



to teach



to shape



to send

Point Loma Nazarene University
staff handbook

Foreword

Welcome to Point Loma Nazarene University (PLNU). This Staff Handbook sets forth the terms and conditions of employment for all nonacademic employees and contains **summaries** of the key policies, practices, benefits, and services in effect at the time of publication. If you require additional information or clarification of any PLNU personnel policy or practice, please ask your supervisor or contact the Office of Human Resources.

The language used in this handbook is not intended to create any contractual obligation which conflicts, in any way, with PLNU's policy that the employment relationship between PLNU and its employees is at will and can be terminated with or without cause at any time, at the option of either the employee or PLNU. No agreements to the contrary may be made unless specific, in writing, and signed by the employee and the President of PLNU.

All previously-issued handbooks and any prior inconsistent policy or benefit statements or memoranda or practices are superseded. Point Loma Nazarene University reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document. These changes can be made at any time; however, any changes to the at-will employment policy can only be made specifically, in writing, and signed by the President. Any written changes to this handbook will be distributed to all employees so that they will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this handbook.

July 2005

Welcome From the President

Whether you have recently joined Point Loma Nazarene University's staff, or have been a member of the Point Loma community for some time, our commitment to provide quality service to students, constituents, and other members of the community is our priority. The University's mission is to provide a transforming Christian education that prepares students effectively for many professions and areas of service. As a result, our relationships and work with each other on this University team are extremely important for our success, mission, and vitality of purpose.

Accomplishing these goals is dependent upon you and the valuable resource skills and energies you bring. Together we make a great team of individual talent and resources. The University intends to make a difference in the preparation, commitment, and lives of all of our students and we'll accomplish that goal through our work together. Each assignment--every job--is important for our total success.

Together we enjoy a great opportunity. Thank you in advance for your efforts in making it possible for Point Loma Nazarene University to achieve its mission and service.

Bob Brower
President

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Background Information

Mission -To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Mission Context

The University, established in 1902 by the Church of the Nazarene, offers quality liberal arts and professional programs on its main campus in San Diego and select graduate and professional programs throughout the denomination's southwest educational region.

Core Values

- Excellence in teaching and learning
- An intentionally Christian community
- Faithfulness to our Nazarene heritage and a Wesleyan theological tradition
- The development of students as whole persons
- A global perspective and experience
- Ethnic and cultural diversity
- The stewardship of resources
- Service as an expression of faith

History of PLNU

In 1895, Dr. Phineas F. Bresee, a minister of the Methodist Episcopal Church, and Dr. J.P. Widney, a Methodist layman and former President of the University of Southern California, founded the Church of the Nazarene in Los Angeles. Their primary purpose was to bring the good news of the gospel to the poor and underprivileged.

In 1902, Dr. Bresee founded Pacific Bible College in Los Angeles, at the urging of several laypersons. The institution was to train ministerial and lay leadership for the Church of the Nazarene. Pacific Bible College is the predecessor of Point Loma Nazarene University.

In 1910, the College purchased the Hugus Ranch property in Pasadena, California, and moved the campus to the Pasadena site. The scope of the curriculum was enlarged to include a typical program in the liberal arts. The school grew as Pasadena College, receiving accreditation from Northwest Association of Secondary and Higher Schools in 1943, and the Western Association of Schools and Colleges in 1949.

In 1973, the University was relocated on the historic Point Loma peninsula in San Diego where it thrived for ten years as Point Loma College: An Institution of the Church of the Nazarene. In 1983, the name was changed to Point Loma Nazarene College and in 1998 it became Point Loma Nazarene University.

Church Relationship

The Church of the Nazarene is an international Protestant denomination in the holiness tradition. The Church is Wesleyan in doctrine and evangelical in mission. Its polity is representative. Emphasis is given to the conversion of sinners, the entire sanctification of believers, and the spreading of the Gospel to every person. The Church is a member of the Christian Holiness Association and the National Association of Evangelicals.

The relationship of the University and the Church of the Nazarene is characterized by a mutual commitment to the doctrine and mission. In this relationship the University provides quality leaders for Christian service within social, civic, business, and church communities.

Governance

Point Loma Nazarene University is the regional educational institution of the Southwest Region of the Church of the Nazarene. A Board of Trustees, composed of ministers and laypersons, oversees the affairs of the University. Board members are nominated from eleven districts in the region and elected to the Board to serve on the self-perpetuating body.

The day-to-day administration of the University is directed by the Administrative Cabinet which consists of the President of the University, Vice President for Academic Affairs, Vice President for Financial Affairs, Vice President for University Advancement, Vice President for Student Development, and Vice President of Spiritual Development.

Accreditation

Point Loma Nazarene University is numbered among those institutions of higher education that meet or exceed the rigors standards of accrediting associations and commissions. Point Loma is accredited by the Western Association of Schools and Colleges (WASC), for which is periodically completes a self-study that addresses recognized principles of excellence. The University is also accredited by the California Commission on Teacher Credentialing, the California Board of Registered Nursing, the National League for Nursing, the Commission on Collegiate Nursing Education, and the Association of Collegiate Business Schools and Programs.

Employment Policies

Employment Relationship

Employment is at the will of either the employee or Point Loma Nazarene University. This means that you may quit at any time with or without cause and PLNU may terminate your employment at any time with or without cause. There is no promise that employment will continue for a set period of time, nor is there any promise that your employment will be terminated only under particular circumstances. No agreements to the contrary may be made unless specific, in writing, and signed by you and the President of PLNU.

Equal Employment Opportunity

The University is an equal opportunity employer and is committed to making employment decisions on the basis of merit. We want to have the best available person in every job. University policy prohibits unlawful discrimination based on race, color, gender, age, national origin, disability, or ancestry, or any other consideration made unlawful by federal, state, or local laws. This commitment applies to all persons involved in the operation of the University and prohibits unlawful discrimination by any employee of the University, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the University will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any employee who requires an accommodation in order to perform the essential functions of the job should contact his or her supervisor, or the Associate Vice President for Human Resources, and request such an accommodation. The individual with the disability should work with the University to identify an appropriate accommodation so that he or she can perform the job. If the accommodation is reasonable and will not impose an undue hardship, the University will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor or the Associate Vice President for Human Resources. Your complaint should be specific and include the names of the individuals involved, the names of any witnesses, and the approximate dates of any events involved. The University will undertake an investigation and attempt to resolve the situation. If the University determines that its policies have been violated, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination or retaliation. The University will not retaliate against you for filing a complaint and will not knowingly permit retaliation by supervisors or your coworkers.

Unlawful Harassment

The University is committed to providing a work and learning environment that is free of unlawful harassment. Harassment on the basis of race, gender, sexual, or any other classification protected by law, is contrary to basic standards of conduct between individuals at PLNU. Therefore, harassment in any form--verbal, physical, or visual--is strictly prohibited.

Prohibited sexual or other unlawful harassment refers to behavior that is not welcome, is personally offensive, and creates an intimidating or offensive work or academic environment. Whether or not harassment occurred depends not on whether the act was intended to cause harm but the effect of the act on the individual's employment or learning environment.

Unlawful harassment includes, but is not limited to, the following behaviors:

- Pinching or patting, unwelcome touching or hugging, impeding or blocking normal movement.
- Commenting on the clothing of an individual in a sexual way, for example, "I sure like the way those pants fit."
- Repeatedly asking someone for a date after you have been turned down. .
- Whistling or cat-calling.
- Suggestive or obscene letters, notes, and invitations.
- Derogatory comments, slurs, or jokes; crude or vulgar language.
- Leering, sexually-oriented gestures.
- Display of sexually suggestive or derogatory objects, pictures, cartoons, or posters. Threatening or insinuating that lack of sexual favors will result in retaliation by hindering employment or academic progress.

Any such behavior may constitute harassment when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic progress.

Any employee or student who feels subjected to or becomes aware of actual or potential harassment, including sexual harassment, should immediately report the incident either verbally, or in writing, to the immediate supervisor, the Department Head, or the Associate Vice President for Human Resources.

The University will undertake an investigation of the harassment allegations. If the University determines that its policies have been violated, disciplinary action, up to and including termination, will be taken. There will be no reprisal or retaliation against the complainant. Any individual engaging in such conduct contrary to University policy may be

personally liable in any claim brought against them. The University encourages its employees and students to report any incidents of harassment immediately so that complaints can be quickly and fairly resolved.

Substance Abuse

PLNU seeks to provide a safe, healthy, and productive work environment for all its employees. In accordance with this goal, the University strives to maintain a workplace that is free from the illegal use, possession, or distribution of: (1) controlled substances, as defined in Schedules I through V of the Controlled Substances Act 21, U.S. Code 812, as amended; and, (2) illegal drugs, defined as any drug which is not legally obtainable or any prescribed drug being used other than for its prescribed purpose. Unlawful manufacture, distribution, possession, dispensation, sale, offer to sell, purchase, and/or use of drugs and/or alcohol on the PLNU campus, at its offsite locations, in areas perceived to be part of the PLNU campus, at any PLNU-sponsored activity, or in the presence of PLNU students at any time, is prohibited.

As a condition of employment, all employees of PLNU are required to adhere to this policy. They are also required to report any conviction under a criminal drug statute for a violation occurring in the workplace, no later than five days after the conviction, to the Office of Human Resources. Employees found to have violated the tenets of this policy are subject to disciplinary action up to and including the suspension or termination of employment.

All employees are expected to report to work with no controlled substances, illegal drugs or their metabolites or alcohol in their bodies. When the University has a reasonable suspicion that an employee is, or may be, affected or impaired on the job by alcohol, controlled substances or illegal drugs or when the University has a reasonable suspicion that alcohol, controlled substances or illegal drugs are, or may be, present in the employee's bodily system in violation of these rules, an employee may be required to submit to an alcohol/drug screen test immediately upon demand by the University. Refusal to submit to such a test, or failure of such a test, will lead to disciplinary action up to and including termination of employment. Some employees may be subject to additional testing under Department of Transportation regulations.

Non-Smoking Environment

Point Loma Nazarene University provides a non-smoking environment. No smoking is permitted on the PLNU campus, in areas perceived to be part of the PLNU campus, at its offsite locations, or in the presence of PLNU students at any time. Employees found to have violated the tenets of this policy are subject to disciplinary action up to and including suspension or termination of employment.

Safety Awareness

Safety is your personal responsibility, not only your own safety but also that of others. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In order to promote the concept of a safe workplace, PLNU maintains an Injury and Illness Prevention Program. In compliance with this Program, we maintain a regular inspection schedule to promote safe working conditions. We also conduct orientation and training programs to teach employees safe working habits. Employees are expected to obey safety rules, follow established "Codes of Safe Practice," and exercise caution in all their work activities.

As an employee, you are expected to immediately report any unsafe conditions to your supervisor. Together, we can succeed in maintaining a safe and healthful workplace at Point Loma Nazarene University

Employment of Relatives

We are pleased to consider qualified applicants who are related to employees. However, relatives will not be employed where actual or potential problems may surface regarding supervision, security, safety, or morale, or where potential conflicts of interest may exist. "Relatives" are defined to include spouses, children, siblings, parents, in-laws, and step-relatives.

In keeping with this policy, if two employees marry or become related, causing actual or potential problems such as those described above, one must apply to transfer departments or actually leave the University. The University will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available. If no such position is available, then one of the employees will be required to leave the University. If the married or related employees do not make an appropriate adjustment within thirty days of this new relationship, the University will make the decision for them. PLNU will take the needs of the University and the employment history and job performance of both employees into account.

Conflict of Interest

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or potential conflict between the employee's personal interest and the interests of the University. Both the fact and the appearance of a conflict of interest should be avoided.

If, as an employee, you are uncertain whether any of your activities could be construed as a conflict of interest, please request an appointment with the Vice President for Financial Affairs to determine whether a conflict of interest exists. No employee shall participate in the decision-making process regarding any matter in which he or she has a conflict of interest.

The following examples illustrate potential conflicts of interest which should be avoided:

- An employee has existing or potential financial or other interests which impair independent, unbiased judgment in the discharge of responsibilities to the University.

- An employee has a family member or is a part of an organization that has existing or potential financial or other interests that could cause a conflict of interest.
- An employee seeks or accepts for benefit or advantage of the employee or a relative anything of more than nominal value that would not be available in the absence of University affiliation.
- An employee uses or makes available for anyone's benefit or advantage the property, records, etc. of the University or information gained through the employee's University affiliation.

University Property

Lockers, desks, vehicles, and all other University property must be maintained according to University rules and regulations. They must be kept clean and are to be used only for work-related purposes. The University reserves the right to inspect all University property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence whether or not such places are locked or protected by access codes. You should not have any expectation of privacy with respect to items brought on University property or stored in University facilities.

When it is necessary to remove University property from the premises, please request approval from your supervisor prior to removing the specific property.

Crime Prevention

The Student Right-To-Know and Campus Security Act of 1990 requires that colleges and universities receiving federal funds make available on a yearly basis campus security policies, crime prevention programs, and specific campus crime statistics to employees. The campus community will be notified of specific campus crime statistics through publication on the PLNU Home Page at:

<http://www.ptloma.edu/StudentDevelopment/PublicSafety/general/crimereport.htm>

Weapons/Firearms

Employees may not possess weapons or firearms on campus. Examples of weapons include hunting knives, martial arts weapons and fireworks. A firearm is defined in section 12001 of the California Penal Code. California Penal Code Section 626.9(i) states that "Any person who brings or possesses a firearm upon the grounds of . . . any private university or University, unless it is with the written permission of the university or University president, his or her designee . . . shall be punished by imprisonment in the state prison for one, two, or three years." For the purposes of this section, the Vice President for Financial Affairs shall be the President's designee. Any violation of the policy may result in administrative discipline and/or criminal prosecution.

Workplace Violence

The University strives to provide employees a safe environment in which to work; therefore, threats or acts of violence against employees or students will not be tolerated. Notify your supervisor, the Director of Public Safety or the Associate Vice President for Human

Resources of any threats or acts of violence you witness or know about, as well as any behaviors observed on campus that raise concerns. The University, at its discretion, may obtain a restraining order in the interest of protecting employees from threats or acts of violence. Individuals with judicial protection and restraining orders that impact campus areas must provide appropriate documentation to the Public Safety Office. The University's response to threats or acts of violence could include prosecution, termination, removal from campus property, and/or other remedy deemed appropriate.

Recreational Activities and Programs

Periodically, the University may sponsor social events that you are invited to attend and/or participate in at your desire (i.e., staff luncheons, Staff Appreciation Day, Community Dinner, etc.). All University-sponsored social events are attended on a totally voluntary basis by employees and are not part of your work duties or the University's business activities. These social events are intended to provide recreation for you.

The University or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Solicitation on Campus

Solicitation by anyone on the PLNU campus is prohibited during work time and in working areas. Such solicitations are a distraction to effective work performance.

Service Awards

PLNU highly values its faculty, staff, and administrators who have given long service to the University. Such individuals are recognized for their contribution to the mission of PLNU at the annual Community Dinner in August. Service awards, appropriate to the years of service, are presented at five-year intervals to eligible employees.

Eligibility is determined according to established criteria:

- Recipients must be full-time faculty and staff or part-time staff who regularly work at least half-time.
- Years of service will be based on the year that employment began on at least a regular half-time basis and will include all years in which an employment relationship of at least half-time is in effect, including approved leaves of absence up to a maximum of two years.
- In the event the employment relationship is interrupted, prior years of service that meet the above criteria will be counted in reestablishing service award eligibility. Appointments to regular positions which are less than twelve months, but at least nine months, shall count as a year's service for purpose of this policy.
- Eligibility will be based on service completed as of September 1.

General Guidelines

Staff Employee Status

There are several categories of staff employment at Point Loma Nazarene University. The categories are listed below, with specific details to distinguish their differences. Eligibility for benefits is described with the summary of each benefit in Section 6.

New Hires

The first 90 days of continuous employment at Point Loma Nazarene University is considered an orientation period. During this time you will learn your responsibilities, become acquainted with fellow employees, and determine whether you are suitable and happy with your position. Also, during this time, your supervisor will closely observe your performance and discuss mutual expectations.

Upon completion of the orientation period, the University will review your performance. If concerns are identified, your employment may be terminated or another review may be scheduled for one to three months. If the review is satisfactory, the next formal review will be the annual performance evaluation, although supervisors may review employees' job performance more frequently on an informal basis.

Completion of the orientation period does not entitle you to remain employed by the University for any definite period of time. Both you and the University remain free, at any time, during or after the orientation period, with or without notice and with or without cause, to end the employment relationship.

Non-Exempt Employees

Non-exempt employees are subject to federal and state wage and hour laws which prescribe overtime pay regulations, rest periods, lunch periods, etc. Non-exempt employees may be hourly or salaried.

Exempt Employees

Exempt employees work in a position which meets the qualifications for exemption from state and federal wage and hour laws. Exempt employees are salaried.

Regular Full-Time Employees

Regular full-time employees are those regularly scheduled to work 32-40 hours per week. They are eligible for all the benefits described in this handbook once the eligibility period, if any, has been completed.

Regular Part-Time Employees

Regular part-time employees are those regularly scheduled to work less than 40 hours per week. Those who work a minimum of 20 hours per week are eligible, on a pro rata basis, for selected benefits once the eligibility period, if any, has been completed.

Regular Academic Year Employees

A limited number of staff positions call for an academic year assignment of nine or ten months. These assignments are made only when such a position is beneficial to the University. Employees holding such positions are eligible for the same benefits as regular employees, except they are not entitled to vacation. Vacation time is considered to be part of the unassigned working time each year.

Temporary Employees

Temporary employees are those employed for short-term assignments that are generally six months or less. Such assignments may be extended if warranted. Temporary employees are not eligible for employee benefits except where mandated by applicable law.

On-Call Employees

An on-call employee is hired without a regular, pre-determined work schedule. There is no requirement that an on-call employee be available when called to work, and no promise on the part of the University to provide a specific number or any hours of work. On-call employees are not eligible for employee benefits except where mandated by applicable law.

Rehired Employees

Employees who are rehired following a break in service in excess of one month, other than an approved leave of absence, must serve a new orientation period. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purpose of measuring benefits, except where a specific benefit plan provides otherwise.

Interns

Interns are recent University graduates who wish to gain on-the-job experience in a selected area prior to pursuing an intended career. Interns are not eligible for employee benefits except where mandated by applicable law.

Student Employees

Student employees who receive their work assignments from the Student Employment Office are not eligible for employee benefits except where mandated by applicable law.

Work Schedules

Normal work hours are between 8:00 a.m. to 4:30 p.m., Monday through Friday. Actual work schedules may vary, depending on the length of your lunch period and your job assignment. Your work schedule, including lunch and rest breaks, will be assigned by your supervisor in a manner that best meets the needs of the department. You are expected to observe your assigned working hours and the time allowed for meal and rest periods.

If you are an exempt employee, you are expected to adjust your hours in accordance with the demands of your responsibilities.

Meal Period

Your meal time is unpaid and is for 30 to 60 minutes. The University has a flexible lunch schedule which means that you decide the length of your meal period—either 30 minutes, 45 minutes, or one hour--subject to your supervisor's approval. Your meal break cannot be for less than 30 minutes.

For example, an employee who begins work at 8:00 a.m. and selects the standard 30 minute lunch period will leave work at 4:30 p.m. Another employee, who also begins work at 8:00 a.m. but wants to have either 45 minutes or one hour for lunch, will continue to work until 4:45 or 5:00 p.m. Whichever lunch schedule you choose, your selection should be consistent every day.

According to applicable law, your meal break must be taken no more than five hours after you begin work. However, if your total work period for the day does not exceed six hours, then the meal period may be waived by mutual written consent between you and your supervisor.

If you work more than 10 hours in a workday, a second 30 minute meal period is required. However, if you work more than ten hours, but less than 12 hours in a day, and you wish to waive your second meal period, both you and your supervisor must sign a waiver form. If you work more than 12 hours, you cannot waive the second meal period. Waiver forms are available in the payroll office. All waiver forms must be attached to your time card/record.

Rest Periods

You are required to take one 15-minute paid rest break during each four-hour period worked. Your supervisor may establish a set time for these rest periods. You should stay in the general vicinity of your work area during your rest period but are free to leave your work area during the meal period.

According to applicable law, you are not permitted to work through your breaks to reduce time from your regular hours of work in order to leave work early, nor may breaks be skipped to make up for missed work time. Breaks may not be saved to take a longer rest period at a later time, nor may break time be added to the lunch period.

Punctuality and Attendance

As an employee of Point Loma Nazarene University, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your co-workers and your supervisor. When you are absent, your workload must be performed by others, just as you must assume the workload of others who are absent.

You are expected to report to work as scheduled, on time, and prepared to start work. If you are unable to report for work on any particular day, you must call your supervisor within one hour of the time you are scheduled to begin work. Excessive or unexcused absenteeism may result in discipline, up to and including termination of employment. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis—however, even one absence that exceeds your accrued paid time off may be considered excessive.

Timekeeping Requirement

All non-exempt employees are required to keep accurate records of time worked on a time card (hourly employees) or Time Record (salaried non-exempt employees). You must record your time at the start and at the end of each work period, including before and after the lunch break. You are responsible for accurately recording your time worked to the nearest 1/4 hour. You are prohibited from falsifying your time report or completing a report for another employee. Errors in completing your time report should be corrected by you and initialed by your supervisor. Completed time reports for salaried non-exempt employees must be submitted to the Office of Human Resources every Monday.

Exempt employees are required to complete a monthly Absence Report which must be signed by the supervisor and submitted to the Office of Human Resources on the first of each month.

Job Duties

During your orientation period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the University. Your cooperation and assistance in performing such additional work is expected and appreciated.

The University reserves the right, at any time, with or without notice, to alter or change job responsibilities or performance standards, reassign or transfer job positions, or assign additional job responsibilities.

Emergency Procedures

You should respond to an injury or illness according to its severity. If the injury or illness is minor but requires first aid, please report to the Wellness Center for assistance. A nurse practitioner will evaluate the seriousness of the injury and either administer first aid or refer you to our designated workers' compensation medical facility--Shelter Island Medical Group located at 1370 Rosecrans Street. You must complete the required first aid report to be submitted to the Office of Human Resources.

If the injury or illness is severe or life threatening, please contact Public Safety. Public Safety staff will assess the severity of the situation and call the Paramedics, if needed. All Public Safety officers are trained and certified in First Aid and CPR. They will assist you until further medical assistance can be obtained. These injuries also require that a written report be submitted to the Office of Human Resources as soon as possible after treatment.

Expense Reimbursement

Employees will be reimbursed for expenses incurred while performing their duties for the University. Travel, lodging, and meals will be reimbursed at actual expenses except for use of a personal vehicle which will be reimbursed at amounts established and published by the Internal Revenue Service (these amounts will be communicated to the campus when changed by the I.R.S.).

Incurring expenses on behalf of the University should be consistent with our mission. Employees should use a standard of reasonableness and good stewardship when incurring expenses. For example, when possible, air travel (coach class is the University's standard) arrangements should be made in advance to obtain less expensive rates. Less expensive airlines should be used when airline schedules are similar. Hotels with reasonable rates should be selected and discounts requested.

On occasion there is benefit to the University for the spouse of an employee to travel with the employee to a function or event. Examples of this include fund raising efforts with donor couples and events where the input of spouses is requested to assist employees in better performing their responsibilities.

In all such cases, reimbursement for spousal travel and other expenses will occur only when the institution specifically requests the spouse to accompany the employee to such event or function. These requests will be initiated and communicated by the President's Office.

Personal Telephone Calls

Although office telephones are to be used for business, there are times when personal employee calls are necessary. Please try to schedule personal calls during non work time periods (breaks or lunch). When personal calls during work hours are necessary, the calls should be brief, infrequent, and should not interfere with department or University work. Specific guidelines regarding telephone usage may be established by supervisors.

Computer and Telephone Systems

The following policies are meant to guide your use of the University computer and telephone systems:

- All phone, network and computer equipment are owned by the University.
- There is no individual right to privacy on our voice mail and computer systems.
- Passwords do not guarantee confidentiality. PLNU reserves the right to inspect all its equipment when deemed necessary either for maintenance and repair or for surveillance purposes.
- As a Christian institution, the use of University property for pornographic purposes is strictly prohibited. E-mail and Internet usage may be monitored to detect such usage.
- Although our computer system may be used for occasional personal business, such personal use should be limited and occur **outside** of work hours.
- All messages, including those sent to “Advertise” must not be offensive to the recipient (i.e., pornographic or any message that could be perceived to be a form of harassment or discrimination). All such usage is impermissible.
- Impermissible use or inappropriate content should be reported immediately to the Office of Human Resources.
- Violation of the above policy may result in disciplinary action up to and including termination.

Campus Visitors

Occasionally, business or personal needs may require that family members, friends, and acquaintances visit the campus. For safety, insurance, and other business considerations, such visits for non-business reasons must be brief. Any work time to be spent with personal visitors should first be approved by your supervisor.

Children in the Workplace

Point Loma Nazarene University values family life and has worked to develop employment policies and benefits that are supportive of families. While the University endeavors to provide an environment open to work and family issues, it also believes that staff should not bring children to work or allow them to spend time unsupervised in other areas of the campus (e.g., library, physical education facilities). Doing so not only creates a potential safety risk to the child but may result in decreased productivity due to distractions and interruptions—and a potential liability to the University.

This policy is not intended to prohibit children from the campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled for their benefit. The University supports the attendance of children at the annual “Bring Your Child to Work Day” that is traditionally observed on the fourth Thursday of April—provided that safety is not an issue and supervisory approval is obtained.

Personnel Records

All personnel records containing information required by federal and state legal requirements will be maintained by the Office of Human Resources. Therefore, any changes of address, telephone number, and/or family status should be reported immediately to this office, so personnel records are always current.

You have a right to inspect certain documents in your personnel file. If you wish to do so, please make an appointment with the Associate Vice President for Human Resources at a mutually convenient time. No copies of documents in your file may be made, with the exception of documents that you have previously signed.

Requests for information on current employees' personnel records from other departments and inquiries from outside the University (such as employment verifications) are to be directed to the Office of Human Resources. This also includes requests for references on former employees.

Identification Cards

An identification card (I.D.) will be issued to all employees. This card enables you to take advantage of the library facilities, attend athletic events, and other designated University functions. The card is nontransferable and may not be used by anyone but the employee. You must surrender your I.D. card when you terminate employment.

Performance Evaluations

Supervisors normally review an employee's job performance formally once a year and less formally more often. Performance evaluation is a two-way communication process during which goals are set and job requirements defined. Your supervisor will let you know your work performance strengths and offer suggestions for improvement and you will have an opportunity to make suggestions and raise your own concerns.

Promotions and Transfers

The University recognizes that a desire for career growth may lead an employee to inquire about on-campus employment opportunities. Employees are encouraged to apply for promotional and transfer opportunities that may arise within the University. Although inside applicants will receive special consideration, positions will be filled with the candidate whose skills, experience, education, and other qualifications best match the position.

Normally, you should work one full year in the position for which you were hired before applying for another on-campus position. However, if the transfer is in the best interest of the University, an exception may be made to the one-year waiting period.

If a current employee is selected for an open position, changing departments will be handled as smoothly as possible, usually with the customary two-week notice given to the former supervisor.

Resolving Problems

When you have a work-related problem or concern, please arrange an appointment to talk it over with your supervisor. You may find the discussion leads to a better understanding of the situation and/or your working relationship. Your supervisor has additional information on the policies and procedures of PLNU and can help clarify any misunderstandings.

If you have tried to talk to your supervisor and you still have a problem or grievance, you should discuss the matter with your supervisor's immediate supervisor. As a courtesy, you should notify your immediate supervisor of your intent. Supervisors and department heads have a joint responsibility to be aware of and to work together to resolve any employee-supervisor matters in a mutually beneficial fashion.

If for some reason you are unable to resolve the problem, you may discuss the problem with the Associate Vice President for Human Resources. The Associate Vice President for Human Resources will attempt to investigate the situation and resolve your problem.

Corrective Discipline

Any violation of University policies or rules or other improper behavior may warrant corrective discipline or termination. Although employment may be terminated at will by the employee or PLNU without following any system of corrective discipline, PLNU may, in its sole discretion, utilize corrective discipline if deemed appropriate under the circumstances. Such corrective discipline may involve verbal warnings, written warnings, and/or suspension prior to termination of employment. However, exceptions or deviations from this procedure may occur whenever, in PLNU's opinion, circumstances warrant it.

Resignation

Upon leaving employment at Point Loma Nazarene University, we request that you terminate your services in a professional manner. Since it frequently takes several weeks to select a suitable replacement, we appreciate it if letters of resignation are submitted to the Office of Human Resources, via the supervisor, as early as possible, but no later than two weeks before your last day of work. Supervisors and administrators are asked to submit their letter of resignation a minimum of one month in advance.

Exit Interview

Please arrange an exit interview with the Office of Human Resources at least one week prior to leaving the employment of the University. The exit interview provides the time to discuss issues concerning benefits, including your rights to continue your health insurance under the provisions of the Federal COBRA law, if applicable. Verification that you have returned any University equipment and repaid any debts and pay advances will be made at this time. PLNU values the observations and information that employees offer when terminating employment. Please use your exit interview as an opportunity to provide information about your experience which may be helpful in improving the working environment of our campus.

Retirement

The normal retirement age is 65. You may, of course, decide to retire before age 65. When you decide to retire, it is your responsibility to notify your supervisor in writing no later than 30 days before your expected retirement date. If you are a participant in the PLNU retirement plan, you should notify the Associate Vice President for Human Resources approximately three months prior to the date you want to begin drawing your annuity payments.

It is possible for your employment to continue beyond the normal retirement age of 65 as long as you, like all PLNU employees, demonstrate your ability to perform the functions of your job and your supervisor is satisfied with the quality and quantity of your work.

Standards of Conduct

Prohibited Conduct

The University has established standards of employee conduct to promote efficiency, productivity, and cooperation among employees. The following list of prohibited conduct is illustrative only and in no way limits or alters the at-will employment relationship. Types of conduct other than those listed here that are injurious to security, personal safety, employee welfare, or the University's operations may also be prohibited:

1. Unacceptable work performance.
2. Excess absenteeism; failure to adhere to work schedules, including meal and rest periods; and, being absent from work without approval.
3. Falsification of employment records, employment information, or other University records.
4. Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time report, either your own or another employee's.
5. Performing work of a personal nature during work hours.
6. Working overtime without prior authorization or refusing to work assigned overtime.
7. Malingering, sleeping, or giving the appearance of sleeping on the job.
8. Deliberate destruction, theft, or misuse of University property, time, and resources.
9. Deliberate or continued violation of any safety, health, security, or University policies, rules, or procedures.
10. Unlawful harassment.
11. Participating in horseplay, provoking a fight, or fighting during working hours or on University property.
12. Insubordination or refusal to follow instructions.
13. Use of profanity.
14. Divulging confidential information.
15. Engaging in criminal conduct whether or not related to job performance.
16. The use of tobacco products. The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance in accordance with the PLNU Substance Abuse Policy.
17. Behaviors that reflect adversely on the University's reputation or image or are contrary to the goals and mission of PLNU.
18. The possession of weapons and/or firearms.
19. Violation of the PLNU computer and telephone systems guidelines (Section 3).
20. Failure to maintain satisfactory and harmonious relationships with co-workers and others in the PLNU community.

Off-Duty Conduct

Because each employee is a representative of the University in the eyes of the public, the University expects that all employees will conduct themselves in a manner that is consistent with its values and philosophy. Behavior which is illegal, embarrassing, might damage the University, reflect adversely on the University's reputation or image, or is contrary to the goals and mission of the University may result in disciplinary action up to and including termination of employment.

Dress Standards

It is important that each employee report to work properly groomed and appropriately dressed. Employees are expected to dress neatly and modestly, in a manner consistent with the nature of the work performed. If you have questions about the appropriateness of any clothing, please ask your supervisor.

Customer Relations

Point Loma Nazarene University exists to serve students. As an employee, you are expected to be polite, courteous, prompt, and attentive to every student, prospective student, fellow employee, or other interested party. They are our customers and you must never regard their questions or concerns as an interruption or an annoyance. Customer inquiries; whether in person or by telephone; must be addressed promptly and professionally. The following statement by an unknown author is an important reminder:

Students are...

- ... The most important persons on campus. Without students there would be no need for the institution...*
- ... not cold enrollment statistics but flesh and blood human beings with feelings and emotions like our own...*
- ... not individuals to be tolerated so we can do our thing. They are our thing... ... not dependent on us. Rather we are dependent on them...*
- ... not an interruption of our work, but the purpose of it. We are not doing them a favor by serving them. They are doing us a favor by giving us the opportunity to do so...*

Outside Employment and Activities

Your job at PLNU should be your first work priority. Outside employment and other outside activities are discouraged if they might reduce your ability to perform effectively at the University. Full-time employees enrolled in graduate programs should limit their enrollment to no more than six units per semester unless initiated by the University for job-related improvement. We strongly encourage our employees to participate in civic, church, charitable, or other ministry opportunities. However, your participation in and/or preparation for such activities, including local and/or district church activities, should not occur during working hours.

Confidentiality

You are trusted to keep in confidence University business records which may include sensitive personal information, as well as reports and correspondence which are not for general circulation. You may not disclose or use such information except as your job requires. For example, University business such as student academic and financial records, financial data, donor records, etc., is privileged information. Disclosure of any information outside these guidelines may result in disciplinary action, up to and including termination. If you have any doubt as to the confidentiality of any information, please ask your supervisor.

Employee Compensation

Position Classification

All staff and administrative positions at the University have been studied and classified as non-exempt or exempt. In addition, based on the duties and responsibilities, each position has been assigned to a salary range within the non-exempt or exempt salary structure. Within that salary range, compensation is determined based on experience, skills, and performance.

Payroll

Hourly employees are paid every two weeks, on Friday, for work performed during the previous two-week pay period. Salaried non-exempt and exempt employees are paid on the fifteenth (or the last working day before the fifteenth) and on the last working day of each month. Paychecks are normally distributed by 2:00 p.m. on paydays.

Each payroll check will include a check stub which shows the total pay for time worked, less itemized deductions. Any questions about the amount received, adjustments made, or the deductions taken, should be directed to Payroll.

Direct Deposit

Direct deposit of paychecks, to any financial institution, is available for all personnel who are paid on the fifteen and last working day of the month. Unfortunately, due to time constraints, direct deposit is not available for hourly personnel. Direct deposit is available to most banks, credit unions, or savings and loan institutions. Authorization forms are available in the Office of Human Resources.

Overtime

The University strongly discourages the use of overtime by non-exempt employees unless an emergency exists. Normally your work at the University will be completed during your regular working hours. You may occasionally be asked by your supervisor to work beyond your assigned working schedule. For purposes of determining which hours constitute overtime for non-exempt employees, the following applies:

- A workday begins at midnight and ends 24 hours later. A workweek begins each Sunday at midnight.
- Only actual hours worked in a given workday or workweek will be counted. For example, holidays, jury duty, vacation time, personal days, and sick time are not included in computing overtime pay, as these are not hours worked.
- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime:

- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay.
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay.

Overtime may only be worked when authorized in advance by your supervisor. Unauthorized overtime is not permitted. Failure to comply may result in corrective action up to and including termination.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Makeup Time

Subject to approval by your supervisor, **non-exempt employees** may request permission to use makeup time. Makeup time may be requested if you are taking a class at Point Loma or for the occasional time you require flexibility in your work hours to tend to other personal obligations. Makeup time will not be paid at an overtime rate. You may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that you will take off later in the workweek. Your makeup time cannot cause you to work more than 11 hours in one day or 40 hours in one workweek.

Makeup time requests must be submitted in writing on the form provided by Point Loma and must be approved by your supervisor before you take the time off and/or before you work the makeup time. All makeup time must be worked in the same workweek as the time taken off. Requests will be considered for approval based on the work requirements of your department at the time the request is submitted. A separate written request is required for each occasion that you request makeup time and must be attached to your time record for that week. For recurring events, you may request makeup time for up to four weeks in advance.

Pay Increases

As part of the annual budget process, a wage increase pool of available funds is established by the Board of Trustees. Therefore, increases in pay are based upon the University's budgetary limitations and upon your performance. Normally, your pay will be reviewed annually in August.

Pay Advances

Employees are requested to refrain from asking for a pay advance. Such advances will only be granted in the case of an extreme emergency. Reasons such as housing, food, clothing, and travel that are part of your regular monthly expenses are not considered emergencies. Requests for these fundamental needs should not be made under a pay advance program.

Requests for pay advances must be very infrequent and the advance must be repaid over three pay periods. Advances that have not been repaid at the time of termination will be subject to repayment to the University at that time. When a true emergency does arise, please direct your request for a pay advance to the Office of Human Resources.

Employee Benefits

Point Loma Nazarene University provides a range of benefits intended to increase your personal security. The time-off plans, various insurance programs, and other benefits outlined here represent a significant value in addition to your regular income. Some of the benefits are required by law. Some are provided entirely by the University and others require an employee contribution. This section provides a brief overview of the benefits. Detailed information regarding eligibility, enrollment, and plan provisions is available in the Office of Human Resources. All benefits are governed by their relevant plan documents, and not by the summary description contained in this handbook.

Holidays

The University typically observes the following holidays each year: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, day before Thanksgiving Day (beginning at noon), Thanksgiving Day, day after Thanksgiving, and December 24 through January 1.

Only regular full-time and regular part-time employees working a minimum of 20 hours per week are eligible for holiday pay based on their normal rate of pay and work schedule. For example, an employee regularly working 20 hours per week would receive 4 hours of holiday pay; an employee working 32 hours per week would receive 6.4 hours of holiday pay. When a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday, whichever is closer, will be observed as the holiday. Should an employee be unable to take a holiday due to urgent University work, a day off with pay will be given on a day mutually agreeable to the employee and supervisor.

An employee who has an unexcused absence on the workday before or after a holiday will not be paid for that holiday. An employee on leave of absence without pay will not be paid for a holiday that occurs during the unpaid leave.

Paid Time Off

Paid time off benefits accrue as a means of providing replacement income when you do not work your assigned work hours each workweek. Paid leave benefits, including vacation, personal days and sick leave, are granted to regular full-time employees and to regular part-time employees working a minimum of 20 hours per week on a pro rata basis. If available, accrued leave benefits must be exhausted prior to using leave without pay. You are only eligible to use accrued paid leave benefits if you have not worked your assigned number of hours during the workweek (Monday through Sunday). Accrued leave cannot be used as a means of adding hours that exceed your regular work week schedule.

Your supervisor will receive a monthly report showing how much vacation, personal days, and sick leave you have accrued. Please monitor this report for accuracy and to determine if you have sufficient leave accrued to cover an absence. If this information is not accessible to you, please ask your supervisor.

Vacation Days

Vacations are granted to regular full-time and to regular part-time employees working a minimum of 20 hours per week on a pro rata basis. After 90 days of continuous service, vacation time is available to be taken as it accrues. Full-time regular employees, other than designated administrators, earn vacation, beginning with the date of hire, on a daily basis with the following monthly and annual equivalents:

Continuous Employment	Hours of Vacation/Month	Days of Vacation/Year
Date of hire through 5th year	06.67 hours	10 working days
6th year through 10th year	10.00 hours	15 working days
11th year and after	13.34 hours	20 working days

Your vacation schedule is subject to supervisory approval, so be sure to request your vacation as far in advance of the desired vacation time as possible. Your workload and that of the department will be important considerations in approval of vacation. For example, since the University exists to serve students, it is important that Point Loma is fully staffed to meet their needs. Therefore, in areas largely impacted by students, vacation days may not be taken immediately prior to the opening of each semester. Your supervisor will define "immediately," and other peak periods, based on the work demands of your area.

Point Loma encourages employees to take all of their annual vacation; therefore, no employee will be paid for unused vacation time while working. If your vacation period includes a paid holiday, that holiday will not be counted as a vacation day.

The maximum vacation benefits that you may accrue at any time shall be the equivalent of two years of vacation benefits at your current annual vacation accrual rate. If your earned but unused vacation benefits reach the maximum, you will not accrue any additional benefits until your vacation benefits fall below the maximum.

Terminating employees will receive accrued, unused vacation pay in accordance with the leave time records maintained in the Office of Human Resources. Vacation leave may not be added to the last day of work to "extend" employment.

Please remember, vacation time should be taken after it accrues. A negative vacation balance is strongly discouraged. However, it is recognized that true necessities do occasionally arise. For such circumstances, unearned vacation time may be used if prior supervisory approval is obtained. Additional vacation cannot be taken until you have a positive balance. A negative vacation balance will be subject to repayment to the University at the time of separation of employment.

Personal Days

The University recognizes that employees have personal business that cannot be scheduled during non-work hours. Therefore, to facilitate these needs, two personal days each calendar year (earned at the rate of 1.33 hours per month) are granted to regular full-time employees. Regular part-time employees working a minimum of 20 hours per week earn personal days on a pro rata basis.

With the exception of sudden emergencies, personal leave should be scheduled with and approved by your supervisor in advance. Personal leave time must be taken in increments of one hour or more. Unlike vacation and sick leave benefits, personal days can be used prior to accrual and prior to completion of the 90 day orientation period, provided the annual maximum is not exceeded. Personal days may not be carried over to the next calendar year.

An employee whose employment terminates will be paid for earned unused personal days. A negative personal day balance will be subject to repayment to the University at the time of separation of employment.

Sick Leave

Sick leave is provided to protect you against loss of income during illness or injury when you are confined to home or hospital. Sick leave may also be used for medical and dental appointments. It is to your advantage to accrue sick leave so that you will have protection from loss of income when it is really needed. Sick leave will not be paid if you have no accrued sick leave benefits.

As a regular full-time employee, you earn ten days of sick leave per calendar year. Once your accumulated benefits reach 120 days, you will not accrue additional benefits until your sick leave benefits fall below the maximum. Regular part-time employees working a minimum of 20 hours per week earn sick leave on a pro rata basis. Sick leave cannot be used during the 90-day orientation period.

There is an "Attendance Bonus" for all regular full-time employees with no absences due to illness or injury (work or non-work related) and no absences other than accrued vacation or personal days in a calendar year. Qualifying employees will receive a bonus of two additional vacation days for the next calendar year unless their year end vacation accrual balance is at the maximum allowed.

You may use up to twenty days per calendar year of your accumulated sick leave to care for a sick child, parent, or spouse. If your assistance is required for longer than five consecutive days, you must request approval for a Family and Medical Leave. In the event of a documented terminal illness of an eligible family member, a request may be submitted to the Office of Human Resources to use an additional twenty days of accumulated sick leave.

Sick leave cannot be used as extra vacation, holidays, or for any other paid time-off purpose. If the University finds that sick leave has been misused, sick pay will not be awarded and you may be subject to disciplinary action.

At your request, accrued sick leave may be used to supplement benefit payments you may receive through State Disability Insurance or Workers' Compensation Insurance, up to 100 percent of your base pay. If you have no accrued sick leave, this benefit will not be available to you.

If you are absent due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work may be required. All unused sick days will be forfeited upon termination of employment.

Flexible Benefits Plan

The Flexible Benefits Plan is available to regular full-time employees and regular part-time employees working a minimum of 20 hours per week on a pro rata basis. This plan enables you to significantly reduce the cost of your health and/or dental insurance by paying the premiums on a pre-tax basis. This means your premiums are deducted from gross wages before taxes are computed. Consequently, you pay less tax and your net take-home pay increases. **Participation in the pre-tax portion of the plan is mandatory for anyone wishing to be covered by a Point Loma health and/or dental plan.**

Flexible Spending Accounts

The Flexible Benefits Plan includes two optional benefits: a Dependent Care and a Health Care Flexible Spending Account. These accounts enable you to pay up to \$5000 a year of dependent care expenses and up to \$2500 of eligible uncovered health care expenses on a pre-tax basis. Eligibility to participate in the Dependent Care Flexible Spending Account is effective on the first day of the month following employment at Point Loma; and for the Health Care Flexible Spending Account is effective March 1 if you were employed by Point Loma by November 1 of the previous year.

The Flexible Benefits Plan enables you to reduce the cost of health and dental premiums, dependent care and uncovered health care expenses, by 25 to 45 percent, depending on your tax bracket. Both portions of the Flexible Benefits Plan are governed by the Plan documents. Details regarding the Plan can be obtained through the Office of Human Resources.

Health Insurance

Group health insurance coverage is available to regular full-time employees and regular part-time employees working a minimum of 20 hours per week on a pro rata basis. Coverage is effective on the first day of the month following employment at Point Loma. **You must enroll within 30 days of date of hire or you will lose the opportunity to enroll until the next open enrollment period in February.**

Point Loma offers three health plans: Health Net HMO or PPO; and Kaiser Permanente (an HMO). The University pays 90 percent of the "Employee Only" monthly premium; or 65 percent of the monthly premium if dependent coverage is selected. Specifics of the coverage are available in the Office of Human Resources.

Cobra Coverage

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the University offers employees and their dependents who are covered by health and/or dental insurance a temporary extension of coverage at group rates plus a small administrative fee. If a "qualifying event" results in the loss of your group medical coverage, you may elect to be covered under COBRA for a period of up to 18 to 36 months, depending on the qualifying reason. Such events include the resignation, termination or death of an employee, or a reduction in an employee's hours. Eligible dependents may independently elect coverage if a qualifying event would cause a loss of coverage. The total cost of this continued coverage is the responsibility of the individual. Specific details are available from the Office of Human Resources.

Dental Insurance

The University offers a dental plan to regular full-time employees and regular part-time employees working a minimum of 20 hours per week on a pro rata basis. Coverage is effective on the first day of the month following employment at Point Loma. The University pays 90 percent of the "Employee Only" monthly premium; or 65 percent of the monthly premium if dependent coverage is selected. Specifics of the coverage and late enrollment penalties are available in the Office of Human Resources.

Retirement

To assist you in your retirement planning, the University offers a retirement plan through TIAA-CREF (Teachers Insurance and Annuity Association/College Retirement Equities Fund). Participation in this plan makes it possible for you to accumulate a lifetime monthly benefit for retirement. Regular employees who work at least 20 hours per week and have completed two years of continuous service are eligible to participate in the plan. A waiver of the eligibility period is provided for employees who have met this service requirement at another educational (K-12, higher education) institution within the five year period immediately prior to employment at Point Loma. Point Loma contributes a 2.5% base contribution with no required employee contribution. In addition, Point Loma makes a 100% matching contribution—up to 5% of an employee's voluntary contribution. The total possible contribution by the University is 7.5 percent.

You may elect to contribute additional funds into a Tax Deferred Annuity (TDA) available through TIAA-CREF and Fidelity. Regular employees who have not completed the eligibility period may elect to make voluntary contributions to a tax-deferred annuity. The University does not contribute to the TDA plan. All retirement plans are governed by the specific plan documents. Details are available in the Office of Human Resources.

Life Insurance

The University provides up to \$75,000 of group term life insurance coverage to regular full-time employees, and on a pro rata basis to regular part-time employees working a minimum of 20 hours per week. Coverage is effective on the first day of the month following employment at Point Loma. Although the entire premium is paid by Point Loma, the

employee is taxed on the value of coverage exceeding the IRS maximum of \$50,000 for employer-provided life insurance. An employee may opt to increase the amount of coverage by an additional \$50,000 to \$100,000. Each supplemental unit of \$50,000 coverage is available at a cost to the employee of \$10.00 per month. Evidence of insurability may be required by Provident Life Insurance. All life insurance levels decrease to half the regular coverage at age seventy.

Long-Term Disability

The University provides Long-Term Disability Insurance to regular employees who work a minimum of 32 hours per week, after two years of continuous employment. This protection is provided at no cost to the employee, and is planned to protect against serious loss of income in the event of a prolonged illness or injury. A waiver of the two-year eligibility period is available if the employee was covered by another long-term total disability insurance policy immediately prior to employment at Point Loma.

State Disability Insurance (SDI)

Under the State of California Unemployment Insurance Code, employees are required to purchase State Disability Insurance. This is done through mandatory wage deductions. This program may provide partial compensation for wages lost while you cannot work because of illness or an injury that is not work related. If you are absent from work longer than one week, please contact the Office of Human Resources for assistance in applying for these benefits. The University will supplement the benefits you get from SDI with your accrued paid time off, up to 100 percent of your base pay.

Tuition Remission

Regular full-time employees are eligible to receive full tuition remission for themselves at Point Loma Nazarene University for six undergraduate units or fifty percent tuition remission for six graduate units each semester, beginning the semester after completion of the 90-day orientation period. Regular part-time employees working a minimum of 20 hours per week can participate on a pro rata basis. In accordance with the Tuition Remission policy, courses are to be taken outside of the work schedule and are subject to approval by the employee's supervisor. Employees may not register until the first day of classes. Admission into a course is on a space-available basis as determined for each program/course. Employees may be asked to withdraw if space is required to accommodate regular students.

Beginning the semester following the completion of two years of continuous active employment, the spouse and legal children of a regular full-time employee are eligible for full undergraduate tuition remission. Leaves without pay which exceed 20 working days will not count towards fulfilling this eligibility requirement. The children of regular part-time employees working a minimum of 20 hours per week may participate on a pro rata basis.

In the event that you terminate employment at Point Loma, tuition remission will be allowed for the remainder of the semester in which the termination occurs, provided your employment continues through mid-term (end of eighth week). Tuition remission is subject to taxation according to the Internal Revenue Service regulations in effect at the time the benefit is

utilized. The Tuition Remission policy contains the full details which will govern the administration of this benefit. The policy and application form are available in the Office of Human Resources.

Tuition Waiver Exchange Program

Point Loma Nazarene University participates in the Tuition Waiver Exchange Program sponsored through the Council of Christian Colleges and Universities. This program enables the dependents of regular full-time employees of participating Council institutions to attend other participating Council institutions tuition-free for up to four years.

Participating Council institutions typically limit the number of Tuition Waiver Exchange Program students they approve and may base their approval on timing of application, academic ability, and personal qualities. Additional information is available from the Dean of Admissions.

Employee Assistance Program

Balancing the demands of work and family life has always been a complex task. As demands increase, as they often do, we can experience difficulty in maintaining this balancing act. A variety of personal concerns may surface, such as conflicts within your family or marriage, aging parents, grief, loneliness, or other personal problems.

The Employee Assistance Program (EAP) is designed to assist our regular full-time and regular part-time employees, as well as their family members, who may be experiencing personal or work concerns. Point Loma has contracted with **Horizon Health** to provide this service. The EAP is a confidential and free resource that is available to assist you and any member of your immediate family in finding solutions to personal and/or professional concerns. The EAP offers consultation, support, information, and behavioral health assessment/referral services, as well as short-term counseling. The EAP also provides legal consultation and financial planning referrals. When you and/or any of your family members need EAP assistance, please contact **Horizon Health** directly at 858.571.1698. If you require additional information regarding the program, you may contact the Office of Human Resources.

Travel Accident Insurance

The University provides business travel accident insurance, at no cost to regular full-time and part-time employees who work a minimum of 20 hours per week. In the event of death (or dismemberment) while traveling on behalf of the University, a specified benefit would be paid to you (for dismemberment) or your beneficiary. Coverage applies from the time the trip starts until it is completed. Specifics of the coverage are governed by insurance plan documents and are available in the Office of Human Resources.

Workers' Compensation

Basic guidelines regarding responding to an emergency are included under "Emergency Procedures" in the **Employment Policies** section. To summarize, if you suffer a minor injury or illness, contact the Wellness Center. If the injury or illness is severe or life threatening, please contact Public Safety.

Workers' Compensation coverage is provided at no cost to the employee. All employees are covered: regular, temporary, on-call, interns, and student employees. This insurance covers the cost of medical treatment and partial compensation benefits in the event of an illness or injury that is work related. Basic report forms must be completed and returned to the Office of Human Resources within 24 hours of any incident. Therefore, immediately after your injury, or if the injury is severe, as soon as possible after treatment, come to the Office of Human Resources to complete an injury report. Claims for injuries that require more than first aid treatment will be submitted to our Workers' Compensation insurer.

Even if you did not require treatment, you must file a report of the injury with the Office of Human Resources. Having documentation of the injury on file will facilitate the filing of a Workers' Compensation claim should there be any complications from the injury at a later time. This information will also enable the University to review the circumstances surrounding the injury and act where possible to remove or lessen the risk of future related injuries.

You are reminded that California law prohibits false or fraudulent claims:

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

Unemployment Insurance

The University provides, at no cost to its employees, unemployment insurance coverage. This insurance is intended to provide partial income replacement for employees who are laid off by the University. The cost of this benefit is **not** a State of California expense. It is totally paid by Point Loma. The University reimburses the California Employment Development Department (EDD) for all benefits paid to previous Point Loma employees.

Group Auto and Home Insurance

Group auto and home insurance plans are offered through AMCO Insurance Company and are available to regular full-time employees. Premiums are entirely at your expense and may be deducted from your paycheck. To receive a quotation, complete a Request for Quotation form that is available in the Office of Human Resources.

Early Childhood Center

The Point Loma Nazarene University Early Childhood Center is a campus laboratory school. It has the unique opportunity of serving the community, meeting the needs of children and

their parents, and at the same time serving as the locale for observations, demonstration teaching, and experience for students preparing for careers in work with children. The program is planned to encourage the social, emotional, cognitive, physical, and spiritual growth of children and to give guidance and support to parents in achieving a more effective and fulfilled parenthood. Although there is normally a lengthy waiting list for enrollment, first priority is given to children of faculty and staff. Regular full-time employees qualify for a 33.3 percent discount for each child enrolled in the Early Childhood Center. Part-time employees, working a minimum of 20 hours per week, qualify for a pro rata discount. An application form is available in the Office of Human Resources.

Although there is normally a lengthy waiting list for enrollment, every attempt will be made to give priority to children of faculty and staff. However, due to the lengthy waiting list the following enrollment procedures should be followed:

- Notify the ECLC at the first point of interest
- Reconfirm interest once a year in the fall by October 1
- Submit deposit and enrollment application by February 1

Retiree Benefits

Point Loma Nazarene University appreciates the service and commitment it receives from its staff and administrators. We encourage our retirees to continue their involvement in the Point Loma Nazarene University community.

To acknowledge our gratitude, the following "employee privileges" are extended to retirees who at the time of retirement are at least 59 ½ years of age and have given a minimum of ten years of service to the University:

- Free admission for retiree, and one guest, to cultural and regular athletic events.
- Library privileges.
- Discount at the University Bookstore.
- Purchase of discounted cafeteria meal tickets in the Business Office.
- Invitation to special staff functions, i.e., annual staff luncheon, Staff Appreciation Day.
- Invitation to annual community dinner.

Leaves of Absence

General Policy

Leaves of absence not to exceed six months in duration may be granted to regular employees at the sole discretion of the University. It is important to request any leave, in writing, as far in advance as possible. It is also important to keep in touch with your supervisor or the Associate Vice President for Human Resources during your leave and to give prompt notice if you request any change in your return date. This general policy summarizes the rules generally applicable to all types of leaves. There are however, variations on certain issues depending on the type of leave. Please see the specific type of leave for details.

For most leaves, the University will continue to pay its normal contribution to your health and other insurance benefits that are ordinarily provided by the University until: (1) the first day of the month following the date your accrued vacation and sick leave benefits are exhausted in order to maintain you at full pay minus the amount received from SDI (if available for type of leave requested); OR, (2) 12 workweeks, if leave qualifies under Family and Medical Leave regulations, whichever is longer. During this time you are responsible for making your normal contribution; please contact the Office of Human Resources prior to the start of your leave to make arrangements for this contribution. When you are no longer eligible to receive the University's normal contribution, you may self-pay the full premiums under the provisions of COBRA coverage by submitting your payment to the Office of Human Resources on or before the first day of each month.

You will continue to accrue paid leave benefits (vacation, sick leave, personal days, holidays) during the first 30 days of an approved leave of absence.

When you return to work following a leave of absence of four months or less, you will return to the same or comparable job if you can perform the essential functions of that job with or without reasonable accommodation, unless returning you to such a position would provide you with greater rights than you would have had if continuously employed during the leave period.

If you return to work following a leave which exceeds four months, you may return to the same or a comparable job, if such a job is available. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. There are no guarantees of reinstatement after four months, and your return will depend on your qualifications for existing openings. The rate of pay for any offered position will be appropriate for the position and may or may not be the same as the rate of pay you received prior to the leave.

When returning from a medical disability leave, you must present a doctor's certificate showing your fitness to return to work. If you fail to report to work immediately after your approved leave expires and you have not previously contacted your supervisor or the Associate Vice President for Human Resources, it will be assumed that you do not plan to return and that you have voluntarily resigned your employment.

Upon return from a leave of absence, you will be credited with the full employment status which existed prior to the start of the leave. This section provides a brief overview of leaves of absence. Detailed information is available in the Office of Human Resources.

Family and Medical Leave

Employees who have completed at least one year of service and have worked at least 1250 hours in the previous 12 months may request an unpaid family and medical leave for the following purposes: (1) to care for a newborn, newly adopted or new foster child of the employee; (2) to care for the employee's child, spouse or parent with a serious health condition; or (3) to care for oneself when the employee has a serious health condition. Family and medical leaves are available for up to 12 workweeks in a 12-month period. The 12-month period will begin on the first day of absence. All employees who are disabled by pregnancy are also entitled to a pregnancy disability leave, separate and apart from their right to take family and medical leave under state law. See Pregnancy Disability Leave Policy.

Generally, employees must provide at least 30 days written notice to the Office of Human Resources of the need for a family and medical leave. When the leave is due to a serious health condition, the employee must also provide medical certification in support of the leave. If leave is due to the employee's own serious health condition, the employee must provide a medical certification of the employee's fitness for duty prior to returning to work.

Family and medical leave is unpaid. However:

- a. Employees must substitute any accrued vacation for leave under this policy.
- b. For leaves due to the employee's own serious health condition, an employee must substitute accrued sick leave for leaves under this policy.
- c. For leaves to care for a newborn, newly adopted or new foster child or due to the serious health condition of a child, spouse or parent, an employee may use up to twenty days per calendar year of accrued sick leave. In the event of a documented terminal illness of an eligible family member, a request may be submitted to the Office of Human Resources to use an additional twenty days of accumulated sick leave.
- d. Sick leave may not be substituted for other types of family and medical leave.
- e. When an employee is receiving workers' compensation or state disability benefits while on family and medical leave, the employee may request to use accrued vacation, sick leave or personal days for leave under this policy.

Use of accrued vacation, sick leave, or personal days will not extend the period of the approved leave.

Employees will continue to accrue benefits (vacation, sick leave, personal days, holidays) during the first 30 days of an approved family and medical leave. Thereafter, no vacation, sick leave, personal days or holidays will be earned for the remainder of the leave period.

Receipt of medical and dental benefits will be governed by the terms of the General Policy (see page 7-1). An employee who does not return to work upon expiration of the approved leave may have to reimburse the University for all premiums it paid during the leave.

Employees who return to work immediately following the expiration of an approved family and medical leave will return to their former position or an equivalent position as long as the leave does not exceed 12 workweeks in a 12 month period, unless returning the employee to such a position would provide the employee with greater rights than (s)he would have had if continuously employed during the leave period.

All time off which qualifies as family and medical leave will be counted against the employee's total state and federal family and medical leave entitlements to the fullest extent allowed by law. If an employee fails to report to work immediately after the period of the approved leave expires or if an employee obtains a leave based on false representations regarding the need for a family and medical leave, the employee will be considered to have voluntarily resigned.

Pregnancy Disability Leave

Employees who are disabled on account of pregnancy, childbirth, or related medical conditions are entitled to an unpaid leave of absence for the period of disability, for up to a maximum of four months. Time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth and recovery from childbirth will all be counted against your pregnancy disability leave entitlement.

Leave provided for pregnancy disability is treated separately from leaves required by the state family and medical leave law. However, the first 12 workweeks of a pregnancy disability leave will be treated concurrently as a leave pursuant to the federal Family and Medical Leave Act of 1993 for all eligible employees. Please see the Family and Medical Leave Policy.

Any employee who plans to take a pregnancy disability leave must provide the Office of Human Resources with written notice of the date the leave is expected to commence and the estimated duration of such leave. Such notice should be given at least 30 days in advance of the expected commencement date, if possible. The request for leave must be supported by a medical certification of disability. In addition, before an employee will be returned to her job or a comparable job, she must provide a medical certification that she is able to resume her original job duties.

An employee who returns to work immediately following the expiration of an approved pregnancy disability leave will be reemployed in her former position or a comparable job, except as permitted by law.

Pregnancy disability leave is unpaid. However, except when an employee is concurrently on family and medical leave under federal law, employees must substitute any accrued sick leave and may substitute any accrued vacation during pregnancy disability leave. Such benefits, if used, will supplement any state disability insurance benefits the employee receives, and will not extend the period of the approved leave. When an employee is concurrently on a family and medical leave under federal law, the employee must generally follow the rules set forth in the Family and Medical Leave policy regarding use of vacation and sick leave.

Employees will continue to accrue benefits (vacation, sick leave, personal days, holidays) during the first 30 days of a pregnancy disability leave. Thereafter, no vacation, sick leave, personal days or holidays will be earned for the remainder of the leave period.

Receipt of medical and dental benefits will be governed by the terms of the General Policy (see page 7-1). An employee who does not return to work upon expiration of the approved leave may have to reimburse the University for all premiums it paid during the leave. For more information on pregnancy disability leave please contact the Office of Human Resources.

Bereavement Leave

Regular full-time and part-time employees may be excused for up to three consecutive days, with pay, in the case of a death of a member of the immediate family. Immediate family for purposes of this policy is defined as child, spouse, parent, sibling, grandparent, grandchild, and/or current in-laws (father, mother, sister, or brother). Satisfactory evidence to support the absence may be required upon your return to work.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of the University. Written requests should be submitted to the Office of Human Resources at least 30 days in advance of the requested start date. Requests should be limited to unusual circumstances requiring an absence of longer than four weeks. Requests will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, other leaves previously granted to the employee, whether other individuals are already out on leave, and the expected impact of the leave on the University.

Receipt of medical and dental benefits will be governed by the terms of the General Policy (see page 7-1). An employee who does not return to work upon expiration of the approved leave may have to reimburse the University for all premiums it paid during the leave.

Personal leave is unpaid. However, employees must substitute any accrued vacation for leave under this policy. For leaves due to the employee's own serious health condition, an employee may substitute accrued sick leave for leaves under this policy; sick leave may not be used for other types of leaves.

Jury and Witness Duty

Point Loma Nazarene University encourages its employees to fulfill their civic responsibility. Therefore, all employees should attend jury and witness duty in accordance with their legal obligations. Such leave will be without pay except as designated below. Regular full-time employees who have completed one year of service will be granted a leave of absence with pay to serve one period of jury and/or witness duty each three years, for a maximum of seven days. Regular part-time employees who have completed one year of service will be eligible on a pro rata basis. Non-exempt employees who are required to serve or appear beyond this period will be placed on leave without pay unless they elect to charge additional time to vacation or personal days. Exempt employees will be placed on leave

without pay unless they continue to perform their job responsibilities while serving on a jury or elect to charge additional time to vacation or personal days.

Paid leave benefits shall be reduced by the amount of jury-duty pay (other than mileage reimbursement) which exceeds \$15.00 per day. If summoned for jury and/or witness duty, the following procedure must be followed:

- Upon receiving a summons for jury duty or a subpoena to appear as a witness, immediately give a copy of the summons or subpoena to your supervisor who will forward it to the Office of Human Resources.
- For jury duty, you and your supervisor will work out the details regarding your jury duty based on the work requirements. You may be asked to reschedule your jury selection dates if they could result in a hardship for your department.
- Remain in communication with your supervisor during the jury selection process and report for work on the days that you are excused from jury duty. On days that you are released early, you must report to work to complete the normal work day or charge that time to your accrued personal days or vacation time. While serving as a witness, you are expected to work your normal hours except for the time it is necessary for you to be excused for witness duty unless the additional time is charged to your accrued personal days or vacation time.
- Evidence of jury and/or witness duty attendance must be attached to your time record.

Military Leave

Unpaid military leaves are available to employees who enter, voluntarily or involuntarily, the Armed Forces of the United States including the National Guard and the Commissioned Corps of the Public Health Service, or the state military forces, or the reserve components of the same, to participate in active or inactive duty or training. Leave without pay is also permitted for an examination to determine one's fitness for duty in any of the federal military forces. Such leave will be granted in accordance with the applicable state and federal laws, provided all legal requirements are satisfied and the employee returns to work or applies for reemployment within the time prescribed by law.

Paid leave benefits (vacation, sick leave, personal days and holidays) will continue to accrue for the first 30 days of a military leave. Thereafter, no vacation, sick leave, personal days or holidays will be earned for the remainder of the leave period. Military leave is unpaid. However, an employee may request to substitute accrued vacation and/or personal days for leave under this policy.

Employees must provide 30 days advance written notice of the need for leave, if possible. A copy of the official orders must be submitted to the supervisor who will forward it to the Office of Human Resources. The length of the leave will depend on the official orders. Employees on federal military leave may be entitled to continued health insurance benefits, at the employee's expense, for up to 18 months. For further information about specific types of military leaves, please contact the Office of Human Resources.

Parental School Visitation Leave

Legislation provides for an employee who is a parent, guardian, or grandparent with custody of a child in kindergarten through 12th grade to take up to 40 hours per school year to participate in school activities or parent/teacher conferences, provided that no more than 8 hours are taken in any calendar month of the school year. You must use accrued vacation or personal days for this purpose if it is available to you; otherwise, your leave will be unpaid. The time off work for parental school visitation should be scheduled with your supervisor as soon as you receive notification of a school activity in which you will participate. Please provide your supervisor with documentary proof of participation from the school.

Services and Conveniences

Athletic Events

All regular full-time and regular part-time employees, and one guest, are admitted free of charge to Point Loma Nazarene University regular athletic events. You must pay admission to Homecoming games and special tournaments.

Bookstore

The bookstore will give a ten percent discount to regular employees on general reading books, merchandise, supplies and greeting cards. The discount does not apply to textbooks, computers, computer supplies and software, food, film processing, magazines, and consignment items.

Dining Commons

You are invited to eat in the Dining Commons or the snack bar, "Point Break Café." If you wish to eat in the Dining Commons, you may purchase a discounted meal ticket in the Business Office. Since purchasing a meal ticket produces significant cost savings for you, please be sure to purchase your ticket prior to going to the Dining Commons.

Chapel Attendance

You are invited to attend our Staff Chapel that is held several times each year. Refreshments are served prior to each chapel. This is a great time not only to worship but also to meet PLNU staff and administrators from throughout the campus. In addition to our Staff Chapel, you are also invited to attend two student chapels per semester.

Reprographics and Mail Services

Available to all faculty, staff and students of PLNU, the Reprographics Center provides a convenient location for you to pay for black and white or color reproductions; reproductions from disk; binding and laminating; and off-set printing.

The University Mail Services provides a variety of postal services for the convenience of faculty, staff and students. You may purchase stamps, or send certified mail or packages.

University-Provided Transportation

It is the University's policy to provide transportation to campus groups engaged in official University business or activity. The motor pool provides University-owned or rental vehicles for groups. The University assumes that you will generally use your own private automobile while fulfilling your individual official responsibilities for the University. You will be reimbursed for business mileage.

Credit Union

Membership in the Nazarene Credit Union is available to employees of the University. For information and/or application forms, please contact the Alumni Office.

Cultural Events

Each year, the University sponsors a Cultural Events Series which has included such world-class artists as The King's Singers and the Vienna Choir Boys. The repertoire changes each year and tends to be diverse, endeavoring to have something that appeals to everyone. As an employee, you may receive free general admission tickets in the Music Department.

Discount Amusement Cards

Discount cards are available in the Office of Human Resources to such southland attractions as Sea World, Legoland, San Diego Zoo, Wild Animal Park, Knott's Berry Farm, and others. These discount cards can be used by you and members of your family.

Keys

Security is the responsibility of all employees. It is important that buildings, rooms, closets, cabinets, and equipment be locked and University property protected. If you are chosen to carry keys, there is a great responsibility placed upon you. Under no circumstances should keys be duplicated. A record is kept of all keys issued. A lost key should be reported at once to your supervisor. Upon termination of employment, your keys must be returned immediately to your supervisor.

Library

You will want to take advantage of our Library facilities. Library loan privileges will be extended to you if you present your I.D. card.

Parking on Campus

Employees must register their cars with the Public Safety. An identifying decal will be issued which must be displayed on the lower left corner of the windshield. Employees should park their vehicles in areas that are identified as Staff and/or Faculty parking.

Bank of America

Bank of America offers PLNU faculty and staff a special package which includes a free checking account if you establish direct deposit of your paycheck. Since hourly staff are not eligible for direct deposit, Bank of America offers the same package for a defined time period which can be renewed when you present proof of continued employment at the University. Additional information is available in the Office of Human Resources.

Personnel Directory

The Personnel Directory is available on-line and is available only to PLNU faculty and staff: \\plato\lomalana\HRInfo\Personnel_Directory\Cars\pdir_index.htm. The Directory contains the name, title, department, telephone extension, and home information if released for publication. This Directory is for the exclusive use of PLNU personnel. It must not be released to non-PLNU individuals or organizations nor used for solicitation purposes.

Service Fund

The Service Fund was established many years ago to recognize the special occasions that occur in the lives of our fellow employees and to strongly discourage individual solicitation on campus. Members agree to annually contribute one-half of one percent of one paycheck through payroll deduction in February. The cost is minimal. If your annual wage is \$18,000, you contribute \$3.75 per year. If your annual wage is \$45,000, you contribute \$9.38.

The Service Fund is administered by a campus committee that has established a policy to guide the administration of the fund. The policy provides for recognition of: weddings of an employee or their children; 25th and 50th wedding anniversaries; employee terminations and retirements, etc.

To receive a copy of the policy, or to enroll, please contact the Office of Human Resources.