

# UNIVERSITY OF THE PACIFIC



## STAFF HANDBOOK

**2013**

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## **Acknowledgement of Receipt**

# 1 INTRODUCTION

## 1.1 Welcome from the President

University of the Pacific is a unique and stimulating place to learn and work. The people who make up Pacific's workforce ensure our University's excellence. I am very pleased to welcome you to a community of students, faculty and staff members dedicated to providing a superior educational experience. 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.

I look forward to the many contributions you will make to our institution in the months and years ahead.

My warmest wishes for your successful career at Pacific.

Sincerely,

A handwritten signature in black ink, appearing to read "Pamela A. Eibeck". The signature is fluid and cursive, with the first name being the most prominent.

Pamela A. Eibeck  
President

## 1.2 At-Will Employment

This handbook is addressed to all Pacific staff employees, including working students. The handbook provides general information on policies at Pacific. It does not constitute and cannot be construed as a contract between Pacific and its staff members. Pacific retains the right to change, modify or delete any of the policies described herein at any time with or without notice, with the exception of its at-will status policy.

Nothing in this staff handbook creates, or is intended to create, a promise or representation of continued employment for any staff member. Employment at Pacific is employment at-will. This means that either the employee or Pacific may terminate the employment at any time, for any reason or no reason, with or without advance notice. Only the Assistant Vice President of Human Resources has the right to change this at-will policy. Any changes to any employee's at-will status must be in writing and signed by the Assistant Vice President of Human Resources.

The Assistant Vice President of Human Resources has primary responsibility for University-wide interpretation of the contents of this handbook and is the resource through whom any changes are reviewed and implemented. For detailed information on current policies, consult your supervisor or a campus Human Resources Office. **(Back to Table of Contents)**

## **2 RECRUITMENT**

### **2.1 Internal Recruitment**

Internal employment opportunities are posted on [InsidePacific](#) for the first five working days of the posting. Internal staff members who apply for a position during the initial five-day posting period are given priority consideration if they meet the minimum qualifications of the position. Staff members must complete an internal job application with an attached resume and follow the instructions for submittal. **(Back to Table of Contents)**

### **2.2 Conditional Offer of Employment**

Human Resources will coordinate the screening of applicants, interviews and reference checks. Prior to making a conditional offer of employment, the hiring unit contacts Human Resources to insure:

- The salary is consistent with budgeting approvals and salary guidelines;
- The candidate meets the minimum required qualifications; and
- There are no equity issues within department/campus-wide for staff members holding like-positions.

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### **2.3 Pre-Employment Process**

All applicants receiving a conditional offer of employment are subject to a University-paid medical examination and background screening. The medical examination, which includes a drug and alcohol screening, is given at the time an applicant is considered for employment to determine whether the applicant has the ability to perform the essential functions of the job once a conditional offer has been made.

Additionally, when applicable, applicants may also be subject to a credit check and DMV check. Certain departments, such as Public Safety and Buildings and Grounds, may require additional pre-employment screenings. **(Back to Table of Contents)**

### **2.4 Prior Service Credit**

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

### **2.5 Orientation**

Human Resources regularly conducts orientation sessions for new staff members, which include a comprehensive introduction to Pacific's benefits and completion of all required employment forms. **(Back to Table of Contents)**

### **2.6 Nepotism and Close Personal Relationships**

Hiring of a relative of a current faculty or staff member will be permitted only if the individual meets all the qualifications and requirements of the position to be filled, will not be in a supervisor/subordinate role with the relative and will not be working in a position where the workflow would create a conflict of interest. In this instance, relative is defined as parent, spouse, child, sibling, grandparent, grandchild,

aunt, uncle, cousin, in-law or step relative, or any person with whom the employee has a close personal relationship such as domestic partner, romantic partner, or co-habitant.

If an indirect reporting relationship will exist, reporting must be authorized in advance by the Assistant Vice President/Director of Human Resources and the appropriate Dean, Provost or Vice President.

Pacific reserves the right to take necessary and appropriate action to resolve any potential conflicts of interest arising from any close personal relationships, as described in this section, among its current and/or prospective faculty or staff members. Depending on the facts of the situation, such action may include reassignment or termination of one or both individuals involved. **(Back to Table of Contents)**

### **3 EMPLOYMENT AND PERFORMANCE STANDARDS**

#### **3.1 Employment Categories**

Pacific has established classification categories for employment for determining an individual's eligibility for pay, working conditions and benefits of employment. Pacific uses three (3) employment categories for staff members.

**Regular full-time staff members** are those who are assigned to work no less than thirty-seven and one-half (37.5) hours to forty (40) hours per week and who are assigned to work for a period of at least nine (9) months per year. Regular full-time staff members are eligible for University Health and Welfare benefits.

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

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

#### **3.2 Exempt and Non-Exempt Employment Status**

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

Federal and state wage and hours 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 forty (40) hours in one week. Compensatory time off is not allowed. The University designates which jobs are exempt and which are non-exempt, in a manner consistent with the law. **(Back to Table of Contents)**

#### **3.3 Non-Exempt Staff**

Non-exempt staff members are required to observe the assigned working hours and the time allowed for lunch and rest periods. Non-exempt staff members are provided at least a thirty (30) minute lunch period for 5 or more hours worked as required by law. Non-exempt staff members must take one ten (10) minute rest period for each four (4) hour work period or major portion thereof. **(Back to Table of Contents)**

### **3.4 Overtime for Non-Exempt Staff**

Non-exempt staff members are eligible for overtime pay in accordance with California law. For purposes of calculating overtime pay, Pacific's work day begins at 12:01 a.m. and ends at midnight. Hours of work are considered consecutive, even if interrupted by an unpaid meal break. All consecutive hours of work shall be considered as being on the same workday as the shift commences. The workweek begins at 12:01 a.m. on Monday and ends at midnight the following Sunday for all staff members.

Non-exempt staff members must be paid 1.5 times their hourly rate of pay for hours worked over eight (8) in a day or for hours worked over forty (40) in a week. Non-exempt staff members must be paid 2 times their hourly rate for hours worked over twelve (12) in a day. Non-exempt staff members must be paid 1.5 times their hourly rate for the first eight (8) hours on the seventh consecutive workday of a workweek and 2 times their hourly rate for any hours worked in excess of eight (8) hours on the seventh consecutive workday of a workweek.

"Hours worked" means time actually spent on the job. It does not include an unpaid meal period or hours away from work due to vacation, sickness, holiday, jury duty, or other absences from work.

Staff members must obtain prior authorization from their supervisors before working any overtime. Supervisors will notify staff members when overtime is required. **(Back to Table of Contents)**

### **3.5 Exempt Staff**

Exempt staff members must report unscheduled partial (4 or more hours) or full day absences from work due to sick leave, personal business, etc., and all scheduled absences such as vacation. Exempt staff members who have exhausted all accumulated vacation or sick leave will have their salary reduced for full day absences only. **(Back to Table of Contents)**

### **3.6 Overtime for Exempt Staff**

Exempt staff members are not eligible for overtime compensation. **(Back to Table of Contents)**

### **3.7 Job Responsibilities**

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

### **3.8 Introductory Period**

The first 90-working days of employment constitute a new hire introductory period. Holidays or other absences automatically extend the introductory period. It is the supervisor's responsibility to provide information about the job responsibilities and the performance standards expected of staff members.



The introductory period may be extended to all staff members, in consultation with Human Resources, for additional time to meet all the requirements of the position.

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

Former staff members who are rehired will be considered new employees and will have a new introductory period unless they are rehired to the same job in the same department within one year after separation. **(Back to Table of Contents)**

### **3.9 Professional Appearance**

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

Appropriate attire does not include caps or any other type of hat (unless department issued or approved), denim, leggings, shorts, flip-flops, tank or strapless shirts, clothing that reveals cleavage, back, stomach, or undergarments, and shirts with inappropriate wording, cartoons, or graphics. **(Back to Table of Contents)**

### **3.10 Punctuality, Attendance and Absence Notification**

An important indicator of performance and an essential function of all Pacific positions of employment is consistent attendance and punctuality. Staff members are expected to be at the work area and ready to work during prescribed scheduled hours. Tardiness may lead to disciplinary action.

Staff members who are unable to report for work and who are not on a previously approved leave of absence are required to give reasonable notification to his or her immediate supervisor. Notification must be made as soon as the staff member is aware that s/he will not be able to report to work and not later than thirty (30) minutes prior to his or her scheduled start time. A staff member is required to notify the supervisor each day, in accordance with the initial notification procedure, of the continued absence unless the staff member is on an approved leave of absence.

The preferred method of notification is to call the supervisor at his or her work number. Individual supervisors may approve alternate methods of notification such as email or calling the supervisor's cell phone. If a staff member is unable to reach his or her supervisor, the staff member should leave a message and attempt to contact the supervisor again during scheduled work hours.

If a staff member fails to notify their supervisor of the absence in accordance with this procedure, s/he may be subject to disciplinary action.

A note from a medical provider releasing the staff member back to work may be required prior to his or her return if the staff member is unable to work for more than three (3) working days; at any time if the supervisor has notified the staff member and has reason to believe the staff member is abusing his or her sick leave benefit; or if a supervisor has reason to believe that performing his or her primary duties would be unsafe to the staff member, other staff members, faculty, students or visitors. **(Back to Table of Contents)**

### **3.11 Fitness for Duty/Drug Screening**

Staff members may be required to take a medical, psychological, and/or drug screening examination during employment to verify fitness for duty or otherwise when job-related and consistent with Pacific's operational needs. **(Back to Table of Contents)**

### **3.12 Work Standards**

Work standards expected of staff members include, but are not limited to, the following conduct and/or behavior and include any electronic or social media communications. Failure to adhere to the following work standards may be subject to disciplinary action.

- Be at the work area ready to work during the prescribed times of scheduled work hours.
- Adhere to all of Pacific's policies including but not limited to Pacific's policy prohibiting sexual and other unlawful harassment.
- Follow the handbook and departmental procedures for reporting absences as early as possible.
- Maintain confidentiality of all information.
- Organize work and set priorities to accomplish results in a timely manner.
- Maintain work area in an orderly appearance that projects a genuine interest in, and respect for, the job responsibilities and facilitates work.
- Take meal and rest periods away from the work area.
- Do not sleep, or exhibit the perception of sleeping, at the work station and/or while on the job.
- Schedule medical or dental appointments at the beginning or end of the workday whenever possible.
- Exclude personal activities and recreational reading during scheduled work hours.
- Keep personal telephone calls, texting and other electronic communications to a minimum and discourage friends and relatives from calling, texting, or using electronic communications during business hours unless there is an emergency. Receiving and placing excessive personal calls during work time is disruptive to others. Therefore, abuse is subject to disciplinary action. All personal cell phones and other communication devices are required to be kept on vibrate/silent mode while staff members are on duty.
- Exclude the use of Pacific's facilities, equipment, technology, stationary, email address, 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.
- Refrain from disrespectful, rude, unprofessional, or negative behavior towards co-workers and others.
- Refrain from insubordination.
- Do not engage in dishonesty (including falsification of a document or misrepresentations).

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### **3.13 Responsibilities of the Supervisor**

It is a supervisor's responsibility to identify the specific duties and responsibilities of staff members working under his or her direction, and to set performance standards. It is also a supervisor's responsibility to provide adequate orientation and training, and to provide staff members with frequent feedback on their performance. Questions relating to work or performance should be addressed with the supervisor. Supervisors are expected to keep staff members informed of significant changes that may affect his or her work, department or campus. **(Back to Table of Contents)**

### **3.14 Performance Evaluations**

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

Additional evaluations may be conducted for the following reasons:

- Performance issues;
- Job transfer; and/or
- Change of job responsibilities.

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

All evaluations are presented in written form. After the review, the staff member signs the evaluation form to acknowledge that it has been presented and discussed with the supervisor and that the staff member is aware of its contents. Staff members may respond to the evaluation directly to his or her supervisor in written form, thereby representing his or 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 for is sent to Human Resources for inclusion in the staff member's personnel file. **(Back to Table of Contents)**

### **3.15 Merit Pay Increases**

Merit pay is one of the methods Pacific uses to reward successful performance. Merit pay increases are discretionary and based on the following factors:

- The availability of funds;
- The performance of the staff member as reported in the annual performance review; and
- The recommendations of supervisors and administrators.

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### **3.16 Transfers and Promotions**

Current staff members may apply for any posted position for which they are qualified after successfully completing the new hire introductory period and remaining in that same job for six (6) months or upon mutual agreement of both supervisors. When a staff member has been offered another position, the prospective supervisor or staff member shall notify the current supervisor.

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

### **3.17 Orientation Period for Transfers and Promotions**

Staff members who receive a promotion or transfer serve an orientation period of ninety (90) working days. At any time during the orientation period if the staff member is not satisfactorily completing the work or for other job-related reasons, in the judgment of the Assistant Vice President/Director of Human Resources, initiation of one or more of the following options may occur:

- 1) The staff member may return to the original position if still open and approved by the prior unit supervisor, or be offered a position at the previous level, if qualified and selected; or
- 2) The orientation period may be extended for no longer than ninety (90) working days; or
- 3) The staff member may resign or be terminated.

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### **3.18 Training and Development**

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

- Self-study programs
- University courses
- Continuing education classes
- Online and computer based training
- Offsite training programs
- Conference and professional associations
- Pacific training courses

Pacific offers a variety of training courses on campus during normal working hours. All training courses are open to all staff members, most at no or minimal cost, with appropriate supervisory approval. **(Back to Table of Contents)**

### **3.19 Personnel Records and References**

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

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

Staff members must request in writing to review certain documents in their personnel file, as provided by law, in the presence of a Human Resources staff member at a mutually convenient time, to be scheduled in advance. If a staff member wishes to have copies of documents in his or her personnel file, he or she may be charged a fee for copies.

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 members should be directed to Human Resources. Human Resources will only verify dates of employment, job title and eligibility for rehire with signed authorization from the employee. Further

information, such as wage or salary amounts, will be given for purposes of buying or renting a home so long as the employee has signed an authorization prior to the request being made. The University will also provide more information pertaining to current or former staff members applying for law enforcement or government positions. Additional information can be provided with expressed consent of the employee. **(Back to Table of Contents)**

## **4. TOTAL COMPENSATION**

### **4.1 Salary and Benefits**

Salary and benefits provided by Pacific are an important part of each staff member's total compensation. Benefits represent substantial additions to earnings and provide certain valuable tax advantages. **(Back to Table of Contents)**

### **4.2 Paydays**

Wages are normally paid on a semi-monthly basis.

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

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

If a payday falls on a weekend or holiday, paychecks are issued on the last workday preceding the scheduled payday. **(Back to Table of Contents)**

### **4.3 Direct Deposit**

Staff members are encouraged to have their paycheck directly deposited into their checking and/or savings account. Payroll deposits are available on payday. **(Back to Table of Contents)**

### **4.4 Taxes and Deductions**

Deductions required by law are withheld for FICA (Federal Insurance Contributions Act – Social Security and Hospital Insurance), withholding for federal and state income taxes, SDI/VSDI (Short-term Disability/Voluntary Short Term Disability Insurance) and PFLI (Paid Family Leave Insurance). Staff members must authorize any other deductions, such as health or dental premiums. The check stub itemizes all deductions, provides information regarding earnings and sick and vacation accruals. Each payday staff members can log in to [InsidePacific](#) and view their current pay information. Additionally, the employer portion of benefits will be reported, as well as all year-to-date information.

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

As required by law, Payroll provides W-2 forms for income tax filing to University employees by January 31 of the subsequent year. Staff members are encouraged to receive a printable W-2 form

electronically. The consent form can be securely accessed in the Employee Self-Service section of [InsidePacific](#). **(Back to Table of Contents)**

#### **4.5 Garnishments**

Pacific must comply with federal, state, or court ordered garnishment of wages. A garnishment will reduce take-home pay. **(Back to Table of Contents)**

#### **4.6 Reporting Time**

Non-exempt staff members submit timesheets semi-monthly which record the actual hours worked. Exempt staff members, although not required to record daily or weekly hours worked in order to get paid, are required to report the time used for sick leave, vacation, and other paid time off on a monthly time variance form. **(Back to Table of Contents)**

#### **4.7 Important Notice for Payroll Records**

All payroll records must be submitted on time. It is expected that staff accurately record all time worked. Falsification of payroll records is a basis for disciplinary action. **(Back to Table of Contents)**

#### **4.8 Call-in Pay for Non-Exempt**

Generally, non-exempt staff members requested to report to the worksite on a scheduled day off will be paid at least two hours at his or her rate of pay, even if the staff member is not actually put to work. **(Back to Table of Contents)**

#### **4.9 On-Call Pay for Non-Exempt**

Generally, non-exempt staff members requested by Pacific to be on-call will be placed on uncontrolled on-call time. This means, that a non-exempt staff member:

- is not restricted to his or her home, Pacific's premises, or any other location but must be reachable by telephone;
- when on "on-call" status, the staff member will have at least thirty (30) minutes to return the call to Pacific for coordination of problem resolution;
- the staff member may freely use the on-call time for his or her own purposes and for his or her personal benefit.

A non-exempt staff member's uncontrolled on-call time status is not changed simply because he or she is asked to carry a beeper, pager, blackberry, smart phone, or similar communicative device. Non-exempt staff members will not be paid for uncontrolled on-call time.

On the rare occasions when Pacific requests non-exempt staff members to be on-call in a manner that does not conform to the conditions for uncontrolled on-call time, discussed above, the non-exempt staff member will be paid for the time he or she is on controlled on-call time. Non-exempt staff members with questions regarding his or her on-call status should contact his or her supervisor or Human Resources. **(Back to Table of Contents)**

#### **4.10 Travel Time for Non-Exempt**

With the exception of travel from home to work and back, most travel time is considered compensated hours worked. The following are examples of how non-exempt staff members who are required to travel in the course of conducting their work would be paid:

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

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#### **4.11 Pay Advances**

Pacific does not permit payroll advances. **(Back to Table of Contents)**

### **5 TOTAL COMPENSATION, BENEFITS**

#### **5.1 Benefits**

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

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

Flexible Spending Accounts	X	X	
Employee Assistance Program	X	X	
Short-term Disability/Paid Family Leave Insurance	X	X	X

Regular staff members are eligible for benefits based on their scheduled hours (refer to 3.1 Employment Categories). Staff members who are assigned to work at least twenty (20) hours per week over a minimum of nine (9) months are considered eligible for Health and Welfare benefits. Eligibility requirements as outlined in the University of the Pacific Defined Contribution Retirement Plan Summary Plan description must be met to participate in the mandatory group retirement annuity plan.

Fluctuations in a staff member’s work schedule for short periods have no effect on eligibility criteria. Supervisors must report any sustained schedule change to Human Resources.

Detailed information regarding benefits should be obtained from related sources. The rights and benefits under the University ERISA plans are governed by the plan documents. **(Back to Table of Contents)**

## 5.2 Continuation of Group Coverage COBRA

The federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) give staff members and their qualified beneficiaries the opportunity to continue insurance coverage under Pacific’s health and dental plans when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of the staff member; a reduction in a staff member’s hours or a leave of absence; a staff member’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the staff member or beneficiary pays the full cost of coverage at Pacific group rates plus and administration fee. For additional information, contact Human Resources. **(Back to Table of Contents)**

## 5.3 Tuition Remission at Stockton and Sacramento

The University provides tuition remission for staff members, spouse/domestic partner or eligible children of staff members or spouse/domestic partner to attend Pacific in Stockton and Pacific McGeorge School of Law in Sacramento at a reduced rate. For additional information review the [Tuition Remission Policy](#). **(Back to Table of Contents)**

## 5.4 Tuition Exchange

The University provides tuition exchange to eligible children of staff members. Under this program, students are allowed to apply at member colleges and universities throughout the United States. If accepted, eligible children will receive a set amount of tuition waiver, which is often times tuition paid in full. The application process is handled through Financial Aid on the Stockton campus. Member institutions and further details can be found at [www.tuitionexchange.org](http://www.tuitionexchange.org). Information is also available from Financial Aid on the Stockton campus. **(Back to Table of Contents)**



## 6 TOTAL COMPENSATION, PAID ABSENCES

### 6.1 Holidays

Paid holidays and seasonal/staff appreciation days for regular full-time and part-time benefit eligible staff members vary between campuses. Due to operational needs, some staff members may be required to work on either a paid holiday or a seasonal/staff appreciation day. Eligible part-time staff members shall be paid for the holiday on a pro-rated basis.

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

Exempt and non-exempt staff members required to work a paid holiday or seasonal/staff appreciation day have two options with supervisory approval:

- 1) Within three (3) months of working the holiday or seasonal/staff appreciation day staff members will receive an additional day off for working the holiday or seasonal day/staff appreciation day; **or**
- 2) Be paid for the holiday or seasonal/staff appreciation day at the appropriate rate, in addition to the actual hours worked on the holiday or seasonal/staff appreciation day.

Paid holidays or seasonal/staff appreciation days falling on Saturday or Sunday will be observed on either the Friday before or Monday after the holiday weekend.

To be eligible for holiday and seasonal/staff appreciation pay, regular staff members must be in a paid or active status on the workday before and the workday after the holiday(s) and/or seasonal/staff appreciation day(s). An unpaid leave will not be considered a paid or active status. **(Back to Table of Contents)**

### 6.2 Vacation

Pacific offers staff members accrued paid vacation hours to provide an opportunity for rest and relaxation. Vacation eligibility depends upon an exempt or non-exempt classification, regular full- or part-time position and status.

Vacation scheduling must have the approval of a supervisor so that academic programs and staffing/operational needs are met. Accrued vacation hours may not be used without supervisory approval, including situations when accrued sick leave has been exhausted, except in cases of approved leave of absences. Vacation requests will generally not be approved unless at the time of the request, there are enough accrued vacation hours to cover the length of time anticipated to be gone.

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

Accruals for Non- Exempt Staff:

<b>Continuous Periods of Employment</b>	<b>Vacation Accrual Rate</b>
Through first four (4) years	.03846 per hour of service (10 days per year)
Fifth (5 <sup>th</sup> ) through ninth (9 <sup>th</sup> ) year	.05769 per hour of service (15 days per year)

Tenth (10 <sup>th</sup> ) through fourteenth (14 <sup>th</sup> ) year	.06538 per hour of service (17 days per year)
Fifteenth (15 <sup>th</sup> ) year and beyond	.07692 per hour of service (20 days per year)

Accruals for Exempt Staff:

Continuous Periods of Employment	Vacation Accrual Rate
Through first five (5) years	.05769 per hour of service (15 days per year)
Sixth (6 <sup>th</sup> ) years of service and beyond	.07692 per hour of service (20 days per year)

Staff members may continue to accrue vacation hours to a maximum equivalent of twenty-five (25) working days or 200 hours, the lesser of the two. For eligible part-time staff members, the accrual maximum will be pro-rated based on the staff member's full-time equivalency. Staff members who have reached his or her maximum accrual of unused vacation automatically cease accrual of any additional vacation hours. The accrual will not begin again until the accrued hours fall below the allowable maximum. It is the staff member's responsibility to request vacation leave so as to avoid cessation of accrual after reaching the maximum allowed. Staff members should refer to the Staff Handbook, his or her pay stub or employee self-service to view current accrual rate and balances.

Staff members will not be paid for vacation in lieu of taking vacation time off. Should a department within the University deem that, due to business necessity and staff shortage, a staff member is unable to use their vacation hours and the staff member is at his/her maximum accrual, the department administrator must contact Human Resources for assistance.

Upon termination or retirement, staff members will be paid all accrued and unused vacation hours.

Any staff member in a position of fiscal trust is required to take a minimum of five (5) consecutive work days of vacation (not including holidays) at least once every fiscal year. For these identified positions, vacation time cannot be combined with other forms of paid leave (i.e., sick, extenuating circumstance, holidays, etc.) in order to meet this requirement.

Fiscal trust is defined as a position or assignment which requires an employee to receive or disburse monies; reconcile or journalize accounts, process payroll transactions, or purchase goods or services on behalf of the University. These positions will be identified by the President, Vice Presidents, Provost and Campus Dean in consultation with advice from Internal Audit and the University's external audit firm.

Any staff member in a position of fiscal trust required to take mandatory vacation under this guideline, if hired after December 1 of a fiscal year, will not be required to take a mandatory vacation until after September 1 of the next fiscal year.

Should a staff member in a position of fiscal trust not have the required accrual to take the minimum of five (5) consecutive work days of vacation, the circumstances must be discussed with Human Resources.

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### 6.3 Sick Time

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

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

Staff members will continue to accrue sick time until the staff member reaches the maximum accrual. For eligible part-time staff members, the accrual maximum will be pro-rated based on the staff member's full-time equivalency. If a staff member receives State Disability Insurance benefits during an illness, Pacific shall integrate these benefits with any accrued sick time. Staff members who have reached his or her maximum accrual of sick leave will cease to accrue any additional hours. The accrual will not begin again until the accrued hours fall below the allowable maximum.

Staff members shall use accumulated sick time for their own or an immediate family member's illness or injury. Time off for medical and dental appointments for staff members or their immediate family members will also be treated as paid sick time. "Immediate family member" includes the staff member's spouse, children and step-children, parents and step-parents or registered domestic partner.

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

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

Paycheck stubs include a record of accrued sick time that is available for use. In order to ensure that accurate time records are kept, all sick time taken must be reported to Payroll on a timesheet. Accrued but unused sick time shall not be paid out upon termination. **(Back to Table of Contents)**

#### **6.4 Sick Time Donation (Catastrophic Leave)**

University staff members may donate accumulated sick time to another staff member at Pacific who has exhausted all of their available leave accruals and who is in need of additional paid time due to their own catastrophic, serious and/or extended illness. Time will be donated to the recipient in increments equivalent to the donor's regularly scheduled workday. Donors may contribute a maximum of five (5) days to each recipient in any year. A recipient may receive a maximum of twenty (20) days for their own catastrophic, serious and/or extended illness and must have qualified for Short-term Disability. An employee will be eligible to receive the maximum of twenty (20) days of sick leave donation one time per year on a rolling calendar year basis. The rolling calendar begins on the date that the staff member receives the first sick leave donation and ends twelve (12) months later. Pacific shall integrate donated time with other forms of wage replacement benefits. Human Resources will coordinate, review and approve the process of catastrophic sick leave donations including eligibility and coverage.

Once sick time donation is credited, it may not be retrieved for any reason. Each donating staff member must retain at least the equivalent of two (2) years accrued sick time (based on his or her average work hours) after any donation.

Staff members leaving employment at Pacific cannot make a donation from any remaining accrued sick leave. **(Back to Table of Contents)**

## **6.5 Short-term Disability Benefits**

Staff members are required to participate in Pacific's Voluntary State Disability Insurance (VSDI) or in California's State Disability Insurance (SDI).

VSDI benefits pay 55% of earnings up to the defined weekly benefit (see current Summary Plan document.) Benefits begin on the earliest of the following:

- the eighth consecutive day of a disability (provided the staff member has been treated by a physician during that eight day period);
- the first full day a staff member is in the hospital;
- the first day a staff member receives treatment in a hospital surgical unit or approved surgical clinic, provided the staff member is disabled at least eight days during the disability period as a result of the condition requiring treatment; or
- if a staff member's leave is taken as Paid Family Leave, benefits will begin only after you have used one week of sick leave, or a combination of sick leave and vacation time, if applicable. However, in the case of a Paid Family Leave that is subsequent to a maternity leave, there will only be a single waiting period.

If a staff member is disabled more than fourteen days, the waiting period will be waived. A disability is deemed to be continuous if a staff member returns or is able to return to work for fourteen days or less and becomes disabled again due to the same or related cause or condition.

Paid Family Leave Insurance (PFLI) provides income for up to six (6) weeks within any twelve (12) month period to staff members who take time off work to care for a seriously ill child, spouse or parent, or to bond with a new child.

When a staff member is on PFL, he or she will be required to use one week of accrued vacation or sick time in conjunction with this leave. The staff member can then choose to use his or her accrued sick and/or vacation time to supplement PFL benefits.

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

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

Staff members may be eligible for continuation of pay through the various types of leave.

Staff members applying for Family and Medical Leave Act (FMLA) or California Family Rights Act (CFRA) or Organ and Bone Marrow Donor Leave are required to apply for VSDI, SDI or PFLI benefits upon

commencement of leave, if applicable. Unless a staff member qualifies for leave under the FMLA/CFRA or Organ and Bone Marrow Donor Leave Policy, he or she will have no right to continued employment and/or reinstatement. **(Back to Table of Contents)**

## **7 STAFF LEAVES**

### **7.1 Eligibility and Application**

In all cases, staff members must meet eligibility standards and must follow all applicable application and notification processes as necessary. Application forms and complete details are available in Human Resources. **(Back to Table of Contents)**

### **7.2 Leaves of Absence**

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

Staff members must provide thirty (30) days' notice for all foreseeable leaves. If unable to give thirty (30) days' notice, staff members are expected to do so as soon as reasonably possible.

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

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

Staff members may be eligible for continuation of pay through VSDI, SDI, PFLI, Long Term Disability (LTD), Workers Compensation, sick time or vacation time.

Leaves will run concurrent based on applicable law. **(Back to Table of Contents)**

### **7.3 Non-Statutory Medical Disability Leave**

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

The medical disability leave will begin on the first day of illness or injury. During this leave, the staff member is required to apply for VSDI, SDI, LTD or Workers' Compensation benefits, and to use accumulated sick leave. All other leaves will run concurrent with this medical disability leave. If medical disability leave is exhausted, the staff member must return to work for six (6) months prior to being eligible for this leave again. **(Back to Table of Contents)**

## 7.4 Family Care and Medical Leave

Staff members who have been employed in a regular position for at least twelve (12) months and have worked at least 60% of their regular schedule are generally eligible to take a family care and/or medical leave of absence under the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) leave provisions. However, if the staff member's leave is due to a serious illness or injury of a spouse, child, parent, next of kin or registered domestic partner sustained while in the line of duty on active duty, then the staff member is entitled to 26 work weeks of unpaid leave in a 12-month period. The 26 weeks of leave is based on a per-covered service member, per-injury basis.

This rolling 12-month period begins on the date the staff member's leave begins, and ends twelve (12) months after that date.

Eligible staff members may take this leave for the following reasons:

- Birth of a child or the child of a domestic partner or after a child or child of a domestic partner is placed with him or her for adoption or foster care within the twelve (12) months following birth or placement (documentation required); or
- To care for a spouse, domestic partner, son or daughter, or parent who has a serious medical condition, as defined by law; or
- To care for the staff member's own serious medical condition that prevents the staff member from either being able to work at all, or able to perform one or more essential functions of his or her job; or
- A "qualifying exigency" arising if the staff member's spouse, child, or parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves; or
- For a serious illness or injury suffered by a spouse, child, parent, next of kin, or registered domestic partner while in the line of duty on active duty.

FMLA/CFRA leaves are unpaid, however eligibility for other benefits will determine compensation. Staff members will be required to apply for VSDI/SDI/PFLI benefits upon commencement of leave and will be required to use their accrued sick time. Staff members may opt to use their accrued vacation during this time after their sick leave accrual is exhausted.

When staff members are ready to return to work after a FMLA/CFRA leave, the staff member must provide certification from his or her health care provider that he or she is able to safely perform all of the essential functions of his or her position with or without reasonable accommodation. Except as otherwise allowed by law, a staff member is entitled, upon return from leave, to be reinstated in the position he or she held before the leave, or to be placed in a comparable position with comparable benefits, pay, and terms and conditions of employment. **(Back to Table of Contents)**

## 7.5 Pregnancy Disability Leave

Female staff members may be allowed up to four (4) months pregnancy disability leave when disabled due to pregnancy, childbirth, or a related medical condition. Eligibility for this leave is regardless of the length of time a staff member has worked for Pacific.

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

Staff members will be required to apply for VSDI/SDI benefits upon commencement of leave and will be required to use their accrued sick time. Staff members may opt to use their accrued vacation time after their sick leave accrual is exhausted. **(Back to Table of Contents)**

## **7.6 Organ and Bone Marrow Donor Leave**

Eligible staff members may take a paid leave for the purpose of donating organ(s) and/or bone marrow. Pacific provides staff members the following paid leaves of absence: (1) A leave of absence not exceeding thirty (30) business days to an employee who is an organ donor in any one-year period, for the purpose of donating his or her organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of twelve (12) consecutive months. (2) A leave of absence not exceeding five (5) business days to any employee who is a bone marrow donor in any one-year period is measured from the date the employee's leave begins and shall consist of twelve (12) consecutive months. Staff members are required to take up to five (5) days of accrued paid sick or vacation time for bone marrow donation and up to two weeks of accrued paid sick or vacation time for organ donation.

Prior to receiving this leave, staff members must provide Pacific with written verification, from a licensed physician or other qualified professional, that:

- the staff member is an organ or bone marrow donor; and
- there is a medical necessity for the donation of the organ or bone marrow.

During this leave, Pacific will maintain the staff member's health benefits as required by law. This leave does not constitute a break of employment for purposes of the staff member's right to salary adjustments, sick time accrual, vacation time accrual, or length of service. This leave may not be taken concurrently with FMLA or CFRA leave.

Upon expiration of the staff member's organ/bone marrow donor leave, Pacific will make every effort to restore the staff member to the position he or she held when the leave began or to an equivalent position. Pacific will only decline to restore a staff member to his or her former position (or an equivalent position) if conditions, unrelated to the staff member's organ/bone marrow donor leave, make it impossible to do so. **(Back to Table of Contents)**

## **7.7 Personal Leave of Absence**

Staff members may be granted an unpaid leave of absence of up to six (6) months and, in extraordinary circumstances, to one year. Personal leaves of absence are limited to one (1) in a three (3) year period using a rolling 36-month period for personal reasons. Staff members must exhaust all accrued vacation at the beginning of their personal leave of absence. The granting of a personal leave of absence is at the discretion of the supervisor and Human Resources.

Once in unpaid status during a personal leave of absence, the staff member will pay 100% of premiums for medical, dental, supplemental life and long term disability benefits.

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

## **7.8 Workers' Compensation Absences**

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

Staff members must provide Human Resources with certification from a recognized medical professional confirming the necessity of the leave within fourteen (14) days after the leave begins. Absences due to workers compensation injuries or illnesses will count towards FMLA and CRFA entitlements.

The leave will continue until 1) a recognized medical professional certifies the staff member is capable of resuming all the duties of the staff member's former position, with or without reasonable accommodation; 2) a recognized medical professional certifies that the staff member is permanently precluded from returning to work (i.e., the medical condition is permanent and stationary); 3) the staff member resigns, quits, accepts employment with a different entity, refuses to return to work after being released to return to work or otherwise indicates he or she is not going to return to work; or one year has passed and the staff member is still not able to return to work in his or her prior position. **(Back to Table of Contents)**

## **7.9 Bereavement Leave**

Staff members will be granted three (3) working days paid leave in cases of death of a close family member. For this purpose, close family member shall include mother, father, step-parent, spouse, domestic partner, child, step-child, child of a domestic partner, sister, brother, step-sibling, grandparents, grandchildren, current mother-in-law and current father-in-law and current parents of a domestic partner.

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

## **7.10 Jury Duty**

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

Staff members must report or return to work immediately prior to beginning or upon release from jury duty when staff members can work a minimum of two (2) hours in the remaining portion of the workday. Staff members must keep their supervisor informed of hours expected to be in court and are expected to turn in a receipt from the court upon return to work. **(Back to Table of Contents)**

## **7.11 Leave for Witness Duty**

Staff members subpoenaed as a witness for a court proceeding (or similar adjudicatory proceeding) related to Pacific will incur no loss of pay. Staff members must notify their supervisor immediately upon receiving notice of their need to appear as a witness. Staff members must also submit documentation indicating the need for their presence as a witness.



Staff members must report or return to work immediately prior to beginning or upon release from witness duty when the staff member can work a minimum of up to two (2) hours in the remaining portion of the workday.

Staff members must keep their supervisor informed of hours expected to be performing witness duty. **(Back to Table of Contents)**

### **7.12 Crime Victims Leave**

A staff member who is a victim of a violent crime, or whose immediate family member, registered domestic partner, or child of a registered domestic partner is a crime victim, may take time off to attend judicial proceedings related to that crime to the extent allowed by law.

A staff member must give Human Resources notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. When advance notice is not feasible, or an unscheduled absence occurs, the staff member must provide the supervisor with documentation evidencing the judicial proceeding within a reasonable time after the absence. Documentation may come from any of the following to include the court or government agency setting the hearing; the district attorney or prosecuting attorney's office; or the victim/witness office that is advocating on behalf of the victim.

Staff members may use accrued vacation time, sick time or unpaid leave for such absence. **(Back to Table of Contents)**

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

Staff members who are victims of domestic violence or sexual assault are allowed time off for the following: to obtain a temporary restraining order; to obtain a restraining order; seek other court assistance; seek medical attention for injuries caused by domestic violence; to obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence; to obtain psychological counseling related to an experience of domestic violence, or to participate in safety planning and take other actions to increase safety from future domestic violence, including temporary or permanent relations.

Staff members must give Human Resources reasonable advance notice of their need for time off for these purposes unless notice is not feasible. If not feasible, the staff member must, within a reasonable time after the absence, provide one of the following: a police report indicating the staff member was a victim of domestic violence; a court order protecting or separating the staff member from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the staff member appeared in court; or documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the staff member was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

Staff members may use accrued vacation time, sick time or unpaid leave for such absence. **(Back to Table of Contents)**

### **7.14 Military Service Leave**

Staff members are eligible for military leave without pay in accordance with the law under the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). Staff members

called to active or reserve military duty must provide advanced written or verbal notice of the need for military leave to Human Resources so leave may be properly processed before departure. Military leave is considered a leave of absence and, upon timely return from military duty, the staff member will be reinstated to their position or a position of like status and pay, without loss of seniority. Military leave of absence will expire upon the staff member's failure to apply for reinstatement within the time limits prescribed by law. **(Back to Table of Contents)**

### **7.15 Military Leave Act**

Staff members who are members of the National Guard, Reserves or Naval Militia are entitled to an unpaid leave of absence while engaged in military duty ordered for purposes of military training, drills, encampment, naval cruises, special exercises or similar activities, provided that the period of ordered duty does not exceed seventeen (17) calendar days per year (including time involved in going to and returning from such duty). The specific terms of the rights to reinstatement, seniority, benefits, and compensation after a military leave are governed by law. For more information, contact Human Resources. **(Back to Table of Contents)**

### **7.16 Military Family Leave**

Staff members who work an average of at least twenty (20) hours per week, and who have a spouse or registered domestic partner: (1) in the United States Armed Forces, National Guard or Reserves who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States; or (2) in the National Guard or Reserves who has been deployed during a period of military conflict, may be eligible for military family leave. This leave is unpaid and lasts up to ten (10) days. Staff members may use their accrued vacation for this leave. A staff member who wants to utilize this leave must provide his or her supervisor with notice of his or her intent to take military family leave within two business days of receiving official notice that the staff member's spouse or registered domestic partner will be on leave from deployment. The staff member must also provide his or her supervisor with documentation certifying that the staff member's spouse or registered domestic partner will be on leave from deployment during the time that the staff member requests the leave. The specific terms of the rights to reinstatement, seniority, benefits, and compensation after a military leave are governed by law. For more information, contact Human Resources. **(Back to Table of Contents)**

### **7.17 School Activities Leave**

Staff members shall be granted reasonable unpaid time off, not to exceed forty (40) hours per calendar year or eight (8) hours per month, to attend school functions for their child(ren) in kindergarten through grade 12, provided reasonable advance notice and supporting documentation are provided to the supervisor. At the staff member's discretion, the time off can be used as vacation or unpaid leave.

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

### **7.18 Volunteer Civil Service**

In accordance with current law, eligible staff members will be allowed to take a temporary leave of absence to perform emergency duty. Emergency rescue personnel is defined as any person who is an officer, employee, or a member of a fire department or fire protection or firefighting agency of the

federal government, the State of California, a city, county, city and county district, or other public or municipal corporation or political subdivision of California, or of a sheriff's department, police department or a private fire department, whether that person is a volunteer or partly paid or fully paid, while actually engaging in providing emergency service.

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

### **7.19 Civil Air Patrol**

Staff members who are volunteer members of the California Wing of the civilian auxiliary of the U.S. Air Force Civil Air Patrol are entitled to ten (10) days of leave per year for Civil Air Patrol duty. A leave for a single emergency mission cannot exceed three (3) days, unless the emergency is extended by the entity in charge of the military and the staff member's supervisor and Human Resources approves the leave extension. Staff members are not required to, but may use their accrued vacation time during this unpaid leave. A staff member requesting this leave must provide certification from the relevant Civil Air Patrol authority verifying his or her need for the leave. Failure to provide this certification will result in the denial of the request for leave.

Upon return from authorized leave, the staff member will be reinstated to the position he or she held when the leave began. For more information, contact Human Resources. **(Back to Table of Contents)**

### **7.20 Voting Time**

Staff members that do not have sufficient time outside of working hours to vote in a statewide election may, without loss of pay, take off up to two hours of working time to vote. Such time must be at the beginning or end of the regular working shift, whichever allows more free time for voting and the least time off from working, unless otherwise mutually agreed. Staff members must notify their supervisor at least two (2) working days in advance to arrange a voting time. **(Back to Table of Contents)**

### **7.21 English Literacy Assistance Leave**

Pacific assists staff members who require unpaid leave time off to attend an adult literacy program. Staff members who need such time off should inform their supervisor and Human Resources. Pacific will make every effort to accommodate the need for unpaid time off to attend an adult literacy program and to safeguard the staff member's privacy. **(Back to Table of Contents)**

### **7.22 Rehabilitation Leave**

Under certain circumstances, staff members who voluntarily request time off to participate in a drug or alcohol rehabilitation program, prior to a violation of Pacific policy related to or caused by drug or alcohol use, will be granted such leave as a reasonable accommodation so long as the leave does not create an undue hardship on Pacific. Entitlement to this leave, however, does not prevent Pacific from terminating or otherwise disciplining a staff member who, because of his or her current use of alcohol or drugs, is unable to perform his or her duties, or cannot perform the duties in a manner which would not endanger his or her health or safety or the health or safety of others. This leave is unpaid; however, staff members may use their accrued sick time and in some circumstances may qualify for short-term disability benefits. The staff member's privacy will be protected to the greatest extent possible. For more information, contact Human Resources. **(Back to Table of Contents)**

## **8 TERMINATIONS**

### **8.1 Resignation**

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

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

### **8.2 Retirement**

In order to ensure a smooth transition from employment to retirement, staff members should plan well in advance of the desired date of retirement. Prospective retirees should review with retirement plan experts the various annuity income options to make appropriate selections. Relevant forms should be processed a minimum of three (3) months prior to the last workday in order to provide continuity between the last paycheck and retirement income. Retiring staff members should contact the local Social Security Office to secure information regarding benefits eligibility and to complete the necessary applications at the appropriate time.

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

### **8.3 Layoff/Reduction**

A staff member 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. Pacific will identify the department, work group, and functions or job classifications to be affected. Selection for layoff will be based on management's judgment of the staff member's skill, ability, performance and competence to meet present and anticipated needs. Where skills and abilities are substantially equal, seniority shall apply. This provision does not pertain to grant or contract funded positions.

In exchange for execution of a severance agreement including a general release, non-exempt staff members shall be given a combination of two (2) weeks' notice, and one (1) week's pay for each completed year of service up to a maximum of sixteen (16) weeks.

In exchange for execution of a severance agreement including a general release, exempt staff members shall be given a combination of one (1) months' notice, and one (1) month's pay for each completed year of service up to a maximum of three (3) months.

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

Upon returning to a regular staff benefited position within a one-year period from layoff, a staff member shall have seniority and all applicable benefits restored. **(Back to Table of Contents)**

## **8.4 Discipline**

A staff member may be disciplined if, in the sole judgment of management and in consultation with Human Resources, the staff member fails to perform his or her job satisfactorily, fails to follow the directions of a supervisor, violates University rules, policies or otherwise engages in inappropriate behavior.

The discipline may, but need not, take any of the following forms and may, but need not, follow the progression below where deemed appropriate: oral reprimand and notice of warning; letter of discipline; suspension; or termination.

Exceptions and deviations from the normal discipline procedures may occur whenever management, in consultation with Human Resources, determines it necessary. Under no circumstances does this policy alter the at-will nature of the staff members' employment. **(Back to Table of Contents)**

## **8.5 Discharge**

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

Pacific is an at-will employer. The employment relationship can be terminated at any time by the employee or the employer, with or without cause, unless a written employment contract signed by the Assistant Vice President of Human Resources and the employee expressly states otherwise.

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

## **8.6 End of Service**

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

The staff member is responsible for the return of all University property, such as keys, computers, smart and cellular phones (including all accessories), records, files, books, equipment, credit cards/Procard, Pacific ID card, parking permit, etc., by the last day of employment. **(Back to Table of Contents)**

## 8.7 Unemployment

The Employment Development Department (EDD), a State agency, determines eligibility for unemployment benefits. Contact the local EDD office for information. ([Back to Table of Contents](#))

## 9 UNIVERSITY POLICIES AND PROCEDURES

A comprehensive list of key University policies and procedures is located on the Human Resources [website](#). For campus specific guidelines, procedures and processes contact Human Resources in [Stockton](#), [San Francisco](#) and [Sacramento](#). ([Back to Table of Contents](#))

## 10 RISK MANAGEMENT

### 10.1 Guidelines

The following provides general guidelines on safety and risk management. Specific guidelines are available at each campus site and from the main Risk Management Office on the Stockton campus at (209) 946-2908 or at [Risk Management Guidelines](#) ([Back to Table of Contents](#))

### 10.2 Reporting Emergencies

Report all emergencies to the campus Department of Public Safety office. Remain calm; carefully explain the situation to the dispatcher or officer; and do not hang up until told to do so.

#### On-Campus Contacts

- Stockton campus: call ext. 63911 or use a Blue Light emergency phone on campus
- San Francisco campus: call ext. 56411
- Sacramento campus: call ext. 47200

#### Off-Campus Contacts

- Call 911

([Back to Table of Contents](#))

### 10.3 Violence in the Workplace

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

Step	Action
1	Immediately contact your Public Safety/Security Office
2	Provide Officers with <ul style="list-style-type: none"><li>• Nature of the incident</li><li>• Location of the incident</li><li>• Description of the person(s) involved</li><li>• Description of the property involved</li></ul>
3	Avoid risks in dealing with or observing any suspicious criminal situation

For additional information regarding the University policy regarding Violence in the Workplace, please review the [Security and Anti-Violence Policy](#). **(Back to Table of Contents)**

#### **10.4 Compliance of Workplace Safety**

Staff members are responsible for using safe work practices by following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment. Managers and supervisors are expected to enforce these rules fairly and uniformly. **(Back to Table of Contents)**

#### **10.5 General Health and Safety**

Safety is a vital concern at Pacific and is one of its most important responsibilities. If staff members observe an unsafe condition or experience lack of safety in the work environment, then they must report it to a supervisor and campus Safety Office or University Risk Management. If staff members experience an accident in workplace, then they must immediately report it to a supervisor and file a written report with Human Resources (please see section 7.8 Workers' Compensation Absences) **(Back to Table of Contents)**

#### **10.6 Safety Training**

Safety training sessions will be conducted periodically and attendance will be mandatory on occasion. Contact Budget and Risk Management for scheduled training sessions. Individual departments and schools will hold safety training as required and/or mandated. **(Back to Table of Contents)**

#### **10.7 Firearms**

No firearms or any other dangerous weapons are permitted on Pacific's campuses, unless a bona fide requirement of the job. **(Back to Table of Contents)**

#### **10.8 Hazardous Materials**

The California Environmental Reporting System (CERS) is maintained on the State of California website as mandated by regulations. Contact the Risk Management office at (209) 946-2908, with any questions related to CERS.

Pacific uses chemicals and substances that require special handling, storage, deployment and disposal in the University's chemical operations, ceramic studios, grounds maintenance activities, and physical plant maintenance and cleaning operations.

Contact the campus Safety Office or University Risk Management if a department is not currently receiving Hazardous Waste Material Handling training. For disposal questions, refer to the [Risk Management website](#).

All renovation of campus buildings, including hanging of fixtures, picture and curtains, must be reviewed in advance by Support Services/Building Operations staff members to ensure that no asbestos/lead-containing materials (ACMs) are disturbed without proper safeguards. **(Back to Table of Contents)**

#### **10.9 Vehicle Safety**

In order to obtain clearance to drive a University vehicle, University leased vehicle, dealer courtesy vehicle or golf cart, drive personal vehicle on behalf of the University or rent a vehicle on behalf of the University, Risk Management must:

- be informed when a new driver has been added to a department;
- be informed when an exchange has been made with the dealership;
- be informed when a vehicle has been sold/transferred;
- receive a Motor Vehicle Authorization form;
- receive the signed Acknowledgement of Receipt from the Vehicle Manual;
- receive a copy of the driver license.

An Accident Report Kit should be kept in all University vehicles at all times and can be obtained from the Budget and Risk Management office or on the [Risk Management website](#).

Violations of Pacific's vehicle policy may result in financial consequences for the violator, including but not limited to unreimbursed vehicle use expenses and defending Pacific against any legal action. **(Back to Table of Contents)**

### **10.10 Vehicle Safety Training**

Vehicle/driver safety training sessions will be conducted periodically. Contact the Budget and Risk Management office at (209) 946-2908 for training session information. **(Back to Table of Contents)**

### **10.11 Carts and Equipment**

Carts and equipment must not be parked in front of doors due to possible interference with emergency evacuation/response and the potential for injury. All persons who drive carts and equipment must obtain clearance to drive a University vehicle by submitting the DMV Authorization form and completing cart training. Refer to the [Risk Management website](#). **(Back to Table of Contents)**

### **10.12 Open Flames**

Employees are prohibited from starting or maintaining open or smoldering flames indoors unless there is a need due to a power outage, during a lab experiment or during a religious ceremony. In such cases, a supervisor must be present at all times. **(Back to Table of Contents)**

### **10.13 Animal Policy**

In order to prevent injury, potential liability and damage to facilities, non-human animals (dogs, cats, birds, other pets, etc.) are not permitted inside any University buildings except for the following animals which are exempt from this policy:

- animals that are regulated by the Federal and State Agencies or Pacific;
- service or assistive animals, per California Department of Fair Employment and Housing

Specifically, non-human, non-exempt animals are prohibited from being in offices, classrooms, hallways, and all other areas of any academic, administrative or residential building, except for the President's residence on the Stockton campus and the Dean's residence on the Sacramento campus.

Violations of Pacific's animal policy will result in a \$100 fine per occurrence. Repeated violations will be subject to a \$100 fine and removal of the animal(s) from campus and may result in disciplinary action against the owner or keeper. **(Back to Table of Contents)**

### **10.14 Reporting a Claim**



In the event of an incident or accident involving damage to or loss of University owned, leased or rented property, whether occurring on or off a University campus, said event must be reported to the Risk Management office as soon as possible during the course of regular business hours. **(Back to Table of Contents)**

## **11. MISCELLANEOUS SERVICES**

### **11.1 Automobile and Homeowners Insurance**

Group auto and/or homeowners/renters insurance plans are available to all benefit eligible staff members. The Association of Independent California Colleges and Universities, of which Pacific is a member, sponsors this program. Please contact Human Resources for more information. **(Back to Table of Contents)**

### **11.2 Baun Student Fitness Center**

Baun Student Fitness Center, which is located on the Stockton campus, is open to all members of the Pacific Community: faculty, staff members, students, alumni, and emeriti. Alumni and Emeriti status must be confirmed by the Director of Pacific Recreation prior to sale of the membership. Spouses and domestic partners of Pacific community members are eligible to purchase a membership; dependents are not eligible for memberships. The Center offers a variety of cardiovascular equipment, weight machines, free weights, racquetball courts, group exercise classes, and personal training services. Membership includes access to the Baun Student Fitness Center, a full-service fitness facility, as well as participation in all group exercise classes. Personal training services are an additional fee. Enrollment for membership is available at the Baun Student Fitness Center. Payment for membership may be paid at the time of enrollment. Payment for annual memberships for faculty and staff members are available through payroll deduction for 12-month employees. Shorter term memberships are available and can be purchased on site. Please call 946-2811 for more information. **(Back to Table of Contents)**

### **11.3 Campus Recreational Activities**

Lecturers, plays, music, films, exhibits and athletic events are available to staff members, frequently at no cost. **(Back to Table of Contents)**

### **11.4 Credit Unions**

Staff members are eligible to join several different credit unions and can enjoy benefits including savings, loans, credit card accounts and interest-bearing checking accounts. Contact Human Resources or Payroll for details on local credit union locations. **(Back to Table of Contents)**

### **11.5 Library Privileges**

Staff members from all campuses are able to use the library on the Stockton campus, and are entitled to the same library privileges as are extended to the undergraduate students of Pacific, and are subject to the same fines and policies. Staff members will be requested to show their identification card when borrowing books. Please contact the library directly for specific information. **(Back to Table of Contents)**

### **11.6 Maintenance and Service Needs**

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

### **11.7 Miscellaneous Services Discounts**

Human Resources has discount coupons for various amusement parks and restaurants. **(Back to Table of Contents)**

### **11.8 Parking on Campus**

Each campus has its own specific parking regulations. On the Stockton campus, parking permits are required. Permits may be purchased online ([www.pacific.edu/parking](http://www.pacific.edu/parking)) or at the Cashier's Office in the Finance Center. Three (3) types of permits are available, which vary in cost, and have specific areas of use. In the event of a lost parking permit, staff members will be required to pay \$25.00 regardless of the type of permit.

Any vehicle parked on campus during the hours of 7:00 a.m. to 5:00 p.m. Monday through Friday must have a permit. Those vehicles without permits or parked out of designated areas will be cited. Persons with disabled placards qualify for a 'B-Volunteer' permit, which can be obtained at the Department of Public Safety. There are areas on the Stockton campus that require certain permits 24 hours a day.

On the San Francisco campus, contact the Security Department for information regarding the availability and cost.

On the Sacramento campus, various parking lots are available on campus and in the close vicinity. Public Safety will have information regarding availability and cost.

If visiting the Stockton campus from Sacramento or San Francisco campus, you must park in the 'B' stalls only. **(Back to Table of Contents)**

### **11.9 Travel and Expenses**

Staff members will be reimbursed for authorized business travel and related expenses. For additional information review the [Travel Policy](#). **(Back to Table of Contents)**

## **Acknowledgement of Receipt – Please sign and return to Human Resources**

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

I understand and agree that nothing in the Handbook creates or is intended to create a promise or representation of continued employment, and that employment at Pacific is employment at-will. This means that either Pacific or I may terminate the employment relationship at any time, with or without cause or advance notice. I understand that only the Assistant Vice President/Director of Human Resources may change this at-will employment relationship and then only if it is in writing. My signature certifies that I understand that the forgoing agreement on at-will status is the sole and entire agreement between Pacific and me concerning the duration of my employment and the circumstances under which my employment may be terminated.

I also understand that the Handbook contains the sole and entire authorized Pacific representation to me as to the continuity and termination of employment, and as to the other terms and conditions of employment referenced in the Handbook, except for any writings signed by an authorized Pacific representative and personally addressed to me.

Pacific ID #: \_\_\_\_\_

Employee’s Name: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_

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

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