

**MOUNTAINLAND TECHNICAL COLLEGE**  
**EMPLOYEE HANDBOOK**

*2024-2025*

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## A MESSAGE FROM THE PRESIDENT

On behalf of the Mountainland Technical College Board of Trustees, I am honored to welcome you to another exciting and monumental school year.

This year is particularly unique as we celebrate Mountainland's 35th anniversary. Over the past three and a half decades, MTECH has experienced remarkable growth and transformation. We have blossomed into the largest and fastest-growing technical college in the state, and I don't anticipate that slowing down!

As valuable members of the MTECH team, you have the unique experience to shape and influence many students' lives. You are personally molding the future workforce of our community, and serving as a force for good.

The college, and many of the programs, are recognized nationally among the very best. That success doesn't happen by accident or overnight; it's the result of the hard work and dedication of everyone who represents MTECH. To that, I want to thank each one of you for your valuable contributions.

I am eager to dive into this academic year. I extend my best wishes of success, happiness, and health; personally and professionally - and look forward to all the great things the college will accomplish.

Best regards,

*Clay Christensen, President  
Mountainland Technical College*



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## ABOUT MOUNTAINLAND TECHNICAL COLLEGE

### GOVERNANCE

Mountainland Technical College (MTECH) is part of the Utah System of Higher Education (USHE) which is governed by the Utah Board of Higher Education (UBHE), per Utah Code §53B-1-402.

### MISSION

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

### 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.

## **VALUES**

Mountainland Technical College's Values Compact is our collective commitment to student success. By working together with a shared passion for our community, we support the student experience with the following:

1. Relevant, industry-driven programs
2. Authentic and personalized support services in and out of the classroom.
3. A positive and welcoming community that inspires learning, confidence, integrity, and inclusion.

## **MTECH ADMINISTRATIVE OFFICERS**

President	Clay E. Christensen
Vice President, Administrative Services/CFO	Kirt J. Michaelis
Vice President, Instruction	Holly L. Peterson
Vice President, College Relations	Joseph M. Demma

# WELCOME

We are excited to have you as part of the MTECH team!

The purpose of this handbook is to provide a resource for information, expectations, and resources. For any outstanding questions regarding items within this handbook, please contact the Human Resources department.

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## SUMMARY OF EMPLOYMENT POLICIES AND PRACTICES

This handbook contains summaries of employment policies and practices. It is recommended that every employee familiarize themselves with the official policies. Policies can be found in ADP or BoardDocs.

For questions about policies, contact the Associate Vice President 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 300.311 Corrective Action Policy and Procedure shall create an obligation on either party to continue employment.

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

Refer to the 300.302 Employment At-Will Policy 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, ethnicity, religion, national origin, color, sex, age, disability, protected veteran status, pregnancy, sexual orientation, gender identity/expression, genetic information, 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)b(ii).

Equal Employment Opportunity is not only the law; but is a principle of our college's operation. We stand behind this principle and expect each employee to cooperate to achieve this goal. See 300.305 Discrimination and Harassment Complaints Policy and Procedure for more information.

## **HARASSMENT AND DISCRIMINATION**

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

We expect employees 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**

MTECH does 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 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.

Refer to the MTECH-USHE Title IX 2022-2 Policy for the complete policy.

## **RETALIATION**

MTECH does not engage in retaliation, nor does it tolerate retaliation toward any employee for activities protected under its non-discrimination policy. Retaliation is an action, performed directly or through others, aimed to dissuade or punish participation in protected activities. Protected activities include: requesting accommodations, reporting harassment or discrimination, and participating in the discrimination investigation procedures.

## **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 Employee Accommodation Committee will use in processing (e.g., approving/denying) the accommodation request. See the 300.323 Accommodations for Employees with Disabilities Policy and Procedure.

## **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 employees responsibility to keep personal information current in the college's Human Resources Information System (HRIS). This includes alerting Human Resources of any changes in name, address, marital status, etc.

The college keeps records of pertinent employment information. This includes, but is not limited to, required certifications, time keeping documents, benefits information, performance evaluations, and disciplinary actions.

Each employee holds the right to examine, obtain, and challenge the accuracy of documents contained in their file. Exceptions to this policy include information classified as confidential under the Utah Code granting public employees the right to review their personnel file.

Refer to 300.331 Personnel files Policy and Procedure for more information.

## **EMPLOYEE REFERENCES**

All requests for employment references must be directed to the Human Resources Department. Managers, supervisors, or any other employees are not authorized to release references, or to discuss performance regarding current or former employees. Only documented information will be released and must have written authorization from the employee.

## **PERFORMANCE REVIEWS**

Performance reviews are scheduled annually in November. These reviews are designed to provide a fair and consistent evaluation procedure. This is an opportunity to discuss individual performance, promote professional growth and development, and recognize employee success. They also offer the opportunity to discuss and identify inadequate performance, suggest areas for improvement, and establish clear expectations. MTECH encourages ongoing communication between employees and supervisors to foster positive working relationships and create a culture of continuous improvement. These reviews become part of the personnel file.

Performance reviews should not be synonymous with salary reviews. Refer to 300.329 Employee Performance Evaluation Procedure for more information.

## **PROMOTIONS AND TRANSFERS**

Current employees, if interested, are eligible to apply to other positions within the college that are posted on the job board.

Resumes are reviewed in accordance with the 300.386 Hiring Policy and Procedure to identify the best qualified applicants, provide equal opportunity for employment, and make an authorized selection of the candidate which best fits the college's needs.

- In cases where a department would be severely 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 is two weeks.
- Requests for transfers are considered based on qualifications for available positions and the best interest of both the college and employee.



## **EMPLOYMENT CATEGORIES**

MTECH hires both full and part-time employees. Reference 300.301 Employee Categories and Definitions Policy for complete details.

### **FULL-TIME EMPLOYEES**

At MTECH, full-time employment status is based upon a forty (40) hour work week (2080 hours per year). Full-time positions are designated as benefits eligible and the employee may participate in the college benefits package. In rare instances, and for the benefit of the college, a full-time employee may be required to work a reduced schedule. Those working less than 80%, or 32 hours, of a full-time work schedule are not eligible for benefits.

### **PART-TIME EMPLOYEES**

Part-time employees average less than 30 hours per week, and are not eligible for benefits, including health insurance, paid time off, paid holidays, paid jury duty, etc.

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. All part-time employees are non-exempt. Full-time employees can be exempt or non-exempt, depending on the position.

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.

## **OUTSIDE ACTIVITIES AND INTERESTS**

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

Unless an employee has received written permission from the College President, employees cannot use the college’s name, image, or likeness to endorse, partner, or volunteer 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. Employees are expected to conduct personal affairs in a manner that does not adversely affect the college’s or their own integrity, reputation, or credibility. Illegal or unethical conduct that adversely affects the legitimate business interests of the college, or the ability to perform job responsibilities, 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 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.

## INFORMATION DISPLAYS

Information displays publicly exhibit important notices and information that pertains to students and/or employees. While not limited to the following list, information displays include these items:

- Bulletin/tack boards
- Public facing TV monitors
- Acrylic sign holders (as found in restrooms)
- Shadow-box display cases

Any materials intended for any information displays must be submitted to the Senior Director of Communications for approval prior to posting.

Adhering any items on windows, doors, and/or walls is prohibited.

## CAMPUS & FACULTY MEETINGS

Campus and faculty meetings are held to provide updates or review relevant and important college information. Campus meetings are generally held four times per year, and faculty meetings are held five times per year. While attendance at campus meetings is optional, it is strongly encouraged. Faculty meetings are mandatory for full-time faculty members. Part-time faculty should attend faculty meetings unless it interferes with other full-time employment.

Reference the Employee Calendar for date and meeting times.

## PERSONAL & WORK PHONES

Employees should limit telephone use to business purposes. Personal calls should not be made from college telephones. It is expected that any necessary cell phone use is courteous and professional. Cell phones should not be used by faculty members 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 is considered college property. In accordance with state and federal law, as well as college policy, described information is subject to review and inspection by college network administrators.

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. Additionally, MTECH monitors all internet use 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.

The above is a summary. Additional policy details should be reviewed in the 300.309 Employee Information Technology Acceptable Use Policy and Procedure. If you have any questions regarding this policy, please contact Human Resources or the Associate Vice President of Technology.

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## **GRIEVANCE AND RESOLUTION PROCESS**

There may be instances where an employee believes a policy affecting them has not been applied fairly and consistently.

Employees should first attempt to resolve any employment grievances through informal discussions with their immediate supervisor. If a mutually satisfactory agreement cannot be reached, the employee may submit, in writing, the grievance to the next-level supervisor.

Employees that are not satisfied with the resolution provided by the next-level supervisor may

submit, in writing, the grievance to the corresponding Vice President. The resolution provided by the Vice President is final and binding.

In cases where a Vice President is the immediate supervisor, employees should submit, in writing, the grievance to the Associate Vice President of Human Resources, who will confer with the College President. In this case, the decision of the College President is final and binding.

If the employee grievance is related to a Title IX concern, the employee should go directly to the Title IX Coordinator for assistance.

#### **Title IX Coordinator Information**

(801) 753-4245

titleixcoordinator@mtec.edu

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

Reference 300.325 Employee Grievance Policy & Procedure for the complete policy and procedure.

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## **TERMINATION OF EMPLOYMENT**

Our employment relationship with all employees is by employee and college choice. When terminations must be implemented, they are handled in a manner to achieve minimal adverse effects on the employee and the college. 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.

Reference the 300.302 Employment At Will Policy for further details.

## **VOLUNTARY TERMINATION**

Voluntary termination occurs when an employee resigns, fails to return to work of his/her own volition after an approved leave of absence, or is absent from work for more than three consecutive working days without notifying his/her supervisor.

### **RESIGNATION**

Employees are encouraged to give advance written notice when ending their employment. Benefits eligible employees who resign typically remain in good standing when a two week notice is given.

### **RETIREMENT**

Retiring benefits eligible employees are encouraged to meet with the Associate Vice President of Human Resources at least three months prior to the expected retirement date to begin the benefit claim process.

## **INVOLUNTARY TERMINATION**

While MTECH may elect to administer corrective action(s), the college is not 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.

Management *must* consult with the Associate Vice President of Human Resources prior to administering *any* corrective action. All dismissals require prior consultation with the department head and appropriate administrative authority (College President or Vice President) and the Associate Vice President of Human Resources concerning compliance with equal employment laws and regulations, and MTECH policies and procedures.

See 300.311 Corrective Action Policy and Procedure for more information.

## **RETURN OF COLLEGE PROPERTY**

All employees are responsible to return all college property to their supervisor or Human Resources. This includes computer equipment, keys, prox cards, files, purchasing cards, etc. Any equipment not returned will affect the final paycheck, and may result in legal action.

## **FINAL PAYCHECK**

After resignation, the employee will receive their final paycheck through direct deposit on the next scheduled pay date.

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

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. Unused sick leave is forfeited upon termination.

## **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.

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## **COMPENSATION**

We value each employee's contribution to the college and administer salaries based on job duties and performance. Salary increases are dependent on funds provided by the Utah State Legislature. These changes occur annually on July 1, the beginning of the new fiscal year. Increases may be based on cost of living, performance/merit, and/or local economic conditions.

## **PAY PERIODS AND PAYDAY**

MTECH operates on a bi-weekly payroll schedule. This means employees receive a paycheck every other Friday. Each pay period is fourteen days, or two work weeks. Each work week begins on Saturday and ends the following Friday. Each year consists of twenty-six pay periods and twenty-six pay checks.

Payments are made through direct deposit. Employees are responsible to provide accurate direct deposit information through the HRIS. Any changes to direct deposit information must be completed before the close of the pay period.

Employees can access pay history information in the HRIS system following the direct deposit of their earnings. Notify the Payroll Department immediately of an error on your paycheck.

## **TIMEKEEPING REQUIREMENTS**

Every employee is responsible 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 dismissal.

Employees are responsible to record and verify hours worked in the timekeeping software at the end of each pay period. This certifies the accuracy of all time recorded. Supervisors will also review and approve time records before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and supervisor must verify the accuracy of the changes. Any errors should be reported to the 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 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, MTECH is required by law to withhold the amount stated. In addition, the college may also withhold a reasonable administration fee.

## **WORK SCHEDULES**

The work week is considered to begin on Saturday at 12:01 AM and end at midnight on the following Friday. 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 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 instructor schedules are based on class time and preparation time 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.

Supervisors 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. 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.

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## **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.

Job requirements may have additional safety guidelines and training established for employee protection and the protection of others. If so, employees will be required to complete the training and know and follow the guidelines. If there is a concern 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, the injured employee 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, call the Alert Line at 801-753-4199.

For injuries sustained on the job that require additional treatment, MTECH employees should see a medical provider at one of the local Intermountain WorkMed clinics. If the clinic is closed, the injured employee may go to an emergency room. Employees must visit the clinic's industrial physician first before seeking a second diagnosis.

Following an accident or injury, all employees involved will be asked to complete an Incident Management Report with Human Resources and/or the Security Department. This electronic form is located on the MTECH website under "Safety and Security" labeled "Incident Management Report". A representative from the department will file the report and necessary paperwork with the industrial insurance carrier and the Utah Industrial Commission.

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

Employees may be given a drug test as part of the medical treatment received. If the results are positive, the employee 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 the injured employee chooses not to follow the above steps in the event of an accident or injury, they may be responsible for their own medical expenses.

If you need specific information regarding Workers Compensation Insurance, please contact the Associate Vice President of Human Resources.

## **SAFETY AND SECURITY**

Everyone has a responsibility for campus safety and security by reporting, complying, and participating. Campus security consists of layered security infrastructure and several volunteer response teams that include, but are not limited to: onsite security personnel, the Emergency Operations Committee, Behavioral Intervention Team, Evacuation Team, and the MTECH First Responder Team.



It is MTECH's goal to maintain a work environment free from intimidation, threats, loss of property, or violent acts. Any violent or potentially violent behavior, physical assault, threatening behavior, harassment, or verbal abuse that arises from or occurs on college property by students, employees, or third parties will not be tolerated and may be grounds for immediate dismissal, eviction from campus premises, arrest, etc.

All employees are expected to 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, 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 there is any immediate and/or imminent danger, dialing 911 should be the first response. To report suspicious behavior, or receive security assistance, contact the Campus Safety & Security Alert Line:

**Campus Safety & Security Alert Line**

801-753-4199

[campussecurity@mtec.edu](mailto:campussecurity@mtec.edu)

For more information regarding workplace violence, please reference the Campus Safety, Response, and Reporting Plan.

## **REPORTING REQUIREMENTS**

Employees are required to report threats to physical safety, violent conduct, and conduct that substantially disrupts operations of their job duties. Employees should submit a report to the Security and/or Human Resources Department, or by calling the Alert Line. Following the report, the direct supervisor or other college administrator should be notified.

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. Employees may be asked to document the incident by filling out an Incident Management Report.

## **INSPECTION**

The college reserves the right to conduct inspections of employees, employee's personal items, or college provided materials without notice. Illegal and unauthorized articles discovered may be taken into custody and turned over to law enforcement representatives. Any 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 disciplinary action will be taken, where necessary.

## **SECURITY BADGES**

Campus security requires each employee on campus to wear their security badge so employees can be easily identified. During onboarding, employees will be issued a security badge that should be worn at all times.

## **PARKING PASSES**

To park on campus, students and employees must obtain a valid parking pass. This is done by submitting an MTECH parking pass form. This form can be accessed through a QR code at the MTECH Store or at a Student Services location. The physical parking pass can be picked up at any Student Services location.

Anyone planning to park at the Provo Campus will need to fill out the parking form. Student Services will use the information provided in the form submission to create an account. This account will enable the individual to park in the parking garage located at 165 W 200 N Provo, UT. Once a student completes or withdraws from a program at the Provo Campus, the account is deleted. If an employee terminates, the account is deleted.

Parking passes are available at no additional charge to employees and students.

Anyone operating a personal or fleet vehicle on college property must adhere to all state, local, and college traffic/parking regulations. The Security Department routinely monitors campus parking and will issue a citation if vehicles do not have the appropriate parking pass.

Visitor and handicapped parking spaces are designated at each campus.

## **DRUGS AND ALCOHOL**

Per policy, MTECH is to remain a drug-free campus to maintain a safe and healthy working and learning environment for all stakeholders. Violations include unlawful activities related to controlled substances, unauthorized alcohol use, and impairment by either controlled substances or alcohol, both on campus and during college business off-campus. Prescription and over-the-counter drugs are permitted when used as prescribed and in compliance with federal and state laws.

If reasonable evidence suggests any employee is under the influence of drugs or alcohol, this should be reported immediately to the Security Department via the Alert Line. The employee may be required to submit a drug/alcohol test at a college-designated site at the college's 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.

Violations of this policy may result in disciplinary action, up to and including termination. Reference the 300.342 Drug and Alcohol Free Workplace Policy and Procedure for additional information.

## **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 in all college buildings.

Accordingly, 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 employees 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 citations by any duly authorized law enforcement officer in the State of Utah.

Employees who fail to abide by this policy may be subject to discipline, up to and including possible termination. Reference the 300.341 Smoking Policy.

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## **EMPLOYEE BENEFITS & LEAVE**

Full-time, benefits eligible employees are entitled to a generous package of benefits.

An orientation will be held during the first two weeks of employment to help familiarize and understand the enrollment process.

Additional information about eligible employment categories and leave can be found in 300.301 Employee Categories and Definitions Policy, and 300.346 Leave Policy and Procedure.

## **INSURANCE**

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

### **LIFE/ACCIDENTAL DEATH AND DISMEMBERMENT**

Under the group term life insurance plan, benefits eligible employees are covered by a \$50,000 death benefit. Enrollment for this plan is required. 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. Enrollment for this plan is required. Additional coverage options are available for eligible employees and their dependents. The additional premiums are paid by the employee. See the brochure on the Human Resources webpage for more information.

### **LONG-TERM DISABILITY**

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

## **MEDICAL, DENTAL, AND VISION**

MTECH provides eligible employees and their dependents with medical, dental, and optional vision insurance plans.

Medical benefits are effective on the first day worked in a benefits eligible position. Enrollment through the HRIS 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 an employee suffers 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 Workers' Compensation Law, through Workers' Compensation Fund (WCF) of Utah. The college pays the premium costs. Refer to the Risk Management/Workers Compensation section of this handbook for additional information.

## **UNEMPLOYMENT INSURANCE**

State law provides unemployment compensation benefits in the event that an employee loses their job at no fault of their own, such as a layoff. This benefit provides a temporary income until other employment is found. State law determines the eligibility requirements and waiting period. The college pays the costs of unemployment insurance.

## **COBRA**

At separation of employment, employees may elect to continue health insurance coverage, as permitted under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Under this law, continuation of insurance coverage is available for a spouse or dependents in the event of marital separation, divorce, death, or other qualifying events.

## **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 reference 300.350 Educational Benefits Policy for complete details, including eligibility and limitations.

## **TUITION WAIVERS**

Tuition waivers are available to qualifying current and retired MTECH employees, and their dependents. Dependents for this policy are defined as spouse, domestic partner, and children up to the age of 26.

Employees and their dependents qualify after three (3) months of service. Eligible employees and their dependents pay student fees, including but not limited to the purchase of books, tests, and other required materials.

## **EDUCATION ASSISTANCE PROGRAM**

The MTECH Education Assistance Program is available to full-time, benefits eligible employees to reimburse tuition for courses taken outside MTECH at accredited institutions. Educational assistance is awarded based upon the available budget.

Educational assistance awards will be made three times per fiscal year based on the Summer, Fall, and Spring Semester. 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.

## **RETIREMENT**

### **RETIREMENT PLAN OPTIONS**

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

- Participate in a college-funded retirement program, through TIAA.
- 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.

The college will provide information to employees on retirement options available.

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**

Full-time, benefits eligible employee earnings from MTECH are not covered under Social Security. MTECH contributes the employer portion typically directed to Social Security (currently 6.2%) 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 benefits employees will receive. Medicare benefits will not be affected. Employees can find more information on the Social Security website, or review the "Windfall Elimination Provision" document on our website.

Reference the 300.387 MTECH Retirement Programs Policy 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% 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 the 300.346 Leave Policy.

## **HOLIDAY LEAVE**

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

Paid holidays are:

- New Year's Day
- Martin Luther King 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 College President.

In the event that one of the college holidays falls during a personal 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, the employee will not receive pay for that holiday.

## **PERSONAL LEAVE**

Full-time, benefits eligible employees receive 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 leave does 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 prorated leave benefits.

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

- Unused sick leave is forfeited upon termination.
  - 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 two 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 Act (FMLA).
  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.
  5. 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 prorated 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 Associate Vice President 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 in the 300.346 Leave Policy. Salaried employees may receive such leave for each occurrence.

Reference the 300.346 Leave Policy for more information.

## **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 Student Services 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 does not apply when an individual appears in court on their own behalf.

If an employee receives a jury summons or a subpoena to appear as a witness, it is their responsibility to advise their supervisor and mutually arrange the 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 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 Human Resources or the employees 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 shall receive 10 workdays of paid leave upon the adoption or birth of their child. Reference 300.346 Leave Policy 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. Medical maternity leave may only be used 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. Reference 300.346 Leave Policy for details.



## **MILITARY LEAVE**

Full time, benefits eligible employees who are members of any reserve branch of the United States Armed Forces are entitled to a full-pay leave of absence 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 is 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 should 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;
- 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;
- Make a request to return to MTECH 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 they 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), and/or 300.346 MTECH Leave Policy for more details.

## **FAMILY AND MEDICAL LEAVE (FMLA)**

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

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

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.

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.

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

- 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.

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.

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.

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. To be eligible for FMLA, the employee shall:

- be employed by MTECH for at least 12 months;

Worked for a minimum of 1250 hours, as determined under FMLA, during the 12-month period immediately preceding the commencement of leave. To request FMLA leave, the employee or an appropriate spokesperson, shall apply in writing for the initial leave and when the reason for requesting FMLA leave changes:

- thirty days in advance for foreseeable needs; or
- as soon as practicable in emergencies.

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 FMLA leave period. 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.

An employee who chooses to use FMLA leave shall use FMLA leave for all absences related to that qualifying event.

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 FMLA and has no agent or designee shall be designated as FMLA leave.

An employee with a serious health condition covered under workers' compensation may use FMLA leave concurrently with the workers' compensation benefit.

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.

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.

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.

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

## **ADMINISTRATIVE LEAVE**

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

- During management decisions that benefit the organization.
- When no work is available due to unavoidable conditions or influences.
- Personnel decision-making prior to discipline.
- Removal from adverse or hostile work environment situations.
- Reward in lieu of cash. One day may be granted by the College President or designee (more than that may be granted with written approval from the College President).
- 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 must be documented in the employee's leave record.

## **LEAVE WITHOUT PAY**

A leave without pay absence is unpaid time off from work. Requests for this leave must be submitted, in writing, to the 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 300.346 Leave Policy for policy details regarding:

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

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## **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 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 all employees to carry business in an ethical and legal manner. Each employee must be completely 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.

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.

### **GIFTS**

All employees are prohibited from accepting gifts, gratuities, or entertainment from individuals and firms with whom the college does business. Accordingly, it is 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. Promotional materials or other gifts, which are of nominal value less than \$50.00, are excluded.

Visit the Utah Public Officers' and Employees' Ethics Act for more information.

## **NON-DISCRIMINATION**

MTECH does not 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.

Reference <https://mtec.edu/non-discrimination-statements/> for more information.

## **MATERIALS**

Materials used with students shall be clear, accurate, and current and 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 which 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 should be avoided.

If a possible conflict of interest occurs, the employee should notify their supervisor and/or the Associate Vice President 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 300.307 Conflict of Interest Policy 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, the application process, and student support resources. Every effort should be made to represent and promote the college positively to current and prospective students and the community in general.

Employees should not take any action on behalf of the college which they know, or reasonably should know, violates any applicable policy, law or regulation. All college business should be conducted with honesty and integrity.

## **ATTENDANCE**

All employees are essential parts of the organization, and others depend on each employee's regular attendance. Excessive absences have an adverse impact on commitments to our students, customers, and the productivity of departments and other individuals.

If an absence or tardy is necessary, the employee must notify their supervisor so proper arrangements can be made.

## **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**

Employees may be entrusted with confidential information. Information may pertain to students, employees, guests, or business practices. All 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.

Employees 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, political, fraternal, religious, or business organization except those receiving approval from the College 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 Senior 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**

Our 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.

MTECH generally follows business casual dress standards. Most Fridays are designated as “casual” days, when jeans are allowed.

MTECH provides the following guidelines: dress must be modest with no midriffs or stomachs showing - no shorts, tank tops, tops with distracting designs and words, sweats, exercise clothing or ragged clothing with holes.

Instructors should wear clothing appropriate to the program they teach. For example, a Medical Assistant Instructor may wear scrubs with closed toe shoes and require the same for their students. An Automotive Instructor may wear clothes and boots that would be required in a shop for safety.

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

## **NON-DISCRIMINATION STATEMENT**

MTECH is fully committed to policies of non-discrimination and equal opportunity. MTECH offers Career and Technical Education (CTE) programs.

Admissions to these programs are based on the following 600.604 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:

**Lynn Adams**

2301 Ashton Blvd.  
Lehi, Utah 84043

Phone: 801-753-4245  
ladams@mtec.edu

**Inquiries may also be sent to:**

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



MTECH está totalmente comprometido con las políticas de no discriminación e igualdad de oportunidades. MTECH ofrece programas de Educación Técnica y Profesional (CTE).

Las admisiones a estos programas se basan en la siguiente 600.604 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:

**Lynn Adams**

2301 Ashton Blvd.  
Lehi, Utah 84043

Phone: 801-753-4245  
ladams@mtec.edu

**Inquiries may also be sent to:**

Office for Civil Rights, Denver Office  
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