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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 quality 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,

[Signature]
Donald V. DeRosa
President
HUMAN RESOURCES PHILOSOPHY

The University of the Pacific’s purpose is one of creating, preserving and imparting knowledge. Fulfillment of that purpose depends on a shared commitment between the University and its staff. The University respects each person’s contribution, desire, and accomplishment. In return the University relies on its staff to share a common commitment to its goals.

Pacific’s philosophy is to provide an environment for the personal growth of employees as well as students. To that end, employees are recognized and appreciated for their contribution. Employees shall be provided feedback as to what is expected of them and if they are meeting those expectations. They should be aware of how their efforts contribute to the goals of the University. Individuals are members of a diverse community and are responsible for performing at a level that serves both the University and their colleagues.

Because the relationship between employees and their supervisors is a reflection of the University’s values, those who supervise, coach or guide others have additional responsibilities. Supervisors should recognize that employees should be treated with dignity and respect and understand that the University values their contribution. This responsibility includes the reinforcement of values and standards of performance through regular performance evaluations and training. Supervisors should encourage and consider employee input in decisions that affect their work and careers.

This shared commitment provides the foundation and structure for Pacific’s personnel policies and their administration.
I. WELCOME TO PACIFIC

Introduction

This handbook is addressed to all staff of the University of the Pacific, including those who hold clerical, technical, trade, service, supervisory, managerial, professional, and administrative positions. The handbook provides general information on policies at the University of the Pacific. It does not constitute and cannot be construed as a contract between the University and any of its employees. The University 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 employee. Employment at University of the Pacific is employment at-will. Employment may be terminated at the will of either the employer or the employee. Employment and compensation may be terminated with or without cause and with or without notice at any time by the employee or University of the Pacific.

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

University Mission

The University of the Pacific’s mission is to provide a superior, student-centered learning environment integrating liberal arts and professional education and preparing individuals for lasting achievement and responsible leadership in their careers and communities.

The first chartered institution of higher education in the State of California, the University of the Pacific is an independent, comprehensive university offering a wide choice of high-quality undergraduate and graduate programs on attractive campuses in Stockton, Sacramento, and San Francisco.

We accomplish our mission through highly personalized programs
delivered in a caring, supportive, and appealing environment. We seek to strengthen self-confidence, initiative, analytical and problem-solving abilities, and an enthusiasm for learning.

Our mission motivates our faculty and staff’s dedication to excellence in teaching and advising. We support research, scholarship and creative activity as complements to the teaching that is central to all we do.

Our mission inspires our commitment to leadership development, global awareness, community involvement and opportunities for individuals from diverse backgrounds. We are committed to practical experiences as complements to classroom learning. Highly interactive student-faculty relations and a broad array of co-curricular activities that help develop students’ abilities are the hallmark of learning at the University of the Pacific.

**Life at Pacific**

The University of the Pacific has three distinctive campuses located in northern California: University of the Pacific School of Dentistry located in San Francisco, the McGeorge School of Law in Sacramento and undergraduate, professional schools and a graduate school on the campus in Stockton.

- **Pacific then. . .**

The University of the Pacific was established by pioneer Methodist ministers in 1851 as the first chartered institution of higher learning in California. Originally founded in Santa Clara, the institution moved to San Jose and later in 1924 to its present location in Stockton.

Throughout its history, Pacific has been recognized as a leader in educational innovation. It provided the West Coast with its first medical school in 1858 (it later became part of Stanford and today is California Pacific Medical Center), its first coeducational campus in 1871, its first conservatory of music in 1878, its first “cluster colleges,” and its first and only four-year private institution in the Central Valley. Pacific was first in the nation to offer an undergraduate teacher corps program, the first to send an entire class to an overseas campus and the first to establish a Spanish-speaking, inter-American college.

Since the move to Stockton in 1924, only five presidents have headed
the administration of the University. Dr. Donald V. DeRosa began his service as the 23rd president in 1995.

The School of Education was established shortly after the move to Stockton in 1924. It was renamed the Gladys L. Benerd School of Education in 1992 in honor of the alumna’s endowed gift. The University experienced its greatest growth and a broadening of its base under the administration of Dr. Robert Burns. In 1955 it opened its School of Pharmacy and in 1956 it opened its Graduate School. The School of Engineering was established in 1957. In 1962 the College of Physicians and Surgeons, a school of dentistry founded in San Francisco in 1896, merged with the University of the Pacific and became the University’s San Francisco campus. McGeorge College of Law, an independent law school founded in Sacramento in 1924, amalgamated with the University in 1966 as its Law School.

In recognition of this growth, the name of the institution was changed from the “College” of the Pacific to the “University” of the Pacific. The name “College of the Pacific” was retained for the University’s central liberal arts college. It is dedicated to the preparation of citizen leaders who take responsibility for their communities as well as their careers.

A new concept in higher education in the United States found expression in the establishment of the first “cluster college,” Raymond College, in 1962. This was followed in 1963 with the opening of the second, Elbert Covell College, the first bilingual-bicultural college in the country. The third cluster college focusing on non-western studies and featuring a year of study in an Asian culture, began in 1967 as Callison College. The cluster colleges were ended in 1982. However, their emphasis on global education is continued in the School of International Studies, the first university-based undergraduate school of international studies in California.

In the fall of 1977, the Department of Business Administration of College of the Pacific was reorganized to become the School of Business and Public Administration. In 1995 it was renamed Eberhardt School of Business in honor of the Eberhardt family’s endowed gifts. University College (currently the Center for Professional and Continuing Education), a unit of the University designed specifically for the adult “re-entry” student, was reorganized and revitalized in 1985.

In 1995, Pacific issued the first four-year guarantee whereby students
were assured completion of the Bachelor of Arts degree in four years. Accelerated programs announced by President DeRosa enable students to complete undergraduate studies in combination with a law degree in “3+3” years. The School of Dentistry and School of Pharmacy and Health Sciences offer similar accelerated programs. In this spirit of innovation, Pacific is shaping bold new plans for years ahead.

• Pacific now. . .

The University’s classic college environment, combined with modern facilities, provides students with the best of both worlds. The architecture and landscaping provide an Ivy League style setting for the University, which draws its approximately 4,000 students from more than forty states and fifty countries. An independent university known for the diversity of its academic programs and outstanding teaching faculty, Pacific has acquired a reputation for educational innovation, as demonstrated by the development of its cooperative engineering program and its three-year professional programs in pharmacy and dentistry.

The Stockton campus employs over 300 faculty, full-time and part-time, and approximately 500 non-faculty, including administrators, professionals, supervisors, administrative support, clerical, health, library, athletic, technical, maintenance and security staff. Under the leadership of the University President, there are four divisional areas that provide valuable support and services to Pacific’s community. These areas include Institutional Advancement, Business and Finance, Student Life and Academic Affairs.

• Stockton Campus

University of the Pacific 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 the students live in these facilities. Excellent support services are available to Pacific students to enhance their academic and personal development. These are offered through the Career and Internship Center, the Cowell Student Health Center, the Counseling Center, Student Advising, Disabled Student Services, SUCCESS (formerly Student Supportive Services) and Residence Community and Intramural programs. Extracurricular activities include plays, concerts, speakers, and movies in one of several theater/auditoriums on campus; athletic events; professional organizations and honor societies; and more than eighty special in-
interest clubs. The student center includes a grocery store, a bookstore, a movie theater, 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 Spanos Center; an Olympic-size swimming pool; and the Baun Fitness Center.

- **Stockton Community**

Stockton itself provides the cultural and community opportunities of a fine University city. The city has a diverse ethnic and economic background, offering opportunities for cultural enrichment such as music, theater, museums, open-air markets and sporting events. With a population of 250,000, Stockton is California’s largest inland port. Situated east of San Francisco on the coast, west of the Sierra Nevada mountains, and south of Sacramento, the area provides abundant cultural and recreational opportunities within a short drive, including entertainment in San Francisco; skiing, camping, and backpacking in the Sierra Nevada; and water-skiing and boating in the San Joaquin Delta area, many surrounding foothill lakes, and Lake Tahoe. Amtrak, airlines, bus lines, and three interstate highways serve Stockton. The climate during the school year is pleasantly warm, with the rainy season generally restricted to the period between December and March. Summer temperatures are in the 80’s and 90’s during the day, with evening temperatures dropping into a pleasant 60 to 70 degree range.

**Commitment to Diversity and Equal Opportunity**

The University does not discriminate 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.

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 termination) without regard to the individual’s status protected by law. The University will reasonably accommodate qualified individu-
als with disabilities whenever the individual is otherwise qualified to safely perform all essential functions of the position.

University of the Pacific is an equal opportunity employer and is firmly committed to non-discrimination. The University is also committed to taking appropriate steps to broaden the diversity of its workforce. Efforts will be made to consider employment opportunities for qualified persons from under-represented groups, veterans and individuals with disabilities.

NOTE: Any person having a complaint under any laws, orders, or regulations governing unlawful discrimination or harassment should contact:

Director of Human Resources
Department of Human Resources
University of the Pacific
3601 Pacific Avenue
Stockton, CA 95211
II. EMPLOYMENT

Employment Categories

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

Regular full-time staff are those who are continuously assigned to work a minimum of thirty-seven and one-half (37.5) hours per week (forty [40] hours where entire units or offices remain open such as Physical Plant, Public Safety, Information Services and Resources and others), and who have an employment period of at least nine (9) months per year.

Regular part-time staff are those who are continuously assigned to work less than thirty-seven and one-half (37.5), but at least twenty (20) hours per week, and who are employed at least nine (9) months per year. Benefits are prorated for these employees. Part-time staff who work less than twenty (20) hours a week are not eligible for University benefits.

Temporary staff 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. Temporary staff may be hired to replace regular employees during authorized leaves of absence or for special projects. Temporary staff are not eligible for University benefits.

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, as amended, and the California Industry Work Orders. Federal and state wage and hour laws require that employees performing certain kinds of jobs be compensated with extra pay (overtime pay) for all hours worked in excess of eight hours in one day or 40 hours in one week.

Jobs which are professional, managerial, executive, sales, and administrative, are “exempt” from these regulations. Exempt employees are not eligible for overtime pay.
Jobs which are not exempt from overtime provisions, are commonly referred to as “non-exempt” jobs and persons employed in those jobs are non-exempt employees. Jobs which are primarily technical or administrative support are non-exempt from FLSA regulations.

**Hours of Work**

Normal operating hours at University of the Pacific are 8:30 a.m. to 5:00 p.m.

The work schedule for full-time non-exempt employees is thirty-seven and one-half (37.5) hours per week (forty [40] hours where entire units or offices remain open such as Physical Plant, Public Safety, Information Services and Resources and several others). Exempt employees are expected to work as much of each day as is necessary to accomplish the responsibilities of the job.

Non-exempt employees are expected to observe assigned working hours and the time allowed for lunch and rest periods. Non-exempt employees are given a 60-minute unpaid lunch period for a full day worked or a 30-minute lunch period for a five-hour workday as required by applicable law. Non-exempt employees will receive one 10-minute rest period for each four-hour work period or major portion thereof. Non-exempt employees may not leave the premises during their rest periods or take more than ten (10) minutes for each rest period.

Exempt employees must report unscheduled absences from work due to sick leave, personal business, etc., and all scheduled absences such as vacation. These absences are recorded to maintain accurate records. When accrual balances are exhausted, exempt staff will not be docked for partial day absences. However, pay for absences equal to a full day will be docked in full day increments.

For overtime pay calculation purposes for non-exempt employees, the workday at University of the Pacific begins at 12:01 a.m. and ends at midnight. The workweek begins at 12:01 a.m. Monday and ends at midnight the following Sunday for all employees. Prior authorization from a supervisor should be obtained for working any overtime. Supervisors will notify staff when overtime work is required. University of the Pacific provides compensation for all overtime hours.
worked by non-exempt employees in accordance with state and federal law.

**Orientation**

Each new member of the staff visits the Human Resources office in order to complete all required employment forms. It will be necessary to provide a social security number, address, phone number, emergency contact person, etc.

In accordance with federal law, each new University employee must provide proof of legal right to work within three days (72 hours) of the first day of employment. For a citizen of the United States, this would typically be either a passport or both a driver’s license and an original Social Security card; for a lawful permanent resident, this would typically be an Alien Registration Receipt Card containing a photograph. A full list of other acceptable documents is available from Human Resources.

The Department of Human Resources regularly conducts orientation sessions from 9:00-11:00 a.m. the first and third Wednesday of each month for new faculty and staff, which include a comprehensive introduction to University policies, practices and benefits, followed by a guided tour of the campus and lunch. A copy of this handbook is provided. New staff may receive assistance from a representative of the Staff Resources Committee whose members serve as mentors during a staff member’s first year and from others identified by their supervisor(s) or division members to assist in orienting them to the division and University responsibilities, activities and environment.

**Department of Human Resources**

The mission of Human Resources is to provide services to all customers reliably and efficiently, to provide a workplace that allows for faculty and staff to realize their full potential and to improve the quality of life throughout the University community.

Human Resources generalists and specialists are available to answer questions about employment, benefits, working conditions, and other personnel matters. Representatives are available to assist employees with their questions, suggestions, or concerns relating to the workplace and personnel policies and procedures.
Role of the Supervisor
It is a supervisor’s responsibility to identify the specific duties and responsibilities of a staff member working under his/her direction, and to set the performance standards that are expected. It is also a supervisor’s responsibility to provide adequate orientation and training, and to give staff frequent feedback on how they are doing. If employees have questions relating to their work, they should feel free to address them to their supervisors.

Supervisors also seek to keep staff informed of significant changes that might affect their work or work-related welfare.

Prior Service Credit
If an individual works for the University, leaves his/her employment for a period of time, and is then rehired by the University, the initial period of University service 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 days.

Identification Cards
The UOP Card serves as the official employee identification card. The photo identification card is issued without charge at the Office of Residential Life and Housing. The office is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The UOP card is usually available within 24 hours of having a picture taken.

In addition to identification, the UOP Card serves as a library card at the University libraries and provides access to other Pacific facilities and services. An express account may be established by placing money in an Express debit account and can be used at the Summit, the Redwood Room, the Elbert Covell and Grace Covell Dining Halls, or the ASUOP Tiger Grocery Store. Express account purchases made at the Summit entitle you to a 5% discount on food purchases, along with exemption from sales tax.

Personnel Records and References
An employee’s personnel record is the University’s continuing record
of job-related information. Each employee’s personnel file, maintained in the Department of Human Resources, will usually include an application, a copy of the requisition for the job, forms indicating any changes in employment or pay status, performance reviews and forms to begin or change coverage under University-sponsored benefit plans and process transactions. Personnel information is also maintained electronically and this electronic information is part of your official file.

Employees may ask to review certain documents in their personnel files, 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. Medical information must be maintained in a file separate from the regular personnel file.

The University restricts the release of information contained in a staff member’s personnel file to the individual’s 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 supervisors 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 will be verified by telephone. If an individual authorizes disclosure in writing, the University will also provide additional information.

**Change to Employee Information**

All staff are requested to inform Human Resources of changes involving name, address, phone number, and person to contact in case of emergency. The University is required by law to keep current employee’s names and addresses.

Supervisors are requested to report to Human Resources any changes of employment. Human Resources will then forward the appropriate information to the Payroll Department.
Employment of Family Members

Employment decisions are based on individual merit. The University will consider employment of family members as it considers other external applicants. However, individuals may not supervise family members, supervise persons directly supervising family members, or participate in employment decisions concerning a family member. It is strongly advised that relatives not work in the same physical work unit or in positions that affect or are affected by the family member.

Physical Examinations

Subsequent to receiving a conditional offer of employment all applicants will be required to take a University-paid medical examination. The examination, which includes a drug test, is given at the time an employee is considered for employment to determine whether the candidate has the ability to perform the essential functions of their job. An employee may also be required to take a medical examination during employment to verify fitness for duty or otherwise when job-related and consistent with University operational needs.
III. MEETING EMPLOYMENT STANDARDS

Introductory Period
The first 90 working days of an employee’s employment constitute an introductory or new hire evaluation period. Holidays or other absences automatically extend the introductory period. It is the supervisor’s responsibility to clearly explain the job responsibilities and the performance standards expected of the staff member. During this period both the employee and the supervisor will be determining whether or not the position and the employee’s skills and interests match.

The employee will receive a written evaluation prepared by the supervisor either prior to, or at the time of, completion of the introductory period which will identify performance strengths and weaknesses.

Appearance
Employees are expected to wear attire appropriate for business and the office or department in which they work. Neatly attired employees help create a favorable impression. Clothing should be clean, neat, in good taste, and appropriate to assigned duties. Attire inappropriate for the workplace includes, but is not limited to, items such as shorts, jeans, exercise and sports tank tops, beach sandals and tennis shoes.

Punctuality and Attendance
An important indicator of performance and essential function of all University positions of employment is consistent attendance and punctuality. An employee is expected to be at the work area during prescribed scheduled work hours. If employees are sick or injured and cannot come to work, they are expected to follow departmental procedures in reporting the absence directly to their supervisor by telephone before the start of the workday or within one-half hour of the beginning of the workday. Absences or tardiness, which necessarily affects the performance of one’s duties, may lead to discipline, up to and including termination.
Work Standards

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

- Be at the workstation at the prescribed times of scheduled work hours.
- Adhere to all University policies including, but not limited to, the University’s policy against sexual and other prohibited, unlawful harassment.
- Contact the appropriate supervisor when absent from work due to illness or before arriving late to work.
- Maintain confidentiality of all information received or processed whether or not it is marked “confidential” or “personal.”
- Organize work and set priorities to accomplish results in a timely manner.
- Maintain workstation 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 workstation and work assigned.
- Schedule medical or dental appointments at the beginning or end of the workday, preferably before or after work or on weekends.
- 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 University facilities, equipment, stationery 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.

Use of Electronic Information and Systems

It is the responsibility of employees while performing their jobs to utilize the designated equipment in a responsible manner, to uphold the purposes of intended use, and not to abuse special circumstances for personal use. The University reserves the right as needed to access all electronic records, including e-mail and voice mail. The University will notify employees if and when the University exercises this right, to the extent deemed appropriate.
IV. TOTAL COMPENSATION

Wages and salary, and benefits provided by University of the Pacific are an important part of each employee’s total compensation. Benefits represent substantial additions to earnings and provide certain valuable tax advantages. At least once a year, all staff will receive a Benefits Statement highlighting current, individual coverage and monthly rate contributions.

Wages and Salary

Paychecks

Wages for non-exempt staff are paid on a semi-monthly basis. Employees receive paychecks on the 15th of the month for scheduled work performed from the 1st through the 15th, and the last day of the month for scheduled work performed from the 16th through the end of the month. If a payday falls on a weekend or holiday, paychecks are issued the day before.

Salaries for exempt staff are typically paid on the 26th of each month, and include payment for work through the last day of that month.

Direct Deposit

Staff members are encouraged to have their paycheck directly deposited into their checking and/or savings account. Direct deposit authorization forms are available in Human Resources. All completed direct deposit authorization forms turned in to Human Resources will be promptly forwarded to the Payroll Department. Direct deposit is a convenient way to do your banking, and deposits are available on payday.

Deductions

The University makes the deductions required by law for FICA (Social Security and Hospital Insurance), withholding for federal and state income taxes, and VSDI (Short-term Disability). Each employee authorizes any other deductions, such as health or dental insurance premiums. The check stub itemizes all deductions and provides information on annual earnings to date.

All employees must complete a federal W-4 and a state DE-4 form.
declaring marital status and the number of exemptions claimed for income tax purposes. If at a later date changes need to be made, a new W-4 and DE-4 must be submitted to Human Resources or Payroll. Employees are encouraged 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 employee’s home address by January 31 of the subsequent year.

**Garnishments**
In the event of a federal, state, or court order requesting the garnishment of any employee’s wages, the University of the Pacific must comply with that order. A garnishment will reduce an employee’s take-home pay.

**Report of Time Worked**
Payroll is processed differently for employees in non-exempt and exempt jobs. Non-exempt staff submit time sheets semi-monthly which record the hours worked and are paid overtime for additional hours worked, including overtime at time and one-half for work performed over forty (40) hours in a workweek or for work performed over eight (8) hours in a workday.

Exempt staff, 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.

If an employee has the opportunity to work a second job or assignment in another department, the primary supervisor must be notified for prior approval.

All payroll records must be submitted on time. Deliberate falsification of payroll records is a basis for discipline up to and including discharge.

**Overtime**
University of the Pacific conforms to the Fair Labor Standards Act (FLSA) of 1938 (as amended) and state and local overtime laws in calculating and paying overtime to employees.
Non-exempt employees will receive overtime pay at the rate of time and one-half for actual work performed over forty (40) hours in a workweek or for actual work performed over eight (8) hours in a workday.

Employees shall be paid time and one-half for hours actually worked in excess of eight (8) hours and double-time for hours actually worked in excess of twelve (12) hours on a regularly scheduled workday.

If employees work on a seventh (7th) consecutive day, they shall be paid time and one-half for hours actually worked regardless of the number of hours worked during the first six (6) consecutive days. Employees shall be paid double-time for work performed in excess of eight (8) hours on the seventh (7th) day of a workweek.

Hours paid for vacations, holidays, sick leave, etc., which are not actually worked by the employee are not considered for purposes of calculating overtime. Therefore, an employee who is paid eight hours for the Thanksgiving holiday (Thursday) and works eight-hour days Monday, Tuesday, Wednesday, Friday and Saturday that same week, will be paid 48 straight-time hours for the week. Overtime is always based on hours actually worked, not hours paid.

At the request of an employee and with the approval of the unit’s administrator, an employee may be allowed compensatory time off within the same workweek. In no case shall the compensatory time off be carried over from one week to the next or from one pay period to the next. If the employee is not provided with compensatory time off before the end of the workweek, the employee must be compensated for overtime worked, at the appropriate rate of pay.

Exempt employees are not eligible for overtime pay or compensatory time off. Any exception because of extraordinary, long-term and sustained program work will require review and approval by a divisional vice president, and the directors for both Budget and Human Resources.

Exempt employees should immediately contact the Department of Human Resources with any questions concerning their salary pay so that inadvertent errors can be corrected.

**Call-In Pay**
When employees are called in to work on a day other than their
normal work schedule (when there is no specified number of hours the employee is scheduled to work), they will be paid at least two hours pay at the then-applicable rate based on the reporting time pay requirement.

Advances
The University of the Pacific does not permit advances against paychecks.

University Benefits
This handbook includes only a general outline of University benefits. More information concerning University benefits may be found in the applicable Summary Plan Description available through the Department of Human Resources. The terms of each benefit plan are exclusively governed by the Plan documents. The University and the Plan Administrator reserve the right to amend, delete, modify and/or terminate any of the benefit plans in whole or in part with or without notice.

Group Medical Insurance
An employee scheduled to work 20 hours or more per week for a period of at least nine months is eligible to be covered by medical insurance on the first day of the month following commencement of employment, or the first day of employment if that day is the first of the month. Plan options and cost will be discussed at the time of employment.

Group Dental Insurance
An employee working 20 hours or more per week for a period of at least nine months is eligible to be covered by dental insurance the first day of the month following a six-month waiting period. Orthodontic coverage becomes effective on the first day of the month following one year of employment. Employees interested in enrolling in the dental plan should be aware that there is a one-time enrollment option from the initial date of hire through the first 30 days of employment. Dependent children up to four years of age may be enrolled at the beginning of any contract year, including the contract year immediately following their fourth birthday. The plan and the cost to an employee will be discussed at the time of employment.
University (Flexible) Spending Account – USA

Pacific offers a program where employees can set aside pre-tax dollars to lower tax liability. In calculating the amount of medical and dependent care expenses, employees should keep in mind that what they don’t use in the plan year they will lose. Participating categories include health and dental premiums, dependent care and unreimbursed medical expenses to a maximum limit amount.

Employee Assistance Program

Balancing the daily demand of work and home can be challenging. An Employee Assistance Program can help in dealing with problems that may be troubling an employee or a dependent family member such as work-related problems, marital or relationship problems, retirement concerns, or parent-child conflict.

Confidential outpatient counseling, including financial and legal issues, is available through the University’s Employee Assistance Program. Employees and family members are eligible for three private and confidential visits per calendar year. Daytime and evening appointments are available with licensed, professional counselors. This benefit is provided at no cost to the employee.

Group Life Insurance/Accidental Death and Dismemberment Plan

An employee is eligible to enroll in the group term life and accidental death and dismemberment insurance programs offered by the University. This plan provides coverage for the employee, spouse, domestic partner and children. Plan options and cost will be discussed at the time of employment.

Retirement Plan

The University requires all eligible staff members to enroll in the tax-deferred, defined contribution, group retirement annuity plan. If age forty or over, mandatory participation will begin on the first day of the month following the date of employment. For staff under the age of forty, participation begins after a preliminary service period of one year and reaching the age of twenty-six (26). One year of service with an institution of higher education during the 24-month period immediately preceding the date of employment with University of the Pacific will satisfy the one-year service requirement. The Univer-
University determines contribution rates by both the staff member and the University. Contributions are vested immediately and are tax-deferred.

**Tax-Deferred Annuities**
The University provides optional, tax-deferred, supplemental retirement annuity plans to all employees. There is no waiting period to enroll in a supplemental annuity plan. Human Resources will assist staff in reviewing various options and understanding legal tax-deferred annuity contribution limits.

**Tuition Remission**
The University provides tuition remission to enable an employee, spouse, domestic partner or eligible children of an employee of the University to attend University of the Pacific. In accordance with regulatory requirements, the University is required to recognize the value of graduate tuition remission as income to the employee, subject to tax withholding. Therefore, taxes will be calculated and withheld on the amount of the tuition remission. More detailed information on the tuition remission program and these provisions is available in the Department of Human Resources.

Tuition exchange scholarship may also be available for eligible children of employees to attend colleges participating in the Tuition Exchange Plan. The Department of Financial Aid provides details on the Tuition Exchange Program.

**Paid Absences**

**Holidays**
Paid official holidays for regular full-time and part-time employees are:

- New Year’s Day
- Martin Luther King, Jr. Day
- Presidents’ Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
In addition to the specific holidays listed above, paid seasonal holidays will be granted annually. Normally, these days will include:

Day after Thanksgiving
Day before Christmas
Days falling between Christmas and New Year’s Day

The University normally designates Presidents’ Day as a paid holiday, however it may not be observed as a paid holiday in a year where the academic calendar requires scheduling of additional time. Non-exempt employees shall be paid at time and one-half when required to work on a paid official holiday and will receive regular pay when required to work on a University seasonal holiday. Exempt and non-exempt staff **required** to work the official and seasonal holidays, which are listed above, 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 six (6) months of the holiday.

Due to the operational needs of some essential University departments, some employees may be required to work on either a holiday identified as a paid official holiday or a seasonal holiday.

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

A part-time staff member receives his/her regular pay on any holiday that falls on a normally scheduled workday.

To be eligible for holiday pay, an employee must be in paid status on the workday before and the workday after the holiday(s). A scheduled vacation, approved illness leave or other paid leave will be considered paid status.

**Vacations**

Pacific offers employees an earned annual paid vacation to provide an opportunity for rest and relaxation. Vacation eligibility depends upon the employee’s status and whether the employee is a regular full-time or a regular part-time employee.

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.
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:**

<table>
<thead>
<tr>
<th>PERIOD OF CONTINUOUS EMPLOYMENT</th>
<th>VACATION ACCRUAL RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through first four years of service:</td>
<td>10 workdays per year</td>
</tr>
<tr>
<td>From start of fifth year through ninth year of service:</td>
<td>15 workdays per year</td>
</tr>
<tr>
<td>From start of tenth year through fourteenth year of service:</td>
<td>17 workdays per year</td>
</tr>
<tr>
<td>From the start of the fifteenth year:</td>
<td>20 workdays per year</td>
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</tbody>
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**EXEMPT:**

<table>
<thead>
<tr>
<th>PERIOD OF CONTINUOUS EMPLOYMENT</th>
<th>VACATION ACCRUAL RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through first five years of service:</td>
<td>15 workdays per year</td>
</tr>
<tr>
<td>From start of sixth year:</td>
<td>20 workdays per year</td>
</tr>
</tbody>
</table>

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

An employee may continue to accrue vacation to a maximum equivalent of twenty-five working days of accumulated, unused vacation. An employee who has accumulated twenty-five working days of unused vacation, or its equivalent, automatically ceases accrual of any additional vacation. Furthermore, an employee shall not be paid for more than twenty-five (25) days of accumulated vacation at the time of termination (or the equivalent for part-time employees). It is the employee’s responsibility to request vacation leave so as to avoid cessation of accrual after reaching the maximum twenty-five (25) working days.
Sick Leave
The University provides time off with pay when a staff member is unable to work because of personal illness or injury. Paid sick time is not an entitlement to be used as it is accrued. It works much the way an insurance policy does, to provide coverage if and when it is needed.

All regular full-time employees earn one (1) day of sick leave per month or twelve (12) days per year (ie., calculated at the rate of .04615 per hour of service). Employees may bank a maximum 90 days accrued sick time or the equivalent of 720 hours. Part-time employees may accumulate a prorated maximum. All employees begin accruing sick leave from their initial day of employment; however, they must complete their introductory period before using, and therefore, being paid for their accrued sick leave for absences due to illness or injury.

Employees may use up to half of their annual accumulated sick leave for an illness or injury of an immediate family member who is regularly dependent on his/her care. Time off that is requested for medical and dental appointments for the staff member or immediate family member 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 unit’s operations. Staff are encouraged to schedule appointments before or after work or on weekends. However, medical or dental appointments may be scheduled during work hours with consideration for operational needs and with supervisory concurrence, in accordance with the University sick leave accrual policy. To ensure that employees’ medical needs are met, employees shall notify their supervisor of appointments at least two (2) working days in advance of the scheduled appointment.

Sick leave begins on the first day of an illness or injury. The University may require medical verification of injury or illness. If an employee is absent due to an illness or injury for more than seven (7) days, the Department of Human Resources must be notified and disability forms must be completed.

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

Pacific staff may donate accumulated sick leave days to another employee at the University who is in need of additional paid time due to
a catastrophic illness. Leave will be donated to the recipient in increments equivalent to the donor’s regularly scheduled workday. Donors may contribute a maximum of 5 days to each recipient in any year. A recipient may receive a maximum of 20 days for a catastrophic, serious, and extended illness.

Once sick leave donation is credited, it may not be retrieved for any reason.

Each employee must retain at least 192 hours (or the equivalent of two years accruals) accumulated sick leave in their individual accounts, in addition to any donation of sick leave.

Human Resources coordinates, reviews and approves the process of catastrophic sick leave donations including employee eligibility and coverage.

**Medical Disability Benefits**

A regular employee shall be granted a medical disability leave for a maximum of six (6) months. The medical disability leave must be requested in writing to Human Resources at least seven (7) days after an absence due to disability and/or illness. In the event of an emergency or incapacity, the medical disability request must be submitted as soon as reasonably possible. The six (6) month medical disability leave will begin on the first day after sick leave has become exhausted. During this leave, employees may be eligible for Voluntary State Disability Insurance (VSDI), Long Term Disability (LTD) or Worker’s Compensation.

The University shall fill an employee’s position with a temporary replacement only if:

1) The employee requests a medical disability leave; and

2) The medical diagnosis and prognosis indicates the employee is expected to be able to return to work before the end of the medical disability leave.

The employee’s position may be filled with a regular employee if she/he fails to request a medical disability leave, cannot return to work or fails to return to work before the medical disability leave expires. The disabled employee shall be released from any employment relationship. Benefits available by University policy or by law may be continued.
If the position of the medically disabled employee is eliminated or reduced in hours, the employee shall be considered laid off and subject to provisions of the lay off or reduction in hours policy.

**Short Term Disability Benefits**  
*(non-occupational)*

A staff member absent due to an illness or non-related work injury is eligible for disability benefits on the eighth day of illness or injury or on the first day of a hospitalization. Portions of sick leave and/or vacation accrual balances will be used in conjunction with disability benefits payments, both of which are deducted from the employee’s regular paycheck. An individual must obtain a disability benefit insurance form from Human Resources, complete the form, and submit it to a medical practitioner for verification of disability and submission for payment.

If at any time the University has concerns regarding the medical-related ability of an employee to perform all job duties, the University may require an examination by a qualified medical practitioner at University expense.

An employee on disability leave may return to his/her position (if it exists) during the first six months of approved disability leave, provided he/she has full medical clearance and has given reasonable advance notice of the stated day of return.

**Worker’s Compensation Disability Benefits**  
*(occupational)*

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 employee must report to Human Resources and complete appropriate forms, no matter how minor the injury and even if medical treatment is not needed. 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 a loss of medical expense reimbursement for the injury and the employee may be subjected to disciplinary action. Please consult the University Illness and Injury Prevention Program in Human Resources for additional information.
Long Term Disability Benefits
After a preliminary service period of one (1) year, regular full-time staff who work thirty (30) hours per week or more are required to enroll in the long-term disability plan. Plan options and cost will be discussed at the time of employment. The service period is waived for employees who have participated in a comparable plan with the immediate previous employer. After a six-month disability period the plan provides a benefit, for eligible participants, equivalent to $6,000 per month, less the sum of the benefits from other sources which may include social security and state disability insurance, for the period of time set forth in the plan. A portion of the benefit may be taxed. Refer to the policy for specific details.

Death in the Family
A staff member may be granted up to three (3) workdays paid leave in cases of the death of a member of the immediate family. For this purpose, immediate family shall include mother, father, spouse, domestic partner, child, child of a domestic partner, sister, brother, grandparents, grandchildren, current mother-in-law, and current father-in-law.

Jury Duty
Regular full-time staff members who are on jury duty shall receive normal straight-time earnings. Employees must submit verification of attendance. As a condition to jury duty pay, the staff member shall notify the immediate supervisor as soon as possible after receiving notice to report for possible jury duty (normally the next working day). The time an employee is absent for jury duty shall be noted on the time sheet or time card with a copy of the receipt attached.

When appropriate, non-exempt employees excused from jury duty or released early are expected to return to work to complete at least two (2) hours of a shift allowing thirty minutes for travel and an additional thirty minutes for a meal period.

When the option exists to be available for jury duty on an “on-call” basis the University requires employees to select this option so that the employee can remain at work whenever possible.

School Visits
To the extent required by California law, a staff member shall be
granted reasonable unpaid time off not to exceed forty (40) hours per calendar year and eight (8) hours per month, to attend school functions for a child of the staff member, provided reasonable advance notice and supporting documentation are provided to the supervisor of the staff member.

**Time Off for Voting**
If any employee is unable to vote on election day outside of working hours, arrangements may be made with the supervisor to change the work schedule or, where not possible, to take the necessary time off (not over two hours) with pay.

**Leaves of Absence Without Pay**

**Family and Medical Leave**
(Incorporates the standards for Family Medical Leave Act-FMLA & California Family Rights Act-CFRA leave)
University of the Pacific recognizes that an employee may need to be absent from work for an extended period of time for family and/or medical reasons. The University complies with federal and state law provisions for family, medical and pregnancy disability leaves. The University will grant these leaves to employees as required by state and federal law in effect at the time the leave is granted. All leaves may run concurrently as allowed by law.

Employees must request any leave in writing as far in advance as possible. If an employee does not contact his/her supervisor at the end of their scheduled leave, the University will assume that the employee does not plan to return and has terminated his/her employment. If an employee is unable to return to work at the conclusion of the leave allowed, employment may be terminated.

- **Employees Who May Take Leave**
To be eligible for a family medical leave of absence, an employee must:
  - have been employed by the University for at least 12 months; and
  - have worked at least 60% of his/her regularly scheduled hours in the previous 12 months.
• Reasons for Taking Leave
An employee may request a leave for any of the following reasons:
• to care for his/her child or child of a domestic partner after birth, 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 his/her spouse, domestic partner, son or daughter, or parent, who has a serious medical condition; or
• to care for his/her own serious medical condition which prevents him/her from performing job duties. (For CFRA, this does not include the employee’s own disability due to pregnancy, childbirth, or related conditions. This condition would be covered under Pregnancy Disability Leave.)

• Length of Leave Allowed
The maximum time an eligible employee will be allowed to take family medical leave is twelve (12) workweeks in a twelve (12) month period. This does not include leave time an employee is allowed because of pregnancy disability. The University will use a “rolling” 12-month period measured backward from the date the employee begins a leave to determine how much leave time is available, unless another calculation is required by law.

• Advance Notice and Medical Certification
Employees are required to request leave in advance and in writing, when possible, and provide the University with a medical certification supporting the request. Leave requests may be delayed or denied unless these requirements are met.

Leaves require a thirty (30) day notice if the need for such leave is foreseeable, or as soon as possible.

Medical certification is required if the requested leave is for the employee’s own or a family member’s serious medical condition. The University may also require an additional medical opinion regarding the employee’s own serious health condition at its expense. The employee is required to cooperate in obtaining any additional medical opinions required.

If a leave is required because of the employee’s own medical condition, the employee must obtain certification from a health care provider before the end of the approved leave period stating that the employee is able to return to work.
• **Job Benefits and Protection**

The University will continue its contributions for health care coverage for the duration of the employee’s leave. The employee must continue to pay any premiums he/she is currently making for himself/herself and enrolled dependents on or before the end of the leave period if coverage is to continue during the leave period. Employees will normally be restored to their original or equivalent position with equivalent pay, benefits and other employment terms when they return from leave.

An employee’s use of leave allowed by this policy will not result in the loss of any employment benefit that accrued prior to the start of the leave. However, at the employee’s option or University’s option, certain kinds of paid leave may be substituted for unpaid leave. Some employees may be subject to reinstatement limitations in certain circumstances. Affected employees will be notified of the possible applications of limitations on reinstatement at the time the leave is requested.

• **Premium Cost Repayment**

Employees who choose not to return to work from a leave allowed by this policy, will be required to repay the cost of benefit premiums that the University paid on their behalf during their leave, unless they do not return to work because of their continued disability.

**Pregnancy Disability Leave**

In addition to family and medical leaves, pregnant employees are entitled to take leave if they are disabled by the pregnancy, childbirth or a related medical condition. Pregnancy disability leave begins on the first day that the employee’s health care provider certifies she is unable to work and ends when her health care provider certifies she is able to return to work, or after a total of four months of leave, whichever occurs first. Pregnancy disability leave may be taken intermittently or on a reduced work schedule when medically advisable. Family leave to care for a newborn child may be available following pregnancy disability leave.

**Child Rearing Leave**

An employee may request unpaid child rearing leave for a foster, natural or adopted child under five (5) years of age. Such leave shall be limited to 124 calendar days for any one child of a full-time employee. A part-time employee may use child rearing leave prorated in accordance with the number of hours worked.
**Personal Leave of Absence**

Personal leave without pay may be granted to an employee for up to five days per calendar year consistent with operational needs. Such time shall be taken as days, not as hours. An employee must complete and submit a written request to a supervisor for approval.

A leave of absence without pay may be granted at the sole discretion of the University to an employee for good cause, for up to six months, or in extraordinary circumstances, to a maximum of one year. A request for a leave of absence shall be in writing and given to the employee’s supervisor for consideration. Finally, the appropriate administrator must approve or reject the request in writing, based on the reason for the request, the employee’s work record and operational needs.

If an employee thinks a leave of absence from his/her position may be necessary, plans should be discussed well in advance with his/her supervisor. Decisions of whether or not to grant leave requests are at the sole discretion of the supervisor with the concurrence of the divisional Vice President and the Director of Human Resources, and depend on the operational needs of the department at the time of the leave request, along with the employee’s performance record.

**Military Leave**

Military leave of absence without pay is granted to all employees under certain specific conditions consistent with the Uniformed Services Employment and Reemployment Rights Act of 1994. A request for military leave must be in writing. Military leave is considered a leave of absence and, upon timely return from military duty, the employee will be reinstated to his or her position or to a position of like status and pay, with full seniority. Military leave of absence will expire upon the employee’s failure to apply for reinstatement within the time limits prescribed by the Acts.
V. EMPLOYEE DEVELOPMENT AND MEETING PERFORMANCE STANDARDS

Job Responsibilities

Staff should be aware that job responsibilities may change from time to time, and that 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.

Posting

An approved vacant position will generally be posted on the bulletin board outside of the Department of Human Resources for five working days (Monday through Friday). It will also generally appear on the University’s web-site (www.uop.edu) and be listed on the Job Line (209/946-2621). Employees who apply for a position during the initial week of posting will be given consideration prior to the review of external applicants. The employee completes a job application (unless one has been filed within the last 3 months) and submits it to Human Resources or another location if designated in the job posting. Human Resources may request applications for all external applicants or candidates. Prospective employees [usually finalist(s)] are required to complete an application prior to employment.

Transfers/Promotions

An employee may apply for any posted position for which he or she is qualified after successfully completing the 90-day introductory period and remaining in that same job for six (6) months. Applications are available in Human Resources. When an employee has been offered another position, the prospective supervisor shall notify the employee’s current supervisor a minimum of ten (10) working days in advance of the actual scheduled transfer date.

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 (11th) workday from the date the employee notified the department.
Orientation Period for Transfers and Rehires

While employees who receive a transfer do not serve a new hire introductory period, they do serve an orientation period. At any time during the three (3) month orientation period if the new employee is not satisfactorily completing the work, the following options may occur: 1) the employee may return to the original position if still open and approved by the prior unit supervisor, or consider moving to a position at the previous level, if qualified and selected; 2) the orientation period may be extended for no longer than three additional months; or 3) the employee may resign or be terminated after appropriate notification of unsatisfactory performance.

Former employees who are rehired will be considered new employees and will have a new hire introductory period. This will not apply to a former employee who is rehired to the same job in the same department within one year after termination, and therefore serves an orientation period.

Staff Development

Staff are encouraged to grow and learn while they are working for Pacific. Opportunities for both professional and personal development are regularly offered on campus, and staff are welcome to participate. The University offers a variety of workshops throughout the year to assist supervisors and their staff in improving and expanding their skills. Staff who wish to enroll in training courses must have prior approval from their supervisors.

Human Resources maintains a calendar of training and development opportunities to assist supervisors in scheduling their staff’s attendance, along with balancing the operational needs of the department.

Staff and their eligible dependents may take classes at the University through the tuition remission program.

Merit Increases

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

- The performance of the employee as reported in the annual performance review;
• Salary increase funds available; and
• Recommendations of supervisors, approved by divisional Vice Presidents, the directors of both Finance and Human Resources, and the President.

Performance Evaluations

Every staff member will receive a written introductory performance evaluation at the completion of the first 90 working days of employment with the University. After that, the individual’s supervisor will conduct a written performance review at least annually. The actual frequency of performance evaluations may vary, depending on the length of service, job, past performance, changes in job responsibilities, or recurrent performance problems.

Performance evaluations include factors such as job knowledge, the quality and quantity of the work performed, initiative, interactions with others, dependability, meeting previously established performance objectives, service to customers and efforts to encourage diversity. The goal of performance evaluations is to give staff feedback about how they are doing – both what they are doing well and the areas that require further training and/or corrective action. In addition, review of competencies, objectives and goals for future work performance are discussed, as part of the employee’s development plan.

All evaluations are discussed with the staff member and submitted by the supervisor to the staff member in written form. After the review, the staff member signs the evaluation report to acknowledge that it has been presented and discussed with him/her by the supervisor and that the staff member is aware of its contents. An individual may respond to the evaluation directly to his/her supervisor in written form, thereby representing his/her 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 the divisional Vice President/Provost for review, who then forwards the report to Human Resources for inclusion in the employee’s personnel file.

Positive performance evaluations do not guarantee a salary increase, promotion, or continued employment, which are solely within the discretion of the University and depend upon many factors in addition to performance.
Resolving Problems

Staff members having a work-related problem are encouraged to discuss it with their supervisor. Frequently, discussion leads to a better working relationship and many problems can be solved this way.

After talking with a supervisor, if the problem persists, staff should discuss the matter with a Human Resources representative and/or the Employee Relations Specialist in Human Resources. The specialist will assist in working out steps to help resolve problems.

Discipline

An employee may be disciplined if, in the sole judgment of management, he or she fails to perform his or her 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 following progression where deemed appropriate:

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

No employee will be discharged for reasons that are prohibited by applicable state or federal law or the provisions of the University’s written policy as set forth in this handbook.

Resignation

When employees decide to leave University employment, they may voluntarily provide in writing to their supervisor and the Department of Human Resources the following notice: four (4) weeks for exempt staff and two (2) weeks for non-exempt staff. Such notice will provide departments the opportunity to initiate staffing plans, in addition to processing the final paycheck, the benefits status forms, the scheduling of an exit interview, and the return of University property.

At the exit interview, employees will have the opportunity to discuss their employment at the University, offering suggestions and expressing concerns, and complete an exit interview checklist facilitating the return of property and equipment.

If an employee is absent without prior approval for three (3) days or more, the University shall view such action as an abandonment of his or her position. Such action on the part of the employee shall constitute a voluntary resignation.

Retirement

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

Retiring employees should contact the local Social Security Office to secure information regarding benefits for which they may be eligible and to complete the necessary applications at the appropriate time.

Employees 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. To be eligible to continue group retirement medical and dental benefits by self-payment, an employee must be fifty-five (55) years of age and employed by the University for at least ten (10) years.

Reduction in Workforce
An employee may be laid off or reduced in hours for lack of work, elimination of his or her position, reorganization, budget reduction or other business or operational considerations. The University will identify the department, work group, and functions or job classifications to be affected. Then, selection for layoff will be based on management’s judgment of the employees’ skill, ability, performance and competence to meet present and prospective operational needs. Where skills and abilities are substantially equal, seniority shall apply.

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 four (4) weeks notice, and one (1) month pay for each completed year of service up to a maximum of three (3) months.

An employee 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 employee 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 employee fails to respond and to return to work within eleven (11) working days following recall, or is not rehired within one year, the employee will receive no further consideration for recall.

Upon returning within a one-year period from layoff, an employee shall have seniority and all benefits restored.

Discharge
The University of the Pacific is the sole judge of whether or not to terminate the employment of an employee. University decisions will not be contrary to applicable provisions of this handbook or for reasons prohibited by applicable state or federal law. When an employee is terminated after successfully completing the introductory period,
he or she will be given two weeks notice of termination or pay in lieu of notice, unless the University has determined that the employee committed gross misconduct.

Final Paycheck
Upon termination, all employees will receive their final paycheck, in accordance with the time frame stipulated by state law. Final wages will be paid on the employee’s last workday if the employee is involuntarily terminated or resigns with more than 72 hours notice. Final wages will be paid within 72 hours after voluntary termination to an employee who gives less than 72 hours notice. Departments must notify Human Resources and Payroll immediately, and hand deliver termination paperwork, including the final time sheet, to the Department of Human Resources so that these time requirements can be met.

End-of-Service Check-Out
A unit head or designee will personally meet with each terminating staff member whenever possible. The interview will focus on the employee’s reasons for leaving the University and opinions and recommendations for improving University policies and practices. In addition, the employee will receive information concerning benefits and benefit conversion. Upon special request, exit interviews may be scheduled with Human Resources.

The employee is responsible for the return of all University property, such as keys, records, files, books, equipment, credit cards, etc., by the last day of employment.

Continuation of Group Coverage (COBRA)
An employee and/or dependents may be eligible to temporarily continue group medical and dental insurance at the time of separation under the federal statute called Consolidated Omnibus Budget Reconciliation Act of 1985. COBRA options will be explained at the time of employment and prior to or at termination.

Unemployment Insurance
The University finances an unemployment insurance trust fund from which all benefits are paid. The local Employment Development Department, a state agency, determines eligibility.
VII. ENVIRONMENTAL HEALTH AND SAFETY

Emergency Procedures
Report all emergencies to the Department of Public Safety by dialing 63911 from any on-campus phone or using the Blue Light emergency telephones located throughout the campus. When calling, remain calm and carefully explain the situation to the Public Safety Dispatcher. Do not hang up until told to do so.

The fastest way to obtain help in any emergency with off-campus phones is to dial 911.

• Fire
In case of fire in any building or facility, immediately call:
  Stockton Fire Department – 911
  Off-campus phone or public phone – 911
  University Department of Public Safety – 63911

After calling the Fire Department:
  • If the fire appears easily controllable, use the available fire extinguisher directed at the base of the fire.
  • If the fire appears large and not easily controllable, evacuate all affected rooms, closing all doors to confine the fire and reduce oxygen. Do not lock doors.

• Major Utility Failure
If a major utility failure occurs during regular campus office hours, immediately notify Physical Plant at 62541. If the failure occurs after hours or on a weekend evening, notify Public Safety at 63911.

If the failure creates an emergency of some form, or is creating a potential danger to building occupants, activate the building alarm system, and report the emergency to the Department of Public Safety.

• Criminal and Violent Behavior and Workplace Violence Policy
A copy of the Pacific Workplace Violence Policy is available in the Department of Human Resources. 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 actions should be taken:

- Immediately contact the Department of Public Safety at 63911
- Provide Public Safety Officers with the following information if possible:
  - nature of the incident
  - location of the incident
  - description of the person or persons involved
  - description of the property involved
- All individuals should avoid risks in dealing with or observing any suspicious situations or criminal offense.

Pacific’s Workplace Violence Policy identifies hazards usually associated with the three major types of workplace violence. Type I workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act. Type II involves a violent act by a recipient of a service provided by the University, such as a client. Type III involves a violent act by a current/former employee, supervisor or manager, or another person who has some employment-related involvement with the University, such as an employee’s spouse or domestic partner, an employee’s relative or friend, or another person who has a dispute with one of our employees.

**Compliance**

Management of each Pacific unit is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment.

Our system of ensuring that all employees, including supervisors and managers, comply with work practices to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace, include:

1) Informing employees, supervisors and managers of the provisions of our Workplace Violence Policy;
2) Evaluating the performance of all employees in complying with our establishment’s workplace security measures;
3) Recognizing employees who perform work practices that promote security in the workplace;
4) Providing training and/or counseling to employees whose performance in complying with work practices, which ensure workplace security, is deficient; and
5) Disciplining workers, which may include demotion, suspension or dismissal, for failure to comply with workplace security practices.

Communication
At Pacific, we recognize that to maintain a safe, healthy and secure workplace we must have open communication among all employees, including managers and supervisors, on all workplace safety, health and security issues. The campus has a communication program designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable. Our program consists of one or more of the following items:

- Review of our Illness and Injury Prevention Program (IIPP) for Workplace Security.
- Training designed to address specific aspects of workplace security.
- Periodically scheduled safety meetings to discuss workplace security.
- Effective communication of safety, health and security concerns among employees, supervisors and managers, including translation where appropriate.
- Posted or distributed workplace security information.
- A process for workers to inform campus management about workplace security hazards and verbal or physical threats of violence that includes protecting employees from retaliation by the person making the threats.
- A system for immediately and safely communicating a warning to law enforcement authorities, management, and other employees about an imminent act of violence or threat of imminent violence.
- An employee/management safety and health team that meets regularly, prepares written records of the safety and health committee’s meetings, reviews results of the periodic scheduled workplace security inspections, reviews investigations of workplace violence and makes suggestions to management for the prevention of future incidents, reviews threats and incidents, and submits recommendations to assist in the evaluation, training and counseling of employees.
General Health and Safety
Safety is a vital concern at Pacific and is one of our most important responsibilities. Following University safety policies and procedures are essential. If employees see an unsafe condition or experience any breakdown of equipment, they should report it to their supervisor. If employees experience an accident at the workplace, they should report it to their supervisor and file a written report with the Department of Human Resources. Safety training sessions will be conducted periodically and on occasion your attendance will be mandatory.

Firearms
No firearms or any other dangerous weapons are permitted on the University campus.

Hazardous Materials
The University uses chemicals and substances that require special handling, storage, deployment, and disposal in our chemical laboratory operations, ceramic studios, ground maintenance activities, and physical plant maintenance and cleaning operations. Employees should contact Environmental Health and Safety for a detailed description of University policies and procedures relating to hazardous materials.

University Vehicle Use
When driving a University vehicle, staff are expected to adhere to the following guidelines:

- Maintain a valid California driver’s license and insurance, where applicable.
- Use a University vehicle for University business only.
- Transport only University employees or other authorized personnel in University vehicles.
- Keep University vehicles clean, inside and outside.
- Adhere to all safety rules and driving laws.
- Take responsibility for any expenses associated with vehicle or parking violations.
- Avoid use or possession of alcohol or drugs while operating a vehicle on University business.
- Take responsibility for reporting mechanical troubles and obtaining routine maintenance at regularly scheduled intervals.
VIII. OTHER BENEFITS AND SERVICES

Automobile and Homeowners’ Insurance
Group auto and/or homeowners’/renters’ insurance plans are available to all employees. Premiums may be paid through payroll deduction or direct payment to the insurance company. The Association of Independent California Colleges and Universities, of which Pacific is a member, sponsors this program.

Baun Student Fitness Center
The Baun Student Fitness Center is open to all Pacific staff and their immediate families. Dependents must be 18 years of age or older or approved by the Fitness Center manager. The Fitness Center offers a variety of cardiovascular equipment, weight machines and free weights. Membership includes participation in all fitness classes and access to the tennis courts. Enrollment and payment for memberships can be completed in the Baun Student Fitness Center.

Campus Recreational Facilities
Lectures, plays, music, films, exhibits and athletic facilities are available to staff, frequently at reduced rates and occasionally at no cost.

Credit Union
Employees are eligible to join the Central State Credit Union. Members can enjoy benefits including savings, loans, VISA accounts and interest-bearing checking accounts. A Central State Credit Union ATM machine is conveniently located on campus in the McCaffrey Center.

Dining Services
University Dining Services has a variety of venues to serve the diverse needs of the campus community. Dining Services includes two dining halls, located in the residence hall system and the Summit Food Court in the McCaffrey Center. Each dining hall is managed by professional staff who can help with any special needs or arrange-
ments. All members of the campus community may also choose to have lunch in the Redwood Room – a buffet style restaurant. Dining Services also maintains a catering operation and an excellent bakeshop!

Discounts Available to University Staff
The University Bookstore offers a discount to staff on many items including clothing, gifts, cards, and office supplies. Human Resources has discount tickets for several amusement parks (i.e., Marine World Africa USA, Sea World, Six Flags Magic Mountain, and Disneyland).

Library Privileges
University employees are entitled to the same library privileges as are extended to the undergraduate students of the University, and are subject to the same fines and policies as students. All books, except reference books, circulate for four weeks and may be renewed twice, for two weeks each. All books are subject to recall after two weeks if requested by another patron. Employees, like students, are requested to show their identification card when borrowing books.

Maintenance and Service Needs
Maintenance and service needs should be reported to Physical Plant, which has general responsibility for the physical upkeep of the University.

Parking
Parking permits are required Monday through Friday 8:00 a.m. to 5:00 p.m. during the academic year. Temporary one-day permits may by purchased in Lot 4 (Long Theatre) or Lot 23 (Conservatory). Temporary permits are also available at Public Safety, which is open 24 hours a day, 7 days a week.

Annual parking stickers may be purchased in the Finance Center at the Cashier’s Office. If an employee purchases an annual sticker and needs to temporarily bring another vehicle to campus, temporary permits are available in the Department of Public Safety.

Visitor’s parking is only for visitors. Visitors may obtain a visitor’s
parking permit from the Welcome Center located in Burns Tower. Any vehicle parked in visitor’s parking with an annual decal will be cited.

Reserving Campus Facilities
A Facility Reservation Form should be completed and returned to the appropriate office to reserve a place for an event. Tentative reservations may be placed by phone, but will not be confirmed until a completed form has been received with the necessary approvals. All facilities are reserved on a first-come first-served basis. Ample time must be allowed to obtain approvals for facility reservations.

Stamps and Cashing Checks
Stamps are available for purchase at the student center or Mail Services. Personal checks for up to $50 may be cashed at the Cashier’s Office, in the Finance Center, Monday through Friday, between the hours of 10:00 a.m. and 3:00 p.m.

Telephone Use
Pacific owns and operates its own telephone system. Most telephones on the system allow you to place calls to, and receive calls from, any on-campus or off-campus location. Long-distance calls require an authorization code for billing.

All employees can help the University maintain quality phone service without increased costs. Restrict personal calls and bill necessary personal calls to your calling card.

Travel and Expenses
An employee shall be reimbursed for travel and pre-expenses authorized by the University. Original receipts are required for reimbursement and must be processed according to University guidelines. When an employee uses a personal vehicle on University business, reimbursement will be for the scheduled University rate per mile for actual miles traveled. All modes of transportation and estimated expenses shall be authorized prior to departure.
IX. SUMMARY OF KEY POLICIES AND PROCEDURES

Special Issues Relating to Staff and/or Applicants with Disabilities

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

For purposes of reasonable accommodation, a disabled staff member or applicant is a person who: (a) has a physical or mental impairment which substantially limits one or more major life activities (such as walking, seeing, speaking, learning, or working); (b) has a record accepted by the University of such impairment; or (c) is regarded by the University as having such an 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.

Prohibited Harassment and Discrimination

Sexual and Other Unlawful Harassment

University of the Pacific is committed to maintaining the campus community as a place of work and study for faculty, administrators, staff and students, free of sexual harassment, intimidation, and exploitation. The University does not tolerate behavior by an employee that constitutes sexual or other unlawful harassment of any member(s) of the University community.

Harassment in any form, including verbal and physical conduct, visual displays, threats, demands and retaliation is unlawful and will not be tolerated.
The University remains committed to providing an environment free of sexual harassment and harassment 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.

The University’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 employees shall be held accountable for compliance with this policy. Students or employees who believe they have been the victims of sexual or other unlawful harassment will have access to complaint procedures. Under this policy students may bring complaints against employees but not against other students (unless that student is a University work supervisor). A student’s University work supervisor may be an hourly student worker, a staff employee, an administrator or a faculty member.

For further information on Sexual Harassment contact the Sexual Harassment Education and Counseling Coordinator in Human Resources. Members of the Sexual Harassment Panel for Counseling and Education are available to assist all employees by providing information to facilitate solutions and facilitating referral of complaints.

**Prohibited Discrimination**

University of the Pacific does not discriminate in the administration of any educational services (including admissions, scholarships, loans, athletics or other University 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
Ace 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.

Any person having a complaint should contact the Director of Human Resources whose address is Department of Human Resources, University of the Pacific, 3601 Pacific Avenue, Stockton, CA 95211 and whose telephone number is (209) 946-2124. There are grievance procedures to resolve alleged acts of discrimination between an applicant for admission, an applicant for employment, or the alleged discriminatory treatment of a student or an employee.

**Staff Grievance Procedure**

**Purpose**
This grievance procedure is intended to resolve issues or conflicts regarding a staff member’s employment. Issues concerning alleged adverse employment actions or decisions violating University policy or law, or any termination of employment of a staff member who has successfully completed the introductory period of employment may be addressed.

**Definition**
A grievance is defined as a complaint of a staff member concerning a 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.

Informal discussion of an alleged grievance and a continuing interchange of views between the party who feels to be the recipient of a discriminatory act and the party alleged to be responsible for such act is encouraged in most circumstances.
Step 1 – Informal Resolution of Grievance
Informal discussion between the staff member bringing forth the grievance and the immediate supervisor responsible for the decision or action at issue is encouraged. The staff member shall initiate the discussion within ten (10) working days after learning of the decision or adverse action or after the staff member could reasonably have learned of it. The staff member and the supervisor shall attempt in good faith to discuss the grievance and explore its resolution. Where resolution of a grievance at this step is not feasible, an employee may proceed directly to Step 2.

Step 2 – Department Head Review
If the matter is not satisfactorily resolved, then within ten (10) working days of the informal discussion, the staff member may file with the head of the department in which the grievance arose a written grievance stating the termination decision or adverse employment actions, the basis of the grievance, remedy requested, relevant dates, and relevant University policies and/or laws.

The department head or designee (including the division head) will review the grievance and, where appropriate, meet with the staff member and/or the supervisor and/or any other persons. The department head or designee shall provide the staff member, supervisor and Human Resources a written determination of the grievance within ten (10) working days after completing the review.

Step 3 – Department of Human Resources Review
If the matter is not resolved, then within ten (10) working days of the receipt of the determination of the department head, the staff member may file with the Director of Human Resources an appeal stating the basis of the appeal and explaining why the determination of the department head should be changed.

The Director of Human Resources will review the appeal and, where appropriate, meet with the staff member and/or supervisor, department head and/or any other persons. The Director of Human Resources shall provide the staff member, department head and supervisor a written determination of the appeal within ten (10) working days after completing the review.
Step 4 – Neutral Arbitration

If the staff member does not agree with the determination reached in Step 3 of the grievance procedure and if the grievance concerned a termination from employment (after the successful completion of the introductory period of employment) which the staff member alleged to violate written University policy, or concerned any adverse employment action or decision alleged by the staff member to constitute a violation of law, then within twenty (20) calendar days of receipt of the determination of the appeal, the staff member may file with the Director of Human Resources a written request for neutral arbitration.

A neutral arbitrator shall be selected by mutual agreement of the staff member and the Director of Human Resources. If they cannot agree on an arbitrator, then they will jointly submit the matter to the American Arbitration Association (“AAA”) for its selection from its employment panel of an arbitrator experienced in university employment matters. If the staff member and the Director of Human Resources execute a written agreement for final and binding arbitration of disputes pursuant to the Employment Dispute Rules of AAA San Francisco, the arbitrator will determine the dispute, scheduling hearings as appropriate. Within thirty (30) days of completion of hearings, the arbitrator shall issue a written decision, which shall be final, binding and conclusive upon the parties, and judgment thereon may be entered in any state or federal court having jurisdiction thereof.

The cost of the professional fees of the arbitrator shall be borne equally by the staff member and the University, unless the arbitrator awards otherwise pursuant to law.

Smoke Free Environment

The University of the Pacific is committed to full compliance with the State of California Assembly Bill 3037 and Labor Code section 6404.5 that is now in full force and prohibits smoking in all enclosed workplaces.

For the health, safety and comfort of everyone, SMOKING IS NOT PERMITTED ANYWHERE OR AT ANYTIME WITHIN THE BUILDINGS AND FACILITIES AT THE UNIVERSITY OF THE PACIFIC AND 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;
* At entrances to above areas.

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

**Substance Abuse**

University of the Pacific promotes a safe, healthy, and productive work environment for all employees. Pacific complies with federal, state, and local laws governing the possession, use, and distribution of unlawful drugs at the work place. It is the goal of University of the Pacific to have a workforce that is free from the influence of illegal drugs and alcohol during work hours. The sale, possession, distribution or use of illicit drugs will not be tolerated. Any employee may be demoted, suspended, or dismissed for noncompliance with these laws or University policy. A copy of the University’s Substance Abuse Policy is available from the Department of Human Resources upon request.
ACKNOWLEDGMENT
OF RECEIPT

This is to acknowledge that I have received a copy of the University 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 the University. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Handbook.

I also understand that the Handbook contains the sole and entire authorized University 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 University 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 _________________________________

SUPERVISOR’S NAME _____________________________________

SUPERVISOR’S SIGNATURE ________________________________

DATE ______________________

(PLEASE REMOVE FROM THE STAFF HANDBOOK AND RETURN TO THE DEPARTMENT OF HUMAN RESOURCES.)
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