

# **UNIVERSITY OF THE PACIFIC**



## **STAFF HANDBOOK**

**2006**

# Table of Contents

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<b>Welcome to Pacific</b>	1
<b>Introduction</b>	2
Introduction	2
Mission Statement	2
Vision Statement	2
Planning Priorities	2
<b>Human Resources Vision, Goals and Objectives</b>	3
Human Resources Statement	3
Human Resources Vision	3
Human Resources Goals and Objectives	3
<b>Pacific, History and Present</b>	4-8
Pacific History	4-5
Pacific Today	6
Stockton Campus	6-7
Sacramento Campus	7
San Francisco Campus	8
<b>Hiring Procedures</b>	9-11
Authorization to Recruit	9
Posting of Position	9
Outside Recruitment	9
Conditional Offer of Employment	9
Authorization to Hire	10
Physical Exam	10
Employment Eligibility Verification	10
Prior Service Credit	10
Orientation	10
Nepotism	10-11
<b>Employment and Performance Standards</b>	12-18
Employment Categories	12
Exempt and Non-Exempt Employment Status	12
Non-Exempt Staff	13
Overtime for Non-Exempt	13
Exempt Staff	13
Overtime for Exempt Staff	13
Job Responsibilities	13
Introductory Period	14
Professional Appearance	14
Punctuality and Attendance	14
Work Standards	14-15
Responsibilities of the Supervisor	15
Performance Evaluation	15-16
Merit/Salary Increase	16
Transfers/Promotions	16-17

# TABLE OF CONTENTS

---

<b>Employment and Performance Standards (continued)</b> .....	<b>12-18</b>
Orientation Period for Transfers and Rehires .....	17
Training and Development .....	17-18
Personnel Records and References .....	18
<b>Total Compensation</b> .....	<b>19-21</b>
Salary and Benefits .....	19
Pay Days .....	19
Direct Deposit .....	19
Taxes and Deductions .....	19-20
Garnishments .....	20
Reporting Time .....	20
Important Notice for Payroll Records.....	20
Call-In Pay for Non-Exempt.....	20
Travel Time for Non-Exempt .....	20-21
Pay Advances.....	21
<b>Total Compensation, Benefits</b> .....	<b>22-24</b>
Benefits .....	22-23
COBRA.....	23
Tuition Remission.....	24
Tuition Exchange.....	24
<b>Total Compensation, Paid Absences</b> .....	<b>25-29</b>
Holidays .....	25
Vacations.....	26-27
Sick Time.....	27-28
Sick Time Donation (Catastrophic Leave) .....	28
Short Term Disability Benefits .....	29
<b>Employee Leaves</b> .....	<b>30-38</b>
Eligibility and Application.....	30
Leave of Absence.....	30
Medical Disability Leave Non Statutory .....	30-31
Family and Medical Leave Act (FMLA) .....	31
California Family Rights Act (CFA) .....	32
Pregnancy Disability Leave .....	32-33
Personal Leave .....	33
Workers Compensation Absences .....	33
Bereavement Leave.....	34
Jury Duty.....	34
Military Service Leave.....	34
School Activities Leave .....	35
Volunteer Civil Service.....	35
Voting Time .....	35
Crime Victims Leave .....	36

# TABLE OF CONTENTS

---

<b>Employee Leaves (continued)</b> .....	<b>30-38</b>
Domestic Violence and Sexual Assault Victim Leave .....	36-37
Pay and Benefits During Leaves .....	38
<b>Terminations</b> .....	<b>39-41</b>
Resignation .....	39
Retirement.....	39
Layoff/Reduction .....	39-40
Discipline .....	40
Discharge.....	41
End of Service.....	41
Unemployment.....	41
<b>Summary of Policies and Procedures</b> .....	<b>42-51</b>
Policies and Procedures .....	42
Special Issues Relating to Staff and/or Applicants	
With Disabilities .....	42
Prevention of Sexual and Other Unlawful Harassment .....	42-43
Prohibited Discrimination .....	43-44
Diversity.....	44
Smoke Free Environment .....	45
Alcohol Consumption and Drug Use.....	45-46
Health Insurance Portability and Accountability Act (HIPAA) .....	47-48
Pacific’s Computing and Communications Resources .....	49-50
Conflicts of Interest and Commitment.....	51
Background Screening Process.....	51
<b>Complaint Policy and Procedure</b> .....	<b>52-54</b>
Policy Statement .....	52
Definitions.....	52-53
Informal Complaint Procedure .....	53
Formal Complaint –	
Step 1 .....	53-54
Step 2 .....	54
Step 3 .....	54
<b>Grievance Policy and Procedure</b> .....	<b>55-58</b>
Policy Statement .....	55
Grievance Procedure.....	55
Step 1 .....	55-56
Step 2 .....	56
Step 3 .....	56-57
Step 4 .....	57
Other Issues Relating to Complaints and Grievances.....	57-58

# TABLE OF CONTENTS

---

<b>Risk Management .....</b>	<b>59-62</b>
Purpose.....	59
Report Emergencies .....	59
Violence Policy.....	59
Compliance of Work Place Safety .....	60
General Health and Safety .....	60
Safety Training.....	60
Firearms .....	60
Hazardous Materials .....	60-61
Vehicle Safety.....	61
Carts and Equipment.....	61
Candles.....	61
Pet Regulations .....	62
<b>Miscellaneous Services .....</b>	<b>63-64</b>
Automobile and Homeowners Insurance.....	63
Baun Student Fitness Center.....	63
Bookstore Discounts .....	63
Campus Recreational Activities.....	63
Credit Unions .....	63
Library Privileges.....	63
Maintenance and Service Needs .....	64
Miscellaneous Discounts .....	64
Parking on Campus.....	64
Check Cashing/Mail Services .....	64
Travel and Expenses .....	64
<b>Acknowledgement of Receipt.....</b>	<b>65</b>
Staff Handbook Receipt.....	65



# Welcome to Pacific

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## Message from the President

Since my arrival on the University of the Pacific campus I have realized even more what a stimulating and attractive place Pacific is to learn and work. The qualities of people who make up the University workforce ensure its excellence, and make it a unique and wonderful place. I am proud of Pacific and it is an honor to welcome you to a community of students, faculty and staff dedicated to providing a distinctive student-centered learning environment.

Within the following pages you will find information that enables us to work together effectively as a community. We hope this handbook will provide you with useful and practical knowledge about your employment at Pacific and about the benefits and opportunities available to you as a member of our staff.

We look forward to the many contributions you will make to our institution in the months and years ahead. My warmest wishes for your successful career at Pacific.

Sincerely,

A handwritten signature in black ink that reads "Donald V. DeRosa". The signature is written in a cursive style with a large, looping initial "D".

Donald V. DeRosa  
President

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# Introduction

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This handbook is addressed to all staff of Pacific, including those who hold clerical, technical, trade, and service, supervisory, managerial, professional and administrative positions. The handbook provides general information on policies at Pacific. It does not constitute and cannot be construed as a contract between Pacific and its staff. Pacific retains the right to change, modify or delete any of the policies described herein at any time with or without notice.

Nothing in this staff handbook creates, or is intended to create, a promise or representation of continued employment for any staff member. Employment at Pacific is employment at-will. Employment may be terminated at the will of either the employer or the staff member. Employment and compensation may be terminated with or without cause and with or without notice at any time by a staff member of Pacific.

The Director of Human Resources has primary responsibility for university-wide interpretation of the contents of this handbook and is the resource through whom any changes are reviewed and implemented. For detailed information on current policies, consult your supervisor or a Human Resources Representative.

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## **Mission Statement**

Pacific's mission is to provide a superior, student-centered learning experience integrating liberal arts and professional education and preparing individuals for lasting achievement and responsible leadership in their careers and communities.

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## **Vision Statement**

Pacific will be among the best national universities, known for linking liberal arts and professional education at both undergraduate and graduate levels through distinctive, innovative, curricular and co-curricular programs of exceptional quality and high value. Pacific will become a national leader in the creative use of experiential learning and leadership development.

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## **Planning Priorities**

- Heighten Academic Distinctiveness
  - Improve the Quality and Delivery of Academic Programs and Services to Students
  - Strengthen Competitive Positioning
  - Build upon Financial Strength
  - Expand External Relationships
- Please refer to the Mission, Vision and Priorities statement on the Pacific website ([www.pacific.edu/docs/pdf/mvp\\_brochure.pdf](http://www.pacific.edu/docs/pdf/mvp_brochure.pdf)) for details or copy.
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# Human Resources Vision, Goals and Objectives

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## Human Resources Statement

Pacific's purpose is one of creating, preserving and imparting knowledge. This purpose depends on a shared commitment between the University and its staff. Pacific's philosophy is to provide an environment for the personal growth of staff as well as students.

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## Human Resources Vision

- Human Resources initiatives and outcomes are closely linked to University Strategic Plan
  - Anticipate University needs by defining and creating what adds value to University performance in terms of:
    - Individual and organizational energy and capacity (structure, leadership, motivation, skills development)
    - Attraction and retention
    - Boundary-less teamwork at all levels of the University
    - Further enhance credibility of function as a value-added partner
    - Identify and remove organizational barriers to change
    - Motivate, energize and recognize employees
    - Simplification of all Human Resource systems and processes
    - Best Human Resource talent with superior functional skills and business understanding
    - Ensure that Pacific has talented, competent, and satisfied staff who relentlessly strive to achieve the University's Mission and Vision.
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## Human Resources Goals and Objectives

- Provide employees with the most comprehensive and competitive benefit program that is both cost effective for the employee and allowable within University budgetary constraints.
  - Provide employees with a competitive performance based compensation program to ensure motivated and competitively rewarded staff.
  - Develop staff and administrative training and development programs that promote personal and professional growth.
  - Develop and implement a Human Resources Information Technology system.
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# Pacific History, Present

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## **Pacific History**

Pacific was founded as a liberal arts college in Santa Clara by Methodist Ministers in 1851. Pacific was California's first chartered university. Pacific is a medium-sized, independent, comprehensive university consisting of eleven colleges and schools which are located on three campuses in Stockton, Sacramento and San Francisco.

- In 1872, the institution moved to San Jose where it opened its Conservatory of Music in 1878.
- In 1924, the main campus relocated to Stockton. Upon its arrival in Stockton, the University expanded its programs to include the School of Education. In 1992, the school was renamed the Gladys L. Benerd School of Education.
- In 1925 the Stockton Campus was dedicated.
- In 1933 Amos Alonzo Stagg retired at University of Chicago and coached football at Pacific until he retired again in 1946.
- In 1946 Robert E. Burns was named President and Tully C. Knoles became Chancellor.
- In the 1950s and 1960s, the University significantly broadened its academic programs and established itself as a comprehensive university.
- In 1955, the University opened the School of Pharmacy, in 1956, its Graduate School and in 1957, the School of Engineering.
- The University acquired its other campuses in the 1960s.
- In 1961, College of the Pacific becomes University of the Pacific.
- In 1962, the College of Physicians and Surgeons, founded in 1896 in San Francisco, became the University's School of Dentistry.
- In 1962, the College of the Pacific incorporated the University's various departments in the arts, humanities, social sciences and natural sciences into a single distinct college, and taking its name from what had been for a number of years, the name of the entire institution.
- In 1964, the Robert E. Burns Tower on the Stockton Campus was completed.
- In 1966, the McGeorge School of Law, founded in 1924 in Sacramento, joined the University.
- In 1971, Stanley E. McCaffrey was named President of the University.
- In 1972, University College, for adult reentry students, was established.
- In 1974, San Joaquin Delta Junior College property was purchased and the south campus was expanded.
- In 1976, Long Theater was dedicated.

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## Pacific History, Present, Continued

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### **Pacific History** (continued)

### **History**

- In 1977, the School of Business and Public Administration was established.
- In 1979, ground was broken for the new Alex G. Spanos Center for sporting and public events on the Stockton Campus. It is home to Pacific's basketball and volleyball games.
- In 1985, the Women's Volleyball wins its first national title.
- In 1985, the Physical Therapy program was launched.
- In 1986, the School of International Studies opened.
- In 1987, Bill L. Atchley was named President of the University.
- In 1987, the Faye Spanos Concert Hall and William Knox Holt Memorial Library were dedicated.
- In 1987, the School of International Studies was established.
- In 1988, the football stadium on Stockton Campus was renamed Amos Alonzo Stagg Memorial Stadium.
- In 1991, a new general education program was initiated, featuring Mentor Seminars for freshmen and seniors.
- In 1995, the Business School was renamed the Eberhardt School of Business.
- In 1995, Pacific dropped its football program.
- In 1995, Donald V. DeRosa was named President of the University.
- In 1998, San Francisco 49ers selected Pacific's Stockton campus for their Summer Training Camp.
- In 1999, the School of Pharmacy incorporated Physical Therapy and Speech-Language Pathology to become the School of Pharmacy and Health Sciences. In 2001, the school was renamed the Thomas J. Long School of Pharmacy and Health Sciences.
- In 1999, Dave and Iola Brubeck select Pacific to receive the Dave Brubeck Collection; Pacific established the Brubeck Institute.
- In 2000, the Arts and Geosciences Center opened on Stockton Campus.
- In 2000, the Western Association of Schools and Colleges extends accreditation to a full ten (10) year term.
- In 2001, Pacific's Sesquicentennial was celebrated.
- In 2001, Monagan Hall, a 200 plus student apartment style residence facility was completed.
- In 2002, plans were unfurled for a new student union, featuring conference style seating for 1,000, a new cafe and bookstore, among other amenities.
- In 2003, the Dental School opened a clinic on the Stockton Campus.
- In 2004, to honor his 26 year tenure as Dean, the School of Dentistry was renamed for its Dean; the Arthur A. Dugoni School of Dentistry. It is the first time any university in the United States or Canada has named its dental school for its current dean.

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## Pacific History, Present, Continued

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### **Pacific Today**

Pacific's three campuses boast a total enrollment of nearly 6,000 students and over 650 faculty. Pacific offers 23 different degree programs in 130 majors and programs of study, including 18 graduate programs. Pacific is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). In addition to WASC accreditation, all of Pacific's professional schools have professional accreditation, as do all eligible programs in the College of the Pacific.

Pacific is one of a select group of national comprehensive universities providing a core liberal arts curriculum and a significant range of accredited professional programs. Our core commitments are to focus on students' learning and development, offer distinctive quality programs, and develop and apply practical knowledge and skills.

Under the leadership of the President, there are the following divisions:

- President's Division
- Academic Division (Includes Pacific's Arthur A. Dugoni School of Dentistry and McGeorge School of Law)
- Business and Finance
- University Advancement
- Student Life

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### **Stockton Campus**

Pacific's Stockton campus is home to:

- Gladys L. Benerd School of Education
- College of the Pacific (Arts and Sciences)
- Conservatory of Music
- Eberhardt School of Business
- Research and Graduate Studies
- School of Engineering and Computer Sciences
- School of International Studies
- Thomas J. Long School of Pharmacy and Health Sciences
- Center for Professional and Continuing Education

The University's central administration and corresponding services are located on the Stockton campus.

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## Pacific History, Present, Continued

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### **Stockton Campus** (continued)

The Stockton campus is a residential university, offering on-campus housing in multiple residence communities, fraternities, sororities and apartment complexes (including a married student apartment complex). Approximately 40 percent of students live in these facilities. The campus occupies 200 acres in a predominately residential area of Stockton. The standard “Neo-gothic” architecture and the use of red brick and ivy are common features of many of the campus’ approximately 90 buildings. Excellent support services are available to Pacific staff and students to enhance their academic, professional, and personal development. Extracurricular activities include plays, concerts, speakers and movies in one of several theaters/auditoriums on campus; athletic events; professional organizations and honor societies; and more than eighty special interest clubs. The student center includes a grocery store, a bookstore, a movie theatre, a game area, additional dining areas and the Associated Students of the University of the Pacific (ASUOP) offices. Recreation and athletic facilities include gyms, playing fields, tennis, volleyball, basketball and racquetball courts; a 30,000 seat stadium; the 6,000 seat Alex G. Spanos Center, an Olympic-sized swimming pool; and the Baun Fitness Center. Burns Tower is a historical landmark for the city of Stockton.

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### **Sacramento Campus**

Pacific’s McGeorge School of Law is the largest law school campus in the world and occupies a 22-acre campus in a mixed residential and commercial area approximately two miles southeast of downtown Sacramento. The grounds and the 26 buildings which comprise the campus are well maintained and provide an excellent environment for the focused study of law. In addition to modern classrooms and instructional equipment, the campus has one of the largest law libraries in California, ample student housing, parking and recreation and dining facilities. McGeorge School of Law has long had a reputation as being on the cutting edge of providing innovative and leading facilities and equipment for the teaching of legal education. Positioned in the state capital, the program takes advantage of access to the sources of law and decision-making processes of legislative and government offices and federal, state and local courts. Its award winning “Courtroom of the Future” received national attention when it was built in the 1970s and remains a model for modern courtroom construction and operation. Except for a few preserved buildings, the campus has been built over the last 40 years.

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## Pacific History, Present, Continued

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### **San Francisco Campus**

Pacific's Arthur A. Dugoni School of Dentistry is one of the top ranked dental schools in the nation and has served the Bay Area community for over 100 years. The school occupies a modern nine-story building at the corner of Sacramento and Webster streets in the attractive Pacific Heights area of San Francisco. The building was designed and built in the mid 1960s specifically for dental instruction and research for the current level of enrollment. The facility includes well-equipped laboratories and several clinic facilities to support the training of students in General Dentistry, Advanced Education General Dentistry, Facial Pain/Oral Medicine, Orthodontics, and Pediatric Dentistry. In addition, a satellite clinic also operated by the School in Union City provides a comprehensive dental care rotation experience for the School's students. The main facility is approximately 200,000 square feet, well maintained and well suited to support the School's rigorous learning curriculum. The School's dental clinic handle over 130,000 patient visits a year, offering low-cost comprehensive dental care to adults and children. The School also boasts one of the nation's largest Ryan White CARE-funded dental services for people with HIV and AIDS. Within walking distance is the Dental School's residential complex offering pleasant and affordable apartments for over 250 students. The School's location is in close proximity to a major medical facility and health science library in an attractive area of San Francisco, making it an especially appealing urban setting for both teachers and learners.

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# Hiring Procedures

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**Authorization  
To Recruit**

The Human Resources Department on the hiring campus will coordinate obtaining an Authorization to Recruit form and an updated job description. These forms must be obtained in order to begin recruitment efforts for an open position.

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**Posting of  
Position**

An approved vacant position will generally be posted on the Human Resources bulletin board for five working days. Positions will also be posted on the Human Resources' web page at the hiring campus' website. Staff who apply for a position during the five day posting period are given consideration prior to the review of external applicants. A staff member must complete a job application (unless one has been filed within the last 3 months) and submit it to Human Resources or another location if designated in the job posting. Applications for external applicants may also be accepted. Prospective employees are required to complete an application prior to employment.

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**Outside  
Recruitment**

The Human Resources Department at the hiring campus will coordinate the posting of job openings in outside recruiting resources such as newspapers, journals, professional organizations or on the Internet. Human Resources will forward copies of applications and resumes to the hiring unit unless the job posting indicates otherwise.

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**Conditional  
Offer of  
Employment**

The Human Resources Department will coordinate the screening of applicants, interview with applicants, and reference checks. Prior to making a conditional offer of employment, the hiring unit contacts or meets with Human Resources to insure:

- Reference checks and other processes have been concluded satisfactorily and legal requirements are met (AA/EOE).
  - The salary is consistent with budgeting approvals and salary guidelines.
  - Candidate meets minimum required qualifications.
  - There are no equity issues within department/campus-wide for persons holding like-positions.
  - Diverse application pool was considered.
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## Hiring Procedures, Continued

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**Authorization To Hire** The Recruitment/Employment/Change Authorization form must be completed to finish the hiring process.

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**Physical Exam** Subsequent to receiving a conditional offer of employment all applicants are required to take a university-paid medical examination. The examination, which includes a drug screening, is given at the time an applicant is considered for employment to determine whether the candidate has the ability to perform the essential functions of their job. A staff member may also be required to take a medical examination and/or drug screening during employment to verify fitness for duty or otherwise when job-related and consistent with Pacific's operational needs.

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**Employment Eligibility Verification** Under Immigration and Naturalization Service regulations, applicants are required to provide proof of citizenship or the legal right to work in the United States. This documentation is required within three days of employment.

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**Prior Service Credit** If an individual works for Pacific in a benefit-eligible position, leaves employment and is rehired by Pacific into a benefit-eligible position, the initial period of service at Pacific will count toward any waiting period for benefits (such as qualifying for an additional week of vacation consistent with the vacation accrual schedule), provided the break in service is shorter than the amount of prior service and does not exceed 365 calendar days.

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**Orientation** Human Resources regularly conduct orientation sessions for new staff, which includes a comprehensive introduction to Pacific's benefits and completion all required employment forms.

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**Nepotism** Hiring a relative of a current employee will be permitted only if the individual meets all the qualifications and requirements of the position to be filled, will not work in the same department/division as the relative, and will not be supervised by the relative. Relative is defined as spouse, parent, child/foster child, sibling, grandparent, in-laws.

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# Hiring Procedures, Continued

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**Nepotism**  
(continued)

Current employees who marry other current employees will be allowed to continue employment as long as they are not in supervisor/subordinate roles and not working in the same department/division.

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## Employment and Performance Standards

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### Employment Categories

Pacific has established classification categories of employment for determining an individual's eligibility for pay, working conditions and benefits of employment. Pacific uses three employment categories for staff.

**Regular full-time staff** are those who are assigned to work thirty seven and one-half (37.5) hours per week or forty (40) hours per week and who are assigned to work for a period of at least nine (9) months per year.

**Regular part-time staff** are those who are assigned to work less than thirty seven and one-half (37.5) per week but at least twenty (20) hours per week, and who are assigned to work at least (9) months per year. Benefits are prorated for these staff members. Those part-time staff members who are scheduled to work less than twenty hours per week and/or nine months per year are not eligible for University benefits.

**Supplemental staff** members are those hired with the expectation that their employment is limited to a particular period of need and will likely terminate on or before the end of that period, according to the needs of the department. Supplemental staff may be hired to replace regular staff during authorized leaves of absence or for special projects.

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### Exempt and Non-Exempt Employment Status

Every member of the staff is classified as either "exempt" or "non-exempt" as required by law – consistent with provisions of the Federal Fair Labor Standards Act (FLSA), as amended, and the California Industry Work Orders.

Federal and state wage and hour laws require that employees performing certain kind of jobs be compensated with extra pay (overtime pay) for all hours worked in excess of eight hours in one day or forty (40) hours in one week. Compensatory time off is not allowed. The University designates which jobs are exempt and which are non-exempt, in a manner consistent with law.

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## Employment and Performance Standards, Continued

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**Non-Exempt Staff**

Non-exempt staff members are required to observe the assigned working hours and the time allowed for lunch and rest periods. Non-exempt staff members are provided at least a 30 to 60 minute lunch period for 5 or more hours worked as required by law. Non-exempt staff must take one 10 minute rest period for each four-hour work period or major portion thereof.

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**Overtime for Non-Exempt**

Non-exempt staff members are eligible for overtime pay in accordance with California law. For purposes of calculating overtime pay, Pacific's work day begins at 12:01 a.m. and ends at midnight. The workweek begins at 12:01 a.m. on Monday and ends at midnight the following Sunday for all staff.

Non-exempt staff must be paid 1.5 times their hourly rate of pay for hours worked over 8 in a day or for hours worked over 40 in a week. Non-exempt staff must be paid 2 times their hourly rate for hours worked over 12 in a day. Non-exempt staff must be paid 1.5 times their hourly rate if they work seven consecutive days regardless of the number of hours worked in the preceding six days.

Staff must obtain prior authorization from their supervisors before working any overtime. Supervisors will notify staff when overtime is required.

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**Exempt Staff**

Exempt staff members must report unscheduled absences from work due to sick leave, personal business, etc., and all scheduled absences such as vacation. Exempt staff members who have exhausted all accumulated vacation or sick leave will have their salary reduced for full day absences only.

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**Overtime for Exempt Staff**

Exempt staff members are not eligible for overtime.

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**Job Responsibilities**

Staff should be aware that job responsibilities may change from time to time, and they may be asked to work on special projects or assist with other work necessary or important to the operation of the department or the University. Cooperation and assistance in performing such additional work is expected.

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## Employment and Performance Standards, Continued

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### **Introductory Period**

The first 90 working days of a staff member's employment constitute a new hire introductory period. Holidays or other absences automatically extend the introductory period. It is the supervisor's responsibility to provide information about the job responsibilities and the performance standards expected of the staff member. A staff member's introductory period may be extended to allow the employee additional time to meet all the requirements of the position. During this period, the staff member may be terminated for any reason.

Staff will receive a written evaluation prepared by their supervisor, either prior to or upon completion of the introductory period which will identify performance strengths and weaknesses.

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### **Professional Appearance**

Staff members are expected to wear attire appropriate for business and the office or department in which they work. Clothing should be clean, neat, in good taste and appropriate to assigned duties. Please refer to the dress code specific to your campus.

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### **Punctuality And Attendance**

An important indicator of performance and an essential function of all Pacific positions of employment are consistent attendance and punctuality. Staff members are expected to be at the work area ready to work during prescribed scheduled work hours. If a staff member is unable to come to work, they are expected to follow departmental procedures for reporting absences as early as possible. Absences or tardiness, may lead to disciplinary action.

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### **Work Standards**

Work standards expected of Pacific staff include, but are not limited to, the following:

- Be at the work area ready to work during the prescribed times of scheduled work hours.
  - Adhere to all of Pacific's policies including but not limited to Pacific's policy prohibiting sexual and other unlawful harassment.
  - Follow departmental procedures for reporting absences as early as possible.
  - Maintain confidentiality of all information.
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## Employment and Performance Standards, Continued

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### **Work Standards** (continued)

- Organize work and set priorities to accomplish results in a timely manner.
  - Maintain work area in an orderly appearance that projects a genuine interest in, and respect for, the job responsibilities and facilitates work.
  - Take meal and rest periods away from the work area.
  - Schedule medical or dental appointments at the beginning or end of the workday whenever possible.
  - Exclude personal activities and recreational reading during scheduled work hours.
  - Keep personal telephone calls to a minimum and discourage friends and relatives from calling during business hours unless there is an emergency.
  - Exclude the use of Pacific's facilities, equipment, stationary or mailing address for personal activities.
  - Refrain from the use of abusive or threatening language.
  - Prohibit engaging in, or provoking the use of, physical force against anyone.
- 

### **Responsibilities of the Supervisor**

It is a supervisor's responsibility to identify the specific duties and responsibilities of a staff member working under their direction, and to set the performance standards. It is also a supervisor's responsibility to provide adequate orientation and training, and to provide staff frequent feedback on their performance. Questions relating to work or performance should be addressed with the supervisor.

Supervisors are expected to keep staff informed of significant changes that may affect their work, department or campus.

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### **Performance Evaluation**

Staff receive a written evaluation prior to or upon completion of a 90-working day introductory period. Thereafter, the supervisor conducts a written performance review at least annually. Evaluations may vary, depending on the length of service, job, past performance, changes in job responsibilities, or recurrent performance problems.

Additional evaluations may be conducted for the following reasons:

- Performance issues.
  - Job Transfer.
  - Change of job responsibilities.
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## Employment and Performance Standards, Continued

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### **Performance Evaluation** (continued)

Performance evaluations include factors such as job knowledge, quality and quantity of the work performed, initiative, interactions with others, dependability, meeting previously established performance standards and customer service. Supervisors and staff are strongly encouraged to discuss job performance and goals on an informal, regular basis. In addition, review of competencies, objectives and goals for future work performance are discussed as part of the staff member's development plan.

All evaluations are presented in written form. After the review the staff member signs the evaluation report to acknowledge that it has been presented and discussed with the supervisor and that the staff member is aware of its contents. An individual may respond to the evaluation directly to their supervisor in written form, thereby representing their own view of the evaluation. The staff member's written response is also signed by the supervisor, indicating the supervisor has seen the response. The completed evaluation is sent to Human Resources for inclusion in the staff member's personnel file.

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### **Merit/Salary Increases**

Pacific has a pay-for-performance program as part of its overall compensation program. Merit pay is one of the methods Pacific uses to reward successful performance. Merit pay increases are based on the following factors:

- The performance of the staff member as reported in the annual performance review;
  - Funds available; and
  - Recommendations of supervisors, approved by divisional Vice Presidents/ Deans, the Directors of both Finance and Human Resources, and the President.
- 

### **Transfers/ Promotions**

Current staff may apply for any posted position for which they are qualified after successfully completing the new hire introductory period and remaining in that same job for six (6) months. Applications are available in Human Resources. When a staff member has been offered another position, the prospective supervisor or employee shall notify the staff member's current supervisor.

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*Continued on next page*

## Employment and Performance Standards, Continued

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### **Transfers/ Promotions (continued)**

The two supervisors are expected to arrange a transition time that is reasonably convenient to both parties. If the supervisors do not reach an agreement on a reasonable transition date, the transfer shall take place at the start of the eleventh (11<sup>th</sup>) workday from the date the staff member notified the department.

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### **Orientation Period for Transfers and Rehires**

Staff members who receive a transfer serve a three (3) calendar month orientation period. At any time during the three (3) calendar month orientation period if the new staff member is not satisfactorily completing the work or for other job-related reasons, in the judgement of the Human Resources Director, initiation of one or more of the following options may occur:

- 1) the staff member may return to the original position if still open and approved by the prior unit supervisor, or be offered a position at the previous level, if qualified and selected; or
- 2) the orientation period may be extended for no longer than three additional months; or
- 3) the staff member may resign or be terminated for job-related reasons.

Former staff members who are rehired will be considered new employees and will have a new hire introductory period unless they are rehired to the same job in the same department within one year after separation.

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### **Training and Development**

Pacific encourages all those working for the University to engage in ongoing personal and professional development. Personal and professional development includes developing oneself as well as enhancing the knowledge and skills needed to effectively and efficiently perform your job. Development can come from a variety of sources which could include:

- Self-study programs
  - University courses
  - Continuing education courses
  - “On-line” and computer-based training
  - Off-site training programs
  - Conference and professional associations
  - Pacific training courses.
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*Continued on next page*

## Employment and Performance Standards, Continued

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### **Training and Development** (continued)

Pacific offers a variety of on-campus training courses during normal working hours. All training courses are open to all Pacific staff members, most at no or minimal cost, with appropriate supervisory approval. For information, contact Human Resources or visit at [www.pacific.edu/hr](http://www.pacific.edu/hr).

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### **Personnel Records and References**

A staff member's personnel record is the University's continuing record of job-related information. Each personnel file, maintained in the Department of Human Resources, will usually include an application, forms indicating any changes in employment or pay status and performance reviews. Personnel information is also maintained electronically and this electronic information is part of the official file.

Medical information is maintained in a file separate from the personnel file. The medical file includes forms to begin or change coverage under University-sponsored benefit programs and related transactions.

Staff must request in writing to review certain documents in their personnel file, as provided by law, in the presence of a Human Resources staff member at a mutually convenient time, to be scheduled a minimum of 24 hours in advance. If a staff member wishes to have copies of documents in their personnel, they will be charged a fee for copies made.

The University restricts the release of information contained in a staff member's personnel file to the supervisor and any senior official at the University who has a legitimate need to know. Evaluations and letters regarding performance are available to the hiring unit supervisor when employees apply for positions. Any internal request for information from personnel files must be made to the Director of Human Resources or designee, who is the only individual authorized to release information from the files.

Disclosure of personnel information to outside sources will be limited. However, the University will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations. Outside inquiries for references or other employment information on current or former staff should be directed to Human Resources; only dates of employment and job title will be verified by telephone. If an individual authorizes disclosure in writing, the University will also provide additional information.

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## Total Compensation

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### **Salary and Benefits**

Salary and benefits provided by University of the Pacific are an important part of each staff member's total compensation.

Benefits represent substantial additions to earnings and provide certain valuable tax advantages.

At least once a year, benefit-eligible staff will receive a Benefits Statement highlighting current, individual coverage and per pay period contributions.

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### **Pay Days**

Wages are normally paid on a semi-monthly basis.

Regular full-time and regular part-time employees who have a set work schedule receive paychecks on the 10<sup>th</sup> of the month for scheduled work performed from the 1<sup>st</sup> -15<sup>th</sup>, and the 26<sup>th</sup> of the month for scheduled work performed from the 16<sup>th</sup> - 31<sup>st</sup>.

Supplemental staff members receive paychecks on the 10<sup>th</sup> of the month for work performed during the prior month (16<sup>th</sup> -31<sup>st</sup>) and on the 26<sup>th</sup> of the month for work performed during the first half of the month (1<sup>st</sup>-15<sup>th</sup>).

If a payday falls on a weekend or holiday, paychecks are issued on the last workday proceeding the schedule payday.

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### **Direct Deposit**

Staff members are encouraged to have their paycheck directly deposited into their checking and/or savings account. Payroll deposits are available on payday.

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### **Taxes and Deductions**

Deductions required by law are withheld for FICA (Federal Insurance Contributions Act - Social Security and Hospital Insurance), withholding for federal and state income taxes, SDI/VSDI (Short-term Disability/Voluntary Short Term Disability Insurance) and PFLI (Paid Family Leave Insurance). Staff must authorize any other deductions, such as health or dental insurance premiums. The check stub itemizes all deductions, provides information regarding earnings and sick and vacation leave accruals.

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*Continued on next page*

## Total Compensation, Continued

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**Taxes and  
Deductions**  
(continued)

Staff must complete a federal W-4 and a state DE-4 form for income tax purposes. Changes must be made on a new W-4 and DE-4 and be submitted to Payroll. Staff members are responsible to review and update their tax deductions regularly.

As required by law, the Payroll Department sends W-2 forms for income tax filing to each staff member's home address by January 31st of the subsequent year.

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**Garnishments**

Pacific must comply with federal, state, or court ordered garnishment of wages. A garnishment will reduce a staff member's take-home pay.

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**Reporting  
Time**

Non-exempt staff members submit time sheets semi-monthly which record the hours worked.

Exempt staff members, although not required to record daily or weekly hours worked in order to get paid, are required to report the time used for sick leave, vacation, and other paid time off on a monthly report.

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**Important  
Notice for  
Payroll Records**

All payroll records must be submitted on time. Falsification of payroll records is a basis for disciplinary action.

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**Call-In Pay  
For Non-  
Exempt**

Non-exempt staff called in to work on a day other than their normal work schedule (when there are no specified number of hours to work), will be paid at least two hours pay. If a non-exempt staff is on-call and is contacted via blackberry/ beeper and has to call into work, they get a minimum of two hours pay even if they do not need to take any further action.

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**Travel Time  
For Non-  
Exempt**

With the exception of travel from home to work and back, most travel time is considered work time, and thus overtime may be due for travel. Holidays, sick days and vacation days during the week are not counted in the overtime calculation.

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*Continued on next page*

## Total Compensation, Continued

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### Travel Time (continued)

The following are examples of how non-exempt staff who are required to travel in the course of conducting their work would be paid:

- If a staff member reports to the regular workplace and is then required to travel to another site to work for the day, travel time to the assigned workplace must be paid;
- When a staff member is required to report to a work site other than the regular site, and goes directly to that site without first going to the regular site, the employer must pay the staff member travel time for any time in excess of the staff's normal commute time to and from the regular site. If the staff member is stuck in a traffic jam outside regular working hours, travel time will be paid. If the staff member arrives early at the work site to avoid traffic, time will not be paid for time in between arrival at the work site and the actual starting time.
- A staff member required to travel to a work site requiring air travel and overnight stays:
  - Travel pay begins when the staff member leaves their regular work site to go to the airport and ends when they arrive at the destination hotel.
  - Regularly applicable wages will be paid for work performed at the off site location.
  - Travel pay begins again when the staff member leaves the off site location for the airport and ends when the staff member arrives at the airport to return home.

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### Pay Advances

Pacific does not permit payroll advances.

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## Total Compensation, Benefits

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### Benefits

The following table is for general reference of available benefits to staff after eligibility criteria is met. Specific information about benefit plans is available in Human Resources, your campus website and in the Summary Plan Descriptions.

<b>Benefit Type</b>	<b>Regular Full-Time Staff</b>	<b>Regular Part-Time Staff</b>	<b>Supplemental Staff</b>
Group Retirement Annuity	X	X	
Group Supplemental Retirement Annuity	X	X	X
Health Plans	X	X	
Dental Plans	X	X	
Basic Life/Accidental Death Insurance	X	X	
Voluntary Life/Accidental Death Insurance	X	X	
Long Term Disability	X	X	
Flexible Spending Accounts	X	X	
Employee Assistance Program	X	X	

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## Total Compensation, Benefits, Continued

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**Benefits**  
(continued)

Regular employees are eligible for benefits based on their scheduled hours (refer to employment categories). Employees who are assigned to work at least 20 hours per week over a minimum of nine months are considered eligible for the Health and Welfare benefits. Age and years of service requirements must be met to participate in the mandatory group retirement annuity plan.

Fluctuations in an employee's work schedule for short periods have no effect on the established ratio. Supervisors will report any sustained schedule change to Human Resources.

Detailed information regarding benefits should be obtained from related sources. The rights and benefits under the University ERISA plans are governed by the plan documents.

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**Continuation of  
Group  
Coverage  
COBRA**

A terminating staff member and/or dependents may be eligible to temporarily continue group medical and dental insurance as well as continue contributions to flexible spending accounts at the time of separation of employment under the federal statute called Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), and California SB 761 and AB1401. For additional information, please contact Human Resources.

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## Total Compensation, Benefits, Continued

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### **Tuition Remission At Stockton And Sacramento**

Pacific provides tuition remission for staff, spouse/domestic partner or eligible children of staff or spouse/domestic partner to attend Pacific in Stockton and McGeorge in Sacramento at a reduced rate. Eligibility and benefit amounts vary. Pacific is required to recognize the value of graduate tuition remission as income to the staff member, subject to tax withholding. Taxes will be calculated and withheld on the amount of the tuition remission as directed by the IRS. Detailed information and provisions on the tuition remission program, along with the application form, are available in Human Resources or on the website ([www.pacific.edu/hr](http://www.pacific.edu/hr)).

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### **Tuition Exchange**

Pacific provides tuition exchange to eligible children of staff. Under this program, students are allowed to apply at member colleges and universities throughout the United States. If accepted, they will receive a set amount of tuition waiver, often times tuition paid in full. The application process is handled through the Stockton Campus Financial Aid Office. Member institutions and further details can be found at [www.tuitionexchange.com](http://www.tuitionexchange.com). Information is also available at both the Stockton Campus Financial Aid Office and in Human Resources.

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## Total Compensation, Paid Absences

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### Holidays

Paid holidays for regular full-time and part-time benefit eligible staff vary between campuses. Please contact your local Human Resources Department or website to determine the holiday schedule for your campus.

Non-exempt staff shall be paid at time and one-half when required to work on a paid holiday and will receive regular pay when required to work on a Pacific seasonal holiday/staff appreciation day.

Due to the operational needs of various departments, some staff may be required to work on either a holiday identified as a paid holiday or a seasonal holiday/staff appreciation day.

Exempt and non-exempt staff required to work the holidays will receive a day off in lieu of the holiday. In both instances, scheduling time off requires prior supervisory approval, and must be taken within three (3) months of the holiday.

Paid holidays falling on Saturday or Sunday will be observed on either the Friday before or Monday after the holiday weekend.

A part-time staff member receives regular pay for a holiday that falls on a regularly scheduled workday.

To be eligible for holiday pay staff must be in a paid or active status on the workday before and the workday after the holiday(s)/seasonal day(s)/staff appreciation day(s). A scheduled vacation, approved illness leave or other approved leave without pay will be considered a paid or active status.

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## Total Compensation, Paid Absences, Continued

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### Vacations

Pacific offers staff an earned annual paid vacation to provide an opportunity for rest and relaxation. Vacation eligibility depends upon the staff member's classification, status and whether the staff member is a regular full-time, or a regular part-time staff member.

Vacation scheduling must have the approval of a supervisor so that academic programs and unit operational needs are met and are not jeopardized.

Vacation may not be used without the authorization of the supervisor, including situations when sick leave has been exhausted except in cases of approved leaves of absence.

For regular full-time staff, vacation accumulation is based on years of service. Vacation accrual for regular part-time staff is based on years of service and is prorated in accordance with the number of hours in their regularly scheduled workday.

Subject to accrual maximums set forth below, paid vacation accrual rates based on years of service, are determined as follows:

### Non-Exempt Staff

<b>Periods of Continuous Employment</b>	<b>Vacation Accrual Rate</b>
Through first four (4) years of service:	10 workdays per year
From start of fifth (5 <sup>th</sup> ) year through the ninth (9 <sup>th</sup> ) year of service:	15 workdays per year
From start of tenth (10 <sup>th</sup> ) year through fourteenth (14 <sup>th</sup> ) year of service:	17 workdays per year
From start of the fifteenth (15 <sup>th</sup> ) year of service:	20 workdays per year

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*Continued on next page*

## Total Compensation, Paid Absences, Continued

### Vacations (continued)

#### Exempt Staff

Periods of Continuous Employment	Vacation Accrual Rate
Through first five (5) years of service:	15 workdays per year
From start of sixth (6 <sup>th</sup> ) year of service:	20 workdays per year

Staff members may take earned vacation time after completing six months of service. Use of vacation time must receive prior approval from the supervisor.

Staff members may continue to accrue vacation to a maximum equivalent of twenty-five working days. A staff member, who has accumulated twenty-five working days of unused vacation, or its equivalent, automatically ceases accrual of any additional vacation. The accrual will not begin again until the accrual falls below the maximum allowable for the staff member. It is the staff member's responsibility to request vacation leave so as to avoid cessation of accrual after reaching the maximum twenty-five (25) working days.

Upon termination or retirement, a staff member will be paid all accrued vacation time up to the maximum allowed, which will not exceed the equivalent of twenty-five (25) working days.

### Sick Time

All regular full-time staff earn the equivalent of one (1) day of sick time per month or twelve (12) days per year (i.e., calculated at the rate of .04615 per hour of service). Staff may bank a maximum of ninety (90) days accrued sick time or a maximum equivalent as follows:

Scheduled Workweek	Maximum Sick Accrual
40 hour workweek	720 hours (90 days)
37-1/2 hour workweek	675 hours (90 days)
35 hour workweek	630 hours (90 days)
30 hour workweek	540 hours (90 days)
25 hour workweek	450 hours (90 days)
20 hour workweek	360 hours (90 days)

*Continued on next page*

## Total Compensation, Paid Absences, Continued

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**Sick Time**  
(continued)

Staff may use accumulated sick time for their own or an immediate family member's illness or injury. Time off for medical and dental appointments for staff members or their immediate family members will also be treated as paid sick time.

Except in an emergency, medical and dental appointments should be scheduled to create the least disruption to a department's operations. Medical or dental appointments may be scheduled during work hours with consideration for operational needs and with supervisory approval. Staff members shall notify their supervisor of appointments as soon as possible or at least two (2) working days in advance of the scheduled appointment. The University may require medical verification of injury or illness.

If a staff member is absent due to an illness or injury for more than seven (7) calendar days, Human Resources must be notified and short-term disability forms must be completed. Staff may not return to work after such an absence without first providing Human Resources with proof of medical clearance.

Paycheck stubs include a record of accrued sick time that is available for use. In order to ensure that accurate time records are kept, all sick time taken must be reported to Payroll on a timesheet. Accumulated sick time will not be paid at termination of employment.

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**Sick Time Donation (Catastrophic Leave)**

Pacific staff may donate accumulated sick time days to another staff member at Pacific who is in need of additional paid time due to a catastrophic illness. Time will be donated to the recipient in increments equivalent to the donor's regularly scheduled workday. Donors may contribute a maximum of five (5) days to each recipient in any year. A recipient may receive a maximum of twenty (20) days for their catastrophic, serious and extended illness.

Once a sick time donation is credited, it may not be retrieved for any reason. Each staff member must retain at least the equivalent of two years accrual based on their average work hours per day accumulated sick time in their individual accounts, in addition to any donation of sick time.

Staff members leaving employment at Pacific cannot make a donation from their remaining sick leave balance. Human Resources will coordinate, review and approve the process of catastrophic sick leave donations including eligibility and coverage.

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## Total Compensation, Paid Absences, continued

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### Short-term Disability Benefits

Staff members are required to participate in State Disability Insurance (SDI) or Pacific's Voluntary State Disability Insurance (VSDI), as well as the Paid Family Leave Insurance (PFLI).

The Voluntary Short-Term Disability Plan may pay 55% of current earnings to a defined maximum weekly benefit for qualified absences, upon a seven (7) day absence or will begin immediately upon hospitalization and meeting eligibility requirements. Should a staff member continue to be disabled for More than fourteen (14) days, Pacific's VSDI plan will retroactively pay for the 7 day waiting period.

The Paid Family Leave Insurance (PDLI) provides disability income up to six weeks within any twelve (12) month period to staff who take time off work to care for a seriously ill child, spouse or parent, or to bond with a new child.

When an employee is on Paid Family Leave Insurance (PDLI), they will be required to use up to two weeks accrued vacation time in conjunction with this leave. The employee will then be eligible to use their accrued sick leave.

The cost of coverage will never exceed the rate set by the State of California. All staff members are automatically enrolled in the Voluntary State Disability Insurance (VSDI) Plan. Should a staff member choose not to participate in Pacific's VSDI Plan, they can request in writing to be moved to State Disability Insurance (SDI), which does not provide as great a benefit.

Plan options and cost will be discussed at the time of orientation, and annually during open enrollment.

Staff may be eligible for continuation of pay through the various types of leaves. See pages 25-38.

Staff members applying for Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA) are required to apply for VSDI/SDI or PFLI benefits upon commencement of leave.

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# Employee Leaves

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## **Eligibility and Application**

In all cases, staff must meet eligibility standards and must follow all applicable application/notification processes as necessary.

Application forms and complete details are available in Human Resources.

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## **Leave of Absence**

A leave of absence may be granted to protect regular full-time and part-time staff member under certain circumstances. Such leaves have the effect of preserving continuity of service and allowing continuation of certain benefits.

Staff must provide 30-day notice for all foreseeable leaves. If unable to give thirty (30) days notice, do so as soon as reasonably possible.

It is the responsibility of the staff member to notify the employer if unable to return on the first workday following the end of the leave. Failure to do so could result in disciplinary action up to and including termination.

Any activity during a leave which is inconsistent with the purpose of the leave (such as engaging in outside employment without University approval while on leave) may result in the immediate cancellation of the leave and termination of employment.

Staff may be eligible for continuation of pay through Voluntary State Disability Insurance (VSDI), State Disability Insurance (SDI), Paid Family Leave Insurance (PFLI), Long Term Disability (LTD), Workers Compensation, sick time, or vacation time. See pages 25-38 for further details.

Leaves will run concurrent based on applicable law. Staff members may opt to continue benefits per set guidelines. For information regarding benefits during leaves, please refer to this section on page 38.

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## **Medical Disability Leave Non Statutory**

Eligible staff members are allowed a medical disability leave for a maximum of six (6) months. The leave must be requested in writing to Human Resources thirty (30) days prior to or as soon as reasonably possible after an absence due to their own disability and/or illness. In the event of an emergency or incapacity, the medical disability request must be submitted as soon as reasonably possible.

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## Employee Leaves, Continued

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**Medical Disability Leave - Non Statutory**  
(continued)

The six (6) month medical disability leave will begin on the first day of illness or injury. During this leave, employees are required to apply for Voluntary Disability Insurance (VSDI), State Disability Insurance (SDI), Long Term Disability (LTD) or Workers' Compensation (WC) benefits, and to use accumulated sick leave. All other leaves will run concurrent with a medical disability leave.

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**Family and Medical Leave Act (FMLA)**

Under the Family and Medical Leave Act (FMLA), staff scheduled twenty (20) hours per week and nine (9) months per year and who have worked at least sixty percent (60%) over the last twelve (12) months are eligible for up to twelve (12) weeks of unpaid leave during a rolling twelve (12) month period for the following reasons:

- Birth of a child or the child of a domestic partner or after a child or child of a domestic partner is placed with him/her for adoption or foster care within the twelve (12) months following birth or placement (documentation required); or
- To care for a spouse, domestic partner, son or daughter, or parent who has a serious medical condition, as defined by law; or
- To care for the staff member's own serious medical condition that prevents the staff member from either being unable to work at all, or unable to perform one or more essential functions of their job.

Pacific will request medical certification of the conditions and the need for leave. Failure to provide medical certification will result in the leave being denied.

Pacific may require, at its own expense, a second or third opinion regarding the staff member's need for medical leave; and may require subsequent recertification.

For information regarding benefits during this or other leaves, please refer to the section on page 38.

Staff will be required to apply for VSDI/SDI or PFLI benefits upon commencement of leave. If the FMLA is for a family member, the employee will be required to use up to two weeks of accumulated vacation time in conjunction with this leave. If the FMLA is for the employee, the employee will be required to use their accumulated sick leave in conjunction with this leave.

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## Employee Leaves, Continued

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### **California Family Rights Act (CFRA)**

Under the California Family Rights Act (CFRA), staff scheduled twenty (20) hours per week and nine (9) months per year and who have worked at least sixty percent (60%) over the last twelve (12) months are eligible for up to twelve (12) weeks of unpaid leave during a rolling twelve (12) month period for the following reasons:

- Birth of a child or the child of a domestic partner or after a child or child of a domestic partner is placed with him/her for adoption or foster care within the twelve (12) months following birth or placement (documentation required); or
- To care for a spouse, domestic partner, son or daughter, or parent who has a serious medical condition, as defined by law; or
- To care for the staff member's own serious medical condition that prevents the staff member from either being unable to work at all, or unable to perform one or more essential functions of their job.

Pacific will request medical certification of the conditions and the need for leave. Failure to provide medical certification will result in the leave being denied.

In all cases, other than Pregnancy Disability Leave (PDL), FMLA and CFRA run concurrently. In cases of Pregnancy Disability Leave, CFRA begins once the pregnancy disability ends.

Staff will be required to apply for VSDI/SDI or PFLI benefits upon commencement of leave. If the CFRA leave is for a family member, the employee will be required to use up to two weeks of accumulated vacation leave in conjunction with PFLI. If the CFRA leave is for the employee, the employee will be required to use their accumulated sick leave in conjunction with VSDI/SDI.

For information regarding benefits during this leave, please refer to page 38.

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### **Pregnancy Disability Leave**

Staff may be allowed up to four months pregnancy disability leave when disabled due to pregnancy, childbirth, or a related medical condition. Eligibility for this leave is regardless of the length of time the staff has worked for Pacific.

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## Employee Leaves, Continued

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**Pregnancy  
Disability  
Leave**  
(continued)

Pacific will request medical certification of the conditions and the need for leave. Failure to provide medical certification will result in the leave being denied.

Staff will be required to apply for VSDI/SDI benefits upon commencement of leave and will be required to use their accumulated sick leave.

For information regarding benefits during this leave, please refer to page 38.

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**Personal  
Leave**

Staff may be granted an unpaid leave of up to six (6) months and, in extraordinary circumstances, to one year. Personal leaves are limited to one in a three (3) year period using a rolling 36-month period for personal reasons.

Staff must exhaust all accrued vacation prior to a personal leave.

The granting of a personal leave is at the discretion of the supervisor and Human Resources.

At the conclusion of the leave, Pacific will attempt to place the staff member back to their original position or a similar position if available and the staff member is qualified.

During a personal leave the staff member will pay 100% of premiums for medical, dental, supplemental life and long term disability benefits. Please refer to page 38.

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**Workers  
Compensation  
Absences**

If a staff member is injured or becomes ill while, or as a result of, performing job duties, the injury must be reported to the supervisor immediately. In addition, the staff member must report to Human Resources and complete appropriate forms. Referral to a University designated occupational injury facility may be authorized by Human Resources only. Failure to report an on-the-job injury may result in the loss of medical expense reimbursement for the injury and the staff member may be subjected to disciplinary action.

Absences due to workers compensation injuries or illnesses will count towards FMLA and CFRA entitlements.

For information regarding benefits during this or other leaves, please refer to the section on page 38.

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## Employee Leaves, Continued

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### **Bereavement Leave**

Staff will be granted three (3) working days paid leave in cases of death of a member of the immediate family.

For this purpose, immediate family shall include mother, father, spouse, domestic partner, child, step-child, child of a domestic partner, sister, brother, grandparents, grandchildren, current mother in-law and current father in-law and current parents of a domestic partner.

Additional time off, paid or unpaid, is subject to the approval of management and will be recorded as vacation leave, if available.

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### **Jury Duty**

Staff members called for jury duty will incur no loss of pay. Staff members must notify their supervisor immediately upon receipt of a jury duty notice. There is no jury duty limitation.

Staff members must report or return to work immediately prior to beginning or upon release from jury duty when the staff can work a minimum of two hours in the remaining portion of the workday.

Staff members must keep their supervisor informed of hours expected to be in court and are expected to turn in a receipt from the court upon return to work.

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### **Military Service Leave**

Staff members are eligible for military leave without pay in accordance with the law under the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). Staff called to active or reserve military duty must provide advanced written or verbal notice of the need for military leave to Human Resources so leave may be properly processed before departure. Military leave is considered a leave of absence and, upon timely return from military duty, the staff member will be reinstated to their position or a position of like status and pay, without loss of seniority. Military leave of absence will expire upon the staff member's failure to apply for reinstatement within the time limits prescribed by law.

For information regarding benefits during this or other leaves, please refer to the section on page 38.

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## Employee Leaves, Continued

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### **School Activities Leave**

Staff members shall be granted reasonable unpaid time off, not to exceed forty (40) hours per calendar year or eight (8) hours per month, to attend school functions for their child(ren), provided reasonable advance notice and supporting documentation are provided to the supervisor. At the staff member's discretion, the time off can be used as vacation or unpaid leave.

Staff members who may be a parent or guardian of a child suspended from school will be provided time off, if needed, to appear at the school in connection with that suspension. At the staff member's discretion, the time off can be used as vacation or unpaid leave. Reasonable notice must be given to the supervisor.

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### **Volunteer Civil Service**

In accordance with current law, eligible staff members will be allowed to take a temporary leave of absence to perform emergency duty.

Emergency rescue personnel is defined as any person who is an officer, employee, or a member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county district, or other public or municipal corporation or political subdivision of California, or of a sheriff's department, police department or a private fire department, whether that person is a volunteer or partly paid or fully paid, while actually engaged in providing emergency service.

Staff members who are volunteer firefighters may take a temporary leave of absence, up to fourteen (14) days per calendar year, to engage in fire or law enforcement training.

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### **Voting Time**

Staff members that do not have sufficient time outside of working hours to vote in a statewide election may, without loss of pay, take off up to two hours of working time to vote. Such time must be at the beginning or end of the regular working shift, whichever allows the more free time for voting and the least time off from working, unless otherwise mutually agree. The staff must notify the supervisor at least two working days in advance to arrange a voting time.

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## Employee Leaves, Continued

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### **Crime Victims Leave**

Staff may request time off as a result of crime to the extent allowed by law. Staff may be absent to attend judicial proceedings related to a crime that the staff member is:

- A victim of a crime;
- An immediate family member of a victim;
- A registered domestic partner of a victim; or
- The child of a registered domestic partner of a victim.

A staff member must give the supervisor notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. When advance notice is not feasible, or an unscheduled absence occurs, the staff member must provide the supervisor with documentation evidencing the judicial proceeding within a reasonable time after the absence.

Documentation may come from any of the following:

- The court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness office that is advocating on behalf of the victim.

Staff may use accrued vacation leave, sick leave or unpaid leave for such absence.

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### **Domestic Violence and Sexual Assault Victim Leave**

Staff members who are victims of domestic violence or sexual assault are allowed time off for the following:

- To obtain a temporary restraining order;
  - To obtain a restraining order; or
  - Seek other court assistance; or to
  - Seek medical attention for injuries caused by domestic violence;
  - To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence;
  - To obtain psychological counseling related to an experience of domestic violence; or
  - To participate in safety planning and take other actions to increase safety from future domestic violence, including temporary or permanent relations.
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*Continued on next page*

## Employee Leaves, Continued

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**Domestic  
Violence and  
Sexual Assault  
Victim Leave**  
(continued)

Staff must give Human Resources reasonable advance notice of time off for these purposes unless notice is not feasible. If not feasible, the staff member must, within a reasonable time after the absence, provide one of the following:

- A police report indicating the staff member was a victim of domestic violence;
  - A court order protecting or separating the staff member from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the staff member appeared in court; or
  - Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the staff member was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.
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## Employee Leaves, Continued

**Pay and Benefits During Leaves**

The following table describes the type of leave and how benefits are maintained during such leave:

Leave Type	Benefit Eligible -Paid By Pacific and Employee	Benefit Eligible – Paid 100% By Employee	Not Benefit Eligible
Medical Disability Leave	X		
Family Medical Leave Act	X		
California Family Rights Act	X		
Personal Leave		X*	
Workers Compensation	X		
Bereavement Leave	X		
Jury Duty	X		
Military Service Leave	X	X**	
School Activities Leave	X		
Volunteer Civil Service	X		
Crime Victims Leave	X		
Domestic Violence and Sexual Assault Victim Leave	X		

\*If personal leave is more than 31 days.

\*\*If leave is more than 31 days, only retirement eligibility continues...

# Terminations

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## **Resignation**

When a staff member decides to leave employment at Pacific, the staff may voluntarily provide such notice in writing to their supervisor and Human Resources. Pacific asks that the staff member provide at least two (2) weeks notice to provide the department an opportunity to initiate staffing plans in addition to processing the final pay check, benefits status forms, scheduling of an exit interview and return of Pacific's property.

If a staff member is absent without prior approval for three (3) working days or more, Pacific shall view such action as an abandonment of their position. Such action on the part of the staff member shall constitute a voluntary resignation.

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## **Retirement**

In order to ensure a smooth transition from employment to retirement, staff should plan well in advance of the desired date of retirement. Prospective retirees should review with retirement plan experts the various annuity income options to make appropriate selections. Relevant forms should be processed a minimum of three (3) months prior to the last workday in order to provide continuity between the last paycheck and retirement income.

Retiring staff should contact the local Social Security Office to secure information regarding benefits eligibility and to complete the necessary applications at the appropriate time.

To be eligible to continue group retiree medical and dental benefits by self-payment, staff must be fifty-five (55) years of age and employed by Pacific for at least ten (10) years in a benefit eligible position. Staff should evaluate their health and dental insurance needs and determine what plans will best meet those needs during retirement. Any needed changes must be made during an open enrollment period well in advance of retirement. The retired staff and their dependents are eligible to continue as long as the program remains in effect. However, should the retiree cancel participation, they will not be allowed to re-enroll.

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## **Layoff/ Reduction**

A staff member may be laid off or reduced in hours for lack of work, elimination of their position, reorganization, budget reduction or other business or operational considerations. Pacific will identify the department, work group, and functions or job classifications to be affected.

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*Continued on next page*

## Terminations, Continued

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### **Layoff/ Reduction** (continued)

Selection for layoff will be based on management's judgment of the staff member's skill, ability, performance and competence to meet present and anticipated operational needs. Where skills and abilities are substantially equal, seniority shall apply. This provision does not pertain to grant funded positions.

Non-exempt staff shall be given a combination of two (2) weeks notice, and one (1) week pay for each completed year of service up to a maximum of 16 weeks.

Exempt staff shall be given a combination of one (1) months notice, and one (1) month pay for each completed year of service up to a maximum of three (3) months.

A staff member who is laid off or whose hours have been reduced shall be given first consideration for rehire to the former assignment, for a period of one (1) year from the date of layoff or reduction in hours. The laid off staff member shall be notified by phone, voicemail message or certified mail of a call-back opportunity and shall respond within three (3) working days from the date of contact. If the staff member fails to respond and to return to work within eleven (11) working days following recall, or is not rehired within one year, the staff member will receive no further consideration for recall.

Upon returning to a regular staff benefited position within a one-year period from layoff, a staff member shall have seniority and all applicable benefits restored.

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### **Discipline**

A staff member may be disciplined if in the sole judgment of management the staff member fails to perform their job satisfactorily, fails to follow the directions of the supervisor, violates University rules, policies or otherwise engages in inappropriate behavior in the judgment of the University.

The discipline may, but need not, take any of the following forms and may, but need not, follow the progression below where deemed appropriate:

- Oral reprimand and notice of warning
  - Letter of discipline
  - Suspension, normally to a maximum of five (5) working days; or
  - Termination.
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## Terminations, Continued

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### **Discharge**

Pacific is the sole judge of whether or not to terminate the employment of a staff member. Termination decisions will not be made for reasons prohibited by applicable state or federal law.

Pacific is an at-will employer. The employment relationship can be terminated at any time by the employee or the employer, with or without cause, unless a written employment contract signed by a University officer and the employee expressly states that employment can only be terminated for cause.

Upon termination, all staff will receive their final paycheck in accordance with the time frame stipulated by applicable law. Final wages will be paid on the staff member's last workday, if being involuntarily terminated or if the staff member has provided at least seventy-two (72) hours notice.

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### **End of Service**

An exit interview will be performed with each terminating staff member whenever possible. The interview will focus on their reasons for leaving Pacific and opinions and recommendations for improving Pacific's policies and practices. The staff member will also receive information concerning benefits and benefit conversion.

The staff member is responsible for the return of all Pacific property, such as keys, records, files, books, equipment, credit cards, Pacific ID card, parking permit, etc., by the last day of employment.

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### **Unemployment**

The Employment Development Department, a state agency, determines eligibility for unemployment benefits. Contact your local unemployment office for information.

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# Summary of Policies and Procedures

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## **Policies and Procedures**

Following are summaries of Pacific's key policies and procedures. For complete policies and procedures, please contact Human Resources or visit your campus' Human Resources webpage.

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## **Special Issues Relating to Staff and/or Applicants with Disabilities**

An otherwise qualified staff member with a disability who requires an accommodation in order to perform the essential functions of their job, or an applicant who requires a reasonable accommodation to demonstrate their job skill, experience, and knowledge, should contact the Director of Human Resources or designee to request such accommodation. Pacific will then work with the staff member or applicant to identify the existing barrier(s) and will also work with the individual to identify the possible reasonable accommodations, if any, that would eliminate the barrier(s). If the accommodation is reasonable and will not impose an undue hardship, Pacific will provide for the accommodation.

For purposes of reasonable accommodation, a disabled staff member or applicant is a person who:

- has a physical or mental impairment which limits one or more major life activities (such as walking, seeing, speaking, learning or working),
- has a record in writing accepted by Pacific of such impairment; or
- is regarded by Pacific Human Resources as having such impairment.

The individual must meet the skill, experience, education, or other requirements of the position that he/she holds or seeks, and must be able to perform the essential functions of the job either with or without reasonable accommodation.

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## **Prevention of Sexual and Other Unlawful Harassment**

Pacific is committed to maintaining the campus community as a place of work for staff free of sexual harassment, intimidation, or exploitation. Pacific does not tolerate behavior that constitutes sexual or other unlawful harassment of any member(s) of the Pacific community.

Harassment in any form, including verbal and physical conduct, visual displays, threats, demands and retaliation is unlawful and will not be tolerated.

Pacific remains committed to providing an environment free of sexual harassment and harassment on the basis of race, gender, sexual orientation,

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*Continued on next page*

## Summary of Policies and Procedures, Continued

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### **Prevention of Sexual and Other Unlawful Harassment** (continued)

national origin, ancestry, color, religion, religious creed, age (except for minors or for bona fide occupational qualification), marital status, cancer-related or genetic-related medical condition, disability, citizenship status, military service status, or any other status protected by law.

Pacific's policies and procedures are supported by, and consistent with, federal and state law prohibiting sexual and other unlawful harassment, and thus accepts the mandate set forth in Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Acts of 1964 and California State law.

All staff members will be held accountable for compliance with this policy. Staff members who believe they have been the victims of sexual or other unlawful harassment will have access to complaint procedures.

Complaints of harassment should be presented as soon as possible by contacting one of the designated persons indicated in the full policy that is located in the Human Resources Department and on the campus Human Resources website.

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### **Prohibited Discrimination**

Pacific does not discriminate in the administration of any educational services (including admissions, scholarships, loans, athletics or other Pacific activities) or any employment decisions (including recruitment, training, compensation, benefits, employee relations, promotions and termination) on the basis of race, gender, sexual orientation, national origin, ancestry, color, religion, religious creed, age (except for minors or for bona fide occupational qualification), marital status, cancer-related or genetic-related medical condition, disability, citizenship status, military service status, and any other status protected by law. Non-discrimination requires compliance with federal or state employment laws and regulations including but not limited to the following: Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, as amended, Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, Title VI and Title IX of the Educational Amendments of 1972, Executive Order 11246 and 11375, California Labor Code, California Fair Employment and Housing Act, and Americans with Disabilities Act. University of the Pacific has designated the Director of Human Resources to coordinate the University's efforts to comply with laws, orders and regulations governing discrimination.

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## Summary of Policies and Procedures, Continued, Continued

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### **Prohibited Discrimination (continued)**

For information regarding complaint processes, please contact the appropriate Human Resources Office as follows:

- Director of Human Resources, Department of Human Resources, University of the Pacific, 3601 Pacific Avenue, Stockton, CA 95211, and telephone number of (209) 946-2124; or
  - Director of Human Resources, Arthur Dugoni School of Dentistry, 2155 Webster Street, San Francisco, CA 94115, and telephone number of (415) 929-6468; or
  - Director of Human Resources, Office of Administration, McGeorge School of Law, 3200 Fifth Avenue, Sacramento, CA 95817, and telephone number of (916) 739-7182.
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### **Diversity**

Pacific does not discriminate on the basis of race, gender identity, sexual orientation, national origin, ancestry, color, religious creed, age (except for minors or for bona fide occupational qualification), marital status, cancer-related or genetic-related medical condition, disability, citizenship status, military serviced status, and any other status protected by law.

In compliance with all applicable laws, all educational services will be provided and all employment decisions (including recruitment, training, compensation, benefits, employee relations, promotions and terminations) without regard to the individual's status protected by law. Pacific will reasonably accommodate qualified individuals with disabilities whenever the individual is otherwise qualified to safely perform all essential functions of the position.

Pacific is an equal opportunity employer and is firmly committed to non-discrimination. Pacific also attempts to take steps to continue to broaden the diversity of its workforce.

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## Summary of Policies and Procedures, Continued

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### **Smoke Free Environment**

Pacific is committed to full compliance with California Labor Code Section 6404.5, which prohibits smoking in all enclosed workplaces.

For the health, safety and comfort of everyone, smoking is not permitted anywhere or at anytime within 20 feet of any buildings and facilities or during indoor or outdoor campus events – this includes but is not limited to:

- Offices, shared or individual
- Classrooms
- Conference Rooms and Lecture Halls
- Faculty/Staff/Student Lounges
- Hallways, Stairways and Elevators
- Restrooms and Storerooms
- Event Centers
- Locker Rooms
- Libraries
- Gymnasiums
- Auditoriums
- University Vehicles

Please be observant of this safety and good health mandate as an example to our students and the Pacific community.

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### **Alcohol Consumption and Drug Use**

In general, Pacific supports the following approach to alcohol and other drugs:

- Excessive use or abuse is neither condoned nor tolerated.
- Treatment and diversion are the preferred method when confronting a problem.
- Direct, humane, behavior-based communication is important.

Staff will comply with federal, state, and local laws governing the use of alcohol and drugs on school property or at any activity or event on and off the campus sponsored by Pacific.

The consumption of alcohol or use of illegal substances during work hours in Pacific facilities is specifically prohibited. Staff may be demoted, suspended

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## Summary of Policies and Procedures, Continued, Continued

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### **Alcohol Consumption and Drug Use (continued)**

or dismissed for the consumption of alcohol during working hours. Staff may be demoted, suspended or dismissed for the use of controlled substances, conviction of a felony or conviction of any misdemeanor involving the use of illegal substance or drunkenness on duty. Staff challenging the imposition of such sanctions may appeal through the grievance process as outlined in the appropriate handbook or union contract, copies of which may be obtained in Human Resources. Staff members who have been convicted of a drug or alcohol offense involving the workplace may be required to complete a drug or alcohol rehabilitation program in order to continue employment with Pacific.

In the event that a staff member becomes intoxicated at a school-sponsored event, the staff member will be tactfully confronted and required to leave. Appropriate assistance will be provided for a safe trip home.

To report incidents involving infractions of federal, state and local drug and alcohol laws at any of Pacific's campus sites or at officially sponsored off-campus activities, to Human Resources.

Should you have any questions, staff should call:

- Director of Human Resources, Pacific's Stockton Campus at (209) 946-2124
- Director of Human Resources, Arthur Dugoni School of Dentistry in San Francisco at (415) 929-6454
- Director of Human Resources, McGeorge School of Law in Sacramento at (916) 739-7182.

Staff members are encouraged to seek assistance for drug and alcohol problems through Pacific's employee assistance program, by contacting Human Resources or any of the following assistance programs:

Alcohol Abuse 24 Hour Action Helpline & Treatment: 1-800-234-0420  
Alcohol and Drug Treatment Center 24 Hour Help Line: 1-800-711-6375

Each campus can assist with information regarding local agency numbers and treatment facilities available. A complete and campus specific policy is available from your campus, Human Resources Department.

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## Summary of Policies and Procedures, Continued, Continued

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### **Health Insurance Portability and Accountability Act (HIPAA)**

The HIPAA Policies and Procedures implement our obligations to protect the privacy of individually identifiable health information that we create, receive or maintain.

Pacific implements these Health Information Privacy Policies and Procedures as a matter of sound business practice, to protect the interests of our staff, and to fulfill our legal obligations under the Health Insurance Portability and Accountability Act of 1996.

It is the policy of Pacific that an individual's identifiable health information may only be used with the University or disclosed to entities outside the University after notification to and/or with the expressed permission of the staff member, except in cases of emergency or where specifically permitted or required by law.

The Pacific HIPAA policy is as follows:

- Require notice of privacy practices acknowledgement by every individual.
- Restrict permissible disclosed information to the minimum necessary.
- Obtain consent from individual before sharing information with a party not identified in notice.
- Use of consent form.
- All individuals must exercise reasonable precautions to prevent unintended disclosure or PHI (Protected Health Information – A person's name, address, birth date, age, social security number, employee identification number, phone and fax number, and e-mail address. Medical records, diagnosis, x-rays, photos, prescriptions, lab work and test results. Billing records, claim data, referral authorizations, explanation of benefits. Research records, Employee benefits enrollment information.)
- Post notice of privacy practices in visible location.
- Provide individuals' access to any PHI we hold.
- Accept and consider requests for amendments to their own PHI.
- Provide a mechanism by which individuals may file complaints regarding inappropriate disclosure of PHI (complaint form).
- Accept requests for alternative means of communications or alternative locations and accommodate requests when reasonable and in writing.
- Inform individuals of decisions to accommodate or deny requests.

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*Continued on next page*

# Summary of Policies and Procedures, Continued, Continued

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**Health  
Insurance  
Portability and  
Accountability  
Act**  
(continued)

- Provide training to staff, faculty, students and residents having access to medical information.

Each new member will receive training within a reasonable time period.

In accordance with the HIPAA Privacy Rules, if a staff member believes their privacy rights have been violated, they may file a complaint with Pacific’s Privacy Officer or the Secretary of the Department of Health and Human Resources. All complaints must be submitted in writing. An employee will not be penalized for filing a complaint.

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## Summary of Policies and Procedures, Continued, Continued

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### **Pacific's Computing and Communications Resources**

Pacific's computing and communications resources shall be used securely, respectfully, cooperatively in support of Pacific's Mission. Pacific provides computing and communications access to staff and others solely for the purposes of supporting teaching, learning, research, service and administration within the context of Pacific's Mission.

Pacific is a non-profit organization and, as such, is subject to a number of pieces of legislation regarding sources of income, political activities, use of property, etc. Pacific prohibits use of University information and information technology resources for partisan political activities, where such use is prohibited by laws, and prohibits use for unauthorized commercial purposes.

Incidental personal use, within the guidelines of this policy, is considered appropriate. Such permissible incidental personal use does not include web hosting or other services for third parties.

### **Secure Use**

Users of Pacific's Computing and Communications Resources are responsible for taking appropriate steps to safeguard Pacific and personal information, as well as Pacific's facilities and services.

Passwords and other authentication and authorization codes, cards or tokens assigned to individuals should not be shared with others. Authorized Users should not provide access to unauthorized users. Passwords should be chosen carefully to lessen the possibility of compromise. Users are responsible for all activity that takes place under their User ID(s).

Activity that may compromise the system integrity or security of any on or off-campus system is prohibited. This includes any type of unauthorized access or hacking. Unauthorized monitoring of individual User activity, information and communications is prohibited. See the University's Computing and Communications Confidentiality Policy.

Users must ensure the security of restricted, confidential, proprietary, licensed, copyrighted or sensitive information entrusted to their care or that may come into their possession. Security includes, as appropriate, protection from unauthorized disclosure, modification, copying, destruction or prolonged unavailability.

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## Summary of Policies and Procedures, Continued, Continued

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### **Pacific's Computing and Communi- cations Resources (continued)**

#### **Cooperative Use**

Users of Pacific's Computing and Communications Resources are expected to cooperate so that all users may make maximum use of facilities and services in a shared environment.

Pacific provides computing and network systems, services and resources to facilitate business and academic activities of Pacific. Incidental personal use must not interfere with Pacific's business and academic activities. This includes personal activities that use bandwidth, occupy storage space, or slow down processing of systems, networks or other resources needed for Pacific's business and academic activities.

Users must not engage in activities that would impede the activities of others including the internal or external distribution of junk mail (a.k.a. Spam), chain mail, viruses, worms, remote controllers or other malicious code, or other unofficial and/or unsolicited distributions, especially to persons you do not know. Users should refrain from using sounds or visuals that may be disruptive to others in shared facilities.

All users share the responsibility of seeing that Pacific's Computing and Communications resources are used securely, respectfully, cooperatively and for their intended purposes. If policy questions arise or if suspended policy violations are encountered, users should take no unilateral action but promptly notify and/or cooperate with the appropriate Pacific officials.

#### **Sanctions**

It is the responsibility of each User to understand his or her privileges and responsibilities regarding Acceptable Use and to act accordingly. Users failing to abide by Pacific's Acceptable Use Policy (AUP) may be subject to corrective action up to and including, dismissal, expulsion, and/or legal action by Pacific. While technical corrective action, including limiting user activity or removing information, may be taken in emergency situations by authorized Information Technology staff, other corrective action, technical and/or non-technical, will be taken in accord with applicable Pacific policies and procedures.

The full text of the Information Technology Policy document can be found @ [www.uop.edu/itpolicy](http://www.uop.edu/itpolicy).

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## Summary of Policies and Procedures, Continued, Continued

### **Conflicts of Interest and Commitment**

Pacific staff members are obliged to refrain from conduct which gives rise to conflicts of interest and conflicts of commitment.

Pacific staff shall not accept personal gifts, gratuities, favors, accommodations or similar things of value from non-university entities, if those things of value reasonably would be expected to adversely affect the fulfillment of their job functions and responsibilities.

Other prohibited conflicts of interest may occur when there is such a divergence between an individual's private interests and employment obligations to Pacific, such that an independent observer would reasonably question whether the staff member's actions or decisions in respect to Pacific are determined or influenced by considerations of personal gain, financial or otherwise. A conflict of interest may depend on the situation, and not on the character or actions of the staff member.

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### **Background Screening Process**

A background screening process is conducted to promote a safe work environment and to protect Pacific's most important assets, the people we serve and the people with whom we serve. It assists hiring authorities in making prudent employment decisions based upon more comprehensive job-related information.

All candidates for employment with Pacific must authorize the completion of a lawful background check by signing the authorization forms for background screening as part of the applicant packet.

It is not the case that in all cases, for all individuals, the fact of having a criminal conviction will make that individual ineligible for all employment, however, on a university campus, there are minors, other young people, residential facilities, health-related facilities, personal, financial and educational assets and records, public safety needs and other unique circumstances. These circumstances cause Pacific to seek to be careful.

An employee may not begin work until all appropriate background checks have been completed and approval from Human Resources to finalize the hire is obtained in writing.

Existing employees who are offered transfers or promotions into new assignments that are determined to be appropriate for a background check must authorize and complete the background screening process before starting the new job.

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## Summary of Key Policies and Procedures, Continued

### Complaint Policy and Procedure

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#### Policy Statement

This policy is intended to provide fair and prompt consideration to all staff complaints. Pacific encourages all staff to use the complaint procedure without fear of prejudice or retaliation within the limits of the preview process and with the assurance that their confidences will be respected.

It is the policy of Pacific to provide an effective and timely method for staff to bring forth workplace issues and concerns. These issues and concerns may include working conditions, performance, policies, procedures, or problems with co-workers or supervisors. This complaint policy does not apply to complaints about employment actions based on internal and external department and/or University reorganization, financial necessity or budget determinations, and termination from employment.

Complaints about harassment as defined by Pacific's policies on *Prohibited Discrimination* and *Sexual and other Unlawful Harassment* will be investigated and resolved according to that policy, not this one. Copies of these policies are available in the Department of Human Resources.

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#### Definitions

Complaint: An issue brought forth by a staff member concerning the workplace which may include, but is not limited to, working conditions, performance, policies, procedures, or problems with co-workers or supervisors. A complaint is **not** an issue that is a "grievance" as defined below. The Complaint Procedure is not a vehicle to alter University, School or College, or local unit policy.

Grievance: A complaint of a staff member concerning termination of employment of that staff member who has passed the introductory period and/or concerning any other adverse employment action directly affecting the staff member and which the staff member believes is a violation of written University policy or is a violation of federal or state employment laws or regulations.

Staff: Regular full-time or part-time employees, excluding faculty and union employees.

Only a regular full-time or part-time staff member who has completed their introductory period is entitled to initiate the Complaint

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## Summary of Policies and Procedures, Continued, Continued

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### **Definitions** (continued)

Procedure. Staff members in their new hire introductory periods may follow steps one and two in the Informal Complaint Procedure.

Human Resources will keep all expressions of concern, the results of fact-finding and the terms of the resolution confidential. In the course of fact finding and resolving the matter, some dissemination of information to others may be necessary or appropriate.

Retaliation of any kind by an employee of the University against another employee, as a result of that employee seeking resolution under these procedures in good faith, cooperating in an investigation, or otherwise participating in the process, is prohibited and may be the basis for disciplinary action, including termination.

Supervisors will provide the staff members involved in the complaint adequate time away from their duties for proper due process

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### **Informal Complaint Procedure**

Staff members who have work-related concerns are encouraged to discuss them with their supervisor as soon as possible after the event(s) that caused the concern. The supervisor should address the issue within three (3) working days.

If the concern is not resolved with the staff member's supervisor, the staff member may bring the issue to Human Resources. Human Resources will mediate and facilitate a solution satisfactory to all parties.

If the parties cannot reach a satisfactory conclusion, the staff member may choose to file a formal complaint with Human Resources. Human Resources will notify all parties if it appears that a satisfactory conclusion is not likely.

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### **Formal Complaint**

Following are the guidelines and procedures to follow when filing a formal complaint.

#### **Step 1 Written Complaint**

Staff members must submit all formal complaints in writing. The document should describe the incident or complaint and the evidence upon which it is based. The document should describe the issue with specific facts, including: personnel involved events, dates and other information relating to the complaint. The complaint should be marked "Personal and Confidential" and

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## Summary of Policies and Procedures, Continued, Continued

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**Step 1**  
**Written**  
**Complaint**  
(continued)

addressed to the Director of Human Resources. The document should be filed as soon as possible, and, within twenty (20) days of when Human Resources has notified the parties that a satisfactory resolution is not likely.

Human Resources records all written complaints and sends the staff member a written acknowledgement that the complaint was received and is under review.

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**Step 2**  
**Human**  
**Resources**  
**Inquiry and**  
**Investigation**

Human Resources (or the Director's designee) will investigate the complaint, meeting separately with the staff member and others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint. The investigation is completed within ten (10) working days from the date Human Resources receives the written complaint.

Within ten (10) working days after conclusion of the investigation, Human Resources will prepare a written report of the investigation and findings; written notification to the complainant and the individual or supervisor against whom the complaint is made, that the investigation with recommended resolution is complete.

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**Step 3**  
**Appeal of**  
**Decision**

All parties have the right to appeal the complaint resolution. Either party may file a written appeal to the Director of Human Resources within ten (10) working days of the decision. If no appeal is filed during that time, the terms of the resolution will be recorded and signed by the parties and the Director of Human Resources. The Director of Human Resources will render a final decision normally within ten (10) working days following receipt of the appeal.

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## Summary of Policies and Procedures, Continued, Continued

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### Grievance Policy and Procedure

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**Policy Statement**

This policy is intended to provide fair and prompt consideration to staff grievances. It provides an opportunity to resolve disputes concerning adverse employment actions including termination of employment. Pacific encourages all staff to use the grievance procedure without fear of prejudice or retaliation within the limits of the preview process and with the assurance that their confidences will be respected.

It is the policy of the University to provide an effective and timely method for staff to bring forth employment issues and concerns. This grievance procedure is intended to resolve those issues or conflicts regarding a staff member's belief that an adverse employment action, including termination from employment at Pacific, violated Pacific policy or violated state or federal law. This grievance policy is the exclusive means of determining if such an action is in violation of Pacific policy. This policy does not apply to complaints about working conditions, performance, policies, procedures, or problems with co-workers or supervisors. Complaints of this nature are addressed in Pacific's Complaint Procedure.

Complaints about harassment as defined by Pacific's policies on *Prohibited Discrimination* or *Sexual and other Unlawful Harassment* will be investigated and resolved according to that policy. Copies of these policies are available from your campus' Human Resources Department or campus website.

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**Grievance Procedure**

Only a regular full-time or part-time staff member who has successfully completed their new hire introductory period is entitled to use the Grievance Procedure.

Grievances by two or more employees related to the same incident may be consolidated for purposes of the Grievance Procedure by mutual agreement between the University and the staff members with the grievances.

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**Step 1  
Initial  
Resolution of  
Grievance**

The staff member with the grievance will discuss the issue with the supervisor responsible for the employment action. A representative from Human Resources may be present for the discussion. This discussion should take place within five (5) working days after learning of the action or decision

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*Continued on next page*

## Summary of Policies and Procedures, Continued, Continued

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**Step 1**  
**Initial**  
**Resolution of**  
**Grievance**  
(continued)

being grieved. The staff member and supervisor shall attempt in good faith to discuss the grievance and resolve it. Where resolution of a grievance is not possible, the staff member may proceed to the next step of the grievance process.

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**Step 2**  
**Department**  
**Head Review**

If the matter is not satisfactorily resolved in Step 1, the staff member may file a written grievance with the head of the department in which the grievance arose within five (5) working days after the initial discussion. If the department head is the staff member's direct supervisor, the written grievance should be addressed to the department head's supervisor. The document should describe the grievance with specific facts, including: the reason for the grievance, personnel involved events, dates, the remedy requested, and other information relating to the grievance. A copy of the grievance should be provided to the Director of Human Resources.

The department head or designee will review the grievance and meet with the staff member(s), supervisor and others who may have knowledge of the decision or action, as appropriate. The department head should inform their supervisor of the pending grievance. This review will take place within five (5) working days of receiving the grievance.

The department head or designee shall provide the staff member(s), supervisor, their own supervisor and the Director of Human Resources a written decision regarding the grievance within five (5) working days after completing the review.

---

**Step 3**  
**Human**  
**Resources**  
**Review**

If the matter is not resolved, the staff member may file an appeal with the Director of Human Resources. This appeal should be filed within five (5) working days of receipt of the department head's decision in Step 2. The written appeal should include the written grievance submitted to the department head in Step 2, the basis for the appeal, and why the department head's decision should be reviewed.

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## Summary of Policies and Procedures, Continued, Continued

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**Step 3**  
**Human**  
**Resources**  
**Review**  
(continued)

The Director of Human Resources or designee will review the appeal, and meet with the staff member(s), supervisor and others who may have knowledge of the decision or action, as appropriate. The Director will review the appeal within ten (10) working days after receiving the written appeal.

The Director of Human Resources shall provide the staff member, supervisor, and department head a written decision regarding the appeal within five (5) working days after completing the review

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**Step 4**  
**Neutral**  
**Arbitration**

The staff member and the Director of Human Resources will sign a written agreement within fourteen (14) calendar days to initiate the request to proceed with arbitration, and that the arbitrator's decision is final and binding and judgment thereon may be entered in court.

A neutral arbitrator will be selected by mutual agreement of the staff member and the Director of Human Resources. If they cannot agree on an arbitrator, they will jointly submit the matter to the American Arbitration Association ("AAA"). AAA will select an arbitrator from its employment panel of arbitrators experienced in university employment matters. Staff may learn more about AAA at its website: [www.adr.org](http://www.adr.org).

The arbitrator will conduct the review according to the Employment Dispute Rules of AAA San Francisco. The arbitrator will determine the dispute and schedule hearings as appropriate.

Within thirty (30) calendar days of completing the hearings, the arbitrator will issue a written decision, which shall be final, binding and conclusive upon the parties. The decision is binding in any state or federal court with jurisdiction.

The staff member and Pacific will equally share the cost of the professional fees of the arbitrator, unless the arbitrator awards otherwise pursuant to the law.

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**Other Issues**  
**Relating to**  
**Complaints and**  
**Grievances**

*Other Forums*

If at any time before or during this procedure the staff member files a complaint or grievance in another forum, Pacific reserves the right to discontinue the complaint or grievance proceedings if, in its judgment, it

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## Summary of Policies and Procedures, Continued, Continued

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<b>Other Issues Relating to Complaints and Grievances (continued)</b>	determines that continuation will not conclude the matter with finality or will be unnecessarily duplicative.  <i>Procedure Changes</i> Changes to these procedures may be made as needed. Request for changes should be directed to the Director of Human Resources
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# Risk Management

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**Purpose** The following provides general guidelines on safety and risk management. Specific guidelines are available at each campus site and from the main Risk Management Office on Stockton campus at (209) 946-2908 or at [www.pacific.edu/finance/budget/RiskManagement.asp](http://www.pacific.edu/finance/budget/RiskManagement.asp)

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**Report Emergencies** Report all emergencies to the Department of Public Safety/Security Office on campus:

**On-Campus**

- Stockton Campus: 63911 or use Blue Light emergency phones on campus
- San Francisco Campus: 56411/56456
- Sacramento Campus: 7128
- Remain calm
- Carefully explain the situation to the dispatcher/officer
- Do not hang up until told to do so

**Off –Campus**

- Dial 911
- 

**Violence Policy** In the event of a campus incident created by individual(s) or group(s) involved in violent, criminal or abnormal behavior or disturbances the following action should be taken:

Step	Action
1	Immediately contact your Public Safety/Security Office.
2	Provide Officers with <ul style="list-style-type: none"> <li>• Nature of the incident</li> <li>• Location of the incident</li> <li>• Description of the person(s) involved</li> <li>• Description of the property involved.</li> </ul>
3	Avoid risks in dealing with or observing any suspicious situation of criminal offense.
4	Additional information is available at <a href="http://www.pacific.edu/finance/budget/RiskManagement.asp">www.pacific.edu/finance/budget/RiskManagement.asp</a>

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## Risk Management, Continued

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**Compliance of Work Place Safety**

Staff members are responsible for using safe work practices by following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment. Managers and supervisors are expected to enforce these rules fairly and uniformly. Directives, policies and procedures can be located on the Budget and Risk Management website.  
[www.pacific.edu/finance/budget/RiskManagement.asp](http://www.pacific.edu/finance/budget/RiskManagement.asp)

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**General Health and Safety**

Safety is a vital concern at Pacific and is one of its most important responsibilities:

<b>If</b>	<b>Then</b>
Staff see an unsafe condition or experience lack of safety in the work environment.	Report it to the supervisor and Risk Management.
Staff experience an accident at the workplace	Report it to the supervisor immediately and file a written report with Human Resources.

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**Safety Training**

Safety training sessions will be conducted periodically and your attendance will be mandatory on occasion. See website for scheduled training sessions. Individual departments and schools will hold safety training as required and/or mandated.

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**Firearms**

No firearms or any other dangerous weapons are permitted on Pacific's campuses.

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**Hazardous Materials**

The Hazardous Material Management Plan (HMM) is not available on the website. Employees may get a description of this plan by contacting Risk Management at (209) 946-3280.

Pacific uses chemicals and substances that require special handling, storage, deployment and disposal in our chemical laboratory operations, ceramic studios, grounds maintenance activities, and physical plant maintenance and cleaning operations. Contact Risk Management at (209) 946-3280 if your department is currently not receiving Hazardous Waste Material Handling training.

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## Risk Management, Continued

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### Hazardous Materials (continued)

All renovation of campus buildings, including hanging of fixtures, pictures and curtains, must be reviewed in advance by appropriate support services/maintenance staff to ensure that no asbestos/lead-containing materials (ACMs) are disturbed without proper safeguards.

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### Vehicle Safety

In order to drive a University vehicle or golf cart, drive on behalf of the University or rent a vehicle on behalf of the University, Risk Management:

Step	Action
1	Must be informed when a new driver or vehicle has been added to a department.
2	Must be informed when an exchange has been made with the dealership.
3	Must be informed when a vehicle has been sold.
4	Must receive a Motor Vehicle Records release form for any driver using a University vehicle and/or golf cart.
5	Must obtain and read a copy of the Vehicle Safety Manual.
6	Must submit the signed Acknowledgement or Receipt from the Vehicle Manual and return to the Risk Management Department.

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- If a staff member violates Pacific's vehicle policy, and has an accident, the staff member accepts full responsibility for the consequences including defending Pacific against any lawsuits.
  - An Accident Report Kit should be kept in the vehicle at all times and can be located with the Vehicle Safety Manual on the Budget and Risk Management Website.
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### Carts and Equipment

Carts and equipment must not be parked in front of doors due to their interfering with emergency evacuation/response and the potential for injury.

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### Candles

Staff cannot burn candles indoors unless there is a need due to a power outage, during a lab experiment or during a religious ceremony. Supervisors have to be present at all times.

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## **Risk Management, Continued**

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**Pet Regulations** Pets are not permitted in University buildings except when they are assistive animals for persons with disabilities, or being trained for such a purpose.

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## Miscellaneous Services

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**Automobile and Homeowners Insurance** Group auto and/or homeowners/renters insurance plans are available to all benefit eligible staff. The Association of Independent California Colleges and Universities, of which Pacific is a member, sponsors this program. Please check with Human Resources for more information.

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**Baun Student Fitness Center** Baun Fitness Center, which is located on the Stockton Campus, is open to all Pacific staff and their immediate families. Dependents must be 18 years of age or older or be approved by the Fitness Center Manager. The Center offers a variety of cardiovascular equipment, weight machines and free weight. Membership includes participation in all fitness classes and access to the tennis courts. Enrollment for membership is available in the Baun Student Fitness Center and payment for fees is available through payroll deduction.

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**Bookstore Discounts** Each campus has its own Bookstore which offer a variety of items including clothing, gifts, cards and office supplies, often at discount prices. There is also a discount for Stockton Campus employees at the local Barnes and Noble Store located in the Weberstown Mall in Stockton. Details available at the Stockton Campus Bookstore.

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**Campus Recreational Activities** Lecturers, plays, music, films, exhibits and athletic events are available to staff, frequently at reduced rates and occasionally at no cost.

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**Credit Unions** Staff members are eligible to join several different credit unions. Members can enjoy benefits including savings, loans, credit card accounts and interest bearing checking accounts. Check with your campus Human Resources or Payroll for details on which local credit union is available.

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**Library Privileges** Each campus has a library and is available for use by staff. Staff members from all campuses are able to use the Library on Stockton Campus, and are entitled to the same library privileges as are extended to the undergraduate students of Pacific; and are subject to the same fines and policies. Staff will be requested to show their identification card when borrowing books. Please contact the library directly for specific information.

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## Miscellaneous Services, Continued

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### Maintenance and Service Needs

Maintenance and service needs should be reported to the specific campus Support Services (Building Operations), which has general responsibility for the physical upkeep of Pacific.

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### Miscellaneous Services Discounts

Human Resources has discount coupons for various amusement parks and restaurants (i.e., Marine World, Seas World and Six Flags Magic Mountain).

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### Parking on Campus

Each campus has its own specific parking regulations.

At the Stockton Campus, parking permits are required. Permits may be purchased online ([www.parkingpermit@pacific.edu](mailto:www.parkingpermit@pacific.edu)) or at the cashiers office in the Finance Center. Two types of permits are available, vary in cost, and have specific areas they can be used in.

In the event of a lost parking permit, staff will be required to pay the full replacement cost of the new issue. In the event of a verified theft, replacement cost would be \$1.00 regardless of which permit was purchased.

Any vehicle parked on campus during the hours of 7:00 a.m. to 5:00 p.m. Monday through Friday must have a permit. Those vehicles without permits or parked out of designated areas will be cited.

At the San Francisco Campus contact the Security Department for information regarding availability and cost.

At the Sacramento Campus, various parking lots are available on campus and in the close vicinity. Human Resources will have information regarding availability and cost.

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### Check Cashing/Mail Services

Each campus has either a check cashing facility or ATM machines available. Employees also have some mailing services available. Contact Human Resources for additional information.

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### Travel and Expenses

Staff will be reimbursed for authorized travel and pre-expenses. Refer to Business Policies and Procedures at [www.pacific.edu/finance/controller](http://www.pacific.edu/finance/controller).

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# Acknowledgement of Receipt

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**Staff Handbook  
Receipt**

This is to acknowledge that I have received a copy of Pacific’s Staff Handbook and understand that it sets forth the terms and conditions of my employment as well as the rights, duties, responsibilities and obligations of employment with Pacific. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Handbook.

I understand and agree that nothing in the Handbook creates or is intended to create a promise or representation of continued employment, and that employment at Pacific is employment at-will; employment may be terminated at the will of either the University or myself. My signature certifies that I understand that the forgoing agreement on at-will status is the sole and entire agreement between Pacific and myself concerning the duration of my employment and the circumstances under which my employment may be terminated.

I also understand that the Handbook contains the sole and entire authorized Pacific representation to me as to the continuity and termination of employment, and as to the other terms and conditions of employment referenced in the Handbook, except for any writings signed by an authorized Pacific representative and personally addressed to me. Staff covered by a collective bargaining agreement should also refer to additional authorized documents.

Employee’s Name: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign and return to Human Resources**

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