



# EMPLOYEE HANDBOOK

2018

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*Dear Employee:*

*WELCOME TO THE AMERICAN HERITAGE COLLEGE!*

This Handbook is to help you become acquainted with our College rules and regulations and expected ethical behavior as an employee. In any instance that you think the handbook does not answer your question or you require further information and clarification, please ask the Office of School Director or designee. The policies and procedures contained herein may be modified or revised. The College reserves the right to change these policies and procedures and shall inform you of any changes as soon as they occur.

Please always remind yourself of the following:

**MISSION STATEMENT :** Our MISSION is to inspire and equip professionals through practicable, accessible skills-enhancing programs that promote career advancement and personal success.

**VISION:** Our VISION is to have a market in which ambitious, industrious professionals can access affordable skills training to help them achieve measurable career advancement that enriches individual companies and societies at large.

**GOALS:** American Heritage College shall strive to provide the best training to individuals looking for an alternative to the traditional educational system; acquire the necessary skills to obtain employment in their chosen field or achieve their educational goals and realize their hopes and aspirations for a rewarding future.

In order to achieve the goals and objectives, the school shall:

1. Maintain highly skilled, professional and qualified instructors.
2. Provide students with comprehensive curriculum.
3. Teaches the value of professionalism and personal conduct towards employment.
4. Conduct its business in an ethical education and professional atmosphere.

**VALUES**

**Integrity:** Being true to our word, championing best practices.

**Respect:** Seeking fairness and appropriate business dealings in all our affairs

**Professionalism:** Consistently working to exceed expectations of results and services and stand behind the work that we do.

**Collaboration:** Working as a team toward common goal to yield better, more sustainable results.

**Passion:** Suffusing all our affairs with an enthusiasm for and devotion to the education industry, which drives the work we do.

# *AHC Management*

## **NON-DISCRIMINATION POLICY**

American Heritage College does not discriminate on the basis of sex, age, race, national origin, creed, religion or handicaps that would not preclude employment or enrollment within their selected program area or in Admissions, Counseling, Training, Placement and Employment, or any other services.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at AHC, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The School Director or a Designee has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Office of the School Director.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.

## **AMERICANS WITH DISABILITIES ACT POLICY STATEMENT**

AHC is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, AHC will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the AHC aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the School.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the School Director. AHC encourages individuals with disabilities to come forward and request reasonable accommodation.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

## **OPEN DOOR POLICY**

AHC promotes a working environment wherein employees can openly discuss with their supervisors any problems for appropriate action.