

# Burrell College of Osteopathic Medicine

## Faculty Handbook

### Employee Handbook Contents

The following table is taken from the *Employee Handbook*. The complete employee handbook may be found at:

<https://bcomnm.org/employee-handbook/>

Faculty are expected to be familiar with the contents of the *Employee Handbook* and refer to it for questions regarding their employment by or service to the College. Faculty should contact their department chair or the Department of Human Resources to resolve any matters that require further clarification.

<b>Table of Contents.....</b>	<b>1</b>
<b>Welcome and Overview .....</b>	<b>5</b>
<b>Our Mission .....</b>	<b>5</b>
<b>Our Vision.....</b>	<b>5</b>
<b>About BCOM.....</b>	<b>5</b>
<b>Accreditation .....</b>	<b>7</b>
<b>Complaints Regarding Accreditation .....</b>	<b>7</b>
<b>Non-Discrimination/Equal Opportunity Employment .....</b>	<b>8</b>
<b>Hiring Practices .....</b>	<b>9</b>
<b>Employee Start Dates.....</b>	<b>9</b>
<b>Nepotism.....</b>	<b>9</b>
<b>Background Reviews/Drug Screens.....</b>	<b>9</b>
<b>Training and Development .....</b>	<b>10</b>
<b>Employee Classification.....</b>	<b>10</b>
<b>Faculty/Staff Work Classifications .....</b>	<b>10</b>
<b>Exempt Employees.....</b>	<b>10</b>
<b>Non-Exempt Employees .....</b>	<b>10</b>
<b>New Employee Probationary Status.....</b>	<b>11</b>
<b>Non-Contract Employees.....</b>	<b>11</b>
<b>Contract Employees .....</b>	<b>11</b>
<b>Temporary Employees .....</b>	<b>11</b>
<b>Employee Accommodations .....</b>	<b>11</b>
<b>Employment, Compensation, and Benefits .....</b>	<b>12</b>
<b>At-Will Employment.....</b>	<b>12</b>
<b>Personnel Files.....</b>	<b>12</b>

**Burrell College of Osteopathic Medicine**  
**Faculty Handbook**  
**Employee Handbook Contents**

Compensation .....	12
Payroll .....	12
Pay Periods.....	12
Payroll Deductions.....	12
Time Sheets .....	12
Employee Benefits .....	13
Health/Dental Insurance .....	13
Voluntary Benefits: Vision/Life/Disability Insurance.....	14
Retirement Plan.....	14
Employee Assistance Program.....	14
Workers' Compensation.....	14
Unemployment Insurance .....	15
Outside Employment .....	15
Attendance and Leave.....	15
Work Hours .....	16
Holidays .....	16
Meal Breaks.....	16
Attendance Policies.....	17
Absenteeism.....	17
Tardiness .....	17
Timely and Regular Attendance .....	17
Leave Policies .....	17
Administrative Leave .....	17
Annual Leave .....	17
Bereavement .....	18
Family and Medical Leave Act Leave .....	18
Jury Duty .....	19
Leave Without Pay .....	19
Military Leave .....	20
Sick Leave .....	20
Voting Time Off .....	20
Leave Requests .....	20

**Burrell College of Osteopathic Medicine**  
**Faculty Handbook**  
**Employee Handbook Contents**

Work Performance.....	21
Open Door Policy and Grievance Policy.....	21
Professional Conduct .....	21
Conflict of Interest .....	21
Performance Reviews .....	21
Insubordination .....	22
Disciplinary Policy .....	22
Grounds for Disciplinary Action .....	22
Procedures .....	22
Campus Access, Safety, and Property .....	24
Campus Access and Safety.....	24
Weather-Related Closures.....	24
Safety .....	24
Company Property and Privacy.....	24
Workplace Commitments.....	26
Dress Code.....	26
Work Environment.....	26
Drug-Free / Alcohol Free/Tobacco Free Environment .....	26
Consensual Relationships .....	26
Nursing.....	27
Termination of Employment.....	28
Final Paycheck .....	28
Exit Interview .....	28
Benefits Upon Termination .....	28
Health/Dental/Vision.....	28
Retirement .....	29
Other Benefits .....	29
Acknowledgement of Receipt – Employee Copy.....	30
Acknowledgement of Receipt – BCOM Copy .....	31