EMPLOYEE HANDBOOK

This document is a statement of policies, procedures, and information to part-time faculty members of the NAU Community Music and Dance Academy. It is the responsibility of each faculty member to be acquainted with the material contained in this document and to abide by the policies and procedures contained herein.

CONTACT INFORMATION

NAU Community Music and Dance Academy
590 W Riordan Rd., Bldg. 92, room 106 (PO Box 6041)
Flagstaff, AZ 86011
p: (928) 523-1889
f: (928) 523-1133
academy@nau.edu
nau.edu/music/academy

Office Hours of Operation (room 106): Monday – Thursday, 9:00am – 6:00pm; Friday, 9:00am – 5:00pm

| TITLE                      | NAME                | EMAIL                          | PHONE  
|----------------------------|---------------------|--------------------------------|--------
| Program Coordinator        | TBD                 |                                 | 523-1865 |
| Office Assistant           | Shannon Romero      | shannon.romero@nau.edu          | 523-1889 |
| Dance Coordinator          | Andrew Needhammer   | andrew.needhammer@nau.edu       | 523-6507 |
| Suzuki Coordinator         | Karin Hallberg      | karin.hallberg@nau.edu          | 523-8065 |
| Suzuki Assistant Coordinator | Kylie Ahern         | kylie.ahern27@gmail.com         | 405-880-2727 |
| Voice Coordinator          | Cho Hee Hwang       | choheehwang729@gmail.com        | 631-569-9963 |
| Piano Coordinator          | Rita Borden         | rita.borden@nau.edu             | 523-2289 |
| Academy Snow Line          | Weather related     | cancellations/delays            | 523-2333 |

The Academy maintains a website as part of Northern Arizona University. It is updated regularly and faculty members are encouraged to submit photos and events of interest for the web page. The Academy also maintains a Facebook page that lists upcoming events, cancellations due to weather, photos, and other news.

APPLYING

Interested applicants should submit a completed application including all requested signatures to the Academy office. Make sure to complete the final page of the application authorizing your background check. Academy applications are available at nau.edu/music/academy. Feel free to include any supplemental materials such as personal statements, curriculum vitae, or resumes for additional consideration. Completion and submission of an application does not mean that the applicant will automatically be hired. A completed, submitted application simply means that the applicant wishes to be considered for the job position. Ultimate hiring decisions are at the discretion of the program coordinator.

New prospective Academy hires who are already working for the university in another capacity must notify the program coordinator in order to coordinate the correct hiring procedure and hour reporting process.

a. Security sensitive positions: The majority of positions for the Community Music and Dance Academy are considered security sensitive positions because they entail unsupervised contact with minors who are not enrolled with Northern Arizona University. These jobs primarily include private teachers and group class teachers. Because of this status, a background check needs to be run and fingerprinting needs to be completed.
for all selected applicants. These two things MUST be completed prior to beginning any type of work. This is for the safety and liability of the students and the employee. Failure to complete these actions prior to beginning job related responsibilities may result in legal consequences.

b. Non-security sensitive positions: There are a few non-security sensitive positions like rehearsal assistants or substitute musicians. These employees may be working with minors but would have additional supervision present in such instances and are thus not considered security sensitive.

BACKGROUND CHECK
All applicants for security sensitive positions will be subjected to a background check. Submitted application materials are sent to American Background. It is imperative that all information is legible and correct—especially the social security number and birthdate. An extra charge is incurred to the department on top of the initial background check cost for any missing or incomplete information. If a past employer has since gone out of business, please explain this on the application rather than leaving contact information blank. Please be aware that this background check means that there are employees of the agency who will be calling all listed past or present employers for employment verification. You may need to warn any current employers to expect this call so they don’t think you are trying to leave for another position if that is not the case. A new background check must be run if there is a break in employment of six months or more—this includes employees who have not received compensation for six months or more.

NEW HIRE “PACKET”
The new hire “packet” is now all electronic. New hire packets must be completed prior to beginning work. Since the process has gone electronic, a new “packet” must be completed if there is a break of six months or more in employment. (This used to only be required when there was a break in employment of one year or more.) When a background check has been completed by the agency, it is sent for processing to the human resource department at NAU. Once HR has cleared the check, the program coordinator is notified that it is safe to move forward with the hiring process. As soon as this notification is received, the program coordinator will initiate a new hire “packet”. An email notification will be sent to the applicant within a few hours of initiation that prompts the applicant to follow a link in the email to complete all required information for hiring to continue. All pages must be completed. Certain pages may not apply to every applicant (like the direct deposit or military status) but still require some sort of check box or e-initial/date in order to be officially completed. Please make sure to initial and date the final instructions page. This one is easy to miss but will hinder the progress of the hiring process. The new hire “packet” includes the following pages:

- Welcome to Northern Arizona University!
- Instructions
- Personal Information
- E-Signature
- Mailing Address
- Emergency Contact
- Level of Education
- W-4
- Arizona State A-4 Tax Form
- Direct Deposit
- Selective Service
- Military Service
- Veteran Status
- EEO Part 1
- EEO Part 2
- Disability Status
- I-9* [see below for specific instructions]
- Loyalty Oath
- Arizona State Retirement System Disclosure Form (Part One)
- Arizona State Retirement System Disclosure Form (Part Two)
- Conviction Disclosure
- Final Instructions

*Completing the I-9: In order to complete the I-9 portion of the new hire “packet”, applicants must present either 1 item from List A below or a combination of 1 item from List B and 1 item from List C to the program coordinator for verification. This verification can also be completed with HR directly at any time or when the fingerprinting appointment occurs. Most applicants use their driver’s license and social security card. Photocopies are not acceptable. All presented identification must be original. There is a
social security office in Flagstaff for any applicants that need a card reissued. International students will need to obtain a social security number.

**List A – Identity and work authorization**
U.S. Passport or U.S. Passport Card

**List B – Identity (Must contain a photo)**
- Driver’s License or ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State, or Local Government with Photo
- School ID Card with Photo
- U.S. Military Card
- Military Dependent’s ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document with Photo
- Canadian Driver’s license

**List C – Work authorization**
- Social Security Account Number Card Authorized for Employment
- Form FS-545 – Certification of Birth Abroad from Dept. of State
- Form DS-1350 – Certification of Report of Birth from Dept. of State
- Original Birth Certificate or Certified Copy with Official Seal
- Native American Tribal Document
- Form I-197 – U.S. Citizen ID Card
- Form I-179 – ID Card for Use of Resident Citizen in the U.S.
- Social Security Account Number Card Replacement Receipt

**FINGERPRINTING**
New employees will be notified by email when the program coordinator initiates the new hire “packet”. This email will also include a link to schedule a fingerprinting appointment with Human Resources. To schedule this appointment, please go to [http://hr.nau.edu/apps/fs/](http://hr.nau.edu/apps/fs/). You will be asked for your name, phone number, Department Name, Supervisor Name and Phone, and Speedchart. Applicants may list the program coordinator’s name and number (Amy Tackitt; 523-1865) as the supervisor and charge Speedchart: “2110270F47”. Successful processing of the fingerprinting will be relayed by Human Resources to the program coordinator. Unfortunately, fingerprinting cards issued by other state employers (e.g. public school districts) do not count for this process. Fingerprinting must be completed by and through Northern Arizona University.

**PREVENTING WORKPLACE HARASSMENT TRAINING**
All full-time and part-time employees are required to complete mandatory Preventing Workplace Harassment training. You will find the training online at the Office of Affirmative Action website. This must be completed successfully within two weeks of completing the new hire “packet”. Please contact the Academy Program Coordinator if you believe you have already successfully completed this training.

**NAU CONDUCT, ETHICS, REPORTING, AND TRANSPARENCY (CERT) PROGRAM**
All employees of Northern Arizona University must complete the NAU Conduct, Ethics, Reporting, and Transparency (CERT) disclosure within 30 days of being hired at NAU, within 15 days of circumstances changes and thereafter, at least once annually. You can gain access to CERT program by visiting the webpage (nau.edu/Comptroller/Conflict-of-Interest/Welcome/) and click on the NAU Cert Program link located on the right side bar. CERT Program landing page displays several options: Step 1 – Standards of Expectation and Conduct is required to be reviewed. Step 2 – Employee Conflict of Interest Disclosure is required to be completed. Program Tutorial and CERT Quiz are optional.
CONFIDENTIALITY
No member of the Community Music and Dance Academy shall ever discuss the details of a student’s progress with individuals other than faculty or staff or parents/guardians of the student. It is inappropriate and unprofessional for faculty to discuss students with other Community families. It is also a breach of the confidential relationship between student and teacher.

GRADUATE ASSISTANTS
Because graduate assistants have agreed to a certain number of hours of work through NAU, permission must be granted by the graduate college to perform and be compensated for any additional work outside of that agreed upon load. Applicants in this situation must complete a Request for Additional Hours form. Please notify the program coordinator as soon as possible so that he or she can prepare this form. Additionally, this form requires the signatures of the applicant’s current assistant supervisor and academic supervisor. Obtaining these signatures is the responsibility of the graduate assistant. Once these signatures have been obtained, the form needs to be returned to the program coordinator for processing.

TEACHING
When a student registers for private lessons through the Academy, their registration form is sent to the appropriate area coordinator for them to assign a teacher to the student. The area coordinator will contact the assigned teacher, most likely by email, to notify them that they have a student and will provide the student’s contact information, duration of lesson, and number of lessons purchase. If there is no area coordinator, which is the case in any non-string or piano instrument or voice, the office assistant or program coordinator will send this information to the appropriate teacher by email. It is then the teacher’s responsibility to contact the student/family within 72 hours to begin the process of scheduling lessons. It is against NAU policy to provide instruction to anyone on the NAU campus without the student being officially associated or registered with NAU. Additionally, all lessons taught to students registered through the Academy must be taught on campus.

PRACTICE ROOM RESERVATIONS
Practice rooms are available for private lesson instruction in both the Performing and Fine Arts Building (Bldg. 37/37A) and a few rooms in the Ponderosa Building (Bldg. 92). Because of the limited number of rooms, teachers will likely need to reserve the space in order to guarantee availability at the time of lessons. Room reservation forms are available in room 120 of the Performing and Fine Arts Building as well as the Academy Office. Completed and signed forms can be turned into Jennifer Saunders in the Performing and Fine Arts Building.

A weekly schedule will be posted on the practice room doors. If you know you will teach at the same time every week, you may send a reservation for the entire semester. Otherwise, you will need to update weekly. Practice room reservations for Academy teachers take priority over individual practice. Please only reserve practice rooms for the duration of the lesson. Reservations may not be made for individual practice. Abuse of the reservation process will result in the loss of privileges.

CLASSROOM RESERVATIONS
Classrooms may be reserved for special Academy programs or rehearsals on a case by case basis. Generally, classroom reservations must be made by the program coordinator. Requests should be explained in detail. NAU classes take priority over Academy events. All efforts will be made to arrange for the requested space based on availability.
**FACILITY HOUSEKEEPING**

- Eating and drinking is prohibited in classrooms and dance studios
- Smoking is allowed only in outside designated areas
- Pets are not allowed in university buildings
- Please return rooms to the classroom teaching format upon conclusion of any classes. Our goal is to leave rooms cleaner than they were when we arrived. If a room is in disarray when you arrive, please notify the building manager, Jennifer Saunders.
- If you notice a maintenance problem with a space, please notify the building manager, Jennifer Saunders.

**SAFETY**

Please exercise common sense and precautions and remain constantly alert to your surroundings. By taking some suggested positive actions, you can help minimize the number of opportunities criminals have to commit crimes on our campus. Please be extra vigilant given the high number of minor students on campus and in buildings.

- Be aware of your surroundings
- Do not prop exterior doors open—if you see a propped door, close it
- Never let an unknown person into the building
- DO NOT confront suspicious individuals or intruders; call the NAU PD and notify building staff
- Never leave room or office doors unlocked—including windows

**EMPLOYEE EXPECTATIONS**

- Be prepared for lessons and/or classes including necessary equipment/materials and may expect the same from students and parents.
- Be on time for lessons. If a teacher is tardy by more than 10 minutes, it is the choice of the student/parent whether or not to reschedule the lesson. If no rescheduling is requested, the lesson will be forfeited and the teacher will not be compensated.
-Provide one free make-up lesson each semester in the case of cancellation or unexplained absence. Lessons cancelled with less than 24 hours’ notice (by either student or teacher) may be considered forfeited and will not be rescheduled. Frequent rescheduling (by either student or teacher) should be reported to the Academy office.
- Maintain the highest level of professionalism at all times when representing the Academy (e.g. lessons, classes, recitals, community engagements, etc.). This includes, but is not limited to, appropriate dress, language, and behavior.
- Program coordinator and/or area coordinator reserve the right to observe any lesson or class at his or her discretion.

**NON-SOLICITATION/LOYALTY POLICY**

Students enrolled in programs at the NAU Community Music and Dance Academy are students of the Academy—not the instructor. To that extent, instructors have the responsibility to avoid all potential conflicts with his/her work at the Academy. No Academy student can be accepted by a member of the Academy faculty for private study or for study in another institution with that faculty member.

During the period of employment and for a period of 12 months after leaving the employment of the NAU CMDA for any reason, including non-renewal by either party, instructors are expected not to solicit, transfer, or teach music instruction to any student enrolled in the CMDA during the period of employment by CMDA (except for a member of the instructor’s immediate family) in their private teaching schedule or as an instructor at any other location. Nor shall any instructor leaving the employment of CMDA recommend, suggest, or refer any CMDA student to seek instruction from another teacher or location.

Instructors are asked not to recommend, suggest or refer any enrolled CMDA student, nor any member of that student’s family to seek instruction outside of CMDA without prior discussion with the program coordinator.
COMMUNICATION
It is extremely important to inform the office of any address or phone changes. Most of our correspondence is done via email so please check your email account(s) often.

It is imperative that the lines of communication remain open among the teacher, parent, student, area coordinators, and program coordinator. If a problem arises with a parent, student, or colleague, the problem should first be brought to the area coordinator if one is available. If the problem cannot be resolved at that level or is an issue with the area coordinator themselves, the situation should be brought to the program coordinator for resolution.

Faculty members who teach group classes or ensembles are expected to communicate with their students (or parents) on a weekly basis. This will keep parents informed of upcoming events such as auditions, recitals, special performances, and guest artists. This is also a good way to reinforce good behavior and practice for your students.

REPORTING HOURS
Teachers must report their teaching hours every two weeks. Teachers should fill out their lesson report sheet to include date of lessons taught, parent or student initials, and total hours being submitted (see example below – blank timesheets available on Academy website under “Employment” and “Resources” links). Completed report sheets should be turned into the Academy mail box (middle of the bottom row of faculty/staff mailboxes) located in the School of Music main office (room 120). Lesson report sheets must be submitted by 5pm on the Friday prior to each pay week. Report sheets will be collected at 5pm that day. During pay periods that include a holiday, pay period entry dates may change. The Academy Office will make every effort to notify teachers via email of the altered time frame as necessary in advance.

Lessons will be tracked internally and approved by the program coordinator by initialing the lesson report sheet. Once reports have been logged by the Academy Office, report sheets will be placed back in the Academy “outbox” (a wire basket placed on the counter in the School of Music main office labeled “Academy Instructors”) for pick up—usually by the end of the day on the Monday of pay week. Teachers should pick up their approved report sheets and continue tracking lessons throughout the semester until they have completed the necessary number of lessons.

Should teachers complete all purchased lessons prior to the end of the semester, it is their responsibility to check with the Academy Office to make sure their student has purchased additional lessons before continuing to teach. If a teacher administers lessons that have not been purchased by the student, they will not be compensated until the student has paid for this additional instruction. If it is not possible to complete the purchased number of lessons in a timely manner, please contact the Academy Office.

Pay period dates can also be found on the NAU Human Resources website and on the Academy website. If for some reason, teachers are unable to submit hours by 5pm on Friday (illness, weather, etc.), please email hours to the program coordinator for entry. Hours must be entered by the program coordinator by 10am on the Monday of each pay week. Online entry closes at 10am and any errant hours will not be entered until the following pay period.

PAYMENT
The following will not be compensated:

- Attending and hosting student recitals and performances
- Attending meetings called by area coordinators or program coordinator
- Discussions with parents regarding student issues
- Providing instruction to students who have not registered/paid for that instruction

Most Academy employees will be placed on an hourly payroll. Pay scale is determined by teaching level (intern, professional, or master) and by year in school for intern level teachers. Intern teachers are music performance or education majors at NAU, professional teachers have received their master of music degree or have equivalent professional experience, and master teachers serve as NAU School of Music faculty members, have obtained their terminal
degree in music, or have equivalent professional experience. Submitted hours will be reviewed and entered by the program coordinator or administrative specialist online by 10am on the Monday morning of each pay week. If the employee has set up direct deposit during their new hire process, compensation will be deposited directly into their account. An email from HR will likely notify the recipient during the day(s) prior to deposit. Payment details can also be viewed in each employee’s LOUIE account for those on payroll. Off-cycle checks will only be issued in extenuating circumstances.

Any additional work on top of private teaching will be arranged on an individual basis with the program coordinator.
# FALL 2016 ACADEMY LESSON RECORD

**Name:** Teacher Example  
**Instrument:** Piano

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**INSTRUCTIONS**

Student Name: First AND last name  
Lesson Length: Circle appropriate duration (in minutes)  
Quantity: Number of lessons purchased

Numbered columns: Date of each lesson in appropriate cell  
Parent and/or student must initial below each reported lesson date  
Total Hours Submitted [below]: Add total hours for applicable pay period

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*approval by program coordinator's initials only—do not fill this cell!