

**EMPLOYEE POLICY & PROCEDURES MANUAL  
2024**

**JENKS BEAUTY COLLEGE**  
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CELEBRATING OVER 30 YEARS OF QUALITY EDUCATION  
IN COSMETOLOGY, ESTHETICS AND MANICURING

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Dear Team Member,

On behalf of Jenks Beauty College; I want to personally *thank you* for being a part of our team. We here at Jenks Beauty College, are honored that you chose (and continue to choose) us as your employer. Collaborating with you as we commit to changing lives for the better is an amazing journey.

Since 1977, our beauty school has educated cosmetologists, estheticians, manicurists and master Educator students' in the art of beauty. These beauty college graduates have enjoyed successful careers as a creative force, entrepreneur, or business owner in the beauty and wellness industry.

Without those interested in these beautiful and creative careers, Jenks Beauty College would not exist. Please know that I have an open door policy and I'm committed to exceeding your expectations during your tenure with the college. You may contact me at any time, as I welcome your feedback. Nothing is more rewarding than serving others and you have chosen a career that does just that.

Thank you again for being part of the Jenks Beauty College family and choosing a fun, yet admirable and artistic professional that has an amazing history in America that touches the lives of millions. I enjoy our partnership!

Warm regards,  
*Rebecca Banuelos*  
President

## Mission

The Mission of Jenks Beauty College is to graduate students with entry-level skills required for employment in the beauty, health, and wellness industries that inspire success, creativity and a commitment to serving others.

## History

- Founded in 1977
- Purchased by Rebecca Banuelos in 2022
- Located in the downtown district of Jenks, Oklahoma for over 30 years

## Accreditation

- Jenks Beauty College is nationally accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS)
- Licensed by Oklahoma State Board of Cosmetology and Barbering
- Approved for Veterans Education
- Active member of American Association of Cosmetology Schools (AACCS)

## Statement of Commitment to Employees

As an employee, you will work with highly capable and innovative coworkers. Management is committed to providing a work environment and leadership which unites employees and generates enthusiasm for Jenks Beauty College and its services. Jenks Beauty College is committed to maintaining the highest standards of business ethics.

As an employee of Jenks Beauty College, you will have the opportunity to professionally develop yourself continually. We are committed to providing training and opportunities for personal success and growth.

You have access to the President through our open door policy at any convenient time to discuss any job-related issues you may have.

Jenks Beauty College is committed to teach, honor and enforce our core values. Be the very best you can be. Always assume positive intent. Always do what is right. Place the student first. Do what is in the best interest of the college.

## Right to Change or Discontinue Policies

To preserve Jenks Beauty College's ability to remain adaptable and innovative in a changing industry, Jenks Beauty College may modify, augment, delete or revoke any and all policies,

procedures, practices, and statements contained in this manual at any time without notice. Such changes shall be effective immediately upon approval by management unless otherwise stated. Employees are responsible for reviewing updates.

## **Equal Opportunity and Commitment to Diversity**

### **Equal Opportunity**

Jenks Beauty College provides equal employment opportunities to all team members and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Jenks Beauty College expressly prohibits any form of unlawful team member harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other team members to perform their expected job duties is absolutely not tolerated.

Jenks Beauty College will endeavor to make a reasonable accommodation of an otherwise qualified applicant or team member related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Jenks Beauty College's business operations.

Any team members with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the President. The company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Team members who feel they have been subjected to any such retaliation should bring it to the attention of the President.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*
- (3) Denying employment benefits because an applicant or team member reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

### Americans with Disabilities Act (ADA) and Reasonable Accommodation

Jenks Beauty College is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Jenks Beauty College's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the company. Jenks Beauty College prohibits any harassment of, or discriminatory treatment of, team members or applicants based on a disability or because a team member has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. A team member or applicant with a disability may request an accommodation from the President and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The company then will review and analyze the request, including engaging in an interactive process with the team member or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the team member is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or team member will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

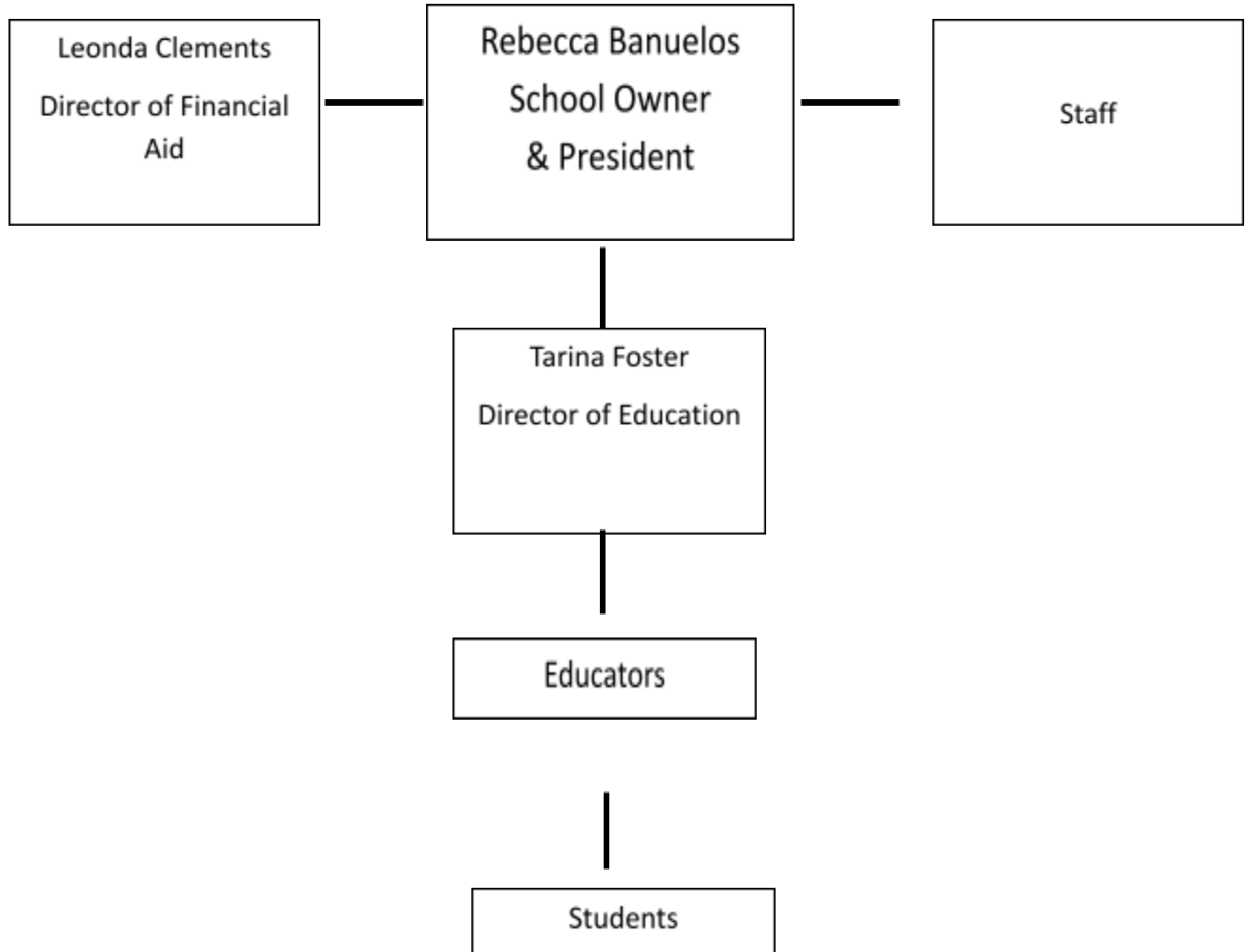
It is the policy of Jenks Beauty College to prohibit harassment or discrimination based on disability or because a team member has requested a reasonable accommodation. Jenks Beauty College prohibits retaliation against team members for exercising their rights under the ADA or other applicable civil rights laws. Team members should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

### Commitment to Diversity

Jenks Beauty College is committed to creating and maintaining a workplace in which all team members have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Jenks Beauty College and is an important principle of sound business management.



## ORGANIZATIONAL CHART



## **Job Description**

### **President**

#### 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.
- 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 employees including admissions personnel, managers, financial aid administrators, receptionists and clerks.

#### Facilities

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

#### Promotion/Advertising

- Develop a marketing and advertising plan and initiate all advertising.

### Technology

- To maintain the most efficient and updated use of technical assistance through computers and professional services.

### Accounting

- Maintain all accounting and payroll records, administer payroll and payroll reporting, reconciling 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**

### **Director of Education**

#### Compliance

- To maintain compliance with the accrediting and governmental bodies for postsecondary educational institutions.
- To incorporate all changes in the laws, rules and regulations of the accrediting and governmental bodies that regulate the industry.
- Develop and maintain state of the art curriculum for all programs.
- Seek approval from the Director of Financial Aid and process all Leave of Absence requests.
- To stay current on all compliance issues through regular attendance of seminars, workshops and training sessions with the Department of Education, AACSB, NACCAS and FAME.
- Assist and attend yearly advisory committee meetings and regular staff meetings.
- To maintain current licenses, accreditation and authorization.
- Monitor Student Attendance
- Maintain a safe and healthy environment at Jenks Beauty College as required by the Department of Education.
- Submit monthly hours report to the State Board of Cosmetology.
- Assist students with job placement.

#### Personnel

- To hire and manage all Educators. Complete on-boarding process.
- Observe and provide feedback to Educators in action and Educator lesson plans, in accordance with NACCAS regulations.
- Facilitate meetings with individual Educators, programs or campus wide as needed. Respond and resolve any issues, concerns etc...
- Provide Educators with continuing education opportunities both in house and offsite/online.
- Monitor and assist Educators.
- Recruit and schedule guest speakers for all programs on a regular basis.

#### Facilities

- Assist President in overseeing the maintenance of all facilities and their upkeep, development and expansion.

#### Instructing

- To instruct all Master Educator students. Ensuring compliance with all regulatory bodies.

### Technology

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

### Students

- Perform New Student Orientation for all students before their first day of school.
- Consult with students below 70% attendance and develop a plan to increase their percentage.
- Student retention efforts and remaining in constant contact with students as they approach 14 days of non-attendance.
- Respond and resolve any escalated student concerns, issues etc...

### 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.
- Reports to President.

**JOB DESCRIPTION**  
**ADMISSIONS REPRESENTATIVE**  
Reports to President

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 appointments for interviews with prospective students. Keep track of the appointment calendar.

○ Interview

- Give out all required material on the programs/school and give tours of school.
- Have prospective students complete applications for enrollment and review thoroughly to see if the prospective students would benefit from the school.
- Discuss different payment options
- If applying for Financial Aid, submit prospective students information to FAME.
- Once approved by FAME's Virtual Financial Aid Office, set an appointment to enroll.
- If a student is going to be paying cash, have payment arrangements agreed to before starting.
- Monitor, maintain, and process payments.

○ Enrollment

- If receiving Financial Aid, discuss the qualified amount of aid with prospective students.
- Review enrollment contracts with students and have student sign. Complete all other enrollment documents with signature.
- Collect \$100.00 Registration Fee
- Collect a \$5.00 money order for the State Board and picture of students for registration with the State Board.

○ Start Day

- Do necessary paperwork and send it to the Oklahoma State Board of Cosmetology with the \$5.00 money order for registration.

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- Student Services
  - Assist new students with getting acclimated to the campus if necessary.
  
- Follow up Interview
  - Follow up with Graduate and maintain Graduate Placement Log

## **JOB DESCRIPTION**

### **FINANCIAL AID SPECIALIST**

The Financial Aid Specialist is responsible for the following:

- Collaborate with FAME, our Virtual Financial Aid Office, to ensure a smooth Financial Aid experience for each student using Title IV funds.
- Assist potential students in securing the finances to attend college.
- Interviewing the students, assessing their financial aid needs and gathering 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 as necessary.
- Submit NSLDS report monthly to WISS.
- Attend meetings.
- Takes care of financial aid audits.
- Performs all other duties as assigned.
- Ensure Entrance Counseling on Direct Loans (if any) to process their loan. Review award letter with student as necessary.
- 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 weekly. Assist in maintaining student's files. Provide information on local public assistance services as requested.
- Ensure student's complete an exit interview.
- If any balance is owed to school, make arrangements for payment to be made. Schedule of payments should be monitored weekly and be paid off prior to graduation.
- Track Cash Pay students bi-weekly.
- Perform monthly check-ins with all students receiving financial aid.
- Conduct monthly question and answer sessions for all students.
- Keep up to date literature on hand to pass out to students.
- Provide EXCELLENT customer service by being available to students to answer questions, and if necessary, contact FAME on their behalf. .



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Activities with regards to award approvals.

- Collect all required documentation, upload documents into Document Manager.
- Review eligibility for Pell as needed.
- Perform Verification if required.
- Maintain financial aid files.

Coordination:

- Ensures required signatures have been completed.
- Checks Satisfactory Progress and Attendance, counsel students if in jeopardy of not meeting minimum requirements.
- Maintains a follow-up file for 2<sup>nd</sup> and subsequent payments for financial aid disbursement as needed.
- Counseling students with regard to financial aid needs (done in coordination with Admissions and FAME).
- Updates student status as needed.
- Reports to Director of Financial Aid.

## **JOB DESCRIPTION**

### **BURSAR/REGISTRAR**

#### The Bursar is responsible for the following:

- Corresponds with students regarding refunds and write all checks for the financial aid recipients with funds due to them.
- Checks the eligibility in regards to maintaining satisfactory progress and verification has been completed.
- Performing other duties as assigned by the Director of Financial Aid which are encompassed by the Director's list of responsibilities with the exception of execution of the school section of the certification process.

#### The Registrar is responsible for the following:

- Enroll new students in student management software, FAME.
- Ensure all documents are uploaded in Document Manager.
- Assist students through the graduation process.
- Issue Diploma and/or any awards earned.
- Submit all necessary documentation to the Oklahoma State Board of Cosmetology.
- Answer students/graduates questions and if necessary, contact State Board on their behalf.
- Maintain all student files in accordance with all state and federal licensing/accreditation regulations.
- Handle all transcript requests.
- Attend meetings.
- Contact tribal authorities as necessary
- Inventory control and ordering of office supplies.
- Address student inquiries regarding academic policies, graduation requirements, and transfer credits.
- Ensure compliance with data protection regulations and confidentiality policies when handling student records.
- Report to President.

## **JOB DESCRIPTION**

### **Master Educator**

#### **QUALIFICATIONS – EDUCATION AND/OR TRAINING**

- Candidates must possess a current Oklahoma Master Educator License.
- Work experience to be directly related to each subject/educational program.
- Candidates must have knowledge of all courses taught in the program instructing.
- Working knowledge of the Oklahoma State Board of Cosmetology Rules and Regulations.

#### **SUMMARY OF POSITION**

The Educator is responsible for the following:

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

#### **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.
- Carefully plan for each course that you facilitate.
- Learn new courses 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.
- Prepare for and participate in new student orientation according to school policy and as assigned.

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- Organize and prepare for each class presentation. Organize the necessary handouts, teaching aids, and equipment prior to starting the class.
- Carefully monitor classroom inventory, be prepared for upcoming courses.
- 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 professionalism along with 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.
- Monitor and fairly enforce the school's policies, standards of conduct and state regulations.

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- 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 to other program-related activities that do not disrupt other student salon activity.
- Be readily available for students at all times.

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

- Read, understand, and follow the responsibilities and policies outlined in the school's written operating procedures.
- Attend meetings as scheduled and participate in discussion of all agenda items.
- Respond to emails within 24 hours.
- Assist Career Services in providing employment assistance for graduating students as needed. Document placement efforts and strive for a rate of 85% placement or better. Relay job openings in the area to students.
- 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.
- Complete any administrative tasks as assigned in a timely and accurate manner.

## **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 Rebecca Banuelos, Owner/President of Standard Beauty College of Oklahoma, LLC, dba 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 bi-weekly on Friday's. Employees paid on an hourly wage basis are required to clock in/clock out on the ADP app. If at any time this is not done, it is the responsibility to let the Director of Education know it needs to be corrected. Salaried employees are paid based on 26 equal payments, i.e. their annual agreed salary divided by 26 and paid bi-weekly on Friday's.

### **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 directly 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.

## Paid Time Off Program

### PURPOSE

This Program is intended to provide team members with opportunities to take time off from work for reasons including, but not limited to, rest, relaxation, rejuvenation or to spend time with their friends and families. This time may be used for vacation, personal time, and sick time.

### SCOPE

Regular full-time exempt team members and hourly non-exempt team members who are regularly scheduled to work 32 or more hours per week are eligible to earn PTO under this Program.

Team members scheduled to work less than 32 hours per week, as well as intermittent, contingent, and temporary or seasonal team members, are not eligible to earn PTO under this Program

### PTO HOURS

Unless otherwise provided by a written employment agreement signed by an authorized officer, full time team members will be granted hours each calendar year based on their length of service.

### PTO SCHEDULE

The following PTO Schedule shows, based upon length of service, amount of time granted per year. Time is granted on the team members' anniversary date each year and must be used prior to the next anniversary date. Any unused hours will be forfeited. *\*PTO Rollover will not be allowed.*

#### 40-scheduled hour per week employees:

Length of Service	PTO Granted on Anniversary Date
90 days -1 year	80 hours
2-4 years	120 hours
5+ years	160 hours

#### 32-hour scheduled hours per week employees:

Length of Service	PTO Granted on Anniversary Date
90 days -1 year	64 hours
2-4 years	96 hours
5+ years	128 hours



## **SCHEDULING AND USE OF PTO**

Jenks Beauty College reserves the right to require team members to use PTO but has no obligation to do so. The Company has no obligation to warn team members that their PTO hours are low or in jeopardy of being forfeited

### **Planned PTO:**

- Planned PTO should be used for pre-approved time off which has been submitted by the team member through the time-off request process and approved by their leader. A team member requesting planned PTO should provide his/her people leader with a minimum of five (5) business days' notice. Planned PTO should be scheduled to provide adequate coverage of job and staff requirements. It is the responsibility of the team members' leader to review and approve the scheduling of planned PTO, taking into consideration business requirements.
- Planned PTO can include time such as vacation, elective surgery and health and dental appointments when advance notice is typically known, as well as time used for illness or health and dental provider appointments of a member of the team members household where advance notice is known.

### **Unplanned PTO:**

- Unplanned PTO may be used when unexpected illness or injury of the team member or a member of their household occurs.
- Unplanned PTO should be used to cover any time missed from work to include late arrivals or leaving early. If PTO is used, the time missed from work will be excused. Anytime missed that is not covered by PTO will be considered unexcused. (see attendance policy)
- In the case of illness, injury, emergency, or any other absence not approved in advance, team members are required to inform their leader of the circumstance prior to the beginning of their shift, or if unable to provide notice prior to shift, as soon as practicable thereafter.

## **PAYMENT OF PTO**

PTO will be paid based upon the team members' base rate of pay at the time the PTO is taken. PTO can be used in 15 minute increments.

If a holiday falls on a day that a team member is scheduled to work and it is during a team member's scheduled PTO time, then the day will be paid as a holiday and will not be counted as a PTO day.

PTO is not counted as hours worked for the purpose of calculating overtime pay or overtime premiums

Any unused PTO will not be paid upon termination of employment for any reason.

Team members may not use PTO to extend a termination effective date.

Revised 1/24

### CARRYOVER

All PTO must be used prior to the team members' next anniversary date or time will be forfeited.

### GENERAL PROVISIONS

The Company reserves the right to use its discretion in applying this Program under special or unique circumstances.

The Company reserves the right to amend, modify, alter or cancel this Program at any time, with or without notice, for any reason not prohibited by law.

Nothing in this Program creates a contract of employment between the Company and any person; all team members of the Company are employed at-will.

### QUESTIONS

If you have any questions about this Program, please your direct leader or any member of management

### REPLACED DOCUMENTS

This program replaces any previously published "Accrued Time Off Program" or "Vacation Program" distributed prior to 1/1/2023.

### 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, Educators, 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 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.

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.

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- 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. Jenks Beauty College requires all faculty and staff to dress in "business casual" attire. Questions regarding appropriate dress should be taken by an employee to his or her immediate supervisor if clarification is needed.

### PERSONAL BELONGINGS

Employees are responsible for any personal items 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 for 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 coworkers, and clients which interferes with the ability to get your job done. Employees are asked to handle all personal business 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 Educators 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 are harmful to the organization and unacceptable. All Educators 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.

### INVENTORY PROCEDURES AND CONTROL

All inventory procedures will be handled by an assigned person per department and supervised by the Director of Education.

### FACILITY OPENING/CLOSING

The opening and closing of the facility will be by assigned employees appointed by the Director of Education

### EMERGENCY TELEPHONE NUMBERS

In the event of an emergency call 911.

### 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 HARASSMENT 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 as 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.,



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- 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 President or the Director of Education to determine if the school will be closed in the event of inclement weather. The President or the Director of Education will attempt to notify all employees if the schools will be closed. Educators should notify students. School closings will be posted on local TV and radio stations.

### STAFF MEETING POLICY

All Educators are expected to attend staff meetings at 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. Educators 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 methodology.

It is the personal responsibility of each Educator 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.

Certificate of completion must be provided to the Director of Education.

Oklahoma State Board of Cosmetology licensing requirements for Educators must be met at all times. Licenses must be posted with a photo on the school bulletin board located in the Director of Education's office.

#### 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
- 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

#### 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.