



# EMPLOYEE HANDBOOK

## 2021-2022

Published July 5, 2021



**Burrell College of Osteopathic Medicine  
Employee Handbook**

Welcome and Overview ..... 5

Our Mission ..... 5

Our Vision ..... 5

About The College ..... 5

Accreditation ..... 7

    Complaints Regarding Accreditation..... 7

Non-Discrimination/Equal Opportunity Employment ..... 8

Hiring Practices ..... 9

    Employment Eligibility Verification..... 9

    Employee Start Dates..... 9

    Nepotism ..... 9

    Background Reviews/Drug Screens ..... 9

    Training and Development.....10

Employee Classification.....10

    Faculty/Staff Work Classifications .....10

    Exempt Employees .....10

    Non-Exempt Employees .....11

New Employee Probationary Status .....11

    Non-Contract Employees .....11

    Contract Employees .....11

    Temporary Employees.....11

Employee Accommodations.....11

Employment, Compensation, and Benefits .....12

    At-Will Employment .....12

    Personnel Files.....12

    Compensation .....12

        Payroll.....12

        Pay Periods.....12

        Payroll Deductions .....12

        Time Sheets.....12

    Employee Benefits.....13

        Health/Dental Insurance.....13

        Voluntary Benefits: Vision/Life/Disability/Critical Illness Insurance .....14

        Retirement Plan .....14

**Burrell College of Osteopathic Medicine  
Employee Handbook**

Employee Assistance Program.....	14
Workers’ Compensation.....	14
Unemployment Insurance.....	15
Outside Employment .....	15
Attendance and Leave.....	16
Work Hours.....	16
Holidays.....	16
Meal Breaks .....	16
Attendance Policies.....	17
Absenteeism .....	17
Tardiness.....	17
Timely and Regular Attendance .....	17
Leave Policies .....	17
Administrative Leave.....	17
Annual Leave.....	17
Bereavement .....	18
Family and Medical Leave Act Leave .....	18
Jury Duty .....	19
Leave Without Pay .....	19
Military Leave.....	20
Sick Leave.....	20
Voting TimeOff.....	20
Leave Requests.....	20
Work Performance.....	21
Open Door Policy and Grievance Policy.....	21
Professional Conduct .....	21
Conflict of Interest.....	21
Performance Reviews.....	21
Insubordination .....	22
Disciplinary Policy.....	22
GroundsforDisciplinaryAction .....	22
Procedures .....	22
Campus Access, Safety, and Property.....	24
Campus Access and Safety.....	24
Weather-Related Closures .....	24

**Burrell College of Osteopathic Medicine  
Employee Handbook**

Safety .....24

Company Property and Privacy .....24

Workplace Commitments .....26

    Copyright .....26

    DressCode .....26

    Work Environment .....26

    Virtual Environment .....26

    Drug-Free / Alcohol Free/Tobacco Free Environment .....26

    Consensual Relationships .....27

    Nursing .....27

Termination of Employment .....28

    Final Paycheck .....28

    Exit Interview .....28

    Benefits Upon Termination.....28

        Health/Dental/Vision.....28

        Retirement .....29

        Other Benefits.....29

Acknowledgement of Receipt – Employee Copy .....30

Acknowledgement of Receipt – College Copy .....31

# Burrell College of Osteopathic Medicine

## Employee Handbook

### Welcome and Overview

Welcome to the Burrell College of Osteopathic Medicine, a private and freestanding college located on the New Mexico State University campus. The College provides a four-year, evidence-based osteopathic medical education program that enables students to acquire the knowledge and competencies required to enter graduate medical education and the practice of osteopathic medicine. As an employee, the College respects your skills, dedication, and passion for the students and our community. We hope you take pride in being a member of our team.

This handbook has been prepared to inform new employees of the procedures of the College, to establish expectations and to provide a point of reference for ongoing employees. It is not all-inclusive or intended to provide strict interpretations of our policies; rather, it offers an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time, and is not intended to induce an employee to accept employment with the company. The company reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, at its sole discretion. If any discrepancy between this handbook and current company policy arises, conform to current company policy. The College's updated policies and standard operating procedures are announced in the monthly Bear Beat. Feel free to ask questions about any of the information within this handbook. This handbook supersedes and replaces any and all personnel manuals previously distributed, made available or applicable to employees.

Every employee is responsible for reading the Handbook and being familiar with its contents. Failure to do so does not excuse an employee from complying with its provisions. The following information is provided as a reference only. All employees should always refer to the appropriate policy or policies for full information. For questions, or more information, contact the Office of Human Resources.

### **Our Mission**

*Para la gente y el futuro:* For the people and the future, the Burrell College of Osteopathic Medicine at New Mexico State University (the College) is dedicated to improving the health of the Southwestern United States and its border with Northern Mexico through culturally respectful undergraduate, graduate and continuing osteopathic medical education, research and its support of clinical service to the community.

The College is focused on increasing diversity in the physician workforce and fostering a practice of life-long learning, compassion, respect and excellence in its students.

### **Our Vision**

The Burrell College of Osteopathic Medicine will be regionally and nationally recognized for significantly impacting the physician workforce needs of the Southwest and access to quality medical services. The College will be a leader in increasing workforce diversity, particularly among Native American and Hispanic populations.

### **About The College**

The Burrell College of Osteopathic Medicine is an 80,000 square foot, three-story structure. Within this building, there is a rich environment for teaching and learning with state-of-the-art lecture halls, seminar/breakout rooms, high-fidelity manikin simulation suites, an Osteopathic Manipulative Medicine

## **Burrell College of Osteopathic Medicine Employee Handbook**

(OMM) lab with thirty-five tables, a gross dissection lab, and a standardized patient clinic environment with an office, waiting room, and ten examination rooms.

In addition to the technology-rich classroom spaces and labs, the building provides an inviting space for study groups, both large and small. While students have access to most of the already mentioned lecture halls/labs, there are many other study spaces throughout the building: a library with quiet study rooms, a coffee shop, two break/meal lounges, and an outdoor, covered patio.

Faculty and staff offices are also all located in the main building, as well as the institutional offices such as Enrollment Services (Admissions, Registrar, and Financial Aid), Finance, Human Resources, Student Affairs, Information Technology and Facilities, Pre-Clinical Education, Clinical Education, Research and Sponsored Programs, Faculty Affairs and Executive Administration.

The College occupies 4,500 square feet of laboratory and support space at 9035 Advancement Avenue, Las Cruces, NM. Located approximately 15 minutes from the main campus, the College's BioScience Research Laboratory (BSRL), a fully equipped BSL-2 facility, functions to support faculty driven research activities with supervised research opportunities for students. Major capabilities include bacterial and eukaryotic cell culture, DNA amplification and analysis, spectrophotometry, protein separation and analysis, flow cytometry, imaging based particle size analysis, gas chromatography/mass spectrometry, and light microscopy. Windows and Mac/OS based workstations are equipped for data and image analysis. Access to the laboratory facility is restricted to authorized faculty and student researchers. The laboratory is operated under the direction of the Office of Research and Sponsored Programs. A full-time Scientific Research Associate provides day-to-day operational support for the BSRL.

The College's Library provides access to core medical/osteopathic collection materials including electronic databases and journals, print and electronic books, and some media titles. The Library has over 10,000 electronic titles (e-books, e-journals), libguides developed in-house to streamline access to information and content, and approximately 600 print titles. Collection highlights are the high-quality medical/health-related databases accessible to authorized users that include: AccessMedicine, ClinicalKey, Cochrane Central Register of Controlled Trials, DynaMed, LWW Health Library – Osteopathic Collection, Medline Complete, Thieme eBook Library (TeBL), USMLE First Aid, and VisualDx. The Library's systems seamlessly link out to scientific content supported by the College and other open access initiatives such as Google Scholar, PubMed Central, and BioMed Central. The reserve collection includes multiple copies of student textbooks in print format and a wide variety of anatomical models, all of which are available for loan. Other items available for check-out include noise-reducing headphones, mobile whiteboards, desk cycles and striders, and cell phone chargers. Materials requested by students, staff, and faculty that are not accessible within the Library's collections, or not freely available through open access initiatives, are rapidly obtained by the librarians through a commercial document delivery provider at no cost to the requestor.

Students, faculty, and other affiliates also have access to the New Mexico State University Library and its vast research collection of over 1.8 million volumes, as well as on-site use of their electronic journals and databases.

## Burrell College of Osteopathic Medicine Employee Handbook

### Accreditation

The Burrell College of Osteopathic Medicine is accredited by the Commission on Osteopathic College Accreditation (COCA), operating under authority granted to it by the US Department of Education, to offer an academic program leading to the Doctor of Osteopathic Medicine (D.O.) degree. The degree is conferred by the Board of Trustees of the College on those candidates successfully completing the course of study and recommended by the College's faculty.

In order to maintain its current accreditation status, the College must comply with the *COM Continuing Accreditation Standards* published by the COCA. These standards may be found at:

<https://osteopathic.org/accreditation/standards/>

### **Complaints Regarding Accreditation**

The College encourages all students and others who may have complaints regarding its compliance with accreditation standards to bring their concerns to the attention of the College's Compliance Office. For a description of the accreditation complaints policy and procedures for reporting please refer to:

<http://burrell.edu/policy-b2030/>

Any complaint regarding accreditation may be filed anonymously without fear of retaliation through the College's online reporting system. If the complaint cannot be satisfactorily resolved or if the complainant prefers, complaints may be directed to the COCA. The procedure for such filings may be found at:

<https://osteopathic.org/wp-content/uploads/2018/02/complaint-review-procedures.pdf>

***All inquiries and complaints received by the College regarding accreditation shall be considered confidential. Any individual or entity making such inquiry or filing a complaint in good faith shall not be subject to retaliation irrespective of final adjudication of the matter. All records of such inquiries or complaints shall be held by the College and subject to review by the Commission on Osteopathic College Accreditation (COCA) or other regulatory agencies as may be required by law.***

## Burrell College of Osteopathic Medicine Employee Handbook

### Non-Discrimination/Equal Opportunity Employment

The College does not discriminate in the conduct of its academic programs on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, national origin, age, disability, genetic information, religion, marital or veteran status in its educational programs, activities, admission, or employment policies and practices. The College further extends its non-discrimination policies to such other protected classes as may be identified and defined by statute.

Anyone observing discriminatory actions by students, faculty or staff of the College or anyone who believes they have been the object of such discrimination or any discriminatory practices by the College or its affiliates should notify the Office of Compliance. Any allegation of discriminatory practice will be investigated. The reporting individual may remain anonymous and file such reports without fear of retaliation.

Policies of the College with regard to non-discrimination including a discussion of procedures attendant to these policies may be found at:

<http://burrell.edu/policy-b1040/>

*Title IX* of the Education Amendments of 1972, [34 CFR Part §106.31](#), addresses the specific instance of discrimination based upon sex. The College's Title IX Coordinator is Nina Nunez, [nnunez@burrell.edu](mailto:nnunez@burrell.edu). For a discussion of the College's policies and procedures with regard to *Title IX* please see the *Title IX* procedures on our website for further details.

<https://burrell.edu/students/title-ix/>

It is the responsibility of the Office of Compliance and Office of Human Resources to monitor compliance with the provisions of this policy including any Federal and State laws, executive orders and regulations regarding equal opportunity. Students, faculty and/or staff should promptly report suspected violations of this policy to the Office of Compliance without fear of retaliation. The College will respect the privacy and confidentiality of individuals involved in an investigation to the fullest extent possible.



# Burrell College of Osteopathic Medicine

## Employee Handbook

### Hiring Practices

The recruitment, selection, and hiring of employees is accomplished by the employing department with approval of the Dean and executive management (where applicable), as stated in the HR Standard Operating Procedures.

### **Employment Eligibility Verification**

U.S. employers are required by law to verify the employment authorization of all employees they hire on or after November 6, 1986, for employment in the United States, regardless of the employees' immigration status. Form I-9, Employment Eligibility Verification, must be completed for each newly hired employee, including U.S. citizens, permanent residents, and temporary foreign workers, to demonstrate the employer's compliance with the law and the employee's work authorization. Through the Form I-9 verification process, the College ensures that employees possess proper authorization to work in the United States and that hiring practices do not unlawfully discriminate based on immigration status.

### **Employee Start Dates**

All new hire employees will coordinate their employment start date with Office of Human Resources. Employee health/dental benefits will begin the first of the month following 30 days of employment and employees become eligible to participate in retirement benefits after working one hour within thirty days.

### **Nepotism**

College employees may not appoint to any position or enter into a personal service contract with a member of their immediate family or another College employee who resides in the same household. In addition, employees may not be the immediate supervisor for or be in the chain of command (i.e., make work-related decisions for immediate family members in regards to hiring, promotion, reassignment, performance evaluation, or discipline). Immediate family includes spouse, sponsored adult dependent\*, son or daughter (including stepchildren), child(ren) of sponsored adult dependent, parent (including stepparent), brother or sister (including stepbrother or stepsister), aunt, uncle, niece, nephew, grandparent, grandchild, great-grandparent/grandchild, first cousin, great- great-grandparent/grandchild, grandniece/nephew and corresponding in-laws. Exceptions to this policy must be requested in writing to the Director of Human Resources. Exceptions may only be granted if a position can be structured to ensure no prohibited working relationship exists among family members. Exceptions must be approved by the Chief Academic Officer and President. Problems related to an approved exception should be referred to the Office of Human Resources.

**\*Sponsored Adult Dependent**—a sponsored adult dependent is not a relative, is at least 19 years of age, shares a primary residence and has lived with you not as a renter, boarder, tenant or employee for at least twelve months.

### **Background Reviews/Drug Screens**

All regular employees who are hired, rehired, transferred, promoted, reclassified, or appointed to temporary positions will be subject to background review. The background review will be conducted at the initial time of hire, and may be periodically updated. A signed Background Check Release Form is required as part of the application process, and must be present before any background review may be conducted. The background review may include, but not be limited to:

- Credential verification (academic degrees, certification, professional licenses, etc.)
- Criminal history and identity (federal, state and local)
- Employment references

## Burrell College of Osteopathic Medicine Employee Handbook

- Consumer credit reports
- Drug testing
- Social Security Number traces
- Motor vehicle driving history

Any adverse information on an applicant or employee shall not automatically disqualify a candidate for the position being sought or held conditionally, pending results of the review.

Material misrepresentations or omissions on an application document may be grounds for rejection of the application, termination of employment, or refusal of subsequent employment consideration with the College. All information obtained through the background review is highly confidential and will be released only under conditions consistent with applicable law.

### Training and Development

The College requires employees to complete new hire and annual compliance training covering topics such as, but not limited to discrimination, sexual harassment, FERPA, Title IX, Campus SAVE Act, hazardous communications, and the Clery Act. This is just a sample of possible trainings; the College reserves the right to make changes to the required trainings at any time or require additional trainings.

The College will provide faculty and staff training and development opportunities within the availability of funds. Such training and development shall be aimed at the needs of the individual employee in relationship to the mission, vision and goals of the College and be approved by the employee's supervisor. Employees will be trained in the proper performance of their assigned tasks and will be given opportunities for personal development.

### Employee Classification

This company assigns positions, determines wages and compensates employees for overtime in accordance with state and local laws and the Fair Labor Standards Act.

#### Faculty/Staff Work Classifications

**Regular (Full Time)** Benefit Eligible. — Employed on a regularly scheduled 40-hour basis for a non-specified period.

**Regular (Part Time)** Benefit Eligible. — Employed on a regularly scheduled basis which is less than 30 hours per workweek but equals or exceeds 20 hours per week for a non-specified period.

**Regular (Part Time)** Limited Benefit Eligibility. — Employed on a regularly scheduled basis which is less than 20 hours per workweek.

**Term (Part or Full Time)** May be Benefit Eligible—Employed on a regularly scheduled basis not to exceed 40 hours per week for a specified period.

**Temporary** Not Benefit Eligible—Employed on a regularly or non-regularly scheduled basis of less than 20 hours per week for a period not to exceed 1 year. (Please see <https://burrell.edu/policy-b7500/>)

#### Exempt Employees

Exempt employees are those that are excluded from the overtime pay requirements of the Fair Labor Standards Act. Exempt employees are paid a salary and are expected to work beyond their normal work hours whenever necessary to accomplish the work of the College. Exempt employees are not

## Burrell College of Osteopathic Medicine Employee Handbook

eligible to receive overtime compensation. Employees should consult with an administrator if they have questions regarding their classification as an exempt employee.

### Non-Exempt Employees

Non-exempt employees are those eligible for overtime pay at the rate of 1.5 times the regular hourly rate of pay for all hours worked over 40 per work week. All overtime must be approved in advance. Employees should consult with an administrator if they have questions regarding their classification as a non-exempt employee. For more information on employment classification, see [www.dol.gov](http://www.dol.gov).

### New Employee Probationary Status

#### Non-Contract Employees

New non-contracted employees, hired for regular status full or part-time positions, have a ninety-day probationary period. During this time, the College can terminate the employee without internal appeal rights. At the end of 90 days of continuous regular status employment, probationary status ends and non-contracted employees are then entitled to internal appeal rights. Probationary status may be continued with the approval of the CEO and Director of Human Resources.

#### Contract Employees

Contracted staff and faculty may be hired under the terms of an employment contract. The terms and conditions of employment, including probationary status if applicable, are stated in the contracts.

#### Temporary Employees

Temporary employees are hired as needed and, therefore, not considered regular status employees. Temporary employees will receive an evaluation following their first ninety days of employment, unless an extension is requested by the immediate supervisor. Rights for appeal are not available to temporary employees under College policies.

### Employee Accommodations

The College complies with all regulatory statutes and accreditation standards for the purpose of accommodating students with chronic or short-term disabilities. Facilities have been designed to meet code requirements for accessibility. The plan for providing accommodations to employees is governed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Requests for accommodations must be made, in writing, to the Office of Human Resources. The College will make reasonable accommodations to enable persons with a disability to perform the essential functions of his or her job. Please see the Americans with Disabilities Act Policy for more information:

<https://burrell.edu/policy-b7540/>

# Burrell College of Osteopathic Medicine

## Employee Handbook

### Employment, Compensation, and Benefits

#### **At-Will Employment**

Employment at the College is at-will. An at-will employment relationship can be terminated at any time, with or without reason or notice by either the employer or the employee. This at-will employment relationship exists regardless of any statements by office personnel to the contrary. Only the Human Resource Director is authorized to modify the at-will nature of the employment relationship; the modification must be in writing and approved in writing by both the Dean and CEO.

#### **Personnel Files**

The College maintains a personnel file on each employee in the Office of Human Resources. These files are kept confidential to the extent possible. Employees may review their personnel file upon request. It is important that personnel files accurately reflect each employee's personal information. Employees are expected to inform the Office of Human Resources of any change in name, address, phone number, marital status, number of dependents or emergency contact information.

#### **Compensation**

##### Payroll

Payroll is initiated via Greenshades. Greenshades is the automated employee portal to the timekeeping system to include timesheets, leave request, direct deposit statement, reporting, etc.

##### Pay Periods

The College reserves the right to establish pay periods. All employees will be paid employee compensation through direct deposit program. If the pay date lands on a holiday, payroll will be distributed on the closest business day before the holiday. The pay will reflect work performed for the established pay period. Paychecks include salary or wages earned less any mandatory or elected deductions.

##### Payroll Deductions

The College is authorized to make deductions from employees' compensation to include mandatory federal or state withholding tax, Social Security, Medicare, other withholdings (to include court mandated tax liens and garnishments) and those deductions authorized by the employee (401(k) contributions, health insurance premiums, etc.). Tax liens and garnishments must be honored in accordance with the state and federal garnishment laws. A garnishment or lien is the result of legal procedure whereby part of an employee's salary is required to be withheld for the payment of a debt. Federal and state law prohibits the discharge of any employee because his/her earning have been subjected to garnishment for any one indebtedness.

Employees must notify the Office of Human Resources if their pay appears to be inaccurate. Advances on pay earned, are not permitted. Information regarding final payroll disbursement can be found under the termination section of this handbook.

##### Time Sheets

Non-exempt employees are required to submit a timesheet, via Greenshades on a bi-weekly schedule. All hours worked must be reported accurately on the submitted timesheet; the College does not offer comp time for non-exempt employees. Accurate timekeeping/reporting is the responsibility of the

## **Burrell College of Osteopathic Medicine Employee Handbook**

employee submitting the timesheet. All timesheets should be electronically submitted by the employee and electronically approved by their immediate supervisor, no later than the Monday prior to the Friday pay date. On occasion, employee will be asked to submit their timesheet on their last day worked, if early payroll processing is required due to a holiday. Employees should contact their supervisor or the Office of Human Resources for further information.

### **Employee Benefits**

This handbook contains descriptions of some of our current employee benefits. Many of the College's benefit plans are described in more formal plan documents available from the Office of Human Resources. In the event of any inconsistencies between this handbook or any other oral or written description of benefits and a formal plan document, the formal plan document will govern. The College reserves the right to add or remove optional benefit programs at any time.

#### Health/Dental Insurance

Group medical/dental insurance is offered to all eligible employees. Regular full-time and part-time (working more than 20 hours/week) employees are eligible to participate in the group policy. Optional dependent coverage is available. Part-time employees (less than 20 hours/week), temporary employees, graduate assistants, and other student employees are not eligible to participate in the group policy.

Coverage is not automatic. Coverage is optional and available from the date of eligible employment. Within the first thirty (30) calendar days of employment, each eligible employee must either enroll in or waive coverage under the policy by completing an enrollment form. Details of coverage and provisions of the medical plan are available in the plan Benefit Summary. Coverage is effective the first of the month following thirty (30) days of employment.

Health/dental benefits are paid in part by the College. The remainder of the cost is the employee's responsibility. Employees can receive details about benefits provided, contribution rates and eligibility from the Office of Human Resources.

Employees may continue insurances during the leave-without-pay period by paying 100 percent of the total premiums (both employee and employer shares). Any employee called to active duty who discontinues insurance coverages during the leave-without-pay period may be placed immediately back on the plans upon return to employment without providing evidence of insurability.

Injuries/illnesses sustained during the active duty period will not be covered by the group health plan. These conditions would be covered by the Veterans Administration.

Coverage Changes: Except for certain "qualifying events", like a change in marital status, birth of a child, change in spouse's employment, current employees may make changes in their coverage only during the open enrollment period for benefits, which is once a year, typically around November.

Notice: The provided insurance plans and costs are periodically reviewed by the College and are subject to change depending upon change in policy offer or providers. The College reserves the right to make changes based upon approval from its executive leadership.

## Burrell College of Osteopathic Medicine Employee Handbook

### Voluntary Benefits: Vision/Life/Disability/Critical Illness Insurance

Voluntary benefits are offered to all benefit eligible employees, these benefits include vision, life disability, and critical illness insurance. Voluntary benefit premiums are paid by the employee; the College does not contribute towards the premium. If elected, voluntary benefits go into effect the first of the month, following thirty (30) days of employment.

### Retirement Plan

The College participates in a 401(k) plan so that employees may save a portion of their earnings for retirement. Regular employees, must have completed one hour of service within 30 days to be eligible to participate. Employees may elect to make regular contributions to the 401(k) plan up to the maximum amount allowed by federal law, which may begin as early as their first payroll.

Contact the Office of Human Resources for detailed information regarding eligibility, employee contributions, vesting period or employer contributions. More information can also be found in the plan summary description, which is available from the Office of Human Resources. If there are any inconsistencies between this handbook and any of the Summary Plan Descriptions, the Summary Plan Descriptions shall govern. The company reserves the right to modify or terminate any or all of its retirement benefits or to change benefit providers at any time with or without notice.

Employee contributions, Safe Harbor Contributions and Rollover Contributions are always 100% vested. Employer (Profit Sharing) Contribution will vest according to an employee's Years of Service:

- 1 year of Service=25% Vested
- 2 years of Service=50% Vested
- 3 years of Service=75% Vested
- 4 years of Service=100% Vested

### Employee Assistance Program

The Employee Assistance Program (EAP), offered through New Directions, is a resource designed to provide highly confidential and experienced help for employees and those living with them, in dealing with issues that affect their lives and those around them. The College wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a free, confidential counseling and referral service that can help employees successfully deal with life's challenges.

The College encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the College, nor does the College receive any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Office of Human Resources. Employees can access the EAP program by calling 1-800-624-5544 or visiting <https://eap.ndbh.com/>, **Username:** Burrell.

### Workers' Compensation

As required by law, workers' compensation benefits are provided for the protection of employees with work-related injuries or illnesses. Workers' compensation insurance provides coverage to employees who receive job related injuries or illnesses. If an employee is injured or becomes ill as a

## Burrell College of Osteopathic Medicine Employee Handbook

result of his/her job, it is the employee's responsibility to immediately notify a supervisor of their injury in order to receive benefits. Report every illness or injury to a supervisor, regardless of how minor it appears. The company will advise the employee of the procedure for submitting a workers' compensation claim. If necessary, injured employees will be referred to a medical care facility. Employees should retain all paperwork provided to them by the medical facility. Failure to report a work-related illness or injury promptly could result in denial of benefits. An employee's report should contain as many details as possible, including the date, time, description of the illness or injury, and the names of any witnesses. The College requires that all incidents be reported using the incident reporting form: <https://burrell.edu/incident-report/>.

A separate insurance company administers the worker's compensation insurance. Representatives of this company may contact injured employees regarding their benefits under the plan. The *First Report of Injury* form can be located on the bulletin boards in the employee breakroom and the bulletin boards located outside of each main restroom. Additional information regarding workers' compensation is available from the Office of Human Resources.

### Unemployment Insurance

If an employee is laid off for reasons beyond their control, the employee will be eligible to apply for unemployment compensation through New Mexico Department of Workforce Solutions.

### Outside Employment

If a full-time employee accepts additional employment outside of the College, that employment must not interfere with their job duties or performance of those duties. Employees who accept outside employment must inform their supervisor of such work to avoid conflict of interest.

# Burrell College of Osteopathic Medicine Employee Handbook

## Attendance and Leave

### **Work Hours**

Individual work schedules will generally conform to the public hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. However, with the approval of the Dean, departments may establish alternate work schedules if it is determined they better meet the needs of the college and/or better serve the needs of an individual employee without adversely affecting the college. Alternate work schedules are to be of a semi-permanent nature. All requests and subsequent approval or denial of alternate work schedules are to be in written form. It is understood that not all jobs are open/available for alternate work schedule consideration.

### **Holidays**

All regular employees are eligible for holiday pay (full-time receive 8 hours per day and part-time receive 4 hours per day). Certain situations and/or employee status may disqualify an employee from receiving holiday pay. For the purpose of this section, employees hired on a term employment agreement that are at least .50 FTE or greater and/or salaried, are considered regular and will be eligible for the holiday pay accordingly. The College currently observes the following holidays:

Martin Luther King, Jr. Day	Labor Day
Spring Holiday	Thanksgiving Day
Memorial Day	Friday Following Thanksgiving Day
Independence Day	Christmas Eve Day through New Year's Day

The college reserves the right to change the above paid holidays and/or designate certain holidays as a floating holiday. If approval is made for a floating holiday, the floating holiday must be taken within 30 days from the actual holiday. When the holiday falls on a Saturday, the preceding Friday is observed; when a holiday falls on a Sunday, the following Monday is observed. If the beginning of the Winter Break (Christmas Eve Day) falls on a weekend, the preceding Friday is observed and if the end of the Winter Break (New Year's Day) falls on a weekend, the following Monday is observed.

Any eligible non-exempt employee shall forfeit payment for any holiday if the employee has an unexcused absence on the last regular work day preceding such holiday or on the first regular work day following such holiday. Employees on leave without pay are not entitled to holiday pay. An employee returning from leave without pay must be on the job at least one day for each day of the holiday period immediately before and after the holiday. An employee's first day of work may not begin on a holiday.

### **Meal Breaks**

Employees working at least six consecutive hours will be afforded, at a minimum, a 30-minute meal break. Employees who work a minimum of eight hours are allotted a 60-minute meal break. Meal breaks are taken off of the clock and are not included in total required hours of work per day, except when the supervisor has designated the lunch period of the work schedule to participate in work related duties. Hourly employees are expected to take a meal break when their total hours for the day will reach or exceed the hours listed above. Meal breaks are coordinated within the employee's department to fulfill the needs of the department.



# Burrell College of Osteopathic Medicine

## Employee Handbook

### Attendance Policies

#### Absenteeism

The College does not tolerate absenteeism without excuse. Employees who will be late to or absent from work should notify a supervisor in advance, or as soon as practicable in the event of an emergency. Chronic absenteeism may result in disciplinary action. Unreported absences for a period of three (3) consecutive workdays will be considered a voluntary resignation. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. Unauthorized departures may result in disciplinary action. If a pattern of absenteeism is present, the employee's supervisor may request further documentation to support the employee's absences.

#### Tardiness

Employees are expected to arrive on time and ready for work. The College recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

#### Timely and Regular Attendance

Planned absences should be arranged with the employee's supervisor in advance. Unexpected absences should be reported to the employee's supervisor as promptly as possible, as determined by the supervisor. Repeated absences that are not reported promptly or are unexcused may result in disciplinary action.

### Leave Policies

#### Administrative Leave

The term "Administrative Leave" describes the situation when an employee is temporarily relieved of his or her normal responsibilities, continues to receive regular pay and benefits, and is normally required to remain at home during regular work hours. Administrative leave is not a category of leave, like sick leave or annual leave, but describes a person's work status. Administrative leave is used rarely and only when it is necessary to temporarily address a particular situation. An employee is only placed on administrative leave when the company determines that the employee cannot be allowed to remain in the workplace.

The most common reasons (but not exclusive) for placing an employee on administrative leave are:

- As a prudent business practice to secure particularly sensitive information or resources when warranted by the circumstances.
- To facilitate the investigation of allegations of misconduct, which if true, could place persons or University resources in jeopardy.
- To remove an individual from the workplace who is behaving disruptively pending assessment of the situation.

#### Annual Leave

All benefit eligible, full-time and part-time employees are eligible for vacation leave benefits, unless otherwise noted in a contract. Part-time employees working less than .50 FTE, temporary employees, graduate assistants, and other student employees are not eligible to accrue leave. Vacation is accrued according to the schedule in the policy. Vacation can be used only after it is earned. Vacation leave will not be earned during an unpaid leave of absence.

## Burrell College of Osteopathic Medicine Employee Handbook

Requests for leave will be considered by a supervisor with primary consideration given to the requirements of the job. The College is flexible in approving time off when doing so would not interfere with company operations. Please see the Annual Leave Policy:

<https://burrell.edu/policy-b7511/>

### Bereavement

Bereavement leave is offered to employees for absences related to the death of a family member or employee. Bereavement leave does not count against an employees accrued annual or sick leave. Paid bereavement leave will be granted according to the schedule in the policy. Please see the Bereavement Leave Policy:

<https://burrell.edu/policy-b7512/>

### Family and Medical Leave Act Leave

The College offers leave consistent with the requirements of the federal Family and Medical Leave Act (FMLA). In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required bylaw. Please see the Family Medical Leave Act Policy at:

<https://burrell.edu/policy-b7513/>

**General Provisions:** Under this policy, the College will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12- month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

If the need for leave is foreseeable, employees should notify a supervisor 30 days prior to taking FMLA leave. If the need for FMLA leave arises unexpectedly, employees should notify a supervisor as soon as practicable, giving as much notice to the company as possible.

Employees may be required to provide: medical certifications supporting the need for leave if the leave is due to a serious health condition of the employee or employee's family member; periodic recertification of the serious health condition; and periodic reports during the leave regarding the employee's status and intent to return to work.

Employees must return to work immediately after the serious health condition ceases, and employees who have taken leave because of their own serious health condition must submit a fitness-for-duty certification before being allowed to return to work.

Under certain circumstances, FMLA leave may be taken on an intermittent or reduced schedule. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the approval of the company. When leave is taken intermittently, the company may transfer the employee temporarily to another position with equivalent pay and benefits, which is better suited to periods of absence.

## Burrell College of Osteopathic Medicine Employee Handbook

The College will continue to contribute the employer portion of the medical and dental insurance premiums during the family leave. The employee must pay the employee's portion of health and dental premiums on a timely basis in order to continue coverage and both the employee and employer's share of other coverages as described in "Leave Without Pay", if applicable.

Use of FMLA Leave: Employees approved to take leave for FMLA purposes must use accrued sick leave for conditions involving themselves and qualified dependents (up to six weeks for parents or adult children with serious health condition who do not meet the definition of dependent in the sick leave policy). Annual leave for purposes of FMLA may only be taken when available sick leave is exhausted and will be subject to approval or disapproval by the employee's supervisor. If annual leave is denied, leave without pay may be used for FMLA purposes. FMLA leave periods will run concurrently with any accrued paid leave taken.

### Jury Duty

The College understands the importance of employees fulfilling their civic responsibility as jurors. Jury duty is that service and time spent away from the College as a result of a subpoena or notice issued by the court and counts as time worked. Supervisors are authorized to grant jury duty leave upon the presentation of the subpoena or notice issued by the court.

Employees are not required to report for work after serving 8 hours of jury duty during the day. Employees, who have successfully completed their orientation period, will receive compensation at their current rate of pay for time spent in jury duty, not to exceed their regular pay. Employees will not be compensated for jury duty service during regularly scheduled non-workdays. Temporary employees will not receive compensation. However, they may be reimbursed through or by the appropriate court. If service is less than 8 hours in a day, employees will return to work for the remainder of their 8-hour shift (or may request annual leave). Regular employees may not receive any form of compensation from state courts other than mileage. It is the responsibility of the employee to keep the supervisor informed of the anticipated time to be spent away from the job.

Employees must use annual leave or leave without pay for jury duty/witness service in a jurisdiction other than that of their primary work locale, with the exception of employees residing in El Paso and working in Las Cruces.

### Leave Without Pay

Unpaid leave is discretionary. Regular full-time employees may request Leave without Pay (LWOP) after the exhaustion of all accrued leave balances. LWOP may be granted for a period up to 90 calendar days. Requests for LWOP will be approved or disapproved by the Dean.

An employee granted LWOP must make arrangements through the Office of Human Resources to pay the full cost (employer and employee) of insurance premiums and make timely payments to the College. Employees who do not make timely premium payments by the last day of the month are subject to having their coverage cancelled.

Employees on LWOP do not accrue annual or sick leave. All days, including legal holidays, in the interim period between the date LWOP commences and the date the employee actually returns to work are taken without pay.

## **Burrell College of Osteopathic Medicine Employee Handbook**

### **Military Leave**

Employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. The College provides paid training leave for its employees who are members of organized units of the Army or Air National Guard or Army, Air Force, Navy or Marine Reserves, in an amount not to exceed 15 days annually when they are ordered to active duty training with such organized units. Such leave shall be in addition to other leave or vacation time with pay to which such employees are otherwise entitled. Military leave may only be used for training purposes and is not available to employees who are mobilized or volunteer for active duty.

Employees that are mobilized or volunteer for active duty status will be placed on leave without pay until the date of discharge or release from active duty status, at which time the employee will return to regular employment.

### **Sick Leave**

All benefit eligible, full-time and part-time employees are eligible for sick leave benefits. Part-time employees working less than .50 FTE, employees, temporary employees, graduate assistants, and other student employees are not eligible to accrue leave. Sick leave is accrued according to the schedule in the policy. Sick leave can be used only after it is earned. Sick leave will not be earned during an unpaid leave of absence. Please see the Sick Leave Policy:

<https://burrell.edu/policy-b7510/>

### **Voting TimeOff**

Employees are encouraged to participate in elections. On Election Day, any registered voter may be absent from employment for 2 hours paid, for the purpose of voting between the time of opening and the time of closing the polls. The appropriate supervisor may specify the hours during this period in which the voter may be absent. This does not apply to employees whose work day begins more than 2 hours subsequent to the time of opening the polls or ends more than 3 hours prior to the time of closing the polls. This policy applies to city, county, state and national elections.

### **Leave Requests**

All employees must submit requests for annual and sick leave using Greenshades online. Once a request is submitted, Greenshades will send the request to the employee's immediate supervisor for review and approval/disapproval of the requested leave. It is the responsibility of the employee to submit their time off in a timely manner and notify their immediate supervisor or the Office of Human Resources of any days missed by submitting accurate leave request. Failure to submit leave requests for time away from work is considered falsifying information and the employee is subject to disciplinary action.

# Burrell College of Osteopathic Medicine

## Employee Handbook

### Work Performance

#### **Open Door Policy and Grievance Policy**

The College has an open door policy and takes employee concerns and problems seriously. The College values each employee and strives to provide a positive work experience. Employees are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or the Office of Human Resources. The College has established standards to foster a safe and equitable environment conducive to learning and development. The College maintains procedures for the filing of any grievance regarding the conduct of the College's programs, operations, or the conduct of its students, faculty, or staff. Please review the Grievance Policy at:

<http://burrell.edu/policy-b2040>

#### **Professional Conduct**

All employees are expected to adhere to the highest standards of professional conduct and integrity. Upholding the integrity of the work environment goes beyond honesty and accountability in job duty performance; it extends to interpersonal relationships both within and external to the campus community, respect for academic freedom, ethical use of social media, and conduct within the law. The College has adopted a general policy regarding its expectations regarding ethical conduct. This ensures that the work environment is safe, comfortable and productive. Employees should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between coworkers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action. Please review the Code of Professional Conduct Policy at:

<http://burrell.edu/policy-b5001/>

The Code of Professional Conduct, which outlines the College's expectations regarding professional behavior can be found on our website:

<https://burrell.edu/about-bcom/code-of-professional-conduct/>

#### **Conflict of Interest**

Employees should disclose any conflicts of interest pertaining to any decisions or matters before the organization in which a member and/or a member of his or her immediate family has a conflict of interest, financial or otherwise. Please see the Conflict of Interest Policy at:

<https://burrell.edu/policy-b1041/>

#### **Performance Reviews**

The College will communicate expectations and evaluate an employee's performance. Employees will receive a ninety (90) day evaluation (completed the month following the ninety (90) day probation period) and an annual evaluation (to be completed by the end of fiscal year). The goal of a performance review is to identify areas where an employee excels and areas which may need improvement. Supervisors are encouraged to provide feedback on a continuing basis regarding employee performance, and employees are encouraged to engage their supervisors regarding expectations and the execution of their duties. The company uses performance reviews as a tool to determine pay increases, promotions and/or

## **Burrell College of Osteopathic Medicine Employee Handbook**

terminations. Supervisor may add any number of evaluations if performance issues are noted and may request to extend a probationary period.

All performance reviews are based on merit, achievement and other factors that may include, but are not limited to:

- Job skills, knowledge and quality of work
- Attitude, teamwork and cooperation
- Attendance and punctuality
- Compliance with company policy
- Past performance reviews
- Improvement
- Acceptance of responsibility and constructive feedback
- Meeting specific goals and job requirements

Employees should note that a performance review does not guarantee a pay increase or promotion. Written performance evaluations may be made at any time to advise employees of unacceptable performance. Evaluations or any subsequent change in employment status, position or pay does not alter the employee's at will-relationship with the company. Any questions regarding performance expectation or evaluations should be directed to the supervisor conducting the evaluation.

### **Insubordination**

Supervisors and employees should interact with mutual respect and common courtesy. Employees are expected to take instruction from supervisors or other persons of authority. Assignments provided to support staff, should be work-related and should never include any type of personal errands and/or favors. Acts of insubordination are subject to disciplinary action, up to and including termination.

If an employee disagrees with a supervisor, the employee should first try to mediate the situation by explaining their position. If possible, a compromise might be met and accusations of insubordination avoided.

### **Disciplinary Policy**

#### **Grounds for Disciplinary Action**

The College reserves the right to discipline and/or terminate any employee who violates company policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

#### **Procedures**

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Multiple disciplines can be imposed and need not be sequential or progressive. The following are examples of, but not limited to, the types of employee discipline that may be imposed:

- Verbal warning
- Written reprimand or warning
- Performance Improvement Plan (PIP)
- Probation with specified conditions for a specific period of time
- Suspension from employment for a specific period of time
- Demotion

## **Burrell College of Osteopathic Medicine Employee Handbook**

- Involuntary Termination and/or dismissal for cause.

As an at-will employer, the course of action will be determined by the College, at its sole discretion as it deems appropriate; not every action above may be followed in the given order, dependent upon the severity of violation of policy. The College provides and supports a system to ensure that all employees are afforded due process during times of disciplinary review and/or action based on all local, state and federal law. Please see the Due Process and Progressive Discipline policy:

<https://burrell.edu/policy-b7551/>

# Burrell College of Osteopathic Medicine

## Employee Handbook

### Campus Access, Safety, and Property

#### **Campus Access and Safety**

The College campus is generally accessible to employees 24 hours a day via an issued identification card. All employees will be issued an identification badge that must be worn at all times. Badges may be required to access outside entrances and for building access after business hours.

#### Weather-Related Closures

When adverse weather conditions lead to a delayed opening and/or cancellation of classes and office hours (established by the Dean), information will be provided through the following sources:

- Local media will be notified
- An e-mail to all employees will be sent to each address on file
- An alert will be sent via text message
- A message will be posted on the website ([www.burrell.edu](http://www.burrell.edu))

It is the responsibility of every employee to check their College communications. In the event of a closure, employees who were scheduled to work that day will receive their normal pay. This does not apply to temporary employees.

#### Safety

The College is committed to creating a safe and secure environment for its employees. Please see safety and security information including the College's Annual Safety and Security Report, emergency notification and evacuation plan at:

<https://burrell.edu/campus-safety-and-security/>

#### **Company Property and Privacy**

Employees and employers share a relationship based on trust and mutual respect. However, the College retains the right to access all company property including computers, desks, file cabinets, storage facilities, and files and folders, electronic or otherwise, at any time. Employees should not entertain any expectations of privacy when on company grounds or while using company property.

All documents, files, voice-mails and electronic information, including e-mails and other communications, created, received or maintained on or through the College's property are the property of the College, not the employee. Therefore, employees should have no expectation of privacy over those files or documents.

College property, such as equipment, vehicles, telephones, computers, electronic devices, and software, is not for private use. These devices are to be used primarily for company business. College property must be used in the manner for which it was intended. Employees may not engage in any unauthorized use of College property. College property should not be utilized for personal use. Specifically, the College's medical equipment must only be utilized for educational purposes, by those who are trained and/or licenses on the appropriate use of the equipment. Upon termination, employees are required to surrender any company property they possess. College computers, internet access and email services are a privileged resource, and must be used only to complete essential job-related functions. Employees are not permitted to download any "pirated" software, files or programs and must receive permission from



## Burrell College of Osteopathic Medicine Employee Handbook

a supervisor before installing any new software on a company computer. Files or programs stored on company computers may not be copied for personal use.

Phones are provided for business use. The College requests that employees minimize personal calls while on duty. If urgent, please keep personal calls to a minimum and conversations brief. Personal long distance calls are not permitted.

Oftentimes, utilizing personal cell phones or personal devices to communicate College-related business is not secure and has the potential risk for sensitive information to be transferred. The College strongly discourages the use of personal cell phones or personal devices for communication of College-related business including student communication.

Employees are reminded that they should have no expectation of privacy in their use of company computers or other electronic equipment. All employees must acknowledge that they have read and understand the terms of the Acceptable Use Policy (<https://burrell.edu/policy-b2060/>) and Acceptable Use Guidelines (<https://burrell.edu/acceptable-use-guidelines/>). Violations of this policy may cause restriction or elimination of access, disciplinary action or civil or criminal penalties.

# Burrell College of Osteopathic Medicine

## Employee Handbook

### Workplace Commitments

#### **Copyright**

Employees are expected to comply with US Copyright Law and uphold lawful use of copyright protected materials. Please see the Copyright Compliance Policy (<https://burrell.edu/policy-b5041>). Copyright guidance and information is also provided on the College's website in accordance with the policy:

<https://burrell.edu/copyright-guidelines/>

#### **Dress Code**

An employee's personal appearance and hygiene is a reflection on the company's character. Employees are expected to dress appropriately for their individual work responsibilities and position. Unless otherwise approved or expressed, employees are expected (at a minimum) to dress in a business casual manner. Final determination of appropriate dress is made by the employee's supervisor.

#### **Work Environment**

The College recognizes that employees, students, standardized patients, and visitors to our building may have sensitivities or allergic reactions to various fragrant or scented products. The College asks that employees refrain from bringing onto the premises natural or artificial scents that could affect those with sensitivities. Scented personal products (such as fragrances, colognes, lotions and powders) that are perceptible to other should not be used by employees while on the College premises. Other scented products (candles, potpourri, oils, waxes and similar items) are also not permitted in the workplace. Any employee with a concern about scents or odors should contact his or her supervisor or the Office of Human Resources.

#### **Virtual Environment**

Employees at the College are expected to hold themselves to professional standards of behavior, which includes during virtual encounters. Employees are expected to adhere to the following virtual etiquette requirements:

- Employees must be in a private, confidential space aware from distractions;
- Ensure background is appropriate and professional;
- Appropriate attire must be work for the event;
- Cameras should be on for all events and depending on the event may be required to be on;
- Utilize the mute button, remain muted while not speaking;
- Attendees must be on-time.

In general, employees are expected to show professional behavior in all educational environments, irrespective if the encounter occurs virtually.

#### **Drug-Free / Alcohol Free/Tobacco Free Environment**

Employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, employees may not be under the influence of any controlled substance, including marijuana, while at work, on company premises or engaged in company business. Although New Mexico has legalized recreational marijuana, the state law does not change the federal law, under which marijuana is an illegal drug. Burrell employees and students must comply with the more restrictive provisions of the federal law. Policy violations will not be excused by virtue of the fact that the state law permits medical and recreational marijuana use. (Notwithstanding this, there may be occasions, removed from the usual work setting, at which it is permissible to consume alcohol in moderation, with

## **Burrell College of Osteopathic Medicine Employee Handbook**

management approval. Employees who consume alcohol under such circumstances may not report back to work during that workday.)

Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy. Anyone violating this policy may be subject to disciplinary action, up to and including termination. Please see the Drug and Alcohol Use/Drug Screening Policy at:

<https://burrell.edu/policy-b7530/>

The College is a smoke/tobacco free campus. Smoking/use of tobacco products is prohibited in all buildings and/or property owned or leased by the College (including classrooms, laboratories, offices, hallways, lavatories, indoor or outdoor common areas, administration facilities, indoor workplaces, parking lots and common grounds of the College). Smoking is also prohibited within 25 feet of entrances or exits, within 50 feet of any area where flammable materials are handled or stored, or where other significant fire hazard may exist, in vehicles owned, leased or rented by the College.

### **Consensual Relationships**

The College strongly discourages amorous relationships between positions of unequal power. At no time is it acceptable for any faculty member teaching within the Year One or Year Two curriculums to engage in an amorous relationship with a student. At no time is it acceptable for any faculty member teaching within the Year Three or Year Four curriculums to engage in an amorous relationship with a student participating in the faculty member's rotations. Please see the Consensual Relationship Policy for information, including duty to report: <https://burrell.edu/policy-b7520/>

### **Nursing**

The College supports nursing mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. For up to one year after the child's birth, any employee who is nursing her child will be provided reasonable break times to express breast milk for her baby. The College has designated a room located on the second floor for this purpose. A refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.

Employees who work offsite will be accommodated with a private area as necessary, to request an offsite accommodation, please contact the Office of Human Resources.

Breaks of more than thirty (30) minutes in length will be unpaid or require the use of personal leave, and the employee should indicate this break period on her time record.

# Burrell College of Osteopathic Medicine

## Employee Handbook

### **Termination of Employment**

Employment with the College is on an at-will basis and may be terminated voluntarily or involuntarily at any time. The College recognizes that personal situations may arise which require a voluntary termination of employment. Should this occur, the company requests that the employee provide two weeks' advance notice in writing, unless otherwise noted in contract. Contract employees are subject to the terms listed in their employment agreement. This request does not alter an employee's at-will relationship with the company.

All rights and privileges of employment with the company terminate upon the date of separation. Terminating employees are required to return all company property assigned to them. Failure to do so may result in the withholding of their final ACH.

Upon termination, an employee is required:

- to continue to work until the last scheduled day of employment;
- to turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work;
- to return all files (including electronic), documents, equipment, keys, access cards, software or other property belonging to the company that are in the employee's possession, custody or control, and
- turn in all passwords to his/her supervisor;
- to participate in an exit interview as requested by the Office of Human Resources.

### **Final Paycheck**

Employees who voluntarily terminate employment will be given their final payroll disbursement on the next scheduled payroll date following termination date. Should the employee be unable to personally retrieve their final ACH payment, they should contact the Office of Human Resources.

### **Exit Interview**

The College may request an exit interview upon notice of termination. The purpose of the exit interview is to complete necessary forms, collect company property and discuss employment experiences with the company.

### **Benefits Upon Termination**

There are special considerations to keep in mind regarding employee benefits after leaving the employment of the College. Employees will receive detailed information at the time of their departure regarding the options available.

#### Health/Dental/Vision

When an individual is no longer eligible for coverage under the College's active employee benefit coverage, they may continue the benefits of the program under what is referred to as the COBRA law. A former employee's enrolled family members may also pay for continued group benefits when they are no longer eligible because of the employee's death, divorce, or because a child reaches the age limit.

The College utilizes a third party program administrator for health/dental/vision/benefits. That agency will contact the former employee upon notification by the group administrator. The former

## **Burrell College of Osteopathic Medicine Employee Handbook**

employee has 60 days from the date coverage ends or the date the group administrator notifies the former employee of their COBRA rights (whichever is later) to decide if they want to continue coverage. If a former employee decides to continue coverage, they are responsible for the full premium of the coverage elected.

### Retirement

Employee contributions, Safe Harbor Contributions and Rollover Contributions are always 100% vested. Employer (Profit Sharing) Contribution will vest according to an employee's Years of Service. Upon termination of employment, employees may choose to:

- Leave account balance within their Alerus account
- Roll over account balance into another qualified plan
- Withdraw account balance according to plan policies

### Other Benefits

Employees may continue some of their other benefits, such as life insurance.

# Burrell College of Osteopathic Medicine Employee Handbook

## Acknowledgement of Receipt – Employee Copy

(Employee Copy – Keep with Handbook)

I acknowledge that I have received a copy of the Employee Handbook and have reviewed the College's Acceptable Use Guidelines (<https://burrell.edu/acceptable-use-guidelines/>).

I understand that I am responsible for reading the information contained in the Handbook. I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and the Director of Human Resources.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion. I understand that it is my responsibility to stay up to date on College policy, procedure and handbook revisions which can be located at:

- <https://burrell.edu/faculty-staff/institutional-policies/>
- <https://burrell.edu/about-bcom/sop/>
- <https://burrell.edu/human-resources/>

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative

# Burrell College of Osteopathic Medicine Employee Handbook

## Acknowledgement of Receipt – College Copy

(College Copy – Sign and Return to the Office of Human Resources)

I acknowledge that I have received a copy of the Employee Handbook and have reviewed the College's Acceptable Use Guidelines (<https://burrell.edu/acceptable-use-guidelines/>).

I understand that I am responsible for reading the information contained in the Handbook. I understand that the handbook is intended to provide me with a general overview of the company's policies and procedures. I acknowledge that nothing in this handbook is to be interpreted as a contract, expressed or implied, or an inducement for employment, nor does it guarantee my employment for any period of time.

I understand and accept that my employment with the company is at-will. I have the right to resign at any time with or without cause, just as the company may terminate my employment at any time with or without cause or notice, subject to applicable laws. I understand that nothing in the handbook or in any oral or written statement alters the at-will relationship, except by written agreement signed by the employee and the Director of Human Resources.

I acknowledge that the company may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures outlined in this handbook or elsewhere, in whole or in part, with or without notice at any time, at the company's sole discretion. I understand that it is my responsibility to stay up to date on College policy, procedure and handbook revisions which can be located at:

- <https://burrell.edu/faculty-staff/institutional-policies/>
- <https://burrell.edu/about-bcom/sop/>
- <https://burrell.edu/human-resources/>

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Representative