American College of the Building Arts

EMPLOYEE HANDBOOK
# Table of Contents

1  Mission and Vision of the Institution  
   1.1  Welcome  
   1.2  Mission  
   1.3  Vision  
   1.4  Your Employee Handbook  
   1.5  At-Will Employment  

2  Non-Discrimination and Equal Employment Opportunity  
   2.1  Discrimination Prohibited  
   2.2  Accommodation of Disabilities and Religious Beliefs or Practices  
   2.3  Harassment Prohibited  
      2.3.1  Sexual Harassment  
      2.3.2  Other Forms of Harassment  
   2.4  Retaliation Prohibited  
   2.5  Reporting Discrimination, Harassment, or Retaliation  
   2.6  Investigation and Response to Employee Complaints of Discrimination, Harassment, or Retaliation  

3  Administrative Organization  

4  Employment Policies  
   4.1  General Standards of Employee Conduct  
   4.2  Attendance and Punctuality  
   4.3  Drug-Free and Alcohol-Free Workplace  
      4.3.1  Rules  
      4.3.2  Drug Testing
4.3.3 Employee Assistance  15
4.3.4 Confidentiality  15
4.4 Workplace Accidents  16
4.5 Workplace Violence  16
  4.5.1 Prohibited Conduct  16
  4.5.2 Procedures For Reporting a Threat  16
4.6 Electronic Communications and Information Systems  17
  4.6.1 Guidelines and Protocol  17
  4.6.2 Prohibited Conduct  17
  4.6.3 Use of Non-ACBA-Owned Devices  18
  4.6.4 Resources and Reporting  18
4.7 Social Media and Blogging  18
  4.7.1 Representing the College  18
  4.7.2 Representing Yourself  18
4.8 Solicitation and Distribution  19
4.9 Protection and Proper Use of College Assets  19
4.10 Fraternization  20
5 Employee Development and Discipline  20
  5.1 Employee Discipline  20
  5.2 Performance Assessments  20
  5.3 Promotions and Transfers  21
6 Hours and Pay  22
  6.1 Employment Classifications  22
    6.1.1 Regular, Full-Time Instructors (also called regular, full-time faculty)  22
    6.1.2 Adjunct Instructors (also called adjunct faculty)  22
    6.1.3 Full-Time Staff / non-instructor employees  22
    6.1.4 Part-Time Staff / non-instructor employees  22
    6.1.5 Temporary or Seasonal Workers  22
    6.1.6 Non-Exempt Employees  22
    6.1.7 Exempt Employees  22
  6.2 Work Hours  23
  6.3 Recording Hours Worked  23
  6.4 Meal and Rest Periods  23
8.1 Arbitration of Employment Disputes 33
8.2 Electronic Signatures 33
8.3 Employee Inventions 33
8.4 Outside Activity 34
8.5 Immigration Law Compliance 34
8.6 Employment of Relatives 35
8.7 Employee Files 35
8.8 Employment References 35
8.9 Media Inquiries 35
8.10 Monitoring and Inspections 35
8.11 Inclement Weather 36
8.12 Reimbursement for Travel and Meals While on College Business 37
8.13 Leaving Your Job 37
8.14 Managerial Discretion and Business Judgment 37
9 Faculty Employment 38
9.1 Full-time Faculty 38
9.1.1 Overlapping Staff and Faculty Members 38
9.2 Adjunct Faculty 38
9.3 Faculty Contracts and Terms of Employment 38
9.4 Accreditation Standards and Faculty Credentials 39
10 College Meetings 39
10.1 Faculty Meetings 39
10.1.1 Purview of the Faculty 39
10.1.2 Faculty Committees 40
11 Administration/Staff Employment 40
11.1 Executive Administration 40
11.2 College Staff 40
11.3 Staff Appointments and Terms of Employment 41
11.4 Accreditation Standards and Administration/Staff Credentials 41
11.5 Administration/Staff Meetings 41
11.5.2 Executive Administration Meetings 41
11.5.3 Purview of the Administration/Staff 41
11.6 Administration/Staff Committees 42
12 Employee Conduct
   12.1 The Honor Code and Academic Integrity
      12.1.3 The ACBA Honor Code
   12.2 Academic Freedom
13 Professional Development
   13.1 Faculty
   13.2 Administration and Staff
14 Employee Evaluations
   14.1 Faculty
   14.2 Administration and Staff
15 Academic Policies for Faculty Members
   15.1 Syllabus
   15.2 Grading Policy
   15.3 Class times and Attendance
   15.4 ThinkWave
   15.5 Academic Advising
   15.6 Open House
16 Administrative Policies for All Employees
   16.1 Please note:
   16.2 Outside Employment
   16.3 Productivity
   16.4 Termination of an Employee
   16.5 Disability
   16.6 Accounts Receivable and Donations
   16.7 Expense Disbursement Policy
   16.8 Public Relations
   16.9 Confidentiality
   16.10 Computer, Email and Internet Use
   16.11 Conflict of Interest
   16.12 Operating Budget
   16.13 Personnel Records
17 Family Educational Rights and Privacy Act (FERPA)
18 Equipment/Facilities Management and Responsibilities
19  Relationships in the Workplace 55
   19.1  Conflicting Employment Relationships 55
   19.2  General 56
   19.3  Harassment 57
20  Force Majeure 57
21  Death Benefit 57
22  Effect of Prior Agreements 57
23  State Law and Venue 57
24  Settlement by Arbitration 58
25  Limited Effect of Waiver by the College 58
26  Severability 58
27  Savings Clause 58
28  Assumption of Agreement by College’s Successors and Assignees 58
29  Oral Modifications Not Binding 58
30  Health and Safety Policies and Procedures 59
31  Employee Grievances 61
32  Appendix A: Organizational Chart 64
33  Appendix B: Institutional Standards 65
   33.1  Curriculum Standards 65
   33.2  Student Life Standards 65
   33.3  Teaching Standards 65
   33.4  Student Learning Outcomes 66
      33.4.3  Foundation to Capstone 66
      33.4.4  Building Arts 66
      33.4.5  Fundamental Design and Drawing Principles 67
      33.4.6  Research and Documentation Skills 67
      33.4.7  Communication 67
      33.4.8  Math and Science 68
      33.4.9  History and Culture 68
      33.4.10  Critical Thinking and Reasoning 68
      33.4.11  Ethics, Collaborative Skills, and Leadership 69
34  Acknowledgement of Handbook and Specific Policies 70
1 **MISSION AND VISION OF THE INSTITUTION**

1.1 **WELCOME**
Welcome to the American College of the Building Arts (“ACBA” or the “College”). Thank you for joining us. We hope and expect that your association with ACBA will be mutually beneficial. ACBA is committed to providing you with a work environment that encourages both personal and professional growth for its employees and that furthers the success of our College.

1.2 **MISSION**
The American College of the Building Arts educates and trains artisans in the Traditional Building Arts to foster exceptional craftsmanship and encourage the preservation, enrichment and understanding of the world’s architectural heritage through a liberal arts education.

1.3 **VISION**
The American College of the Building Arts will be the leading resource in higher education dedicated to the innovative and continued practice, study, and promotion of the Building Arts.

1.4 **YOUR EMPLOYEE HANDBOOK**
This Employee Handbook (“Handbook”) is meant to help you understand our policies, procedures and benefits. Please familiarize yourself with it and direct any questions you may have to the Human Resources Department.

This Handbook does not cover every possible situation that may arise and is not meant to limit ACBA’s discretion in addressing employment-related issues.

The College may, in its sole discretion, update, discontinue, replace, interpret, or revise this Handbook, or any of the policies contained in it at any time, with or without notice, in an individual case or generally. The College will endeavor to inform employees of policy changes as they occur, but lack of notice will not invalidate any changes made.

Nothing in this handbook constitutes, or should be construed as, a contract or a guarantee of specific treatment in specific situations, nor a contract or guarantee of employment for any specific duration, nor a contract regarding any term or condition of your employment at ACBA.

In addition to this Handbook, other regulations or policies may apply, including, for example, specific policies applicable to faculty and/or employees in a particular state.

Changes and variations in the law will sometimes affect policies and their application. When there are conflicts between this Handbook and applicable law, the law will govern.
1.5 At-Will Employment
ACBA employees are employed at-will for an indefinite period. This means that employees may resign from the College at any time, for any reason and may be discharged by the College at any time, for any lawful reason, with or without notice or cause.

No supervisor, manager, or other College representative other than the President has the authority to alter the at-will nature of employment, and even the President may only do so in a signed agreement. No oral communications will suffice to alter the at-will employment relationship.

Even full-time, part-time, and adjunct faculty members who may sign a Faculty Letter of Appointment (or similar) to cover a semester, a calendar year, or any other time period are employed at-will. They can resign, or be terminated, at any time for any lawful reason, with or without notice or cause.

2 Non-Discrimination and Equal Employment Opportunity

2.1 Discrimination Prohibited
ACBA is an equal opportunity employer and will not discriminate, or tolerate discrimination, on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, military or veteran status, or any other characteristic protected by applicable federal, state, or local law.

2.2 Accommodation of Disabilities and Religious Beliefs or Practices
In keeping with applicable law, the College reasonably accommodates the known physical or mental limitations of qualified applicants or employees with disabilities. If you believe you need assistance to perform your job duties because of a physical or mental condition, please fill out an Accommodation Request form and submit it to Human Resources. This form is available from Human Resources. Information concerning individuals’ disabilities and their need for an accommodation will be handled with discretion and in accordance with applicable law.

The College also reasonably accommodates employees’ religious beliefs or practices that conflict with an ACBA work rule or any other requirement of the employee’s position, as required by applicable law. Please notify Human Resources of any conflict or perceived conflict.

2.3 Harassment Prohibited
ACBA is committed to providing you with a workplace that is free from unlawful harassment. Harassment is an extremely serious offense and will not be tolerated. This policy applies to applicants and employees at ACBA, both management and non-management, as well as to the conduct of, or toward, vendors, students, or visitors. ACBA expects all its employees to partner with the College in maintaining a harassment-free workplace. The College will promptly investigate and appropriately address complaints of harassment.
2.3.1 **SEXUAL HARASSMENT**
Sexual harassment is one form of unlawful harassment. Sexual harassment can include a number of different types of conduct. Examples of conduct which may constitute (or contribute to) sexual harassment include, but are not limited to:

- the promise to an employee of an employment benefit (such as a pay raise or promotion) in exchange for sexual favors;
- threatening an employee with an adverse employment action, such as termination, unless the employee provides sexual favors;
- unwelcome sexual advances;
- inappropriate and unwanted touching or intimacy;
- questioning, or talking to, an employee about sex;
- insulting or degrading sexual remarks or conduct;
- using slurs, offensive slang, sexual references, or dirty jokes;
- accessing, distributing, or displaying sexual or sexually degrading material in the workplace – on a computer, in print, or in any other form;
- negative stereotyping based on gender;
- any other offensive verbal, graphic, or physical conduct of a sexual nature; and
- any other negative conduct directed at an individual or group because of sex or gender, regardless of whether or not it is overtly sexual in nature.

2.3.2 **OTHER FORMS OF HARASSMENT**
ACBA also strictly prohibits harassment of employees on the basis of their race, color, religion, age, national origin, ethnic background, sexual orientation, disability or any other protected classification. Examples of conduct, which may constitute (or contribute to) such harassment include, but are not limited to:

- racial or ethnic jokes or other jokes which are offensive to persons in protected groups;
- name-calling based on a person’s inclusion in a protected group;
- racial, ethnic or other slurs;
- disparaging or insensitive remarks about protected groups;
- the distribution or display of material which is degrading or offensive to persons because of their inclusion in a protected group; or
- any other form of mistreatment based on inclusion in a protected group.

2.4 **RETALIATION PROHIBITED**
ACBA will not engage in, or permit, any retaliation against an employee who makes a good faith complaint of unlawful discrimination or harassment or who cooperates in the investigation of a complaint in good faith, even if ACBA ultimately determines that the complaint is not valid. If you have made a complaint of discrimination or harassment and feel that you are being retaliated against, you should immediately report that to Human Resources.
2.5 **REPORTING DISCRIMINATION, HARASSMENT, OR RETALIATION**

All ACBA employees have a responsibility for keeping the work and educational environment free of unlawful discrimination, harassment, and retaliation. If you believe you have experienced discrimination, harassment, or retaliation at ACBA (or have witnessed discrimination, harassment, or retaliation at ACBA), you are required to report the offending conduct as soon as it occurs, to Human Resources or the College President.

2.6 **INVESTIGATION AND RESPONSE TO EMPLOYEE COMPLAINTS OF DISCRIMINATION, HARASSMENT, OR RETALIATION**

ACBA will promptly investigate all reports of unlawful discrimination, harassment, or retaliation with due regard for the privacy of everyone involved. Employees are expected to cooperate fully in the investigation and can do so without fear of retaliation. Confidentiality cannot be guaranteed but will be preserved to the extent practicable under the circumstances. ACBA will take appropriate actions to remedy unlawful discrimination, harassment or retaliation. Any employee found to have violated ACBA’s policy against discrimination, harassment, or retaliation will be subject to disciplinary action, up to and including termination of employment.

3 **ADMINISTRATIVE ORGANIZATION**

An organizational chart for ACBA may be found in Appendix A.

4 **EMPLOYMENT POLICIES**

4.1 **GENERAL STANDARDS OF EMPLOYEE CONDUCT**

The College expects employees to conduct themselves in an appropriate and professional manner and to continuously strive to maintain orderly and efficient operations and a positive work environment for fellow employees. The College expects its employees to follow all College rules and exercise good judgment and common sense in all their endeavors on behalf of ACBA. The following examples are meant to illustrate (but not exhaustively list) the sort of conduct that may lead to disciplinary action:

- dishonesty;
- insubordination;
- neglect of duties;
- unauthorized or excessive tardiness or a pattern of tardiness;
- unauthorized or excessive absenteeism or a pattern of absenteeism;
- unsatisfactory job performance;
- failure to abide by any applicable regulatory policy, practice, or procedure;
- failure by a non-exempt employee to observe scheduled working hours; start time, meal time, breaks and quitting time;
- excessive or unauthorized use of College telephone, e-mail, electronic communication systems or equipment for personal purposes;
• threatening behavior or language while on College property or on College business;
• failure or inability to obtain or maintain any license or continued education required by your position;
• improper use or disclosure of confidential or proprietary business information;
• any act which might endanger the safety or lives of others;
• harassment of, or discrimination against, employees, clients, visitors, or vendors;
• reckless conduct, fighting, or unsafe practices on College premises or at College functions;
• bringing firearms or weapons onto College premises or to College functions, inclusive of parking lots, to the extent such prohibition is permitted by applicable law;
• stealing, destroying, abusing, or damaging College property or the property of another employee, vendor, or visitor or of the venue of a College function;
• failure to follow College policies or procedures;
• falsifying a College record;
• retaliation against another employee for reporting information or filing complaints
• violating the drug and alcohol policy; or
• engaging in off-duty conduct that reflects poorly on the employee’s character and thereby has the potential to bring negative attention to the College.

Obviously, not every type of misconduct can be listed. The College may impose discipline up to and including immediate discharge, whenever, in the discretion of management, the circumstances warrant.

4.2 Attendance and Punctuality

All positions at ACBA are important. Being frequently tardy or absent places an undue burden on co-workers and makes it difficult for ACBA to provide the high-quality service that makes our College so strong.

Guidelines:

1. Lunch breaks are normally one hour for full-time staff and administrative personnel.
2. Full-time staff and administrative personnel shall be on-site during normal business hours.
3. Overtime is subject to applicable state and federal laws and regulations for hourly workers. Full-time employees of the College are not eligible for overtime.
4. Normal hours of operation for the College are Monday-Friday, 9:00am to 5:00pm.

Other than pre-planned absences that you have scheduled in advance with your manager, any time you are going to be late or absent, you must provide your manager with as much notice as possible. Telephone is the preferred method for communicating an absence. Every day that you are absent, you should speak directly with your manager or the person your manager has specifically designated to receive such calls. Asking another employee, friend or relative to give this notice is generally improper, unless you are truly incapable of providing notice yourself. Depending on the circumstances, you may be required to provide a doctor’s note on or before the day you return to work.
Failing to report to work without contacting your manager is considered a major offense, and you may be subject to disciplinary action. Failing to report to work for three or more consecutive work days without contacting your manager is considered job abandonment and will be treated as a resignation.

Excessive unexcused absences and/or tardiness will result in disciplinary action up to and including discharge.

**4.3 Drug-Free and Alcohol-Free Workplace**

The goal of this policy is to balance ACBA’s respect for individuals with the need to maintain a healthy, safe, productive, and drug-free environment. ACBA aims to provide help to employees who need it, but the illegal use of nonprescription controlled substances or the abuse of alcoholic beverages is incompatible with employment at ACBA, where our primary concern is the safety and well-being of our employees.

**4.3.1 Rules**

ACBA strictly prohibits the unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution (or attempted distribution) of controlled substances or drug paraphernalia by an individual anywhere on College premises, or while on College business (whether or not on College premises), or while representing the College in any capacity.

Alcoholic beverages may be consumed in moderation on College premises if pre-approved as part of a designated College-approved event. The College encourages the practice of using designated non-drinking drivers, and it will provide transportation to anyone requesting it after using alcohol at a College-approved or College-sponsored activity.

Employees and other individuals who work for the College are prohibited from reporting to work (or otherwise working) while they are using, or under the influence of, alcohol, drugs, controlled substances, or other mind-altering substances, except when the use is pursuant to a licensed medical practitioner’s prescription and the licensed medical practitioner specifically authorizes the employee or individual to report to work while taking the medication. Even then, if the employee appears impaired, he or she may be tested and/or sent home.

Unless applicable law dictates otherwise, the College prohibits drug- and alcohol-related activity off of College property and outside of working hours, to the extent that activity could, or does, adversely affect job performance, workplace safety, security, property, or the College’s reputation.

If you are aware of any violation of this policy, you must immediately call the situation to the attention of Human Resources. Failure to do so may result in discipline, up to and including termination.

ACBA requires employees to cooperate in investigations regarding drug- or alcohol-related activity. This includes submitting to questioning, medical or physical examination, testing, inspections, or searches.
4.3.2 **DRUG TESTING**

To the extent permitted and in accordance with applicable law, drug and/or alcohol testing may be required:

1. pre-employment;
2. following a workplace accident;
3. on a random basis;
4. when the College has a reasonable suspicion that an employee is using or has used a substance which may cause impaired judgment, safety, security, performance, or attendance.

An employee requested to undergo a reasonable suspicion alcohol or drug test may be suspended pending receipt of the test results.

An employee’s refusal to consent to a drug/alcohol test and/or to sign all consent forms necessary will result in termination (to the extent permitted and in accordance with applicable law). An employee’s alteration, falsification, or interference with any drug/alcohol test will also result in termination.

An employee who tests positive for drugs or alcohol, refuses to take or cooperate fully with a drug or alcohol test or knowingly alters such a test may also forfeit eligibility for worker’s compensation and/or unemployment compensation benefits.

ACBA will use an independent, certified laboratory to analyze all specimens. After a confirmed positive drug or alcohol test, an applicant or employee may obtain an independent confirmatory test from the same specimen at his or her own expense and may, within five days of the confirmation, seek to contest or explain the result to ACBA.

A positive drug or alcohol test will, in most circumstances, result in termination. However, a positive test is not a prerequisite to discipline or discharge if management otherwise determines that the drug-free-workplace policy has been violated.

4.3.3 **EMPLOYEE ASSISTANCE**

The College encourages employees with substance abuse problems to seek help. The College will endeavor to make reasonable accommodations and assist individuals with a history of substance abuse or dependency. However, unless applicable law dictates otherwise, a request for an accommodation will not be a defense to discipline, including for failing a drug test or refusing to take one, being convicted of a drug or alcohol related crime, or violating College rules or performance expectations.

4.3.4 **CONFIDENTIALITY**

All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, that ACBA receives in connection with this policy will be treated as confidential to the extent required by applicable law and to the extent practicable under the circumstances. For example, ACBA may use such information as evidence in proceedings relating to a discharged employee’s entitlement to unemployment compensation benefits or workers’ compensation benefits or in other legal proceedings involving the discharged employee and ACBA. ACBA may also disclose such information to its attorneys or other persons defending ACBA where such
information is relevant to its claim or defense in a civil or administrative matter. These examples are meant to be illustrative, not exhaustive.

4.4 **WORKPLACE ACCIDENTS**
Maintaining a safe work environment requires the continuous cooperation of all employees. ACBA strongly encourages employees to communicate with each other and their managers regarding health and safety issues.

If an employee is injured or becomes ill as a result of work, he/she may be eligible to receive insurance benefits as provided under the applicable state workers’ compensation law. ACBA pays all costs of providing this insurance protection, provided one of the approved medical providers is used.

It is important that an employee report immediately to his or her immediate supervisor any accident or injury, no matter how slight, that occurs on the job or is believed to be job-related. Failure to report work-related injuries in a timely manner might jeopardize the availability of workers’ compensation benefits. Reporting procedures are contained in the ACBA Safety Manual.

In the event the injury results in time away from the position, the employee will be required to provide ACBA with certification from a licensed health care provider regarding the need for workers’ compensation leave. That certification must include details on the employee's ability to perform the current job duties, with or without restriction, and an estimated return-to-work date.

If you have questions or need additional information, please contact Human Resources.

4.5 **WORKPLACE VIOLENCE**
ACBA is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to College and personal property.

Additional procedures for:

a. Active Shooter
b. Bomb Threats

Are contained in the ACBA Safety Manual.

4.5.1 **PROHIBITED CONDUCT**
ACBA will not tolerate threats, threatening language, or any other acts of aggression or violence made toward or by any College employee, student, contractor, vendor, or visitor. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking, or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. Weapons are prohibited on College premises unless such prohibition is restricted by applicable law.

4.5.2 **PROCEDURES FOR REPORTING A THREAT**
If you receive or witness a threat or if you become aware of any other potentially dangerous situation, you must report it immediately to any member of management or to Human Resources.
All threats will be promptly investigated. Confidentiality will be maintained to the extent consistent with the College’s need to investigate and respond. No employee will be subjected to retaliation as a result of reporting a threat in good faith.

If an investigation confirms that a threat of a violent act, or violence itself, has occurred, the College will take swift and appropriate corrective action.

If you have a question about this policy, please contact Human Resources.

4.6 ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS

4.6.1 GUIDELINES AND PROTOCOL
All computer equipment, telephone equipment, and electronic communication systems at ACBA and all communications, files, documents, information, passwords, transmitted by, received from, or stored in, ACBA systems are the property of ACBA. This includes voicemail, e-mail, instant messages, internet systems, fax machines, and any other electronic communications device or system, research tool, or storage mechanism available to the employee. Access to ACBA’s computers and electronic communication systems is intended for approved business purposes.

The College retains the unlimited right to access, review, monitor and inspect the equipment and systems that ACBA employees use, and the uses to which they are being put at all times and to review and monitor employee internet usage. Employees have NO EXPECTATION OF PRIVACY WHATSOEVER in e-mail, voicemail or any other aspect of their usage of the College’s computer or communication systems, including all documents or information created, received, sent from, or stored in connection with those systems.

Employees are responsible for what they view, download, transmit or communicate via e-mail, fax, the internet, telephone, or any other communication system.

Employees must always use discretion and good judgment in sending and opening e-mails, downloading information from the internet, and using the phone, fax, and voicemail. Any employee who abuses the privilege of College-facilitated access to email or the internet will be subject to corrective action up to and including termination. The College may also advise appropriate officials of any potential legal violations. Your use of the College’s computer system and other resources signifies your acknowledgement and acceptance of this policy.

4.6.2 PROHIBITED CONDUCT
Improper or illegal use of the College’s computer and electronic communication or information systems will not be tolerated. By way of example, use of the College’s computer and electronic communication systems in any of the following ways will subject an employee to discipline up to and including termination of employment:

- using a code, accessing a file, or retrieving any stored communication at the College that is not necessary for the performance of your duties and/or not specifically authorized by your manager;
- using the College’s computer and electronic communication systems for personal gain;
• anything other than minimal personal use of the College’s computer and electronic communication systems;
• sending threatening or harassing messages or any other content that may violate College policy;
• unauthorized use or piracy of unlicensed software;
• gambling;
• using the College’s systems in a way that violates its Solicitation and Distribution policy;
• accessing, distributing, or receiving obscene materials or other inappropriate content;
• theft or unauthorized copying of electronic files;
• sending or posting confidential information outside the College or to non-authorized personnel within the College;
• refusing to cooperate with a security investigation;
• forwarding, distributing, duplicating, or improperly using copyrighted material or software;
• illegal duplication of software or violation of copyright laws by duplication or sharing of software, or the distribution of copyrighted material;
• downloading or installing application software from the internet onto College computers without permission from the Information Technology group; or
• use of the College’s computer and electronic communication systems in any manner which the College (in its sole discretion) deems to be inconsistent with the College's policies and procedures;

The above list is illustrative, not all-inclusive. Employees must exercise good judgment and common sense at all times.

4.6.3 USE OF NON-ACBA-OWNED DEVICES
All aspects of this policy apply with equal force and effect whenever an employee uses a device or equipment belonging to the employee or any other party to perform work for ACBA or to access ACBA’s systems or software.

4.6.4 RESOURCES AND REPORTING
If you have questions about this policy or any application or potential violation of it, please notify Human Resources.

4.7 SOCIAL MEDIA AND BLOGGING

4.7.1 REPRESENTING THE COLLEGE
The use of social media or social networks for College business or on behalf of the College is prohibited absent written authorization from the College’s Office of Institutional Advancement or his or her designee.

4.7.2 REPRESENTING YOURSELF
ACBA requires that employees who maintain websites, contribute to blogs, or participate in social networking sites abide by the following guidelines:
• Always make clear that you are speaking for yourself and not on behalf of the College. Personal postings or comments on online sites should never be attributed to ACBA and should not appear to be endorsed by, or originated from, ACBA. If ACBA (or a related entity) is mentioned in a post – or identified as the employer – you must include a disclaimer specifically stating that the opinion expressed is yours and not the named entity.

• For ACBA’s protection as well as your own, it is critical that you show proper respect for the laws governing intellectual property, such as laws regarding copyrights, trademarks, and fair use – including the legal protections afforded to ACBA’s own copyrights, trademarks and brands.

• You may not use ACBA’s promotional/marketing materials without the written permission of ACBA’s Chief Marketing Officer or his or her designee.

• Be respectful to and about ACBA’s students and competitors.

• Do not identify or specifically reference students without their express consent.

• Consistent with the “Confidentiality of College Information” policy contained in this Handbook, do not disclose ACBA’s business secrets or other confidential or proprietary information.

• Do not post any information or conduct any online activity that may violate applicable laws or regulations.

• Do not use working time or ACBA equipment for blogging or social networking, including updating your personal site.

ACBA encourages its employees to keep in mind the speed and manner in which information posted on a blog, website, or social networking service can be disseminated and to use their best judgment. Failure to follow these guidelines may result in discipline, up to and including termination.

4.8 Solicitation and Distribution
To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. “Working time” is when an employee is engaged, or should be engaged, in performing his/her duties for the College. This includes solicitation by electronic means.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the College is prohibited at all times.

Solicitation of any kind by non-employees is prohibited at all times. Likewise, distribution of literature by non-employees is prohibited at all times.

4.9 Protection and Proper Use of College Assets
The College strives to provide the best office machines and equipment available for your convenience. Constant investments are made to upgrade all forms of communication devices and workstation equipment. It is your responsibility to keep the equipment in good working condition. If you become aware of a need for maintenance regarding any of the equipment for which you are responsible, please bring it to the attention of your manager, the Facilities department, or the Information Technology group, as appropriate.
The College’s property is intended for business use. This includes letterhead, postage, equipment, supplies and facilities. The following are prohibited:

- excessive personal phone calls, emails, or internet usage;
- theft or personal use of office supplies or any other ACBA property;
- personal use of postage paid for by ACBA;
- utilizing non-business-related computer software programs.

4.10 FRATERNIZATION

In order to promote the efficient and fair operation of the College and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, faculty and staff are strictly prohibited from fraternizing with students, including but not limited to, dating, pursuing to date, and pursuing or having romantic, sexual or exploitative relationships with students. Employees who violate this policy will be subject to discipline, up to and including termination of employment.

5 EMPLOYEE DEVELOPMENT AND DISCIPLINE

5.1 EMPLOYEE DISCIPLINE

When employee misconduct occurs, ACBA will work to correct the situation, curtail further occurrences, and provide an opportunity for employee development, if appropriate. Depending upon the situation and in the sole and absolute discretion of management, any of the following disciplinary actions may be taken: verbal warning, written warning, suspension, or termination. ACBA is not obliged to follow any prescribed series of disciplinary action but rather will take the disciplinary action it deems appropriate in the particular situation, whether or not a less serious form of discipline has been previously administered.

Again, employment at ACBA is on an “at-will” basis. Just as you have the right to quit your job when you choose, the College reserves the right to end your employment at any time.

The College's decision in every case is final and binding on all concerned, including the disciplined employee and all other persons or entities involved in any way, directly or indirectly.

5.2 PERFORMANCE ASSESSMENTS

At ACBA, managers and employees are encouraged to communicate with each other on an ongoing, informal basis throughout the year regarding expectations, goals, and employee performance. In keeping with the College’s Open Door philosophy, such conversations are expected to be robust, interactive, and ongoing.

In addition to regular, informal communications between managers and the employees who report to them, the College has an annual performance assessment process. Performance reviews may occur more frequently or less frequently, at the College’s discretion administered by Human Resources.
No matter what your role is at ACBA, you are encouraged to do the following:

- communicate regularly with your immediate supervisor regarding your performance;
- take an active role in planning goals and implementing action plans to reach these goals;
- review goals and objectives often to affirm that all will be met in a timely fashion;
- accept additional responsibilities and show initiative;
- seek opportunities for advancement within your department or the Company;
- ask for assistance in developing a goal-oriented path for advancement within your department or the College;
- seek out additional available training to improve skills and enhance your prospects at the College;
- participate fully and meaningfully in any performance review process that applies to your position.

5.3 Promotions and Transfers

The College maintains a job posting page, but the College may, in its discretion, elect not to post a particular job there. Announcements regarding open positions are usually posted only for a short period of time. Employees may submit an application through the appropriate channels listed on the job posting.

Questions regarding an employee’s eligibility for a posted job will be determined by Human Resources. Factors that may be considered include, but are not limited to the following:

- whether the employee has been continuously employed by the College for the preceding six months, if applying for a position outside of the current department;
- whether the employee has been continuously employed by the College for 90 days or more, if applying for a promotion or job transfer within the same department;
- whether the employee has received a written warning in the last 12 months or been subject to a performance improvement plan in the last 12 months; and
- the employee’s most recent performance appraisal.

An employee must inform his or her current supervisor of the desire to be transferred or considered for promotion and complete a “Request for Transfer” form.

Not all applicants for an open position will be interviewed. The hiring supervisor has discretion to determine whom to interview.

The College encourages career development of its existing employees but seeks in every case to select the applicant (whether internal or external) whose skill set best fits within the College’s needs.

If an internal candidate is selected to fill an open position, the employee’s supervisor will be notified before the offer is made. Transferring and receiving supervisors must mutually agree on a date of transfer for the selected employee.
6 HOURS AND PAY

6.1 EMPLOYMENT CLASSIFICATIONS
The Company classifies its workforce as follows:

6.1.1 REGULAR, FULL-TIME INSTRUCTORS (ALSO CALLED REGULAR, FULL-TIME FACULTY)
Instructors who are paid on a salary basis and who regularly work 30 hours or more per week (typically, 40) throughout the academic year (August 1 – May 31 of the given year, excluding excused absences);

6.1.2 ADJUNCT INSTRUCTORS (ALSO CALLED ADJUNCT FACULTY)
Instructors who are contracted to teach during one or more academic term(s) or module(s), paid by the number of classes taught, and generally not required to be on campus between academic terms or modules.

6.1.3 FULL-TIME STAFF / NON-INSTRUCTOR EMPLOYEES
Employees who regularly work 30 hours or more hours per week (typically, 40) throughout the calendar year (52 weeks per year, excluding excused absences), exclusive of temporary and seasonal employees;

6.1.4 PART-TIME STAFF / NON-INSTRUCTOR EMPLOYEES
Employees who regularly work fewer than 30 hours per week, exclusive of temporary and seasonal employees;

6.1.5 TEMPORARY OR SEASONAL WORKERS
Persons engaged to work for a specific duration for a limited term, (full-time or part-time) including summer interns and substitute instructors. (Persons engaged to work at ACBA through temporary employment agencies for specific assignments are employees of the respective agency and not of ACBA.)

In addition to the above classifications, employees are categorized as “exempt” or “non-exempt.” ACBA will notify each employee as to whether his or her position is exempt or non-exempt. The following definitions apply:

6.1.6 NON-EXEMPT EMPLOYEES
Employees whose positions meet specific criteria and are therefore determined to be covered by the minimum wage and overtime requirements of the Fair Labor Standards Act and/or applicable state wage and hour law

6.1.7 EXEMPT EMPLOYEES
Employees whose positions are determined to be exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act and/or applicable state wage and hour law
6.2 **WORK HOURS**
Hours of work are determined by ACBA to meet the needs of the business. Your manager will advise you of your work schedule, meal periods, and arrangements for personal breaks.

You are expected to be at your job location (dressed in appropriate attire and ready for work) at the scheduled beginning of your workday and to work your scheduled hours.

A non-exempt employee is not permitted to leave the premises during their working hours, unless his or her manager authorizes the departure in advance.

6.3 **RECORDING HOURS WORKED**
All non-exempt employees must clock in and out using the time and attendance system in place at their work location so that the College will have accurate records of time worked. You are required to clock yourself in, and you may do so no more than 5 minutes before your scheduled starting time. You must also clock yourself in and out for lunch and clock out promptly at the end of your workday. You are responsible to accurately record all time that you work. In other words, the in time and out time should correspond with the actual times that you begin working and cease working.

“Working off the clock” or working hours but not reporting the time worked is strictly prohibited. You do not have the option of not recording all the time you work. Since employee time records are vital for payroll purposes, you must inform management if you fail to clock in or out before or after any working time.

Failure to properly clock in or out (including for lunch periods), clocking in for non-working time, clocking in or out for another employee, or falsifying a time record will result in disciplinary action, up to and including termination. It is a violation of ACBA policy for any employee to under- or over-report hours worked.

6.4 **MEAL AND REST PERIODS**
All non-exempt employees will be provided with rest and meal periods to the extent required by, and in accordance with, applicable law. Every effort should be made to schedule meal and break periods so that no department is left unattended. Meal periods are unpaid, but rest periods are paid. An employee who chooses not to take rest periods is not permitted to arrive later than the scheduled starting time or leave before the scheduled quitting time and will not receive extra pay for the time worked.

6.5 **OVERTIME**
It is sometimes necessary for non-exempt employees to work overtime, and ACBA will comply with applicable law (including the Fair Labor Standards Act) in providing overtime compensation in such instances. The following guidelines apply:

- Your manager will attempt to provide you with reasonable notice when the need for overtime work arises. Please be advised that advance notice may not always be possible.
- You may not decide on your own to work overtime. Instead, you are required to obtain written approval from your supervisor prior to working overtime. Failure to do so is
inconsistent with good management of time and expenses and is grounds for disciplinary action. However, all overtime must be recorded even if you did not obtain advance approval.

- If you work more than 40 hours in a workweek, you will be paid at your regular rate of pay (“straight time”) for the first 40 hours you worked in that workweek, and you will be paid at one and one-half times your regular rate of pay for all the hours you worked in excess of 40 in that workweek.
- ACBA’s “workweek” for purposes of computing and paying overtime compensation is from Monday at 12:00 a.m. to Sunday at 11:59 p.m.
- Only hours that you actually worked are counted in determining overtime. Paid time off, such as, holidays, vacation, and sick days, do not count as time worked for purposes of overtime.
- If you are an eligible, non-exempt employee and you are called in to work on a holiday, you will receive one day’s pay at your regular, straight-time rate plus an additional payment (of straight time or overtime, as the case may be) for the actual time you work that day.

6.6 Pay Practices

6.6.1 Paydays and Paychecks
Employees are bi-monthly on or around the 15th and last day of each month, including overtime hours. If the normal payday falls on a Saturday, then paychecks will be distributed on Friday; if the normal payday falls on a Sunday, then paychecks will be distributed on Monday. For employee protection, paychecks will not be given to another person without written, dated authorization.

If you have any questions concerning a paycheck, please contact Human Resources.

6.6.2 Payroll Deductions
The following mandatory deductions will be made from all employees’ gross wages:

- federal income tax
- social security tax (FICA)
- applicable state, county, and city taxes

Every employee must fill out and sign the applicable federal and state withholding allowance certificates on or before the first day on the job. An employee may complete a new withholding allowance certificate at any time, whenever a change in circumstances arises.

Additional deductions may be made if mandated or permitted by law or authorized by the employee in writing. It is the responsibility of the employee to be certain that all such deductions are correct.

6.6.3 Prompt Reporting of Pay Discrepancies
It is the College’s policy to accurately compensate employees and to comply with all applicable state and federal laws relating to employee pay, including the federal Fair Labor Standards Act. Although the College makes every effort to ensure that employees are paid correctly, inadvertent mistakes may occasionally occur, including improper deductions.

To ensure that you are paid properly for all time worked and no improper deductions are made, you are responsible to review your paycheck immediately upon receiving it. If you believe that there has
been an error of any kind, you must bring the alleged error to the attention of Human Resources. Please submit your concern in writing and include the following information: name, title, department, immediate supervisor, the date(s) of any perceived pay error or improper deduction, and a brief explanation of the facts and circumstances surrounding the alleged discrepancy. Human Resources will review your concern with Legal and Accounting, as appropriate, and promptly respond.

6.6.4 LAST PAYCHECK
If your employment with ACBA should end between pay periods, you will be paid on the next regular payday or as otherwise required by applicable law. Where permitted by applicable law, ACBA will withhold from your final paycheck the cost of any items that you fail to return when you separate from the College, as well as any other debts owed to the College.

6.7 PAY LEVELS, RAISES, AND BONUSES
The College has complete discretion over any and all decisions regarding employee compensation, including determining an employee’s rate of pay and deciding whether or not to raise or reduce an employee’s pay (and if so, by what amount).

The decision to pay a bonus – and if so, in what amount – is likewise left in the sole and complete discretion of the College. To be bonus-eligible, an employee must remain actively employed and in good standing on the day bonuses are distributed to the relevant employee group, which distribution date may be weeks or months after the end of the relevant bonus year.

Compensation decisions depend on numerous factors, which may include, among others: employee performance, department or College performance, business conditions, the employee’s compensation history, compensation ranges that the College may choose to establish or consult, and any other factor the College may deem relevant.

7 TIME OFF BENEFITS

7.1 HOLIDAYS
Full-time faculty and staff who are scheduled to work throughout the calendar year (52 weeks per year, excluding excused absences) are eligible for holiday pay. Adjunct instructors, part-time faculty and staff, temporary employees, and seasonal employees do not receive holiday pay.

Holiday schedules will be distributed at the beginning of each year. ACBA typically observes the following holidays each year:

- New Year’s Eve;
- New Year’s Day;
- Martin Luther King, Jr. Day;
- Memorial Day;
- the Fourth of July;
- Labor Day
• Thanksgiving Day and the day after;
• Christmas Eve;
• Christmas Day and the day after;

The observation of holidays may be adjusted depending on the day of the week on which the holiday occurs. When a holiday falls on a Sunday, it will normally be observed on the following Monday. A holiday falling on a Saturday may be observed on the previous Friday or the following Monday, as determined by the College.

To be eligible for holiday pay, you must work the scheduled work-day immediately preceding and immediately following the holiday, unless prior approval is received from your supervisor to use available vacation or sick time to cover the absence.

Employees on unpaid leaves of absence do not receive holiday pay.

7.2 Paid Time Off

The Paid Time Off Policy (“PTO”) provides regular, full-time staff members with an entitlement of days away from work with pay. PTO days may be used for vacation, personal time, illness or time off to care for dependents. PTO must be scheduled in advance, marked on the ACBA calendar, and approved by your supervisor, except in cases of illness or emergency.

The PTO Policy does not cover scheduled holidays, floating holidays, time off for jury duty or bereavement leave. Questions about PTO earned and used should be referred to your supervisor. ACBA intends to comply with all applicable local, state and federal laws relating to vacation and sick leave benefits. To the extent the provisions of this Handbook conflict with applicable law, the law will apply.

Nothing in these Paid Time Off provisions will constitute a contract between ACBA and its employees or a legal obligation of ACBA. ACBA’s PTO policies and procedures are subject to change at the discretion of ACBA, with or without advance notice.

7.2.1 Annual Paid Time Off and Accrual Rates

PTO does not accrue, but instead each fiscal year front-loads employees their allotment according to the following schedule:

<table>
<thead>
<tr>
<th>Employment Status</th>
<th>Annual PTO Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Staff during Years 1 - 2</td>
<td>15 days</td>
</tr>
<tr>
<td>Full-time Staff during Years 3 - 4</td>
<td>20 days</td>
</tr>
<tr>
<td>Full-time Staff during Years 5 - 6</td>
<td>25 days</td>
</tr>
<tr>
<td>Full-time Staff during Years 7 - 8</td>
<td>30 days</td>
</tr>
<tr>
<td>Full-time Staff during Years 9+</td>
<td>35 days</td>
</tr>
<tr>
<td>Full-time Staff hired during the fiscal year</td>
<td>15 days * conversion rate(^1)</td>
</tr>
</tbody>
</table>

---

\(^1\) Conversion rate = \text{Number of weeks remaining in the fiscal year} / 52. This number is then multiplied by 10 as that is the initial PTO allotment for full-time staff members. The result is rounded to the nearest whole number.
Any remaining PTO at the end of the fiscal year expires. PTO does not “roll-over” year-to-year.

7.2.2 Guidelines for the Usage of Paid Time Off
Although Paid Time Off is accrued beginning on the date of full-time hire, it generally cannot be used until after 30 days or more of continuous, full-time employment.

- Schedule use of PTO as far in advance as possible. A request to use PTO at a particular time is subject to the discretion and approval of your manager, keeping in mind the needs of the department. Your request for PTO at a particular time will be considered in light of a number of factors, including business needs and staffing levels.
- An employee is required to notify their manager to track PTO he or she uses. Failure to do so will lead to disciplinary action up to and including discharge.
- Employees cannot exceed their PTO allotment without managerial approval. Should an employee exceed their PTO allotment, they will deduct this negative balance from the next fiscal year allotment.
- ACBA strongly encourages its employees to use all their PTO each year.
- If an employee receives an approved PTO request overlapping with an ACBA holiday, such holiday dates will not be counted against that employee’s PTO allotment.

7.2.3 Treatment of Paid Time Off at the End of Employment
- Upon termination of employment, all unused PTO will expire.
- An employee who has a negative PTO balance at the end of his or her employment will have the balance withheld from his or her final paycheck, unless applicable law prohibits this practice.
- PTO may not be used to extend an employee’s separation date beyond the last day worked.

7.2.4 Salary Continuation (Extended PTO with Partial Pay)
ACBA provides a salary continuation program to full-time staff who have an FMLA-qualifying health condition, who are under a doctor’s care, and who have used their available PTO. Once all an employee's PTO allotment has been utilized, ACBA will offer partially paid time off for the period until any applicable short- or long-term disability benefits begin or for 90 days, whichever is shorter. The percentage of salary continuation pay an employee receives is based on his or her Length of Service, as follows:

| Years 1 - 2 | No salary continuation |
| Years 3 - 4 | Salary continuation at 25% |

2 Full-time faculty members are not allotted PTO days; however, they are free during all academic breaks occurring in the fiscal year. Due to these breaks, full-time faculty generally receive the equivalent of, at minimum, 45 PTO days.
3 Adjunct faculty and other part-time staff are not allotted PTO at the beginning of a new fiscal year. However, should an emergency arise, they should contact their supervisor to make arrangements for any absences needed. Permission from their supervisor shall not be unreasonably withheld.
ACBA may, in its sole discretion, withhold salary continuation from an employee if management reasonably believes an employee is abusing or misusing this policy.

### 7.2.5 Partial work-days

It is generally assumed that all salaried staff employees perform at least 8 working hours during a business day (e.g., working from 9AM until 5PM). Should an employee need to leave during the day for non-work-related activities, this will not count toward their PTO allotment unless the number of hours exceeds the guidelines below. Advance notice shall be provided to an employee’s supervisor in all instances.

However, use of the partial work-day allowance should be done in a reasonable manner. Should an employee excessively utilize the guidelines below, PTO may be used accordingly.

<table>
<thead>
<tr>
<th>Absent between</th>
<th>Effect on PTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 2 hours</td>
<td>No effect on PTO</td>
</tr>
<tr>
<td>2 – 5 hours</td>
<td>½ of a PTO day is used</td>
</tr>
<tr>
<td>More than 5 hours</td>
<td>1 PTO day is used</td>
</tr>
</tbody>
</table>

### 7.2.6 Failure to Provide Notice

Should an employee fail to provide notice of PTO usage – and for their to not be any medical reason for the lack of notice – punitive action may be taken. Such action may consist of documentation in the employee record, removal of additional PTO day(s), or possible termination in instances of repeat offenses.

For the purposes of 7.2.6, notice is defined as documenting PTO time on the ACBA calendar and notifying supervisor(s). Notice shall be given reasonably ahead of scheduled PTO unless circumstances prevent such prior disclosure.

### 7.3 Family and Medical Leave

#### 7.3.1 Eligibility

To be eligible for time off under the federal Family and Medical Leave Act (“FMLA”), an employee must:

- have worked for ACBA for a total of 12 months or more;
- have worked at least 1,250 hours over the 12 months preceding the requested leave time (including all time worked, but excluding hours such as sick leave, vacation, and holidays that were paid but not worked); and
- have not already exhausted available FMLA leave.

In accordance with the FMLA, ACBA will provide eligible employees up to 12 weeks of unpaid leave in a 12-month period under the following circumstances:

- for the birth or care of a newborn child of an employee
• for the placement with an employee of a son or daughter for adoption or foster care;
• for the care of an immediate family member (spouse, child, or parent) with a serious health condition;
• for the care of a serious medical condition of an employee (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
• for any qualifying exigency, arising out of the fact that an employee's spouse, son, daughter, or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operation. This leave also is available for family members of active duty service members.

Eligible employees may take up to 12 weeks of leave in any 12-month period preceding the commencement of the leave requested (i.e., a rolling 12-month period measured backward from each date the employee uses any FMLA leave). An employee's 12 weeks of leave, therefore, will be reduced by any leave taken for other FMLA leave during that period so that the total amount of leave does not exceed 12 weeks.

If a more generous state or local law applies, the state law will supersede.

7.3.2 Military Family Leave
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. For purposes of qualifying for leave to care for the serious medical condition of a child, the child of the employee must either be less than 18 years of age or, if older, be incapable of self-care because of mental or physical disability.

The FMLA also provides eligible employees with up to 26 workweeks of unpaid leave during a 12-month period for the care of an immediate family member (spouse, child, parent, or next of kin), who is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is on the temporary retired list, as a result of a serious injury or illness and who were members of the Armed Forces (including members of the National Guard or Reserves) at any time during the five years preceding the date of treatment, recuperation or therapy.

7.3.3 Intermittent or Reduced Schedule Leave
A reduced schedule or an intermittent leave is also available under this policy if the leave is related to the employee’s own or an immediate family member’s serious health condition, to care for an immediate family member of the Armed Services or when an immediate family member is on active duty or notified of impending active duty. If intermittent or reduced-schedule medical leave is requested for a foreseeable planned medical treatment, the employee may be required to transfer
temporarily to an alternative position for which the employee is qualified, if that position has equivalent pay and benefits and would better accommodate intermittent or reduced-schedule leave. Family leave for the birth or placement of a child may not be taken intermittently or on a reduced-schedule basis.

7.3.4 Definition of Serious Health Condition
A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

7.3.5 Coordination with Paid (and Partially Paid) Time Off
Employees must use all available PTO and Extended PTO concurrently with FMLA leave. The substitution of paid (or partially paid) time for unpaid FMLA leave time does not extend the length of an FMLA leave. Any remaining days of a qualified FMLA leave will be unpaid.

7.3.6 Applying for Family and Medical Leave
Employees may apply for FMLA leave by completing and submitting the appropriate forms to Human Resources, along with all required documentation. For example, an employee desiring to take a medical leave must obtain certification from a health care provider. Subsequent recertification and/or a second opinion may be required.

An application for FMLA leave should be submitted 30 days before the requested leave date (if the leave is foreseeable and such notice is possible) or as soon as the employee is aware of the need for leave. If 30 days’ notice is not practicable, the employee should submit the request as soon as possible and practical, given the circumstances. If an employee fails to submit the required health care certification, his or her request for FMLA leave may be delayed or denied.

7.3.7 Exclusion of Key Employees
Certain key employees may be excluded from coverage of this policy or from the reinstatement privileges outlined below. Please contact Human Resources for additional information.

7.3.8 Spouses Both Employed by the College
Spouses who are both employed by the College may be limited to a combined total of 12 weeks of family leave for the following reasons:

- for the birth and care of a child,
- for the placement in the employees’ home of an adoptive or foster child and to care for a newly placed child, or
- to care for an employee’s parent who has a serious health condition.
For this purpose, the two employees will have the same “FMLA leave year,” consisting of a rolling 12-month period measured backward from each date that either employee uses leave.

7.3.9 RETURNING FROM LEAVE
While on FMLA leave, an employee may be required to report to the College periodically regarding his or her status and intent to return to work. If an employee is unable to return to work on the original return-to-work date, the employee must request an extension in writing and supply medical certification of the need for an extension. The written request must be made as soon as the employee realizes that an extension is needed.

Failure to return to work as scheduled will subject the employee to immediate termination unless an extension is granted.

The College requires a fitness-for-duty medical certification before an employee returns to work. The certification must show that an employee returning to work after a serious injury or illness is physically capable of performing his or her duties or assignments without risk of re-injury or relapse. If such certification is not submitted as required, the employee’s return to work may be delayed.

An employee returning from FMLA leave will be reinstated to either the same job he or she left or one with equivalent pay and benefits. There is no guarantee of reinstatement to one’s original position.

If an employee can return to work with limiting restrictions and the restrictions can be reasonably accommodated within the employee’s specific work duties, the employee must review the limitations with Human Resources.

7.3.10 DISCRIMINATION, INTERFERENCE, AND RETALIATION PROHIBITED
The College will not interfere with, restrain, or deny an employee from exercising any right provided by FMLA. The College will also not discharge or discriminate against any individual for opposing any practice or because of involvement in any proceeding, related to FMLA.

7.3.11 ADHERENCE TO LEGAL REQUIREMENTS
The provisions set forth above are a brief summary of the entitlements and requirements under the FMLA. ACBA intends to comply with all applicable local, state and federal laws relating to medical leave and to the extent the provisions of this Handbook conflict with applicable laws, the applicable laws will apply.

7.3.12 ADDITIONAL INFORMATION
If you have questions or need additional information, please contact Human Resources.

7.4 MILITARY LEAVE
If you are called into active military service or you enlist in the uniformed services, you may be eligible for a military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity, or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable laws.
You must, however, notify the College of your ability to return to work from military duty per the mandates of applicable law.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away. Whenever an employee has a choice as to when to report for military duty (such as reserve drills) the employee must make an effort to arrange the duty during non-working time.

The College requires employees seeking military leave to provide the College with a copy of their official orders.

Military leaves are unpaid. You may, however, use accrued vacation and sick time for periods of military service.

Please ask Human Resources for further information about your eligibility for military leave and about the specifics of how this policy may apply to you.

7.5 Bereavement Leave
Regular, full-time faculty and staff who are scheduled to work throughout the calendar year (52 weeks per year, excluding excused absences) are eligible for bereavement leave. Adjunct instructors, part-time faculty and staff, temporary employees, and seasonal employees do not receive paid bereavement time off.

If your spouse, child, parent, grandparent, grandchild, current mother in-law, current father in-law, sibling or equivalent in-law, dies, you may be granted up to four workdays off with pay at your regular rate of pay. Any days taken off for this purpose must be taken after the death, in the same week as either the day of death or the day of the memorial service. If additional time is needed, you may request to use vacation. You must inform Human Resources and your manager in advance of commencing bereavement leave, or the absence(s) will be unexcused. In administering this policy, the College may require verification of death.

7.6 Jury and Witness Duty
The College realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. You will be allowed time off to perform such civic service as required by law. You are required to provide your manager and Human Resources with prompt notice of a request to perform jury duty and with your verification of service, as soon as it is available. You must also keep your manager informed of the expected length of your jury duty service and to report to work for the remainder of any day that you are excused by the court during regular business hours. If the proposed absence presents a serious conflict, you may be asked to try to postpone your jury duty.

Full- and part-time employees (including adjuncts) will receive their regular pay (not to exceed eight hours per day) while out for jury duty on a day they are normally scheduled to work. You may also keep any jury service payments provided by the court.
Temporary or seasonal employees will not be paid for time spent on jury duty service, unless required by applicable state law.

ACBA also offers its full-time faculty and staff (not including adjuncts) up to two days of PTO in order to appear as a witness in a court proceeding or arbitration, when that employee’s testimony is compelled by a valid and enforceable subpoena. You are required to provide your manager and Human Resources with a copy of the subpoena, as soon as you receive it. If the proposed absence presents a serious conflict, you may be asked to try to postpone your obligations as a witness.

8 EMPLOYMENT POLICIES

8.1 ARBITRATION OF EMPLOYMENT DISPUTES
ACBA values each of its employees and looks forward to good relations with them. In any organization, however, workplace disputes occasionally arise, and ACBA is committed to the prompt and fair resolution of all such disputes. ACBA believes that the best way to resolve employment disputes is through binding private arbitration. Employees and ACBA benefit from the use of private arbitration because it usually results in quicker, less costly resolution of legal disagreements than litigation in state or federal courts. For these reasons, to the extent permissible under applicable law, those who after the effective date of this Handbook become or remain employees of ACBA or any affiliate or related entity, are required as a condition of employment (or continued employment) to enter into the applicable arbitration agreement then in use by ACBA.

8.2 ELECTRONIC SIGNATURES
ACBA recognizes an electronic signature (“e-signature”) as a valid signature from an employee. An e-signature is an electronic sound, symbol, or process that is attached to or logically associated with a record and is executed or adopted with the intent to sign the record.

To the fullest extent permitted by applicable law, ACBA accepts electronic or e-signatures as legally binding and equivalent to handwritten signatures to signify an agreement. Employees are required to use electronic signatures to authorize designated internal documents.

Employees should keep their passwords secure and private. Employees should not share their passwords with others, as passwords will be used during the application process and throughout employment to execute electronic agreements.

8.3 EMPLOYEE INVENTIONS
Inventions which are conceived, created or reduced to practice in the course of employment with ACBA, or through or with the use of ACBA’s funds, resources, or facilities shall be the sole and exclusive property of ACBA and shall be disclosed and assigned to ACBA. Moreover, the inventor/employee is required to assist and cooperate with ACBA in protecting such property by a patent, trademark or copyright, as appropriate. For purposes of this policy, “inventions” means all developments, discoveries, technological advances, research materials, creations or know-how,
whether patentable or not, which are made by an employee in the course of employment with ACBA.

8.4 OUTSIDE ACTIVITY
Outside employment with competitors in the education market is prohibited absent the express written approval of Human Resources or the College President. Employees may hold other outside jobs or pursue other outside business endeavors as long as College performance standards are met and the outside activity does not reflect adversely on the College or create a conflict of interest.

Employees are required at the time of hire to disclose to Human Resources in writing any outside employment and/or business endeavors that then exist. Thereafter, employees must disclose to Human Resources in writing any outside employment and/or business endeavors that arise during employment.

Under no circumstances will outside functions be performed on ACBA property or on ACBA time. Violation of this policy will result in disciplinary action up to and including termination. Furthermore, outside work will not be considered an excuse for poor performance, absenteeism, tardiness, or refusal to work overtime at ACBA.

The College encourages employees to participate in professional activities providing information, advice, or services to those outside of the College as a means of gaining additional professional experience and maintaining competency or standing within a specialized discipline. Participation in external professional activities is expected to contribute to the mission of the College.

External activities and financial interests must not present a conflict of interest to the College, nor create negative public relations issues for the College. Prior to accepting appointments, engaging in a business, or otherwise diverting attention from College duties, employees must disclose the activity and, if appropriate, obtain written approval from Human Resources. Approval to participate in external professional activities does not permit use of the College’s name in any announcement, advertisement, publication, or report if it implies College endorsement of the product or service.

The College does not assume any responsibility for any professional services rendered or an employee’s actions outside of the scope of ACBA employment.

8.5 IMMIGRATION LAW COMPLIANCE
ACBA will comply with applicable federal and state immigration laws in connection with its workforce. As a condition of employment, each new hire must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and authorization to work in the United States. The employee’s authorization to work will also be verified through the federal E-Verify program. Employees whose authorization to work expires, or is revoked, must notify ACBA immediately. ACBA will re-verify employment authorization for those employees whose authorization expires. Anyone who fails to provide the required documentation to establish identity and employment authorization by the end of the third business day after starting work for pay will be terminated.
8.6 Employment of Relatives
The Company seeks to hire and promote the best available talent into positions of responsibility. To avoid conflicts of interest, however, no close family member will supervise or make employment decisions (such as decisions relating to compensation, performance assessments, promotions, etc.) regarding another close family member. For the purpose of this policy, close family members are defined as relatives by blood or marriage extending to spouses, parents, children, siblings, grandparents, grandchildren, aunts, uncles, and first cousins, including step-relations.

8.7 Employee Files
Employee files are the property of ACBA and are maintained by Human Resources. Employees will be granted access to personnel files to the extent required by, and in accordance with, applicable state law. ACBA does not permit an employee to remove or photocopy material from his or her employee file unless required by applicable law.

It is your responsibility to inform Human Resources of any changes in your personal information (such as your name, phone number(s), address, marital status, dependents, beneficiary designations, emergency contacts, etc.). Inaccurate information can affect your withholdings or your benefits or render the College unable to contact you or your emergency contact in a crisis.

8.8 Employment References
From time to time, ACBA receives requests from potential employers to provide information about current and former employees of the College. To ensure uniformity and to prevent the dissemination of confidential or inaccurate information, only a member of Human Resources is authorized to respond to such a request. Any manager or employee who receives a request for information about a current or former employee should direct the caller to Human Resources. ACBA’s policy is for Human Resources to release only dates of employment and the last job or position held.

8.9 Media Inquiries
From time to time, representatives of the media take an interest in events or circumstances relating to ACBA. In furtherance of ACBA’s legitimate interest in delivering appropriate and accurate responses to such inquiries, ACBA will respond to media inquiries in a timely and professional manner and only through designated College spokespersons.

8.10 Monitoring and Inspections
To the extent permissible by applicable law, ACBA conducts workplace monitoring to ensure quality control, employee safety and security, and student satisfaction. This is in addition to the regular access ACBA maintains as to its employees’ usage of ACBA’s equipment and systems, as described in this Handbook.

For example, employees who regularly communicate with students or potential students may have their telephone conversations or other forms of communication monitored or recorded in order to identify and correct performance problems through targeted training.
Likewise, to the extent permitted by applicable law, the College requires employees while on College property, or on College business, to agree to the inspection of their person, property, or work area. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the College or to its clients. Employees are required to cooperate fully in the conduct of any search, inspection, on investigation undertaken by ACBA, ACBA’s designee, or law enforcement. Submission to and compliance with these rules is a condition of continued employment.

8.11 INCLEMENT WEATHER
ACBA is committed to the safety and security of its students, faculty, staff, and visitors and may therefore decide to close a campus in inclement weather or another potential emergency. In general, ACBA’s practice is to remain open and to conduct business as usual, except as indicated below.

- In the event of snow, ice, or any weather event that could cause hazardous travel conditions, employees should use good judgment concerning whether or not to report to work. In no event should employees take unnecessary risks in the attempt to report to work.
- Always report by phone to your manager, should weather or other conditions require you to be away from work.
- In the event of inclement weather affecting an ACBA work site, the College will monitor the situation to evaluate if closing will be warranted and will provide notice to employees as soon as possible.
- Inclement weather during non-working hours, necessitating a work site to remain closed
- Should ACBA close a campus or other work site prior to the start of a work day, it will notify employees in some or all of the following ways: school-wide text; phone call; e-mail.
- Employees scheduled to work will be paid their regular wages for that day and should not report to work.
- If a campus does not remain closed due to weather, but for personal circumstance and/or safety, an employee decides he or she cannot come in due to inclement weather, the employee must notify his/her manager. Vacation time can be taken or, if vacation is not available, the time can be taken off without pay.

Inclement weather developing during working hours, requiring the campus to close early

- Should ACBA decide to close a campus or other work site early, it will notify all employees in some or all of the following ways: school-wide text, phone call, e-mail
- Employees will be paid their regular wages for the remaining hours they are scheduled to work that day.
- If a campus does not close early due to weather, but for personal circumstance and/or safety, a non-exempt employee decides he or she cannot remain at work due to inclement weather, the employee must notify his/her manager. Vacation time can be taken or if vacation is not available, the time can be taken off without pay. If the campus does later officially close for a partial day, a non-exempt employee who was present but left early due to the weather will be compensated for the hours that the work site was officially closed.

Additional information is contained the ACBA Safety Manual and Procedures.
8.12 Reimbursement for Travel and Meals While on College Business
ACBA will compensate employees for travel time in accordance with applicable wage and hour laws. As a general matter, this means that home to work travel is not paid time, but that travel during the normal workday is paid time for nonexempt employees. Whether overnight trips and other business travel are paid time for nonexempt employees will depend on the particular circumstances of the travel.

Employees who travel for work are eligible for reimbursement for travel expenses and meals, in keeping with College guidelines, procedures, and limits.

Check requests or travel vouchers must be completed in a timely manner, within 30 days of the travel expense. Employees who submit travel expenses more than 30 days after incurring the expense may not be reimbursed.

Employees must use good judgment in incurring travel and meal expenses. Any travel or meal expenses that the College deems unreasonable or excessive under the circumstances may be rejected in whole or in part.

Please contact Human Resources for additional information.

8.13 Leaving Your Job
If you are considering leaving the College for any reason, you are encouraged to speak with your manager and Human Resources.

As a courtesy, the College asks that you provide at least 10 business days’ notice of your departure. During any notice period, the College expects your work performance to continue at the same standards and quality level established prior to your resignation, and you will also be required to adhere to all College policies during that time. ACBA may, in its discretion, elect to release you immediately, rather than have you work through any notice period.

Prior to your departure, all outstanding business activity must be reviewed with your manager.

On the last day worked, all ACBA property such as keys, cell phones, electronic equipment, uniforms, equipment, and other items must be returned. Clearing personal accountabilities such as this will expedite disbursement of the employee’s final paycheck.

Remember also that even after you leave the College, you must continue to protect confidential and proprietary business information, including trade secrets and inventions if applicable.

Before an employee departs, the supervisor or Human Resources may request an exit interview. Frank opinions on potential areas of improvement will be welcomed during the exit interview.

8.14 Managerial Discretion and Business Judgment
Notwithstanding any other provision of this Handbook, all managerial and administrative functions and prerogatives entrusted to and conferred upon employers inherently, expressly, or by law, are retained and vested exclusively with the College, including but not limited to the right to exercise judgment and discretion to take whatever action the College in its judgment or discretion deems...
necessary or appropriate to operate the College’s business, protect its property, security, or general welfare. Thus, for example, the College has complete discretion, to reduce, contract out, sell, close down, or relocate the College’s operations or any part thereof; to hire, layoff, direct, discipline, discharge, or increase the efficiency of its employees; and to set the standards of productivity, maintenance, services, security, research and development. The College also reserves the absolute right to alter, amend, reduce, or discontinue any policy, rule, or benefit described in this Handbook.

9 Faculty Employment

9.1 Full-time Faculty
At the American College of the Building Arts the following individuals are considered to be full-time faculty members:

1) those who normally teach a minimum of eight courses per year (general education faculty) or 4 courses per year (craft specialization faculty);
2) a full-time professional librarian;
3) the Chief Academic Officer;
4) ex-officio, the President of the College.

9.1.1 Overlapping Staff and Faculty Members
Some members of the full-time staff at ACBA may engage in either teaching courses or being considered faculty members for academic reasons. However, because these employees are typically present during academic breaks, they receive PTO in accordance with §7.2.1.

The following employees are therefore considered Staff Members for the purposes of PTO:

1) A full-time professional librarian;
2) Any member of either §11.1 or §11.2 regardless of their individual teaching load.

9.2 Adjunct Faculty
Adjunct faculty are defined as those who teach a maximum of three courses per semester (general education) or one course per semester (craft specializations).

9.3 Faculty Contracts and Terms of Employment
The academic year is defined as a ten-month period, August 1 through May 31. Regular faculty members are contracted for that ten-month period. All contracts to the instructional faculty are made by the President and Chief Operating Officer on recommendation of the Chief Academic Officer. Contract for full-time faculty is for one academic year; for adjunct faculty, it is issued per semester. The contract will provide the teaching load and compensation for the faculty member.

Note: at ACBA, all general education courses except BAFD 101 are 3 credit hours/3 contact hours per week. All craft specialization course/workshops are 6 credit hours/18 contact hours per week. BAFD 101 is a hybrid course that is 3 credit hours/4.5 contact hours per week.
All faculty contracts are made on an “at will” basis. Note: there is no tenure at the American College of the Building Arts.

Faculty must adhere to the provisos and agreements of this handbook, the Safety Policies and Procedures Manual, the College Catalog, the Student Handbook, and any other official manual or publication of the College.

9.4 Accreditation Standards and Faculty Credentials
ACBA is actively seeking accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC’s scope of recognition with the U.S. Department of Education includes the accreditation of postsecondary, non-degree-granting institutions and degree-granting institutions that are predominantly organized to educate students for occupational, trade and technical careers. ACCSC has approximately 789 accredited institutional members, and may be contacted at:

ACCSC
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Telephone 703-247-4533.

For additional information on ACCSC accreditation, please contact the Office of Academic Affairs.

The hiring committee of the faculty is charged with disseminating recruitment notices, interviewing candidates, and selecting quality faculty for positions at ACBA. All hires are approved by the Chief Academic Officer, Chief Operating Officer and President of the College. Additionally, ACBA will provide faculty members with the curriculum standards that must be utilized to meet or exceed ACCSC standards (e.g., syllabi templates).

10 College Meetings

10.1 Faculty Meetings
The Chief Academic Officer conducts faculty meetings a minimum of once per month from August through May. Additionally, special meetings of the faculty may be held on an ad hoc basis for training, curriculum review, and other items requiring a longer time than the monthly faculty meetings. A quorum at college faculty meetings shall be a simple majority of regular college faculty members. Meetings of the college faculty are called in writing at least one week prior to the date of the meeting. A written agenda for each meeting will be distributed to all faculty at least one week prior to the meeting. The requirement of one-week notice may be waived by the Chief Academic Officer in case of emergency.

10.1.1 Purview of the Faculty
The faculty shall be concerned with all matters relating to academic programs, the curriculum, admissions and continuation standards, the grading system, degree and certificate requirements, and the utilization of the intellectual resources of the College. The faculty shall have the right and obligation to initiate needed institutional and academic studies, either directly or through appropriate committees. The faculty is authorized by the College to approve all degree candidates for
graduation. The specific duties of the faculty shall also include, but not be limited to, recommendations to the Chief Academic Officer concerning any of the following:

1. Plans and policies to strengthen the educational programs and academic organization of the College;
2. The College academic budget;
3. Academic freedom of members of the College faculty;
4. Academic responsibilities of members of the College faculty;
5. The general welfare of the College community;
6. Policies concerning the College’s relations with its supporting community;
7. Policies concerning the College’s relations with outside agencies; and
8. Rules and procedures of the College concerning the conduct of its members.

10.1.2 Faculty Committees
There are three standing committees of the faculty: curriculum, hiring, and internships. Additional faculty committees are formed on an ad-hoc basis and will be given a specific charge and timeline for completion of the charge to the committee. Faculty members may be asked to serve on institutional committees on topics such as accreditation and strategic planning, among others.

11 Administration/Staff Employment

11.1 Executive Administration
At the American College of the Building Arts the following individuals are members of the Executive Administration:

1) President of the College;
2) Chief Operating Officer;
3) Chief Academic Officer;
4) Chief Financial Officer.

11.2 College Staff
The following individuals at ACBA are considered to be staff:

1) Director of Admissions;
2) Admissions Officer
3) Bursar;
4) Registrar/Human Resources
5) Student Services Coordinator
6) Financial Aid/Career Services
7) Director of Institutional Advancement;
8) Development Manager.
11.3 **Staff Appointments and Terms of Employment**

Administration and staff members are contracted, for a minimum twelve-month period, following a six-month probationary period. All administrative and staff appointments are made by the Chief Operating Officer and by the President on the recommendation of the Chief Academic Officer, the Chief Operating Officer, and/or the Chief Financial Officer. The contract will provide the salary for the administration or staff member. All contracts are made on an “at will” basis.

Administration and staff must adhere to the provisos and agreements of this handbook, the Safety Policies and Procedures Manual, the College Catalog, the Student Handbook, and any other official manual or publication of the College.

11.4 **Accreditation Standards and Administration/Staff Credentials**

ACBA is seeking accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC). Administration/Staff members must meet the terms and conditions of ACCSC and ACBA in order to maintain the terms of employment at ACBA. Prospective candidates must provide the College with a current Curriculum Vitae (CV) or Resume, transcripts of all college- and post-college level work, any additional qualifications that prove the candidate’s ability to successfully carry out the duties of the position at ACBA (i.e., certificates, licensures), and three letters of recommendation.

11.5 **Administration/Staff Meetings**

11.5.1 Staff meetings are normally held once a week at a time and place determined by the Chief Operating Officer.

11.5.2 **Executive Administration Meetings**

The President conducts executive administration meetings at minimum of once per month; additionally, special meetings may be held on an ad hoc basis for special purposes.

11.5.3 **Purview of the Administration/Staff**

The administration and staff members are governed by the position description in place for his/her position as well as by any special duties deemed essential by the executive Staff. Each member of the Administration/Staff is responsible for making recommendations to his/her supervisor on the following:

1. Plans and policies to strengthen the educational programs and academic organization of the College;
2. The College academic budget;
3. Academic freedom of members of the College Administration/Staff;
4. Administrative responsibilities of members of the College Administration/Staff;
5. The general welfare of the College community;
6. Policies concerning the College’s relations with its supporting community;
7. Policies concerning the College’s relations with outside agencies; and
8. Rules and procedures of the College concerning the conduct of its members.
11.6 Administration/Staff Committees

Members of the administration or staff are required where necessary to serve on standing institutional committees governing specific aspects of the College (i.e., accreditation, admissions, scholarships, strategic planning). Additionally, committees are formed on an ad hoc basis, and will be given a specific charge and timeline for completion of the charge to the committee. Under certain circumstances, an administration/staff member may be asked to serve on a faculty committee if deemed necessary.

12 Employee Conduct

12.1 The Honor Code and Academic Integrity

The pursuit of knowledge in an academic community brings students and faculty together in an association of shared rights and responsibilities requiring all participants to follow the principle of Academic Integrity. “Academic Integrity is a commitment, even in the face of adversity, to five fundamental values: Honesty, Trust, Fairness, Respect and Responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.”

(Fundamental Values of Academic Integrity, 1999, Center for Academic Integrity; www.academicintegrity.org)

12.1.3 The ACBA Honor Code

Members of the ACBA community shall adhere to the principle of Academic Integrity. They shall express opinions with civility and with consideration for the opinions of others, respect intellectual and creative property and resources, and promote the importance of the honor code in all their interactions for the benefit of the learning community. They will be honest, trustworthy, fair, respectful and responsible for their actions. They will refrain from lying, cheating, plagiarizing, stealing, violating another person’s property or person, committing an act of violence or facilitating an Honor Code violation by another person. Each student and faculty member must take responsibility for addressing the Honor Code and Academic Integrity with members of the community who violate these standards.

All ACBA students, faculty, and staff are expected to faithfully uphold ACBA’s Honor Code.

12.2 Academic Freedom

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties. Research for pecuniary return should be approved by the Chief Academic Officer, Chief Operating Officer, then the President.

Instructors are entitled to freedom in the classroom in discussing their subject but should be careful not to introduce into their teaching controversial matters which have no relationship with their subject.

College faculty members are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As
scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

13 Professional Development

13.1 Faculty
Faculty members are encouraged to seek avenues for continued professional development in the faculty member’s field of expertise or in the development of pedagogy. The College will provide funds for professional development (i.e., attendance at professional conferences) as funds are available. The faculty member must submit a proposal in writing to the Chief Academic Officer at least six weeks in advance of the opportunity. The proposal must designate the budget and timeline for the activity, as well as discussing how the professional development will benefit ACBA. If the faculty member is to be absent during the regular teaching schedule, the proposal must designate how classes will be covered in the faculty member’s absence.

13.2 Administration and Staff
Administration and staff members are encouraged to seek avenues for continued professional development in the member’s field of expertise. The College will provide funds for professional development (i.e., attendance at professional conferences) as funds are available. The Administration and Staff member must submit a proposal in writing to his/her supervisor at least six weeks in advance of the opportunity. The proposal must designate the budget and timeline for the activity, as well as discussing how the professional development will benefit ACBA.

14 Employee Evaluations

14.1 Faculty
Faculty members are evaluated by the Chief Academic Officer each spring at the conclusion of classes. Faculty members will be asked to complete a questionnaire on various aspects of their teaching and service. The Chief Academic Officer, using the questionnaire, the student evaluation of classes, and other information pertinent to the faculty member’s performance, will write an evaluation of the faculty member, and will review this evaluation with the faculty member in a face-to-face meeting. The purpose of that meeting will be to review the faculty member’s performance, discuss areas of needed growth, and to formulate educational goals for the future.

14.2 Administration and Staff
The administration/staff member is evaluated by his/her supervisor each spring at the conclusion of classes. Administration/staff members will be asked to complete a questionnaire on various aspects of their job duties and service. The administration/staff member’s supervisor, using the questionnaire and other information pertinent to the administration/staff member’s performance,
will write an evaluation of the individual, and will review this evaluation with the administration/staff member in a face-to-face meeting. The purpose of that meeting will be to review the administration/staff member’s performance, discuss areas of needed growth, and to formulate appropriate administrative goals for the future.

15 Academic Policies for Faculty Members

15.1 Syllabus
Every course at the American College of the Building Arts must have a syllabus on file with the Office of the Registrar prior to the first week of classes. Due to the integrated nature of the curriculum at the College, most syllabi are developed in conjunction with the faculty as a whole to ensure that each course includes all elements pertinent to both liberal arts and sciences as well as the craft specialization. Each faculty member will be provided with the course syllabi templates as well as with the existing course syllabi for existing courses. New syllabi are developed in conjunction with the faculty as a whole and must be approved by the Chief Academic Officer. All syllabi must include the College’s standards for student learning outcomes, found in Appendix B.

15.2 Grading Policy
Faculty members at ACBA are required to issue a midterm and a final grade for each student on his/her roster. Additionally, record of attendance must also be kept. The official reporting program for grades and attendance is the cloud-based software, ThinkWave. The grading scale and definitions can be found in The College Catalog.

15.3 Class Times and Attendance
Each year, the official Academic Calendar is published and disseminated to members of the College community. This calendar must be adhered to including start and stop dates of the semester, holidays, etc. In addition to this calendar, the College also provides an academic schedule of classes for each semester. Strict adherence to class schedules, days and times, is required of all faculty members. Should the faculty member require any adjustments to this schedule, they must be approved in writing by the Chief Academic Officer and the Registrar prior to initializing the change. All faculty members are expected to attend each class of the semester. Should a faculty member require time away from class for any reason, the faculty member must notify the Chief Academic Officer in writing prior to the missed class, where possible. The notification should include how the faculty member is covering the class, either through a substitute instructor, guest speaker, etc.

15.4 ThinkWave
ThinkWave is the cloud-based software system we use that provides faculty with an easy way to input and monitor student assignments, grades and attendance. Students have login access to ThinkWave and are able to check their grades, attendance, communicate with faculty, and more. For ThinkWave support, contact the Office of the Registrar.
15.5 **ACADEMIC ADVISING**

It is the expectation of ACBA that all faculty members will participate in advising of our students. A minimum of one advising appointment per semester is required of every student. The focus of advising appointments at ACBA is not merely the selection of courses, but includes a holistic approach to the advising appointment that includes advisement on items such as internships, employment, student goals and achievements, etc. The goal of ACBA is to create educated artisans, and advising is an integral part of this process. In addition to their official advisor, students may also seek help from faculty members, staff, and others as needed for specific advisement (e.g., financial counseling). Faculty members are to report at-risk students (withdrawals, absences, grade concerns, etc.) to the Registrar and Office of Admissions and Student Services.

15.6 **OPEN HOUSE**

Faculty members are expected to attend and participate in x number of Open Houses and other prospective student recruitment events per semester. The Office of Admissions and Student Services will have information regarding faculty participation in Open House and other student recruiting events.

16 **ADMINISTRATIVE POLICIES FOR ALL EMPLOYEES**

16.1 **PLEASE NOTE:**

- Any violation of College policy will result in informal or formal discipline up to and including dismissal.
- The President is responsible for enforcing College policies with respect to the Executive Administration; the Chief Academic Officer is responsible for College policies with respect to the faculty; and the Chief Operating Officer is responsible for enforcing College policies with respect to staff.
- Each member of the College may appeal any adverse action to the supervisor of his/her immediate supervisor within ten days of any adverse action. A decision of the President, where appropriate, shall be issued within fifteen days following the receipt of a written appeal and his/her decision shall be final.

16.2 **OUTSIDE EMPLOYMENT**

Work accomplished outside the scope of ACBA duties is permissible during the semester and summer periods provided the faculty member has read and understands the College’s Conflict of Interest Policy and has an approved Conflict of Interest Disclosure Form in his/her personnel file. It is the faculty member’s responsibility to produce in writing a contract that gives the scope of work, budget, and all other pertinent information. All outside employment or professional commitment or services, including, but not limited to, research contracts, or use of the College’s facilities (for other than College business) must be approved by the Chief Academic Officer and by the Chief Operating Officer prior to the initiation of that work. Any permissible outside work must not, in any way, interfere with the responsibilities, obligations, duties, and performances as set forth in this handbook. If College facilities, equipment, or supplies are used in any outside work projects,
the College shall receive a percentage of the proceeds payable to the College at a preferred rate of 15% (not less than 10% and not more than 20%) of the project total to be negotiated in good faith on a project-by-project basis. If any outside work includes hiring or utilizing student hours for project completion, a separate written contract between the faculty member and the student must be submitted at the time of the original contract.

16.3 Productivity

**Policy:** All employees are expected to meet high productivity standards. At ACBA productivity relates to time management, teamwork, efficiency, cooperation and contribution. The standards contributing to high productivity include, but are not limited to, the following:

1. Consistently reporting to work and leaving work according to work schedule
2. Fully engaging in the work while on paid time
3. Meeting deadlines
4. Asking for assistance when necessary
5. Assisting others with information, knowledge, time and resources
6. Being prepared to give extra time when necessary
7. Responding positively to unanticipated overtime needs
8. Limiting unscheduled absences
9. Learning and using technology and databases for maximum efficiency
10. Starting meetings on time; ending on time
11. Being prepared for meetings
12. Avoiding unnecessary interruption of others at work
13. Following up on activities that have been delegated
14. Following ACBA systems and procedures
15. Minimizing the need to conduct personal business during work hours

If an employee is in a supervisory position and notices that these standards are not being met, the supervisor should discuss productivity concerns with the staff member in a direct, calm and candid session.

16.4 Termination of an Employee

The employee’s employment is terminable “at-will,” which means that the employee or College may terminate the employee’s employment at any time, for any reason or no reason at all at the sole discretion of the College. In the event that the College terminates the employee’s employment, the employee will be entitled to earned and unpaid salary, less required and authorized withholdings and deductions, through the last day of employment. In the event that the employee terminates employment, the employee will be entitled to earned and unpaid salary, less required and authorized withholdings and deductions, through the last day of employment. Regardless of the basis of the employee’s termination, the employee agrees to provide all reasonable assistance requested by the College in transitioning duties and responsibilities to other College personnel, both during the employee’s employment and after his/her termination or resignation. Furthermore, the employee agrees to help the College from time to time as necessary concerning matters that may have arisen during the course of the employee’s employment with the College.
Notwithstanding the foregoing, either party may terminate the employment at any time upon seven (7) days’ written notice to the other party and this termination provision shall not alter the “at-will” status or create any other employer employee relationship under South Carolina law. If the College requests, the employee will continue to perform his/her duties and may be paid his/her regular salary up to the date of termination. In addition, the employee shall not receive severance allowance.

Notwithstanding anything to the contrary contained herein, the College may terminate the employee’s employment upon seven (7) days’ notice to the faculty member should any of the following events occur:

1. The sale of substantially all of the College’s assets to a single purchaser or group of associated purchasers; or
2. The sale, exchange, or other disposition, in one transaction of the majority of the College’s ownership interest; or
3. The College’s decision to terminate its business and liquidate its assets; or
4. The merger or consolidation of the College with another company or college; or
5. Chapter 7 (Liquidation) or Chapter 11 (Reorganization) Bankruptcy proceedings; or
6. Breach of faculty ethics; or
7. Breach of any section herein; or
8. Unexcused or unauthorized absence(s); or
9. Neglect of academic duties; or
10. Aiding and abetting or participating in:
   a. Any unlawful act of violence; or
   b. Any unlawful act resulting in destruction of College property; or
   c. Any unlawful interference with the orderly conduct of the educational process; or
11. Insubordination; or
12. Sexual harassment; or
13. Reduction in force resulting from any of the following:
   a. Lack of funds; or
   b. Elimination and/or reduction of programs, courses or services; or
   c. Decreased enrollment; or
   a. Overstaffing; or
   b. Board approved changes in educational policy and/or goals.

16.5 DISABILITY
In the event that the faculty member cannot perform the required duties as determined by the College because of illness or incapacity for a period of more than two (2) weeks, the compensation otherwise due during said illness or incapacity will be reduced by one half (1/2 or 50%). The faculty member’s full compensation will be reinstated upon return to work on a full-time basis. However, if the faculty member is absent from work for any reason for a continuous period of over three (3) months, the College may terminate the faculty member’s employment, and the College’s obligations under this agreement will cease on that date.
16.6 ACCOUNTS RECEIVABLE AND DONATIONS

Policy: Proper accounting methodology requires the orderly flow of accounts receivable. In order to maintain effective budgetary and accounting practices these policies are necessary.

Guidelines:

1. All money, drafts, donations, and income of any kind whatsoever shall be directed to the Bursar for deposit into the appropriate College account.
2. Unless otherwise directed by a donor in writing, all donations received shall be deposited into the general college operating account and used for any legitimate purpose.
3. Any account receivable identified as donations or for a specified endowment purpose shall be deposited into the appropriate trust account and a copy of the draft shall be provided to the Department of Institutional Development.
4. All tuition receipts shall be deposited into the general college operating account and used for any legitimate purpose. An itemized statement identifying all student accounts shall be given to the Registrar by the end of each calendar month.
5. All in-kind donations need a cost benefit analysis and approval by the Bursar before acceptance.

16.7 EXPENSE DISBURSEMENT POLICY

Policy: Employees of the College shall adhere to the following guidelines relating to reimbursement for approved purchases or expenditures:

Guidelines:

1. Each employee shall be responsible for maintaining inventory and supplies in their respective area(s).
2. All purchases (of any kind) must adhere to this Disbursement Policy. **Failure to adhere to this policy will result in personal liability for the debt.** Failure to adhere to this policy will result in personal liability for the debt. In addition to liability for the debt, any faculty or staff member who violates this Policy may also result in a Formal Reprimand and/or Dismissal.
3. The procedure for all purchases shall be:
   a. Fill out a Purchase Request Form and submit to the Chief Operating Officer (administration/staff) or the Chief Academic Officer (faculty) as far advance as possible for his/her approval and prior to the purchase; and
   b. Once approval has been secured, the Purchase Request Form will be forwarded to the Chief Financial Officer his/her approval as well.
   c. If the Chief Operating Officer or the Chief Academic Officer deny the Purchase Request, **DO NOT** purchase item or **YOU WILL NOT BE REIMBURSED**.
4. The Procedure for Travel Reimbursement shall be:
   a. In a MS Word Document, provide the reason for the trip (purpose), the travel dates for the trip, the number of nights lodging are needed, miles traveled (round trip), miscellaneous expenses, etc., **at least 30 days** in advance of anticipated travel date;
   b. The College shall not reimburse any expenses in excess of $150 per day for time away from the College without pre-approval from the Chief Operating Officer and/or the Chief Academic Officer;
   c. Only College business related expenses shall be reimbursed;
   d. Depending on the circumstances, a travel advance may be issued.
5. All expenses must be submitted on the Expense Report Form within one business week following any authorized trip with accompanying copies of all expenses.

6. The reported “Net Due Employee” shall be issued to the faculty or staff member two business weeks following the period in which the completed and approved Expense Report Form is approved by the Chief Financial Officer.

7. Any excess advance or per diem payments, as evidenced by inadequate receipts on the Expense Report Form shall be deemed “Income” as defined the Internal Revenue Service (IRS) and will be recorded on IRS Form 1099 at the end of the calendar year that the excess advance was disbursed.

8. Per IRS Rules and Regulations, reimbursement shall be provided for expenses above $25.00, only if accompanied by a receipt. All receipts should be submitted even if they reflect less than $25.00.

16.8 Public Relations

Please note: Employees are citizens and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

When speaking for the institution, however, the following policy must govern all communication.

Policy: To ensure orderly communications furthering the mission of the College, all public statements, interviews, and media releases of any kind will be coordinated with the Communications Committee prior to any authorized statement.

Guidelines:

1. The Communications Committee is comprised of the resident, the Executive Administration and the Director of Institutional Advancement.

2. No public communication to the press or public, whether mechanical, electronic, digital, written, or oral, shall be made without first having been reviewed and cleared by the Communications Committee.

3. All print, electronic, written, mechanical, or oral communications of any kind to any external member of the public or press (non-ACBA personnel) requires the express approval of the Communications Committee.

4. Any print, electronic, written, mechanical, or oral communications or any kind originating by third parties for publication in College newsletters, press releases, advertisements, or other communications for external publication, shall be authorized by the Communications Committee.

5. Any interviews requested of an individual shall be cleared by the Communications Committee prior to the interview. A series of talking points shall be drafted by the interviewee and the Committee before the interview.
16.9 CONFIденTIALITY

Policy: Confidential information (verbal, written, or machine readable) is accessible to employees throughout the course of employment at ACBA, is proprietary or non-public information of the College, and is considered confidential. All confidential information should be maintained by all employees in a manner which ensures its privacy and safety.

During the course of employment, employees may have access to confidential information. Information should be solely used for the purposes of performing his/her various services for the university and for no other purpose. Employees should not use confidential information in any manner that is to the competitive advantage of, or otherwise adverse or detrimental to the College. Employees shall not disclose any confidential information related to college matters to any person who does not have a legitimate need to know. Employees should take all reasonable steps to protect confidential information from disclosure, e.g., password protecting computers and/or storing/filing confidential paperwork in a locked drawer, etc. Employees should not electronically forward or store confidential information so as to give access to those without a legitimate need to know. It is not appropriate to have discussions about confidential information in open areas (e.g. cafeteria, hallways, etc.) where individuals who do not have a need to know this information could overhear the conversation.

Employees who disclose confidential information to those without a legitimate need to know or who disclose confidential information observed or heard without proper authorization may be subject to corrective action up to and including termination.

If an employee overhears or observes another employee sharing or discussing confidential information in an inappropriate area, the Chief Operating Officer and Chief Academic Officer should be contacted. They are responsible for investigating the allegations. College employees who violate this policy may be subject to corrective action up to and including termination.

16.10 COMPUTER, EMAIL AND INTERNET USE

Policy: ACBA recognizes that use of internet and email has many benefits and can make workplace communication more efficient and effective. Therefore, the College provides an email account to all students and employees of ACBA. This policy must be followed in conjunction with other ACBA policies governing appropriate workplace conduct and behavior.

Guidelines:

1. All technology provided by ACBA, including computer systems, communications networks, College-related work records and other information stored electronically, is the property of the College and not the employee. In general, use of ACBA’s technology systems and electronic communications should be job-related and not for personal convenience.
2. Employees may not use ACBA’s internet, email, or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual’s race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on ACBA or be contrary to its legitimate business interests; and any illegal activities – including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the internet or email are forbidden.

4. Employees should not copy or distribute copyrighted material (e.g. software, database files, documentation, articles, graphics files, and downloaded information) through the email system or by any other means unless the employee has confirmed in advance from appropriate sources that the College has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by the College as well as legal action by the copyright owner.

5. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and “spamming” (Sending email to thousands of users).

6. Every employee of ACBA is responsible for the context of all text, audio or image files that he or she places or sends over the College’s internet and email systems. No email or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. ACBA’s identity is attached to all outgoing email communications, which should reflect College values and appropriate workplace language and conduct.

7. Email and other electronic communications transmitted by ACBA equipment, systems and networks are not private or confidential, and they are the property of the College. Therefore, ACBA reserves the right to examine, monitor and regulate email and other electronic communications, directories, files and all other content, including internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

8. Internal and external email, voicemail, and text messages are considered College records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

Any employee who abuses ACBA-provided access to email, the internet, or other electronic communications or networks, including social media, may be denied future access, and, if appropriate, be subject to disciplinary action up to and including termination, within the limitations of any applicable federal, state or local laws. If you have any questions regarding the appropriate use of ACBA’s electronic communications equipment or systems, including email and the internet, please contact the Chief Operating Officer.

16.11 CONFLICT OF INTEREST

Policy: All persons employed by ACBA owe a duty of fidelity to the College. Employees must never place themselves in a position where their self-interest may conflict with this duty. Any employee who breaches this policy is subject to disciplinary action, up to and including discharge. All employees are required to sign a conflict of interest form.

Guidelines:

1. Duty of fidelity – Employees owe a duty of loyalty and fidelity to the College. Employees are expected to perform their duties on behalf of the College faithfully, diligently and to the best of their abilities.

2. Conflict of interest – Employees must never allow themselves to be placed in a position where their personal interests are in conflict (or could be in conflict) with the interests or business of
the College. Employees must avoid any situation or activity that compromises or may compromise their judgement or ability to act in the best interest of the College.

3. Disclosure of Potential Conflicts – Employees must promptly disclose to the College material information regarding any relationship, ownership or business interest (other than non-controlling investments in publicly-traded corporations), whether direct or indirect, that the employee or a member of his/her immediate family has with any person, or in any business or enterprise, that:
   a. competes with the college; or
   b. purchases or sells, or seeks to purchase or sell, goods or services to or from the College.

4. Protective steps – Upon disclosure of the information described above, the College will take appropriate steps to protect against any actual or potential conflict of interest. Such steps may include:
   a. Requiring the employee to refrain from being involved in any decisions made by the College regarding its dealings with such person, business or enterprise; or
   b. Requiring the employee to refrain from being involved in any dealings on behalf of the College with such person, business or enterprise; or
   c. Requiring the employee to dispose of his/her interest in such business or enterprise if he/she wishes to remain in the College’s employ.

5. Harm to Business or Reputation – Employees must refrain from engaging in conduct that could adversely affect the College’s business or reputation. Such conduct includes, but is not limited to:
   a. publicly criticizing the College, its management or its employees; or
   b. engaging in criminal conduct or other behavior that could harm the College’s business or reputation.

6. Gifts or ‘Kickbacks’ – Employees must never accept any ‘kickbacks’, loans, gifts of other than nominal value (less than $50), or personal payments of any kind, from any person or business enterprise that:
   a. Competes with the College; or
   b. Purchases or sells, or seeks to purchase or sell, goods or services to, or from, the College.

7. College Funds and Property – Employees must be conscientious and scrupulous in their handling of funds and property belonging to the College and must always avoid any form of financial impropriety. Employees must not use, or permit the use of, College property or resources for anything other than approved College business or activities.

8. Confidential Information – Confidential information (printed, electronic or otherwise) relating to the College’s past, present, future and contemplated assets, operations, products or services, designs, inventions, production methods, marketing strategies and objectives, personnel, facilities, equipment, finances, pricing, interest rates, sales, customers, routines, policies, and business procedures must never be disclosed to anyone outside the College’s organization, without the College’s express written authorization.

9. Outside Employment or Business Activity – During contracted working hours, employees are expected to devote their full time and attention to the business and the affairs of the College. If an employee wishes to engage in employment or business activity outside his/her employment with the College, the employee must first disclose to the College the nature and extent of the proposed employment or business activity, and obtain the College’s written approval. Approval will only be withheld if the College reasonably determines that the employee’s proposed outside employment or business activity could conflict or compete with the interests of the College or could negatively affect the employee’s job performance or attendance.
16.12 OPERATING BUDGET

Policy: The Chief Financial Officer shall prepare an annual operating budget based on input from College Administration, Staff and Faculty.

Guidelines:

1. The annual operating budget shall include funds to provide for adequate instructional and support operations. The Chief Academic Officer will provide an instructional budget to the Chief Financial Officer each year on or before May 1. This budget will include all appropriate academic expenses in order to ensure adequacy of instructional equipment, tools, professional development, and other associated academic costs.
2. The annual operating budget shall include funds to provide for adequate administration and operating costs. The Chief Operating Officer will provide an administrative budget to the Chief Financial Officer each year on or before May 1. This budget will include all appropriate administrative expenses in order to ensure adequacy of operational costs.
3. Once agreed upon by the President, the annual operating budget shall be presented to the Board of Trustees for review and approval no later than June of each year.
4. The annual operating budget shall be updated each quarter.
5. A rolling twelve (12) month forecast shall be updated every quarter.
6. Purchases within budget shall be approved by each Executive Officer for his/her areas. All staff and faculty purchases must include prior written approval by the appropriate Chief Academic Officer. Failure to provide written advance notice of all purchases and potential reimbursements (including travel expenses) will result in lack of funds being disbursed. There are no exceptions to this rule.

16.13 PERSONNEL RECORDS

Policy: It is essential that there be adequate documentation to support every action involving each individual, including but not limited to, appointment, promotion, separation, or dismissal.

Guidelines:

1. Each faculty, (part-time and adjunct) member’s official personnel file is maintained by the Chief Operating Officer and the Office of the Registrar. Some basic personnel documents include:
   a. Application, Acceptance, Contracts and Appointment Letters;
   b. Employment Agreements;
   c. Personal data information;
   d. Federal, State and Local employment documents;
   e. Annual performance reviews and faculty evaluations
   f. Payroll change documents (salary increases or changes, changes in status);
   g. Official transcripts of undergraduate and graduate work;
   h. College Conflict of Interest Disclosure Form;
   i. Confidentiality Form;
   j. Employee Emergency Contacts;
   k. Fair Credit Reporting Act Consent Form (Background Checks); and
   l. Amending documents (contract changes, etc.).
2. These files are available on a need-to-know basis to the President, Chief Academic Officer, Chief Operating Officer, and the Chief Financial Officer, their designee, and individual faculty
members. The faculty member may, for the cost of duplication, obtain copies of any materials in his/her official personnel file.

3. Official personnel files are confidential and available for official use only.
4. College shall permit access and copying to and from such files pursuant to lawful requests from federal, state, and local authorities.

17 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. - 1232g:34CFR Part 99) is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the Department of Education.

For additional information on FERPA:

<table>
<thead>
<tr>
<th>Family Policy Compliance Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Department of Education</td>
</tr>
<tr>
<td>400 Maryland Avenue, SW</td>
</tr>
<tr>
<td>Washington, DC 20202-4605</td>
</tr>
<tr>
<td>(202) 260-3887</td>
</tr>
</tbody>
</table>

FERPA provides students with the right to inspect and review their educational records, limit disclosure of information from their records, and seek to have the records amended by filing a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Student records will not be made available to others, including parents of students over 18 years of age, where permitted by law or upon written request of the student (or parent of a student under 18 years of age). ACBA classifies certain items of a student records as “directory information.” This information may be released to any third party at the discretion of the College. Students (or parents or guardians when a student is less than 18 years of age) may request within 30 days of enrollment that the school not disclose “directory information.”

Directory Information is defined as:

- Name
- Address
- Telephone number
- Email Address
- Date and place of birth
- Curriculum, major field of study, craft specialization
- Dates of attendance
- Enrollment status (full/part time)
- Degrees Awarded/Received
- Most recent previous educational agency or institution attended by the student
Upon written request, any current or former student may inspect his or her educational records and may request a hearing to challenge any information.

18 **EQUIPMENT/FACILITIES MANAGEMENT AND RESPONSIBILITIES**

**Policy:** The administration shall maintain policies and procedures governing the use, security, and accountability for College-owned property and equipment. The intent of this policy is to ensure College-owned and controlled property and equipment will be used only for the College purposes for which they were procured.

**Guidelines:**

1. The Chief Operating Officer is responsible for the safekeeping of all College assets, equipment, facilities, inventory, and property.
2. The College's inventory list shall include all capital assets valued at $500 or more.
3. The Chief Operating Officer shall maintain the College’s equipment inventory list.
4. No item of equipment/furniture may be moved without the approval of the Chief Operating Officer.
5. College-owned equipment or other property, including, but not limited to College motor vehicles, may not be taken off campus, or loaned, for personal use. Personal use of College-owned property violates the insurance terms carried by the College, and exceptions to this policy will not be made. Violation of this policy may result in dismissal or other disciplinary action.
6. Loss of equipment should be reported immediately by phone to the Chief Operating Officer.

College motor vehicles may only be used for official College business and all use must be approved by the Chief Operating Officer.

19 **RELATIONSHIPS IN THE WORKPLACE**

**Policy:** The College strives to be a family-friendly workplace and is committed to maintaining an environment in which members of the college community can work together to further education, research and community service. This policy provides guidelines for family members, domestic partners, significant others, and/or similar personal and consensual relationships in the workplace.

19.1 **CONFLICTING EMPLOYMENT RELATIONSHIPS**

The College permits the employment of qualified family members, domestic partners, significant others, and/or similar personal relationship of employees as long as such employment does not create a conflict of interest. In accordance with the College’s employment policies, the basic criteria for employee selection or promotion shall be appropriate qualifications in terms of education, experience, training and performance, consistent with ACBA’s needs. Relationships by family,
marriage, domestic partnership and/or similar personal relationship shall constitute neither an
advantage nor a disadvantage to selection, promotion, salary, or other conditions of employment.

The college will exercise sound business judgement in the placement of relatives, domestic partners,
significant others and/or similar personal relationship in accordance to the following guidelines:

- No person shall be employed by, transferred to or promoted into a department or area
  where a supervisory relationship would exist between family members, domestic partners,
significant others and/or similar personal relationships could have supervisory authority over
the other’s performance evaluation, salary, work hours, or other conditions of employment.
- Employees should neither initiate nor participate, directly or indirectly, in employment
  actions (initial employment or appointment, retention, promotions, salary, work assignments,
leave of absence, etc.) involving family members, domestic partners, significant others
and/or similar personal relationships.
- If two employees become family members, domestic partners, significant others and/or a
  similar personal relationship, both may retain their positions, provided one is not under the
direct or indirect supervision of the other. It is the responsibility of the supervisor to advise
Employee Relations if such a relationship exists. If one is under direct or indirect supervision
of the other, a management plan must be formulated to address the supervisory relationship.

ACBA recognizes that at times, employees and their “family members”, “domestic partners”,
“significant others” and/or “personal relationships” may be assigned to positions that create a
coworker or supervisor-subordinate relationship. ACBA will, in its discretion, exercise sound
judgment with respect to the placement of employees in these situations in order to avoid the
creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance
of favoritism, and decrease the likelihood of sexual harassment in the workplace.

19.2 GENERAL
Allegations, reports or other information concerning an unreported inappropriate relationship where
one party has evaluative or supervisory responsibilities over the other party will be investigated.
Supervisors, department chairs, deans or other responsible persons must report all allegations to the
Chief Academic Officer (if the alleged violation is by a faculty or staff member) or the Office of
Student Affairs (student or staff member). Potential noncompliance with the policy will be reported
by the above-listed supervisors, department chairs, deans, or other responsible persons to the Chief
Operating Officer and investigated by the appropriate offices listed above. If noncompliance is
ascertained, measures will be taken to ensure suitable supervision/evaluation of the student or
supervisee and appropriate disciplinary measures with regard to the supervisor/faculty member will
be taken.

If staff, whether or not involved in the relationship, believe they have been or are being adversely
affected, they are encouraged to contact the Chief Operating Officer. When relationships develop
into situations that may be viewed as harassment or discrimination, staff members should refer to
the Affirmative Action and Equal employment Opportunity Policy and Sexual Harassment
Complaints Procedures. If questions or concerns arise regarding potential harassment or
discrimination, the staff member should contact the Chief Operating Officer.
19.3 Harassment
ACBA prohibits discrimination or harassment of an individual based upon any protected characteristic including race, color, religion, sex, pregnancy, national origin, citizenship status, veteran status, military status, marital status, age, disability, sexual orientation, genetic information, or any other status protected by federal, state, or local law. All members of the ACBA community are entitled to a work environment free of such discrimination or harassment. Any violations of this policy will not be tolerated. Anyone in the College community who has information regarding conduct that potentially violates this policy is required to report such conduct promptly to a College official (i.e., President, Chief Academic Officer, Chief Operating Officer). Retaliation of any sort against someone reporting harassment will not be tolerated. Violations of the law will be reported to the proper authorities, and the College reserves the right to discipline and/or terminate any employee who is convicted of a crime of sexual harassment.

20 Force Majeure
Neither party shall be liable in damages for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to acts of God, government restrictions (including the denial or cancellation of any export or other necessary license), wars, terrorist attacks, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.

21 Death Benefit
Should a faculty member die during the term of this agreement, the College shall pay to the faculty member’s estate any compensation due through the end of the month in which the death occurred.

22 Effect of Prior Agreements
This handbook supersedes any prior handbook and/or agreement between the College and the faculty member, except that this handbook shall not affect or operate to reduce any benefit or compensation inuring to the faculty member of a kind elsewhere provided and not expressly provided in this handbook.

23 State Law and Venue
The policies and agreements of this handbook shall all be subject to and shall be construed under the laws of the State of South Carolina without regard for conflicts of laws principles. Faculty members and the College expressly consent to the personal jurisdiction and venue of the state and local courts located in Charleston County in the State of South Carolina for any lawsuit filed there concerning faculty member’s employment or the termination of faculty member’s employment or any other matter arising from or relating to this handbook.
24 Settlement by Arbitration

Any claim or controversy, including but not limited to any dispute under the South Carolina Wage Payment Act, that arises out of or relates to this handbook, or the breach of it, shall be settled by arbitration in accordance with the rules of the American Arbitration Association. Judgment upon the award rendered may be entered in any court in Charleston County, South Carolina. Each party shall pay the cost of their own legal fees and expenses incurred in connection with the arbitration proceeding regardless of the outcome of arbitration.

25 Limited Effect of Waiver by the College

Should the College waive breach of any provision of this handbook by the faculty member, that waiver will not operate or be construed as a waiver of further breach by the faculty member.

26 Severability

If, for any reason, any provision of this agreement is held invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions of this agreement shall remain in effect.

27 Savings Clause

It is the belief of both parties that all provisions of this handbook are lawful. If any section of this handbook should be found to be contrary to existing law by court decision, the remainder of the handbook shall not be affected thereby and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement of such section.

28 Assumption of Agreement by College’s Successors and Assignees

The College’s rights and obligations under the agreements in this handbook will inure to the benefit and be binding upon the College’s successors and assignees.

29 Oral Modifications Not Binding

This handbook is the entire agreement of the College and the faculty member. Oral changes have no effect. It may be altered only by a written agreement signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.
**30 Health and Safety Policies and Procedures**

It is a goal of the American College of the Building Arts to provide a safe and healthy environment for its employees. To that end the American College of the Building Arts adheres to all relevant federal, state and local regulations and guidelines covering workplace health and safety (i.e., OSHA, Charleston Building Codes, Fire Inspections, etc.). The policies below specifically address the issues of a drug-free workplace policy, smoking policy, reportable injuries policy and weapons policy

**Policy:** The College maintains a drug-free workplace in compliance with the Drug-Free Workplace Act of 1989. The College considers its employees and its students to be its most valuable assets. We realize that our employees are not immune to the problems in our society associated with drug and alcohol abuse. To minimize such problems, and to prevent drug or alcohol abuse that adversely affects job performance and safety, the College has developed this substance abuse policy.

**Guidelines:**

1. This policy is intended to comply with the Drug-Free Workplace Act of 1989 and the Drug-Free Schools and Communities Act of 1989.
2. Alcohol and Illicit Drug Health Risks.
   a. Alcohol/substance abuse is evidenced by a lack of self-control which results in an individual harming or potentially harming himself or others, or an individual disrupting the mission of the College.
   b. Alcohol and illicit drugs are toxic substances that affect the mind, body, and spirit and, therefore, the safe operation of tools and equipment.
   c. Drug Abuse is dangerous and can lead to death. An overdose can cause psychosis, convulsions, coma, and death. Continuous use of drugs can lead to organ damage, mental illness, and malnutrition. It increases the risk of AIDS, hepatitis, and other diseases related to injectable drugs. Drug abuse can cause accidents resulting from foolish risks, panic attacks, and acting irrationally.
3. When an employee’s job performance or behavior reasonably suggests a substance abuse problem, the employee may be directed to seek help either through a personal physician or other professional.
4. Employees under the influence of alcohol or illegal drugs while on the job may be subject to disciplinary action, up to and including dismissal. Students under the influence of alcohol or illegal drugs while in class or workshops will be removed from the situation, given a “0” for the day’s grade, and may be subject to disciplinary action, up to and including dismissal.
5. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while on College premises or during the conduct of College business is prohibited and will result in immediate dismissal. Law enforcement authorities will be notified of the facts and circumstances concerning any illegal activity.
6. The College’s policy is to maintain a drug-free workplace. As a condition of employment, employees must abide by the College policy on substance abuse and must report any conviction under a criminal drug statute for conduct in the workplace within five days of conviction.
7. The Drug-Free Workplace Act of 1988 (title V of the Anti-Drug Abuse Act of 1988) requires the College to provide notice to any federal agency granting funds to the College of an employee’s criminal drug statute conviction for conduct in the workplace. The College must fulfill this requirement within ten days of receiving notice of such conviction.

8. The College will take appropriate personnel action within thirty days of notification of any criminal drug statute conviction occurring in the workplace.

9. The Chief Operating Officer and Chief Financial Officer will be responsible for processing all required certifications, notices, etc. on behalf of the College.

Policy: Smoking is prohibited on College property except in designated outdoor areas and never inside any buildings or workshops.

Guidelines:

1. Smoking is permitted in outdoor areas where disposal containers are provided for cigarette butts and other tobacco waste. Cigarette butts or other tobacco waste shall be disposed of in approved containers.
2. Smoking is not permitted inside any College facility.

Policy: All injuries at the College or on College sponsored events are considered “on the job” and must be reported immediately or at the earliest possible time in the event of an emergency. If able, employees shall make a detailed report to the Chief Operating Officer within two days of the injury.

Policy: No person may carry a concealed or unconcealed weapon on College property.

Guidelines:

1. A weapon is any object, the principal purpose of which is the infliction of personal injury. Tools used in the ordinary course of class or special project activities shall not be regarded as weapons. A tool may be considered a weapon if intended to inflict personal injury.
2. Any person who carries a weapon shall be asked to remove the said article and store it safely or shall be asked to leave the site
3. Faculty members have the authority to deal with any minor weapons issues affecting their classes. This authority includes the authority to determine whether any given object should be regarded as a weapon within the meaning of this policy.
4. Faculty shall refer to the Chief Academic Officer any weapons issues extending beyond their individual classes or any weapons issues which in their judgment would be more appropriately decided by the Chief Academic Officer.
5. Violations may result in a warning, suspension, expulsion (for students), or termination (for employees).
6. The Chief Academic Officer and Chief Operating Officer shall refer any weapons issue to the President prior to final determination.
**31 Employee Grievances**

**Policy:** Situations may occur where an employee believes that the fair and consistent application of a policy affecting him or her has not been followed. In most cases, ACBA expects that the employee will be able to satisfactorily address such concerns within his or her work area or group. However, when a recent or continuing problem has not been resolved within a particular work area or group, the College wishes to provide employees an alternative vehicle for doing so. No employee shall be subjected to discrimination or adverse treatment for participating in a grievance procedure.

Definitions or Regulations

A “basic grievance” is defined as a claim that the College has violated a published policy in the manner in which an employee was treated. Basic grievances do not involve claims of:

Possible discrimination on the basis of race, color, sex (including sexual harassment or sexual orientation), religion, creed, age, handicap, national origin, or status as a veteran. Employees wishing to pursue claims of such discrimination must contact the Chief Operating Officer.

Disputes over salary grades or salary/rate of pay, or disputes over a supervisor’s judgement regarding job performance or professional competence should be brought to the Chief Operating Officer. Although problems of this nature are not covered by the Basic Grievance Policy, an employee with these concerns is encouraged to discuss them with the Chief Academic Officer or Chief Operating Officer.

**Procedure:** The College’s grievance procedure consists of three steps: 1) Step I – Informal, 2) Step II – Formal, and 3) Step III – Appeal. Each step has its own procedures, as set forth below.

- **Step I – Informal Step:** In many cases, disputes over the application or interpretation of policy can be resolved through communication within a department or work area. As such, the first step in the grievance process is a discussion between the employee and their supervisor or department head. The employee can initiate this step in one of two ways.
  - Talk with his or her supervisor or department head. The employee should promptly bring the matter to the attention of the immediate supervisor, explaining the nature of the problem and the relief sought. The supervisor or department head should respond within three business days, if possible. If the supervisor provides an oral response to the employee, the supervisor should prepare a written record of the response.
  - Talk with the Chief Academic Officer. If an employee cannot decide whether or not to initiate a grievance or is reluctant to discuss the matter with the supervisor/department head, he/she may seek the advice of the Chief Academic Officer who may seek to resolve the issue by discussions with the supervisor. The Chief Academic Officer or the supervisor/department head should provide a written response to the employee at the completion of this process.
  - If the informal procedure fails to resolve the grievance and the employee wishes to continue the matter, the employee must begin the steps of the formal procedure.
• **Step II – Formal Step:** If the matter is not resolved at Step I, the employee may proceed to Step II by submitting a written statement to the Chief Operating Officer. This statement should outline the relevant facts that form the basis of the employee’s grievance, indicating the College policy that has allegedly been violated, and stating the resolution sought. The statement should also identify the supervisor that was involved at Step I.

Upon receipt of the employee’s written statement, the Chief Operating Officer will:

1. Advise the employee’s department head of the grievance and determine if the Step I procedure was complied with. (If the Step I procedure was not followed, the Chief Operating Officer will refer the employee back to Step I unless the Chief Operating Officer determines that such a referral is not likely to resolve the matter).
2. Schedule a meeting with the employee, the department head, and the Chief Academic Officer. The meeting should be held promptly (if possible within 14 calendar days of receipt of the employee’s written statement).
3. Act as chairperson of the meeting, hear both sides of the dispute, render a decision following the hearing, and provide the parties with copies of the decision.

If the employee wishes, a fellow College employee may accompany him/her to the Step II meeting to provide support. However, this effort at resolution is not to be regarded as an adversarial proceeding and is not subject to the legal procedures of a court of law. The presence of legal counsel at the meeting is not permitted. Note taking is allowed, but tape recording of the meeting is prohibited.

♦ **Step III – Appeal:** If the employee is unsatisfied with the response from the Chief Operating Officer at Step II, the employee can proceed to Step III by submitting a written request to the Chief Operating Officer for a hearing before an appeal committee. A three-member appeal committee (Chief Academic Officer, Chief Operating Officer, Chief Financial Officer) shall hear the grievance and provide a written recommendation to the President.

Members of the appeal committee shall be impartial and are not “representatives” of the employee. If any committee member, in the opinion of that member or the President, has a bias or an interest in the case and is thus impartial, a new person will replace him or her.

1. When the appeal committee has been formed, the appointed chairperson of the appeals committee will designate a date and place for a hearing of the grievance.
2. The function of the committee shall be to determine, based upon facts, whether or not the College followed its policy in the manner in which an employee was treated.
3. The appeal committee will conduct its hearings under the following guidelines:
   a. Prior to the hearing, the parties to the dispute (department head and the employee) shall determine
      i. Stipulated facts and documents that shall be prepared and transmitted to the committee. (If the parties are unable to stipulate facts, documents, or issues, both parties can present a list to be transmitted to the committee.)
      ii. The unresolved issue(s) to be brought before the committee.
b. The committee shall conduct the hearing in any manner it deems fair and equitable. To ensure a fair hearing, the parties will present all relevant facts directly to the committee and will present witnesses who have direct knowledge of the facts and can offer information about the grievance.

c. The hearings will be conducted privately. The parties may have any College employee of their choice, who is willing to serve in this capacity, as adviser at the hearing. Such advisers may offer suggestions and comments. However, the appeal hearing is not an adversarial proceeding and is not subject to the procedures of a court of law. The presence of legal counsel at the meeting is not permitted. The committee may request that a tape recording of the proceeding be made. Such recordings may not be used outside the committee.

d. The committee shall draft a recommendation based on the stipulated facts and the evidence brought forth at the hearing.

4. The written recommendation of the appeal committee will be reported to the President within 15 working days after the conclusion of the hearing.

5. The appeal committee’s recommendation will be consistent with College policy and will be advisory to the President, whose decision will be final and not subject to review under any other grievance procedure in force at the College. Copies of the President’s decision will be provided to the employee, the department head, and the Chief Operating Officer.

6. The College shall not be responsible for expenses associated with the hearing that employee incurs.
32 Appendix A: Organizational Chart
33 APPENDIX B: INSTITUTIONAL STANDARDS

33.1 CURRICULUM STANDARDS
1. The curriculum of ACBA will seek to fully integrate the Building Arts with the Liberal Arts.
2. The curriculum of ACBA will establish a solid base for learning through foundational classes during year one and year two.
3. The curriculum of ACBA will establish hierarchical classes in years three and four that further develop foundational skills and emphasize integration of previous coursework with new areas of learning.
4. The curriculum of ACBA will encourage an interdisciplinary approach to learning by offering courses with a balance of theory and practice.
5. The curriculum of ACBA will encourage inquisitiveness by offering many opportunities for research and experimentation.
6. The curriculum of ACBA will reward creativity by offering many opportunities for individual and collective expression.
7. The curriculum of ACBA will set professional standards in the Building Arts.
8. The curriculum of ACBA will provide students with the opportunity to attain proficiency in at least one Building Arts Craft Specialization.

33.2 STUDENT LIFE STANDARDS
1. ACBA students and faculty will conduct themselves according to a code of honor at all times.
2. ACBA student and faculty work in all areas will give evidence of a personally significant ethical code.
3. ACBA will seek to engage the public on issues relating to education and the Building Arts.
4. ACBA will provide students and faculty a setting and atmosphere conducive to inquiry, discussion, learning and contemplation.
5. ACBA students will take an active role in the governance of the student body and the institution at large.
6. ACBA students, faculty and staff will communicate regularly on matters pertaining to the institution at large.
7. ACBA students, faculty and staff will maintain and develop co-curricular activities that foster a sense of community and fulfill the mission of the institution.

33.3 TEACHING STANDARDS
1. ACBA faculty will encourage the free pursuit of learning by students.
2. ACBA faculty will make every reasonable effort to foster honest academic conduct.
3. ACBA faculty will set high standards for themselves and their students.
4. ACBA faculty will present in writing their own standards and objectives for each course and will adhere to these standards and make every reasonable effort to meet these objectives.
5. ACBA faculty will make every reasonable effort to assure that evaluation of students reflects their true merit and is based on academic performance and not on matters irrelevant to that performance.
6. ACBA faculty will encourage and respect a diversity of points of view within their classrooms.
to foster an open learning environment.

7. ACBA faculty will provide time for students beyond the classroom and will assist any student that possesses a genuine desire to learn.

8. ACBA faculty will meet regularly with students for the purposes of academic advisement. Full time faculty will maintain regular office hours in order to make themselves available to students.

9. ACBA faculty will devote their energy to developing and improving their scholarly competence.

10. ACBA faculty will shoulder their fair share of faculty responsibilities for the governance of the institution.

11. ACBA faculty will use best practices in assessment in order to improve the program and curricula.

### 33.4 Student Learning Outcomes

#### 33.4.3 Foundation to Capstone

Foundation: Understand the skills, methods and practices necessary to become a successful educated artisan.

Capstone: Demonstrate a full understanding of the skills, methods and practices necessary to become a successful educated artisan.

The Bachelor's program at the American College of the Building Arts is hierarchical in nature meaning that courses in the first year seek to establish a foundation for the rest of the program. A student who has successfully completed the program should be able to demonstrate their achievement through the capstone course.

- Students will show a commitment to lifelong learning at all stages of their education and careers
- Students will show evident progression from level to level as evidenced by portfolios, grades, projects, etc.

#### 33.4.4 Building Arts

Proficiency in a Building Arts Trade attained through work in the classroom workshop and on site.

Originally two paths existed for formal education: school or apprenticeship. The American College of the Building Arts seeks to offer an alternative to traditional trade apprenticeships by creating a curriculum for studying building trades at the college level. Students combine classroom instruction with group and individual work in the shop or studio during the school year and practice their skills in the real world during summer internships.

- Students will demonstrate the ability to set professional standards in the building arts
- Students will attain proficiency in at least one building arts trade as demonstrated through course grades, portfolios, projects, and other as appropriate
Students will demonstrate an ability to manipulate materials to produce a specified result

Students will satisfactorily complete three summer internships in their chosen trade

33.4.5 **FUNDAMENTAL DESIGN AND DRAWING PRINCIPLES**

Ability to use 2D reproductive principles to plan, design and execute projects.

*While most professions require proficiency in verbal and written communication skills, the Building Artisan will require visual communication skills as well. Additionally, the ability to communicate ideas and design through sketches, hand drawings and computer-generated drawings is an integral part of the creative process for many artisans.*

Students will be able to make effective use of drawings and images in many mediums

Students will be able to produce drawings by hand as well as via computer programs

33.4.6 **RESEARCH AND DOCUMENTATION SKILLS**

Ability to gather, assess, record, and apply relevant information throughout the program.

*The ability to document one’s work and access the documented efforts of others is a primary skill to long-term success in any field. In the Building Arts, we focus on documenting the process in studio, Workshop, and jobsite as well as being able to research the work of others.*

Students will be able to conduct research and apply the results of that research in their work

Students will employ effective organizational skills in a variety of situations

Students will be able to record and document learning and achievement through a professional portfolio

33.4.7 **COMMUNICATION**

Demonstrate competency in verbal, written, and visual languages and methods of communication and the ability to express ideas on divergent levels.

*Due to the collaborative nature of projects in the Building Arts, artisans must be capable of expressing their ideas effectively as an artisan as well as a business person.*

Students will be able to speak effectively as demonstrated through classroom speeches, portfolio presentations, information presented at Open House and through other community venues, among others
♦ Students will be able to write effectively as demonstrated through course research papers and portfolios, among others
♦ Students will be able to present various forms of information (i.e., artwork, projects) effectively

33.4.8 Math and Science

An informed acquaintance with the mathematical and experimental methods of the physical and biological sciences, as well as with the main forms of analysis and, quantitative techniques are needed for investigating and understanding the building arts and the nature of the built environment.

_In the Middle Ages, the Building Arts were thought of as “applied geometry.” Today we often speak of building science as opposed to art. In any case, knowledge of mathematics, especially geometry and trigonometry, is essential in all trades. An understanding of scientific methods and elements of material science are essential to a student in making sense of their environment and the physical properties of the materials with which they work._

♦ Students will be able to make use of mathematical systems to solve problems, create drawings, build and explain projects, among others
♦ Students will be able to make use of scientific methods to solve problems

33.4.9 History and Culture

Demonstrate an awareness of history across the curriculum and be able to provide historical context in a variety of situations. Understand the general development of the Western Tradition and the specific development of the Building Arts within that tradition.

♦ Students will demonstrate an awareness of history across the curriculum
♦ Students will be able to provide historical context in a variety of situations
♦ Students will be able to write a personal and historical definition of art and artist
♦ Students will be able to make connections between their building trade and other art forms

33.4.10 Critical Thinking and Reasoning

Ability to raise clear and precise questions, use abstract ideas to interpret information, consider diverse points of view, reach well-reasoned conclusions, and test them against relevant criteria and standards

_The ability to reason has been the starting place for most educational systems going back at least to Ancient Greece. A citizen of any democracy must be able to break down arguments and think through them completely and rationally. An educated artisan must be a thinker and a doer. The ability to systematically approach problems and_
solve them is a critical key to success. Also important is the ability to offer a reasonable critique of one’s own work and the work of others, which leads to a better understanding of the artistic process.

♦ Students will be able to reason effectively
♦ Students will be able to analyze arguments and present the results of their analysis
♦ Students will be able to make use of logic to solve problems
♦ Students will be able to make use of creative thinking skills to solve problems
♦ Students will be able to analyze a work of art and express the results of their analysis

33.4.11 ETHICS, COLLABORATIVE SKILLS, AND LEADERSHIP

A personal code of ethics that leads to consistency, responsibility, and high standards in and out of the classroom is an important characteristic of the educated artisan. The ability to work well with others in a respectful manner and the ability to lead others towards the achievement of specific goals is a necessary part of the teamwork often required of artisans on the job and in the classroom.

It is the belief of the American College of the Building Arts that skill in leading others can be acquired only by those who can first lead themselves. A work ethic that leads to a sense of responsibility, timeliness, integrity, and high standards will translate into being a good worker, a good team member and eventually a good leader. As students progress through the program, they will have opportunities to work as members of a team. As students near completion of the program, they will have opportunities to lead.

♦ Students will conduct themselves according to a code of honor at all times and work in all areas will give evidence of a personally significant ethical code
♦ Students will demonstrate an ability to recognize the varied talent found in interdisciplinary project teams and work in collaboration with others as members of a team
♦ Students will demonstrate an ability to lead a project team toward a specific goal
♦ Students will demonstrate an understanding of good management skills
♦ Students will demonstrate an understanding of basic business fundamentals including successful small business management disciplines and leadership skill
### 34 Acknowledgement of Handbook and Specific Policies

I have received a copy of the American College of the Building Arts (“ACBA”) Employee Handbook (“Handbook”). I understand that I am charged with knowledge of its contents. I understand the following concerning this Handbook and the policies of ACBA:

- The provisions of this Handbook, or other statements of ACBA policy, are not a contract between ACBA and its employees, and should not be construed as such.
- The policies of ACBA may be changed or amended at any time, with or without notice.
- Employment at ACBA is at-will and not for a definite term. Employment may be terminated at any time, for any reason with or without notice.

I also specifically acknowledge that, to the extent permissible under applicable law, I am required, as a condition of my employment, to arbitrate any employment disputes with the College pursuant to the applicable arbitration agreement then in use by ACBA.

Finally, I understand that ACBA does not tolerate discrimination, harassment, or retaliation. As a condition of my employment with ACBA, I pledge to follow the complaint procedure in the Handbook and promptly report any and all instances of discriminatory or harassing conduct or retaliation, whether I experience it personally, witness it, or otherwise learn of it. I further pledge to cooperate fully and completely with ACBA’s investigation of all reports of discrimination, harassment or retaliation.

---

Signature  
Date

Printed Name