

COMPENSATION AND EVALUATION

The Adler University Compensation Philosophy supports the beliefs and principals of Alfred Adler. These include the concepts of individual challenge and accountability, as well as collective – and institutional – cooperation and collaboration. Thus, our compensation recognizes and rewards both individual excellence and collective achievement.

Our compensation practices strive to ensure both internal equity and external competitiveness. Adler's policy is to maintain a program that attracts, motivates and retains superior employees who contribute to the success of Adler. The Compensation Program is designed to be simple, flexible, cost effective and in compliance with applicable state and federal laws and regulations.

Employees are evaluated by their immediate supervisor, typically annually. The exact date of the annual evaluation may vary in accordance with University practice. Newly hired or inexperienced workers may be evaluated more frequently. Employees who have completed at least six (6) months of service by August 31 of each year are eligible for salary increase consideration at that time. In rare circumstances, employees who have worked fewer than six (6) months by August 31 of a given year may also be eligible for a salary increase at that time.

Employees should bring any pay-related questions or concerns to the attention of their supervisor, who will try to answer questions or resolve problems quickly and fairly.

Employee Performance

No organization can function well unless all of its employees do their part to secure a productive, safe and cooperative environment. The manner in which an employee presents him/herself to students, clients, visitors, and fellow staff members is very important to the effective operation and harmony of Adler. Staff members are expected to carry out their job responsibilities in a positive way showing respect for the rights of others and carrying out assigned responsibilities and other duties as requested. Employees are invited to bring any concerns regarding their job to their immediate supervisor. The following is a non-exhaustive sampling of some of the more common ideals that are necessary for the promotion of safety, efficiency and productivity. The following constitutes the Adler Code of Conduct. Each full-time and part-time regular employee will be evaluated against these and other performance criteria:

- Communication:
 - effectively expresses oneself in all oral and written communications;
 - exhibits good listening and comprehension skills;
 - keeps others informed in a timely manner;

- responds with tact, diplomacy, respect and composure when dealing with others through both oral and written communication, promotes the spirit and essence of the Adler's Vision, Mission, Values and Commitment.
- Teamwork and Collaboration:
 - cooperates with others toward the achievement of common goals;
 - actively contributes and fully participates in team initiatives;
 - builds and maintains constructive work relationships.
- Responsive to Change:
 - supports changes in the work environment;
 - displays a proactive, problem-solving approach toward work;
 - committed to life-long learning by continuously increasing skills, knowledge and effectiveness;
 - exercises sound, accurate and informed independent judgment when needed.
- Quality-Driven and Accountable:
 - results-oriented and committed to quality through continuous process improvement;
 - service oriented;
 - monitors own performance, accepts responsibility for actions and actively seeks feedback;
 - meets deadlines and completes projects and activities in a professional, timely manner;
 - seeks opportunities to reduce costs or increase productivity without reducing effectiveness.
- Support of the Mission of Adler University:
 - supports and models Adler's values of social interest, compassion, justice, respect for the individual, honors diversity and difference, intellectual rigor, optimism and collaboration;
 - respects his/her co-workers and others around them;
 - articulates Adler's Vision, Mission, Commitment in a way to educate others;
 - demonstrates active commitment in advancing Adler's Vision, Mission and Commitment;
 - exhibits personal integrity, honesty, zeal and compassion;
 - aligns work processes to advance Adler's strategic plan and key strategies.
- Responsibility toward Supervisor:
 - as an employee you should seek your supervisor's guidance and support in matters relating to your assignments.

The following should not be considered as a complete list of all unacceptable behaviors, but rather examples of some common, and unacceptable, workplace behaviors:

- Insubordination: refusing or failing to follow instructions or to perform assigned work;

- Dishonesty: falsifying or lying in connection with employment, paperwork, time-cards, employment applications, etc.;
- Excessive tardiness or absenteeism;
- Disorderly conduct;
- Willful or continued violation of safety practices;
- Intoxication or illegal drug use on Adler property;
- Harassment or other discriminatory conduct;
- Theft of Adler property or that of other employees or students.

Employees engaging in misconduct, including but not limited to the items listed above, are subject to discipline up to and including termination, at the discretion of Adler University.