Welcome to Alhambra Medical University

Dear Employee:

This employee handbook has been prepared for your reference and to assist you in fulfilling your important role at Alhambra Medical University. It will point out for you the benefits and privileges that are available to our employees.

A large and important part of our lives is spent on the job. At Alhambra Medical University we strive to provide a challenging work environment and grow as a team. It is our mission and vision to provide the best service to the students who come here to obtain the best quality of education.

During the course of your work, questions and problems may arise. This Handbook should present the basis for answers to these questions and problems. However, if questions arise, which you believe are not answered in this Handbook, do not hesitate to ask your Department Director or our Human Resources representative.

Welcome to the team of Alhambra Medical University. We value your knowledge and skills, and together, we will build an organization that we are all proud of.

Sincerely,

Jonathan Wu, MD. PhD.
President

INTRODUCTORY STATEMENT

This handbook has been prepared to introduce you to Alhambra Medical University and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Alhambra Medical University to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Alhambra Medical University continues to grow, the need may arise and the University reserves the right to revise, supplement, or rescind any policies or portion of the handbook form time to time as it deems appropriate, at its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur. The only exception to any changes is our employment at will policy permitting you or the University to end our relationship for any reason at any time.

CONFIDENTIALITY AGREEMENT

Alhambra Medical University complies with the Family Educational Rights and Privacy Act (FERPA), a Federal law that protects the privacy of student education records. All employees and staff members are required to adhere to the "Student Confidentiality" practice. Student information that is considered "private" may not be shared with any outside agency or individual who is not designated on a release of confidentiality request that has been signed by the student. Should you have any questions, please contact your supervisor or Academic Dean.

Information pertaining to Alhambra Medical University's Business, including all nonpublic information concerning the University, its vendors and suppliers, is strictly confidential and must not be given to people who are not employed by Alhambra Medical University.

Information pertaining to current or prior employees is strictly confidential. Only designated personnel have access to employee files. Any inquiry regards an employee's employment record or opinion should be referred to the Human Resources Director. Any inappropriate comments may result in potential liabilities.

- Please help protect confidential information – which may include, but is not limited to, trade secrets, student lists, employee records, and University financial information – by taking the following precautionary measures:
    - Discuss work matters only with other University employees who have a specific business reason to know or have access to such information.
    - Do not discuss work matters in public places.
    - Monitor and supervise visitors at the University to ensure that they do not have access to confidential information.
    - Deliver any hard copies of documents containing confidential information that are not filed or archived to the President for necessary actions.
    - Secure confidential information in desk drawers and cabinets at the end of every business day.

During the course of the employment, employee agrees not to engage or participate in, directly or indirectly, any business which is, or as a result of such engagement or participation would become, competitive with Alhambra Medical University (AMU); deal, directly or indirectly, in a competitive manner with any customers doing business with AMU; or solicit any employee of AMU to become an employee of anyone other than AMU.

Your attentiveness is particularly important. Use your own sensible judgment and good common sense. If at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult a University officer.

Employee Handbook and Human Resource Policies Index

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EMPLOYMENT

Employment at Will

Unless expressly proscribed by statute or contract, AMU is an at-will employer. The employment relationship between employees and the University is based on mutual agreement and either party may terminate the employment relationship at any time for any reason, with or without cause and with or without notice.

Employee Classifications

Employees at Alhambra Medical University are either full-time or part-time. The University may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work fewer than 30 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages. They do not accrue benefits including, but not limited to, holidays, paid time off (PTO), and health insurance. They may, however, accrue benefits to which they are entitled by law.

All other employees are full-time.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

An original personnel file consists of an employee's employment application, withholding forms, reference checks, signed employee manuals, emergency information and any performance appraisals, benefits data and other appropriate employment-related document.

It is your responsibility to notify the Human Resources representative of any change in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person(s) to notify in case of an emergency.

You may be dismissed for misrepresenting any fact on your application or in your personnel file.

Personnel records are considered University Property. You may review your records in Alhambra Medical University's office during business hours after making a reasonable request to do so. Access to personnel records does not apply to letters of reference, records obtained prior to employee's employment, or records relating to the investigation of a possible offense.

Introductory Period

The first 90 days of employment are an Introductory or Probationary Period for both the employee and the University. However, during and after this period, the work relationship will remain at will.

This time period allows you to determine if you have made the right career decision and for Alhambra Medical University to determine whether your initial work performance meets our need.

Your supervisor will monitor your work performance, attitude and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Benefits such as time off for vacation, personal days, sick days or bereavement leave do not accrue during this period.

The Probationary Period may be extended at management's discretion.

Reference/Background Checks

Alhambra Medical University may conduct reference and background checks on a new employee. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Employment Termination

Unless expressly proscribed by statute or contract, employment with Alhambra Medical University is "at will" and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee. Although advance notice is not required, Alhambra Medical University requests the courtesy of at least two weeks written notice from all employees.
- Discharge – involuntary employment termination initiated by the organization.
- Layoff – involuntary employment termination initiated by the organization for non-disciplinary reasons.

Alhambra Medical University will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, or return of University owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Alhambra Medical University is based on mutual consent, both the employee and the University have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits such as Health Insurance may be continued at the employee's expense if the employee so chooses. Please contact the Human Resources Representative for such arrangement.

GENERAL POLICIES

Equal Opportunity Employment

Alhambra Medical University (hereafter referred to "AMU" and/or "University") is an equal opportunity employer. We recruit, hire, train and promote persons in all job titles without regard to race, age, color, national origin, ancestry, sex, religion, political affiliation, medical condition, sexual orientation, or marital status.

Immigration Law Compliance

Each new employee regardless of status (i.e. full-time, part-time, etc) must complete the Employment Eligibility Form I-9 and present documentation establishing identity and employment eligibility. AMU will retain a copy of the documents and the Form I-9 in your personnel file for three years after the date of hiring or one year after the date of your termination. AMU will monitor and re-verify employment eligibility of all employees whose work authorization documents carry expiration dates.

Policy Prohibiting Harassment

Alhambra Medical University will not, under any circumstances, excuse or tolerate any type of harassment of our employees, applicants, or our students. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexual harassment, under the law, is defined as including, but not limited to, "unwelcome sexual attention, requests for sexual favors, offensive touching, and verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance
- creates an intimidating, hostile or offensive working environment

This policy applies to all employees, including contract employees, supervisors, managers, administrators and also may apply to students and non-employees who have contact with our employees. Anyone engaging in sexual or other harassment will be subject to disciplinary action, up to and including discharge from employment and permanent exclusion from the University.

Harassment by Non-Employees

Alhambra Medical University will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including students, clients and suppliers.

Complaint Procedure and Investigation

Any employee who wishes to report a possible incident of sexual harassment or other unlawful harassment or discrimination should promptly report the matter to the Human Resources representative.

Alhambra Medical University will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal. At the same time, employees have an obligation to cooperate with the University in enforcing this policy and investigating and resolving complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise appropriate member of management. Any employee who reports an incident or alleged sexual or other unlawful harassment in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint.

It is, also, expressly prohibited for an employee to retaliate against employees who bring sexual harassment charges or assist in investigating charges. AMU will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including discharge and permanent exclusion from the University.

Results of sexual harassment will be kept confidential and anonymous, except to the extent that some disclosure may be necessary for purposes of investigation or corrective action.

Conduct Standards

University Equipment

When using Alhambra Medical University property including, but not limited to, computer equipment and hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you and others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even terminated. In addition, you may be held financially responsible for any loss to Alhambra Medical University because of such mistreatment.

University Property

Please keep your work area neat and clean and use care in handling University property. Report broken or damaged equipment to your supervisor immediately, so the arrangement for proper repairs can be made.

You may not use any University property for personal purposes or remove any University property from the premises without prior written permission from the Chief Operating Officer.

Conduct Standards & Discipline

Alhambra Medical University expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with University personnel and outside business contacts.

The University reserves the right to discipline or terminate any employee for violating any University policy, practice or rule of conduct. The following list is intended to give you notice of University expectations and standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action. Be aware that the University retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance including, but not limited to, the following:

- Unsatisfactory quality or quantity of work
- Repeated unexcused absences or tardiness
- Failing to follow instruction or University procedures, or
- Failing to follow established safety regulations

Employees may also be disciplined or terminated for misconduct, including but not limited, to the following:

- Falsifying an employment application or any other University records or documents
- Failing to record working time accurately
- Filling in a co-worker’s timesheet
- Insubordination or other refusal to perform reasonable tasks

Dating in the Workplace

Supervisors and employees under their supervision are strongly discouraged from forming romantic or sexual relationships. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the University, contact the Director of Human Resources for guidance. If you are encouraged or pressured to become involved with a customer or employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify the Director of Human Resources immediately. No customer or employee of this University has the right to subject any employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic conduct or communications of a sexual nature.

You should be aware of, and are expected to comply with, Alhambra Medical University's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include, but is not limited to, leave of absence, suspension or termination, may be taken against those who violate this policy.

Smoking

Alhambra Medical University endeavors to provide a healthy environment, therefore prohibits any form of tobacco consumed in company buildings. Additionally, no smoking is allowed within ten (10) feet of exterior entranceways. This policy is designed to reduce the health risk to individuals who do smoke, reduce the health risks to others, from secondary and passive smoke, and to reduce the risk of fire.

Dress code

As an employee of Alhambra Medical University, we expect you to present a clean and professional appearance when you represent us, whether that is in, or outside of, the office. Management and those employees, who come in contact with our public, are expected to dress in accepted corporate tradition.

At Alhambra Medical University it is just as essential that you dress in a professional manner and extend the highest courtesy to co-workers, visitors, and students. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and impeccable quality.

Business attire is exactly what it says, *BUSINESS ATTIRE.* It is the appropriate dress and grooming for conducting business in Alhambra Medical University and its facilities. Business attire is not what we wear to the gym, to school or to a nightclub. Business attire is dressing in a professional manner so that your dress/attire does not detract from the business at hand. It should reflect a level of professionalism that conveys a feeling of competence and appropriateness for the task at hand.

All dress rules have been placed in effect for the protection, safety, benefit, and reputation of you as well as the University.

University Communications & Technology

Software Policy

Alhambra Medical University regulates employees' use of its computer software.

You may not duplicate any licensed software or related documentation for use, either on University premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. And you may not provide licensed software to anyone outside the University. Employees should be aware that the illegal duplication of software may result in the filling or criminal copyright charges by the owners of the copyrights and can subject both the employee and the University to liability.

You may not load personal software on Alhambra Medical University computers.

Use of University Communication Systems

Because Alhambra Medical University reserves the right to access any personal commutation without prior notice, employees should not use University systems to transmit any messages or to access any information that they would not want a third party to hear or see. Although incidental and occasional personal use of the University's systems is permitted, any such personal use will be treated the same as all other communications under this policy. However, employees are at all times prohibited from accessing or downloading information from the Internet for personal use. Failure to comply with this policy could result in disciplinary action, and any access to pornographic sites will result in immediate termination.

Telephone Usage

The telephone system (including voicemail) at Alhambra Medical University is the property of the University and is provided for business purposes. Alhambra Medical University may periodically monitor the usage of the telephone system to ensure compliance with this policy. Therefore, employees should not consider their conversations on the University's telephone system to be private.

The telephone lines at Alhambra Medical University must remain open for business calls and to service our customers. Employees are requested to discourage any personal calls – incoming and outgoing – with the exception of emergency calls. No long distance calls are to be made on company phones which are not strictly business related.

E-mail

All e-mail delivered to and sent from the University is presumed to be related to University business. Your e-mail is subject to inspection by Alhambra Medical University. If you do not wish to have your e-mail correspondence handled in this manner, please have it delivered to your personal e-mail address, and refrain from accessing it while on the University premises.

Personal Mail

All mail delivered to the University is presumed to be related to University business. Mail sent to you at the University will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home.

Drug and Alcohol Policy

Alhambra Medical University strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and their confidence in our University.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with the testing and search procedures described below.

Drug Testing

Alhambra Medical University may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Ethical and Legal Business Practices

Alhambra Medical University expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the University. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our students, suppliers, and our community.

This policy provides general guidance on the ethical principles that we all must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

If you have any questions about this policy, consult your supervisor. Exceptions to this policy may be made only by the President.

You are expected to promptly disclose to the management of the University anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to management's attention.

FERPA Policy
All University employees are considered school officials and are required by law to maintain the confidentiality of student education records. Access to student education records is based on a demonstrated need to know basis. University may not release any information without the written consent of the student, subject to exceptions provided under FERPA. Accordingly, AMU requires authorization to discuss information from a student's education record with anyone other than the student.

Giving and Receiving Gifts

You may not give or receive money or any gift to or from a supplier, a government official or other organization. Expectations may be made for gifts that are customary and lawful, are of nominal value and are authorized in advance.
You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.
If you do receive a gift or other benefit of more than a nominal value, report it promptly to the Department Director. It will be returned or donated to a suitable charity.

Employee Privacy and Other Confidential Information

Alhambra Medical University collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the Director of Human Resources must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the University only with employee's approval.
If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated and is grounds for suspension or termination.

Accounting and Financial Reports

Alhambra Medical University's financial statements and all books and records on which they are based must accurately reflect the University's transactions. All disbursements and receipts must be properly authorized and recorded.

Account and Student Information

Employees are prohibited from distributing account, client, and/or customer information to anyone, in any form, except the named account holder, client or customer.

Compliance

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Grievances

Employees are encouraged to bring concerns, problems and grievances to management's attention. You are also obligated to report any wrongdoing of which you become aware to your supervisor or, if the situation warrants, to any University officer.

Progressive Discipline

Alhambra Medical University retains the discretion to discipline its employees. Verbal and written warnings and progressive discipline, up to and including discharge, may be administered as appropriate under the circumstances.

Please note that the University reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

Workplace Solicitation

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, Alhambra Medical University has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Employees may not solicit on University property or use University facilities, such as e-mail, voicemail, electronic media, or bulletin boards, during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures and promoting membership in clubs, organizations, or religious groups.

Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other employees who are not on working time.

Non-employees may not make solicitations or distribute literature at any time.

Alhambra Medical University may grant limited exemption from these rules for charitable purposes at its discretion.

PAY POLICIES AND PRACTICES

Paychecks and Payday

All employees are paid on a bi-weekly schedule. Pay day is every other Friday following the end of the respective pay period. Each paycheck will include earnings for all work performed through the end of the current payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the day(s) before the regularly scheduled payday.

Time Sheets

Accurately recording time worked is the responsibility of every exempt and nonexempt employee. Time worked is all the time actually spent on the job performing assigned duties.

As required by Government Accounting Standards and Practices, all employees are required to track daily work performed on all direct and indirect job assignments. Each employee is responsible for tracking his or her time worked.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending of each meal period. They should also record the beginning and ending time of any departure from work for personal reasons. Overtime work must always be approved by the employee's supervisor before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to review their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing the morning after the pay period ends. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record. Falsifications of time sheets are subject to discipline and dismissal.

Timesheet is due to the Payroll Department no later than the end of the second day after the end of each payroll period, which is every other Sunday. Failure to turn in time sheets could lead to further disciplinary action up to and including termination of employment.

Attendance & Punctuality

Employees are expected to arrive to work before they are scheduled to start and be at their workstation productively engaged in Alhambra Medical University business by the scheduled start time. Every employee is expected to attend work regularly and report to work on time.

All time off must be requested in advance and submitted in writing, as outlined in the appropriate categories, except sick leave. See Sick Leave and other categories for specific details.

Alhambra Medical University views attendance as one of the most important facets of your job performance review. Unsatisfactory attendance, including reporting late or leaving early and all unapproved absences will be noted in the employee's personnel file. Excessive absences, including for Sick Leave, will result in disciplinary action, up to and including termination.

Overtime

Overtime compensation is paid to all nonexempt employees at one and one-half times the straight time rate for all hours worked in excess of 8 per day and 40 hours per week and the first 8 hours on the seventh day of work in any one workweek.

Overtime compensation at two times an employee's straight time rate is paid for any work in excess of 12 hours in one day and for any work in excess of 8 hours on the seventh day of the workweek.

If you are nonexempt, you must receive authorization from your supervisor before working overtime. After you have worked overtime, you must enter it on a timesheet no later than the day after it is accrued.

Overtime pay is based on actual hours worked. Time taken for lunch or dinner is not included as time worked for purposes of computing overtime. And time off on holidays, sick leave, vacation leave, personal leave, training seminars, workshops, or any leave of absence will not be factored in as hours worked when calculating overtime.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally at any time.

Additional formal performance reviews will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews will be conducted twice a year by June 30th and December 31st. Additional reviews may be conducted during the Introductory or Probationary period.

Performance Reviews and Salary Increases

Wage and salary increases may be based on performance reviews, as well as Alhambra Medical University's profitability. However, an employee receiving a performance appraisal will not necessarily receive a wage or salary increase.

Work Hours

Alhambra Medical University follows a work schedule of 40 hours per week. The normal workweek is Monday through Friday from 9:00 am to 6:00 pm. Your supervisor may establish alternative hours.

EMPLOYEE BENEFITS

Medical Insurance

Alhambra Medical University makes health insurance available to eligible employees and their eligible family members. The Company pays the majority of the premiums for the group benefits, with the employee sharing the balance of the cost.

Eligible employees are all full-time employees who have completed ninety (90) calendar days of employment. It is provided to you during employee orientation. You will also receive authorization forms for all benefits at orientation.

Please refer to the printed information from the insurance provider for details of eligibility and coverage or contact your personnel representative.

Medical Plan

Alhambra Medical University offers Health Insurance through Blue Cross of California. The University currently offers the HMO 100% Plan.

Dental Plan

Alhambra Medical University currently does not offer a dental plan at this time.

Vision Plan

Alhambra Medical University currently does not offer a vision plan at this time.

Life Insurance

Due to the size of the eligible staff, Alhambra Medical University currently does not offer life insurance.

Paid Time Off (PTO) and Holidays

Holidays

Alhambra Medical University observes the following Holidays:

New Year’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
The day after Thanksgiving
Christmas Day

You will be paid for these Holidays if you:

- Are a full-time employee, and
- Have worked the full day before and the full day after the Holiday, unless time off has been approved in advance as Paid Time Off.

Holidays that fall on a weekend will be observed either on the prior Friday or the following Monday. To avoid confusion, all Holidays will be announced in advance.

If an employee calls in sick the day before or the day after the University observed holidays, supervisors have the right to request physician certification from the employee.

Paid time Off (PTO)

Paid Time Off (PTO) is extended to eligible employees as an opportunity with period of paid time off from work for personal matters, illness, rest, relaxation, and kin care that is agreeable to the employees and their managers/supervisors.

Full-time regular employees receive PTO according to the following schedule:

Length of Service	Annual Hours Accrued	Maximum Accrual
1 – 2 years	80	120
3 – 5 years	120	180
5 – 10 years	160	240
10 +	200	300

Only active, full time employees who have completed three months of employment are eligible for PTO, and all PTO must be accrued before being taken. You may not substitute pay for unused PTO unless you have your supervisor's written approval. Should a University Holiday occur during your PTO, you may add an additional day, either at the beginning or end of the PTO period, with your supervisor's approval.

Alhambra Medical University reserves the right to deny a PTO request if it will interfere with University operations or adversely affect coverage of job and staff requirements.

Employee must provide 30 days advance notice if one week or more of PTO is desired. Employee must provide one week advance notice for individual PTO days.

In the event of termination of employment, the earned but unused PTO will be paid with the final check.

Family and Medical Leave (FMLA)

The FMLA entitles employees to take up to 12 work weeks of unpaid leave during a 12-month period for qualifying events. The 12-month period is a rolling 12 months measured backward from the date an employee uses FMLA leave. To be eligible, an employee must have worked for AMU for at least 12 months prior to the date on which the leave is to commence and have worked at least 1,250 hours in the twelve months preceding the Leave.

Eligible employees are entitled to the Leave when it is due to:
1. his or her own serious health condition
2. birth of a child or placement of a child for adoption or foster care
3. caring for the employee's sick child, spouse or parent with serious health condition

"A serious health condition" means an injury, impairment, physical or mental condition that involves either
1. inpatient care in a hospital, hospice, or residential care facility, or
2. continuing treatment by a health care provider.

The Leave may be taken on intermittent or reduced hours' basis (as opposed to taking all of the leave in one block). However, the employee must schedule the leave, as much as possible, to minimize disruption of his or her work schedule and assignments. AMU reserves the right to reassign him or her work to a temporary alternative position if it will better accommodate his or her recurring absences for intermittent or reduced hours leave. The unused leave cannot be carried over from year to year.

The 12 weeks of leave for the birth or placement for adoption or foster care of an employee's child must be taken and concluded within one year from the date of birth or placement. If a husband and wife both work for the University, they are entitled to a combined leave of 12 work weeks in a 12-months period if the leave is taken for the birth or the placement of a child for adoption or for foster care. However, it does not apply to leaves requested because of a serious health condition of the employee or the employee's child or spouse.

Employees are required to provide the University with at least 30 days notice of the need for the Leave if it is foreseeable. Employee must notify his or her supervisor and the Human Resources Representative, at least verbally, as soon as he or she learns the need for the leave for any unforeseen events. Failure to comply with these notice requirements is ground for, and may result in deferral of the requested leave until he or she complies. Any requests for extensions of leaves must be received at least 5 working days before the date on which he or she is originally scheduled to work and must include the revised anticipated date(s) and duration of the leave. Documents from the appropriate adoption agency or certificate from attending physician must be attached to the request or extension. The certification should include, if applicable, the date on which the serious health condition commenced; probable duration of the condition; and estimate of the amount of time that the health care provider believes the employee needs to care for the individual requiring the care; a statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment of supervision of the individual requiring care; a statement that due to the serious health condition; the employee is unable to perform the functions of the position held. A doctor's release is required when returning to work.

All insurance benefits ordinarily provided by the University will be continued during the 12 weeks of leave. At the end of the third month, the employee will be provided with COBRA. The benefits will only be continued if the employee elects to pay the full costs of such coverage.

Leaves of Absence (LOA)

Circumstances may arise when you need a formal leave of absence. A leave of absence is a period of time during which your absence from work is approved and your length of service continues to accumulate unless otherwise noted. You may be on leave of absence because of illness, injury, service in the armed forces, pregnancy, and the need to care for a sick child, spouse or parent, or some other justifiable reason.

If you feel you need an extended period of time away from work, you should discuss the matter immediately with your supervisor or personnel representative. A request for Leave of Absence should be submitted immediately for approval. Depending upon the circumstances, a leave of absence could be granted for varied amount of time.

Eligible employees should make requests for leave to their supervisors at least 30 days in advance of foreseeable events or as soon as possible for unforeseeable events.

If an employee fails to return to work on the agreed upon return date, Alhambra Medical University will grant a three day grace period. If the employee does not return with the grace period, Alhambra Medical University will have to assume that the employee has resigned and the employee's employment will be terminated.

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), Alhambra Medical University prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard duty, the commissioned corps of the Public Health Services, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the National Guard or U.S. Reserves are entitled to 17 days of unpaid leave for active military duty or training.

Personal Leave

Full-time employees who have worked at Alhambra Medical University for at least one year are permitted up to 10 consecutive days without pay for personal leave.

Your supervisor must approve all personal leave time in writing. Personal leave will not be paid time, and all benefits including, but not limited to seniority, PTO, medical leave, and personal leave will not be accrued during this time. Alhambra Medical University will continue paying the employer portion of health insurance premiums for this time period. Employees will continue to be responsible for their portion of the health insurance premiums.

Bereavement

Alhambra Medical University allows three (3) days off, with pay, for a death in your immediate family. Immediate family includes parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, grandparents, or grandchildren.

You may request up to an additional two (2) days, which must be approved by your immediate supervisor and the department head. If accrued vacation is available, this benefit will be used for the additional two days; otherwise, the additional two days will be unpaid.

Bereavement leave for death of other than immediate family must be approved by your immediate supervisor and the department head. Absence for such a death is limited to two (2) days and will be unpaid.

Jury Duty

Alhambra Medical University does not pay for the time you are away from work serving jury duty, but you may use available PTO days to cover the time.

Witness Duty

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. If you must appear in such a proceeding, notify your supervisor at once.

You will not be paid for the time you are away from work participating in a court case or arbitration, but you may use available vacation and personal days to cover the time.

If you appear as a witness on behalf of the University, you will receive regular pay during such time.

State Disability Insurance

While employed at Alhambra Medical University, employees are covered by California State Disability Insurance through payroll deductions as required by the law. This insurance provides wage loss protection because of leave of absences from non-work related illness or injuries. An employee is eligible for the benefits 7 days after the onset of the disability.

SAFETY AND SECURITY

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fire.

Employees are required to observe all OSHA safety requirements and regulations. Any flammable materials are to be stored in covered metal containers. Employee should not block any fire doors, fire exits, fire extinguishers, window or doorways. Review the fire escape routes posted in the building, including routes posted near the elevator doors.

Safety

Alhambra Medical University is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your supervisor.

If you or another employee is injured, contact your supervisor immediately. Seek help from outside emergency response agencies, if needed.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your injury does not require medical attention, you must still complete a Supervisor and Employee Report of Accident form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from your supervisor.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the State Worker's Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from your supervisor.

Security

Alhambra Medical University is committed to ensuring employee's security. Our premises have a security guard that is present during working hours. If you have a security concern or need more information, contact your personnel representative.

Emergency Measures

We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your supervisor as soon as possible. Absence by nonexempt employees will be charged to personal or vacation time.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call the office. If there is no answer within one hour after the normal start time, you may assume the office is closed.

Workers' Compensation Insurance

Alhambra Medical University provides a comprehensive workers' compensation insurance program at no cost to employees to compensate for any illness or injury an employee might suffer while working on University premises, traveling on official University business, or attending an activity officially sponsored by the University. If you become ill or injured, please get medical attention at once.

You must also report the details to your supervisor immediately. And you must complete a report for every injury, no matter how small, to maintain the coverage and to get any benefits or other compensation to which you may be entitled.

Employee Acknowledgement Form

I acknowledge that I have received the Alhambra Medical University Employee's Handbook and that I have read and understand the policies.

I understand that this Handbook represents only current policies and benefits that it does not create a contract of employment. The University retains the right to change these policies and benefits, as it deems advisable.

Unless expressly proscribed by statute or contract, my employment is "at will." I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the University has the same right. I further understand that my status as an "at will" employee may not be changed except in writing and signed by the President of the University.

I understand that the information I come into contact with during my employment is proprietary to the University and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the University. I agree not to engage or participate directly or indirectly during the course of my employment, in any business competitive with the University. I understand that I must comply with all of the provisions of the Handbook to have access to and use University resources. I also understand that if I do not comply with all provisions of the Handbook, my access to University resources may be revoked, and I may be subjected to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the University's safety, health, and emergency procedures as outlined in this Handbook or in other documents.

Employee:

_____

Signature Date

_____

Please Print Your Name