Prescott College

Employee Handbook
June 2026

INTRODUCTION

To help provide clarity about the college's expectations for employees, Prescott College has established policies and guidance to supplement its mission, vision and convictions. This Employee Handbook comprises institutional, employee and staff policies that apply to all Prescott College faculty and staff employees. Some of the policies are contained directly in this handbook, and others are linked from this handbook.

The Employee Handbook applies to all Prescott College staff, and it also applies to Prescott College faculty to the extent not superseded by the Faculty Handbook.

Individual divisions, departments and other units may establish other policies and expectations that apply to employees working in or obtaining services from those units. Unit policies are not contained in this handbook but still apply to employees covered by those unit policies.

All employees are expected to uphold the Prescott College Mission, Vision and Values. You are additionally responsible for complying with all other policies and expectations applicable to you, including but not limited to those set forth in the Employee Handbook. It is your responsibility to be familiar with, understand and comply with all of these policies and expectations. If you have questions about this handbook, the policies linked from this handbook, or any other policies or expectations that apply to you, please contact your supervisor, the policy owner identified on the policy, or the Office of Human Resources.

All institutional, employee, staff, faculty and academic policies applicable to employees are available on the college policy webpage.

ABOUT YOUR EMPLOYMENT

Philosophy
In a continuing effort to implement fair and effective personnel policies and practices, the College will attempt to:

- Employ people on the basis of their qualifications and with assurance of equal opportunity and treatment regardless of race, religion, color, gender, sexual orientation, age, national origin, veteran or handicapped status
- Provide wages, salaries and employee benefits which bear a fair and reasonable relationship to the work performed
- Establish reasonable hours of work
- Strive to maintain a safe and healthful work environment
- Place employees in the kind of work best suited to their abilities
- Provide systematic training that is relevant to the skills required to perform the job and the career goals of the employee within the constraints of budgets and business conditions of the College
- Establish procedures for employees to discuss freely any matter of interest or concern with their immediate supervisors or department heads
- Permit each employee as much discretion and responsibility as is consistent with a well-coordinated and effective business operation
- Solicit constructive input from the College community relative to policy and procedural changes

In return, the College expects all employees:

- To perform a productive day's work to the best of their abilities and skills
- To arrive at their work station and begin on time
- To demonstrate a considerate, friendly and constructive attitude toward
- fellow employees
- To adhere to the policies adopted by the College

Open Door

The College is committed to encouraging an open and frank atmosphere in which an employee can bring any problem, complaint, suggestion or question to the College Supervisors and Management for resolution.

- Each employee shall be afforded fair and honest treatment in all aspects of employment. Supervisors will treat each employee with respect and will not demonstrate favoritism or bias in their dealings with employees.
- Each employee has the right to express his or her views concerning College policies and practices to management. Each employee is responsible, however, for expressing those views in a professional and responsible manner. Every employee should be committed to making positive and constructive criticism.
- Each employee is responsible for following all College rules of conduct, policies and practices. However, should an employee disagree with the College policy, the employee is invited to express his or her disagreement through this College's open-door policy.
- An employee is encouraged to first discuss any problem, concern or disagreement with his/her supervisor. If this cannot resolve the issue, the employee is encouraged to submit (in writing) his/her concerns to the next level of management.
- No employee shall be penalized, formally or informally, for voicing or submitting a written disagreement with the College in a professional manner or for using the open-door policy.

At will

Prescott College recognizes that many factors affect an employment relationship, and an employee or Prescott College may determine that ending their employment relationship is appropriate for various reasons. Prescott College employees are employed at will and may resign their employment from Prescott College at any time, for any reason. Prescott College similarly has the right to end the employment of an at-will employee at any time and for any reason. Nothing contained in this handbook or other college policy prohibits Prescott College from terminating an at-will employee at any time for any reason.

Equal Opportunity

Prescott College is committed to equal opportunity for its employees and applicants for employment, without discrimination on the basis of race, color, creed, national or ethnic origin, sex or sexual orientation, age, religion, disability, marital or parental status, status with respect for public assistance or veteran’s status.

Disabilities
Prescott College complies with applicable laws that prohibit employment discrimination on the basis of disability. All inquires regarding disability and request for accommodations should be directed to the Director of Human Resources.

Position Descriptions
Position descriptions and their classification will be developed, maintained, and revised for each position. Position descriptions will be developed by the appropriate supervisor, approved by the senior executive and reviewed by the Human Resources Office.

Compensation Determination
Compensation levels will be established using comparable industry information and verification by the Chief Financial Officer that sufficient funds are available.

Relocation Assistance
The College offers relocation assistance to employees or prospective employees who possess significantly critical skills that cannot be gained by hiring locally or that may not otherwise be available at the location requiring those skills.

The amount of relocation assistance is determined by the supervisor in consultation with the Director of Human Resources. Relocation assistance is treated as a signing bonus on the employees first paycheck. The amount is considered taxable wages and no receipts are required.

Employee Records
Prescott College retains information on each employee that is directly related to the employee's position with the college. The information includes, but is not limited to, a job application or resume, payment authorization forms, personal data changes, performance evaluations, letters of commendation and disciplinary records. Employees who wish to review their records may submit a request in writing to the Office of Human Resources.

It is each employee's responsibility to ensure the accuracy of the personal information they submit to Prescott College (such as name, home address, telephone number, emergency contacts) is accurate. Employees may update this information through the self-service function in Paycor or by contacting the Office of Human Resources.

Requests for Information Regarding Current/Former Employees
Former employees, regardless of the way in which they left the College, are not to be given information regarding Prescott College, its products, its competitive position or any similar information reserved for College employees only.

No "official" recommendations or references (except personal recommendations, not as a representative of the College) should be given regarding former employees. Authorized Human Resource representatives will provide only dates of employment and title of current/former employees unless the employee in question provides additional written authorization. All requests for verification of employment should be directed to Human Resources.

Any inquiries received, whether by telephone, facsimile, or mail requesting information from former employees should be directed to Human Resources.

Personal recommendations or references may be given but may not be written on letterhead utilizing the Prescott College logo without prior approval of the President.

Outside Employment
Prescott College employees must disclose any relationship, outside activity and/or financial activity that creates an actual or potential conflict of interest to the Dean or supervisor. The Dean or supervisor will evaluate the potential conflict. If the conflict is found to be significant, the Dean or supervisor will work with the employee and the Human Resources Director to create a plan to reduce, eliminate or manage the conflict.

Please see the Ethics – Conflict of Interest (804) policy and related Outside Employment Form.

Organizational Charts
Prescott College will prepare and publish organizational charts for the purpose of communicating reporting relationships and functional responsibilities of its employees and management structure.

The current organizational chart can be found on the college's website.

When You Have a Complaint

When you have a complaint related to your employment at Prescott College, it is important that you address the complaint in an appropriate manner so that a satisfactory resolution can be achieved. Below are procedures for your use in resolving work-related complaints. Employees who use these complaint resolution guidelines shall be protected from retaliation.

In the case of a complaint of discrimination or harassment, you should follow the Nondiscrimination and Anti-Harassment Policy (801). In the case of sexual misconduct, including sexual harassment and sexual violence, you should refer to the Sexual Misconduct Policy (802). These policies can be found on the college's policy webpage.

If you have an issue relating to a verbal or written warning or performance plan, you should discuss the problem with your supervisor. If the issue is not resolved, you should seek guidance from the HR Office.

In general, the following procedures for addressing work-related complaints should be used progressively, but you may at any time address your concern with any of the persons or offices listed below:

- You should first attempt to resolve the complaint informally with your supervisor.
- If your supervisor does not resolve the complaint or you feel your supervisor is not the appropriate person to handle the complaint (such as if the complaint is against your supervisor), you can request a meeting with your supervisor's manager to address the issue(s).
- If you feel that your supervisor's manager has not resolved the complaint, you can contact the Human Resources office and request a meeting.

New Hire Information
The Office of Human Resources conducts an orientation program for newly hired full-time and part-time faculty and staff soon after employment begins. The purpose of the meeting is to share valuable

employment information with new employees and to answer their questions. Some of the topics covered during orientation include:

- The College's Mission, Core Values, Vision and Institutional Goals
- Employment and compliance policies and procedures
- Time-off and leave policies
- Employee benefits

Your ID Card
Your Prescott College ID card is your personal connection to college services, purchases and access control. In addition to identifying you as an employee of Prescott College, the ID card provides the ability to set up debit accounts for purchases at the campus cafe, copiers, and printers The ID card also provides access to some campus buildings.

Leaving the College

Termination of employment at the college can be voluntary or involuntary.

- Voluntary termination is the separation for the college initiated by you, the employee through resignation or retirement.
- Involuntary termination is the separation from employment initiated by the College
    - Reasons for involuntary termination may include, but are not limited to, reduction in force, elimination of position, misconduct, unsatisfactory work performance, absenteeism, insubordination, violations of college policy or rules, dishonesty, illegal acts, conflict of interest, or any act deemed inconsistent with the college's mission.

Should you leave Prescott College's employment, an exit interview lets you give feedback about your experiences while working for the college. Full-time employees who voluntarily terminate employment will be contacted by the HR Office to schedule an exit interview. Individual employee responses to the exit interview questionnaire are confidential, and responses are tracked on an aggregate department-level basis for the purpose of assessing trends to strengthen employee retention efforts.

Status of Benefits

- Vacation: Upon separation from employment you will be paid for the cash value of any unused accrued vacation time. You will not be paid for vacation time that has not accrued as of the date of termination, and to which you are not otherwise entitled. Unused sick time, personal time and holidays have no cash value.
- Health Insurance: Upon separation from employment, if you and any member of your family were enrolled in a college-sponsored medical and/or dental plan, your coverage will continue until the last day of the month in which your employment terminated. You will also be notified of your rights to continue coverage under COBRA, the Consolidated Omnibus Budget and Reconciliation Act.
- Tuition Waiver: Upon termination of employment the employee's tuition will remain at the benefit amount until completion of the current term. If a terminated employee reenrolls, no tuition benefits will apply.
- Tuition Exchange Program: TEP benefits terminate at the end of the semester in which the employee terminates.

- Retirement Plan: If you participated in a college-sponsored retirement plan, you have several options upon separation from employment, including leaving the accumulated balance in the current account, rolling over the balance into another qualified plan or into an IRA, and making a cash withdrawal. Check with TIAA regarding the options and procedure.

Breaks in Service and Rehire
If you leave the College, you may be eligible for rehire. Supervisors determine employees' eligibility for rehire based on the circumstances of separation. Generally, employees who are discharged are not eligible for rehire by the College.

WORK HOURS AND COMPENSATION

Workweek
For payroll purposes and the calculation of overtime, the normal College workweek commences on Monday and concludes on Sunday.

General office hours at Prescott College normally begin at 8:00 a.m. and conclude at 5:00 p.m. (MST) with one (1) hour for lunch. Deviation in office and/or work hours may occur depending on function, department, and location.

All employees are expected to be at their respective workstations and ready to commence work at the start of their scheduled workday.

Employees are allowed breaks of fifteen (15) minutes for each four (4) hour period of work and a lunch period of not less than thirty (30) minutes to occur during an eight (8) hour work schedule.

Prescott College allows for remote, hybrid and on campus work. The Flexible Work Policy outlines the conditions and practices regarding remote and hybrid employees.

Overtime
All non-exempt employees will be paid at the rate of one and one-half times the regular rate of pay for regular hours worked in excess of forty (40) hours in a single work week. Employees must receive supervisor approval to work overtime.

More detail is contained in the Timekeeping (248) policy.

After Hour Response
In the case of After-Hours Response:

- Employees required to respond to College related emergencies that occur after regular established hours of operation and on weekends will respond either in person or via telephone within fifteen (15) minutes of receiving notification.
- If the situation requires immediate attention and necessitates the employee coming to the College or other emergency location, responsible personnel will arrive within one hour of the initial contact.

Supplemental Income

Prescott College is a complex multi-faceted institution that is committed to the creation and maintenance of a responsible and quality work environment for its employees. While at the same time endorsing fair and equitable base compensation, the practice of providing supplemental pay to full-time employees should be discouraged. Full-time employees are hired at a specific dollar figure for full-time employment. Allowing or encouraging fulltime employees to work more at the College often results in staff/faculty who become overburdened and exhausted, resulting in a diminishing return on the efforts of the employee and resources of the College. Despite our best management, times may arise when the College benefits from additional work from employees. In order to provide guidance and direction concerning supplemental pay for full-time employees, the following policy is in effect:

- In those cases where supplemental pay is determined to be the best option for the employee and the institution, faculty and staff are allowed to receive additional compensation not to exceed 2/9th (22%) of their regular budgeted yearly base salary in any fiscal year.
- Faculty/staff who receive compensation through a grant or other external (non-general fund) source may be compensated per their arrangement with the external funding source and are not limited by this policy.
- Any variation to this policy must be approved by the appropriate member of senior management.
- Vacation, sick and holiday hours are not considered as actual hours worked for computing overtime within a scheduled workweek.
- Exempt personnel will not be paid for overtime.

BENEFITS AND LEAVE

As described in the Employee Benefits (240) and the Leave of Absence (245) policies, depending upon eligibility faculty and staff may receive:

- Vacation Leave
- Sick Leave
- Holiday Pay
- Tuition Assistance
- Other leaves such as Military, jury, FMLA (as eligible)
- Bereavement/Funeral Leave
- Contributions toward Medical coverage for employee and family members
- Contributions toward Dental coverage for employee and family members
- Contributions toward term Life Insurance & AD&D policies for employee
- Optional Additional Life Insurance offering
- Contributions toward Short-Term Disability
- Contributions Long Term Disability offering
- Contributions toward Vision care for employee and family members
- Contributions toward TIAA-CREF Retirement plan

EHTICAL AND RESPONSIBLE CONDUCT

The following policies are found on the policy webpage:

- Ethics - Conflict of Interest (804)
- Nondiscrimination and Anti-Harassment (801)
- Standards of Professional Conduct (800)
- Sexual Misconduct (802)
- Title IX Sexual Harassment (813)
- Whistleblower Policy (110)

Information Technology
Prescott College's Information Technology department publishes and manages numerous information security policy with which you are responsible to comply. The policies are found on the policy webpage and include:

- Acceptable and Responsible Use – Information Technology – 1235
- Change Management – 1230
- Mobile Device Acceptable Use – 1225
- Password Policy – 1240
- Vendor Management Policy - 1220

CAMPUS SAFETY

To the extent required by law, the College is committed to providing a safe workplace/environment and to ensure that all employees are trained to prevent accidents while on the job.

Employees must practice safety in the workplace and to report accidents or areas that need improvement regardless of the College location at which they work. In addition, employees are responsible for:

- Observing all applicable department, location, and area safety rules
- Keeping work areas free of unnecessary hazards
- Wearing and using required safety equipment
- Maintaining attitudes and work habits that will protect others and themselves

Animals on Campus
As specified in the Animals on Campus (607) policy, Animals are not permitted in campus buildings, with the exception of service and assistance animals.

Children on Campus
The Children on Campus (630) policy codifies the college's policy regarding employees' children on campus during working hours.

Emergency Closings
Campus-based classes and operations will be closed when travel to and from campus would represent a hazard. See Emergency Closing (615) policy.

Smoking
The Smoking and Tobacco Products (603) policy prohibits smoking within 25 feet of entranceways, sidewalks, operable windows or ventilation. Smoking is permitted in designated areas.

COMMUNITY

Recycling
In its on-going support of the environment the College has adopted this policy to promote "recycling" of newspaper, printer paper, magazines, envelopes aluminum cans, #1 and #2 plastics, metal and tin cans corrugated cardboard, and green clear and brown glass. All employees are requested to aid in this worthwhile effort.

Solicitation and/or Distribution on College Premises
The College recognizes that many worthwhile, charitable causes, fund raising events, and various enterprises of a commercial or political nature exist in the communities where the College's offices and premises are located. However, participation by the College in such activities may seriously detract from the effectiveness of normal operations, constitute a hardship on employees, and may lead to ill feelings on the part of our students and certain members of the community.

- Solicitation and/or distribution of literature by individuals not employed by Prescott College (students are excepted) are prohibited at any time, for any purpose, on College premises without prior approval of the Director of Human Resources or Dean of Student Affairs and Enrollment.
- The use of College facilities, materials, or work time for endorsing of political candidates and/or lobbying of a legislative body must be approved by the President's Circle.

Use of College Letterhead and Logo
The Prescott College letterhead (and logo) is to be used only for official College business. It is not authorized to be used for personal or non-official business. The appropriate use of College letterhead (and logo) includes, but is not limited to, stationary, envelopes, and other materials.