



NORTHERN ARIZONA UNIVERSITY

NAU Employee Acknowledgement Form

31-Day Benefit Notice

New employees have 31 days from the date of hire to enroll in the benefit programs offered at NAU. Information about benefits may be reviewed in the written information packet, in a benefits orientation (register at <http://hr.nau.edu/apps/training/>) or reviewed on-line at <http://hr.nau.edu>. Failure to complete all online enrollment and return required forms to the Human Resources department within the 31-day enrollment period will jeopardize eligibility for coverage. After the 31-day enrollment period has passed, you may only make changes to your benefit plan at the annual Open Enrollment or after a 'qualified life event' (ex. marriage, birth of a child).

Policies and Procedures Web Page

NAU policies and procedures such as travel, transportation, purchasing, etc. can all be accessed from the Policies and Procedures page (http://www4.nau.edu/comptr/policies_procedures/com999.html).

Personnel Policy

All NAU employees are subject to and shall comply with the policies of this university and the Arizona Board of Regents (<http://www.abor.asu.edu/>). The Northern Arizona University Personnel Policy Manual is available at the Human Resources website at http://hr.nau.edu/m/images/stories/docs/policy_manual.pdf. The policies are maintained and periodically revised by the university as needed. Therefore, the only true and current policies are those published on the HR website. The policies may be accessed from any computer with internet capability. If needed, hard copies are available for review – please call or visit Human Resources. Violations of personnel policy can lead to disciplinary action up to and including termination.

A few key policies to note:

- Equal Employment Opportunity (#1.02) – NAU is an equal employment opportunity employer and all employees must adhere to federal laws regarding discrimination, affirmative action, and the Americans with Disabilities Act.
- Safe Working and Learning Environment policy (#5.16) – prohibits sexual harassment and assault, certain consensual amorous relationships, harassment and discrimination based upon sex, race, color, age, national origin, religion, sexual orientation, disability, or veteran status, and retaliation.
- Overtime / Fair Labor Standards Act – FLSA (#2.03) – NAU follows all FLSA guidelines in the payment of overtime. Overtime for non-exempt employees must be approved in advance by the supervisor. Exempt employees are not eligible for overtime.
- Family and Medical Leave Act – FMLA (#4.05) – eligible employees may take up to 12 weeks of Family Medical Leave of Absence for certain serious family illness or the birth / adoption of a child.
- University property (#5.14) - is to be used for university business and employees shall have no expectation of privacy; incidental personal use of such university property (such as the NAU internet portal or bulletin boards) that does not interfere with work shall not be considered prohibited use. NAU's Network Acceptable Use Policy provides more detailed information regarding the use of the NAU network:
http://www5.nau.edu/its/policies/NetworkAUP_FacultyStaff.pdf.
- Drugs and alcohol (#5.05) – no employee may come to work under the influence of drugs or alcohol; employees must abide by all laws pertaining to drugs and alcohol; information on NAU's commitment and employee responsibilities for drug-free schools and workplaces can be found on the HR website at <http://hr.nau.edu/m/content/view/602/471>.
- Weapons (#5.07) – prohibited on persons who are on university grounds or in NAU facilities.

Employees should review other personnel policies regarding benefits, compensation, hiring, sick/vacation time, performance appraisals, disciplinary procedures for policy violation and/or performance concerns, and employee grievance rights.

Public Service Orientation

The Public Service Orientation packet contains legal information all Arizona public employees must be aware of regarding ethical use of public resources and ethical standards for public servants. It includes information on conflict of interest, limitations on the acceptance of gifts, public access to information, and political activity.

Sexual Harassment Prevention Training

All new employees must take the online Sexual Harassment Prevention Training within 30 days of employment. This is available from the Affirmative Action website (<http://home.nau.edu/diversity/>).

Information Security

Employees of the university often have access to confidential information regarding employees, students, and other university affiliates and should take all precautions to safeguard access to such information through appropriate use of computer passwords, locking desk drawers, etc. Employees may not share this confidential information with those who have no right (or need) to know. Employees may only access and use such information for the purpose of their specific work. In addition, special laws govern student records, personnel records, and health information. Discuss with your supervisor the specifics of precautions you will need to take and/or training required for your access to information (such as Family Educational Right to Privacy Act – FERPA – training). **All new employees must take the online Information Security Essentials Training within 30 days of employment.** The tutorial can be found on the Information Security web page: <http://www5.nau.edu/its/security>.

Internal Controls

The university establishes and maintains a system of internal controls (policies, procedures, and systems that protect both human and material assets) to promote effectiveness and efficiency, reliability of financial reporting, and compliance with laws and regulations. These controls are put in place and monitored in order to minimize risk to the institution. All employees are expected to support internal control activities through individual competency in their roles, ethical behavior, and by complying with all policies, procedures, and systems of accountability. Discuss with your supervisor the specific expectations in your role and visit http://home.nau.edu/comptr/internal_control_resources.asp for more information.

Safety

NAU values safety in the workplace for each and every member of the community. To enhance the health and well-being of community members, each individual needs to work safely, report unsafe situations, and use the resources of the Office of Regulatory Compliance (523-7268) and Safety and Environmental Services (523-4227) to ensure safe practices and determine appropriate safety training. NAU Personnel policy #5.03: http://hr.nau.edu/m/images/stories/docs/policy_manual.pdf.

Injury on the Job / Worker's Compensation

If you are injured on the job, it must be reported as soon as possible to your immediate supervisor and medical treatment should be sought as necessary. Supervisors and employees must submit a completed Supervisor's Report of Injury (available at the HR website on the Forms Index page) to Human Resources and must call the Early Claims Reporting Service on the same day of the injury. More information about the process can be found at <http://hr.nau.edu/m/content/view/270/286/>.

Employee Communication

The two most important ways that employees will be notified of important information on policies, benefits, salary changes, training, etc. that may require action on the employee's part is through the monthly HR Newsletter and the Inside NAU – both delivered to your email address (and in some departments, printed and posted on bulletin boards). It is each employee's responsibility to read that information in order to stay informed. In addition, if you supervise other employees, please be sure to draw their attention to pertinent information about their employment at NAU.

I have reviewed the above information and understand that I am responsible for keeping informed about and following all applicable laws and policies that apply to me as an employee of Northern Arizona University. I understand where I can access further information regarding policies and procedures and that I can contact Human Resources at 523-2223 or HRContact@nau.edu for any further clarification regarding this information.

Print Name

Employee ID number

Signature

Date