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Section: Human Resources

Policy No: 4.1

General Employment Policy

PURPOSE: The College Heights Foundation seeks to hire and promote individuals with the requisite skills and abilities necessary to assist the Foundation in accomplishing its mission. The purpose of this policy is to outline general employment expectations and requisite policies related to Human Resources that are needed to effectively administer the operations of the Foundation.

POLICY: The College Heights Foundation is an independent 501(c)3 organization. The Board of Directors may employ individuals to perform the administrative functions of the Foundation. The Board of Directors has sole power and authority to employ the President. The Board of Directors has delegated responsibility for employing other personnel to the CHF President. No other officials or representatives of the College Heights Foundation has the authority to enter into any agreements or offer employment.

Except where specific rules are provided to the contrary, employment with the College Heights Foundation is for no definite period of time. Employment with CHF may be terminated with or without cause, and without notice, at any time, at the option of either the Foundation or employees.

The official workweek for full-time employees is established at thirty-seven and one-half (37.5) hours per week which equates to nineteen hundred and fifty (1,950) hours per year.

Flextime is a generic term referring to flexible work schedules during a 37.5 hour workweek which permit variable daily starting and ending times. Flexible scheduling options include: 1) fixed starting and ending times that are agreed to for a specific period of time; 2) starting and ending times that vary daily; and 3) variations in workday length. Both exempt and nonexempt employees are eligible for flextime arrangements with approval from the President.

Recognizing the increasing demands and necessary balancing between employees' personal and professional lives, alternative work arrangements may assist in recruiting and retaining employees and maximizing employee potential. An alternative work schedule or flex-place work arrangement may be made when there is a mutual agreement between a supervisor and employee that some component of that work may be performed at home or alternative work location other than the traditional work setting. Alternative work schedules and working

conditions shall be approved by the employee's immediate supervisor in communication with the President.

The Foundation may require a background investigation for individuals who are candidates for positions in the Foundation. Investigations may include criminal or non-criminal investigations such as: identity verification, education verification, moving violation record, credit report and professional licenses. The appropriateness of such investigations, based on job-related factors, will be determined by the President.

All employees separating employment with the Foundation are required to return all Foundation property issued to them and complete an Exit Clearance Form on or before the last day of employment.