

Pacific Union College

# Staff Handbook

---

July 1, 2010

# Table of Contents

Acknowledgment of Receipt.....	vi
Section 1: Introduction.....	1
Functions of the Staff Handbook .....	1
Mission Statement.....	1
Human Resources Department (Office).....	2
Customer Service Commitment .....	2
Our Vision.....	2
Our Commitment .....	2
Section 2: Employment Process.....	3
Equal Opportunity Statement.....	3
Employment at Will.....	3
Application for Employment .....	4
Hiring Procedures .....	4
Employment of Relatives.....	5
Employment Classifications .....	5
New Employee Benefits Waiting Period .....	5
Performance Appraisals .....	6
Termination.....	7
Personnel Records.....	8
Employee File .....	8
Personnel Record Updates .....	8
Service Record .....	9
Section 3: Employee Conduct .....	9
Employee Image and Personal Appearance.....	9
Personal Behavior .....	10
Attendance .....	11
Attendance and Punctuality .....	11
Rest Breaks .....	11
Meal Breaks .....	12
Personal Finances.....	12
Harassment.....	13
Telephone, E-mail, Voicemail Use.....	13

Personal Mail .....	14
Conflict of Interest .....	14
Statement of Policy .....	14
Conditions Constituting Conflict .....	14
Confidential Information .....	15
Disciplinary Procedures .....	15
Section 4: Payroll Practices .....	15
Electronic Time Recorder .....	15
Time Cards .....	15
Overtime .....	16
Paychecks.....	16
Payroll Deductions.....	17
Legislated Deductions.....	17
Garnishment.....	17
Voluntary Deductions .....	17
Section 5: Travel Guidelines.....	17
Travel Authorization .....	17
Expense Authorization and Reimbursement.....	18
Mileage: Estimated Round-Trip Distances .....	19
Travel Advances .....	19
Section 6: Employee Benefits.....	19
Summary of Benefits .....	19
Retirement Plan.....	20
Unemployment Insurance .....	20
Disability Insurance .....	20
Health Care .....	20
Health Care Assistance Plan .....	20
Health Services .....	21
Flexible Spending Account.....	21
Wellness Program .....	21
Survivor Benefit Plan (SAFE) .....	21
Workers' Compensation Insurance.....	21
Vacation, Holidays and Sick Leave .....	22
Family Medical Leave Act.....	22

Funeral Time Allowance.....	22
Jury Duty Service.....	22
Tuition Assistance.....	23
Tuition Assistance for Dependents .....	23
College Early .....	24
Employee and Spouse Free Tuition Allowance.....	24
Eligibility for Free Tuition.....	25
Degree Completion Program (DCP).....	25
Housing Program and Moving Assistance.....	26
Housing Program .....	26
Moving Assistance.....	26
Miscellaneous Benefits .....	26
Fine Arts & Adventure Series.....	26
Firewood .....	26
ID Card and Purchase Reimbursement .....	26
Section 7: College Premises & Work Areas .....	27
Employee Safety and Health.....	27
Maintenance of Work Areas .....	28
Personal Property .....	28
Automobiles.....	28
Insurance Requirements.....	28
Vehicles on Campus .....	28
Parking Permit Areas .....	29
Security .....	29
Section 8: Departmental Administration .....	30
Purchases.....	30
Purchase Requisitions .....	30
Departmental Charge Card .....	30
Petty Cash .....	30
Sales Representatives.....	31
Charges and Invoices .....	31
Section 9: Departmental Services .....	31
Campus Facilities Directory .....	31
Using Campus Facilities .....	31

College Bookstore.....	32
Health Service.....	32
Key Policy.....	32
Key Use Authorization.....	32
Obtaining Keys .....	32
Responsibility for Keys Issued to a Department.....	33
Unauthorized Use of Keys .....	33
Changing of Locks .....	33
Key Return Policy .....	33
Lost Key Policy.....	33
Key Committee .....	34
Library.....	34
Lost and Found .....	34
Media Services.....	34
Notary Public .....	35
Physical Education Facilities .....	35
Preferred Images .....	35
Copy Center .....	35
Mail Services .....	36
Public Safety .....	36
Crime Reports.....	36
Traffic Accident Reports.....	36
Vehicle Assistance .....	36
Campus Parking Registration and Enforcement .....	36
Crime Prevention .....	36

# Acknowledgment of Receipt

---

## of Staff Handbook

I, \_\_\_\_\_, acknowledge the receipt of this Pacific Union College (hereafter referred to as —College) Staff Handbook and realize it is my responsibility to read it in detail for a clear understanding of the contents. If I have any questions about my role as an employee, policies, procedures, rules, regulations, compensation, benefits or insurance, I will ask my supervisor or someone in the Human Resources Office for explanations. I also understand that it is the intent of the Staff Handbook to provide general guidance as to the policies and practices to which I will be expected to adhere. I further understand that this Handbook merely expresses the College's policies, practices, procedures, and rules and that the College may unilaterally modify or revoke them in whole or in part from time to time. I realize that nothing in this manual is intended to alter the employment-at-will relationship in any way. Moreover, I understand that employment with the College is not for a specified term and is at the mutual consent of the employee and the College. Accordingly, as set forth in California Labor Code Section 2922, either the employee or the College can terminate the employment-at-will relationship, with or without cause, and with or without notice, at any time.

The most recent College Handbook and College and government policies that govern your employment relationship with the College are on the Pacific Union College website (puc.edu) or in the Human Resources Office.

Please print this page, fill out the two lines of information below, and send this page to the HR Office.

Employee Name \_\_\_\_\_ PUC ID \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this book to the Human Resources Office when you no longer require it or upon termination.

Date returned \_\_\_\_\_

## Notice of Title IX Office

Pacific Union College (PUC) is committed to providing a respectful learning, living, and working environment that is free of sex discrimination, sexual harassment, and/or retaliation. The College does not discriminate on the basis of sex in its education program or activities (including in admissions and employment), and acts of sex discrimination and sexual harassment by members of the College are strictly prohibited and intolerable.

The College's Sex Nondiscrimination and Sexual Harassment policy addresses PUC's responsibilities regarding Title IX and the Violence Against Women Reauthorization Act of 2013; Sec 304. The full policy and procedures may be found at [www.puc.edu/titleixpolicy](http://www.puc.edu/titleixpolicy).

The Title IX Office is tasked with upholding the federal Title IX statute as well as administering the college's Sex Nondiscrimination and Sexual Harassment policy in a fair and equitable manner.

If you have any questions regarding this policy or wish to file a report or formal complaint, you may contact the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information provided below. Anyone can file a report, you do not have to be the individual harmed to report. Reports can be made at any time and not only within business hours. You may also make a report using the College's online reporting tool at [www.puc.edu/ixreportform](http://www.puc.edu/ixreportform).

### **Title IX Coordinator**

Tanya Healy  
titleix@puc.edu  
Administration Suite #114  
Ground Floor, Chan Shun Hall  
(707) 965-6226 (24 hours)

Notice provided August 15, 2020.

# Pacific Union College Staff Handbook

---

*July 1, 2010*

## Section 1: Introduction

### Functions of the Staff Handbook

*This staff handbook is College property. Upon termination of employment, it must be returned to the Human Resources Department.*

The purpose of this handbook is to provide answers to common questions asked by the Staff (non-faculty) employees. It is a *summary* of the College policies, benefits, and work rules and how they affect you. Please read it carefully and learn its contents. If you have any questions about our policies and practices that are not answered by this handbook, please feel free to contact the Human Resources Department. The policies and practices set out in this staff handbook are not intended to imply a contractual relationship, nor are they intended to create any legal enforceable obligations on the part of the College.

This handbook replaces all earlier College Staff handbooks and takes precedence over all memoranda and oral descriptions of College Personnel policies, practices and procedures. To avoid confusion, please discard any old manuals and handbooks you may have. With the exception of its policy of –at-will employment and those policies compelled by law, the College may change the policies and procedures described in this handbook at any time without further notice.

Please see the appropriate policy or the Human Resources Department web page to view/print the most current and valid information.

### Mission Statement

The College is a Seventh-day Adventist learning community offering an excellent Christ-centered education that prepares its students for productive lives of useful human service and uncompromising personal integrity.

- Goal 1: *A Christ-centered Campus.* A loving relationship with Jesus Christ will be integral to the academic and community life of our College.
- Goal 2: *A Vibrant Adventist Learning Community.* We will foster an environment in which all members of our College family nurture a vibrant, wholistic approach to learning.
- Goal 3: *Student Access and Persistence (Retention).* We will improve student access and methods of helping students persist at College by strengthening financial assistance, student employment opportunities, campus climate and spirit.

Goal 4: *Strong Faculty and Staff Retention/Recruitment.* We will be known for our outstanding faculty and staff who have such high morale and commitment to Christian education and to the College that they want to remain as employees, thereby making recruitment of new family members an easier task.

Goal 5: *Financial Stability.* We will operate from a position of long-term stability and annual economic balance.

## Human Resources Department (Office)

The Human Resources Department (HRD) is responsible for all staff personnel functions. In addition, HRD is responsible for all staff and faculty benefits.

## Customer Service Commitment

### Our Vision

The College is recognized for delivering comprehensive educational services in a dynamic, professional academic environment where the quality of services and facilities are unsurpassed and the intellectual, physical, social and spiritual are developed.

### Our Commitment

As an employee, you contribute to the unique environment of faith, service, and learning. Your appearance, attitude toward those whom the College serves, and commitment to the mission of the College play an important role in making a lasting statement to all who come in contact with the College. You are expected to contribute to the spirit of the College in the following ways by:

1. Actively modeling the values of the Seventh-day Adventist Church (all employees are members of the Church).
2. Taking responsibility to be courteous and helpful. Possible problems should be anticipated along with their practical solutions.
3. Remembering that students are our valued customers. They expect and deserve quality service from each department and employee of the College. This includes a smile, a thank you, and satisfactory service.
4. Realizing that each job is important, and setting high standards. Being unhappy or bored with your job is not beneficial to anyone, including yourself.
5. Showing respect to others by practicing openness, fair play, and honesty. Many students who continue their education at the College say the respect shown to them by caring employees is an important factor in their decision.
6. Understanding that you are a public relations agent for the College. A positive image can be created in many different ways. You can play an important role by practicing warmth, patience, friendliness, honesty, tact, courtesy, and promptness with each other and with the College's students.

## Section 2: Employment Process

### Equal Opportunity Statement

The College, in practice, abides by the following policies:

1. The College is committed to providing equal opportunity for qualified persons regardless of gender, sexual orientation, creed, physical or mental disability, medical condition, marital status, citizenship status, military service status, race, color, national or ethnic origin, ancestry, age, or any other characteristic protected by state or federal law or local ordinance. It extends to them all the rights, privileges, programs and activities generally accorded or made available to members of our College community. Administration of all educational and admissions policies, financial affairs, employment programs, student life and services, or any other College-administered program is covered by this commitment to equality of opportunity.
2. The College reserves the right to discriminate to the extent constitutionally permitted and set forth in 42 U.S.C.S. section 2000(a).
3. Decisions for the promotion of an employee are based on the employee's qualifications for the position applied for.

### Employment at Will

Unless otherwise specified in a written contract signed by the president of the College, it is the College's policy that you are employed at the will of the College for an indefinite period. You may resign from the College at any time, for any reason, and the College may end your employment at any time, for any reason, and with or without notice.

1. Except as otherwise provided herein, no College representative is authorized to modify this policy for you or to enter into any agreement, oral or written, contrary to this policy. Supervisory and management personnel shall not make any representations to employees or applicants concerning the terms or conditions of employment with the College which are not consistent with College policies.
2. This policy shall not be modified by any statements contained in this or any other employee handbooks, employment applications, College recruiting materials, College memoranda or other materials provided to you in connection with your employment. None of those documents, whether singly or combined, shall create an express or implied contract of employment for a definite period, nor an express or implied contract concerning any terms or conditions of employment.
3. At the time of hiring, you are required to sign a written statement acknowledging your understanding that you are employed at the will of the College and subject to the concluding of your employment at any time, for any reason, with or without notice and with or without cause.
4. Completion of an orientation and adjustment period or conferral of regular status shall not change your status as an employee-at-will or in any way restrict the College's right to terminate you or change your terms or conditions of employment.

5. Nothing contained in this Staff Handbook, employment applications, College memoranda or other materials provided to you in connection with your employment shall require the College to have just cause to end your employment or otherwise restrict the College's right to terminate you at any time or for any reason. Statements of specific grounds for termination set forth in this Handbook or elsewhere are not all-inclusive and are not intended to restrict the College's right to terminate at-will.
6. You are free to terminate your employment with the College at any time, with or without reason, and the College has the right to terminate your employment or the employment of others at any time, with or without cause. Although the College may choose to terminate for cause, cause is not required. This is called –at-will employment.

## Application for Employment

To be considered for employment at the College, a completed and signed application form must be on file in the Human Resources Department.

As a religious institution, the College does exercise its constitutional and statutory rights to hire Seventh-day Adventists only. The College reserves the right to discriminate to the extent constitutionally permitted and set forth in 42 U.S.C.S. section 2000(a).

An interview may only be granted in receipt of a completed application form. Application forms are available online at PUC.edu

## Hiring Procedures

These are the procedures for filling a job vacancy. The department director must take these steps *prior* to the employment of non-student staff personnel.

1. The Administrative Council must approve posting the job opening.
2. It must be determined that budget funds are available for the position. If there is a question on this point, the department director should counsel with the Director of Budgets and Fiscal Services. Prior to requesting a new position, alternatives such as changing existing employees' workload assignments or work schedules should be considered.
3. Employees must be selected from qualified persons whose applications are on file in the Human Resources Office. Applications from current employees are encouraged. This does not preclude active recruitment by the College.
4. An Employee Requisition form must be filed with and approved by the Human Resources Director.
5. Information regarding the employee's citizenship or immigration status must be on file with the HRD. An employee cannot be added to payroll until this information is on file.
6. The employee's driving record must be investigated when driving a College-owned vehicle is a work requirement. The Budgets and Fiscal Services Office assists in obtaining this information from the Department of Motor Vehicles.

7. No student job may be filled with a non-student without *prior* approval of the Human Resources Director.

The above steps are not meant to hinder a department director from meeting labor needs promptly and effectively but to ensure that budget funds are available, that the Administrative Council approves, and that our hiring practices conform to our College policies and legal requirements. It is recognized that emergency situations arise from time to time. A prime consideration is whether or not budgeted funds are available to fill vacant positions.

### Employment of Relatives

We recognize the wholesomeness of family togetherness, and applications for employment are welcomed from family and friends. Consideration is given to these applicants as their qualifications fit College needs.

However, the College reserves the right to avoid placing family members in a direct supervisory relationship or in the same department as their relatives. The term –family members‖ includes parents, children, spouse, sisters, brothers, in-laws, and all –step‖ equivalents.

### Employment Classifications

Employment of nonfaculty, salaried personnel and hourly non-student personnel is defined by the following classifications.

- A1 Administrative
- S1 Full-time salaried/exempt employees.
- S2 Full-time hourly/non-exempt employees. Minimum of 38 hours per week.
- S4 Part-time employees, 20 through 37 hours per week.
- S5 Part-time employees, less than 20 hours per week.
- S6 Probation status: Employees in the benefit waiting period.
- S7 On-call status
- S8 Temporary/Seasonal employees.

### New Employee Benefits Waiting Period

It is our policy that all new hourly College employees shall complete a benefits waiting period of 60 days.

Your employment is on an –at-will‖ basis, which may be ended by either you or the College at any time for any reason.

Your supervisor will carefully observe your job performance. Where appropriate, weaknesses in performance or attitude may be brought to your attention for improvement.

Regular benefit status may be implemented after your 60-day benefit waiting period.

If you resign or are terminated during your benefits waiting period, you will not be eligible for any benefits accrued during that 60 days.

If you are transferred or promoted but unable to perform satisfactorily on your new job during or at the end

of the orientation and adjustment period, you may, at the discretion of management, be returned to your original job if a vacancy exists or your employment at the College may be ended.

As a new employee, during the 60-day benefit waiting period you will not be eligible for paid leave or extended leave, nor will you receive other employee benefits such as educational assistance or reimbursement for purchases from College businesses (see *Employee Benefits*).

Regular employees who have transferred to a new job are eligible for paid holidays but may not take any other paid leave during the orientation and adjustment period.

Although new employees are not eligible for benefits during the 60-day benefits waiting period, at the time your benefits are granted, credit for seniority and benefits will be given retroactively to the date of your employment.

## Performance Appraisals

You and your immediate supervisor review your job performance at least once a year. The department director will review and sign the performance appraisal. At that time, you will receive a copy of the performance appraisal form, and a copy of the form will also be included in your personnel file.

1. The performance appraisal will include a written evaluation of your job performance, your supervisor's comments and recommendations, an action plan for both you and your supervisor, and performance goals for the next evaluation period. Information derived from the performance appraisal will be used to identify your training needs and to determine your eligibility for merit pay increases, promotion and transfer.
2. Performance appraisals will be completed at one of the following occasions:
  - a. Each anniversary date of your employment.
  - b. When you are given a new employment classification.
  - c. When you are transferred or promoted to a new job.
  - d. When you are assigned to a new supervisor.
  - e. When your employment is ended.
  - f. Whenever appropriate, i.e., each time you perform exceptionally well or exceptionally poorly.

If you have had a performance appraisal within one month prior to one of the above occasions, a new appraisal need not be completed.

3. Department directors/academic chairs will forward written records of events concerning the job performance of individuals under their supervision. Copies of these will be forwarded to the Human Resources Office.
4. Your job performance will be evaluated on the basis of your experience and training, your job description, and your attainment of previously set objectives and goals. Factors to be considered in your performance appraisal include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, and acceptance of responsibility.
5. Each written evaluation must be prepared, reviewed, and signed by the department director in order to assure objectivity and fairness.

6. You will be given the opportunity to meet with your department director to discuss the evaluation, assess your strengths and weaknesses in a constructive manner, and set objectives and goals for the period ahead. You will be given the opportunity to examine the written evaluation and make written comments about any aspect of it. You and your supervisor will then sign and date the evaluation and forward it to the Human Resources Office for inclusion in your personnel file.
7. Nothing contained in this policy should be construed to prohibit or discourage your department director from discussing your job performance with you on an informal basis whenever the need to do so arises.
8. The procedures discussed in this policy are only guidelines. The College may unilaterally modify or revoke them in whole or in part from time to time. Accordingly, these procedures are not a promise or contract, expressed or implied, that they will not be used in every instance, nor may any statements made during these evaluation procedures be used to express or imply an employment contract. Hence, these evaluation procedures are intended to provide communication between you and the College in order to promote a productive and amiable work environment; they are not intended to affect the at-will relationship between you and the College.

## Termination

Employment at the College is at the mutual consent of you and the College. Accordingly, either you or the College can conclude the employment relationship at will, with or without cause or advance notice at any time.

When you resign, it must be in writing. The procedure includes a written resignation/release agreement and an exit interview.

It is the practice of the College to terminate employment because of an employee's resignation, discharge or retirement; or a permanent reduction in the work force. Discharge may also be for any reason not prohibited by law. In the absence of a specific written agreement, you are free to resign at any time, and the College reserves the right to terminate employment for any reason.

Where possible, the College usually provides you with two weeks' notice of intent to terminate employment, except where violations of standards are cause for dismissal.

Although neither party is required to give notice, the College would appreciate it if:

1. Full-time salaried employees would give four weeks' prior notice.
2. Full-time hourly employees would give two weeks' prior notice.

This will help facilitate the College's finding a replacement.

Refer to the following sections for additional information:

- a. Retirement
- b. Failure to return after a leave of absence
- c. Death or Disability.

## Personnel Records

It is the policy of the College to maintain certain records that are directly related to your employment with the College. At all times the College will do its best to balance your right to privacy with the College's need to collect and use information.

The College will keep your personnel records private; however, there are certain times when information may be given to persons outside the College. These are:

- a. In response to a subpoena, court order, or order of an administrative agency; through a governmental agency as part of an investigation by that agency of the College's compliance with applicable law;
- b. In a lawsuit, administrative proceeding, grievance, or arbitration in which you and the College are parties; in a worker's compensation proceeding; to administer an employee benefit plan, to a healthcare provider; to first aid or safety personnel when necessary; and to a prospective employer or other person requesting verification of your employment, but only (1) if you give us a written release allowing us to give out information, or (2) we are providing the dates of your employment, your last or present job title, and the fact of your employment.

### Employee File

Your personnel file contains only such information as is needed by the College in conducting its business, or as required by federal, state or local law. This information normally includes:

1. Application forms
2. Personal Critical Data form, in case of emergency
3. Payroll and Benefit information
4. Performance appraisals
5. Disciplinary records
6. Other information affecting employment (i.e. handicap requirements).

You are allowed to inspect and make copies of your personnel records. A written request to do so should be given to the Director of Human Resources, who will schedule a time for inspection during regular business hours that is convenient for both you and the Human Resources Office.

If, after inspecting your personnel files, you feel that any material is inaccurate or irrelevant, you may submit a written request to the Director of Human Resources to have the material revised or removed from your file. If this request is not granted, you will be permitted to place a written statement of disagreement in the file and can pursue the matter further using the regular problem solving procedure.

All requests from sources outside the College for personnel information concerning applicants for employment, current employees and former employees shall be directed to the Human Resources Office.

### Personnel Record Updates

In order to keep our personnel records up to date, you are urged to notify the Human Resources Office in writing of any changes in your:

1. Name
2. Address
3. Telephone/cell phone number
4. Marital status

5. Number of dependents
6. Beneficiary designations
7. Persons to be notified in case of emergency.

When a change in the number of your dependents or your marital status occurs, you should report this information to the Payroll Office. You should also complete a new Form W-4 and Change in Benefit Status form (medical).

### Service Record

All Seventh-day Adventist organizations keep a record of employment for each of their employees. This record of service is used for paid leave classification, and medical and retirement benefit determination. If you transfer to the College from another Adventist organization, you should inform the Human Resources Office so that your original service record can be obtained from the previous organization. It is the responsibility of the employer to periodically verify with you that your service record is accurate and complete.

## Section 3: Employee Conduct

### Employee Image and Personal Appearance

Employees contribute directly to the professional environment of the College. Your appearance, your attitude towards those the College serves, and your commitment to the mission of the College play an important part in making a lasting statement to all who come in contact with our College. As an employee, you are expected to contribute to the spirit of the College:

- A. Take responsibility to be courteous and helpful. Anticipate possible problems and look for possible solutions.
- B. Remember, students are our valued customers. They expect and deserve quality service from each department and employee of the College. This includes a smile, a thank you, and satisfactory service.
- C. Give attention to good personal grooming. All of us tend to feel better when attention is paid to projecting a well-groomed, professional appearance. We should each dress in a manner that is neat, clean, modest and appropriate to our job assignments. (Some departments may have additional dress standards for health, safety or other reasons.) The dress and grooming of production workers shall be governed by the requirements of safety and comfort.
- D. Remember that at Seventh-day Adventist Colleges, regular and student employees are not to wear rings, earrings, necklaces or bracelets. (Simple wedding bands and Medic Alert bracelets or necklaces are acceptable.)
- E. Realize that each of our jobs is important. Think carefully about your job. Set a high standard for yourself. Being unhappy or bored with your job will not benefit you or anyone else.
- F. Show respect to others by practicing openness, fair play and honesty. Many students who continue their education at this College say that the respect shown by our caring employees is an important factor in their decisions.

G. Be sensitive to the reality that each of our employees is a public relations agent for our College. A positive image can be created in many different ways. Every employee plays an important role by practicing warmth, patience, friendliness, honesty, tact, courtesy and promptness in dealing with each other and in serving our College's students.

H. Be eager to work through any disagreements or misunderstandings with your fellow employees.

If you report for work improperly dressed or groomed, your supervisor may instruct you to take appropriate and immediate corrective action. You will not be compensated during such time away from work. Repeated violations may result in disciplinary action.

## Personal Behavior

The College is an educational institution of the Seventh-day Adventist Church, and incorporates the traditional values and standards of the Church in our employment policies and expectations. Our employees are expected to demonstrate good judgment, ethical personal behavior, common sense, honesty, and the high moral standards of conduct and lifestyle expected of all employees of all Seventh-day Adventist institutions.

Failure to meet expectations in behavior may result in disciplinary action.

All employees are expected to behave in a manner, which contributes to the efficient operation of the College. Such conduct includes:

1. Reporting to work punctually as scheduled at your workstation, ready for work, at the assigned starting time.
2. Notifying your supervisor when you will be absent from work or are unable to report for work on time.
3. Complying with all College safety and health regulations.
4. Wearing clothing appropriate for the work you are doing.
5. Performing your assigned tasks efficiently. Avoid wasting time and personal interruptions.
6. Eating your meals only during meal periods and only in designated areas.
7. Keeping your work place and work area clean and orderly.
8. Treating all customers and visitors as guests of our College.
9. Refraining from behavior or conduct deemed offensive or undesirable, or which is subject to disciplinary action (see below).

The following conduct is prohibited and will subject you to disciplinary action:

1. Any possession, sale or use of alcohol, tobacco or controlled substances other than those prescribed by a physician. For more information please see the relevant policy, or the Human Resource Department web page, to view/print the most current and valid information.

2. Any use of profanity or abusive language.
3. The possession of firearms or other weapons on College property (Penal Code 626.9 Gun-Free School Zone Act of 1995).
4. Insubordination: your refusal, either expressed or implied, to follow management's instructions concerning any part of your job.
5. Any assault on another individual.
6. Any theft or misuse of College property, or of another employee's property.
7. Gambling on College property.
8. Falsifying any College record or report.

These examples of behavior that will not be permitted are not intended to be all-inclusive. Any questions in connection with employee behavior should be directed to the Human Resources Director.

## Attendance

### Attendance and Punctuality

It is the policy of our College to encourage habits of good attendance and punctuality on the part of our employees. The administration recognizes that circumstances beyond your control may cause you to be absent from work for all or part of a day. However, you are expected to follow these practices:

1. Report for work as scheduled. Your supervisor should be notified in advance whenever you are unable to report. You should be prepared to work when you check in. Personal activities should be cared for before checking in or after you check out.
2. A record of your attendance may become a part of your performance appraisal and, therefore, a part of your personnel file.
3. Unauthorized absences or tardiness may result in discipline.

### Rest Breaks

It is our policy to provide rest breaks during the course of each workday.

1. Whenever practical, all employees are given a rest break of ten minutes at approximately the middle of every four hours of work not broken by a meal period.
2. Your supervisor will schedule rest breaks, with appropriate regard for the workload. Time spent on rest breaks is compensated as working time, and you are not required to sign out and in on your time card. However, you are expected to return to your workstation promptly at the end of each break. Tardiness will subject you to disciplinary action.
3. The College urges all employees to take their regular rest breaks. If someone chooses to remain at work during rest breaks, they are not entitled to leave before the normal quitting time and will not receive extra pay for the time worked.

4. Do not interfere with fellow employees who are continuing to work, when you are on break. Also, you are not permitted to leave the College's premises during your rest break.

### Meal Breaks

1. Full-time employees are allowed a meal break near the middle of the workday.
2. If you are a part-time employee scheduled to work more than five consecutive hours during any workday, you will receive a meal break of the same duration as full-time employees in your department.
3. You will not be compensated for your meal break unless you are to remain at your workstation while eating or are otherwise required to work during your breaks. Hourly employees must clock out and back in for all meal breaks.
4. During your meal break you must check out when leaving and check in when returning. You may not extend your meal breaks beyond your assigned period, and you will not be compensated for time lost because of tardiness. You may also be subject to discipline if tardy.

Department directors are responsible for balancing workloads and scheduling meal breaks. When necessary, the time of your meal periods may be changed with the approval of the department director.

### Personal Finances

The College expects all employees to discharge their financial obligations promptly, so that creditors will not have to ask for the College's assistance in collecting amounts owed.

1. Your failure to meet your financial obligations can be harmful to the College's reputation in the community, may have an adverse effect on your job performance, and may impose an administrative and financial burden on the organization in terms of extra bookkeeping and the necessity of responding to and complying with court processes.

As an employee of this College, you are expected to deal fairly and honestly with all College entities. You are responsible for the value of any checks tendered to the College or its departments, and any check which does not clear the banks will subject you to replacement value, plus service charges &/or penalties.

2. Whenever the College is served with a writ of garnishment or attachment, a notice of levy by the Internal Revenue Service or other taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee, the person receiving such a notice must immediately transmit it to the Payroll Office for appropriate action. Failure to act promptly may expose the College to legal liability.
3. If garnishment or similar proceedings are instituted against you, the College will deduct the required amount from your paycheck. The amount deducted from your earnings should not exceed that permitted by law.
4. You will not be terminated by reason of the fact that your earnings have been subjected to garnishment, for one indebtedness. However, repeated garnishments (except for child support) for more than one indebtedness may result in discipline, depending upon the circumstances of the case, the employee's record of performance, the nature of the employee's job, and the recommendation of the supervisor.

## Harassment

The College is committed to providing a workplace that is free from harassment.

Please see the relevant policy in the College policy manual, or the Human Resource Department web page, to view /print the most current and valid information.

## Telephone, E-mail, Voicemail Use

To promote effective communication with the College's customers and business associates, the use of the College's telephone lines should be confined to business calls.

1. Personal telephone calls should be limited to only those that are necessary, and should be as brief as possible. This restriction also applies to the making of unnecessary personal calls to fellow employees.
2. If a College employee needs to make a personal call, local or long distance, the call should be placed using a personal security code (PSC). A PSC allows the charges incurred to be debited directly from the employee's payroll account. PSCs can be set up through the Information Technology Department.
3. Incoming personal calls for employees are discouraged.
4. See *Departmental Services: Telephone system*.

The College respects the individual privacy of its employees. However, an employee cannot expect privacy rights to extend to work-related conduct or the use of College-owned equipment or supplies. You should be aware of the following policies.

*The College's right to access information.* Although employees have individual access codes to voice mail, e-mail and computer network systems, these systems are accessible at all times by the College and may be subject to periodic, unannounced inspections by the College for business purposes. All system pass codes must be available to the College. Back-up copies of e-mail and voice mail are maintained and can be referenced for business and legal reasons

*Systems use is restricted to College business.* Employees are expected to use the e-mail, voicemail, and computer network systems for business use only and not for personal purposes. Personal purposes include, but are not limited to, soliciting or proselytizing for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.

*Forbidden content.* Employees are prohibited from using the College's information systems in any way that may be disruptive or offensive to others, including, but not limited to, the transmission of sexually explicit messages, cartoons, ethnic or racial slurs, or anything that may be construed as harassment or disparagement of others.

*Password security and integrity.* Employees are prohibited from the unauthorized use of the access codes of other employees to gain access to their e-mail and voicemail messages.

Personal or other inappropriate use of the College's information systems will result in disciplinary action.

## Personal Mail

You should not use the College's address to send or receive personal mail.

College stationery is for College business only.

## Conflict of Interest

### Statement of Policy

All trustees, officers, and employees of denominational organizations have a duty to be free from the influence of any conflicting interest when they represent the organization in negotiations or make representations with respect to dealings with third parties, and they are expected to deal with all persons doing business with the organization on a basis that is for the best interest of the organization without favor or preference to third parties or personal considerations.

A conflict of interest arises when a trustee, an officer, or an employee of the organization has such a substantial personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgment he exercises on behalf of the organization. He is to consider only the interests of the organization, always avoid sharp practices, and faithfully follow the established policies of the organization.

### Conditions Constituting Conflict

Although it is not feasible in a policy statement to describe all the circumstances and conditions that might have the potentiality of being considered as conflicts of interest, the following situations are considered to have the potentiality of being in conflict and therefore are to be avoided:

1. Engaging in outside business or employment that permits encroachment on the denominational organization's call for the full services of its employees even though there may not be any other conflict.
2. Engaging in business with or employment by an employer that is any way competitive or in conflict with any transaction, activity, or objective of the organization.
3. Engaging in any business with or employment by a nondenominational employer who is a supplier of goods or services to the denominational organization.
4. Making use of the fact of employment by the denominational organization to further outside business or employment, or associating the denominational organization or its prestige with an outside business or employment.
5. Owning or leasing any property with knowledge that the denominational organization has an active or potential interest therein.
6. Lending money to or borrowing money from any third person who is a supplier of goods or services or a trustor or who is in any fiduciary relationship to the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.

7. Accepting any gratuity, favor, benefit, or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work for the denominational organization other than the compensation agreed upon between the denominational organization and the employee.
8. Making use of any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.

## Confidential Information

The unauthorized use, possession or dissemination of confidential information will result in discipline.

1. Use discretion at all times when discussing College business affairs off campus.
2. Certain sensitive College information has limited access. You should not discuss such information with unauthorized employees.
3. You should treat all information concerning the activities or operations of the College's suppliers or customers as confidential.
4. If you handle confidential information, you are responsible for its security.
5. Information about other employees is private.
6. **Any doubts about the confidentiality of information should be resolved in favor of confidentiality.**

## Disciplinary Procedures

Unsatisfactory performance may subject you to discipline. The nature of the discipline imposed will be dependent on the seriousness of the problem and your record of prior performance, behavior problems, or safety violations. The College has the right to determine what disciplinary action is appropriate based on the facts of each case. Not all forms of discipline are appropriate to every disciplinary situation, and it is not required that the College treat each form of discipline as a step in a series to be followed with an employee before discharge. The College's practice of employee discipline does not imply that progressive discipline is required or that employment may be terminated only for cause. Reference is made to prior sections of the staff handbook that define the relationship of at-will employment.

## Section 4: Payroll Practices

### Electronic Time Recorder

#### Time Cards

1. **Getting started.** You will need a time and attendance card to clock in and out. At College, your ID card is also your time and attendance card. To clock in and out, you must have your ID card encoded at the payroll/student employment office for *each* job assignment.

2. **Lost cards.** If you lose your card, another one can be obtained at the student financial office. Every time you get a new card, you must have it encoded. It is your responsibility to learn to use the card properly.
3. **Using the clock.**
  - clocking IN – press the IN button, and swipe your card
  - clocking OUT – press the OUT button, and swipe your card

The machine will beep, then display your name and the current time when you have clocked properly. For any clocking errors, you must contact your supervisor for mistakes to be corrected. You and your supervisor must sign corrections on the time and attendance worksheet. These corrections must be made before noon the Monday of pay week. Failure to correct the errors will mean that time will not be included on your paycheck.

#### **Troubleshooting.**

If your card reads invalid when you clock in, make sure you have had your card encoded at the payroll office and that the ID card magnetic strip is not damaged.

## **Overtime**

It is the philosophy of the College that overtime should be the exception rather than the rule. Because of the high cost of overtime, the goal is to ensure that overtime dollars are being spent only for peak workloads and extraordinary work situations.

You may not work more than 8 hours in a day or more than 40 hours in a week without the *prior* specific approval of your supervisor.

In the event overtime is necessary, pay is calculated at the following rates:

1. Hours worked over 8 hours per day or over 40 hours per week are paid at one and one-half times your regular rate.
2. Hours worked over 12 hours per day or over 60 hours per week are paid at double your regular rate.

## **Paychecks**

You can view/print a remittance advice of your direct-deposit earnings every other Thursday, which covers the time worked during the preceding two-week period. When a holiday falls on payday, pay advices are issued on the preceding day.

A payroll week is Sunday through Saturday. Hours worked after the second Saturday of the pay period are paid the next pay period.

Should you lose your paycheck, please report the loss immediately to the Payroll Office so that payment can be stopped and a new check issued.

If any errors are found in the paycheck or there are questions concerning it, you should contact the Payroll Office in the Financial Administration building.

## Payroll Deductions

A variety of payroll deductions affect your paycheck. In some instances, your projected deductions may exceed your earned income; in which case deductions will be made only insofar as funds are available.

### Legislated Deductions

Legislated deductions are made until the maximum year-to-date amount required by law has been deducted. Your paycheck stub will indicate current and year-to-date legislated deductions. This includes:

1. Federal Contributions Act (FICA Social Security and Medicare) Payroll Tax.
2. Federal Income Tax (FED WT).
3. State Income Tax (STATE WT).
4. State Disability Insurance (SDI).

### Garnishment

Garnishment deductions are made as required by law when the College is served with a garnishment or writ of execution requiring us to withhold wages to pay a demand of one or more of your creditors (see *Personal Conduct: Personal Finances*).

### Voluntary Deductions

The College can make voluntary deductions for your convenience. Voluntary deductions are made only at your written request and can include the following.

AFLAC Insurances	Payroll Advance
Alumni	Phone Toll charges
Annuities	PUC Elementary
Capital Campaign	PUC Prep
Dependent Care	Purchase Benefits
Discoveryland	Rent
Disposal Service	Second Mortgage
Expense Reimbursement	Security Deposit
Garnishment	Subdivision Fee
Health Care	Survivor's Insurance
Medical Insurance & Buy-in	Tithe and/or Church Offering
Middle Managers	Transfer to A/R or S/A
Miscellaneous	Travel Advance
Paulin Center	Utt Endowed Chair

## Section 5: Travel Guidelines

### Travel Authorization

Prior authorization will be needed for all travel that is not local. You must get the approval of the department director and the budget office.

## Expense Authorization and Reimbursement

Authorization for travel expenses must be obtained in advance. Complete a Travel Authorization Request Form and secure the appropriate College administrative officer's signature. This means that with the exception of local travel, arrangements must be authorized in advance.

Please see/call the Human Resources Department for the latest per diem, auto travel rates, etc.

1. Reimbursement for authorized trips provides for the following items:
  - a. Per Diem for food and miscellaneous items.
  - b. Actual hotel or motel costs (receipts needed).
  - c. Auto mileage and tolls or air fare. Report actual auto miles or use the estimated mileage chart. Mileage for any personal errands or side trips should be deducted when reporting actual miles.
  - d. Local bus, taxi, and, in special cases, auto rental costs using economy rental services.
  - e. Conference, convention, or workshop fees.
2. The full per diem rate is applicable only to overnight trips; otherwise, the actual meal costs should be reported up to a maximum. When you are entertained fully, there is a lower per diem to be reported.
3. You 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 or safer to stay at or close to the hotel where the conference is being held.
4. In general, you are expected to travel by the most economical means, taking into consideration the important element of time. On most trips, other than local (Napa/Sonoma County), air travel is the most economical. Auto travel is authorized only in those situations where group travel and economy are involved.
5. When renting a car, you may be asked if you wish to purchase insurance in addition to your personal coverage. This additional insurance is not necessary since you are covered under a College insurance policy when driving for business purposes.
6. If you are involved in an accident with your rental car, you should report it to the rental care agency as well as the Director of Budgets and Fiscal Services.
7. When you report the use of a recreational vehicle in lieu of hotel/motel expense, there is an allowance per night, plus full per diem and full reimbursement for hookup charges.

After the travel, a Travel Expense Report should be completed, signed by yourself, a department director, and the appropriate administrative officer. Vice presidents must approve all travel expense reports charged to their area of responsibility. The president may authorize any trip.

The Travel Expense Report should be submitted to the Director of Budgets and Fiscal Services by 4:00 p.m. Thursday prior to payroll week.

Financial Administration (Ext: 6232) has the latest mileage and per diem rates.

## Mileage: Estimated Round-Trip Distances

Albion .....	215
Calistoga.....	32
Deer Park.....	8
Glendale .....	900
La Sierra.....	1000
Leoni Meadows.....	300
Lodi.....	200
Loma Linda.....	1050
Los Angeles.....	1000
Modesto.....	282
Monterey Bay Academy .....	340
Napa .....	60
Oakland.....	130
Oakland Airport .....	150
Paradise.....	356
Petaluma.....	110
Portland, Oregon .....	1250
Rio Lindo Academy .....	87
Sacramento.....	184
San Francisco .....	140
San Francisco Airport .....	175
San Jose.....	220
Santa Rosa.....	70
Soquel .....	292
St. Helena.....	18
St. Helena Hospital .....	8
Stanford.....	220
Vallejo.....	90
Wawona .....	525

## Travel Advances

You may request a travel advance for your out-of-pocket expenses as estimated on your Travel Authorization Request Form. The advance is issued from the Director of Budgets and Fiscal Services office and may be collected in cash at the Cashier's window in the Financial Services building during business hours.

All expenses should be reported on a Travel Expense Report. Your travel advance will be matched with your Expense Report, and you will be reimbursed for any expenses over the amount of your advance. If your advance was larger than the amount of reported expenses, the difference will be deducted from your paycheck.

## Section 6: Employee Benefits

### Summary of Benefits

The College provides you with a variety of benefits. Your employment classification (see Employment

Classifications) determines the benefits, if any, to which you are entitled.

The brief description of each benefit is provided below. Benefits are based upon a budgeted position time. Overtime is excluded in the benefits calculation.

If you are a new employee, during your orientation and adjustment period, you are not eligible for employee benefits.

Questions about employee benefits should be directed to the Director of Human Resources.

## **Retirement Plan**

The College has a defined contribution 401k retirement plan.

When beginning employment (W4 and I9 completed), you are automatically enrolled for the minimum amount at the basic level. You can also elect to contribute more from the start. After that time you can elect to change your contribution percentage.

To gain the greatest employer contribution, you need to contribute 5%, which will gain a 2.55% employer contribution. The maximum amount you can contribute is 25%.

If you have opted out and wish to re-enroll, July and December are the two times when you can do this.

For more information, you can get the Adventist Retirement Plan information brochure at the Human Resources office.

## **Unemployment Insurance**

As indicated in the notice given to you when you began work, and in posters at the worksite, the College is in full compliance with the worker's compensation laws of the State of California requiring insurance coverage to protect its employees who become injured or ill in the course of doing their work. This insurance provides medical, surgical and other benefits including wage loss protection. Please see the appropriate policy or the Human Resources Department web page to view/print the most current and valid information.

## **Disability Insurance**

State Disability Insurance (SDI) is compulsory for employees of non-profit institutions in California. It is financed by payroll deduction specified by state regulations.

## **Health Care**

### **Health Care Assistance Plan**

The College has a Health Care Assistance Plan (HCAP) as part of its employee benefit program.

Please see the HCAP policy, or the Human Resource Dept. web page, to view/print the most current and valid information.

## Health Services

The College's Health Services department (located in the basement of West Hall) is available for you and your family. Health Services provides low-cost physician visits, vaccinations, blood pressure checks, and some laboratory services. Phone Health Services at 6339 for further details about available services.

## Flexible Spending Account

Under Section 125 of the Internal Revenue Service code, employers can provide employees with a flexible spending account to cover non-reimbursed 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) to administer our plan. Each June there is an open enrollment period for employees to join or adjust their withholding for the spending account. You may set aside annually up to \$2,000 for non-reimbursed medical expenses and up to \$5,000 for dependent care expenses. Contact the Human Resources Office to establish or adjust your account during the open enrollment period. If you are a new employee, you must establish your spending account within thirty (30) days of your hire date.

## Wellness Program

To encourage the development of a healthy lifestyle, the College provides an annual Wellness program for you and your spouse. The Wellness program consists of a lifestyle questionnaire, blood pressure screening, blood panel test, weight monitoring, body fat composition test, and optional cancer screening tests.

## Survivor Benefit Plan (SAFE)

The College provides a survivor benefit plan should you or a family member die during your employment. The plan provides a financial payout ranging from \$7,500 to \$50,000 depending upon the age of the deceased. This benefit provides you or your estate with the necessary funds to assist in burial and related costs.

The plan also provides an opportunity for you to purchase additional insurance. Contact the Human Resources Office for a plan brochure.

## Workers' Compensation Insurance

The College aims to provide you with a safe work environment. However, should you have a work-related, on-the-job injury, you are provided with insurance coverage known as Workers' Compensation Insurance. The College self-insures its risk exposure and contracts with a third party administrator (TPA) to provide insurance services. Coverage includes first aid medical care, injury related medical care and temporary disability payments depending upon the extent of the injury.

If you have a work-related, on-the-job injury, contact your supervisor immediately. Your supervisor will complete an accident report and accident investigation form with you. The Financial Administration Secretary (6232) will coordinate your benefits and care utilizing the College's Health Services, St. Helena Hospital Job Care unit, and Gates MacDonald. During your treatment, the Financial Administration Secretary will monitor your progress and answer your workers' compensation questions.

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

## Vacation, Holidays and Sick Leave

The College's leave policy includes:

- vacation time
- holidays
- sick leave
- extended sick leave
- Family and Medical Leave Act (FMLA).

### Salaried Leave

Vacation time accrual is based on years of service.  
Sick leave and holidays are included in the pay package.

### Hourly Leave

The system is called –Paid Time Off, with the following components:

- vacation time accrual based on years of service
- plus 10 days sick leave
- plus 9 holidays

For more information and details about benefits, please see the appropriate leave policy or the Human Resources Department web page to view/print the most current and valid information.

### Family Medical Leave Act

The College has the Family and Medical Leave Act, and the California Family Rights Act as part of its leave policy.

Please see the appropriate policy, or the Human Resources Office web page for more information.

### Funeral Time Allowance

A funeral time allowance of up to 24 working hours (three days) is made available to you to care for urgent business and to attend the funeral of members of your immediate family. You will be paid your regular daily rate for each of the scheduled work days missed (up to 24 working hours). You may be required to furnish satisfactory evidence to support the leave. During the orientation and adjustment period, you are permitted to take time off (up to 24 working hours) but you are not paid for this time.

Immediate family is defined as follows: 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, grandparents, grandchildren and all step equivalents.

Determination of the amount of funeral time to be allowed is made by your department supervisor or director after consulting with you and, when appropriate, with the Director of Human Resources.

### Jury Duty Service

Occasionally, College employees are selected for jury duty. The College expects you to fulfill your civic duty and follows the practice of continuing your regular wages for a period of not more than two weeks in any fiscal year. Hourly employees should indicate on their time card that the time claimed is for jury duty.

If you receive a jury summons, you must notify your supervisor and the Human Resources Department immediately. If you are not excused for jury duty or your work schedule cannot be rearranged to avoid conflict, you will be allowed to take time off with pay for each full or partial working day you serve on jury duty up to a maximum of two weeks in any fiscal year.

You must report to work on days, or parts of days when you are not required for jury duty service.

## Tuition Assistance

### Tuition Assistance for Dependents

You are encouraged to enroll your children in Seventh-day Adventist denomination owned and operated schools.

The College provides assistance for qualifying exempt employees' children who are enrolled in denominationally owned and operated schools on the elementary, secondary or liberal arts 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.

Non-denominational institutions may be also approved, but the tuition assistance will be paid at the lowest cost in a comparison between the denominational and non-denominational institutions.

The Administrative Council must approve exceptions for privately operated Seventh-day Adventist schools.

1. To be eligible for tuition assistance, the student must be:
  - a. Your unmarried dependent.
  - b. Less than 24 years of age, unless the student has completed compulsory military service, volunteer service for the Church or has a documented medical consideration.
  - c. Eligible to be claimed as a dependent on your income tax return.
  - d. Born to you, or legally adopted by you, or your stepchild by marriage and receives less than 50 percent of support from natural parents.
  
2. The College provides assistance as follows:
  - a. S-I employees: up to 70 percent of the tuition and all required fees for dormitory students, and up to 35 percent for those not in the dormitory.
  - b. As of January 1, 2003, non-exempt employees are not eligible for tuition assistance.
  - c. 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.
  - d. Assistance does not include 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.

- e. Assistance provided for professional programs in medicine or dentistry for students who have not completed their undergraduate studies are based on, and shall not exceed, the normal tuition costs for a maximum number of semesters or quarters as listed in the next paragraph. (This is based on 2a above.)
- f. Assistance shall continue until an undergraduate course of study is completed, or for a maximum of nine semesters or 13 quarters, or 208 credit hours, of undergraduate studies. An additional two semesters or three quarters may be granted only to complete graduate work necessary to secure teaching credentials.
- g. Students who attend summer sessions are eligible for tuition assistance. Such attendance does not count against the maximum semesters or quarters referred to in the above paragraph.
- h. The amount of the assistance could be affected by the amount of Cal Grant awarded. The assistance amount is determined within the formula of the State of California Student Aid Commission. For additional information contact the office of Student Financial Services.
- i. Assistance may not be granted for children attending schools outside their conference territory unless authorized by the Human Resources Department.
- j. Assistance for students enrolled in an academy or College shall be paid directly to the school.
- k. When both employee and spouse are denominationally employed by separate organizations and both organizations provide tuition assistance according to this policy, each organization is 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.
- l. Adventist Colleges Abroad students shall receive tuition assistance based on the cost of tuition at the home campus where they are registered.

### College Early

If you have children who are juniors or seniors at the College Preparatory School, they may enroll at a significantly reduced tuition rate in any regular College course for which prerequisites have been met. To obtain further information and an Application/Enrollment Form, please request one from the Human Resources Office.

### Employee and Spouse Free Tuition Allowance

You can register for four hours of class work, and your spouse may register for up to two class hours each quarter. This benefit is not cumulative from quarter to quarter. Charges are made only for fees, special materials or private lessons. Your department director must give prior approval if you desire to attend such a class.

You may register for a maximum of three hours of class work each quarter. When both you and your spouse are full-time employees of the College, each may register for a maximum of three hours. Additional hours of class work are not generally approved because the time required to attend classes and to complete preparation detracts from your ability to perform your work assignments satisfactorily.

When you register for less than four hours, the balance of your hours may be added to the two hours of class work available to your spouse who is not a full-time employee of the College. For instance, if you register for two hours of class work, your spouse is then eligible to register for up to four hours of class work.

The free tuition benefit is based on the number of hours and not the dollar value of those hours. That is, in providing this benefit, regular College hours, audit hours and extension school hours are considered equal even though they may have different dollar values.

### Eligibility for Free Tuition

New employee benefits are provided beginning with the first day of employment unless regular employment is subject to an orientation and adjustment period. Where an orientation and adjustment period precedes full employment, these benefits will be provided as designated at the time of regular employment and will be made retroactive to the beginning of the particular school term (i.e., quarter) in which regular employment becomes effective. The benefits are not retroactive before the commencement of the orientation and adjustment period.

For terminating employees, the benefit, as designated in the agreement, continues until the close of the particular school term (i.e. quarter) in which the termination takes place if at least one-half of the term is past at the point of termination. When an employee terminates before the halfway point in a particular school term, the benefits are prorated.

When you or your spouse elect to take advantage of this benefit, a Free Tuition Application form must be completed, signed by your department director and submitted to the Student Finance Office. This policy also applies to retired College employees (see *Benefits: Retirement Plan*).

### Degree Completion Program (DCP)

The Degree Completion Program was established to meet the educational needs and interests of our PUC and supporting communities. This program is designed for working adults who have had some college credit and now wish to complete a bachelor's degree but are unable to attend classes during the day due to their work schedule. Classes meet one night a week from 6 to 10 p.m. and are held in locations other than the main campus in Angwin.

Two degree options are offered:

#### Bachelor of Science in Management (BSM)

The BSM curriculum covers the major areas of business, including accounting, business law, data presentation, economics, entrepreneurship, ethics, finance, human resources management, international business, management, marketing, organizational behavior, and public administration.

#### Bachelor of Science in Early Childhood Education (ECE)

The ECE curriculum covers the major areas of early childhood education including supervision and management needed for the California State permit for child care.

As a member of the College staff, you and/or your spouse may participate in DCP courses at half the cost of tuition and fees. To obtain an authorization form, please request one from the DCP Office or the Human Resources Office.

To obtain more information, please contact the DCP Office:

(707)965-6505 Office  
(888)311-4782 Toll Free  
(707)965-6237 Fax  
[www.finishcollege.org](http://www.finishcollege.org)

## Housing Program and Moving Assistance

### Housing Program

The College has a housing and moving program for faculty and staff.

The housing program has four main components:

1. Community housing: The College acts as a matching coordinator between the new employee and available property in the Angwin area.
2. College campus housing: The College has a limited number of employee homes available on campus.
3. Mobile Manor: The College maintains a 46 -space mobile home park on campus. There is a limited availability of homes on the market at any one time.
4. -Woodside home purchase program: The College acts as a matching coordinator between the new employee and the seller.

The Human Resources Office has more details and information on what is available, prices, and waiting lists.

### Moving Assistance

The College has a moving and traveling expense policy for incoming, full-time salaried employees. All moving and related traveling expenses must be prearranged with the Director of Human Resources. For more details, please call the Human Resources Office.

## Miscellaneous Benefits

### Fine Arts & Adventure Series

The series is open to the public; just turn up and enjoy the programs.

### Firewood

Employees can purchase pre-cut firewood at a discount. There is also the option to cut your own wood for a discount fee. Please contact the Land Management Department for more details

### ID Card and Purchase Reimbursement

The ID card offers you the convenience of a -charge card with a 5% discount when using the services of some College departments and Howell Mountain Enterprise businesses, including:

- The Bookstore
- The Flight Center
- Food Service
- The College Chevron gas station
- The College Market and Hardware

The discount is applied automatically through payroll.

The ID card also grants you use of  
The College Library  
The Fitness Center  
The Weight Room

Some conditions apply:

1. You must work at least 25 hours a week.
2. The ID card will be activated after the 60-day benefit-waiting period, by the Human Resources Department.
3. A second card can be issued for a spouse.
4. Charges made on your card will be taken directly from your paycheck on a Thursday-to-Thursday time period prior to payroll week.
5. Authorized and unauthorized charges to your card will be your responsibility.
6. If your ID card is lost or stolen, contact Human Resources Department as soon possible to deactivate your card.
7. Your ID card privileges can be revoked for misuse such as overdraws against your paycheck.
8. Payroll Office provides a special envelope for cash purchases (except for Food Services which must be ID card only.) Enclose your cash register receipts and submit your report monthly to the Payroll Office. But of course it will save time and money to use the ID card through automation to reduce the manual handling of the cash reporting envelopes.

## Section 7: College Premises & Work Areas

### Employee Safety and Health

It is our College's policy to provide a work environment as free as feasible from recognized hazards. You are expected to comply with all safety and health requirements, whether established by management or by federal, state or local law.

You should report to the Director of Budgets and Fiscal Services (safety officer) all safety and health violations you notice and any accidents resulting in injuries to either employees or customers.

You are encouraged to submit suggestions to the safety officer about safety and health matters.

If you are injured on the job, you and your supervisor must fill out both a PUC Accident Report form and a California State Workers' Compensation form. You should indicate what happened, why it happened, what equipment you were using when you were injured, and what you might have done differently to avoid an accident. You should detail whom you saw for treatment, if any, and whether you were unable to work as a result of your injury.

Your report should be given to the Director of Budgets and Fiscal Services within 48 hours of your injury.

For treatment of your injury, you should first contact the Health Service at 6339, and they will advise you what to do next.

In a life-threatening emergency, you immediately call 911 for the rescue team to take you to the emergency room.

## Maintenance of Work Areas

You are expected to take an active interest in preserving and protecting College equipment and physical facilities. You are also asked to report promptly to your supervisor any need for maintenance services to prevent more extensive deterioration or damage (see *Departmental Services: Maintenance*).

PUC provides, at College expense, a work area for your convenience. In addition, some employees are also provided desks for use during work. Although these work areas and desks are made available for your convenience at work, you should remember that all work areas and desks remain the sole property of the College. Moreover, PUC reserves the right to open and inspect any object on its premises, as well as contents, effects, or articles that are in work areas or desks, even if your personal belongings. Such an inspection may occur at any time, with or without advance notice or consent. This inspection may be conducted during, before, or after working hours by any supervisor, manager, or security personnel the College designates.

Prohibited materials, including weapons, explosives, alcohol and any drugs or medications not prescribed to you or OTC, may not be placed in a work area or desk. Perishable items also should not be stored in work areas or desks or left for prolonged periods. Any employee who, if requested, fails to cooperate in any inspection is subject to disciplinary action, including possible suspension or discharge. PUC is not responsible for articles placed or left in a work area or desk that become lost, damaged, stolen or destroyed. (See also Employee Conduct: *Drugfree Workplace*.)

## Personal Property

Pacific Union College assumes no responsibility for loss or damage to your personal property when brought to work, unless authorized by administration and specifically endorsed to the College's property insurance policy.

A lost and found service is maintained at the Custodial Department (see *Departmental Services: Lost and Found*).

## Automobiles

### Insurance Requirements

If you drive a College-owned vehicle, you must complete a Driver Questionnaire form which is submitted to Adventist Risk Management Services. These forms are available at the Financial Administration Office.

Use of a College vehicle to perform your regular work does not authorize you to use College vehicles for any personal purpose.

If you use your personal car for College business on a regular basis, you should complete a Private Car Clearance form available at the Financial Administration Office. You are responsible for purchasing your own auto insurance.

All employees who drive for the College are requested to carry \$100,000/\$300,000/\$50,000/\$5,000 limits. Under the Health Care Assistance Plan, there is a \$5,000 deductible on medical costs incurred as a result of a vehicular accident (see Health Care Assistance Plan).

### Vehicles on Campus

If you operate or park your vehicle on campus, your vehicle must be registered with the Public Safety Of-

face. A campus –All permit sticker is issued without charge and is to be displayed on the upper left corner of the rear window of the vehicle. The Public Safety Office must be notified when you change vehicles. The PUC sticker should be removed when you sell your vehicle or leave College employment.

Park your vehicle in the areas designated Faculty/Staff Parking. An —All permit sticker allows you to park anywhere on campus, except spaces for handicapped persons, visitors, or fire vehicles. Failure to comply with parking regulations, improper parking, or improper operation of a vehicle on campus may result in your receiving a warning or violation ticket. Such tickets, once issued, are collected by a third-party commercial firm. If you feel a mistake has been made in your case, you may ask for an appearance before the campus Traffic Appeals Board. Your employer does not accept responsibility for tickets and/or fines resulting from your vehicle violations, even if they occur in the course of carrying out your work.

### Parking Permit Areas

#### —All Permit—Faculty/Staff Parking Areas

- Any faculty/staff parking area, student lots

#### —Cl Permit—Community Parking Areas

- North and south Church lots along Howell Mountain Road across from the market
- Lower Gym lot
- Parallel parking along Angwin Avenue and Hardin Lane (next to USPS & Silverado Credit Union)
- Six spots by Family and Consumer Sciences, on La Jota just north of the Admissions staff parking
- The Public Safety lot
- Parallel to the curb between Chan Shun and Newton halls

#### Church Permit—Pastors

- Pastors' parking between the Dining Commons and the Church complex

#### Motorcycle Permits

- Covered shed in the Newton Hall parking lot
- Blocked off area below the flags between Irwin Hall and the Library
- North end of main Winning —Wll parking lot in the island of motorcycle parking spots
- Campus end of Hardin Lane, against the curb, in close proximity to the entrance to Davidian Hall
- Behind Irwin Hall next to stairs leading to upper-level residence halls
- Area in front of Dining Commons, against the curb, in close proximity to the front entrance
- Single space located at rear of Clark Hall
- Parking lots for Nichol and McReynolds halls

#### Visitor Permits

- Visitors parking on campus are required to get a Visitor Permit which will specify a parking area and the expiration date.

## Security

It is our College's policy to provide security for its property, its employees, and persons visiting its premises. Security is your responsibility also.

1. The Public Safety Director is in charge of all College security programs.

2. Keys for use on secured gates, doors, desks, file cabinets, vehicles and other College equipment are issued to you if your work requires specific keys. These keys should not be shared. (See *Key Policy*)
3. You are not encouraged to allow personal visitors in your work area.
4. You may not enter College buildings outside of normal working hours unless you have been authorized to do so by your supervisor.
5. Information you may use in the course of your work which gives you access to your department's safe or enables you to turn off an alarm system, may not be shared with anyone without the specific permission of your supervisor.
6. Escort service is available from dusk to dawn for on-campus rides, or for security when exiting your building and going to your parked care after dark.

## Section 8: Departmental Administration

### Purchases

#### Purchase Requisitions

Purchase Requisitions, prepared by the department director or supervisor and signed by the department director, must take into account the departmental budget, cash flow, and expenditures. A monthly report from the Accounting Office shows the budgeted amounts and expenditures to date. At the time of approval, the department director must indicate the appropriate account number to be charged.

The purchasing flowchart outlines the process for submitting purchases for approval, depending upon the dollar amounts and the type of purchase. The appropriate administrator must give prior approval for the printing and release of a Purchase Order by the Purchasing Office. Any purchasing questions should be directed to the Purchasing Office (7590), which is located in the Accounting Department. Purchase orders will be reconciled for payment with the vendor's invoice upon receipt of the Purchase Order Receiving copy from the department.

Supply purchases from a campus industry, business or department are requested with a Purchase Requisition. Equipment purchases (over \$500) from a campus industry, business or department are requested via a Purchase Requisition approved by the department head, the appropriate vice president, and the vice president for Financial Administration.

#### Departmental Charge Card

When departmental purchases are made at the Angwin Plaza, the departmental ID card, obtained from the department office, should be presented to the cashier. Cash registers in the College businesses are online with the computer center, and require swiping the magnetic strip on your departmental ID card. The ID card may be used for making a purchase in the College Market, College Bookstore, and College Hardware.

If you wish a purchase to go to a different account number than is on the card, you should (a) request a card for that account from the Accounting Office, or (b) request the Accounting Office to transfer a specific charge from the charge account number to the preferred account number.

#### Petty Cash

In some limited situations Petty Cash may be used for departmental purchases.

## Sales Representatives

All sales representatives other than publishers' representatives must obtain clearance through the Director of Budgets and Fiscal Services before going to any department of the College. Clearance must be obtained through the office of the respective administrator for all equipment or other articles to be left in a department on a trial basis.

Peddlers are not permitted to function in College offices or on College property. College employees shall not sell goods to or solicit orders from other employees or to students during working hours or through their places of employment.

All personal business should be kept outside the workplace.

## Charges and Invoices

The department director must approve departmental invoices for payment. These invoices, along with other charge slips, should be submitted to the Accounting office no later than the first day of the following month. All academic departments, as well as service and industrial departments, are to follow this schedule. Any invoices or vouchers submitted after the first of the following month will be put on the next month's report. All accounts payable will be closed on the last day of each month.

## Section 9: Departmental Services

### Campus Facilities Directory

#### Using Campus Facilities

To schedule use of campus facilities, please contact the person in charge:

Alumni Park .....	Vice-President for Student Life
Amphitheater .....	Vice-President for Student Life
Andre Hall Rec Room and Patio .....	Andre Hall Dean
Angwin Plaza .....	General Manager, Howell Mountain Enterprises, Inc.
Campus Center .....	Coordinator, Campus Center
Chan Shun/Davidian Patio .....	President's Office
College Church.....	Executive Church Pastor
Classrooms .....	Registrar
Dauphinee Chapel .....	Dean of Women
Dining Commons.....	Director, Bon Appetit
Martin Springs.....	Vice-President for Student Life
McKibbin Hall.....	Principal, PUC Preparatory School
McReynolds Hall Park .....	McReynolds Hall Dean
Paulin Hall Auditorium .....	Chair, Music Department
PE Facilities.....	Chair, Physical Education Department
(including Pacific Auditorium, tennis courts, playing fields, and pool)	
Rasmussen Art Gallery.....	Chair, Art Department
Redwood Flats.....	Vice-President for Student Life
Stauffer Hall .....	Chair, English Department
Window Tree.....	Vice-President for Student Life

## College Bookstore

College Bookstore, operated by Barnes & Noble, is a College auxiliary whose primary purpose is to make textbooks and school supplies accessible to students.

The Bookstore gives College departments a ten percent discount from the retail price on non-book merchandise (except electronics, film and film processing, or gift certificates). Items not in stock may be special ordered at no extra charge.

The Bookstore also stocks general books, greeting cards, gifts, film and art supplies, as a convenience for all the school family. Personal purchases qualify for the 5% payroll discount.

## Health Service

The College operates a Health Service office located in West Hall. This includes a physician, nurses and limited facilities, primarily for residence-hall students. Service is provided to College staff families and married students on a fee basis, with residence-hall students having priority. Medical expense incurred at Health Service may be reported as any medical expense covered by the Health Care Assistance Plan.

## Key Policy

### Key Use Authorization

A key request card must be filled out, complete with PUC ID of employee or student, and authorized by the department director in charge of the area for which the key is being issued.

Requests are approved in accordance with the following:

1. Only the department director may authorize the issuance of keys for facilities within buildings under their jurisdiction.
2. Department directors may authorize the procurement of master keys, but requests for the issuance of grand master keys are to be reviewed by the Key Committee.
3. You will be issued keys based on the need of your job assignment (i.e., main entrance, office). You are responsible for the use of this key, and should not share it with anyone else.

### Obtaining Keys

Key request cards are available at the Payroll Office in the Financial Services Building. Requests for keys must include the following information: name, College ID number, key number (if known), lock location, department and authorization signature. When properly completed and bearing an authorizing signature, key request cards may be returned to the same place.

Requests turned in by 11:00 a.m. will be available at 1:00 p.m. on the following business day.

The person requesting the keys must be the person who picks them up.

Incomplete key request cards will delay the issuance of keys.

### Responsibility for Keys Issued to a Department

Department directors must maintain an inventory of all keys issued to students or staff members serving within their department.

If the department director feels that certain keys are needed for specific areas in the department such as bulletin boards, front and back entrances, etc., and these keys are not for the use of any specific employee, they should be checked out to the department key safe. The department director will be responsible for such keys. The Locksmith will review all key safes.

### Unauthorized Use of Keys

If more than one copy of a key is needed, application for the additional key(s) should be made in the same way as the original. *Under no circumstances should you make your own duplicate copies or tamper with any locks.* Violators will be subject to a fine of \$250-\$500 and disciplinary action.

### Changing of Locks

Requests for re-keying or changing locks must be made to the Locksmith and approved as follows:

1. The Director of Plant Services must approve changes to locks to maintain security in case of lost keys after consulting with the Loss Control Manager and the Locksmith. All other changes will require the approval of the Key Committee.
2. All new locks acquired by the College will be purchased and installed by the Locksmith to insure the integrity of the campus security system.

A copy of the key for each new desk, file, etc. should be sent to the lock shop by the original user to be used as the original hook key for the cutting of duplicate keys.

### Key Return Policy

You must personally return keys to the Payroll Office or the Human Resources Office without delay whenever employment is changed or terminated. Students must return all keys when leaving the campus at year's end. Keys checked out through the key office should not be returned elsewhere.

The following departments have their own key-issue program.

- Residence Halls: Keys to student rooms
- Physical Education: Keys and locks to lockers
- Music Department: Keys and locks to lockers
- PUC Church: Keys to rooms in the church complex.

Anyone who fails to return keys to the Payroll Office at the end of the school year or upon termination of employment will be personally charged the lost key assessment for the level of the key not returned or lost.

### Lost Key Policy

A charge will be levied upon the account of the responsible employee or student for each lost, stolen or unreturned key as follows:

Great grand master key	up to \$300
Grand master key	up to \$250

Master key	up to \$100
Sub-master key	up to \$ 75
Change key	up to \$ 10

### Key Committee

Director of Plant Services, Chair  
 Director of Budgets and Fiscal Services  
 Locksmith

Associate Locksmith  
 Director of department involved

### Library

Policies regulating library use are as follows:

1. Your College ID Card can be used to check out library material. Your children, however, cannot use your ID Card.
2. The loan period for books from the regular stacks is 21 working days.
3. Periodicals must be used in the library and may not be checked out.
4. Materials may not be renewed by telephone.

NOTE: A replacement charge, plus a \$10 processing fee (non-refundable), is assessed for each lost item. A refund of the replacement charge is made for the return of a lost item.

### Lost and Found

A lost and found service is maintained at Custodial Services. Found articles should be turned in with the date, time, place, and name of person who found the article. You should refer persons inquiring about articles that have been lost to the lost and found service. Items that have not been claimed within 30 days may be given to charity or sold to the highest bidder. The College is not responsible for articles lost or found.

### Media Services

**Faculty, staff and students may use audiovisual equipment if the following conditions can be satisfied:**

1. The equipment is listed by the Library Media Services as available.
2. *Use of the equipment does not conflict with College use.*
3. Rental charges are paid for each piece of equipment checked out (contact Library Media Services at 7221 for fees and schedule).
4. The Director of Library Media Services, or the Media Librarian must clear all requests.

5. The individual operating the equipment is listed with Library Media Services as a trained operator or the services of a trained media technician will be required and paid for as requested by Library Media Services.

## Notary Public

Employees can use the services of a notary public for College business free of charge by contacting the notary public located in the Financial Services building.

## Physical Education Facilities

These are made available to College employees. Your ID card gives you the use of the Fitness Center, the Weight Room, and the James Hanson Pool.

## Preferred Images

Preferred Images, the College printing facility, also operated the Copy Center and Mail Services.

Since the College operates a high-volume printing and copy center, all printing jobs for wide distribution are to be handled through Preferred Images. College personnel are not to send printing work elsewhere without authorization from the Vice President for Financial Administration. Department brochures and promotional materials for wide distribution must be approved by the Public Relations office and the College office to which the department director reports.

College stationery for departments should be ordered from Preferred Images through the Public Relations Office.

For more information about the services of Preferred Images, the Copy Center, or Mail Services, visit <http://www.puc.edu/campus-services/copy-mail/home>.

## Copy Center

In addition to copy machines in individual departments, the Copy Center provides copying services.

For a large number of copies, the Copy Center has high-speed black-and-white and color copy machines. Special functions available are:

- Folding
- Stapling & binding
- Overhead transparencies
- Color brochures & posters

A special authorization form is required to charge duplicating. Forms are available at the Copy Center. This form should be completed and signed by an authorized staff member.

Copying services are available for private use on a cash-and-carry basis. Supplies for departmental and personal use include paper and memo pads.

## Mail Services

The College operates a pick-up and delivery mail service to specified departments. Mail Services handles first class and bulk mailings, and FedEx and UPS shipping. Call Mail Services at Ext. 7401 for details on package weights and dimensions, schedules, and insurance options.

## Public Safety

Public Safety provides 24-hour-a-day security and patrol protection for the campus. Students in the officer and dispatcher positions staff the department.

Public Safety provides several service-oriented functions to the College community. These are:

### Crime Reports

Any criminal action should be reported to Public Safety at 6551. The department maintains a close working relationship with appropriate law enforcement agencies and elements of the criminal justice system. Crime-related reports and statistics are routinely exchanged with law enforcement.

### Traffic Accident Reports

Public Safety provides reports of on-campus, non-injury traffic accidents for insurance purposes.

### Vehicle Assistance

Public Safety will assist any on-campus person with vehicle problems such as battery jump and vehicle lockout.

### Campus Parking Registration and Enforcement

Parking on the College campus is by permit only. Public Safety provides parking stickers for employees at no charge. You need to provide your driver's license, DMV vehicle registration, and proof of insurance when you register a vehicle. There is no limit to the number of vehicles that may be registered. You must obtain a temporary permit if you have a rental car or temporary vehicle on campus. See Public Safety for information on parking areas. Parking is enforced by citations, impound, and towing of vehicles.

### Crime Prevention

The College's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. Following is a list of Public Safety's crime prevention programs:

**Accompanied Rides** are available from dusk to dawn on campus.

**Owner Identification:** Engravers are loaned to students and employees at no charge so they can engrave their identifying information on items of value.

**Crime Prevention Presentations:** Numerous crime prevention presentations are made annually and are available on request.

**Printed Crime Prevention Materials:** Printed crime prevention brochures related to motor vehicle, bicycle, residence, and personal safety are widely distributed at crime prevention presentations and are available at the Public Safety Office.