

**JENKS**  
**BEAUTY**  
**COLLEGE**

**Employee Manual**

## **New Team Member**

On behalf of Jenks Beauty College; I want to personally welcome you to Jenks Beauty College. We are honored that you chose us as your employer and look forward to collaborating with you as we commit to changing lives for the better.

Since 1977, our beauty school has educated cosmetologists, estheticians (facialists), nail technicians (manicurists) and master instructor 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 can 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.

Congratulations on being part of the Jenks Beauty College family and choosing a fun yet admirable and artistic profession that has an amazing history in America that touches the lives of millions. Welcome aboard and here's to a satisfying partnership!

Warm regards,  
Rebecca Banuelos  
President

## **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.

## **Harassment Policy**

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to productivity, efficiency and stability. Jenks Beauty College will not tolerate any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined below. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

### **Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:**

- The repeated making of unsolicited, inappropriate gestures or comments
- The display of offensive sexually graphic materials not necessary for work

### **Harassment on any basis (race, sex, gender identity, transgender, age, pregnancy, disability, etc.) exists whenever:**

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

### **Recognizing Harassment**

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Offenders can be managers, supervisors, students, co-workers, and non-employees such as clients or vendors.

## **Some examples:**

### **Verbal**

Jokes, insults and innuendos (based on pregnancy, race, sex, gender identity, age, disability, etc...), degrading sexual remarks, referring to someone as a stud, hunk or babe, whistling, cat calls, comments on a person's body or sex life, or pressures for sexual favors.

### **Non-Verbal**

Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

Behavior of a sexual nature that is not sexual harassment may nonetheless be unprofessional in the workplace or disruptive in the classroom and, like other unprofessional or disruptive behavior could warrant discipline.

### **Grievance Procedure**

Any employee who believes he or she is being harassed, or any employee, who becomes aware of harassment, should promptly notify their Supervisor and or President. If the employee believes that the supervisor is the harasser, the President should be notified.

Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with employees who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

### **Non-retaliation**

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment.

### **Disciplinary Action**

Jenks Beauty College views harassment and retaliation to be among the most serious breaches of workplace behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning, suspension to termination, can be expected.

## **Substance Abuse**

Jenks Beauty College recognizes that a number of individuals at times use substances such as alcohol and drugs to the extent that their abilities and senses are impaired. Our position regarding substance abuse is the same whether alcohol, marijuana, illegal drugs, prescription drugs, or controlled substances are involved. It is the policy of Jenks Beauty College to participate in the following drug testing: Pre-employment, Random, Reasonable Belief, Promotion and Post-accident. This policy is implemented because we believe that the impairment of any employee due to his or her use of substances is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as customers or business guests. Moreover, substance abuse adversely affects employee morale and productivity.

“Impairment” or “being impaired” means that an employee’s normal physical or mental abilities or faculties have been detrimentally affected by the use of substances while at work.

An employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of Jenks Beauty College’s rules and is subject to severe disciplinary action and or termination. Severe disciplinary action can include suspension, dismissal, or any other penalty that would be appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any substance on Jenks Beauty College’s premises or in any parking lot, storage area, or job site is prohibited. Violations are subject to severe disciplinary action. In all instances, disciplinary action to be administered shall be at the sole discretion and determination of the President.

If an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, Jenks Beauty College may notify appropriate authorities. This action will be utilized only after the incident has been investigated and reviewed by the President. Jenks Beauty College is aware that substance abuse is a complex health problem that has both a physical and an emotional impact on the employee, his or her family, and social relationships. A substance abuser is a person who uses substances, as defined above, for non-medical reasons, and this use detrimentally affects job performance and/or interferes with normal social adjustments at work. Substance abuse is both a management and a medical problem.

Any employee, who suspects a substance abuse case, should discuss the situation immediately with his or her supervisor or President. Because each case is usually different, the handling and referral of the case must be coordinated with the President.

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on Jenks Beauty College’s premises at any time. Alcoholic beverages have no part in and shall not be used in conjunction with any business meeting.

Social activities held off-premises and paid for on a personal basis are not affected by this policy. If management considers it appropriate, alcoholic beverages may be served at Jenks Beauty College-sponsored events held off campus and for purely social reasons. The service must be managed in good taste and with good judgment. No alcoholic beverages will be served at any event in which children are, or will be present.

Jenks Beauty College is concerned with its employee privacy, especially when matters regarding medical or personal information are involved. As long as the information is not needed for police or security purposes, Jenks Beauty College shall maintain employee medical and personal information in confidence and release this information to authorize Jenks Beauty College personnel on a “need to know” basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to Jenks Beauty College to designated persons or agencies.

Nothing contained in this section shall eliminate or modify Jenks Beauty College's right to terminate any employee at will.

## **Safety & Security Report Policy**

All employees upon hire and annually thereafter, must review and understand the Safety & Security Report Policy. Policy updates, crime statistics, and other pertinent information are included in this annual report. This is an employment requirement and there are no exceptions. Employees can obtain a hard copy or electronically on the consumer Information page through the Jenks Beauty College website <https://jenksbeautycollege.edu/consumer-information/>. This information is available to the public as required by the Department of Education.

## **Telephone and Texting Policy**

A large percentage of Jenks Beauty College's business is transacted by telephone. The telephone equipment is provided for the purpose of providing service to our customers. Therefore, it is necessary to limit your personal calls on Jenks Beauty College's telephones to an absolute minimum number. Personal calls should only be made in case of absolute necessity or emergency. If non-emergency personal calls must be made, please arrange to make them during your break or lunch period. Telephone calls are subject to being recorded and/or monitored for quality assurance purposes. Violation of this policy will result in disciplinary action including but not limited to termination.

## **Social Media Policy**

### **Purpose**

Jenks Beauty College recognizes that new technologies provide unique opportunities to build our business, listen, learn and engage with students, consumer stakeholders and employees through the use of a wide variety of social media. These interactive, transactional technologies provide the ability for students to connect directly with 'real' people doing the work, from Instructors to Admissions Representatives, and show that Jenks Beauty College understands this generation and how they communicate. Please use this document to guide your use of social media when recruiting our target audience. This policy is designed to reflect our Mission. We allow employees to use social media as an outlet to foster communication with prospects and allow stakeholders to get a glimpse of who we are, honor accomplishments and encourage co-worker engagement, build a fun workplace, support other departments, work on recruiting and retention initiatives, and as a medium for blog and other promotions. While we do not restrict personal use, we employ the honor system and ask that you keep this to a minimum and ask that you use social media for Jenks Beauty College's intended purposes.

### **Consequences of Policy Violations**

You are responsible for knowing Jenks Beauty College's principles, rules, and best practices before you engage in social media. If you become aware of or believe that Jenks Beauty College's technologies and/or electronic communications are being used inappropriately such as excessive personal use or contain inappropriate

statements, notify your immediate supervisor or President. We may request that employees change or remove comments made in Social Media that are inconsistent with this policy or that make inaccurate references to Jenks Beauty College, its brands, and/or stakeholders. Failure to comply with this policy may result in disciplinary action up to and including termination.

### **Trademark Prohibitions**

Jenks Beauty College has invested significant resources in brand equity, trademarks, registration, and various other steps to maintain the integrity of the likeness, image, names, icons, logos, and other brand applications associated with Jenks Beauty College. Because of this investment in intellectual property; employees, students, partners or other affiliations with Jenks Beauty College may not use Jenks Beauty College name for personal use including: blogs, email address names, websites, or personal social media pages.

## **Computer Policy**

### **Disclaimer**

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the internet do so at their own risk and Jenks Beauty College is not responsible for material viewed or downloaded by users from the Internet.

### **Permitted Use of Internet**

The computer network is the property of Jenks Beauty College and is to be used for legitimate business purposes. Abuse of the computer network or the Internet may result in disciplinary action, including possible termination, and civil and/or criminal liability. Excessive personal use of the computer during work time is prohibited.

### **Prohibited Activities**

Without prior written permission from Jenks Beauty College, the computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horse programs, etc.) or any other unauthorized materials. Occasional limited appropriate personal use of the computer is permitted during break times if such use does not a) interfere with the user's or any other employee's job performance; b) have an undue effect on the computer or Jenks Beauty College network performance; c) violate any other policies, provisions, guidelines or standards of this agreement or any other of Jenks Beauty College. In addition without the approval of the President, online shopping and personal homework is prohibited. Job searching during work time is prohibited and grounds for termination. At all times users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time. Office computers are periodically audited for quality assurance.

**Illegal Copying** - Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the President.

**Waiver of Privacy Rights** - Users expressly waive any right of privacy in anything they create, store, send or receive using Jenks Beauty College computer equipment or Internet access. User consents to allow Jenks Beauty College personnel access to review all materials created, stored, sent or received by User through any College network or Internet connections.

**Monitoring of Computer and Internet Usage** - Jenks Beauty College has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

## **Dress Code Policy**

Employees are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and your professional image to customers and clients should be the factors that are used to assess that you are dressing in attire that is appropriate. Our work environment encourages employees to dress professionally but comfortably for work. Please do not wear anything that other employees might find offensive or that might make coworkers uncomfortable. This includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity. We expect that your business attire, although casual, will exhibit common sense and professionalism, no jeans may be worn except on predetermined "Jeans Days". Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. Because all casual clothing is not suitable for the office, clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests are not appropriate at work.

### **Conclusion**

If clothing fails to meet these standards, as determined by the employee's supervisor or President, the employee will be given a verbal and or written warning and asked not to wear the inappropriate item to work again. The employee may be asked to return home and change. Continued violation of the College dress code will be grounds for further corrective action.

## **Vendor and Student Transactions**

This policy establishes the ethical conduct to be maintained by employees in transactions with vendors and students. As an employee, you may not receive, give, pay, promise, or offer to our vendors or students anything of value, whether cash or any other property, for the purpose of securing or appearing to secure preferential treatment. This also includes any form of gratuity to or from employees of our vendors and students or members of their families. Violation of this policy in any form will require immediate disciplinary action. All tickets, coupons, passes or other such promotional gifts must be submitted to the President for appropriate distribution.



## **Non Solicitation**

To avoid disruption in operations and taking focus off furthering the mission of the college; the institution has a Non Solicitation policy. For purposes of this policy; "solicitation" includes peddling, or otherwise selling, purchasing or offering goods and/or services for sale or purchase, distributing advertising materials, circulars or product samples, multi-level marketing, fund-raising not sponsored by Jenks Beauty College, and/or engaging in any other conduct relating to any outside business interests, fund raising or other personal economic benefit on college property or using college resources; all of which are strictly forbidden. Solicitation by way of verbal, written, social media, email, texting or any type of electronic means of communication is strictly forbidden on college property, college social media platforms, or other resources that contain college contacts and relationships.

At no time will an employee of Jenks Beauty College directly or indirectly solicit or attempt to solicit students, clients, vendors, employers, or employees for the purpose of providing services or fundraising for any institution or charitable organization not affiliated or approved by Jenks Beauty College.

## **Student Fraternization**

Jenks Beauty College is committed to meeting its mission of providing a quality higher education for its students, free of distractions within the College's control. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest of professional and ethical standards. In order to promote the efficient and fair operation of Jenks Beauty College and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement, and possible claims of sexual harassment; faculty or staff are strictly prohibited from fraternizing with students inside and outside of campus. Including but not limited to such fraternizing include: non- academic/school related social media communication or texting, non- school related activities or events, dating, pursuing to date, and pursuing or having a "buddy" type, romantic, or sexual relationship with students. Faculty or staff members who violate this policy will be subject to immediate discipline, up to and including termination of employment.

## **Supervisor/Employee Fraternization**

The purpose of this directive is to establish department policy on relationships between and among department supervisors and employees. Jenks Beauty College values an environment of inclusion, trust, and respect as beneficial for learning and working. As a matter of sound judgment, all employees of Jenks Beauty College accept responsibility to avoid any apparent or actual conflict of interest between their professional responsibilities and their personal relationships with those whom they supervise, evaluate, or exercise other relationships of power or authority. Romantic and/or sexual relationships between a supervisor and subordinate, may potentially pose risks to the supervisor, subordinate, third parties, and department morale. Accordingly, all supervisors are expressly prohibited from engaging in amorous relationships with employees under their supervision. Supervisors who violate this policy will be subject to disciplinary procedures including termination.

## **Professional Boundaries for Supervisors:**

- Listen to your employees problems but don't get emotionally involved
- Treat everyone fairly and be consistent with your team
- Don't go out with your employees outside of work; unless it is a planned team building activity
- Do not borrow money from a subordinate
- Use caution with social media interaction
- Never discuss your own supervisor or Jenks Beauty College leaders in a negative way

If you're reluctant to professionally supervise, delegate or be objective because of the harm it might do to your relationship with an employee, then your ties to that person will prevent you from doing your job as a manager.

## **Confidentiality**

It is the responsibility of all College employees to safeguard sensitive information. The nature of our business and the economic well-being of Jenks Beauty College are dependent upon protecting and maintaining proprietary information. Continued employment with Jenks Beauty College is contingent upon compliance with this policy. Each supervisor/manager bears the responsibility for the orientation and training of his or her employees to ensure enforcement of confidentiality. Sensitive information is defined as trade secrets or confidential information relating to products, processes, know-how, customers, designs, drawings, formulas, test data, marketing data, accounting, pricing or salary information, business plans and strategies, negotiations and contracts, inventions, systems and discoveries.

## **Conflict of Interest**

No employee of Jenks Beauty College shall engage in the same or a similar line of business in an educational environment, including consulting, teaching and training. Exceptions to this are faculty members who work outside of Jenks Beauty College in their particular field of discipline. However, under no circumstances can items belonging to Jenks Beauty College be used outside of Jenks Beauty College. Examples include: products, supplies, equipment, tools, employee documents, student documents, lesson plans, syllabi, curricula. An employee shall not have a financial or any other beneficial interest in a competitor or supplier to Jenks Beauty College.

Financial interests or other relationships held by an employee or by his or her immediate family members in such companies are to be disclosed immediately to Jenks Beauty College so that a determination can be made as to whether a conflict exists. Members of the employee's immediate family include spouse, children, and any other relative sharing the same home as the employee. Faculty shall not work or teach for another educational institution while working for Jenks Beauty College. Some circumstances may be considered such as finishing a contract with a particular institution with the express permission of the President.

## **Employee Accidents**

Accidents will happen in the workplace, but it is imperative that we follow a procedure to insure the safety of the injured party and to prevent the same type of accident from happening if possible. Mistakes will not be tolerated when an individual's safety is involved. Always call and ask before acting if you are unsure about any of these procedures. Every accident is different and should be assessed individually.

- When an accident occurs, the first thing to do is assess immediate medical needs.
- Always call 911 if necessary.
- Notify Tarina Foster, Director of Education, as soon as it's reasonable to do so.
- Never diagnose or treat an injury unless you are qualified to do so.
- Never administer medication, not even acetaminophen or ibuprofen without a thorough knowledge of the individual's medical history, allergies, and current medications.
- Determine the cause of the accident and notify the President immediately if a repair is needed.
- An accident report form must be completed and signed by the injured person.
- A drug and or alcohol screen must be performed within 24 hours of the accident.
- If an individual elects to receive medical care, copies of all medical documents must be forwarded to the President.
- A release to return to work must be provided by the attending physician for the employee's file before the employee may return to work.
- Failure to accept an offer for light duty assignment may be the basis for termination of employment.

## **Grievance Procedure**

The grievance process described in this policy is an internal, informal process, intended to facilitate open communication and exchange of relevant information and to allow for a meaningful, honest review of the grievance. To promote the informal and open exchange of information, attorneys shall not be permitted to participate in these meetings or physically accompany either Jenks Beauty College representatives or the grieving employee throughout this process. A non-lawyer advisor may accompany a grieving employee throughout the process to provide advice and support to the employee. The non-lawyer advisor may not actively participate in the process. The employee alleging a violation of policy is encouraged to informally discuss the matter with his/her immediate supervisor in an attempt to reach a resolution prior to initiating a formal grievance. If the discussion surrounding the alleged incident or occurrence does not resolve the matter to the satisfaction of the employee, the employee may file a formal grievance with the President.

## **Misrepresentation of Information**

Jenks Beauty College will hold itself to the highest levels of integrity and will not provide any false, erroneous, or misleading statements to a student or prospective student, to the family of an enrolled or prospective student, or to the U.S. Department of Education. Jenks Beauty College is committed to operating in an environment of integrity.

Each team member of Jenks Beauty College is responsible for assuring that the actions and activities conducted at the College promote such an environment. This includes the responsibility to report actions or activities that concern an individual which do not promote this environment. To protect consumers, the Department of Education proposed regulations to strengthen the DOE's authority to take action against institutions engaging in deceptive advertising, marketing and sales practices. The proposed regulations state that substantial misrepresentations are prohibited in all forms, including those made in any advertising, promotional materials, or in the marketing or sale of courses or programs of instruction offered by an institution.

Misrepresentation is defined as: "Any false, erroneous, or misleading statement by an institution, one of its representatives, or any person with whom the institution has an agreement to provide educational programs, or to provide marketing, advertising, and recruiting or admissions services made directly or indirectly to a student, prospective students or any member of the public." Basically, anyone making any statement in any form of communication (print, verbal or other means) that has the capacity, likelihood or tendency to deceive or confuse will be in violation of this regulation. The broad definition requires clear and factual information be presented to students and covers the following types of information:

- Nature of educational programs, such as accreditation, program content, program termination, transferability of credits, and certification for practice in a field;
- Nature of financial charges, such as costs and refund policies, availability and type of financial assistance, and rights in applying or rejecting any particular type of financial assistance;
- Employability of graduates, such as future conditions, compensation, or employment opportunities; and requirements that are generally needed in the field.

Together, regulations on incentive compensation and misrepresentation will reduce the motivation for institutions to use aggressive and misleading recruitment tactics to increase enrollment. These protections will prevent institutions from enrolling students who are unable or unlikely to benefit from an educational program and from misusing taxpayer funds. Jenks Beauty College adheres to all the above regulations set forth by the Department of Education. Training and orientation is provided to all Employees upon hire regarding misrepresentation.

## **Compensation Prohibitions**

Jenks Beauty 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 and Financial Aid employees and all positions involved in enrollment and financial aid decisions as well as mid-level managers who oversee enrollment and Financial Aid departments.

## **License and Certification Renewal Policy**

It is an employment requirement that all faculty who currently hold a certification or license in their field of study maintain that license or certification. If a faculty member is currently teaching a program that requires a current license in order to qualify as an instructor, it is the responsibility of the instructor not to allow their license or certification to expire. An employee's failure to renew a required license or certification before the expiration will be grounds for corrective action up to termination.

## **Corrective Action**

Some circumstances require Jenks Beauty College to initiate corrective action measures including coaching, training, verbal warnings, written warnings, investigations, suspensions and discharge. A series of these actions may be used depending on the nature and severity of the employee's misconduct.

### **Violation Examples:**

- Unsatisfactory job performance
- Insubordination; willful disregard of a supervisor's written or verbal directive
- Any form of sexual misconduct or harassment
- Violation of College policies or procedures
- Willfully falsifying any records, forgery, fraud, unauthorized deletion of College records
- Performing unauthorized personal work on Company time including but not limited to personal homework, shopping, job hunting or excessive personal phone/computer use.
- Breach of the Confidentiality Agreement
- Theft or dishonesty
- Destruction of property or equipment belonging to Jenks Beauty College
- Act irresponsibly or not in accord with College Mission and Core Values
- Using social media to defame the reputation of Jenks Beauty College or fellow employees

## **Verbal counseling**

To correct unacceptable performance, violation of College policies or unethical behavior, the first step is verbal counseling. The supervisor/manager will consider the severity of the problem, the employee's previous history and all of the circumstances surrounding the incident in question. A verbal counseling form, a written warning, probation, or possible termination could result if the problem is not resolved. Ethical conduct violations will be investigated to determine the severity of the breach. The employee will be asked to review and sign the appropriate form over what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The understanding of any College policy violations will be revisited and a copy of the policy will be given to the employee.

## **Written counseling**

If the unacceptable performance, policy violation or behavior continues, the next step will be a written warning. Certain circumstances involving safety/security or other policy violation, may justify a written warning without first using verbal counseling. The written warning defines the problem, how it may be corrected and the consequences of continued behavior. Written counseling becomes part of the employee's personnel file.

## **Probation**

If the problem has not been resolved through verbal or written counseling and the circumstances warrant it, the individual may be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period. Certain circumstances may justify probation without first using verbal or written corrective counseling. The President will determine the length of probation. Typically, the probation period is 30 to 90 days, depending on the circumstances. Some violations may constitute permanent probation. A written probationary notice to the employee will be prepared by the supervisor and reviewed by the President. If an employee fails to sign or agree with the corrective action or probation, the employee has the right to state his/her objections in writing. College administration will review and investigate the situation and determine what action should be taken.

## **Termination**

Terminations are to be treated in a confidential, professional manner by all concerned. The President will assure thorough, consistent, and even handed termination procedures. This policy and its administration will be implemented in accordance with the equal opportunity statement. Employment with Jenks Beauty College is normally terminated through one of the following actions:

- Resignation — voluntary termination by the employee
- Dismissal — involuntary termination for substandard performance or misconduct; or

- Layoff — termination due to reduction of the workforce or elimination of a position

## **Resignation**

An employee who wants to terminate employment, regardless of employee classification, is expected to give as much advance notice as possible. Two weeks or ten working days is generally considered to be sufficient notice time. However, the President may require the employee to leave Jenks Beauty College immediately rather than work during the notice period. This is not to be construed as a reflection upon the employee's integrity but an action in the best interests of business practice. Employees who voluntarily resign their position will not be eligible for unemployment. Employees are not eligible for vacation or personal time reimbursement.

## **Dismissal**

*Substandard Performance* — an employee may be discharged if his or her performance is unacceptable. The supervisor/manager will have counseled the employee concerning performance deficiencies, provided direction for improvement, and warned the employee of possible termination if performance did not improve within a defined period of time. The supervisor/manager is expected to be alert to any underlying reasons for performance deficiencies such as personal problems or substance abuse.

*Misconduct* — an employee found to be engaged in activities such as, but not limited to, Harassment, theft of College property, insubordination, conflict of interest, policy violation, breach of Confidentiality Agreement, or any other activities showing willful disregard of College interests or policies, will be terminated. Employees terminated for misconduct will not be eligible for unemployment benefits. No salary continuance or severance pay will be allowed.

## **Job Abandonment**

Job abandonment will result in termination if an employee fails to call or show for work. Only an emergency or extenuating circumstance will be considered as an excused explanation for failure to notify one's supervisor or the President. Job abandonment is classified as misconduct for unemployment purposes.

## **Payroll Deductions**

The following mandatory deductions will be made from every employee's gross wages: Federal Income tax, Social Security FICA tax, and applicable city and state taxes. Every employee must complete and sign a federal withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations.

The employee may fill out a new W-4 at any time when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption Form Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

## **Overtime Compensation Policy**

This policy applies to all non-exempt weekly and hourly-paid staff members whose employment status is regular full-time, regular part-time, limited service, or temporary. All non-exempt staff members are subject to the overtime pay provisions of the Fair Labor Standards Act and will be compensated for all hours worked, including all hours worked on and off College premises.

According to the Fair Labor Standards Act, a non-exempt weekly or hourly-paid staff member, who works more than 40 hours in a workweek, must be paid an overtime rate of one and one-half times his/her regular hourly rate of pay for all time actually worked in excess of 40 hours in the workweek. Jenks Beauty College standard work week for pay computation purposes is 12:01 AM Monday through 12:00 AM midnight Sunday.

When calculating overtime at one and one-half times the regular rate of pay for time worked in excess of 40 hours in a given work week, only actual time worked is used. Time charged to sick, paid time off, holidays and other paid leave balances must not be included in this calculation.

Exempt employees are employees who, because of their positional duties and responsibilities and level of decision making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees are expected to work whatever hours are necessary to accomplish the goals of their position.

## **Tardiness/Attendance**

Employees are required to report to work and be at their workstation on time. Being punctual is important for the orderly and productive completion of work. This includes returning from lunch and rest periods at the proper time. In the event you are running late, you must notify your immediate supervisor or President. Team members who repeatedly report to work late, or who return late from lunch and break periods may be subject to corrective action up to and including termination. Makeup and hair should be in order before reporting to work. An employee who habitually calls in and exceeds this amount is subject to corrective action for attendance up to and including termination. Excessive tardiness and poor attendance will affect any salary increases and promotions.

## **Family Medical Leave Act**

The Family and Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons. The FMLA also includes certain military family leave provisions (see below). Employees who have worked 1,250 hours in a 12-month period are eligible for a total of 12 workweeks of unpaid leave for one or more of the following reasons:

- The birth and care of a newborn child
- Placement of a son or daughter through adoption or foster care
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.

The same FMLA entitlements apply to spouses of legal same sex marriages

- When an employee is unable to work because of a serious health condition



An employee need not apply for an illness or pregnancy leave of absence if the absence will not exceed five working days; however, the employee must notify his or her department manager no later than the day of such absence. The following requirements will be applicable to employees on all types of leaves of absence:

- An employee on any leave of absence shall not return to work prior to the expiration of his or her leave without the prior approval from Jenks Beauty College.
- An employee who does not return to work at the end of his or her leave of absence will be considered to have voluntarily resigned from employment with Jenks Beauty College.
- An employee who accepts other employment while on any leave will be deemed to have voluntarily resigned his or her employment with Jenks Beauty College.
- Group insurance participation for employees on a leave of absence will continue (with an increased employee contribution amount) during the leave but will terminate the first day after the day on which the leave of absence ends, but in no event later than 6 weeks following the date of commencement of the leave, if the employee has not returned to full time employment by that date.
- The time that an employee is on leave of absence will not be accrued for vacation and or personal time; other benefits are subject to the specific provisions of any health insurance policy, retirement plan or other benefit package.

## **FMLA Regulations on Same Sex Marriages**

The Department of Labor issued a Final Rule on February 25, 2015 revising the regulatory definition of spouse under the Family and Medical Leave Act of 1993 (FMLA). The Final Rule amends the regulatory definition of spouse under the FMLA so that eligible employees in legal same-sex marriages will be able to take FMLA leave to care for their spouse or family member, regardless of where they live. This will ensure that the FMLA will give spouses in same-sex marriages the same ability as all spouses to fully exercise their FMLA rights. Jenks Beauty College adheres to the Department of Labor Regulations as they apply to this Rule.

## **Copyright and Fair Usage Policy**

Jenks Beauty College acknowledges and encourages the appropriate use (i.e., reproduction, distribution, performance, and display) of copyrighted works and materials for teaching, scholarship, and research purposes consistent with federal copyright law and the standards for fair use. Given both the importance of complying with federal copyright law and the difficulty of determining fair use, Jenks Beauty College copyright and fair use policy provides guidance on the use of the work of others as well as links to copyright and fair use resources. Examples include:

- Literary works
- Musical works, including any accompanying words
- Dramatic works, including any accompanying music

- Pantomimes and choreographic works
- Pictorial, graphic and sculptural works
- Motion pictures and other audiovisual works
- Sound recordings
- Architectural works
- Literary works are works, other than audiovisual works, expressed in words, numbers, or other verbal or numerical symbols or indicia, regardless of the nature of the material object, such as books, periodicals, manuscripts, phonograph records, film, computer programs, tapes, disks, or cards in which they are embodied

Copyright protection does not extend to ideas, procedures, processes, or useful articles. While the protection of ideas is not possible, the original manner in which those ideas are expressed is.

Scope of Copyright Protection- Subject to various exceptions set forth in the law, the Copyright Act grants the copyright owner five exclusive rights:

- To reproduce (make copies of) the work
- To make derivative works based on the work
- To distribute copies to the public
- To perform the work publicly
- To display the work publicly

Faculty and employees of Jenks Beauty College are not to compromise the copyright laws of the United States. If a picture, graph, text or other is desired for a handout or PowerPoint presentation, permission must be obtained by the author and/or publisher. Those employees not adhering to this policy will be referred to the President and subject to disciplinary action up to termination.

## **Conflict Situations**

The following are examples of situations that should be viewed as potential or actual conflicts of interest/commitment. These examples should assist in providing guidance both to those making the disclosure and those involved in the initial review of the disclosure in assessing potential or real conflict situations.

- Accepting gratuities or special favors related to teaching, research, marketing or administrative duties
- Giving lectures on behalf of companies or organizations utilizing College information/data without prior permission from our President
- Entering into a paid councillorship arrangement with an organization or individual having an economic interest in related research
- Using students or employees of Jenks Beauty College for services outside of school business
- Providing access to information developed with College resources
- Purchasing equipment, instruments, supplies, or services for research or teaching from a firm in which the employee has an interest
- Using Jenks Beauty College computers, equipment or facilities for personal use
- Influencing the negotiation of contracts between Jenks Beauty College and outside organizations with which the employee has a financial or fiduciary relationship
- Working or teaching for another educational institution, regardless of position or hours. Failure to disclose a position outside of Jenks Beauty College will be grounds for termination

The above list is by no means all-inclusive, but provides examples of potential conflicts of interest that must be disclosed and/or resolved prior to the conflict materializing.

## **Academic Honesty**

As members of an academic community, students and faculty assume certain responsibilities. One of those responsibilities is to engage in honest communication. Academic dishonesty is a serious violation of the trust upon which an academic community depends.

A common form of academic dishonesty is plagiarism. This is the use, whether deliberate or unintentional, of an idea or phrase from a source without proper acknowledgment of that source. The risk of plagiarism can be avoided in written work by clearly indicating, either in footnotes or in the paper itself, the source of any major or unique idea or wording that the student did not arrive at on his or her own. Sources must be given regardless of whether the material is quoted directly or paraphrased. Another form of plagiarism is copying or obtaining information from another student. Submission of written work, such as laboratory reports, computer programs, or papers that have been copied from the work of other students with or without their knowledge and consent, also is plagiarism. In brief, any act that represents someone else's work as one's own is an academically dishonest act.

A second example of academic dishonesty relates to the misuse of resource materials. Any act that maliciously hinders the use of or access to resource materials is academically dishonest and falls under the terms of this policy. The removal of pages from books or journals disadvantages others in the academic community. Similarly, the removal of books from Jenks Beauty College resources without formally obtaining permission or the intentional hiding of materials, or the refusal to return reserve readings to Jenks Beauty College is dishonest and harmful to the community.

There are other forms of academic dishonesty: for example, obtaining an examination prior to its administration or using unauthorized aid during an examination. It is also academically dishonest to knowingly assist someone else in an act of academic dishonesty. A student remains responsible for the academic honesty of work submitted to Jenks Beauty College. Ignorance of these standards will not be considered a valid excuse or defense.

## **Academic Freedom**

Jenks Beauty College's policy will ensure that instructors, students and the entire College community enjoy the freedom to investigate and discuss topics without fear of reprisal for alternative opinions in order to gain the best possible understanding of an issue. All members of Jenks Beauty College community shall support and protect this fundamental principle and work collaboratively to provide an environment of tolerance and mutual respect while respecting the dignity and worth of every person. Academic Freedom is defined as the freedom to teach and learn in an atmosphere of free inquiry and expression. The right to academic freedom, however, cannot be separated from the equally important responsibility that each individual has to uphold professional ethics or, in the case of students, to abide by the Policy on Student Conduct and Academic Honesty.

## **Employee Benefits**

Jenks Beauty College offers the following benefit package to full-time employees. Paid time off (please see PTO policy in Policy and Procedures Manual). Tuition Benefits are available to full time employees upon hire. This benefit is also available to spouses and children (see tuition benefit agreement). Employees must agree to work for one year after the date of graduation for each contract. Employees may use the College discount when purchasing products from vendors.

## **Educational Assistance Policy**

To encourage the personal and professional development of dedicated employees and to stay true to the College's mission statement of encompassing lifelong learning, the College provides assistance with the following:

- Current full time employees interested in attending the College may receive a full tuition waiver. The employee must also agree to work a minimum one year full time from their graduation date for each contract signed. The tuition and fees benefit is contingent upon successful completion of a program with a 3.0 GPA and 90% attendance.
- A spouse or child of an eligible employee interested in attending the College may receive a tuition waiver. The employee must agree to work a minimum one year full time from graduation date for each

family member. The tuition benefit is contingent upon successful completion of a program. The waiver does not include the cost of books, registration fee, malpractice insurance, on-line technician support, or any other program fees. Additionally, only one program per eligible dependent is covered under the policy.

**The following limitations apply to this benefit:**

- The employee must be in good standing with the College to qualify for this benefit; any employee currently on corrective action or probation for any reason will not be eligible. The Educational Assistance benefit will be withdrawn if the employee is placed on corrective action or probation for any reason during the course of the program.
- The employee's class schedule must not conflict with their current work schedule.
- If a student receives outside financial assistance (i.e. third party scholarship) the award can be used to meet Non-tuition charges (i.e. books online course fees). These funds cannot however, generate a cash refund to the student. If the outside financial assistance exceeds non tuition charges, the remaining funds will be applied to tuition thereby reducing the tuition benefit.
- If the student withdraws from the program before successful completion, NO tuition benefit will be issued and the employee will be liable for any balance due as a result.
- Retake and reschedule fees will not be waived.
- Recipients are ineligible to receive any other institution funded grants or scholarships.
- The College reserves the right to ask employees, spouses and dependents to defer enrollment if a program is at maximum capacity and enrollment would prevent a prospective student from enrolling.
- This benefit is contingent upon the employee agreeing to work not less than one year from the date of graduation for themselves and/or each family member who received Educational Assistance benefits.
- This policy does not negate any other educational assistance benefit agreements.
- Employees who have more than one contract must complete each individual contract separately.
- If any of the above requirements are not met all tuition and fees payments will be void.