

# **Employee Handbook for the Academy of Hair Technology in Greenville, SC 29615**(March 1990 revised in July 2016)

## 1. Institutional Overview

Mission: To foster academic excellence, critical thinking, and lifelong learning.

Vision: A diverse and inclusive academic community that prepares students for global citizenship.

Values: Integrity, innovation, collaboration, student-centeredness.

## 2. Employment Classifications

Faculty:

Full-Time: Defined as more than 32 hours per week

Adjunct/Part-Time: Defined as anyone scheduled less than 32 hours per week

Staff:

Administrative: The administrative staff is filled by the owners of the business entailing admissions, operation of the clinic floor, financial aid, accrediting matters, curricula development and implementation, legislative relations, placement, financial matters, governmental and accrediting compliance.

Instructional: Licensed cosmetology, nail technician or esthetics instructors responsible for providing training, mentoring, counseling, and disciplining of students assigned as well as demonstrating skills, recording and following on each students progress and over-all performance. Instructors are part of management and as such should fully identify as such.

Support Services The college is a Pivot Point (TM) member school for its cosmetology and esthetics program and Milady for its nail technician program and as such has tremendous support material available to assist in training.

Employment Status:

Full-Time scheduled more than 32 hours per week

Part-Time scheduled less than 32 hours per week

Temporary/Contract hired for a specific period to time, to include continuing education instructors.

### 3. Work Hours & Academic Calendar

Faculty: Teaching schedules vary; required to maintain posted office hours.

Staff: Standard hours for cosmetology are Tuesday–Friday, 9:00 AM to 5:00 PM., for nails, Tuesday - Thursday, 6:00pm - 10:00 pm and Esthetics, Monday through Thursday, 5:30pm to 10:30 pm.

Holidays: New Years eve or day, Fourth of July, Thanksgiving day and the day after, the day before, Christmas day and the day after Christmas.

### 4. Teaching & Academic Responsibilities

Syllabi: Will be prepared prior to each six week session and includes a daily schedule as well as learning outcomes.

Grading: Final grades due within 72 hours of course completion.

Student Support: Faculty are expected to provide timely feedback and maintain accessibility.

### 5. Code of Conduct

Professional Behavior: Respectful communication and ethical conduct are mandatory.

Academic Integrity: All employees must uphold standards of honesty in teaching, research, and service.

FERPA Compliance: Protect student records and personal data.

### 6. Leave Policies

Vacation and or Personal Leave: Accrual based on employment status—if hired on a continuous basis, after one year one weeks paid vacation, three year two weeks, five and more years three weeks.

Each instructor is responsible for finding a substitute if they have to be out for any reason. Normally a two week notice is required and must be cleared to assure a substitute is available. In the event that the absence is unplanned, the College Director should be contacted and if a substitute can not be located the instructor (upon approval of the College Director) will notify students of the class not being held that day.

Family & Medical Leave: FMLA-compliant; documentation required.

### 7. Compensation & Benefits

Pay Schedule: Bi-weekly for staff and for faculty.

## 8. Performance & Evaluation

Faculty: Evaluated on teaching, scholarship, and service annually. All instructors are to become aware of the school's policies and procedures outlined in the college student's handbook and catalog and adhere to them as well as the employee handbook and all SOP's (see Director to have them emailed to you). We also have a weekly meeting at 5:00pm on either a Wednesday or Thursday to discuss issues initialized by the Director or any Instructor. Problems with any student should also be addressed at this time..

Staff: Annual reviews with performance goals and feedback.

Promotion & Tenure: Governed by departmental and institutional guidelines.

## 9. Campus Safety & Title IX

Emergency Procedures: Posted in all buildings; regular drills conducted.

Reporting: All incidents must be reported to Campus Safety or HR.

Title IX: Mandatory training for all employees; zero tolerance for harassment.

## 10. Separation & Retirement

Resignation: Faculty should provide one semester's notice; staff two weeks.

Exit Interview: Conducted by HR to gather feedback.

Retirement Planning: Resources available through HR and benefits office.

Involuntary termination: The Academy of Hair Technology is an at-will employer and employment can be terminated for poor performance and or attendance or lack of students without a notice. In all cases, the Academy believes in working with an employee to try to resolve problems through oral and (if required) written counseling and reprimands but once it is decided that an employee is willfully or unwilling to in non compliance with stated policies and procedures, in the interest of the student's education, a termination could be immediate. Our preference is if possible such a termination would occur at the end of a six week session.