



## **EMPLOYEE POLICY & PROCEDURES MANUAL**

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CELEBRATING OVER 30 YEARS OF QUALITY EDUCATION  
IN THE COSMETOLOGY ARTS AND SCIENCES

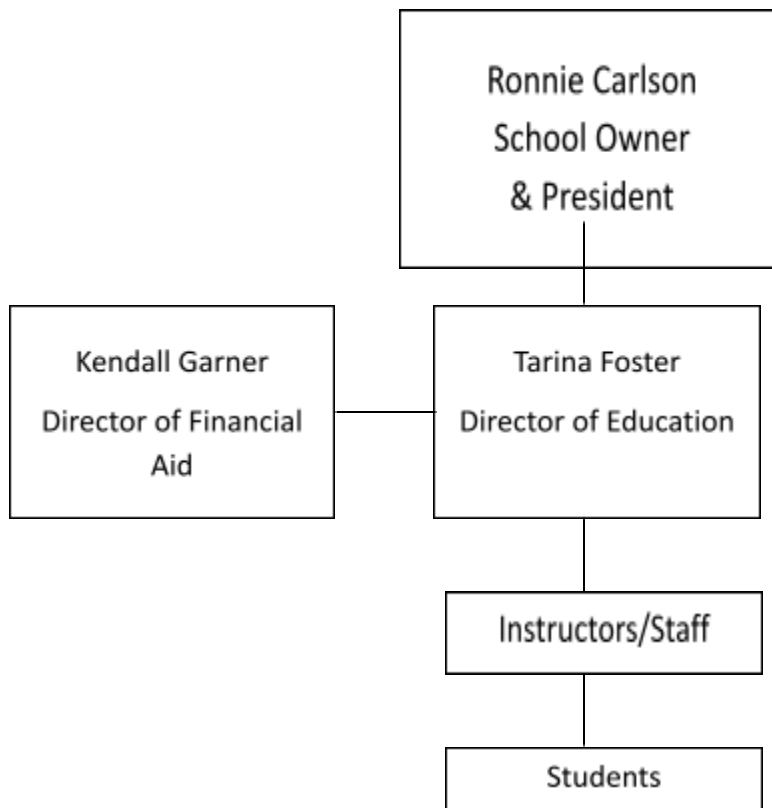
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## ORGANIZATIONAL CHART



## **Job Description**

### **Administrator**

#### **Compliance**

- ✓ To develop policies and procedures in compliance with the accrediting and governmental bodies at issue for postsecondary educational institutions.
- ✓ To incorporate all changes in the laws, rules and regulations of the accrediting and governmental bodies that regulate the industry.
- ✓ To oversee and maintain the financial aid administration, employees and third party that administers the financial aid according to the administrative guidelines of the Department of Education.
- ✓ To review all changes and determine the proper notification to the accrediting body and the Department of Education and the State Board of Cosmetology.
- ✓ To administer and oversee the preparation for re-accreditation and re-authorization in a timely and successful manner.
- ✓ To stay current on all compliance issues through regular attendance of seminars, workshops and training sessions with the Department of Education, AACCS, NASFAA, NACCAS and FAME.
- ✓ To develop a plan for improving the quality of educational services through yearly advisory committee meetings and regular staff meetings.
- ✓ To maintain current licenses, accreditation and authorization.
- ✓ Compliance Administrator for ADA issues.
- ✓ To establish and oversee the security guidelines of the school in order to maintain a safe and healthy environment as required by the Department of Education.
- ✓ To maintain fiscal solvency and monitor the required accounting ratios for continued full authorization approval with the Department of Education through a participation agreement and correct ECAR.

#### **Personnel**

- ✓ To hire and manage all employees including instructors, admissions personnel, managers, financial aid administrators, receptionists and clerks.

#### **Facilities**

- ✓ To oversee maintenance of all facilities and their upkeep, development and expansion.

### **Promotion/Advertising**

- ✓ To develop a marketing and advertising plan and initiate all advertising.

### **Technology**

- ✓ To maintain the most efficient and updated use of technical assistance through computers, software and teaching aids and professional services.

### **Accounting**

- ✓ Maintain all accounting and payroll records, administer payroll and payroll reporting, reconcile all accounts and prepare for each annual fiscal and compliance audit.

### **Other**

- ✓ To continuously monitor and update all issues that may affect the continued short and long-term financial health and well being of the industry and the beauty college.
- ✓ Perform all other duties as required.

JOB DESCRIPTION  
ADMISSIONS DIRECTOR

1. Pre Interview
  - ✓ Answer all inquiries from prospective students, questions about programs, correspond with all web contacts and visit with all walk-ins.
  - ✓ Attend career fairs at area schools to hand out information and answer questions about school and programs.
  - ✓ Set up appointment for interview with prospective students. Keep track in appointment book.
2. Interview
  - Give out all required material on the programs/school and give tour of school.
  - Have prospective students complete application for enrollment and review thoroughly to see if the prospective students would benefit from the school.
  - Set a Financial Aid (FA) meeting. If financial aid has already been processed via online and approved, set up time for enrollment.
3. Financial Aid Interview
  - Discuss different payment options
  - If applying for Financial aid, complete all necessary paperwork.
  - Once approved by the Financial Aid Director set appointment to enroll.
  - If student is going to be paying cash, have payment arrangements agreed to before starting.
  - Monitor, maintain, and process payments.
4. Enrollment
  - If receiving Financial Aid, discuss qualified amount of aid with prospective student.
  - Review enrollment contract with student and have student sign. Complete all other enrollment documents with signature.
  - Collect \$40.00 Administration Fee
5. Orientation
  - On or before start date, conduct orientation with student.

JOB DESCRIPTION  
ADMISSIONS DIRECTOR cont'd

6. Start Day
  - Issue books and uniform.
  - Collect \$5.00 money order for State Board and picture of student for registration with State Board.
  - Show student how to clock in and take them to class.
  - Do necessary paperwork and send to Oklahoma State Board of Cosmetology with the \$5.00 money order for registration.
  - Hold Entrance Counseling on Direct Loan (if any) to process their loan. Review award letter with student.
  
7. Student Services
  - Help students with any attendance, overtime charges, or other issues that may arise during their time at the school.
  - Review student's Satisfactory Academic Progress reports with them. Assist in maintaining student's files. Provide information on local public assistance services as requested.
  
8. Graduation
  - Complete an exit interview.
  - If any balance owed to school, make arrangements for payment to be made.
  - Complete and send off State Board exam registration
  - Issue Diploma and/or any awards earned
  - Assist student with Job Placement
  
9. Follow up Interview
  - Follow up with Graduate and maintain Graduate Placement Log



JOB DESCRIPTION  
FINANCIAL AID ADMINISTRATOR/SUPERVISOR

The Financial Aid Officer is responsible for the following:

- Interviewing the students, assessing their financial aid needs and gather all pertinent data.
- Review Pell Grant application and other program requirements.
- Perform needs analysis.
- Render Student Title IV Award Letter.
- Process Pell Grant via EDE Processing with CPS
- Performs follow-up and verification of selected Pell Grant Applications.
- Documents all Financial Aid Counseling
- Complete required reports.
- Attend meetings.
- Takes care of financial aid audits.
- Performs all other duties as assigned.

Activities with regards to award approvals.

- Collect all required documentation.
- Review eligibility for Pell.
- Perform Verification if required.
- Maintain financial aid files.

Coordination:

- Ensures required signatures have been completed.
- Checks Satisfactory Progress and Attendance for Pell.
- Maintains a follow-up file for 2<sup>nd</sup> and subsequent payments for financial aid disbursements.
- Corresponds with students regarding refunds.
- Counsels students with regard to financial aid need (done in coordination with Admissions Director).
- Updates student status as needed.

**JOB DESCRIPTION**  
**FINANCIAL AID ASSISTANT**

The Assistant Financial Aid Officer is responsible for the following:

- Writes all checks for the financial aid recipients.
- Checks the eligibility in regards to maintaining satisfactory progress and verification has been completed.
- Performing other duties as assigned by the FAO which are encompassed by the FAO's list of responsibilities with the exception of execution of the school section of the certification process.

## JOB DESCRIPTION COSMETOLOGY INSTRUCTOR

### QUALIFICATIONS – EDUCATION AND/OR TRAINING

- Candidate must possess a current Oklahoma Master Instructor License.
- Work experience to be directly related to each subject/educational program.
- Candidate must have knowledge of: Basic Cosmetology, Chemistry, Health & Safety/Hazardous Substances, Cosmetology Electricity, Bacteriology, Anatomy, Physiology, Disinfection & Sanitation. Basic knowledge of theory in the following subjects: Wet hair styling, Thermal Hair Styling, Permanent Waving, Chemical Straightening, Hair Cutting, Scalp & Hair Coloring and Bleaching, Hair Treatment, Facials, Eyebrow Arching and Hair Removal, Make-up, Manicuring and Pedicuring.
- Working knowledge of the Oklahoma State Board of Cosmetology Rules and Regulations.

### SUMMARY OF POSITION

The instructor is responsible for the following:

- Instruction and training in cosmetology that will prepare the student for licensure through the Oklahoma State Board of Cosmetology.
- Instruction and training in cosmetology that will prepare the student for entry level employment in the cosmetology field.
- Developing students' skills, knowledge and attitudes commensurate to the goals of the school's programs and effectively using materials and equipment to meet goals.
- Other related work as required.

### JOB DUTIES

Teaching Responsibilities (90% or more of daily work schedule)

- Gain a working knowledge of the school's satisfactory academic progress policy, the standards of conduct, practical course requirements, grading policies and criteria, and state regulations within 30 days of employment.
- Teach and follow the school's published curriculum, using all teaching aids and handouts provided unless deviations are approved.
- Learn any new course or teaching methods introduced during employment and follow them consistently.
- Maintain a thorough knowledge of the school's mission and educational objectives and strive to attain them at all times.

JOB DESCRIPTION  
COSMETOLOGY INSTRUCTOR cont'd

- Prepare for and participate in new student orientation according to school policy and as assigned.
- Organize and prepare for each class presentation. Organize the necessary handouts, teaching aids, and equipment prior to starting the class.
- Follow and supplement published lesson plans. Present the information without reading from the text or lesson plan.
- Project enthusiasm and excitement. Practice proper grammar and pronunciation. Be careful of tone, volume and clarity of expression.
- Maintain a thorough, accurate and current knowledge of the subject matter taught.
- Vary the stimuli for learners during presentations. Use body movement and gestures effectively.
- Prepare practical and/or written assignments daily.
- Inspire pride in workmanship and professional and a professional attitude in your students toward their training and work responsibilities by your example.
- Be fair and impartial in your dealings with all students.
- Practice active listening skills when interacting with students. Listen carefully to their comments and questions.
- Stimulate students to think for themselves and research the answers to questions for themselves. Use examples for clarification.
- Use effective review questions and activities.
- Ensure tests are graded promptly and give immediate feedback to students whenever possible.
- Control argumentative or disruptive students by getting them involved. Assign leadership tasks and praise accomplishments.
- Perform zone teaching when assigned supervision of the student salon.
- Conduct practical evaluations and grade practical skills according to established grading criteria and record grades as required.
- Explain and clarify grading criteria as needed.
- Ensure that all Freshman students complete the required academic learning and practical skills training prior to advancing to the student salon and serving clients.
- Complete and conduct progress evaluations and perform academic counseling for students according to the school's policy. Discuss areas needing improvement as well as areas of accomplishment. Identify a plan of action for improvement as needed. Follow up on plans for improvement during subsequent evaluations.
- Properly prepare graduating students for the applicable state licensing examinations.

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- Monitor and fairly enforce the school's policies, standards of conduct and state regulations.
- Never release private information on any student without obtaining written authorization from the student (or parent/guardian if applicable) on the designated form.
- Conduct evaluations for all transfer and re-entry students according to published policy and document results.
- Assign students who are not working with a guest other program-related activities that do not disrupt other student salon activity.
- Be readily available for student s at all times.

Other Duties (never more than 10% of scheduled work time)

- Read, understand, and follow the responsibilities and polices outlined in the school's written operating procedures.
- Attend staff meetings as scheduled and participate in discussion of all required agenda items.
- Provide employment assistance for graduating student s as needed. Document placement efforts and strive for a rate of 85% placement or better. Post job openings found in area newspapers and other publications on the Career Opportunities bulletin board.
- Monitor dispensary and laundry activities and ensure that there is never a shortage of supplies or towels.
- Monitor inventory needs according to policy and report needs to administration.
- Monitor reception desk activities when supervising the student salon.
- Monitor bathrooms throughout the day to ensure cleanliness and sufficient supplies are available.
- Complete any administrative tasks as assigned in a timely and accurate manner.

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Instructor Signature

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Date

## PERSONNEL POLICIES

### INTRODUCTION

As an employee of Jenks Beauty College (School), you should become familiar with all personnel policies. As you receive these policies, you should keep in mind several basic concepts. First, our relationship as employer and employee is based on mutual respect and consent, and therefore will continue only as long as both parties find the relationship to be satisfactory. Accordingly you are free to terminate your employment with proper notice whenever you feel it would be in your best interest to do so. In turn, Jenks Beauty College reserves the right to terminate employment whenever, in its discretion, it is felt necessary to do so. This is known as employment “at-will,” and all of the policies are subject to this overriding principle.

Second, these policies cannot possibly describe every circumstance that might arise, and therefore should be considered only summaries for your convenient reference. They are not a contract, and the School reserves the right to exercise its discretion when interpreting and applying these policies, and to modify the policies at any time.

If you have questions regarding any of the policies, or need more information on any subject, please contact Myra Sellers, Owner/Administrator of Standard Beauty College of Oklahoma, LLC, d/b/a Jenks Beauty College.

### PROBATIONARY PERIOD

All newly hired employees are placed in a six-month probationary status. During this time, supervisors will work closely with employees, evaluating their performance and suitability for the position. All employees are formally evaluated at the end of this period to determine their proficiency in their position and acceptability as School employees. After satisfactory completion of the probationary period, they will automatically become regular employees of the School. Should employees fail successfully to complete the probationary period, they may be terminated or the probationary period may be extended for up to an additional six months. No more than one extension of the probationary period may be granted.

### SALARY ADMINISTRATION/POSITION CLASSIFICATION

Each position is evaluated individually and assigned a salary or hourly wage based on the duties and responsibilities of the job, as well as the qualifications required. Each employee’s job is evaluated yearly and a written evaluation is prepared. Changes and improvements in any job

position may be made by the School's administration based on improvement in organizational effectiveness, change of programs, change in guidelines by licensing or accrediting agencies, recommendations by professional consultants, increased workload, promotion, or any valid reason for the benefit of the School or the employees.

**The School cautions that any discussion among employees of their personal compensation details or comparison or discussion of other employees' compensation is grounds for dismissal.**

## PAYROLL INFORMATION

### PAYCHECKS

Employees are paid semi-monthly on the 15<sup>th</sup> and last day of the month. If those days fall on a weekend or holiday, employees are paid on the preceding Friday. Employees paid on an hourly wage basis are required to turn in a time sheet based on hours worked between the 25<sup>th</sup> day of the previous month and the 10<sup>th</sup> day of the current month for payment on the 15<sup>th</sup>, and a time sheet for hours worked between the 11<sup>th</sup> of the month and the 24<sup>th</sup> of the month for payment on the last day of the current month. Salaried employees are paid based on 24 equal payments, i.e. their annual agreed salary divided by 24 and paid on the 15<sup>th</sup> day and last day of each month. There is no delay in payment of salaried employees.

### PAY DEDUCTIONS

Deductions from your paycheck are classified as voluntary and mandatory.

**Mandatory Deductions:** There are three mandatory deductions made from a paycheck. These are:

1. Federal Income Tax. The amount withheld for federal income tax is based upon current gross salary, marital status, and the number of exemptions claimed. A W-2 form indicating the total wages paid and taxes withheld will be issued at the end of each tax year for use in preparing income tax forms. When employees leave the School, they should always indicate a forwarding address so that the W-2 form can be mailed direct to them.
2. State Income Tax. The amount withheld for state income tax is based upon current gross salary, marital status, and the number of exemptions claimed.
3. FICA and Medicare. Withholdings for Social Security and Medicare are based upon a percentage of gross pay and a maximum wage base that is established for each calendar year. The amount withheld is matched by an equal amount from the School and is contributed to the employee's account in the Social Security System.

## EMPLOYEE ABSENCES

### SICK LEAVE

Sick leave means the period of time during which the employee is incapacitated or unable, due to illness or injury, to perform the regularly assigned duties of his or her position. The period of time will begin and end when medically indicated to the satisfaction of the appropriate supervisor and/or administrative office. Disability absences caused or contributed to by pregnancy, childbirth, and recovery are considered to be sick leave.

Each employee, after completing their initial probationary period is entitled to four days per year of paid sick leave. After an employee has completed five years of employment with the school, additional sick leave may be granted at the discretion of the administration.

### VACATION LEAVE

All regular employees of the School shall be granted vacation leave according to the number of years of employment as follows:

- One week of paid vacation after one year of employment.
- Two weeks of paid vacation after two years of employment.

### PAID HOLIDAYS

The School recognizes the following legal holidays for those employees who are regularly scheduled to work on such days:

- Memorial Day
- Labor Day

And, for those who work a regular 32 hour week, (Mondays not scheduled) the following holidays are recognized:

- New Year's Day
- Independence Day
- Thanksgiving Day
- Christmas Day
- Black Friday
- Labor Day

Hourly-paid employees required to work on a paid holiday will be paid for the hours actually worked plus pay for the holiday or, with advance approval, they may take another day off with pay at a later agreed upon date.



## CIVIL LEAVE

All regular employees may be granted civil leave for the purpose of providing civil service if the performance of such service is required during their normal working hours.

The specific instances for which civil leave will be granted include jury duty, witness duty, court appearances regarding affairs of the State or School, emergency civilian duty in connection with national defense or national disaster, or election board duty. Employees will retain any compensation paid to them in carrying out such civic services. Civil leave will not be granted to any employee who attends court as a party plaintiff or party defendant on a personal matter. In such instances the employee may elect to have such time charged to vacation time or may have such time treated as a leave of absence without pay.

## FUNERAL LEAVE

When necessary, up to five consecutive workdays of funeral leave may be granted in the event of death of a person within the employee's immediate family. For this purpose, immediate family shall include: wife, husband, children, grandchildren, parents, grandparents, brother, sister, daughter-in-law, son-in-law, guardian, ward, stepfather, stepmother, stepchildren, or persons bearing these same relationships to the spouse of the employee.

For leave involving the death of persons not defined as immediate family, up to one day of funeral leave may be granted for such purpose at the discretion of the employee's supervisor.

Funeral leave is not charged to sick leave or vacation leave.

## JOB PERFORMANCE

Employees are responsible for meeting reasonable standards of performance and conduct in their work activities. It is up to each employee to make every effort to ensure that the School maintains the highest level of expectations and performance as reflected in his or her conduct and ethics as we serve our fellow employees, instructors, students, vendors and general public. Attendance at work must be reliable, predictable, regular and prompt. Such attendance is essential to the performance of any school position. Unpredictable attendance, habitual tardiness and absenteeism are considerations in the evaluation of performance and are cause for discipline, including termination. Unpredictable attendance is particularly detrimental to planning and organizational efficiency and co-worker morale. As such, it is the employee's responsibility to notify the School's administration as promptly as possible when an absence is anticipated. The administration may take corrective measures or impose disciplinary actions, up to and including discharge, in the event an employee's performance is less than the reasonable standards of performance or if the employee's conduct is not in keeping with what is expected in the working environment of the School. Maintaining an environment conducive to healthy

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culture and excellent academic standards requires all team members to be present, prepared, relevant, and consistent. Being tardy, truant, or absent is grounds for immediate disciplinary or corrective action including but not limited to termination.

### DISCIPLINARY ACTION

Types of disciplinary action may include verbal warning, written warning, demotion and discharge. The type of disciplinary action will be determined by the nature, severity, and effect of the problem, by the type and frequency of previous problems, by the period of time elapsed since a previous problem, and by any circumstances relevant to the problem. Written records will be kept regarding disciplinary actions taken and will be maintained in the employee's personnel file.

### PERFORMANCE EVALUATIONS

A written evaluation concerning the overall performance of each employee will be prepared by the employee's supervisor. The evaluation will cover the employee's performance, professional development, and job-related knowledge. Emphasis is given to satisfactory performance of assigned duties.

All employees have the opportunity to view all written material submitted in support of their evaluation and have an opportunity to respond to their supervisor's evaluation in writing. Evaluations are kept in employees' personnel files.

## SEPARATIONS

### RESIGNATION AND DISMISSAL

All employees are considered employees at will, and the administrator or employee may terminate the employment relationship upon giving the advance notice provided below.

Any employee may be dismissed for good cause at any time during the course of employment.

Regular employees who voluntarily terminate their employment shall give at least two weeks advance notice to the School. In absence of a written appointment to a position or a contract of employment providing otherwise, the School may dismiss regular employees by giving an oral or written notice of termination. In cases of termination for cause, termination of employment by the School may occur immediately.

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Pay for unused vacation leave will be added to the final paycheck. Employees who are dismissed for cause will forgo unused vacation pay.

Prior to separation you must return all keys and all other school property in your possession to the supervisor or administrator.

**Cause shall include (but not limited to):**

- Persistent failure to maintain reasonable performance of duties as set out by employer in a job description, compliance handbooks and oral guidance of employer.
- Serious acts or omissions contrary to standards of work performance or in cases involving serious employee misconduct.
- Violation of, or failure to comply with, state or federal law. Failure to comply with published rules, regulations, policies or procedures of the School and the State Board of Cosmetology.
- Possession by employees of dangerous weapons-concealed or unconcealed on School property.
- Threats or acts that affect or are perceived to affect the safety, health, or well being of another person.
- Inefficiency, incompetence, or negligence in the performance of duties.
- Dishonesty of any kind including but not limited to theft of property, equipment, or funds belonging to the School or to others; use of time, material, or facilities for purposes unrelated to the work of the School; removal or borrowing of property, equipment, or funds belonging to the School or others without permission; or misrepresentation for the purpose of obtaining employee benefits or privileges.
- Using one's position for personal gain, including the use of confidential information received through one's position to obtain favor or financial gain (other than compensation provided by law) for oneself or others.
- Speaking unfavorably about the school, its policies or management in front of students, clients or other employees.
- Inappropriate handling or release of confidential or other information not authorized for release.
- Falsification, fraud or omission of information in applying for a position.
- Falsification of time records for payment of hours not at workstation or attending students.
- Failure to obtain and/or maintain a current license or certification required by law or department standards as a condition of employment.
- Conviction of a felony.
- Insubordinate acts or language toward a supervisor or student that substantially interferes with and impedes efficient operations or substantially interferes with and impedes the ability of a supervisor to manage or function.
- Any other behavior not in the best interest of the School.

## RETIREMENT

The most common retirement age for all members of the school's staff is 65 years; however, there is no mandatory retirement.

## DRESS CODE

While the School values diversity of opinion and freedom of expression, discretion in the style of dress can be important to the effective operation of each position. Employees are therefore expected to dress in a manner in keeping with their job functions, state licensing requirements and work environment. Questions regarding appropriate dress should be taken by an employee to his or her immediate supervisor.

## PERSONAL BELONGINGS

Each employee will be provided with a locked space to store their personal belongings. However, no personal items other than a purse and coat or jacket may be brought to the school.

## INSTRUCTIONAL TOOLS

All items used for instruction will be provided by the School and remain School property. No products of a personal or professional nature may be sold directly to the students by an employee for the personal financial gain of the employee. All products, kits, books and supplies sold to the students will be through the School's administrative office only.

## SMOKING BREAKS

The School encourages employees to refrain from smoking during working hours. If employees leave their work stations more than ten minutes a day to smoke, it must be documented and deducted from employees' calculated hourly time sheets. Excessive time away from employees' daily responsibilities will be a consideration in the evaluation of performance reviews and may be the basis of discipline. Employees who smoke should do their part to keep the grounds and parking lot clean and neat by properly disposing of cigarette butts in trash containers and by picking up any cigarette butts that are left on the grounds by others.

## CELL PHONE USAGE

Use of cell phones in the workplace distracts your students, your boss, clients and interferes with the ability to get your job done. Employees are asked to turn off their cell phones during work hours. Employees may use their cell phones only in the case of an emergency or on scheduled breaks in non-working areas. Employees may use the business phone to conduct work related activities.

**Students have the same restriction regarding cell phone usage and instructors are expected to set a personal example in the strict adherence to and enforcement of this policy.**

## **EMPLOYEE COMMUNICATIONS**

While the school encourages employee interaction and communication, conversations aimed at hurting the image or reputation of Jenks Beauty College, its management personnel, students or employees is harmful to the organization and unacceptable. All instructors must have a positive attitude toward teaching within a team-oriented environment placing emphasis on student learning and open communication and support of each other.

## **CONFIDENTIAL INFORMATION**

The School's employees may be exposed to confidential information including students personal information and social security numbers, leases, agreements, licenses, business plans, business correspondence, litigation and other proprietary information. Our relationship with each employee involves trust – a trust that the expectations of the School will be honored. At the core of this trust is the expectation that each employee will handle all School and student information in a confidential and respectful manner. In summary, everything that employees hear, read or know about the School, its operations, its finances, and other proprietary information must remain within the walls of the School offices. Such information should be considered strictly confidential and not disclosed to anyone, including family members, relatives or friends. The business of the School is our business and not that of outside parties. Improper release of or unauthorized access to confidential information may result in corrective action including termination.

## **TELEPHONE, E-MAIL, AND COMPUTER NETWORK SYSTEM PRIVACY**

While we respect the privacy of our employees, the right to privacy does not extend to work-related conduct or the use of School-owned equipment or supplies, including electronic communication systems. Although employees may have individual access codes, or unblocked access to voicemail, email, telephone, and computer network and student record systems, these systems are accessible by the School and may be subject to periodic inspection or monitoring by the School for business purposes. We ask that all system pass codes be available to the School and that employees not use pass codes unknown to the School. Employees should use telephone, email, voicemail and computer network systems for School business only.

School information systems may not be used in any way that is disruptive or offensive to others, including the transmission of sexually explicit messages, cartoons, ethnic or racial slurs, or anything that may be construed as harassment or disparagement of others.

Internet access for business purposes is provided and paid for by the School. This service is intended to enable employees to pursue School business matters and not for the personal use or financial gain of employees. The business assets and resources of the School are made available to employees as tools intended to improve the productivity, efficiency and success of the School. The School trusts that all employees will use the business resources available to them, including the internet, for the purposes intended.

Inappropriate use of our information or communication systems will result in corrective action.

## EQUAL OPPORTUNITY POLICY

The School declares and reaffirms a policy of equal education and employment opportunities, and nondiscrimination in providing its services to the public. The School makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on the basis of race, color, religion, sex, national or ethnic origin, age, disability, or marital status. The School makes its hiring decisions based on qualifications for employment, quality of performance of duties, and conduct related to prior employment.

## SEXUAL HARRASSMENT POLICY

The School reaffirms that all women and men – administrators, faculty, staff and students- are to be treated fairly and equally, and with dignity and respect. Any form of sexual harassment is prohibited. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Sexual harassment will not be condoned in the work place or outside of the work place if such acts affect the work environment or student/teacher relationship.

## STANDARD OF CONDUCT FOR EMPLOYEES AND STUDENTS REGARDING ALCOHOL AND DRUGS

The illegal possession, use or distribution of drugs or alcohol by students and employees is a violation of the School's rules and well as state and federal law. The School's administration has directed officers and employees of the School to cooperate with state and federal agencies in the prevention of drug abuse. In order to fulfill its obligations under the Drug Free Workplace Act of 1988, 41 U.S.C. 701 and the Drug Free Schools and Communities Act of 1989, 20 U.S.C. 1145g, the School has formulated standards of conduct for both its employees and its students which prohibit the following acts:

- Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia on the School premises or while on School business or at School activities, or in School supplied vehicles either during or after working hours;
- Unauthorized use or possession or manufacture, distribution, or sale of a controlled substance as defined by the Federal Controlled Substances Act, 21 U.S.C. 801 et seq., on School premises, or while engaged on School business or attending School activities, in School supplied vehicles, either during or after working hours;
- Unauthorized use, manufacture, distribution, possession or sale of alcohol on School premises or while on School business or at School activities, on School supplied vehicles, either during or after working hours;
- Storing in a locker, desk, vehicle, or other place on School owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol;
- Use of alcohol off School premises that adversely affects an employee's or student's work or academic performance, or an employee's or student's safety or the safety of others;
- Possession, use, manufacture, distribution or sale of illegal drugs off School premises that adversely affects the employee's work performance or the student's academic performance, or an employee's or student's safety or the safety of others;
- Violation of state or federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia; and
- In the case of employee failure to notify an employee's supervisor of an employee's arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at the School workplace.

## CLOSEDOWN POLICY FOR INCLEMENT WEATHER

It is at the discretion of the managing instructor to determine if the school will be closed in the event of inclement weather. The managing instructor will attempt to notify all other instructors if the schools will be closed. School closings will be posted on local TV and radio stations.

## STAFF MEETING POLICY

All instructors are expected to attend a staff meeting at least once annually during which the following topics, as applicable will be discussed:

- Education, teaching schedules, student evaluations
- Student recruitment and admissions
- New Student Orientation
- Student Salon Activities
- Licensure Exams results
- Student Retention (withdrawals and graduates)
- Student/Graduate Feedback
- Staff Image and Professional Development

## INSTRUCTIONAL STAFF CONTINUING EDUCATION REQUIREMENTS

All employees must maintain professional development through the regular attendance of seminars and workshops. Instructors are required to attend at least 12 clock hours of continuing education each calendar year. At least 4 of these hours must be taken in instructional method.

It is the personal responsibility of each instructor to meet these requirements and provide documentation of such training to management for his/her personnel file. The school may periodically require employees to participate in job training or career development activities in addition to the regular work schedule. It is the goal of the school to actively participate in the development of its employees.

Documentation of attendance must be provided to the school administrator.

Oklahoma State Board of Cosmetology licensing requirements for instructors must be met at all times. Licenses must be posted with photo on school bulletin board.

### Acceptable Programs

Courses provided by trained professionals, including

- College programs or courses
- Adult education programs or courses
- Programs or courses provided by educational providers within the industry
- Product knowledge classes conducted by trained professionals



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- Continuing education programs or courses provided through distance learning: e.g., video programs, classes offered through the computer, correspondence programs or courses, etc.
- Industry related shows
- In-house continuing education programs
- NACCAS Accreditation Workshops
- Guest speaker programs
- Classes sponsored by state or national organizations related to teaching skills of the cosmetology or massage profession

### Compensation Prohibitions

The College does not offer incentive payments, bonuses, commissions, or other items of value that are based, directly or indirectly, on securing enrollments or on financial aid dollars awarded to students. This applies to Admissions Representatives, Financial Aid Specialists and all positions involved in enrollment and financial aid decisions as well as mid-level managers who oversee enrollment and Financial Aid departments.