

**Health-Tech Institute of Memphis**  
**Human Resources**  
**Policies & Procedures Manual**

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## **Section 1: About The Organization**

### **Policy:**

#### **1.01 INTRODUCTION**

**Scope: Faculty and Staff**

**Responsible Department:  
Human Resources**

**Approved By:  
President/CEO**

#### **A. Mission**

**Health-Tech Institute of Memphis (HTIM) is to provide educational opportunities to the general public in demand occupations based on outcomes with a certifiable designation.**

**All training must conclude with students taking a certification test in the area of which they have been trained. This Policies & Procedures Manual is designed to be working guide in the day-to-day administration of our human resource programs in a way that supports a positive work environment at HTIM. The Executive Administrative Staff are expected to become familiar with these philosophies, policies, and procedures and to apply them consistently so that all employees, regardless of work area, location or shift assignment, are treated fairly.**

#### **B. POLICY**

- 1. Except as provided by this Human Resource Manual, all departmental policies and procedures must be consistent with the policies herein.**
- 2. This manual is not all-inclusive and the information it contains is to be used as guidelines. It may be subject to change at any time by HTIM.**
- 3. This manual in no way constitutes or implies an employment contract between HTIM. Accordingly, both HTIM and any employee are free to terminate the employment relationship at any time, with or without cause and with or without notice. No representative of HTIM is authorized to enter into any agreement to modify this at-will status.**

## **Section 1: About The Organization**

**Policy:**

### **1.02 HUMAN RESOURCE MISSION STATEMENT**

**Scope: Faculty and Staff**

**Responsible Department:  
Human Resources**

**Approved by:  
President/CEO**

#### **A. Mission**

**The mission of the Office of Human Resources with Health-Tech Institute of Memphis is to assist the institution by developing and interpreting human resources policies and by providing timely and accurate information on human resources issues. The main areas of service include records management systems, hiring and staffing procedures, benefits administration, training and development programs, compensation administration, employee relations, affirmative action and EEO compliance and organizational diversity and cultural awareness initiatives.**

**Based on the above mission statement, the following goals have been identified:**

- 1. Effectively implement the Institution human resources management policy as it develops**
- 2. Implement records management systems to maintain computer and paper personnel files.**
- 3. Evaluate staffing levels and hiring procedures for effective human resource management.**
- 4. Address training and development issues throughout the Institution**
- 5. Develop compensation packages that are competitive.**
- 6. Improve employee relations throughout the Institution**
- 7. Administer the Institution affirmative action and EEO policies and monitor compliance**

## **Section 1: About The Organization**

### **Policy:**

#### **1.03 MANAGEMENT RIGHTS**

**Scope: Faculty and Staff**

**Responsible Department:  
Human Resources**

**Approved by:  
President/CEO**

#### **A. Policy**

**Health-Tech Institute of Memphis retains the full right and responsibility to direct operations, publicize policies, rules, and regulations, and otherwise exercise the rights of management, which more particularly include but are not limited to the following:**

- i. To manage and direct employees including the right to select, hire, promote, transfer, assign, evaluate, lay off, discipline, suspend, or discharge;**
- ii. To manage and determine the location, type, and number of physical facilities, equipment, programs, and the work to be performed;**
- iii. To determine goals, objectives, programs, and services and to utilize personnel to effectively meet these purposes;**
- iv. To determine the size and composition of the work force and the organizational structure;**
- v. To determine and modify the hours of work and work schedules required to operate most efficiently;**
- vi. To establish, modify and discontinue policies and procedures;**
- vii. To determine when a job vacancy exists, the duties to be included within all job descriptions, the position classifications of all jobs and the standards of quality and performance to be maintained;**
- viii. To maintain the security of personnel and financial records and other important data or information;**
- ix. To determine overall budgets for departments;**

- x. **To determine and implement necessary actions in emergency situations;**
- xi. **To exercise any and all other functions deemed necessary by management.**

## **Section 2: EMPLOYMENT**

**Responsible Department:  
Human Resources**

### **2.01 Orientation Process:**

- 1. The institution's policy for all new hires is within the first three months of employment, each new employee will participate in an orientation program established to meet four basic objectives;**
  - a. To acquaint new employees with the culture of HTIM;**
  - b. To acquaint new employees with the necessary guidelines**
  - c. To acquaint new employees with specific job requirements; and**
  - d. To acquaint new employees with co-workers and the physical layout of institution property.**

**Time spent in orientation is considered hours worked and will be paid accordingly.**

- 2. The orientation program has two key aspects and it is implemented in the following four steps:**
  - a. Orientation with the employee's direct supervisor**
  - b. A meeting with the Office of Human Resources to complete paperwork and obtain initial information**
  - c. Match new employee with a current employee companion (where applicable)**
  - d. A centralized program by Human Resources to address specific policies and procedures**



## **2.02 The Introductory Period**

**Employees who are newly hired, transferred or rehired are considered to be in an introductory period for the first 90 days in their position. Use of an introductory period in no way alters the at-will employment relationship between Health-Tech Institute of Memphis and each employee, whereby either party may terminate the employment relationship at any time, with or without cause and with or without notice.**

**During the introductory period, the employee learns the job duties and functions, and their supervisor determines whether or not the employee can effectively perform the assigned job duties.**

**Upon completion of the introductory period, the employee may be placed in continuing status. HTIM Executive Management Staff may extend the introductory period for no more than 30 days (this option should be used in rare circumstances). Successful completion of the introductory period will not result in salary increase or promotion.**

## **2.03 Equal Employment Opportunity**

### **Policy**

- 1. Health-Tech Institute of Memphis is committed to providing equal employment opportunity for all employees and applicants in compliance with applicable laws. No personnel decisions concerning any term or condition of employment shall be unlawfully based on race, color, religion, sex, national origin, age, marital status, veteran status, disability and other protected class protected by law.**
- 2. The Office Human Resources provides information regarding anti-discrimination laws and relevant grievance procedures to employee and others, and reviews and resolves complaints involving alleged discrimination.**

**If an employee believes that an incident of discrimination with the categories mentioned above has occurred at HTIM, the employee should contact the Office of Human Resources (The Executive Management Team).**

## **2.04 Immigration Reform and Control Act**

### **Policy:**

**In accordance with the provisions of the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, HTIM has adopted the policy set forth below.**

- 1. HTIM shall not knowingly hire, recruit, or continue employment of any foreign national without substantiating and documenting that alien's eligibility in accordance with provisions established by this policy.**
- 2. The Office of Human Resources shall retain appropriate records establishing that each employee hired is lawfully authorized to work in the United States.**
- 3. As a condition of employment, a Human Resource staff member or designee shall verify both the identity and the employment eligibility of all new employees.**

### **Procedure:**

- 1. All new employees, as a condition of employment, shall be required to complete the Employment Eligibility Verification and shall complete the I-9 and provide documents that prove identity and employment eligibility within three (3) business days after start of employment.**
- 2. Should an employee be rehired or reinstated by HTIM within one (1) year of the dates of separation, the original I-9 and supporting documentation may be used for the purpose of complying with the Act if the I-9 is still accurate and HTIM has retained it.**

## **2.05 Employment of Relatives**

### **Policy:**

**Health-Tech Institute of Memphis is a family owned business who employs currently family members in Executive Management roles within the institution. However, all open positions are evaluated solely on the basis of the candidate's qualifications. Nevertheless, in order to eliminate situations of real or perceived favoritism, HTIM will exercise careful judgment in the hiring and placement of relatives by blood or marriage.**

**In cases where relatives working together create conflict or other disruption to normal operations, HTIM reserves the right to reassign or transfer such employees as it deems necessary. In cases where such disruptions exist and there are no transfer/reassignment opportunities, the employees will be given 30 days to demonstrate that they can work together without disruption. Related employees who cannot work together without disruption are subject to disciplinary action, up to and including termination of employment.**

### **Definition:**

**For purposes of this policy, "immediate family member" is defined as: spouse, parents, children, brothers, sisters, in-laws, or any person related by blood or marriage and/or residing in the employee's household.**

## **2.06 Job Posting and Selection**

### **Policy:**

**Health-Tech Institute of Memphis will advertise and post all open positions on the Job Search Internet Engine "InDeed". Selection will be based on applicant's qualifications, skills, and abilities.**

**Procedure:**

- 1. A Job Description outlining the duties and responsibilities of the open position is posted online;**
- 2. Resumes are requested from applicants seeking employment;**
- 3. The Human Resources Department reviews resumes and selects the candidates for interview;**
- 4. Candidates are interviewed and a decision for hire is made;**
- 5. A verbal offer is made and upon acceptances of the verbal offer and official letter is sent to applicant;**
- 6. Applicants who are not selected are notified by the Office of Human Resources.**

**2.07 Job Descriptions**

**Policy:**

**Each authorized and approved position of Health-Tech Institute of Memphis should have a job description. The recommended practice is for job descriptions to be reviewed and revised annually as part of the performance review process to ensure they are accurate.**

**Procedure:**

**Job Descriptions information will include: title, department; immediate supervisor and position title; a summary statement and/or essential functions; and qualifications required for the job. The Office of Human Resources will review the job description for clarity and content.**

**A copy of the job description will be maintained by the Office of Human Resources.**

## **2.08 Position Classifications**

**Positions are classified as either exempt (salaried) or non-exempt (hourly) according to criteria set forth in the federal Fair Labor Standard Act (FLSA) and applicable state laws.**

### **EMPLOYMENT CLASSIFICATION DEFINITIONS**

- 1. Exempt (salaried) are occupations which are executive, administrative, professional or sales oriented.**

**Salaried employees are paid base salary and/or commission for duties and responsibilities which are assigned to them: they are NOT paid an hourly rate or overtime pay.**

- 2. Non-exempt (hourly) are generally those positions which are not executive, administrative, professional or sales oriented. Non-exempt employees are paid on an hourly basis, including overtime pay.**
- 3. Full-time continuing employees are those employees who work a regular schedule of at least 30 hours each week. Full-time continuing employees are eligible for all benefits.**
- 4. Part-time continuing employees are defined as those employees who work less than 30 hours per week. Part-time employees are eligible for certain benefits on a pro-rated basis.**
- 5. Temporary employees are employees hired into non-continuing positions for a specified period of time and are NOT benefit eligible.**

## **2.09 FAIR LABOR STANDARDS ACT**

**Health-Tech Institute of Memphis will comply with the federal and state laws provisions of the Fair Labor Standards Act (FLSA).**

### **FAIR LABOR STANDARDS ACT REQUIREMENTS:**

**In General: Both public and private employers are subject to the basic provisions of the FLSA. The Act requires employers to:**

- a. Pay a set minimum wage to covered employees;**
- b. Compensate employees, at premium rates, for all hours worked in excess of a fixed number of hours in a workweek or work period;**
- c. Maintain adequate records of employee's pay and work hours; and**
- d. Comply with child labor standards established by the Act.**

## **2.10 HOURS OF WORK**

**Health-Tech Institute of Memphis department hours must be arranged to meet the operational needs of the institution and to effectively deliver customer service. Therefore, work schedules are arranged by department supervisors to accommodate the work that needs to be done.**

**HTIM encourages the evaluation of flexible work arrangements as one approach to supporting staff and their work-life activities effectiveness, to improving morale and to recruiting and retaining a high-quality workforce.**

### **Policy:**

**HTIM shall establish the standard workday, workweek, and starting and quitting times for employees on each shift, in each department, in consideration of current and anticipated workload and other relevant factors.**

**Flexible work schedule options may be adopted to include:**

- **Flex Time**
- **Compressed Work Week**
- **Telecommuting**
- **Part-time Employment**

**Supervisors should attempt to make scheduling changes in a fair and equitable manner. They should also make every effort to develop work schedules that fairly balance the distribution of necessary weekend or holiday work among employees. Ultimately, it is HTIM policy to approve or deny an employee work schedule.**

## **2.11 REPORTING CHANGES IN PERSONAL CONTACT INFORMATION**

**For the protection of both employees and Health-Tech Institute of Memphis, employee personnel records must be confidentially maintained and kept current. Changes affecting such records will be posted in the files promptly.**

**Policy:**

**It is each employee's responsibility to report any change of personal information. An employee's failure to report changes in personal contact information may prevent that employee from obtaining or maintaining valuable employee benefits and/or services. Notification shall be made, by the employee, in writing, to the Office of Human Resources.**

**Definitions:**

**For the purposes of this section, a change in personal contact information shall include the following:**

- a. Name change;**
- b. Address change;**
- c. Phone number change;**

- d. Marital status change;**
- e. Changes which may affect employee benefits (i.e. insurance and pension(s) such as changes in dependents or beneficiaries);**
- f. Number of exemptions (for tax purposes); or**
- g. Citizenship.**

**Procedure:**

**Employees shall report personal contact information changes to the Office of Human Resources within three (3) days of such change.**

**Employees requesting access to their personal record should refer to Policy of Personnel Records 3.01.**

## **2.12 REPORTING TIME WORKED**

**Health-Tech Institute of Memphis uses time records for keeping track of time worked in order to comply with federal and state wage-hour laws, to document employee working hours, to account for the use of paid leave and to permit sound business decisions regarding staffing and organizational structure.**

**Policy:**

**Hourly employees are required to record all hours worked for HTIM. Time clocks, timesheets, and other types of records may be used by the institution to document the hours worked by employee so wages can be determined. Failure to adhere to the reporting procedures adopted by HTIM may result in disciplinary action and loss of pay for the hours of work HTIM cannot verify.**

**Procedure:**

- 1. All hours worked by hourly employees must be reported and reviewed by a supervisor prior to payroll completion. As part of the orientation process, employees will become familiar with the type of time record used for their position.**



- 2. Employee in departments using time clocks are responsible to clock in when they start work and clock out when they stop work. An employee who clocks in or out for another employee shall be subject to discipline.**
- 3. Failing to report time worked, misrepresenting time worked, altering any time record, or allowing any time record to be altered by others may result in discipline up to and including termination or discharge.**
- 4. If an employee fails to clock in or out as required, they should notify their supervisor as soon as possible.**

### **2.13 OVERTIME**

#### **Policy:**

**Health-Tech Institute of Memphis will adhere to the regulations set forth in the Fair Labor Standards Act (FLSA) pertaining to payment of overtime. Accordingly, all non-exempt (hourly) positions are eligible for overtime pay.**

### **2.14 CONFLICT OF INTEREST**

**This policy is to protect Health-Tech Institute of Memphis interest when it is contemplating or actually entering into a transaction by ensuring that such transactions will not be adversely affected by any conflicting interest of a HTIM employee.**

#### **Policy:**

**HTIM employees must:**

- Carry out their responsibilities to the Institution with loyalty and in the best interest of the Institution;**
- Conduct their personal and business matters so as to avoid actual, potential or apparent conflict between self-interest and the Institution's interests; and**
- Disclose to the Institution any actual, potential or apparent conflicting interests.**

## **Definitions:**

### **1. Conflict of Interest**

**A conflict of interest exists when an employee's commitments or obligations to the Institution may be compromised by the employee's other interests or commitments. Although not all conflicting interests are impermissible, those involving self-gain by the employee or the employee's family may serve to compromise the employee's obligation to the Institution. An actual or apparent conflict of interest exists where:**

- An employee's action or activities involve both an advantage to the employee and any effect on the Institution's interests; or**
- An employee association or involvement with a third party prevents the employee from exercising care, skill or prudent judgment on behalf of the Institution in performance of the employee's assigned duties.**

### **2. Employee**

**This policy applies to full and part-time employees of the Institution.**

### **3. Family**

**A conflict of interest also exists where the interest of a family member may serve to compromise the employee's obligation to the Institution. Family includes the employee's immediate family (spouse, child, parent, or sibling) and in-laws (father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law).**

## **2.15 Performance Reviews**

### **Policy:**

**All Health-Tech Institute of Memphis staff members will participate in a review of their performance at the end of the Introductory Period and then annually.**

**Reviews may be extended at the discretion of the Executive Management Team of the Institution.**

**Procedure:**

### **1. Reporting Periods**

**Performance reviews are completed annually. In addition to the review, supervisors and employees are encouraged to meet semi-annually for a coaching session to discuss work performance and revisit established goals making adjustments as necessary.**

### **2. Performance Review Forms**

**Supervisors and employee are to utilize the performance management review forms (See Attachments).**

### **3. Process**

**The employee performance review process is structured to facilitate dialogue between the supervisor and the employee. The recommended practice is for the supervisor and employee to meet to review and discuss the employee's performance, finalize the review form, and set goals for next year.**

## **2.16 EMPLOYEE CONDUCT**

**Health-Tech Institute of Memphis expects high standards of performance and conduct from its employees. Therefore, policies and rules have been established as guidelines for employee conduct. It is the responsibility of supervisors to (a) have knowledge of the organization's policies, rules, and procedures; (b) ensure their employees have an understanding of the conduct, expectations, and rules; and (c) respond to violations of employee conduct in appropriate, consistent and impartial manner in keeping with the guideline outlined in this section.**

**It is impossible to list every single action or situation that will cause disciplinary steps to be taken. Therefore, this policy will reflect the most common**

situations. It is expected the supervisors will use good judgment in evaluating employee conduct and related violations.

**Policy:**

Violation of any HTIM policy or rule can subject an employee to disciplinary action as outlined in Policy 2.16 (Employee Conduct). The following are a few examples of behaviors that may result in disciplinary actions; but this list is not all inclusive:

- 3 Days Absence Without Notice
- Discrimination based upon policy or federal/state laws
- Endangerment of Others
- Poor or Sub-Par Performance including Excessive Absence or Tardiness
- Failure of Good Behavior
- Gross Negligence
- Insubordination
- Weapon Possession (On Campus)

## **2.17 PROGRESSIVE DISCIPLINE POLICY**

Health-Tech Institute of Memphis uses this discipline policy as a guide for the uniform administration of discipline. Except in case of more serious infraction, HTIM believes in a progressive disciplinary procedure that will promote fairness and equality in the workplace and serve to guide and improve an employee's behavior.

**Policy:**

In the event of a violation of Health-Tech Institute of Memphis and/or department rules, regulations, policies or procedures, any one of the following actions may be used at any time according to the seriousness of the offense:

- Verbal Warning
- Written Warning

- **Final Written Warning**
- **Suspension**
- **Discharge**

**The final warning should make it clear that, unless there is significant improvement, discharge will result. When a final warning is given, a copy should be forwarded to the Office of Human Resources. Compliance with any corrective action will not change the at-will nature of the employee's employment.**

**Procedure:**

**The following principles shall apply:**

- a. Each offense shall be dealt with as objectively and as privately as possible.**
- b. Policy infractions shall be dealt with as soon as possible.**
- c. Discipline shall usually be progressive, but depending on the severity of the offense, certain levels in the process may be omitted and immediate discharge could be required.**
- d. Discipline may be administered by the Supervisor or other designee.**

**Management should adhere to the following procedures, when appropriate, with respect to taking disciplinary action:**

- a. Secure the necessary facts related to the misconduct.**
- b. Discuss the alleged misconduct with the employee by seeking the employee's side of the story.**
- c. Analyze the facts that have been obtained, including those presented by the employee.**
- d. If appropriate to the situation, determine corrective action.**
- e. Inform the employee of the disciplinary decision, including documentation of any disciplinary action that is being taken. A Human Resource representative should be present when an employee termination is performed.**

## **2.18 GRIEVANCE AND APPEALS**

**Health-Tech Institute of Memphis recognizes that problem will rise in the workplace that are, at times, difficult for an employee to resolve. If these concerns are not adequately addressed, they may evolve into much greater problems that can become increasingly more difficult to alleviate.**

### **Policy:**

**Normally, questions or complaints should be handled informally by the immediate supervisor. Some complaints may involve a judgment by the employee that the supervisor/Institution has acted outside Health-Tech Institute of Memphis policy or the law. Depending upon the severity of the issue, steps in the grievance procedure may be omitted. Such complaints or grievances are handled under the following procedures outlined as follows.**

### **Procedure:**

**Step 1: An employee who believes he/she has a grievance must first discuss the problems with his/her immediate supervisor within five working days after the grievable incident or the grievant's knowledge of the incident. The supervisor shall provide an answer within five working days of the initial discussion.**

**Step 2: If the grievance is not resolved as a result of Step 1, the employee must put grievance in writing, using the Employee Grievance Form. The supervisor will respond in writing within five working days of the grievance.**

**Step 3: If the grievance is not resolved as result of Step I and 2, the grievant must file a written request for consideration with the Executive Management Team Office of Human Resources within five working days of receiving the supervisor's determination.**

## **2.19 SEPARATION OF EMPLOYMENT**

### **Policy:**

**Employees may voluntarily resign/retire in good standing by submitting a written letter of resignation/retirement to their supervisor at least two weeks in**

**advance of the separation. Such written letter of resignation/retirement shall be signed, dated statement indicating the desire to resign/retire and the effective date of separation.**

**Once the supervisor accepts the letter of resignation/retirement, it may not be revoked without permission from the supervisor.**

**Procedure:**

**The terminating employee provides written letter of resignation/retirement to his/her supervisor.**

**The Office of Human Resources will schedule a voluntary exit interview with the terminating employee on or preceding his/her last day of work, with the exception of those employees who provide less notice or those who are discharge by HTIM.**

## **Section 3: EMPLOYEE RESPONSIBILITIES**

### **3.01 Personnel Records**

**Health-Tech Institute of Memphis maintains personnel information for each employee as is necessary for business purposes. Confidentiality of all personal information will be maintained. Personnel records are the property of Health-Tech Institute of Memphis.**

#### **Policy:**

**The Office of Human Resources will maintain complete and accurate personnel files. These records shall include only that information which is directly related to the employee's job duties, salary or wages, performance, and general employment history.**

#### **Procedure:**

**Personnel Records are confidential and access is limited to protect employee privacy. Access to these records is restricted to authorized personnel only.**

**Disclosure of personal information by the Office of Human Resources will be made only under the following circumstances:**

- 1. Office of Human Resources staff authorized to release only dates of employment over the telephone.**
- 2. Representatives of a employees requesting to obtain or review any personnel records must provide a written release from the employee requesting the record(s).**
- 3. Under valid court order, search warrant, or subpoena.**

### **3.02 Absenteeism, Tardiness and Notification**

**Regular attendance of all employees is important to the planning, efficiency and provision of services required by Health-Tech Institute of Memphis.**

**Absenteeism and tardiness increase the workload of other employees and**



affects the quality of services. Thus, it is vitally important that each employee be at work when scheduled.

**Policy:**

It is the responsibility of employees to contact their supervisor in advance if they are unable to report to work as scheduled.

If an employee is absent without notifying his/her supervisor or The Executive Management Team Office of Human Resources for three (3) consecutive workdays, the employee will be considered to have terminated his or her employment without notice.

### **3.03 Harassment**

Health-Tech Institute of Memphis is committed to providing a work environment that is free of discrimination and harassment of any form. Actions, words, jokes, or comments by any employee, supervisor, vendor, or student that are based on an individual's sex, race, ethnicity, age, religion, disability, any other legally protected or non-protected characteristics will not be tolerated.

HTIM encourages the prompt reporting of acts or words of harassment, whether the actions or words are directed against the person making the report, or against another person. Prompt reporting is crucial because it will allow us to take prompt and appropriate action to deal with the problem.

**Harassment Policy:**

Individuals who believe they have been harassed, individuals charged with harassment, and individuals with knowledge of situations in which harassment may exist should consult the Executive Management Team Office of Human Resources. Persons who believe they are victims of such an action are encouraged to report the incident to the appropriate HTIM authority. All complaints are considered serious and are dealt with through informal intervention or formal intervention resolution procedures. Disciplinary action will be taken in all cases where there is a finding of responsibility through a formal procedure.

**The Harassment Policy applies to all persons enrolled or employed with Health-Tech Institute of Memphis.**

### **3.04 Drug Free Workplace**

**Health-Tech Institute of Memphis complies with the Federal Drug Free Schools and Communities Act Amendments of 1989, which require schools, colleges and universities receiving federal financial assistance to implement and enforce drug and alcohol prevention programs for students and employees.**

**In addition to possible legal sanctions, any unlawful possession, use or distribution of illicit drugs/or alcohol may result in any of the following disciplinary actions on the part of Health-Tech Institute of Memphis.**

- **Warning (verbal or written)**
- **Suspension**
- **Discharge**

### **3.05 Garnishments**

**Garnishments and other legal credits or claims are serious actions by creditors against employees that cost Health-Tech Institute of Memphis time and money to administer. Each employee is encouraged to conduct his or her personal business so that garnishments are unnecessary.**

**Policy:**

**A court-ordered legal claim or legally executed agreement by a creditor against the wages of an employee for non-payment of a debt must be recognized and executed by the Payroll Office.**

**Procedure:**

- 1. Any court-ordered garnishment, tax levy or wage assignment rendered against an employee must be forwarded immediately to the Payroll Office for processing.**
- 2. These orders will be in effect until the order is paid off or the Payroll Office receives a release from the court.**

#### **4.01 Getting Paid**

**Health-Tech Institute of Memphis provides a compensation structure that is objective and equitable. Employees have the right to know their own pay range, within their respective classification. The specifics regarding another employee's pay are confidential and will not be shared with other employees.**

##### **Procedure:**

**Hourly employees are paid on a bi-weekly basis and exempt employees are paid monthly. Each employee is required to fill out a Time Report that must be signed by his or her supervisor and turned in to the Payroll Office on the deadline date indicated on the form.**

#### **4.02 Holidays**

##### **Policy:**

**All continuing employees are eligible for paid holidays.**

#### **4.03 Vacation**

##### **Policy:**

**Health-Tech Institute of Memphis provides 40 hours paid vacation (annual) for all continuing employees. It is the discretion of each supervisor to set forth scheduling guidelines for their respective department.**

#### **4.04 Sick Leave**

##### **Policy:**

**Health-Tech Institute of Memphis provides 40 hours paid sick leave (annual) for all continuing employees.**

#### **4.05 Unpaid Leave**

**Health-Tech Institute of Memphis recognizes that on rare occasions some employees may require an extended leave of absence for a variety of personal or health-related reasons.**

**Policy:**

**Supervisors may approve time off without pay to employee for situations such as the following:**

- a. Additional vacation time**
- b. Religious days**
- c. Weddings**
- d. Extended illness**
- e. Personal business**

**Definitions:**

**Leaves of absences are defined as unpaid absences authorized in advance for a period of two (2) weeks to three (3) months.**

**4.06 Military Leave**

**Health-Tech Institute of Memphis provides Military Leave for employees who are active duty in the Armed Forces in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.**

**4.07 Bereavement Leave**

**Health-Tech Institute of Memphis philosophy is to show compassion and respect for employees and their families when death occurs. Sympathetic support will be provided, including flexible scheduling and providing time off without loss of pay to attend a funeral and/or make necessary arrangement at the death of a family member as defined:**

**Procedure:**

**For purposes of this policy, immediate family is defined as employee's spouse, child, parent, grandparent, grandchild, step-child, step-parent, sibling, and**

current mother/father in-laws, or others living in the same household with the employee.

#### **4.08 Jury Duty**

Health-Tech Institute of Memphis understands jury duty is a privilege of citizenship. When called it is the obligation of each employee as a citizen to serve on jury duty for a civil or criminal case.

#### **4.09 Family and Medical Leave Act (FMLA)**

It is the policy of Health-Tech Institute of Memphis to provide a leave of absence in accordance with the requirements of the Family and Medical Leave Act of 1993. Employees who have worked at HTIM for at least 12 months have been employed for at least 1,250 hours of service during the 12-month period are eligible for FMLA. Employees can request be excused from work for:

- a. The care of a family member who has a serious health condition;
- b. The employee's own serious health conditions;
- c. The birth, adoption, or foster-placement of a child;
- d. When a family member is on or called to active duty when they experience a qualifying emergency; or
- e. To care for a service member that sustained an injury or illness in the line of military duty

#### **4.10 Americans with Disabilities Act (ADA)**

**Policy:**

Health-Tech Institute of Memphis will not unlawfully discriminate against qualified individuals with disabilities as defined by the ADA because of the disability of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

HTIM shall endeavor to maintain in operable working order, all features of facilities and equipment that are for the use, benefit, aid, or service of the

**public, in a manner that is readily accessible and usable to people with disabilities.**

#### **4.11 Workers' Compensation/On the Job Injuries**

**Health-Tech Institute of Memphis staff members are covered by the Worker's Compensation Laws of the State of Tennessee (State Farm Insurance). Worker's Compensation insurance provides the employee with a percentage of their average earning, when they are off work due to a work-related injury or illness.**

**Procedure:**

- 1. Employees should report an injury to their supervisor or the person in charge as soon as possible.**
- 2. Complete and Injury/Illness Report:**

**If seeking medical attention, complete paperwork for Workers' Compensation  
Contact the Office of Human Resources for paper work and claims consultation.**