allowed. Pets should not be tied up or left in vehicles on University grounds.

Promotions & Transfers

The University believes in providing opportunities for employees whenever possible. A promotion is a change from one position to another (either in the same department or into another) that is classified at a higher salary grade level. These are generally, but not always, accompanied by an increase in pay.

A transfer is a change from one position to another within the same salary grade level and normally does not include an increase in salary.

References

All requests regarding references for any past or present employee are to be directed to Human Resources. Only pertinent, factual information, such as dates of employment, job title, etc. will be released. Any other confidential information such as pay rate, past earnings, home address or phone number will not be released by the University unless authorized in writing by the employee, required by law, or as part of an administrative or judicial proceeding.

Safety

All employees are expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations or fail to report or remedy such situations will be subject to corrective action, up to and including dismissal.

All accidents, no matter how minor, must be reported immediately to the supervisor or Human Resources. Lack of notification could affect the employee's workers compensation benefits. The workers compensation insurance company determines the disposition of the claim and notifies the employee as to whether or not the claim has been approved. If the injury or illness requires the employee to receive health care, the employee will need certification from their health care provider of their ability to return to work before returning to their position.

Employees are required to follow these general safety rules:

- Any illness or injury, no matter how slight, must be reported to the supervisor.
- Any activity that may result in injuring an employee will not be tolerated.
- Employees are responsible for obtaining the ergonomic equipment provided by the University for computer use.
- Illegal drugs or alcohol will not be permitted on the premises at any time.
- Employees should always lift objects using the proper lifting techniques.
- Employees are responsible to keep their work areas clean at all times.

- Employees should always know the location of fire exits and fire extinguishers in their work area.

Employees should feel free to discuss any suggestions or comments regarding the program with their supervisor at any time.

Hazard Communication

Employees who may be routinely exposed to hazardous substances or harmful physical agents while at work will be trained regarding the proper conditions for safe use of the hazardous material. Material Safety Data Sheets (MSDS) may be reviewed in the affected department or by submitting a request to the Human Resource Department.

Bloodborne Pathogen Exposure Control Plan

Any employee who would reasonably be anticipated to experience skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious body fluids during the performance of their job duties will receive training under this plan.

Universal Precautions - Universal precautions must be observed to prevent contact with blood or other potentially infectious materials. Universal precautions is an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Employees covered under this plan are required to wash their hands immediately after removal of gloves or other personal protective equipment, between patients, before eating, before leaving the work area, and anytime that possible contamination may have occurred.

Sharps - All sharps (contaminated needles, lancets, blades, broken glass, glass tubes, microscope slides) will be handled with extreme caution and will be discarded immediately after use in a puncture resistant container. Blood and/or body fluid specimens must be placed in a properly labeled, closed, leak-proof container when transported or stored. If the specimen could puncture the primary container, a puncture-resistant, properly labeled secondary container must be used in addition to the primary container.

Personal Protective Clothing and Equipment - Employees identified by the plan as at risk are required to use appropriate personal protective equipment whenever they may reasonably anticipate exposure to blood or body fluids.

Housekeeping - All equipment and work surfaces will be cleaned and decontaminated using disposable towels after any contact with blood or other potentially infectious materials and at the end of each day. Non-sharps contaminated waste (gloves, masks, disposable towels, etc.) will be collected in leak proof, red biohazard bags. When full, biohazard bags must be closed to prevent spillage or protrusion of contents during handling. Potentially contaminated or dirty lab coats, gowns or aprons will be bagged and labeled with a biohazard sticker before being transported to the laundry site. Individuals handling contaminated laundry must wear protective gloves.

Hepatitis B Vaccination - The University will provide Hepatitis B vaccination on a voluntary basis to all employees who are determined to have occupational exposure to blood or other body fluids. The vaccination will be provided at no cost to the employees.

Exposure Incidents - All incidents of exposure to blood or potentially infectious body fluids must be reported immediately to the Exposure Control Officer. For more information call the Bloomington Campus Clinical Lab at (952) 888-4777, extension 434.

Security

The Physical Plant department is responsible for campus safety and security by maintaining University buildings and grounds, performing routine surveillance, investigating reported and/or suspicious activities, escort services, maintaining the campus access system, etc.

All individuals must adhere to any and all security measures and/or guidelines of the University. This includes following any security guidelines that are established.

Desks, lockers and other storage devices may be provided for the convenience of employees, but remain the sole property of the University. Accordingly, any agent or representative of NWHSU may inspect them or any articles found within them at any time, with or without prior notice.

In addition, the University will not tolerate theft or unauthorized possession of the property of employees, the University, visitors and students and therefore, may also inspect persons entering and/or leaving the facility, packages or other belongings. Employees who wish to avoid any such inspection should not bring such items onto NWHSU's premises.

Employees may need key cards to enter a facility. It is extremely important that these key cards be kept only in the employee's possession – not anyone else's.

If an employee works after hours, he/she should take any safety/security precautions available. Employees should see their supervisor or Human Resources for more information.

Solicitation & Distribution

Solicitation and distribution of literature by employees is prohibited on NWHSU's premises when any of the individuals involved are supposed to be working or at any time in working areas of the building or in any location where the public is present. Failure to do so could result in corrective action, up to and including dismissal.

We encourage employees who wish to solicit financial or other support from their fellow workers for any cause, charitable, political, etc., to do so off University premises during non-working hours. Likewise, any such solicitations should not be conducted if they cause individuals to feel uncomfortable or compelled to participate in the activity they are solicited for.

Suspected Misconduct and Dishonesty

The University's goal is to establish and maintain a business environment of fairness, ethics, honesty and commitment to regulatory compliance for employees, customers, students,

patients, suppliers and anyone else with whom the University has a relationship. To maintain such an environment requires the active assistance of every employee, manager and every other person with whom the University has a relationship.

Examples of Misconduct and Dishonesty include but are not limited to:

- misappropriation of funds, securities, supplies, inventory or any other asset, including assets of the company, our customers, suppliers or others with whom we have a business relationship
- theft, disappearance, or unauthorized destruction of any asset
- misstatements and other irregularities in company records, including the intentional misstatement of the results of operations
- misrepresentation of information on documents
- improprieties in the handling or reporting of money transactions
- forgery or alteration of documents (including checks, time sheets, contractor agreements, purchase orders, promissory notes, electronic files, financial documents, or any other document)
- authorizing or receiving payment for goods not received or services not performed, including submitting claims for services not rendered or not rendered to the extent reflected on the claim
- authorizing or receiving payments for hours not worked
- any apparent violation of Federal, State or local laws related to dishonest activities or fraud
- any similar or related activity.

It is the responsibility of every employee, supervisor, manager and administrator to immediately report **suspected** improper activity to the Director of Human Resources or the Vice President, Administrative Services. If the situation warrants immediate action – for example, obvious theft has taken place, security is at risk, or immediate recovery is possible – campus security should be contacted immediately. Suspected improper activity may be reported anonymously by completing an Improper Activity Report available on the Human Resources web site and submitting the report to either of the individuals listed above or by contacting the University reporting hot line at 952-886-7585. The identity of anonymous reporters will, to the extent possible, remain confidential. However, an anonymous reporter's identity may need to be disclosed under some circumstances. For example, the reporter's identity may need to be disclosed to conduct a full investigation or to report the problem to persons outside the University.

All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and University procedures. The University will take any disciplinary and/or legal action which it believes appropriate against employees, volunteers, students, and/or entities who engage in misconduct and dishonesty. These actions may include the possibility of termination of employment, expulsion from the University programs, restitution, and forwarding information to the appropriate authorities for further action.

Termination of Employment

As previously stated, Northwestern Health Sciences University is an at-will employer. This means either the employee or the University has the right to terminate the employment relationship at any time, with or without notice, and for any reason not prohibited by law. If an employee elects to leave NWHSU, he/she should put their intent in writing. If possible, the University would appreciate a two (2) week notice so they can begin the process to adequately fill the position. All terminations are effective on the last day the employee actually worked. PTO cannot be used in lieu of notice of resignation. Terminating employees will receive an exit interview by Human Resources.

Employees must return any and all University property and/or materials, information, etc. no later than their last day worked. (See University Property section)

Employees will receive any earned, but unused, PTO hours in addition to hours worked. (Refer to Paid Time Off section).

Tobacco-Free Environment

Because the University wants to provide employees, students and patients with a healthy work environment, employees are encouraged to be tobacco-free. Smoking and the use of smokeless tobacco products is not permitted inside any of the University's facilities, including satellite clinics, on University grounds or in University vehicles.

Employees, students and visitors who wish to use tobacco may only do so in their private vehicles while parked on University property as long as that vehicle is at least 25 feet away from entrances, exits, windows and ventilation intakes.

Tobacco use includes smoking (inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, or pipe) and the use of smokeless/chewable tobacco.)

University Property

Some employees will be provided with various property and equipment of the University that they need to perform their job, including University computers, software, cellular telephones, keys, card keys, credit cards, radio phones, etc. Employees are responsible for using such property and equipment for its intended business purposes. If any such property appears to be damaged, defective or in need of repair, employees are to promptly report this to their supervisor. The improper, careless, negligent, destructive or unsafe use of University property can result in 1) the employee's need to personally replace the property or 2) disciplinary action, up to and including termination of employment.

Upon termination of employment, employees will be required to account for and surrender all University property and equipment he/she has been provided. Failure to do so would result in the University taking legal action to obtain the return of its property.

Vehicles

All NWHSU employees authorized to operate University vehicles are expected to use and maintain the vehicles in a conservative, non-wasteful manner. Regular inspections for oil consumption, water and other fluids are the responsibility of the driver. If any vehicle is to be repaired, it is a requirement to seek the immediate supervisor's approval before commencing repairs. Vehicles are expected to be kept clean and orderly.

When driving University vehicles, employees are expected to drive in a careful, courteous manner and must obey applicable laws such as observing speed limits and using seat belts, shoulder harnesses, etc. A clean driving record is expected and will be verified prior to receiving permission to drive a University vehicle and annually thereafter. Traffic violations must be reported immediately to the employee's supervisor. Any such violations incurred while driving NWHSU vehicles or while driving a personal vehicle on University business are the responsibility of the employee.

No University vehicle may be operated unless the supervisor approves such operation. If an accident takes place, insurance, accident & registration forms are located in the glove box. The preliminary accident reporting form should be completed at the accident site and the immediate supervisor or another member of management notified. All accidents must be reported immediately.

Workplace Violence

Northwestern Health Sciences University is committed to maintaining a safe workplace free from all forms of violence, including verbal or physical threats, as well as other forms of intimidation, such as sexual violence, sexual harassment or abusive language. As part of this commitment, the University takes a "zero tolerance" posture with regard to any actions that threaten its employees, non-employees, students, patients/clients, vendors or other members of the University's community. This includes verbal and physical harassment, verbal and physical threats, sexual violence, assault or abuse such as rape, acquaintance rape, or other forms of non-consensual sexual activity, verbal confrontations, and any actions that cause others to feel unsafe or threatened in the workplace, including abuse or destruction of property.

The University offers educational programs to promote the awareness of rape, acquaintance rape and other sex offenses. Information can be obtained by contacting the Student Affairs office.

Employees who are aware of others involved in any of these practices or who observe a situation of potential or actual workplace violence must immediately report it to their supervisor, Human Resources or a member of management. Victims of sexual violence should first seek safety, contact law enforcement authorities and a supportive person/advocate. They must not disturb the evidence until a report has been filed. They are strongly encouraged to seek medical care to protect their health.

In addition, employees are strictly prohibited from possessing, using, storing or transporting weapons in the University's buildings. This includes all firearms (shotguns, rifles, pistols), pellet

guns, paint ball guns, explosives, switchblade knives or fixed blade knives with a blade length of four (4) inches or greater.

No employee should bring any item on the premises that would violate any University policy. NWHSU must reserve the right to inspect, with or without notice for any business reason, all persons' packages, automobiles and other items that come onto University premises to ensure compliance with policies. The University also reserves the right to inspect all University property, with or without notice.

All allegations will be investigated promptly. Retaliation against an individual for making a good faith report of behavior contrary to this policy will not be tolerated. Employees who violate this policy will be subject to corrective action, up to and including dismissal.

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of Northwestern Health Science University's ("NWHSU") Employee Handbook. I understand that the contents of this Handbook are for general information and guidance and it does not constitute a contract. I understand that it replaces and supersedes any previous policies, manual or communications, whether written or oral. I further understand that all contents in this Employee Handbook are subject to change in accordance with applicable laws but employees will be advised of any changes.

I have entered into my employment relationship with Northwestern Health Sciences University voluntarily and acknowledge that there is no specified length of employment. Employees have the right to terminate the employment relationship with NWHSU at any time, with or without notice, for any reason. The University has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. The University retains sole discretion to add, delete, or change anything contained in this handbook except employment-at-will.

I understand and agree that no employee or representative of NWHSU has the authority, at present or in the future, to promise me any benefit or make any agreement with me, oral or written, which in any way conflicts with this Employee Handbook or any of these statements, and that no person other than the President has the authority to change any policy, benefit, rule or procedure as stated in this Handbook.

I understand it is my responsibility to read and understand the contents of this Employee Handbook including the Harassment & Offensive Behavior policy. If I do not understand any provision of the Handbook, I shall contact my immediate supervisor or Human Resources for clarification.

Employee Signature: _____

Print Name: _____ Date: _____

Note: Employees will be required to acknowledge receipt of the Employee Handbook by signing this acknowledgement.

- This copy is to remain in the Handbook –

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Employee Signature: _____

Print Name: _____ Date: _____

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**- This copy is to be removed and placed
in the employee's personnel file -**