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Salary Plan

COLLEGE FACULTY MEMBER BUSINESS RELATIONS

The Pacific Union College Faculty salary plan is based on the North American Division of the General Conference of Seventh-day Adventists Wage Scale for senior colleges, with Board of Trustees approved local adjustments, which applies to all faculty and is published yearly in this *Handbook* (**Appendix D-1**).

The individual faculty member's salary is based on rank, degree held, years of service, experience, and productivity. Within each of the four ranks there are several basic wage levels. An additional stipend is paid to department chairs, associate chairs, academic program directors, and for CAPE teaching.

Paychecks are issued every other Thursday. A schedule of payroll dates is available in the Human Resources Office.

The Faculty Contract

The basic faculty contract is for services rendered during three academic quarters. This service includes normal class preparation required before the start of each quarter and the completion of course records and the submission of grades at quarter's end. Compensation is calculated as an appropriate percentage of the wage scale. If a teacher's service is needed during a fourth quarter an additional contract will be negotiated. (The "fourth quarter" may be understood to be any quarter of the academic year, though in most instances it is the summer quarter.) Faculty are to be available as requested two weeks prior to the first day of classes in September for departmental meetings and Colloquy.

Basic Assumptions and Provisions of the Salary Plan

Payment Schedule

The payments specified in the basic faculty contract are normally spread over twelve months. Those who prefer that the total compensation be received during the three quarters in which the service is rendered may indicate that preference when the contract is negotiated.

Sabbatical Wage

A faculty member on summer sabbatical receives a stipend of 3-5 load units of credit. Approval of sabbaticals is subject to the availability of funds and approval by the board of trustees.

Provisions Governing Fourth Quarter (Summer) Contracts

Regular Fourth Quarter Contracts

Regular fourth quarter contracts are based on reasonable assurance that the proposed course(s) will fill. The following provisions apply:

- A teacher who is needed for summer duties will be paid at the special contract rate (for each quarter hour of teaching to a maximum of 9 hours) or at the special weekly contract rate (for short-term courses, workshops, or administrative responsibilities to a maximum of 9 weeks).
- A teacher who has accepted a regular contract and whose course fails to fill will teach a smaller number of students at the regular contract rate if the course is deemed to be essential by the Vice President for Academic Administration. If the unfilled course is not deemed essential, the teacher may
 - a. accept other responsibilities, if offered by administrators, in order to obtain compensation equal to the contracted amount, or
 - b. accept a stipend equal to one-third of the contracted amount without additional service obligation.
- Courses are considered filled according to the following scale
 - a. regular courses: five students; remuneration: 100% of scale
 - b. laboratory courses: seven students; remuneration: 150% of scale
 - c. seminar/workshop courses: generally nine students; remuneration: 100% of scale.

- Teaching courses in departments such as Exercise Science, Health and Nutrition, and Music, or departments where instruction is accompanied by laboratory work, will be compensated on the basis of the Academic Load Unit formula.
- A Directed Study course is paid at one-fifth of the special contract rate.
- Summer session contracts are paid on the regular payroll dates according to the length of the course (e.g., an eight-week summer course is paid out over five biweekly pay periods).

Courses may be taught on a contingency basis at any time during the school year, however, such designation is most often used in the summer. The Vice President for Academic Administration may give a teacher the option of teaching a course on a contingency basis if there is uncertainty in regard to student interest in the course, or if a teacher or a department wishes to teach a course which is not deemed essential by the Vice President for Academic Administration.

Courses taught on a contingency basis must have an enrollment of five or more for the teacher to receive full contract pay. For an enrollment of four or fewer, the teacher may receive compensation which is proportionally less (e.g., compensation would be 4/5 of the contract if four students are enrolled). The teacher has the option of declining the teaching assignment if the small enrollment would make the level of compensation unacceptable. Such withdrawal must be announced within 24 hours of registration.

Classes will be approved for directed study only in cases where the student must have the class for graduation, and there are no other options available due to scheduling or other unforeseen problems. When there is a request to offer a class by directed study, the remuneration to the teacher will be dependent on the circumstances of the offering. During the regular school year, the supervising teacher will not normally receive extra remuneration.

In the case of summer offerings, the Vice President for Academic Administration will approve any directed study. Students will be charged full regular tuition for summer directed study courses. The remuneration paid to the teacher will be one-third of the tuition collected from the student. In the case there should be more than one student in a directed study class, the total remuneration to the teacher will not exceed the rate for a regular summer contract.

See the Salary Advance Policy section below.

Teachers who accept a CAPE assignment as part of their college teaching load will receive mileage.

All contract lecturers, and others not currently under a contract that amounts to at least one-half of full salary for ten months, will be paid for summer teaching at the contract teaching rate.

Paychecks are issued every other Thursday. Faculty and staff members are discouraged from asking for advances. In **emergency situations** authorization for such advances to assist with a short-term financial burden may be obtained by full-time or part-time employees with regularly scheduled hours or a scheduled biweekly salary. The following conditions apply:

- Not more than six advances per fiscal year may be granted.
- Requests shall be in writing, signed, and submitted to the Director of Human Resources for review and approval.
- Approval is at the sole discretion of the Director of Human Resources.

**Contingency
Contracts**

**Directed Study
Remuneration**

**Summer
Contract
Advances**

CAPE Teaching

Part-Time Contracts

Salary Advances

Midyear Salary Adjustments

- Advances are granted only during non-payroll weeks.
- The amount of the advance may not be greater than 70% of the regular take-home pay for one pay period. If requests for amounts greater than 70% are approved, they are to be considered short term loans, subject to interest. (See **Appendix D-5(e)** for the applicable interest rate.)
- Advances can normally be processed within 24 hours of request. Amounts greater than \$250, however, are paid by check, in which case one day is required for check processing.
- Employee spouses may not request advances for the employee, nor pick up advances given in cash.
- This policy applies to payroll advances. Travel and expense advances are handled under a separate policy. (See “Travel Expense Reimbursement” section later in this chapter.)

A teacher who is officially notified of the completion of the requirements for a graduate degree receives an appropriate salary adjustment effective the next pay period after a copy of the receipt of the notification of completion is given to the Vice President for Academic Administration and the Director of Human Resources.

Contract Salary Schedule and Department Transfers. See **Appendix D-2.**

Professional Growth

FACULTY DEVELOPMENT ALLOWANCES

The professional growth allowance is \$500 per faculty member per year. Unspent amounts are carried over from year to year. In addition, travel and other direct expenses are reimbursable for all faculty members’ convention attendance. (See “Travel Expense Reimbursement” later in this chapter.)

ADVANCED STUDY PROGRAM

The College has established an advanced study program to enable faculty members to pursue graduate study leading to advanced degrees which will enhance their teaching contribution to the institution. Awards for that purpose are based upon the needs of the College and the availability of resources for this purpose. Final determination of eligibility for advanced study is made by the College administration and the Board of Trustees and is not a right of the employee.

Selection and Funding

Factors which the Board may take into account include, but are not limited to, the following:

- The needs of the college in a given area of study and the projected needs of the program for which the teacher is being considered for graduate study;
- Benefit to the College by the applicant’s pursuing the advanced degree;
- Availability of institutional funds;
- The number and quality of other applications pending for this program;
- Whether other employees in the applicant’s department are being sponsored in graduate studies. Typically only one faculty member at a time from any department may receive graduate study assistance;
- The expected time for the completion.

Other considerations

Normally, the college will expect to continue graduate assistance for sponsored faculty members from year to year, with the following limitations.

- The level of financial commitment will be based in part on the potential contribution of the applicant's study leave to the college. Assistance levels may vary from program to program. The College will normally assist with full or partial tuition only and subject to availability of financial resources. Applicants should expect to bear part of the cost of the graduate study program.
- Faculty members in graduate study are expected to submit an annual academic progress update of their graduate study with their renewal application and include an official transcript and/or a statement from their research advisor.
- Requests for release time from teaching duties are to be submitted to the Vice President for Academic Administration with a study plan for the leave period. Chairs should submit a plan for covering the teacher's courses during the study leave for the Dean's consideration.
- The college normally sponsors applicants for graduate assistance for no more than three years for the master's degree and five years, post masters, for the doctoral degree. For a degree that normally requires more than five years, a special request should be placed with the Vice President for Academic Administration. If release time from teaching is granted, the dollar value of that time will be added to the amount to be amortized.
- The faculty member should apply to the Vice President for Academic Administration for assistance renewal by February 1.
- All study leaves are to be approved by the Administrative Council and the Board of Trustees.
- All faculty members benefiting from college sponsored study shall sign an amortization agreement with the Human Resources Office.

An applicant may not reasonably rely on receiving any assistance from the College until:

- the Board of Trustees has approved the application, and
- it is determined by the Vice President for Financial Administration that there is adequate funding for the graduate study program. Approval of financial assistance is granted to an applicant for only one year at a time. Approval for one year does not create an entitlement for assistance following that year. Applications for renewal of assistance should be submitted to the office of the Vice President for Academic Administration by February 1.

Section 127 of the Internal Revenue Service Tax Code presently allows for a maximum annual exclusion of \$5,250 per employee for qualified educational assistance programs. A tax accountant should be consulted regarding all tax issues related to the receipt of educational assistance and the deductibility of education expenses.

All financial assistance given to a participant by the College is considered a loan, payable upon the termination of participant's employment with the College. However, for each year of full-time teaching following the completion of participant's study, 33 1/3 percent of the loan for a master's degree or 20 percent of the loan for a doctoral degree will be canceled. (The cancellation of this indebtedness may be a taxable event for the participant.) The Advanced Study Leave Agreement more fully describes the cancellation process.

Upon a request by the employee, the College will consider continuing the employer's contribution to the Adventist Retirement Plan during a study leave when the recipient is on salary from or through the College, for a period of up to two years.

Tax Liability**Cancellation of Graduate Study Expenses****Retirement Plan Contribution**

Non-College Grants

A faculty member who is eligible for a non-college grant but desires to remain on the college payroll to preserve the employer's contribution to the Adventist Retirement Plan, may do so by exchanging the grant with the College for continuing full pay and uninterrupted contributions. Where this is done, the grant will be assessed the applicable benefits percent to cover all costs to the college for having the faculty member on salary including, but not limited to, the costs of Social Security, retirement, workers' compensation, health care, and other benefits.

Reimbursement for Doctorate Earned at Teacher's Expense

In making arrangements with prospective faculty members who have earned the doctoral degree at their own expense, or with those who have secured their doctoral degrees by having a portion paid by the denomination, colleges may make financial reimbursements to such individuals on the following basis.

1. Underlying Philosophy – Reimbursement for doctoral expenses is an institutional option which encourages recruitment and retention of excellent teachers. It is not an entitlement of the same nature as medical and educational perquisites and may vary with discipline and campus needs.

Doctoral reimbursement will depend upon many factors: a formal request by the prospective teacher, documentation of expenses and income during doctoral studies, availability of teachers with similar training, institutional needs, institutional finances, professional promise of the candidate, and other circumstances which may be reflected in the negotiations.

There shall be a candid discussion with all prospective teachers relative to the doctoral reimbursement provisions, and all reimbursement matters shall be agreed upon prior to employment of the teachers. Unless prior understanding has been provided in writing by the institution, doctoral reimbursement is not available for a teacher who commences doctoral studies while employed by the school.

Reimbursement shall be made only for doctoral studies at universities or seminaries which are accredited with their regional accrediting associations. Accreditation by professional accrediting associations is not in itself necessarily sufficient.

2. Amortization – A maximum of five years of full-time service will amortize full reimbursement. A prorated scale will establish amortization time for less than full reimbursement. Employment of a prospective teacher, between the conferral of the doctorate and employment by the school, will normally reduce the total amount granted by the school for doctoral reimbursement.

3. Financial Limits – A teacher who has completed a doctoral degree at his/her own expense may apply for reimbursement of such expense from his/her employing institution at the time initial hiring arrangements are made. Teachers eligible for this reimbursement will normally be those employed in positions that lead to permanent academic standing. Such reimbursement shall be agreed upon at the time of the first employment subsequent to completion of the degree, but in any event must be accomplished within five years. Reimbursement is considered optional at the discretion of the institution.

Full reimbursement will not be greater than actual out-of-pocket costs for tuition; books; fees; dissertation expenses; education loans, including fees and interest; related travel and moving expenses; and living expenses. Living expenses include cost of housing, utilities, transportation, food, and health care. Reimbursement for living expenses shall not exceed 100 percent of the annual local area remuneration factor in effect at the time such expenses were incurred. All expenses must be documented to the satisfaction of the employing institution. The amount is to be paid in equal installments over a five-year period. As an alternative, the institution may choose to assist in repayment of educational loans.

See North American Division Working Policy: www.nadeducation.adventist.org (click on "Educational Policies," then click on "Higher Education Policies").

FINANCIAL POLICIES FOR EMPLOYEE TRANSFERS

When an employee transferring to another organization has outstanding indebtedness to Pacific Union College, the following conditions apply:

Information. The calling organization is responsible for obtaining full information regarding the employee's financial responsibilities to the current employer. Any indebtedness information not communicated at the time of the transfer or within 60 days of confirmation of the call will not be the responsibility of the calling organization. Any indebtedness not covered by the calling organization remains the responsibility of the employee.

Duplicate Housing Expense, NAD Working Policy (X 20 06)

1. Initial Assistance - When an employee is moved from one location to another, and because of the conditions of his/her lease or failure to sell or rent his/her home, he is required to pay housing expenses both at his/her former location and at his/her new location, an allowance may be granted to cover the time when payments are being made at both locations and both homes are habitable. The allowance may be granted under normal conditions up to three months.
2. Unusual Circumstances - In unusual circumstances when the employee has not been able to sell the home at his/her former location and evidence is presented indicating that the asking price for said home at the end of the three-month period referred to in 1. was no more than 100 percent of an appraisal provided by an independent appraiser, up to an additional three months' assistance may be granted. An independent appraiser shall be understood to be a qualified appraiser such as may be contacted through banks or home loan associations. Real estate agents shall specifically be excluded from this group. The reasonable cost of such appraisal will be reimbursed by the employing organization.
3. Extreme Circumstances - If the employee has not been able to sell the home after having received an allowance for six months because of extreme circumstances, the allowance may be continued for a further period of up to six months if the asking price for the said home is not more than 95 percent of the appraisal during this period.
4. Amount - When granted, the monthly allowance shall be the actual expense for principal and interest, property taxes, and insurance up to 75 percent of the Category A remuneration factor plus 100 percent of any cost-of-housing allowance for which the employee was eligible at the former location. Fifty percent of any rental income shall be deducted from the allowance.
5. Utility Expenses - In addition to the monthly allowance provided for in paragraph 4., employees may be reimbursed for the cost of utilities to provide security lighting and minimum heating.
6. Selling Loss Shared - In view of the importance of pricing a home correctly before it is placed on the market, and due to the critical importance of the first 30 days in the sale of the property, both the employee and the new employer may agree at any time during the selling process that in lieu of spending all the duplicate housing allowance provided in X 20 06, the property may be placed for sale at less than one hundred percent of market value as determined by current appraisal. The cost of the reduction may be shared between the new employer and the employee at an agreed upon ratio on an individual basis. The employer cost is not to exceed the maximum duplicate housing allowance provision.

Indebtedness of Transferring Employees

	<p>Unamortized Moving Expense and Educational Loans. The calling organization is responsible for assuming unamortized moving expense, which includes preliminary trips, duplicate housing allowances, duplicate automobile licenses and fees, etc., educational loans and unamortized educational expense.</p>
<p>Health Care</p>	<p>EMPLOYEE BENEFITS</p> <p>HEALTH CARE</p> <p>The College participates in the North American Division Health Care Assistance Plan. The plan is an employer-sponsored health care plan. It is not an insurance program or policy. The plan provides a broad range of benefits for medical, vision, dental, and prescription expenses. For example, the plan pays benefits for expenses incurred anywhere in the world for hospital care, surgery, emergency care, pre-admission testing, and prescription drugs. However, the plan only pays a portion of the cost of these medical services. In addition, the plan does not, and is not intended to, cover all health care services and products that are available. The plan is administered by Adventist Risk Management, Inc. of the General Conference of Seventh-day Adventists.</p>
<p>Health Service</p>	<p>The College has annual deductibles for the medical and dental portions of the plan. Deductible amounts are applied at the beginning of the plan year (July 1 – June 30) before any reimbursements are made. Information about enrollment, coverage for spouse and dependents, deductibles, co-payments, and out-of-pocket maximums is available from the Human Resources Office. The NAD HCAP Benefit Summary booklet is available at the Human Resources Office.</p> <p>With the understanding that students have priority for services, faculty members may receive available medical services from the registered nurse and the attending physicians at the College Health Service located on the ground floor of West Hall. Medical expense incurred through the College Health Service may be reported under the Health Care Assistance Plan. The Health Service serves faculty families and married student families on a fee basis.</p>
<p>Flexible Spending Account</p>	<p>Under Section 125 of the Internal Revenue Service code, employers may provide employees with a flexible spending account to cover unreimbursed out-of-pocket medical and dependent care expenses using pre-tax dollars. The College contracts with the American Family Life Assurance Company (AFLAC) as a Third Party Administrator (TPA). Each May and June there is an open enrollment period for employees to join or adjust their withholding for the spending account. Employees may set aside annually up to \$2,000 for unreimbursed medical expenses and up to \$5,000 for dependent care expenses. To establish the account or to adjust the account withholding during the open enrollment period, contact the Human Resources Office. New employees must establish their spending account within thirty days of the date of hiring.</p>
<p>Wellness Program</p>	<p>Faculty members and their spouses are eligible to participate in the Wellness Program. Yearly health screening tests examining employee health indicators (blood pressure, blood panel, body fat composition, flexibility/endurance, height, weight) and a health questionnaire comprise the annual program. Faculty members and their spouses may sign up for the program through Health Service.</p>
<p>Vacation</p>	<p>VACATION AND LEAVES</p> <p>Members of the teaching faculty are not entitled to vacation time except that provided in the structure of the regular academic calendar.</p>

Only holidays that fall during the contracted academic quarters (Martin Luther King Day, Midquarter Vacation, Memorial Day, Fourth of July, and Thanksgiving) are paid holidays for faculty members.

Holidays

The equivalent of ten working days annually are allowed for bona fide illness to supplement State Disability Insurance benefits. Medical verification may be required. Extended sick leave up to six weeks may be granted to faculty and salaried employees by the College administration in emergency situations. In extreme situations, with approval of the Board of Trustees, an extension of up to six months may be granted. Length and type of service are considered in approving time extensions.

Sick Leave

As provided under the Federal and State of California Family Medical Leave Acts, employees may request an unpaid medical leave for a period up to twelve weeks per year for personal medical needs, the birth or adoption of a child, or to care for an ill child, spouse, or parent. Family medical leave stipulates the medical conditions under which an employee may be granted leave. The leave may be spread over short periods of time or taken in one block. During the leave period (if unpaid), all benefits except the Health Care Assistance Plan are suspended. Employees must complete a Family Leave Request form available at the Human Resources Office. Upon receipt of the request, the Human Resources Office will verify the employee's eligibility for leave with the employee's treating physician. Once the leave is approved, the employee must obtain a medical release from the physician to return to work. Further program information and forms are available from the Human Resources Office.

Family Medical Leave

A three-day funeral time allowance is available for salaried employees to care for urgent matters attendant on the death of members of the immediate family, defined as: spouse, mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild and all step equivalents. Employees may be required to furnish satisfactory evidence to support the leave. Should additional time be required to attend to personal matters, employees are to make arrangements with their immediate supervisor, director, or vice president, in consultation with the Director of Human Resources.

Funeral Leave Time

The College expects its employees to fulfill their civic duty when selected for jury service, and follows the practice of continuing the employee's regular wages for a period of not more than two weeks in any fiscal year.

Jury Duty

TAXES , RETIREMENT, AND INSURANCE

All College employees except licensed and credentialed ministers come under the Federal Government Social Security program. The employee and the College each contribute to the program an equal percent of gross pay for FICA tax and the Medicare portion of Social Security. Some information about Social Security is available from the Human Resources Office. More detailed information is available from the Social Security Office at 1700 Second Street in Napa. Telephone (800) 772-1213.

Social Security

The College participates in the Adventist Retirement Plan. It is a defined contribution plan that went into place on January 1, 2000. A defined contribution plan is a retirement savings plan in which the eligible employee contributes a specified amount of money toward retirement, tax deferred, each payday. Contact the Human Resources Office for information about the plan.

Retirement Plan

The North American Division Retirement Plan (defined benefit plan) was frozen on December 31, 1999. Benefits are based upon an employee's years of service with the Church, the ten highest years of remuneration during employment, and the annual church pension

Tax Shelter Annuity Accounts (TSA's)

	<p>factor. More detailed information regarding the plan is available in the Human Resources Office.</p> <p>To assist employees in planning for financial security in retirement, the College provides various voluntary tax shelter annuity plans. Currently, under IRS section 403 B, several mutual fund companies provide voluntary plans to which employees may annually contribute up to 25% of their gross earnings, within the currently allowed dollar ceiling indicated in Appendix D-5(f). The current list of TSA providers is available in the Human Resources Office.</p>
<p>Unemployment and State Disability Insurance</p>	<p>Pacific Union College operates under mandatory State regulations governing Unemployment and State Disability Insurance. Those regulations establish the guidelines under which a terminated employee may receive benefits. Employees are not required to participate in the unemployment insurance costs, but under State law they are required to participate in the costs of State Disability Insurance by payroll deduction. While on State disability salaried employees are continued at full salary in order to take advantage of the non-taxed status of State disability benefits. Employees must provide the payroll office with a copy of their disability checks in order to adjust the salary by the amount of State disability benefits. State disability benefits are paid up to one year from the date of the qualifying disability. Circulars describing the criteria under which employees may claim disability benefits may be obtained from the Human Resources Office.</p>
<p>Long-Term Disability</p>	<p>Salaried employees are provided with a long-term disability policy. The policy provides employees with monthly income continuance at 66 2/3 percent of the employee's pre-disability monthly salary. As the College pays the premiums for the policy, any benefits paid to the employee are taxable at the time of payment. The policy is subject to a 180-day elimination period before benefits are paid. During the first 180 days, the College will coordinate salary continuance with State Disability Insurance. This benefit is coordinated with any other disability payments such as State Disability Income (provided for up to one year after the date of disability).</p>
<p>Employee Survivor Benefit</p>	<p>An employee survivor benefit is paid to the survivor(s) of full-time denominational employees who die while in active service or are still on the denominational payroll, and/or to the survivor(s) of the spouse thereof, or for a dependent as defined in the Health Care Assistance Policy. This benefit is also available during a period of one year immediately following the beginning of retirement provided the employee went directly into retirement from active service. Benefits provided on behalf of unmarried employees without surviving dependents will be paid to the estate of the deceased unless there is a designated beneficiary responsible for applying the benefit as needed to the final illness and funeral expenses. See Appendix D-5(c) for the current benefit provisions.</p> <p>If the spouse or dependents are also serving as employees of the denomination, only one benefit per death will be paid. Any other death benefits provided at denominational expense will be deducted from this payment, including but not limited to workers' compensation insurance, accident insurance, Retirement Plan funeral allowances, etc.</p> <p>The purpose of this benefit is to provide financial assistance in meeting the employee's share of the expenses of the final illness and funeral as well as the needs of the survivors. This benefit is administered by the Adventist Risk Management, Inc., on behalf of the North American Division. Benefit claims shall be submitted on claim forms supplied by the insurance company with all required information completed.</p>
<p>Workers' Compensation Insurance</p>	<p>PUC is committed to providing employees with a safe work environment. However, should an employee have a work-related on-the-job accident, insurance coverage known as Workers' Compensation Insurance is provided. PUC self-insures its risk exposure and</p>

contracts with a Third Party Administrator (TPA) to provide claims services. Coverage includes first-aid medical care, injury-related medical care, and temporary disability payments depending upon the extent of the injury.

If an employee suffers a work-related on-the-job accident, the supervisor must be contacted at once, and the supervisor must complete an accident report and an accident investigation form with the employee. The Financial Administration secretary will coordinate the workers' compensation benefits and care utilizing the College Health Service, the St. Helena Hospital JobCare unit, and the third party administrator. During the treatment program, the Financial Administration secretary will monitor the employee's progress and answer workers' compensation questions.

Further information regarding workers' compensation and workplace safety is available through department supervisors, employment poster locations (near department time clocks), and the Financial Administration secretary.

Educational Allowance

Eligibility

EDUCATIONAL ALLOWANCE (TUITION ASSISTANCE)

The College provides assistance for faculty members' children who are enrolled in denominationally owned and operated schools on the elementary, secondary, or college levels, or technical or professional schools on the undergraduate levels, or a fifth year of college or graduate work required to secure teaching credentials.

To be eligible for tuition assistance the student must be:

- An unmarried dependent of the employee.
- Less than twenty-four years of age, unless the student has given compulsory military service, volunteer service for the Church, or has a documented medical consideration.
- Eligible to be claimed as a dependent on the employee's income tax return.
- Born to or legally adopted by parent(s); or a step-child by marriage receiving less than 50 percent of support from natural parents.
- In divorce and remarriage situations the student must be
 - a. Under the custody of a divorced employee and eligible to be claimed as a dependent on the employee's tax return, OR
 - b. Under the custody of the ex-spouse of the employee and eligible to be claimed as a dependent on the employee's tax return.

An unmarried child not under the custody of the employee and not eligible to be claimed as a dependent on the employee's tax return is not eligible for assistance. The Administrative Council may make an exception if the employee has assumed full responsibility for a child's educational expenses in a denominational school.

Tuition Assistance: Non-PUC Students

Pacific Union College provides assistance of up to 70 percent of tuition and all required fees for dormitory students, up to 35 percent for those not in a dormitory, and 10 percent of preschool expenses. (See the following section for certain limitations.) This assistance on the academy or college level is calculated on the gross charges for tuition and required fees according to the current bulletin, before family or other discounts granted by the school. If an employee's church provides a subsidy to cover the difference between constituent and nonconstituent tuition rates, the tuition assistance from Pacific Union College is based on the net tuition expense to the employee. This provision does not cover charges for private music lessons except where such lessons are required for credit toward music majors or minors, in which case the above percentage may be applied on the basis of the tuition ordinarily charged for an equivalent number of credit hours. These additional conditions apply:

- Assistance continues until an undergraduate course of study is completed, or to a maximum of nine semesters, thirteen quarters, or 208 credit hours. A maximum of an additional two semesters or three quarters may be granted to complete graduate work necessary to secure teaching credentials.
- Assistance provided for students enrolled in professional programs in medicine or dentistry who have not completed an undergraduate degree is based on, and may not exceed, the normal tuition costs for the maximum number of semesters or quarters applicable to an undergraduate program.
- Students who attend summer sessions are eligible for tuition assistance. Such attendance is not to be counted against the maximum semesters or quarters referred to above.
- The amount of assistance may be affected by a Cal Grant award, as determined within the formula of the Student Aid Commission.

- Assistance may not be granted for children attending schools outside their territory unless exceptions are authorized by the Administrative Council.
- Assistance for students enrolled in an academy or college is made directly to the school. Organizations providing assistance will make the appropriate arrangement for students attending elementary and intermediate schools. A Tuition Assistance Request form, available from the Human Resources Office, must be completed before any assistance is provided.
- When employee and spouse are denominationally employed by separate organizations and both provide tuition assistance according to this policy, each organization will be responsible for one-half of the assistance. The method of paying the assistance and dividing the cost may be mutually agreed on by the organizations concerned. Only one tuition assistance is provided per student.
- Children independently attending denominationally owned and operated schools located outside North America may be granted assistance amounting to 70 percent of the actual tuition provided the amount of the assistance is not greater than the amount they would receive if attending their home college.
- Adventist Colleges Abroad students receive tuition assistance based on the cost of tuition at the home campus where they are registered.
- Tuition assistance for studies through Home Study International/Griggs University is given after the course has been completed. Tuition assistance is provided on credits that are earned through the College Level Examination Program (CLEP). The assistance on both is 35 percent whether or not the student is residing in a school dormitory.

The following exceptions may be made if approved by the Administrative Council:

- Attendance at privately operated Seventh-day Adventist schools if the school is approved by the union board of education.
- In cases where an undergraduate-level program of study is not offered in a denominational school in the North American Division, the total assistance shall not exceed the amount which would normally be granted for attendance at a denominational school in the student's area.

Pacific Union College Tuition Assistance

To encourage the attendance of full-time employees' dependent children at Pacific Union College, employees are eligible for the following assistance levels:

- While attending PUC, qualified dependents of salaried full-time College employees are eligible for tuition assistance of 70 percent of the tuition costs whether or not the dependent resides in the dormitory.
- Dependents attending other SDA colleges or universities and living in a residence hall will be assisted on the following basis: If the student is enrolled in a program **not offered** at PUC, the level of assistance will be 70 percent of the tuition costs. If the student is enrolled in a program **offered** at PUC, the level of assistance will be 60 percent of the tuition costs.
- Tuition assistance when combined with all scholarships, discounts, and financial aid may not exceed the cost of attendance. Tuition assistance will be up to but may not exceed the level of tuition charged at PUC. Cash discounts and tuition guarantee programs are available upon request.

FREE TUITION BENEFIT

Employees' Tuition Benefit

Employees are eligible for a maximum of four hours of free tuition per quarter for employee or spouse with a maximum of six

Tuition Assistance: PUC Students

hours per family per quarter. When both employee and spouse are full-time employees, each may register for a maximum of four hours. This benefit is not cumulative from quarter to quarter. Charges apply only to fees, special materials, or private lessons. Employees wishing to participate in this benefit must complete an Application for Employee Free Tuition Hours, available in the Human Resources Office, prior to the start of each quarter. The employee's department chair or director must give approval by signing the form. Employees must also register at the Records Office to enroll for a course.

If a full-time employee registers for fewer than four hours, the remaining hours may be added to the hours of coursework available to a spouse who is not a full-time employee; e.g., if the employee registers for two hours of coursework the spouse is then eligible to register for up to four hours.

Since the free tuition benefit is based on the number of hours of coursework and not their dollar value, regular college hours and audit hours are considered equal although they have different dollar values.

New employee benefits begin on the first day of full employment unless the employment is subject to a probationary period. If a probationary period precedes full employment, benefits are retroactive to the beginning of the school term in which a full employment agreement is completed. They are not retroactive to the commencement of the probationary period.

For terminating employees, the benefit will continue until the close of the school quarter in which the termination takes place, provided the termination date is past the midpoint of the school term. If termination comes before that midpoint, benefits will be prorated.

The free tuition policy applies only to regular courses. Special programs, such as CAPE, offer a 50 percent tuition discount to employees subject to prior approval.

This free tuition policy also applies to retired Pacific Union College employees.

PURCHASE PRIVILEGES

As an incentive to patronize College-owned businesses, full-time faculty qualify for an ID purchase reimbursement benefit applicable to purchases in the College Bookstore, Flight Center, Food Service, College Chevron, College Market and Hardware. Purchases made with the PUC ID card receive this benefit automatically as a payroll deduction. For cash purchases, a form (**Appendix E-1**) is provided by the Payroll Office. Cash register receipt tapes are to be attached and turned in to the Payroll Office on a monthly basis for payroll reimbursement. A faculty member who loses or damages the ID card should notify the Human Resources Office immediately, and a new card will be issued. A fee may be charged for lost cards. Employees are responsible for all charges made to their cards whether authorized or unauthorized.

Normally, purchase privileges are extended to anyone who presents a bona fide current PUC ID card. Purchases are processed by payroll deduction for the full amount each pay period.

ID Cards

Payroll Overdrafts

Payroll check overdrafts due to ID card purchases in excess of net pay are a matter of concern. The following policies apply:

- Employees will not be penalized for one inadvertent payroll overdraft, not to exceed \$50 per calendar quarter, provided the overdrawn amount is paid to the College cashier by noon on the Wednesday following issuance of the payroll checks.
- Payroll check overdrafts in excess of \$50, or any overdraft not cared for by the noon Wednesday deadline, will necessitate a letter of explanation to the Director of Human Resources and ID card use may be canceled for the rest of the fiscal year.
- If a second payroll check overdraft occurs within any calendar quarter, payroll deductions to credit unions or other non-college entities will automatically be canceled, and ID card use will be canceled for the rest of the fiscal year.

- Should there be a third payroll check overdraft within one calendar quarter, the employee will be requested to immediately surrender the ID card, and all ID card purchase privileges will be canceled for the rest of the fiscal year.

Habitual abuse of the ID card privilege may result in permanent cancellation of the ID card.

The PUC ID card also permits the employee’s use of the College library and physical education facilities, including the swimming pool, fitness center and weight room.

MISCELLANEOUS BENEFITS

Employment: Faculty and Staff Children. As far as possible and practical, the College employs the children of faculty members of academy and college age to assist in defraying school expenses. To be considered for an on-campus summer job, each student must complete a work application at the Office of Student Employment by April 5, and be accepted for the fall term in one of the campus schools.

Automobile Insurance Deductible. It is assumed that most employees will carry \$200 deductible collision insurance coverage. The margin of risk between \$50 and \$200 will be covered by the College, the employee being responsible for the first \$50. This assistance covers any car owned by the employee. It covers up to \$150 on the first accident, up to \$125 on the second accident, and nothing on any subsequent accidents occurring in a given fiscal year. Claims must be submitted to the Human Resources Office on an expense report form not later than 90 days after the date of the accident. The employee who wishes to obtain additional coverage or higher deductibles will be individually responsible for any increased premium and deductibles.

Child Adoption Plan. Full-time faculty members may be granted assistance of 75 percent of the medical and legal expense incurred in the adoption of children if the adoption is completed. The maximum expense on which assistance is granted is the equivalent of up to three times the current monthly Category A remuneration factor and shall be limited to one allowance per child. (See **Appendix D-5(b).**)

Christmas Bonus. At Christmas time the College may make small cash gifts to all faculty and staff employees as an expression of appreciation for their faithful service.

Direct Deposit. Employees are encouraged to participate in the paycheck direct deposit program, which can be utilized with any Account Clearing House (ACH) affiliated financial institution. Enrollment information and forms are available from the Payroll Office.

Financial Planning Services. To assist employees in developing sound strategies for financial security, the College arranges for financial planners to be available. Further information is available from the Human Resources Office.

Firewood. Employees may purchase pre-cut firewood from the Land Management department at 15 percent below the regular pre-cut firewood price. Contact the Land Management department for prices and information.

Optional Insurance Plans. Optional insurance plans such as accidental death and dismemberment, cancer, intensive care, long term care, and life insurance are available to employees through payroll deduction. Further information is available from the Human Resources Office.

Transfer and Retirement Gifts. Employees who retire, resign, or transfer to another denominational organization are granted a farewell gift from the College, calculated as a percentage of Category A monthly remuneration factor (Appendix D-6) rounded to the nearest \$5. The following schedule applies:

Miscellaneous Employee Benefits

Optional Insurance

Farewell Gifts

Remuneration Scale %	Amount	Maximum Gift
150% and above	6.0% per year of service	24%
145% to 149%	4.5% per year of service	18%
Below 145%	3.0% per year of service	12%

Employees who receive a termination settlement or settlement offer are excluded from this provision. **This gift is taxable income.**

Music Faculty Formal Attire. Members of the music department faculty may be reimbursed up to \$150 toward the purchase of formal attire not more often than once in five years. After two years on the faculty, the formal attire becomes the property of the teacher.

The Vice President for Academic Administration authorizes such reimbursement upon recommendation of the music department chair, based on the teacher’s involvement in performance and the appropriateness of the special attire for those performances.

TRAVEL EXPENSE REIMBURSEMENT

Authorization for travel expense should be obtained in advance by filling out a Travel Authorization Request Form (**Appendix E-2**) and having the appropriate College administrator’s signature. With the exception of local travel, arrangements must be authorized in writing in advance. After travel is completed, an expense report—with all receipts attached—is submitted for approval (or disapproval) to the appropriate vice president. The Director of Budgets and Fiscal Services authorizes service department trips. The President may authorize any trip. Authorization provides reimbursement for the following items:

- Per diem for food and miscellaneous items
- Actual hotel or motel costs (receipts needed)
- Auto mileage and tolls or air fare
- Local bus, taxi, and in special cases auto rental costs (using economy rental services)
- Conference, convention, or workshop fees

Per Diem Allowance

The full per diem rate for food and miscellaneous expenses is applicable only to overnight trips, otherwise the actual meal costs may be reported up to the maximum per diem. Meal expenses for day trips are taxable. When one is entertained fully, the minimum per diem applies. (See **Appendix D-2** for applicable allowances.)

Hotel and Motel Accommodations

Employees are not expected to select substandard hotels/motels, but should bear in mind responsibility for good stewardship of College funds. In attending conferences, it may be convenient to stay at or close to the hotel where the conference is being held. In such cases, hotel costs may be higher.

Transportation Costs

In general, employees are expected to travel by the most economical means, taking into consideration the important element of time. On most trips out of the local area, air fare is more economical than traveling by auto. Auto travel will be authorized only in those situations where group travel and economy are involved.

Airline Tickets

Airline tickets must be arranged for on an individual basis. The Travel Authorization Request form must be approved before tickets are purchased. Questions about this should be directed to the office of the Director of Budgets and Fiscal Services.

Trailer Allowance

For use of a travel trailer in lieu of hotel/motel expense, an allowance is made for travel as well as for per diem. (See **Appendix D-2** for applicable allowances.)

When employees choose to stay with a relative or friend rather than in a hotel or motel, reimbursement may be allowed for entertainment or for a gift to the host. (See **Appendix D-2** or applicable allowances.)

A Travel Expense Report (**Appendix E-3**) with receipts attached is submitted through the department chair/director and the appropriate administrative officer to the Director of Budgets and Fiscal Services.

Appendix D-2 lists distances from the campus for use in reporting mileage on travel reports.

MOVING AND HOUSING

Housing Program

To provide affordable housing to employees the College housing program includes College-owned rentals, community rentals, Mobile Manor mobile home park, and the Woodside home ownership plan.

The College seeks to match new employee housing needs with available houses in the Angwin community. Homeowners in the community may contact the College with available rental housing; the Human Resources Office matches employee needs with available housing.

The College has a limited number of employee houses available on campus. These are generally older three-bedroom, one-bath units. Availability is limited and there is usually a waiting list. Contact the Human Resources office for availability and rates.

The College maintains a mobile home park on the campus. These mobile homes were intended for married students, but with affordable housing in short supply in the community, many faculty and staff members have invested in homes in the park. The College serves as coordinator between mobile home owners desiring to sell and interested PUC-employee buyers. Availability is limited at any one time. Additionally, the College charges a monthly space rental for a park site.

During the 1970s, the College established the Woodside home purchase program, in which employees purchase the house and improvements while the College retains ownership of the land. Again, the College serves as coordinator between the seller and the buyer of the house. Financing is provided by the College’s bank. House prices are based on an appraisal method provided for in the ground lease. Availability of these houses is usually greatest in the late spring and summer of each year. A waiting list of interested buyers is maintained by the Human Resources Office. However, the college reserves the right to sell or rent a particular property to any buyer or tenant, regardless of whether or not they are on the waiting list or their position on said list.

Salaried employees renting a house in the community may be eligible for housing assistance based upon an annual rent ceiling and assistance levels determined by the College administration. See the Human Resources Director for current assistance levels. Since the Internal Revenue Service considers housing assistance as “income,” **this housing assistance is taxable**. Contact the Human Resources Office to request participation in this benefit program.

College rentals require a security deposit equal to one month’s rent. It can be paid in cash at the start of the rental agreement or in certain circumstances over a period of months (not to exceed six) via payroll deduction. The security deposit is governed by the terms of the rental

**Guest Allowance
in Lieu of
Hotel/Motel**

**Community
Housing**

**College Campus
Housing**

Mobile Manor

**Woodside Home
Purchase Program**

**Housing
Assistance**

Security Deposit

Moving Expenses

agreement.

MOVING EXPENSE POLICY

The Board of Trustees has established a moving and traveling expense policy for incoming, full-time salaried employees.

All moving and related traveling expenses in which the College participates must be arranged with the Director of Human Resources. The Director of Human Resources solicits bids from at least two moving companies and authorizes the moving arrangements with the moving company. Employees are responsible for the final moving details and arrangements. Insurance beyond the minimum amount provided by the carrier may be arranged by the employee but is not reportable for reimbursement.

Assistance is provided for the following expenses involved in moving to the College: (For all applicable reimbursement rates see **Appendix D-5(d)**.)

- An amount to cover freight/van charges and insurance up to maximums established by the College.
- Travel expense and a per diem as per current policy and 100 percent of the regular mileage allowance to move the employee’s car or up to two cars for employee and spouse.
- A flat amount rounded up to the nearest \$10 to cover packing and other moving costs as follows: Employee - 25 percent of Category A, Spouse - 25 percent of Category A. A single parent with dependent children may be granted 50 percent of Category A as a moving allowance.

Packing and Moving

Incoming employees are encouraged to pack items personally in good containers or cartons. The mover will accept for shipment only those items which are properly packed, and may furnish wardrobe cartons, and mattress and mirror cartons. The College policy does not provide reimbursement for packing labor although it grants a flat allowance to cover packing materials, labor and other moving costs. (Current allowance rates are in **Appendix D-5(d)**.)

Unless otherwise authorized by the College, actual up-to-maximum weight and packing materials for which the College will assume responsibility are:

	<u>Weight</u>
Employee	7,500 lbs.
Employee and family	15,000 lbs.

Assistance is limited to ordinary personal and household effects and such other things as employees use in their work or profession.

The foregoing moving allowances are limited to two per family even though both may be employed by Pacific Union College.

Other Provisions Related to Moving

- Employees who are called from another state are required to register their car(s) within 20 days of moving to California. If in the transfer the State of California requires the payment of duplicate excise tax/sales tax, license, and inspection fees, they may report such expense on one car. If the employee has a spouse, the above expenses may be reported on a second car.
- Actual visa costs from a foreign country will be paid by the College.
- The College will provide courtesy meals at the College Food Service and lodging as required by a family at a facility approved by the college for up to one week while they are looking for a permanent place of residence and/or while getting settled. A special allowance

may be arranged with the Director of Human Resources if extended accommodation time becomes necessary.

- The cost of moving all items not normally classified as household goods must be negotiated with the administration of the College before moving.
- A Table of Measurement sheet will be provided by the carrier to determine the size of the load.
- The employee will arrange and be financially responsible for the servicing, disconnection and reconnection of all appliances such as stove, refrigerator, washer, dryer, air conditioner, television antenna, or other appliances.
- Dry cleaning of any type, house cleaning or maid service, taking up or laying carpeting, packing of goods, hanging pictures and mirrors, etc., are not included in the cost of moving or the allowance.
- Additional cost for expedited service and/or exclusive use of a vehicle on long distance moves may become the responsibility of the new employee.
- The College cannot authorize or pay for the removal of evergreens, shrubbery, potted plants or other items of a similar nature.
- Moving of lumber, cement, fencing, rock, brick, firewood, automobiles, boats, machine tools, animal houses and animals will not be authorized.
- It is illegal for carriers to accept freezers with frozen food which cannot be delivered within 24 hours, or 150 miles.
- Carriers will not accept explosive or other dangerous articles.
- Small articles of a valuable nature, such as money or hobby collections, (e.g., stamps, coins), valuable papers, bonds, etc., should be handled by the employee personally. Such items should not be left in drawers of furniture or left for movers to handle. The employee should instruct movers to label packing containers by room and on arrival at the destination, should instruct them to locate these containers in the proper rooms.
- At the time of delivery the new employee should make a careful inspection of goods and should immediately contact the moving company to report any loss or damage, and note it on the delivery ticket. A claim should be filed immediately, reporting the extent of damage and a statement of the value of loss. Authorization must be received before proceeding with repair or replacement.
- Reasonable storage and re-moving expense, incidental to locating a residence at Pacific Union College, will be paid by the College.
- A Purchase Order will be issued by the Director of Human Resources for the moving expenses. Employee-incurred expenses are to be reported on a Travel Expense Report with receipts attached.
- Moving expenses will be amortized over a period of four years:
 - First two years – no Amortization
 - Third year – 50 percent
 - Fourth year – balance

Employees who transfer from Pacific Union College or otherwise terminate their employment, become responsible for repayment to the college of the unamortized portion of moving expenses.

Amortization

Department Budgets

ACADEMIC DEPARTMENT FINANCIAL OBLIGATIONS AND PROCEDURES

Each department is provided with an annual budget covering equipment, labor, conferences and conventions, supplies and expenses. Several other budget categories apply to specific departments. All furniture and other non-consumable equipment items in excess of \$1000 are to be purchased with funds from the equipment budget. Only unspent equipment funds and convention budgets are carried forward to the new fiscal year.

Following are procedures for constructing the annual budget for instructional and academic support departments:

- In the fall of the year, department chairs receive a budget worksheet that lists the prior year's budget and actual expenditures.
- The department chair surveys the department faculty and staff to determine the financial needs of the department for the coming academic year.
- Mutually agreed revisions, additions or deletions are made in this budget by the chair and the Vice President for Academic Administration, with the assistance of the Director of Budgets.
- The Board of Trustees approves the overall College budget.
- Each department chair receives a copy of the approved budget.
- The chair receives a monthly financial report comparing actual expenditures to date with the department budget.

Ordering Procedure

Department Purchases from Off-Campus Sources

Purchase Requisitions (**Appendix E-4**) prepared by the chair or by other members of the department must be signed by the chair, who takes into consideration current expenditures in relation to the department budget. The purchase requisition must indicate the account number to which the purchase is to be charged. A purchasing flow chart (**Appendix E-5**) shows the process for submitting requisitions for approval, depending upon the cost and type of purchase (i.e. supplies, equipment, or other purchases). Approval by the appropriate administrator is required before the Purchasing Agent may release a purchase order. Questions about purchasing should be directed to the Purchasing Agent in the Accounting Office. When the purchase order receiving copy is returned to the Accounting Office by the department, it is reconciled with the vendor's invoice and payment is made.

Angwin Plaza

Department Purchases from On-Campus Sources

Supply and equipment purchases from a campus source other than those at the Angwin Plaza are also requested on a Purchase Requisition (**Appendix E-4**).

Department purchases at the Angwin Plaza require the department ID card, obtained from the department office, so that charges may be entered electronically in the cash registers and transmitted to the Data Center and the Accounting Office. The ID card may be used for making purchases in the College Market, the Hardware, and the College Bookstore.

Bookstore Purchases

Office Supplies

Supplies such as computer and typewriter ribbons, paper, file folders, labels, pens and pencils, etc., may be obtained at the College Bookstore with the use of the department's charge card. Items not stocked may be ordered at no extra charge.

College departments receive a ten percent discount from the retail price on non-book merchandise except electronics, film & film processing, and gift certificates. Special orders must

be in by Tuesday noon, and merchandise may be picked up on Wednesday afternoons. The blue Bookstore Supply Order Form (**Appendix E-6**) may be used for special orders.

The following supplies are available at Mail Services and Preferred Images for use by college departments:

- PUC letterhead stationery, second sheets and envelopes (without department names)
- PUC mailing labels
- Paper for photocopy machines
- Overhead transparency film

Supplies are requisitioned by use of the appropriate copy center or mail services form filled out by an authorized person from the requesting department.

A standardized letterhead is used for all college departments. Two standard sizes are available. Only the one-half sheet memo may be personalized. Departmental distinction on the letterhead is provided by use of “Office of _____” or “Department of _____” on the letterhead. Orders for stationery are taken by the Public Relations Office during the spring. The Vice President for Financial Administration will approve all such requests and be responsible for ordering in quantities that will provide the greatest savings to the College. Such stationery is not for student use and should be used only for College business.

Occasionally a teacher may need to order textbooks or other materials for students directly, rather than through the College Bookstore. Arrangements for direct ordering require advance approval by the Vice President for Academic Administration.

College Equipment and Other Properties

All equipment and property other than supplies are assets on the College’s books and are subject to regular audit procedures. No equipment or property may be sold, traded or discarded without authorization. Price and value approval on trade or sale must be obtained from the Vice President for Financial Administration. Whenever College property (including money) is lost, broken or stolen the department chair should immediately notify the Vice President for Financial Administration.

The department chair is responsible for the proper use and protection of the department’s equipment. When equipment is purchased it should be identified with a College ID tag and inventory number by the Accounting Office. Reasonable effort should be made to inventory the department’s equipment periodically and to add items missing from the Accounting Office records or to remove obsolete items. So that records will be maintained as accurately as possible, the Accounting Office provides each department with the correct forms for use in adding equipment to inventory, or removing items that are obsolete or that have been sold or transferred (**Appendix E-7**).

Office Furniture and Equipment

All furnishings and office equipment for academic departments are provided through a special budget managed by the Vice President for Academic Administration. Requests should be directed to that office. When approved, such purchases will be made according to the regular College purchase procedure.

Petty Cash and Departmental Monies

All institutional monies are to be deposited at the Accounting Office. If the income is for a special purpose, the Accounting Office will create a special fund.

**Mail and
Duplicating**

**Department
Letterheads**

**Direct Ordering of
Educational
Materials**

**Equipment
Inventories**

Cash

<p>OSHA</p> <p>Purpose</p> <p>Policy</p> <p>Responsibility</p> <p>Safety Program</p> <p>Inspections</p>	<p>If it is necessary to pay cash for assorted items (usually small in amount) the receipt, approved by the department chair, may be exchanged for cash at the Accounting Office. If this happens on a recurring basis, it may be necessary to set up a petty cash fund, in which case arrangements may be made with the Accounting Office. An amount will be agreed on and expenditures may be made from it. To replenish the fund, receipts accounting for the expenditures are to be taken to the Accounting Office where they may be exchanged for cash.</p> <p>OCCUPATIONAL SAFETY AND HEALTH POLICY</p> <p>The Federal Government is authorized by the Occupational Safety and Health Act of 1970, commonly referred to as OSHA, to enforce occupational safety and health standards for all establishments engaged in interstate commerce. Enforcement in the State of California has been delegated to the State Division of Industrial Safety and is commonly known as the CAL/OSHA program.</p> <p>The purpose of OSHA is “to assure as far as possible every working man and woman in the nation safe and healthful working conditions and to preserve our human resources.”</p> <p>It is the policy of Pacific Union College and its auxiliary, independent and service departments to provide safe and healthful working conditions in all of its facilities and activities and to comply with all rules, laws and regulations pertaining to the safety and health of its employees.</p> <p>Consistent with the policy of the College, the manager, supervisor or chair of each facility or department is responsible for compliance with OSHA as an integral part of a safety and fire prevention program.</p> <p>The Director of Budgets and Fiscal Services has general responsibility for the coordination and establishment of a safety program with specific responsibility assumed by the department manager, supervisor or chair.</p> <p>Under the Director of Budgets and Fiscal Services, there must be:</p> <ul style="list-style-type: none"> • An active Safety Committee which meets at least once a quarter. It has the responsibility of auditing each department’s safety and fire prevention procedures. • A written record of the minutes of the Safety Committee’s activities. Copies are available from the office of the Director of Budgets and Fiscal Services.. • A prompt written response of the action(s) taken by a department to comply with the Safety Committee’s recommendation regarding safety or fire prevention. • A written report of any job-related accident, delivered on a standard form to the Director of Budgets and Fiscal Services Office within 24 hours. • A written report on actions taken to prevent recurrence of accidents including actions taken against individual violators of safety rules and practices. • Necessary training programs carried out and communications maintained. • An audit and periodic review by qualified safety personnel from Adventist Risk Management, Inc., of all premises, equipment and material, so that recommendations can be developed to obtain compliance with established standards. • Immediate attention to any complaints from employees concerning a possible injury or illness potential. <p>Anyone who purports to be an inspector must be referred to the Director of Budgets and Fiscal Services before an inspection is made.</p> <p>Keys. See Chapter VI Campus Services, “Key Regulations and Instructions.”</p>
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Use of Campus Facilities. See Chapter VI, **Campus Services**, “Campus Buildings and Facilities.”

Responsibility for Rooms and Equipment. See Chapter I, **The Faculty**, “Departmental Responsibilities.”