



MOUNTAINLAND
TECHNICAL COLLEGE

EMPLOYEE HANDBOOK
August 2022

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MTECH reserves the right to alter, amend, or change this handbook and our policy at any time and for any reason. Updated official policy can be found on our website mtec.edu.

PRESIDENT'S MESSAGE



On behalf of the Mountainland Technical College Board of Trustees I want to welcome you to another exciting year. Our employees and students are the most important assets that we have at MTECH.

The legacy of the college and its continued success make us the most recognized name in technical education training. For years we have made decisions necessary to ensure the success of our students. It is impossible to provide training programs for students without the phenomenal support teams that enable our instructional programs to flourish. Thanks for all that you do! You are changing lives.

As an MTECH employee, you are a critical part of Utah's largest and fastest-growing technical college. With over 50 programs across the Technology, Trades, Apprenticeship, Health, and Service areas, our students depend on each one of us to help deliver a first-class experience.

The college, and many of the programs, are ranked nationally among the very best. That success doesn't happen by accident; it's the result of the hard work and dedication of everyone who wears an MTECH badge.

Once again, it's great to have you as part of the MTECH family, and best wishes for your continued success.

Clay Christensen, President
Mountainland Technical College

ABOUT MOUNTAINLAND TECHNICAL COLLEGE

Governance

Mountainland Technical College (MTECH) is one of eight public technical colleges. The Utah Board of Higher Education, per Utah Code Section §53B-1-402, is the governing board of all institutions of higher education in Utah, including MTECH.

History

- Mountainland Technical College (MTECH) was originally established as Mountainland Applied Technology Center (MATC) in November 1989, under administrative oversight of Utah Valley Community College and the local school districts.
- In 2001, the Utah State Legislature created a system of technical colleges, and MATC became independent, with a new name, Mountainland Applied Technology College.
- In April 2006, MTECH was awarded full accreditation by the Council on Occupational Education, a national accrediting body. At that time, the college had campuses in Orem and American Fork.
- In the 2017 legislative session, MATC was renamed to be Mountainland Technical College (MTECH), with campuses in Lehi, Orem and Spanish Fork.
- Today, MTECH serves both adult and high school students across the Mountainland Region, with programs on 7 MTECH campuses in Lehi, Orem, Provo, Spanish Fork, Heber and Salt Lake City, as well as four high school campuses. MTECH is coming soon to Payson.

Our Mission

To enhance the employability of individuals through market-driven career and technical education.

Our Vision

To prepare the workforce in the three county service region and implement the Mission Statement of the Mountainland Technical College through the five core areas of:

- Program Development;
- Student Achievement;

- Faculty and Staff Support;
- Physical Resources; and
- Community Outreach.

MTECH Administrative Officers

President
Vice President, Administrative Services/CFO
Vice President, Instruction
Vice President, College Relations

Clay E. Christensen
Kirt J. Michaelis
Holly L. Peterson
Joseph M. Demma

WELCOME!

We are excited you have chosen to be part of the MTECH team. In this handbook you will find answers to your questions about what to expect from us and what we will expect of you. If you have any additional questions, please talk to your supervisor or reach out to Human Resources.

EMPLOYMENT POLICIES AND PRACTICES

This section of the handbook summarizes the MTECH employment policies and practices. It is only a summary of the actual policies that govern the institution. Please familiarize yourself with these materials and reference the complete policies available at mtec.edu. If you have questions about any of the policies, please consult the Director of Human Resources.

Employment-at-Will

MTECH is an at-will employer. This means that either the college or the employee may terminate employment at any time, with or without notice, with or without cause. Nothing in the [Corrective Action Policy & Procedure 300.311](#) shall create an obligation on either party to continue employment.

This employment at-will relationship exists regardless of any other written statements or policies contained in this policy or any other MTECH documents or any verbal statement to the contrary.

Please refer to the [Employment At-Will Policy 300.302](#) for more information.

Equal Employment Opportunity

MTECH is committed to policies of equal employment opportunity for all individuals. Employment actions, including condition or privilege of employment, shall be based on the ability to perform the essential duties, functions, and responsibilities assigned to a particular position.

MTECH does not discriminate based on race, religion, national origin, color, sex, age, disability, pregnancy, sexual orientation, gender identity, military status, political affiliation, or protected activity under the anti-discrimination statutes, or affiliation or any other non-job related factor, except as provided under 67-19-15(2)(b)(ii).

Equal Employment Opportunity is not only the law; it is a principle of our college's operation. We stand behind this principle and expect each employee to cooperate to achieve this goal.

Please see [Discrimination & Harassment Complaints Policy 300.305 section 1.3](#) for more information.

Harassment and Discrimination

MTECH is committed to providing an environment free from harassment and other forms of discrimination based on race, religion, national origin, color, sex, age, disability, military status, pregnancy, sexual orientation, gender identity, or protected activity or class under state or federal law.

Workplace harassment includes conduct that is unwelcome, pervasive, demeaning, ridiculing, derisive, or coercive, and results in a hostile, offensive, or intimidating work environment. It also includes conduct that results in a tangible employment action against the harassed employee.

An employee may be subject to discipline for violating workplace policies, even if the conduct occurs outside of scheduled work time or work location, or the conduct is not severe enough to constitute a violation of law. This includes classrooms, training labs, off-site clinics, and/or any other location of MTECH-sponsored events and activities.

MTECH administrators cannot refuse to hire, discharge, promote, demote, terminate, discriminate in compensation, or discriminate regarding terms, privileges or conditions of employment, or enrollment against any person otherwise qualified based on race, religion, national origin, color, sex, age, disability, military status, pregnancy, sexual orientation, gender identity, or protected activity or class under state or federal law.

We expect each employee to work together to encourage inclusion and report discriminatory behavior when necessary. The policy applies to all conduct by any supervisor, manager, coworker, subordinate, vendor, client, customer, or any person whose actions affect an employee's work environment.

The college considers the violation of this policy a serious offense that can lead to disciplinary action and/or termination of employment.

Please reference [MTECH's Discrimination and Harassment Policy and Procedure](#) for the full policy including reporting and investigation procedures.

Sexual Harassment

Please refer to the [MTECH-USHE Title IX 2022-2 Policy](#) for the complete policy.

MTECH will not tolerate sexual harassment or discrimination in any form. This policy applies to all persons who are (1) employed by, attending, or affiliated with MTECH; (2) participating in any MTECH program or activity, including but not limited to trustees, administrators, faculty, staff, students, independent contractors, volunteers, and guests; and/or (3) visiting a MTECH campus or any property owned or leased by MTECH.

Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of MTECH conditioning the provision of an aid, benefit, or service of MTECH on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an MTECH education program or activity; or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

MTECH considers the sexual harassment of any employee, student, or recipient of MTECH services with zero tolerance. Anyone who feels that he or she is the victim of sexual harassment, or any supervisor or manager who is made aware of an alleged incident of sexual harassment must take immediate action to resolve the matter.

Individuals should contact MTECH's Title IX Coordinator, Lynn Adams, President Clay Christensen, or any Vice President, Associate Vice President, or Director for advice, counseling, or clarification leading to an informal resolution of the matter. If an informal resolution is not accomplished or is not possible, further action including, the filing of a complaint and undertaking a formal inquiry/investigation may be taken to facilitate a resolution.

Remember, you have signed a statement saying that you understand:

1. the definition of sexual harassment,
2. that offenses may be subject to disciplinary action and/or discharge, and
3. your responsibility to report sexual abuse or discrimination.

Disability/Reasonable Accommodations

Employees and candidates for employment will be treated on the basis of their ability to perform the essential job functions, with or without reasonable accommodations. If an employee requests an accommodation, the employee must provide supporting health care provider documentation that indicates what substantial limitation(s) the employee is experiencing. It is this documentation the ADA Coordinator will use in processing (e.g., approving/denying) the accommodation request.

Medical Conditions/Maternity

Maternity is considered the same as any medical condition and as such is not considered when hiring, or in the terms, conditions, and privileges of employment.

EMPLOYEE STATUS, PROCESS AND PERFORMANCE

Personnel Files

It is the responsibility of the employee to keep their personal information current in iSolved (the college's Human Resources Information System). This includes alerting Human Resources of any changes in name, address, marital status, etc.

In addition, the college keeps records of pertinent employment information. This includes, but is not limited to, required certifications, time keeping documents, benefits information, and performance evaluations and disciplinary actions. If you have any questions, please contact the Human Resources Department.

We recognize the right of each employee to examine, obtain a copy of, and challenge the accuracy of all factual documents contained in your file. Exceptions to this policy include information classified as confidential under the [Utah Code](#) granting public employees the right to review their personnel file.

Employee References

All requests for employment references must be directed to the Human Resources Department. No other manager, supervisor, or employee is authorized to release references or discuss performance regarding current or former employees. Only documented information will be released and must have written authorization from the employee.

Performance Reviews

Once a year your supervisor will schedule a formal performance review where the two of you can discuss your work. This gives both of you an opportunity to become aware of observed problems and strengths, give feedback, and set expectations and goals. Consideration is given to factors such as quality and quantity of work, attitude, attendance, work skills, and job knowledge. Suggestions will be made and expectations established so improvements can be implemented. Performance reviews provide

valuable information to be used when considering you for promotion or transfer. These reviews become part of your personnel file.

Performance reviews should not be considered to also be salary reviews. [Please see 300.329 Employee Performance Evaluation Procedure](#) for the full procedure.

Promotions and Transfers

If you are interested in a position posted on the MTECH job board, and you meet at least the minimum qualifications required on the job posting, please apply via the employment section [on our website](#).

Resumes will be reviewed in accordance with the [Hiring Policy and Procedure](#) to identify the best qualified applicants, provide equal opportunity for employment, and make an authorized selection of the candidate that best fits the needs of MTECH

- In cases where a department would be seriously affected by the loss of an employee who is transferred or promoted, the supervisor may request a delay in the transfer, not to exceed 30 days. The usual notice for transfer will be two weeks.
- Requests for transfer will be considered on the basis of your qualifications for available positions and the best interest of both the college and you.

Employment Status

MTECH employes full-time, part-time and temporary employees.

- A **full-time employee** is an employee who is normally scheduled to work a 40-hour week with a minimum of 32 hours each work week consistently. A full-time employee is eligible for the college benefits package . A full-time employee may or may not be exempt.
- A **part-time employee** is an employee who is normally scheduled to work less than a regular 28-hour work week. A part-time employee is **not** eligible for most benefits, including insurance, paid time off, paid holidays, or paid jury duty. A part-time employee is non-exempt.
- A **temporary employee** is an employee hired for a specific period, usually less than six months or for a specific task. A temporary employee is not eligible for benefits.

The Fair Labor Standards Act (hereafter referred to as the “Act”) is commonly known as the Wage and Hour Law. This Act requires employers to comply with certain regulations on behalf of their employees, depending on their status.

The Act specifies that all **non**-exempt employees must be paid at a rate of one and one-half times the regular hourly rate for work in excess of 40 hours per week. (Refer to the “Overtime” section below.)

Exempt employees may include professional, executive, and administrative personnel. These employees are exempt from the minimum wage and overtime requirements of the Act, and do not qualify for overtime pay. Salaried instructors are generally in the exempt classification.

If you have questions about your status or how the Act affects your employment, discuss this with human resources.

Outside Activities and Interests

The college encourages your participation as an individual in civic, community, or social activities. However, you should not do anything that might create the impression that MTECH itself participates in or supports these outside activities.

Unless you have the written permission of the President, you will not use the college’s name to endorse, associate with, or lend support to any cause, business organization, political party, or social activity.

While MTECH does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the legitimate business interests of the college. You are expected to conduct your personal affairs in a manner that does not adversely affect the college’s or your own integrity, reputation, or credibility. Illegal or unethical conduct that adversely affects the legitimate business interests of the college or your ability to perform your job is considered inappropriate behavior.

COMMUNICATIONS

Direct Communication

The success of our college depends on your satisfaction with the work environment. Close communication with all employees is necessary for a successful operation. If you have questions about college policy, your job or any other issues, discuss these with your supervisor or any member of the administrative team. We welcome your opinions and suggestions.

Bulletin Boards/Postings

Bulletin boards have special notices and important information. Items for bulletin boards or other placement must be submitted to the college's Director of Communications for approval before posting. Student job listings are submitted to an Academic and Career Counselor for posting.

Posting items or flyers on windows, doors, hallway walls, pillars, online, etc. is prohibited.

Employee Meetings

Employee meetings are held as necessary. It is important to attend whenever a meeting is scheduled for your group. Campus meetings are generally held 4 times per year, and faculty meetings are held 5 times per year. Faculty and Campus meeting dates are set in August for the upcoming school year. Faculty meetings are mandatory. Campus meetings are optional, but highly recommended. Please reference the [calendars](#) provided on mtec.edu for the dates of these meetings.

Telephones

Employees should limit telephone use to business purposes except for emergencies. Personal long distance calls should not be made from college telephones. Cell phone use should be professional and courteous. Cell phones should not be used by faculty during class times.

Mail

The use of college-paid postage for personal correspondence is prohibited. Employees should not use the college address for the receipt of personal mail. All items purchased with college funds should be delivered to the college, not to a home address.

Facsimile

Transmissions using the college's facsimile machine are made for business purposes only. College policies apply to the material transmitted from any college campus in any form.

E-Mail, Voice-Mail, and Computer Network Systems

All communications, logs, and information accessible via the college network should be assumed college property and are subject to review and inspection by the college network administrators aligned with applicable federal and state laws, as well as college policy.

It is important to note that college property includes employee emails. Employees should understand and expect that nothing delivered or received via email is private. In addition, as part of the network monitoring process, MTECH also monitors all internet traffic in and out of the facility and has the ability to monitor information/activity on any individual computer within the organization.

College employees are expected to exercise sound judgment in limiting internet use primarily to official college-related purposes. Incidental and off-duty personal uses should be appropriate to standards of ethical behavior. College employees with off-premises access to the Internet are required to safeguard against its use by unauthorized persons. Technology staff will monitor and periodically check the sites addressed using college Internet access.

Employees are prohibited from using the information systems at MTECH in any way that might be disruptive or offensive to others. This includes any form of harassment via telephone, messaging, email, etc. This includes through language, length of messages, images or frequency.

Employees are prohibited from allowing others access to accounts and passwords associated with your employment at MTECH. This includes household members when work is being done at home.

Personal or other inappropriate use of the information systems at MTECH will result in disciplinary action, up to and including termination.

Employees are required to sign an “Information Technology Acceptable Use Agreement” in order to obtain access to the MTECH network and Internet access.

Please read the [“Employee Information Technology Acceptable Use Policy and Procedure 300.309”](#) for a complete understanding of the policy.

GRIEVANCE AND RESOLUTION PROCESS

Situations may occur where an employee believes that the fair and consistent application of a policy affecting them has not been followed. In most cases, MTECH expects the employee will be able to satisfactorily address such concerns within their

department. However, when a recent or continuing problem has not been resolved, the college provides employees an avenue to resolve the complaint.

An employee will not be subjected to intimidation or reprisal for assertion of an employment grievance.

Employees should attempt to resolve all grievances informally through their immediate supervisors or the next level of supervision. If a mutually satisfactory agreement cannot be reached, the employee may submit, in writing, the grievance to the next level supervisor. The decision of the second-level supervisor is final for part-time or temporary employees.

Unless the second-level supervisor is a vice president, full time employees dissatisfied with the resolution may submit, in writing, the grievance to the corresponding vice president of the college related to their position. The decision of the vice president is final and binding.

Additionally, if the employee grievance is related to a Title IX issue, the employee should go directly to the Title IX coordinator, Lynn Adams for assistance. His contact number is (801) 753-4245.

The Human Resources Director serves as an advisor for procedural questions and will coordinate the grievance process to ensure procedures are followed according to the policy.

Please see [MTECH Policy 300.325 Employee Grievance Policy](#) for the complete policy and procedure.

TERMINATION OF EMPLOYMENT

Our employment relationship with you is by your choice and by the choice of MTECH. When terminations must be implemented, they are handled in a manner to achieve the least adverse effect on the affected employee and MTECH. The termination date is the last day worked. Employees that work infrequently (e.g. clinical and substitute instructors) are terminated as of the date it is determined they will no longer be available to the college.

Voluntary Termination

Voluntary termination occurs when an employee resigns, retires, or fails to return to work after an approved leave of absence:

1. Employees are encouraged to give MTECH advance written notice when ending their employment. Benefits eligible employees who intend to end their employment with MTECH usually remain in good standing when they give a minimum of two (2) weeks advance written notice.
2. Retiring, benefits eligible employees are encouraged to meet with the Director of Human Resources at least two (2) months in advance of their expected retirement date to begin the retirement benefit claim process.
3. Absence from work for three (3) or more consecutive working days without notifying one's supervisor may constitute job abandonment and voluntary termination.

Involuntary Termination

While MTECH may elect to administer corrective action(s), it is in no way obligated to do so. Using corrective action is at the sole discretion of MTECH.

An employee who fails to correct their behavior or demonstrates a tendency to repeatedly violate acceptable standards of conduct at work may be terminated. On rare occasions, an employee may be terminated for a single occurrence of behavior or violation of college policy without having been previously warned, because of the severity of the offense.

1. Management must consult with the Human Resources Office prior to administering any corrective action. All dismissals require prior consultation with the department head and appropriate administrative authority (President or Vice President) and the Human Resources Director concerning compliance with equal employment laws and regulations, and MTECH policies and procedures.
2. Whenever possible, employees will be counseled and given an opportunity to improve their performance before dismissal is warranted.

See [MTECH Corrective Action Policy and Procedure 300.311](#) for more information.

Return of College Property

You are responsible to return all college property to your supervisor (or Human Resources). This includes computer equipment, keys, prox cards, files, purchasing cards, etc. Any equipment not returned will affect your final paycheck.

Final Paycheck

If you resign from MTECH, you will receive your final paycheck through direct deposit on the next scheduled payday.

If your termination is involuntary, you will receive your final paycheck through direct deposit within 24 hours of the termination, in accordance with Utah State regulation.

If property is not returned or you have an outstanding account with the college, you will be asked to sign a written authorization to deduct the cost of the indebtedness from your final paycheck or make arrangements for payment.

Any vacation accrual will be paid to benefits eligible employees in a lump sum with the final paycheck, unless other arrangements are requested and approved.

Severance

Employees may be terminated at the option of the college with no further obligation other than to pay wages due, according to state law. In most cases the college does not provide severance pay to employees who terminate or are dismissed.

COMPENSATION

We value each employee's contribution to the college, and administer salaries based on job duties and performance. Salary increases come only when provided by the Utah State Legislature. These changes occur annually, and are effective July 1 of the coming year. They may be based on cost of living, performance/merit, and/or local economic conditions.

Pay Periods and Payday

MTECH operates on a semi-monthly payroll system. Payments are made through direct deposit. Employees are responsible to provide Payroll with accurate direct deposit information.

Pay periods for full time employees are:

- the 1st through the 15th, and
- the 16th through the last day of the month.

Payday is the 15th and the last day of the month for **full time** employees.

Pay periods for part time employees are:

- the 1st through the 15th, and

- the 16th through the last day of the month

Payday is the 10th and 25th of the month for **part time** employees.

Employees can access pay history information in iSolved following the direct deposit of their earnings. Please notify the payroll department immediately of an error on your paycheck.

Timekeeping Requirements

It is the responsibility of every employee to accurately record time worked. Federal and state laws require the college to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is time actually spent on the job, performing assigned duties.

Altering, falsifying or tampering with time records, or recording time on another employee's time record is illegal and may result in disciplinary action, which could include your dismissal.

It is your responsibility to record your hours worked in our timekeeping software. It is also your responsibility to review and verify your hours at the end of each pay period. This certifies the accuracy of all time recorded. Your supervisor will also review and then approve the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both you and your supervisor must verify the accuracy of the changes. Any errors should be reported to your supervisor immediately.

Payroll Deductions

The college is required to deduct from each employee's pay, where applicable, federal and state withholding taxes, social security taxes, worker's compensation assessment, and any garnishments or court-ordered assignments. Other deductions may be made with your written authorization. These include but are not limited to employee purchases, insurance, retirement contributions, and employee assistance fund contributions.

Garnishments

Should the college be served with a court-ordered assignment or garnishment on your wages, we are required by law to withhold the amount stated. In addition, the college may also withhold a reasonable administration fee.

Work Schedules

Standard work week hours may differ within the college. The work week is considered to begin on Sunday at 12:01 AM and end at midnight on the following Saturday. MTECH may change employee's work hours to ensure smooth and continuous operations (at Administration's discretion).

Part time employee hours are based on a schedule determined by the supervisor to meet the needs of the department.

The standard work schedule for most full-time MTECH employees is a 40-hour workweek consisting of five 8-hour days, for 52 weeks out of the year. Normal staff hours are 8:00 AM to 5:00 PM, Monday through Friday. Full time instructors' schedules are based on class time and preparation time but are generally equal to a 40-hour workweek.

Rest and Lunch Breaks

Part time employees may take a 15-minute rest period within each 4-hour work period. An unpaid meal period (determined by the supervisor) of 30 or 60 minutes will be provided to part time employees who work more than five (5) hours in a day. If a part time employee is required to remain at his or her work station for lunch, it is considered paid work time.

Schedules for full time employees include a 60-minute unpaid lunch break.

Educational Consideration

We encourage employees to further their education and recognize that some employees attempt to work full-time while they pursue their goals. When there is a conflict with schedules, MTECH will make reasonable efforts to develop a schedule that is mutually satisfactory to both parties.

Overtime Pay

Overtime should be avoided except in extreme or unusual conditions.

Your supervisor must authorize overtime hours in advance. Overtime pay is calculated at one and one-half times the regular hourly rate for non-exempt employees for work in excess of 40 hours per week.

Federal Fair Labor Standards Act (FLSA) governs overtime and MTECH compensates overtime based on actual hours worked, not including holiday time, vacation time, or any other time for which you are compensated but do not actually perform work.

HEALTH, SAFETY, AND WORKER'S COMPENSATION

Risk Management/Workers Compensation

MTECH develops and implements safety programs consistent with the best practices for activities and institutions of this type with the advice and recommendations of State Risk Management. These programs strive to reduce worker risk and improve the prevention of illnesses and injuries. To accomplish these tasks, MTECH requires the full cooperation of all faculty, staff, and students.

- Be safety conscious; use sound judgment.
- Operate equipment **only after** authorization from your supervisor, and following proper training.
- Follow special safety regulations regarding your job, including the wearing of appropriate personal protective equipment.
- Report any potential safety hazards to your supervisor.

Your job may have additional safety guidelines and training, established for your protection and the protection of others. If so, you will be required to complete the training, and know and follow the guidelines. If you become concerned about a possible safety issue, please talk with your supervisor immediately.

Injury on the Job

If the injury is life threatening, call 911 for immediate help.

For non-life threatening injuries, you may be transported to the nearest emergency facility. MTECH has designated and trained first responders at each campus who will provide first aid as needed. To seek help from an MTECH First Responder, please call the MTECH Alert Line at 801-753-4199 or refer to the First Responder list.

For injuries requiring additional treatment MTECH employees should see a medical provider at one of the local Intermountain WorkMed clinics. If the clinic is closed, you may go to an emergency room. You must see the clinic's industrial physician first before seeking a second diagnosis.

You will be asked to complete an Employer's First Report of Injury Incident Management form with Human Resources and MTECH Safety and Security. This electronic form is located on the MTECH employee website under "Safety and Security" labeled "[Incident Management Report](#)". A representative from that department will file the report and necessary paperwork with the industrial insurance carrier and the Utah Industrial Commission.

A written recommendation from your doctor may be required to return to work.

You may be given a drug test as part of the medical treatment you receive. If the results are positive, you may be disciplined up to and possibly including termination.

Medical fees and weekly loss of time benefits are paid as provided in the state Worker's Compensation Law. The college pays 100% of the premium cost.

If you choose not to follow the above steps in the event of accident or injury, you may be responsible for your own medical expenses.

If you need specific information regarding Worker's Compensation Insurance, please contact the Human Resources Director.

Safety and Security

Everyone has a responsibility for campus safety and security by reporting, complying, and participating. The Campus Security organization consists of a layered security infrastructure and several volunteer response teams including; Onsite Security, the Emergency Operations Committee, Behavioral Intervention Team and Evacuation Team.

It is our goal to maintain a work environment free from intimidation, threats, loss of property, or violent acts. To that end, the College has adopted a zero tolerance policy regarding violence in the workplace. Avoid practices that endanger the College's security. Such practices include, but are not limited to:

- Vandalism, arson, sabotage or suspicious activity
- Trespassing in restricted areas or failing to properly lock the facility and/or turn off lights when working after regular hours
- Assisting or allowing non-MTECH personnel to enter the facility or use college equipment without approval
- Any other intimidating or threatening situations.

If you or somebody else is in immediate and imminent danger, Dial 911. If you or somebody else is in need of Security assistance or would like to report any suspicious

activity or behavior, please reach out to the MTECH Alert Line at 801-753-4199 or campussecurity@mtec.edu.

Reporting Requirements

MTECH Employees are required to report threats to physical safety, violent conduct and conduct that substantially disrupts MTECH operations of which they learn about through, or is in any way related to, their job duties. Employees shall make the report in person to MTECH Safety and Security and/or Human Resources or by calling the MTECH Alert Line at 801-753-4199 or campussecurity@mtec.edu. Follow-up by contacting your supervisor or a College administrator immediately.

Employees are empowered to contact the proper law enforcement authorities without first informing management if they believe a threat to the safety of others exists. You may be asked to document the incident by filling out an Incident Management report. This electronic form is located on the MTECH employee website under "Safety and Security" labeled "[Incident Management Report](#)".

Inspection

The College reserves the right to conduct searches and inspections of employees, employee's personal effects or college provided materials without notice. Illegal and unauthorized articles discovered may be taken into custody and turned over to law enforcement representatives. Any College employee who refuses to submit to a search or is found in possession of prohibited articles may be subject to disciplinary action. All complaints will be fully investigated and where necessary, disciplinary action will be taken.

Drugs and Alcohol

It is the policy of MTECH to maintain a drug-free workplace in order to establish a safe and healthy working and learning environment for employees, guests, students and volunteers. MTECH expects employees to report to all work assignments unimpaired and in a condition ready to perform their duties safely and efficiently. Unsatisfactory job performance and poor attendance or conduct caused by alcohol or substance abuse that is detrimental to MTECH, its employees, its students, the community, the state, or to any person or agency with whom MTECH serves or conducts business is unacceptable.

If reasonable evidence suggests any employee is under the influence of drugs or alcohol, the employee may be required to submit to a drug/alcohol test at a site designated by MTECH at college expense.

Individuals may be tested as required or requested by state or federal agencies, including Post Accident Testing, Random Testing, Reasonable Suspicion Testing and Return to Duty Testing.

Please reference MTECH's [Drug and Alcohol Free Workplace Policy](#) for the full policy.

Smoke-free Workplace

MTECH adheres to the guidelines provided by the [Utah Indoor Clean Air Act R392-510](#).

In accordance with this Act, smoking is prohibited entirely in all college buildings. Smoking is prohibited within 25 feet of any college building, entrances, exits, air intakes, or windows that can be opened. This act also prohibits the use of electronic cigarettes and hookah in the same places as traditional tobacco. Smoking of illegal substances is never allowed at any campus.

All faculty and staff are responsible for adhering to this policy and appropriately informing campus visitors and students. Department heads and other supervisory personnel are responsible for enforcing this policy. Violators may be subject to ticketing by any duly authorized law enforcement officer in the State of Utah.

EMPLOYEE BENEFITS & LEAVE

Full-time, [benefits eligible employees](#) are entitled to the generous package of benefits offered by MTECH.

Questions about benefits or leave should be directed to Human Resources. Additional information about eligible employment categories and leave can be found in [MTECH Employee Categories and Definitions Policy 300.301](#), and [MTECH Leave Policy 300.346](#).

Insurance

MTECH offers several types of insurance coverage to regular full time employees and their dependents. These include life, accidental death and dismemberment (AD&D), long term disability, medical, dental, vision, worker's compensation, and unemployment insurance. You are required to verify the dependent relationship for any dependents added to your plans.

Life/Accidental Death and Dismemberment

Under the group term life insurance plan, benefits eligible employees are covered by a \$50,000 death benefit. Employees may also pay an additional premium to purchase supplemental coverage for the employee or enroll their spouse or domestic partner in group term life insurance coverage.

Under the group AD&D insurance plan, eligible employees are covered by an additional \$50,000 death benefit. Additional coverage options are available for eligible employees and their dependents, the additional premiums are paid by the employee. See the brochure on our website mtec.edu for more information.

Long Term Disability

MTECH pays for Long-Term Disability (LTD) for benefits eligible employees. LTD is your safety net should you become disabled and unable to work. After a three month waiting period, LTD provides two-thirds of your regular monthly salary if you are unable to work due to bodily injury, disease or illness. See the brochure on our website mtec.edu for more information.

Medical, Dental, and Vision

MTECH provides eligible employees and their dependents with medical and dental insurance. We also offer an optional vision plan.

Medical benefits are effective as of the first day worked in a benefits eligible position. Enrollment in iSolved is required as a new employee, and in any instance of a life event that would affect coverage. Open enrollment is held annually to give employees the opportunity to change options or coverage.

Workers Compensation

State law provides for compensation in the event that you suffer an industrial accident or occupational illness as defined by the Workers Compensation Law. Medical fees and weekly loss of time benefits are paid as provided in the Utah State Worker's Compensation Law through our provider, Workers Compensation Fund of Utah. The college pays the premium costs. Please refer to the Risk Management/Workers Compensation section of the handbook.

Unemployment Insurance

State law provides for unemployment compensation benefits if you lose your job through no fault of your own, such as layoff due to lack of work. This benefit will provide you with a temporary income until you find other employment. State law determines the eligibility requirements and waiting period. The college pays the costs of unemployment insurance.

COBRA

At separation of employment, you may elect to continue health insurance coverage, as permitted under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Also, under this law, continuation of insurance coverage is available for your spouse or dependents in the event of marital separation, divorce, death, or other qualifying events. Speak with the Human Resources Director for information on costs, enrollment periods, and terms of coverage.

Educational Benefits

MTECH encourages all individuals associated with MTECH to continue their educational development. To assist in that regard, MTECH has established an educational benefit program. Please review [MTECH Educational Benefits Policy 300.350](#) for complete details, including eligibility and limitations.

Tuition Waivers

MTECH tuition waivers are available to qualifying current and retired MTECH employees, and their dependents. Dependents for this policy are defined as anyone that would qualify to be covered under the MTECH health insurance plan.

Employees and their dependents qualify after three (3) months of service, and are required to work at minimum an average of fifteen (15) hours per week. Eligible employees and their dependents pay student fees, including but not limited to the purchase of books, tests, and other required materials. Please see the [MTECH Educational Benefits Policy 300.350](#) for complete details, including eligibility and limitations.

Education Assistance Program

Educational assistance is awarded based upon the available budget. Only full-time employees are eligible to participate in the Educational Assistance Program. Educational assistance awards will be made three times per fiscal year based on a Summer, Fall, and Spring Semester. Educational assistance award requests - must be

submitted to the Finance Department by the following dates: Summer Semester - August 31st; Fall Semester – January 15th; Spring Semester – June 15th. Please see the MTECH Educational Benefits Policy 300.350 for complete details, including eligibility and limitations

Retirement

Retirement Plan Options

MTECH provides retirement benefits to all full-time, benefits eligible employees under the following options:

All benefits eligible employees eligible to participate in a College-funded retirement program shall be enrolled in the TIAA plan.

Alternatively, eligible employees who have prior service credit with URS may elect to continue participation in URS regardless of the normal requirement for them to participate in the TIAA/CREF plan. Individuals who choose this must file an election form to request to continue URS participation within 30 days of hire or promotion into an eligible position.

The college contributes a percentage of benefits eligible employees' compensation to the selected plan.

Employees who participate in either the TIAA plan or URS can request additional pre-tax earnings be contributed to their participating account. Please contact Human Resources for more information.

The college will provide information to employees on retirement options available. However, employees should consult with qualified attorneys, accountants, or financial advisors of their own choosing before making retirement decisions.

Participation in these funds or any other authorized retirement fund is the responsibility of each individual participant. Each fund or option carries a different degree of financial risk. Employees should read and understand the materials available from TIAA/CREF or from the State Retirement Board before selecting any of the investment options. Consultation with the employees' attorney, accountant and/or financial advisor is advisable.

Social Security Alternate

Benefits eligible employee earnings from MTECH are not covered under Social Security. MTECH contributes the employer portion (currently 6.2%) typically directed to Social Security into a tax deferred retirement account for each employee. Social Security

benefits at retirement are based on the employee's work and financial contributions during their lifetime. Therefore, this alternative plan will affect the amount of benefit employees will receive. Medicare benefits will not be affected. You can find more information on the Social Security website, or review the "Windfall Elimination Provision" document on our [website](#).

Please refer to the [MTECH Retirement Programs Policy 300.387](#) for details.

Paid Leave

MTECH provides benefits eligible employees with paid leave. As a general rule, leave is calculated based on full time employment (2,080-hour work year). Employees who work less than full time but at least 80 percent of full time (1,664 hours or more) and are eligible for this benefit will have their benefit prorated. For example, an 80% full time employee would accrue 80% of the full benefit.

The leave year is defined as the period beginning on January 1 and ending December 31. Leave is accrued and posted each pay period. Terminating employees must work through the end of the pay period to accrue leave hours for the pay period. For questions please refer to [MTECH Leave Policy 300.346](#).

Holiday Leave

MTECH provides regular full-time employees with fifteen (15) paid holidays during the calendar year.

Paid holidays are:

- New Year's Day
- Martin Luther King, Jr Day
- Presidents Day
- Spring Break Day
- Memorial Day
- Juneteenth
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Working day before Christmas
- Christmas Day

Working day following Christmas
Working day before New Year's Day

Holidays falling on Saturday are generally observed on the *preceding* Friday and holidays falling on Sunday are generally observed on the *following* Monday.

Holidays may be substituted by a decision of the President.

Should one of the college holidays fall during your vacation period, it counts as a holiday and not as a vacation day. However, if a paid holiday falls during any unpaid leave of absence, including family leave, you will not receive pay for that holiday.

Personal Leave

Full-time, benefits eligible employees receive sixteen (16) hours of personal leave, which shall be given at the first of each calendar year and are used as needed with approval from the employee's supervisor. Personal hours do not accumulate and unused hours will be forfeited at the conclusion of each calendar year. Employees must submit a request for personal leave in the timekeeping system and obtain approval from their supervisor based on the circumstances and needs of the department.

Sick Leave

Benefits eligible employees are provided sick leave. As a general rule, sick leave is calculated based on full time employment (2,080-hour work year). Employees who work less than 2080 hours but more than 1664 hours are eligible for pro-rated leave benefits.

1. Benefits eligible employees accrue one (1) day per month of sick leave.
Sick leave may accrue without limit.

A. Unused sick leave is forfeited upon termination.

B. MTECH abides by the rules and regulations of the Family Medical Leave Act (FMLA). Sick leave will be charged against both the sick leave accrual and the FMLA allowance concurrently.

2. Management may require an employee to produce administratively acceptable evidence to support any request for leave to cover an absence that exceeds three consecutive working days. Management may require an employee to produce administratively acceptable evidence regardless of the number of leave hours if there is reason to question the legitimacy of the employee's absence.

3. If the length of the illness is longer than the employee's accrued sick leave, the employee may use accumulated annual leave or leave without pay as approved by the college and in accordance with the Family and Medical Leave Policy.

4. Sick Leave Coordinated with Family Medical Leave Act (FMLA) Of 1993- Eligible employees will use accrued paid leave (Sick, Vacation, or Personal) concurrent with the 12 weeks of Family Medical Leave. Only accrued leave balance may be used. If there is no accrued leave, the leave is unpaid.

Vacation Leave

Benefits eligible employees are provided vacation leave. As a general rule, leave is calculated based on full time employment (2,080-hour work year). Employees who work less than 2080 hours but more than 1664 hours are eligible for pro-rated leave benefits.

Employees are encouraged to use, rather than accrue, vacation leave. A maximum of 240 hours accrued vacation hours may be carried forward from one calendar year to the next. Hours that exceed 240 will be forfeited at the conclusion of each calendar year.

Vacation leave accrues according to the following schedules:

Full Time Benefits Eligible Personnel:

<i>Years of Service</i>	<i>Rate at which vacation is accrued</i>
0 to 4	15 days per 12 months (1.25 days per month)
4 to 6	18 days per 12 months (1.5 days per month)
6 to 8	21 days per 12 months (1.75 days per month)
8 +	24 days per 12 months (two days per month)

Service increases begin the first day of the month as calculated from their individual date of full-time employment (i.e. full-time employment date of 5/10 would increase 5/1.) The Director of Human Resources, at the instruction of the College President, may advance a full-time employee further along the years of service scale if it is deemed in the best interest of the College.

Upon termination, the cash value of the accumulated unused vacation leave is calculated by multiplying the employee's current hourly rate with the number of accrued hours of vacation leave. This amount will be paid as one lump-sum payment, subject to applicable taxes. This may be included with the final paycheck or as a separate check or deposit at the discretion of the Human Resource Department and Payroll Department.

Bereavement

Three days of time off with pay is authorized to all benefits eligible employees in the case of a death in the immediate family as defined below. Salaried employees may receive such leave for each occurrence.

For the purpose of this section, immediate family is defined as the employee's spouse or domestic partner, in-laws, all levels of grandparents, parent, brother, sister, child, and all levels of grandchildren. (Step-relatives in these categories are included).

Jury/Witness Duty

MTECH recognizes the duty of employees as citizens to serve on juries or as witnesses.

Benefits eligible employees necessarily absent from work in compliance with an official requirement to appear for jury service or a subpoena to appear as a witness at a trial, deposition, or other official proceeding will continue to receive the equivalent of full pay.

The employee is expected to deliver to the college cashier for deposit to the college accounts, any fees received in accordance with law for compelled attendance as a juror or non-expert witness, unless the employee chooses to use their accrued leave time, in which case they may keep the jurors fees.

This allowance covers only time lost while actually engaged in jury service or attendance as a witness and in reasonable travel to and from the place of such service. This policy does not apply when an individual appears in court on his or her own behalf.

If you receive a jury summons or a subpoena to appear as a witness, it is your responsibility to advise your supervisor, and then mutually arrange your service schedule, within the limits posed by local jurisdictions, resulting in the least negative impact on your department. Part time employees will not receive their regular pay from the college.

Employees are also responsible to report to work on any day they are excused from jury duty or are released early. A copy of the court paperwork is to be presented to your supervisor following the leave.

Parental Leave

Full-time, benefits eligible employees are eligible for parental leave, regardless of the employee's eligibility for FMLA leave.

For the purpose of bonding with or caring for a newborn or newly adopted child, the eligible employee, regardless of employee gender, shall receive 10 workdays of paid leave upon the adoption or birth of the employee's child. Please refer to [MTECH Policy 300.346.4.4](#) for details regarding eligibility, advance notice and FMLA implications.

Medical Maternity Leave

Full-time, benefits-eligible employees who give birth are eligible for six weeks of paid medical maternity leave due to the medical necessity of recovering from childbirth. Medical maternity leave may be used only in a single block of six consecutive weeks, not intermittently. Upon termination, an employee will not be compensated for any unused medical maternity leave. Medical maternity leave will run concurrently with job protected FMLA leave. Please refer to [MTECH Policy 300.346.4.5](#) for details.

Military Leave

Full time salaried or hourly benefited personnel who are members of any reserve branch of the United States Armed Forces are entitled to a leave of absence with full pay for time spent on duty at annual encampments or other required active duty training, not in excess of 15 working days per year. This leave shall be in addition to annual vacation leave the employee may have accrued. Salaried employees who work less than 40 hours per week will receive this benefit on a prorated basis. A copy of the orders requiring the attendance of an eligible employee for military leave shall be attached to the request for leave with pay. An employee may not claim salary for non-working days spent in military training or for traditional weekend training.

The employment rights of individuals who voluntarily or involuntarily leave employment at MTECH to undertake military service are protected under the [Uniformed Services Employment and Reemployment Rights Act of 1994 \(USERRA\)](#) and the Utah Code Annotated, §39-1-36. To be eligible for the provisions of these laws, an employee must:

- Leave a non-temporary position at MTECH
- Leave MTECH to enter active duty, active duty for training, inactive duty training, or state active duty
- A service member must give notice to their employer prior to the start of service (to the extent possible),
- not be absent for service beyond five years (exceptions apply),
- not leave the service with a disqualifying discharge,
- and make a request to return to the employer within certain timeframes specified by USERRA.

A person meeting the above criteria is entitled to return to the previous position or a position of similar status, seniority, and pay. The person is to be restored as if he/she had been continuously employed by MTECH during the course of active duty with no loss of promotion, pay increases, seniority, or other position attributes that would have occurred had the person remained employed.

Medical coverage may be continued based on the provisions of the Uniformed Services Employment Rights Act of 1994 (USERRA). Employees may apply any earned, accrued vacation time before the beginning of their unpaid military service leave if they wish; however, they are not obligated to do so.

[See State Code Annotated, §39-1-36, Uniformed Services Employment and Reemployment Rights Act of 1994 \(USERRA\), MTECH Leave Policy 300.346.4.6.](#)

Family and Medical Leave (FMLA)

1. An eligible employee is allowed up to 12 workweeks of family and medical leave each calendar year for any of the following reasons:

- A. birth of a child;
- B. adoption of a child;
- C. placement of a foster child;
- D. a serious health condition of the employee; or
- E. care of a legal spouse, child, or parent with a serious health condition.

1. the Department of Labor's definition of "child" includes individuals for whom the employee stands as "in loco parentis", and their definition of parent includes individuals who stand "in loco parentis" to the employee.

2. A serious health condition is:

- a condition which requires an overnight stay in a hospital, hospice, or residential medical facility;
- a condition requiring absence from work, school, or other regular daily activities for more than three calendar days, and which requires continuing treatment by, or under the supervision of, a health care provider; or a condition requiring continuing treatment for a chronic or long-term health condition which, if not treated, would result in an absence of more than three days.

3. MTECH may require the employee to provide medical certification of the serious health condition of either the employee or the family member.

F. A qualifying exigency arising as a result of a legal spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces.

2. An employee is allowed up to 26 workweeks of family and medical leave during a 12-month period to care for a legal spouse, son, daughter, parent or next of kin who is a recovering service member as defined by the National Defense Authorization Act.
3. An employee on FMLA leave shall continue to receive the same health insurance benefits the employee was receiving prior to the commencement of FMLA leave provided the employee pays the employee share of the health insurance premium.
4. An employee on FMLA leave shall receive any administrative leave given for non-performance-based reasons if the leave would have been given had the employee been in a working status.
5. To be eligible for family and medical leave, the employee shall:
 - A. be employed by MTECH for at least 12 months;
 - B. be employed by MTECH for a minimum of 1250 hours worked, as determined under FMLA, during the 12-month period immediately preceding the commencement of leave.
6. To request FMLA leave, the employee or an appropriate spokesperson, shall apply in writing for the initial leave and when the reason for requesting family medical leave changes:
 - A. thirty days in advance for foreseeable needs; or
 - B. as soon as practicable in emergencies.
7. An employee with a serious health condition must use accrued annual leave, sick leave, excess hours and compensatory time prior to going into leave without pay status for the family and medical leave period.
 - A. An employee who chooses to use accrued annual leave, sick leave, excess hours and compensatory time prior to going into leave without pay status for the family and medical leave period shall notify the college.
 - B. If any employee fails to notify MTECH under this subsection, accrued leave will be used to pay the employee's payroll deductions in the following order: Accrued sick leave, personal leave, and then vacation leave.
8. An employee who chooses to use FMLA leave shall use FMLA leave for all absences related to that qualifying event.
9. Any period of leave for an employee with a serious health condition who is determined by a health care provider to be incapable of applying for Family and Medical Leave and has no agent or designee shall be designated as FMLA leave.
10. An employee with a serious health condition covered under workers' compensation may use FMLA leave concurrently with the workers' compensation benefit.

11. If any employee has gone into leave without pay status and fails to return to work after FMLA leave has ended, MTECH may recover, with certain exceptions, the health insurance premiums paid by MTECH on the employee's behalf. An employee is considered to have returned to work if the employee returns for at least 30 calendar days.

A. Exceptions to this provision include an employee whose circumstances change unexpectedly beyond the employee's control during the leave period, preventing the return to work at the end of 12 weeks.

12. Leave taken after childbirth or placement of a healthy child for adoption or foster care may not be taken intermittently or on a reduced leave schedule unless the employee and employer mutually agree.

13. Medical records created for purposes of FMLA and the Americans with Disabilities Act shall be maintained in accordance with applicable confidentiality requirements.

If you have questions about eligibility, would like a copy of MTECH's FMLA policy, or wish to complete a Request for FMLA Form, see the Human Resources Director. ([MTECH Leave Policy 300.346](#))

Administrative Leave

1. Administrative leave may be granted consistent with MTECH's policy for the following reasons:

- A. During management decisions that benefit the organization
- B. When no work is available due to unavoidable conditions or influences
- C. Personnel decision-making prior to discipline
- D. Removal from adverse or hostile work environment situations
- E. Reward in lieu of cash. One day may be granted by the President or designee, and more than that may be granted with written approval from the President.

2. Voting: A benefits eligible employee shall be granted up to two hours of administrative leave to vote in an official election if the employee has fewer than three total hours off the job between the time the polls open and close, and the employee applies for the leave at least 48 hours in advance. Management may specify the hours when the employee may be absent, for the benefit of the college.

Administrative leave taken shall be documented in the employee's leave record.

Leave Without Pay

A leave of absence is unpaid time off from work. Requests are made in writing to your immediate supervisor. Leave without pay is not an entitlement. MTECH Administration reserves the right to refuse leave requests when the leave is determined to have an adverse impact for the college and/or the students, with the exception of those requests required by federal or state law.

Please refer to [MTECH Policy 300.346](#) for policy details regarding:

- Leaves of Absence Without Pay
- Workers Compensation Leave
- Long Term Disability Leave
- Organ Donor Leave
- Furlough
- The procedures to apply for leave

ETHICAL AND PROFESSIONAL CONDUCT

MTECH expects an exceptional standard of ethical practice and professional behavior from all employees. This code of conduct and ethics applies to all MTECH employees and any individual representing the college in any way.

Failure to follow the expected standards of conduct may result in disciplinary action.

Ethics

MTECH strives to maintain the highest standard of business ethics. The college expects you, as an employee, to carry out all business in an ethical and legal manner. Each employee must be totally honest in all areas of work including:

- Adherence to a code of personal conduct which reflects a high standard of business ethics in all dealings representing the college.
- Performance of duties appropriate to the position of trust and the compensation received.
- Protection of college property and products.
- Respect for the personal property of co-workers and visitors.
- Protection of proprietary information belonging to the college, to students, or to all others.
- Complete compliance with all legal and contractual obligations into which the college enters or which are required by law and for which you have an obligation as part of your job responsibilities.

Maintaining these standards of business conduct is vital to our continued success.

Gifts

MTECH prohibits employees from accepting gifts, gratuities, or entertainment from individuals and firms with whom the college does business. It is also a violation to give gifts to individuals or firms with whom MTECH does business. Any violation of this policy may result in disciplinary action, up to and including termination.

Excluded are advertising or promotional materials, and holiday or other gifts, which are of nominal value (less than \$50.00).

For more information see the [Utah Public Officers' and Employees' Ethics Act](#).

Employees who act on behalf of MTECH with an outside institution should represent their credentials, purposes, and position, or affiliation with the institution clearly and accurately. Individuals shall use their office, title, and professional associations only for the conduct of official business.

Employees should conduct themselves with due respect to relevant legal factors, regulatory factors, and official policies and shall be sensitive to other educational systems and cultures.

Non-Discrimination

It is the policy of MTECH not to discriminate on the basis of race, color, national origin, sex, disabilities in its programs, services or activities, as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and the Section of 504 of the Rehabilitation Act of 1973, as amended. Please reference <https://mtec.edu/non-discrimination-statements/> for more information.

Publications, Marketing, and Promotion – Promotional materials used with students shall be clear, accurate, and current and should emphasize the educational programs and services available. Materials shall not, by commission or omission, provide false, incomplete, or misleading information.

Conflict of Interest

A conflict of interest may exist when an employee's personal activities or financial affairs adversely influence an employee's judgment or performance of job duties. This may happen when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the college's business

dealings. Situations where a conflict of interest (actual or potential) may exist are to be avoided.

If a possible conflict of interest is created, the employee should discuss it with his/her supervisor and/or the Director of Human Resources, and submit a disclosure regarding the conflict of interest.

Employees are required to complete a “Statement of Possible Conflict of Interest” during the hiring process to disclose all reasonably foreseeable potential conflicts of interest. A new disclosure document is required if any prohibited conflicts arise during the course of employment.

[See MTECH Conflict of Interest policy 300.307](#) for the complete policy.

Professional Competency and Behavior

All employees should maintain the highest standards of professional conduct, and act with integrity to represent MTECH.

Employees should behave in a respectful and courteous manner at all times, in both language and appearance when associating with all professional colleagues or other member institutions.

Employees should make an effort to understand the institution, our mission, and general information regarding programs, requirements, application process and student support. Every effort should be made to represent and promote the college positively to current and prospective students and the community in general.

No employee should take any action on behalf of the college that they know, or reasonably should know, violates any applicable policy, law or regulation. All college business should be conducted with honesty and integrity.

Attendance

As an employee of MTECH, you should consider yourself an essential part of a team. Other members of your team depend on your regular attendance. Excessive absences have an adverse impact on commitments to our students, customers, and the productivity of departments and other individuals.

If you must be absent or tardy, you must notify your supervisor so arrangements can be made while you are away.

Confidentiality

The college protects confidential information, which includes personal information about personnel as well as information that may present a disadvantage for MTECH.

Software

All information, including computerized information, software, equipment and data, is a college asset. Protection of college assets is a basic business principle. Employees have a responsibility to protect information from accidental or intentional misuse or destruction.

Anyone violating software copyright laws (i.e. copying college-purchased software for personal or unauthorized use) or introducing unapproved software or data on college equipment may be subject to disciplinary action which may include termination of employment.

Confidential Information

MTECH employees may be entrusted with confidential information. Some information is technical and/or financial regarding students or other personnel, and some with our business practices. All of this information is necessary to the college and could do irreparable damage if confidentiality is not protected. Confidential information may be defined as information that:

- Is generally unavailable to the public.
- Involves the college, students, vendors, or others.
- Includes all communications regarding persons, products, marketing, financial and cost information related thereto, whether in the form of lists, memoranda, letters, transcripts, sound and video recordings, computer software, printed materials, etc.

You must respect the complete confidentiality of business information at all times. Confidential information made available during the course of employment is owned and shall continue to be owned by MTECH. Treat such information with the strictest confidence.

Do not use confidential business information to advance personal interests through investments or in any other way.

Only provide confidential information to MTECH personnel authorized to receive it.

Failure to follow these rules may result in immediate dismissal. Respect and proper treatment of confidential information results in the continued growth of the college and greater work opportunity and security for every employee.

Soliciting

In order to avoid disruption to college operations, MTECH has established the following guidelines related to solicitations and distribution of literature on college property. Employees or other persons should not:

- Distribute pamphlets, leaflets, or any other literature either for or against any other organization. This policy applies to any social, fraternal, religious, or business organization except those receiving approval from the President.
- Solicit membership on behalf of any social, political, fraternal, religious, business, or other organization during your working time.
- Post information on college bulletin boards or other property without prior approval from the Director of Communications.

Limited collection of money for presents, flowers, parties, donations, or for collections may be permitted with administrative approval. All such approved solicitations should be made during regularly scheduled rest and lunch periods.

The college may authorize the solicitation of funds for recognized and established charities which benefit the general community.

Dress Code

MTECH's mission is to prepare students for the workforce by "enhancing the employability of individuals through market-driven career and technical education."

As MTECH prepares students to enter the workforce, it is our responsibility to provide students with the necessary tools to be successful in the world of work. One of the tools every student will need, regardless of the work they do, is to understand and practice proper work attire.

The dress code for MTECH employees is generally termed "business casual" with some exceptions for special occasions. Fridays are generally designated as "dress down days" and jeans are allowed.

Instructors will often wear clothing applicable to the specific program they teach. For example, an instructor in the Medical Assistant Program may want students to wear scrubs and closed toe shoes and therefore chooses to set the example by wearing the same shoes and scrubs. Or a welding instructor may wear clothing and boots that would be required in a weld shop.

Regardless of the work assignment, all MTECH employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours and while on college business.

We provide the following guidelines: dress must be modest with no midriiffs or stomachs showing—no shorts, tank tops, tops with distracting designs and words, sweats, exercise clothing or ragged clothing with holes.

Non-Discrimination Statement

MTECH is fully committed to policies of non-discrimination and equal opportunity. MTECH offers Career and Technical Education (CTE) programs in [the following areas](#).

Admissions to these programs are based on the following [admissions policy](#).

It is the policy of MTECH not to discriminate on the basis of race, color, national origin, sex, disabilities in its CTE Programs, Services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and the Section of 504 of the Rehabilitation Act of 1973, as amended.

MTECH works with Adult Education in the local school districts to assure the lack of English skills is not a barrier to admission and participation in programs.

For more information about your rights or [grievance procedures](#) contact:

<p>Lynn Adams 2301 Ashton Blvd. Lehi, Utah 84043</p> <p>Phone: 801-753-4245 ladams@mtec.edu</p>	<p>Inquiries may also be sent to:</p> <p>Office for Civil Rights, Denver Office U.S Department of Education Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, CO 80204-3582 Phone: 303-844-5695 (TDD: 800-877-8339) Fax: 303-844-4303 Email: OCR.Denver@ed.gov</p>
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MTECH está totalmente comprometido con las políticas de no discriminación e igualdad de oportunidades. MTECH ofrece programas de Educación Técnica y Profesional (CTE) en [las siguientes áreas](#).

Las admisiones a estos programas se basan en la siguiente [política de admisiones](#).

Es política de MTECH no discriminar por motivos de raza, color, nacionalidad, sexo, discapacidades en sus Programas, Servicios o actividades CTE según lo requiere el Título VI de la Ley de Derechos Civiles de 1964, según enmendada; Título IX de las Enmiendas a la Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmendada.

MTECH trabaja con Educación para Adultos en los distritos escolares locales para asegurar que la falta de habilidades en inglés no sea una barrera para la admisión y participación en todos los programas educativos y CTE.

Para obtener más información sobre sus derechos o los [procedimientos de quejas](#), comuníquese con:

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