



to teach  
to shape  
to send

# Point Loma Nazarene University



## Staff Handbook

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## Foreword

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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All previously-issued handbooks and any prior inconsistent policy or benefit statements or memoranda or practices are superseded.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.

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## Welcome From the President

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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 resources, 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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## Table of Contents

---

[Foreword](#)

[Welcome From the President](#)

[Background Information](#)

[Mission Statement](#)

[Mission Context](#)

[History of PLNU](#)

[Church Relationship](#)

[Governance](#)

[Accreditation](#)

[Policies](#)

[Employment Relationship](#)

[Equal Employment Opportunity](#)

[Freedom from Harassment](#)

[Sexual Assault, Dating, Domestic](#)

[Violence and Stalking Policy](#)

[Substance Abuse](#)

[Non-Smoking Environment](#)

[Cell Phones](#)

[Safety Awareness](#)

[Employment of Relatives](#)

[Code of Conduct](#)

[Conflict of Interest](#)

[University Property](#)

[Crime Prevention](#)

[Weapons/Firearms](#)

[Workplace Violence](#)

[Recreational Activities and Programs](#)

[Solicitation on Campus](#)

[Service Awards](#)

[Sustainability](#)

[General Guidelines](#)

[Staff Employee Status](#)

[Work Schedules](#)

[Meal Period](#)

[Rest Periods](#)

[Punctuality and Attendance](#)

[Timekeeping Requirements](#)

[Job Duties](#)

[Emergency Procedures](#)

[Expense Reimbursement](#)

[Personal Telephone Calls](#)

[Computer and Telephone Systems](#)

[Campus Visitors](#)

[Children in the Workplace](#)

[Personnel Records](#)

[Identification Card](#)

[Performance Evaluations](#)

[Promotions and Transfers](#)

[Resolving Problems](#)

[Corrective Discipline](#)

[Resignation](#)

[Exit Interview](#)

[Retirement Notification](#)

[Standards of Conduct](#)

[Prohibited Conduct](#)

[Off-Duty Conduct](#)

[Social Networking](#)

[Dress Standards](#)

[Customer Relations](#)

[Outside Employment and Activities](#)

[Confidentiality](#)

[Employee Compensation](#)

[Position Classification](#)

[Payroll](#)

[Direct Bank Deposit](#)

[Overtime](#)

[Make-Up Time](#)

[Pay Increases](#)

[Pay Advances](#)

[Employee Benefits](#)

[Holidays](#)

[Paid Time Off](#)

[Vacation Days](#)

[Personal Days](#)

[Sick Leave](#)

[Flexible Benefits Plan](#)

[Health Insurance](#)

[COBRA Coverage](#)  
[Cal-COBRA Coverage](#)

[Dental Insurance](#)  
[Retirement](#)  
[Life Insurance](#)  
[Long-Term Disability](#)  
[Long Term Care Insurance](#)  
[Emeriti Retiree Health Savings](#)  
[Vision Plan](#)  
[Legal Plan](#)  
[AFLAC](#)  
[Tuition Remission](#)  
[Tuition Waiver Exchange Program](#)  
[Employee Assistance Program](#)  
[Travel Accident Insurance](#)  
[State Disability Insurance](#)  
[Paid Family Care Leave Insurance](#)  
[Workers' Compensation](#)  
[Unemployment Insurance](#)  
[Lactation Accommodation](#)  
[Early Childhood Center](#)  
[Retiree Benefits](#)

[Leaves of Absence](#)

[General Policy](#)  
[Family and Medical](#)  
[Pregnancy Disability](#)  
[Workers' Compensation Disability](#)  
[Bereavement Leave](#)  
[Personal](#)  
[Jury and Witness Duty](#)  
[Military](#)  
[Parental School Visitation](#)  
[Leave for Judicial Proceedings](#)  
[Victims of Domestic Violence](#)  
[Voting Leave](#)

[Services and Conveniences](#)

[Athletic Events](#)  
[Bookstore](#)  
[Dining Commons](#)I'd even  
[Chapel Attendance](#)  
[Reprographics and Mail Services](#)  
[University-Provided Transportation](#)  
[Cultural Events](#)  
[Attractions](#)  
[Keys](#)  
[Library](#)  
[Parking on Campus](#)  
[Banking](#)  
[Personnel Directory](#)  
[Service Fund](#)

[Index](#)

[Acknowledgement of Receipt](#)

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## Background Information

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### **Mission Statement:**      **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, Provost, Vice President for Finance, Vice President for External Relations, 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 it periodically completes a self-study that addresses recognized principles of excellence. The University is also accredited by the California Commission on Teacher Credentialing, California Board of Registered Nursing, National League for Nursing, Commission on Collegiate Nursing Education, and Association of Collegiate Business Schools and Programs.

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## Policies

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### **Employment Relationship**

Employment with PLNU is at will, meaning that you may resign at any time with or without cause or notice, and PLNU may terminate your employment at any time with or without cause or notice. 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. The at-will nature of employment may only be changed in writing, and signed by you and the President of PLNU.

### **Equal Employment Opportunity (EEO)**

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. The University prohibits discrimination based on race, color, age, national origin, sex, physical or mental disability, or any other basis protected by applicable federal, state, or local laws. This commitment applies to all persons involved in the operation of the University and prohibits discrimination by any employee of the University, including supervisors and coworkers. As a religious institution, PLNU retains the right to exercise religious preference in employing faculty and staff who agree with and support the religious mission of the University.

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 more than one reasonable accommodation exists, the University will decide which one will be provided.

If you believe you have been subjected to prohibited discrimination, submit a written complaint to 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 good faith complaint or participating in an investigation, and it will not knowingly permit retaliation by supervisors or your coworkers.

### **Freedom from Harassment**



The University is committed to providing a work, learning and living environment that is free of harassment—an environment that supports the mission of PLNU. Based on this mission, all members of our community have the right to work, study and communicate with each other in an atmosphere free of harassment. Therefore, the University prohibits sexual harassment and harassment based on race, color, national origin or ancestry, age, physical or mental disability, or any other basis protected by applicable federal, state, or local laws. Harassment in any form—verbal, physical, or visual—is strictly prohibited.

PLNU's anti-harassment policy applies to all persons involved in the University, including supervisors, managers, and administrators as well as co-employees, students, vendors and any other persons.

Prohibited harassment refers to behavior that is unwelcome, is personally offensive, and creates an intimidating or offensive work or academic environment. Conduct may be inappropriate and contrary to this policy even though it was not intended to cause harm. It is the effect on the recipient that is relevant.

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

- Physical conduct including unwelcome touching or hugging, impeding or blocking normal movement, leering, or interfering with work because of sex, race, or any other protected basis.
- Verbal conduct such as derogatory comments, slurs, or jokes, crude or vulgar language, whistling or catcalling, unwanted sexual advances, invitations or comments.
- Visual displays of sexually suggestive or derogatory objects, pictures, cartoons, or posters.
- Threats or insinuations that submitting to sexual requests is a condition of continued employment, academic progress or to avoid some other loss of an employment or academic benefit.
- Retaliation or threat of retaliation for reporting or threatening to report harassment.

In accordance with state law, and in order to cultivate a respectful, productive working and learning environment that supports our mission, all faculty and staff must complete a mandatory sexual harassment prevention training program within the semester of hire and every two years thereafter. Continued employment at PLNU is contingent on fulfilling this requirement.

### **How to Report Harassment**

Any employee who feels that he/she has been subjected to sexual or other harassment or inappropriate conduct based upon one or more protected characteristics by an employee or a non-employee should immediately inform the offending party that the conduct is unwelcome and tell him/her to stop the behavior. However, if the initial incident is severe or you feel uncomfortable doing so, or if after doing so the situation has not been satisfactorily resolved, you should immediately report the incident either verbally, or in writing, to your supervisor, Department Head or the Office of Human Resources. Any student who feels that he/she has been subjected to harassment or inappropriate conduct should refer to the Sexual Harassment policy contained in the Student Handbook.

University administrators or supervisors who learn of or observe harassing or inappropriate conduct must promptly inform the Office of Human Resources. Failure to do so may result in discipline.

The University will undertake a prompt and thorough investigation of the harassment allegations and will attempt to keep the investigation as confidential as possible. The person(s) accused of the policy violation will have a full opportunity to respond to the allegations, and the University or its designee

will interview relevant witnesses. If the University determines that its policies have more likely than not been violated, disciplinary action, up to and including termination, will be taken. There will be no reprisal or retaliation against persons who make good faith reports or participate in good faith in any investigation or proceeding. Any individual engaging in conduct contrary to University policy may be personally liable in any claim brought against them.

University employees have an obligation to take advantage of this complaint procedure to stop unwelcome harassment and prevent future harassment.

In addition to following the required internal complaint procedure, employees should also be aware that the Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of unlawful harassment in employment. In addition to notifying the University, employees may also direct their complaints to the EEOC or to the DFEH, which may be contacted by consulting the government agency listings in your local telephone book.

## **Sexual Assault, Dating Violence, Domestic Violence and Stalking Policy**

### **Standards of Conduct**

Sexual assault, dating violence, domestic violence and stalking are serious violations of law and University policy. In addition, they violate the sanctity of the human body and spirit and will not be tolerated within the Point Loma Nazarene University (PLNU) community.

### **Definitions**

"Sexual assault" means any offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including rape, forcible sodomy, sexual assault with an object, forcible fondling, incest and statutory rape.

"Dating Violence" means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

"Domestic Violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

"Stalking" means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Following a Sexual Assault, Dating Violence, Domestic Violence or Stalking

If you are in danger call 911.

A victim of sexual assault, dating violence, domestic violence or stalking is advised immediately to make a report as soon as possible to the Department of Public Safety at (619) 849-2525, the Title IX Coordinator (Vice President for Student Development) at (619) 849- 2479 and/or to the San Diego Police Department at (619) 531-2000. Crimes or suspected crimes can also be reported anonymously on this DPS website. University personnel are required by law to assist victims in contacting the appropriate law enforcement authorities if the victim so chooses, though the victim has a right to decline to notify such authorities. Timely reporting of sexual assaults is an important part of preventing the commission of similar crimes by the same individual in the future.

Additionally, it is important to preserve evidence as may be necessary to prove criminal sexual assault, dating violence, domestic violence or stalking, or to obtain a protection order. To aid in the prompt and accurate collection of evidence following a sexual assault, it is recommended that the victim not

shower, wash, or douche; use the toilet; or change clothes prior to medical examination. All reports of sexual assaults, dating violence, domestic violence and stalking will be handled in such a way as to protect the identity of the victim to the extent permissible by law. Disclosures of the offense in the university Daily Crime Log and/or the Annual Security Report and/or in a warning to the campus community will not contain any information readily identifying the victim.

Whether or not an individual makes an official report, he or she is urged to seek appropriate help, which may include medical evaluation, obtaining information, support, and counseling, either on or off campus.

### **Victim Assistance**

The Student Success and Wellness - Wellness Center, located on the first floor of Nicholson Commons, offers health, and counseling services to students who are victims of sexual assaults, dating violence, domestic violence and stalking. Appointments can be made in person or by phoning (619) 849- 2574. The Student Success and Wellness - Wellness Center is also able to provide referrals for off-campus health, and counseling.

The Emergency Rape Crisis Hotline at (888) 385-4657 is staffed by counselors who are specifically trained to help rape victims and to offer confidential support and information about legal, medical and mental health resources.

Victims of alleged sexual assault, dating violence, domestic violence and stalking may request a change of academic schedule, work, residential living, and transportation situations. The University is legally obligated to grant such requests if the changes are reasonably available regardless of whether or not the victim chooses to report the crime to law enforcement.

The University will make a reasonable effort to accommodate orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court obtained by victims of sexual assaults, domestic violence, dating violence, and stalking. Once obtained, the victim should provide a copy of the order(s) to a University official.

Victims who report alleged sexual assaults, domestic violence, dating violence, and stalking- whether they occurred on or off campus-will be provided with a written explanation of their rights and options as covered by this policy.

### **Education and Prevention Programs**

Educational and ongoing awareness and training programs will be provided for employees that:  
Defines and identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct.

Provide a description of appropriate actions for bystander intervention. Bystander intervention refers to positive actions that can be taken by individual to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking

Resources available to all employees

### **Enforcement**

Violation of these Standards and Protocols will result in appropriate legal and/or administrative action, up to and including dismissal from the University. Violation of these standards and protocols also may subject the offender to criminal prosecution or third party civil litigation.

## Substance Abuse and Testing

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. **PLNU also prohibits the 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. Employees working in areas with a high level of involvement with PLNU students may be held to a higher standard. Employees should seek clarification from their area Vice President regarding the appropriate expectation for their position.**

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 system. When the University has 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 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.

## Health Risks

Point Loma Nazarene University is concerned about the harm that results from using or abusing drugs and alcohol:

- All drugs are toxic or poisonous when abused. Health risks of drug abuse include, but are not limited to, sleep disorders, deep depression, paranoia, confusion, hallucinations, malnutrition, cardiac irregularities, hepatitis, liver and kidney damage, and neurological damage.
- Alcohol is a depressant. It depresses the central nervous system and can cause serious physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, memory loss, tremors, malnutrition, vitamin deficiencies, cancer of the esophagus, liver, bladder or lungs, and possibly sexual dysfunction.
- Abuse of either alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion and still births.

## Local, State and Federal Sanctions

Local, State and Federal laws establish severe penalties for unlawful possession or distribution of

illicit drugs and alcohol. These sanctions, upon conviction, may range from a small fine and probation to imprisonment for up to one year or a \$1,000 fine, or both. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that recent Federal laws have increased penalties for illegally distributing drugs to include life imprisonment and fines in excess of \$1,000,000. Some examples of local or State laws are:

- The purchase, possession or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.
- It is not permissible to provide alcohol to a person under the age of 21. Selling, either directly or indirectly, any alcoholic beverages, except under the authority of a California Alcoholic Beverage Control License, is prohibited.
- It is a felony to induce another person to take various drugs and “intoxicating agents” with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be a principal in any crime committed.

### **Employee Assistance**

Point Loma Nazarene University recognizes drug and alcohol dependency as treatable conditions. Employees requiring assistance are encouraged to utilize the services of the Employee Assistance Program (EAP) offered through Horizon Health—800-342-8111 or [www.horizoncarelink.com](http://www.horizoncarelink.com) (login ID: ptloma; password: eap). The Office of Human Resources is also available to help employees identify appropriate treatment resources and will refer them to treatment or rehabilitation programs, including the EAP. The EAP provides confidential assessment, referral and short-term counseling for employees. If an EAP referral to a treatment provider outside the EAP is necessary, costs may be covered by the employee’s medical insurance. Literature regarding substance abuse is available in the University Wellness Center.

### **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.

### **Cell Phones**

In the interests of the safety of our employees and others, PLNU employees are prohibited from using cellular phones for any business related purpose while driving. This prohibition includes both initiating and receiving calls, unless the call is of an emergency nature. If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device to answer the call and safely pull off the road before conducting University business.

### **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, relatives may not work in supervisory relationships. If a relative relationship exists or is established between employees who are in a direct-reporting, or other superior-subordinate relationship, it is the responsibility and obligation of the superior employee involved in the relationship to promptly disclose the existence of the relationship to his or her supervisor. If potential problems such as those described above exist, one employee must apply to transfer departments or actually leave the University. Depending on all of the facts and circumstances, the University may 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.

### **Code of Conduct**

The following sections address various legal and ethical issues and should be read in conjunction with PLNU's other policies. A violation of the standards contained in this Code, or in such other relevant policies, may result in corrective action, up to and including termination of employment.

#### **Compliance With Laws**

In conducting our affairs, PLNU and its employees must obey and comply with applicable laws, rules and regulations. It is your job to be aware of these laws and to comply with the legal requirements affecting you and your position.

If you have any questions regarding compliance with applicable laws, please call the office of the Vice President for Finance immediately. However, you must remember that compliance with applicable laws and regulations is your responsibility.

#### **Accounting For and Recording Transactions**

PLNU's books, records, accounts and financial statements must be maintained in appropriate detail so as to accurately depict the University's transactions and to conform to applicable legal, accounting, and auditing standards. Unrecorded or "off the books" assets must never be maintained under any circumstances. The accurate and timely reporting of PLNU's financial statements requires all financial information to be recorded in the normal course of business, precisely and promptly. PLNU's systems for recording and reporting information should be functioning properly and subject to periodic and thorough evaluations.

This obligation applies to all reports or records, financial or otherwise, prepared for either internal or external purposes. While you may not always be familiar with specific accounting or other applicable procedures, you are responsible to make sure that every business record prepared by you, or under your direction, is accurate, complete and reliable. If you are uncertain or have any questions, you should contact the Vice President for Finance.

You must not coerce, manipulate, mislead or improperly influence PLNU's auditors in the performance of an audit or review of the University's financial statements.

Casual notes, internal memoranda, email, faxes, other written communications and business records often become subject to public scrutiny. You should avoid exaggeration, derogatory remarks, guesswork or inappropriate characterizations that can be misunderstood or misconstrued. Documents and records should always be retained or destroyed according to any internal document retention guidelines adopted by the University. You may contact the Vice President for Finance if you have any questions about those guidelines.

### **Point Loma Nazarene University's Assets**

PLNU's assets must be safeguarded and used only for legitimate purposes. This obligation applies to all tangible property of the University (for example, its physical facilities, office equipment, furniture and supplies) and all intangible property of the University (for example, computer software, trademarks and records). PLNU's confidential and proprietary information must also be safeguarded, as discussed in the section "Confidential Information."

### **Theft and Dishonesty Policy**

Employees are expected to safeguard and avoid misuse of the funds, records, tangible assets, intellectual property, and other property of PLNU. Employees are also expected to conduct the business affairs of the University in a manner that complies with applicable state, federal and local laws.

Employees are prohibited from engaging in any activity that may involve theft, misappropriation, or other misuse of PLNU property, or violation of law, including but not limited to the following: theft or unauthorized use of PLNU funds, equipment, supplies, other tangible property, data, software, and other intellectual property; misuse of PLNU cash, credit cards, checks, and other financial instruments to purchase personal items or divert University funds for personal use or to unauthorized third parties; falsification of PLNU time or payroll records, expense reimbursement reports, and other University forms, reports, and records; misappropriation of PLNU data, trade secrets, copyrighted material and other intellectual property for personal use or unauthorized use by third parties; conducting PLNU business affairs in violation of local, state and federal laws; and intentional misstatements in PLNU financial statements, tax or information returns, or other financial reports and records, including the intentional misstatement of the results of operations. Employees are encouraged to report immediately any known or suspected violation of the theft and dishonesty portions of this code. In some circumstances, PLNU may report the matter to law enforcement authorities.

### **Conflicts of Interest**

All employees, trustees and volunteers are required to adhere to PLNU's Conflicts of Interest Policy.

### **Confidential Information**

“Confidential information” refers to information that is not available to the public (or that someone would normally expect to be non-public). For example, confidential information includes:

- information marked as “Confidential,” or with a similar marking;
- personnel information concerning current, former and prospective employees (except your own wages and working conditions);
- information relating to current, former and prospective directors and other volunteers that has not been made public;
- information regarding trade secrets or inventions, research and development, marketing and advertising strategies, special techniques of any kind peculiar to the University’s operations, financial reports and data, all data obtained from or related to the students and any other information that you receive as a result of your employment with the University that has not been disclosed previously to the general public by an authorized University representative or student. This specifically includes all information the University receives from students or other third parties that is not generally known to the public or is subject to a confidentiality agreement.

You must use reasonable care to protect the confidentiality of all PLNU confidential information, and must not disclose confidential information of PLNU to unauthorized persons, either during the course of your employment or affiliation with the University or at any time thereafter. Among other things, this means you should:

- be prudent and aware of where, when and how PLNU’s matters are discussed;
- not leave confidential information unattended or in public view;
- not access confidential information unless you are specifically authorized to do so and the information is required in order to conduct PLNU affairs;
- not disclose confidential information to other personnel of PLNU except on a legitimate “need to know” basis;
- not remove confidential information from PLNU’s premises or make copies of any material containing confidential information, except as required to conduct the University’s legitimate affairs;
- never use or disclose any PLNU confidential information for personal gain or profit, or to the advantage of yourself or any other person; and contact the office of the President before disclosing PLNU’s confidential information to a third party.

You should also contact the President’s Office prior to requesting, accepting, using or disclosing confidential information from a third party. Acquiring confidential information, without adequate legal safeguards, can be improper and could expose PLNU to legal liability. In some circumstances, it may be necessary to enter into a written agreement with a third-party before obtaining confidential information. If such information is acquired, you must protect its confidentiality to the same degree as PLNU’s confidential information, and you must take care to observe the terms of any agreement under which the information has been acquired.

### **Gifts, Bribes and Kickbacks**

Other than modest gifts (valued under \$50.00) given or received in the normal course of business (including travel or entertainment), you may not give gifts to, or receive gifts from, persons doing



business with or seeking grants or other financial commitments from PLNU. Educational materials (books) received from publishers in order to evaluate their value for use in the University's curriculum are specifically exempted from this policy. Gifts other than those modest gifts identified above may be given or accepted only with prior approval of a member of the Administrative Cabinet, and in the case of gifts given to or received by members of the Administrative Cabinet, by the Chair of the PLNU Board of Trustees. In no event should you put PLNU or yourself in a position that would be embarrassing if the gift was made public. Receipt or payment of bribes or kickbacks is not permitted under any circumstances.

### **Fair Dealing**

You should always respect the rights of, and deal fairly with, PLNU and its employees, volunteers, and vendors. You should never inappropriately take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, innuendo or any other unfair-dealing practice.

### **Reporting Violations**

It is the responsibility of all employees and trustees to report violations or suspected violations of this Code or applicable laws. If you become aware of a suspected violation, whether before or after it has occurred, you must promptly report it to your supervisor or senior management in accordance with such other relevant policies of PLNU as may be applicable. Alternately, you may report violations or suspected violations anonymously by using Global Compliance (a third party company) by logging onto [www.alertline.com](http://www.alertline.com) and following the webpage prompts, or by calling the Global Compliance Hotline at 1-877-874-8416.

No director, officer, or employee who in good faith reports a violation or suspected violation of the Code shall suffer harassment, retaliation, or adverse employment consequences.

### **Conclusion**

We each are responsible for safeguarding and promoting Point Loma Nazarene University through ethical and principled leadership and action that is informed and directed by our core values. This type of ethical and principled leadership is sometimes difficult. There will be times when situations will involve subtleties and complexities that lead to difficult choices. When in doubt, ask yourself whether you feel confident that your actions and decisions would withstand objective scrutiny. If there is any doubt, it will often be helpful to seek guidance and advice from this Code and from other trusted directors and officers.

If you are uncertain about a contemplated course of action or have questions about this Code, you should raise the issue with your supervisor or senior management. Further you may chose to report through our confidential Hotline by phoning 1-877-874-8416 or online at [www.alertline.com](http://www.alertline.com).

Employees are encouraged to report immediately any known or suspected violation of the code of conduct. Such reporting provides PLNU with the opportunity to evaluate the known or suspected conduct violation and to take action as necessary to protect the University's property, funds, and other ministry interests.

Employees who violate this policy may be subject to disciplinary action, dismissal or other corrective action in the discretion of PLNU. Nothing contained in this policy shall be construed to alter the "at will" status of employment at PLNU.

## **Conflict of Interest Policy for Employees of PLNU**

**1. No Compensation Except as Employee.** No employee or any affiliate of such employee, as defined in paragraph (a) below, may serve as a paid consultant or enter into a paid employment or contractual relationship with PLNU, or otherwise provide services to PLNU for payment, except in his or her capacity as an employee of the University.

a. An affiliate is defined to include (i) an organization of which an employee is an officer, director, trustee, partner, employee or agent and from which an employee would materially benefit directly or indirectly if such organization were to provide goods or services to PLNU; (ii) an organization in which the employee is either an actual or beneficial owner of more than five (5%) percent of the voting stock or controlling interest of such an organization; (iii) an organization with which the employee has any other direct or indirect dealings from which he or she knowingly or materially benefits, e.g., through receipt directly or indirectly of cash or other property for services rendered; (iv) any spouse, parent, child, sibling or in-law of a employee or an in-law of any such spouse, parent, child or sibling; or (v) any parent, child or sibling of an employee's spouse or an in-law of any such parent, child or sibling.

b. An employee must disclose in advance (see Section 6 below) any proposed business relationship between PLNU and the employee or an affiliate of such employee, such as those described in paragraph (a) above, and obtain written approval before the employee or the employee's affiliate is permitted to do business with PLNU in any capacity. In any instance in which such written approval is obtained, the employee shall not participate on behalf of PLNU in any transaction involving the University.

**2. Conflict of Interest in Employment and Business Practices.** University employees must not allow a personal or outside interest to interfere with their duties and responsibilities to PLNU. Even the appearance of a conflict of interest should be avoided. Any situation or activity which could give rise to an actual or apparent conflict of interest should be disclosed in advance in accordance with Section 6 below. While it is not possible to provide an all-inclusive list of examples of situations giving rise to a conflict of interest or the appearance of a conflict of interest, the following is a list of situations which, unless disclosed and approved in advance, present conflicts of interest in violation of University policy:

- Doing business with PLNU through an affiliate, as defined in Section 1(a) above;
- Conducting business on behalf of PLNU with an affiliate, as defined in Section 1(a) above;
- Having a private business relationship with any person or entity doing business with PLNU;
- Assisting anyone seeking to do business with PLNU by providing confidential University information to such person or entity;
- Accepting cash gifts of any amount from any person or entity doing business with PLNU;
- Accepting non-cash gifts or discounts with a value in excess of \$50, including materials, services or entertainment, from persons or entities doing business with PLNU, particularly in situations in which a reasonable person would infer that the intention of such gift was to influence your decisions and actions on behalf of PLNU. (An occasional lunch or dinner is not prohibited by this paragraph, nor is the receipt of an occasional holiday (or other) gift or attendance at a charitable event as a guest);
- Engaging in the unauthorized use or dissemination of confidential, privileged or proprietary information obtained as a result of your employment at PLNU, and/or using or disseminating

such information for personal benefit or for the benefit of some other person or entity, absent PLNU's consent to such use or dissemination;

- Soliciting personal gifts or special favors from any person or entity doing business, or seeking to do business, with PLNU;
- Supervising or evaluating the work of a relative or of any person defined as an affiliate pursuant to Section 1(a) above;
- Participating in any decision that involves either a direct benefit or detriment to a person defined as an affiliate in Section 1(a) above;
- Conditioning any actual or potential business relationship with PLNU on a charitable gift or contribution to PLNU;
- Involvement in any other situation or activity in which an actual or the potential for a conflict of interest exists.

The purpose of the above examples is to ensure that employees disclose and discuss in advance any questionable situation that may arise. The failure to disclose any questionable situation may suggest that a conflict of interest exists. Accordingly, employees should bring to their supervisor's attention any situation that may potentially create a conflict of interest or the appearance of one.

**3. Commitment to University.** Every employee owes a duty of loyalty and trust to PLNU and shall be alert to the possibility that outside obligations, financial interests or other employment can affect the employee's commitment to the University. Any involvement by a University employee in personal business ventures shall be conducted solely outside PLNU's work environment and not during times when he or she is required or expected to perform the duties and responsibilities of his or her University employment. An Employee may not use University resources, including but not limited to office equipment, supplies or support staff in furtherance of any personal business venture. PLNU is generally supportive of the professional, charitable and philanthropic outside interests of its employees. Thus, an employee's outside interests falling into these categories may be supported by PLNU in appropriate circumstances. In all instances, however, employees are required to obtain permission before pursuing such professional, charitable or philanthropic activities within the University work environment.

**4. Disclosure Responsibilities.** It is the responsibility of every employee to discuss with his or her supervisor any situation or activity that might result in a conflict of interest or a violation of this policy before participating in that situation or activity. To avoid actual or perceived conflicts of interest, an employee must refrain from participating in any questionable activity unless and until the employee is expressly permitted to do so by his or her supervisor.

Any supervisor to whom a disclosure is made shall determine whether the questionable situation or activity presents a potential conflict of interest. Unless the supervisor is able to determine that no such potential conflict of interest exists, the supervisor shall require the employee to disclose the activity in writing, and the disclosure and entire situation shall be reviewed with the appropriate dean or director before determining whether the employee may be permitted to participate in the particular situation. The dean or director, in turn, shall not permit any employee to participate in any questionable activity unless and until the appropriate PLNU Administrative Cabinet member has reviewed, discussed and disclosed the activity to the Cabinet. The Cabinet may determine that the proposed activity or situation may continue provided that the Cabinet determines that sufficient safeguards exist to protect fully PLNU's interests. Such a determination shall be set forth in writing.

An employee who disagrees with a determination made pursuant to this Policy may seek review by the President, whose decision shall be final.

**5. Non-Compliance With This Policy.** Any failure to comply with this policy, including the failure to disclose possible conflicts of interest or the refusal to cease activities that are determined to be in conflict with PLNU's best interests, may be grounds for disciplinary action, up to and including termination.

Any questions concerning this Policy with respect to employees may be addressed to the Vice President for Finance.

### **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.pointloma.edu/PublicSafety/Annual\\_Crime\\_Report.htm](http://www.pointloma.edu/PublicSafety/Annual_Crime_Report.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 Finance shall be the President's designee. Any violation of the policy may result in disciplinary action, up to and including termination, 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. You should also contact the appropriate law enforcement authorities if you have reason to believe there is an immediate threat to your safety and/or the safety of others. Reports or incidents

warranting confidentiality will be handled appropriately and confidentiality will be maintained to the extent possible. You will not be retaliated against for reporting, in good faith, any conduct prohibited by this policy.

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 may include prosecution, termination, removal from campus property, and/or any 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 and there is no expectation that you must attend.

Employees who elect to participate in off-duty events assume the risks of engaging in such activities. 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**

Work time is for working. Solicitation of an employee by another employee and distribution of literature by employees for any purpose is prohibited during work hours and in work areas. Such solicitations are a distraction to effective work performance. "Work hours" refers to the working time of the person doing the soliciting, as well as the person being solicited; it does not include breaks and meal periods. "Work area" includes all offices, classrooms, hallways, corridors and reception areas, but it does not include lunch or break rooms, or parking areas.

Solicitations or distribution of literature by non-employees is prohibited at all times on University premises. Any violations of this policy should be reported promptly to your supervisor.

## **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.

## Sustainability

Point Loma Nazarene University is committed to stewardship of resources at all levels. As we strive to teach, shape, and send our students from the academic world to the professional world, we equip them with the knowledge of stewardship through their participation in the on-campus recycling and other sustainability programs. PLNU believes that a program alone cannot create change. Change happens when people participate in a program they believe in. We set policy goals that incorporate the idea that people and programs are inter-dependant. Shaping our students into avid stewards, while providing programs for them to participate in, is our primary environmental policy. This award-winning recycling program owes its success to the students, staff, faculty, and community members that have helped implement the recycling program.

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## General Guidelines

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### 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 for 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.

#### Nonexempt Employees:

Nonexempt employees are subject to federal and state wage and hour laws that prescribe overtime pay regulations, rest periods, lunch periods, etc. Nonexempt 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 usually salaried and are not entitled to overtime pay.

#### Regular Full-Time Employees:

Regular full-time employees are employed on an indefinite basis and are 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 employed on an indefinite basis and are 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 although temporary employees shall not become regular employees unless approved in writing by Human Resources. Temporary employees are not eligible for employee benefits.

### **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.

### **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.

### **Student Employees:**

Student employees who receive their work assignments from the Student Employment Office are not eligible for employee benefits.

## **Work Schedules**

Normal work hours are between 8:00 a.m. to 4:30 p.m., Monday through Friday but will be adjusted as needed to meet the needs of your department. Actual work schedules may vary, depending on the length of your lunch period and your job assignment. Your work schedule, including meal and rest periods, 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**

PLNU provides unpaid meal periods for nonexempt employees for 30 to 60 minutes. The University has a flexible lunch schedule which means that you decide the length of your meal period—30 minutes, 45 minutes, or one hour--subject to your supervisor's approval. Your meal period 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. According to applicable law, your meal period 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 on-line in my.pointloma. All waiver forms must be attached to your time card/record.

If you are unable to take at least a 30-minute, duty-free meal period, or you feel pressured not to, you must inform your supervisor or Human Resources. Voluntary failure to take at least a 30 minute, duty free meal period may result in disciplinary action, up to and including termination.

### **Rest Periods**

PLNU provides nonexempt employees with one 15-minute paid rest period 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 your 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. Of course, situations may arise when prior notice cannot be given. In those circumstances, you are expected to notify your supervisor as soon as possible. If you fail to report to work without any notification to your supervisor, you may be considered to have abandoned your employment.

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. Authorized statutory leaves of absence will not be counted against you under this attendance policy.

## **Timekeeping Requirements**

All nonexempt employees are required to keep accurate records of time worked on a time card (hourly employees) or Time Record (salaried nonexempt employees). You must record your time at the start and at the end of each work period, including the start time and end time of your meal period. You are responsible for accurately recording your time worked to the nearest 1/4 hour. When you complete your time report, you are validating that you have worked the exact number of hours recorded, not more or less. 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 approved by your supervisor. Completed time reports for salaried nonexempt 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 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 your injury or illness is severe or life threatening, please call 911—and then contact Public Safety to notify them of the concern. 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.). All expenses must be documented by appropriate receipts.

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 University 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**

Depending on your job with the University, you may be provided with a variety of technical equipment and resources to help you do your job most efficiently and productively. This equipment may include a telephone, voice mail, a computer, a cell phone, an email account, access to the Internet, copiers, fax machines, and the like.

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

- All phone, network, computer and other technological systems and equipment are owned by the University.
- There is no individual right to privacy on our voice mail, email, and computer data and systems.
- Passwords do not guarantee confidentiality. PLNU reserves the right to access all information on these systems at any time, without prior notice to you. This may be done to monitor employees' work, to expedite completion of a project, to ensure that messages are being responded to, to assist with an investigation, or for any other valid business reason. If you are asked to provide a password and refuse, you may be subject to immediate termination. Employees should have no expectation of privacy with respect to their use of any University-provided technical resources or system.
- 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.
- It is improper to use any University resource in any way which offends other employees, students, or others you come in contact with in the course of your job. For example, University property and systems must not be used for receiving, storing, transmitting, downloading, or posting of any unprofessional, offensive, degrading, harassing, threatening, or otherwise inappropriate material.
- 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.

## 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 Card

An identification card (I.D.) will be issued to all employees. This card enables you to take advantage of the discounted meals, 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, arrangements for changing departments will be facilitated by the Office of Human Resources.

## **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 should be unable to resolve the problem, you may discuss the problem with the Office of Human Resources. They 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, for example, 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 Notification**

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 and/or plan to enroll in Medicare, you should notify the Office of Human Resources approximately three months prior to the date you plan to retire so there is sufficient time to process those benefits.

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## Standards of Conduct

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### 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. Harassment or retaliation.
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. Misusing or divulging confidential information.
15. Engaging in criminal conduct whether or not related to job performance.
16. The use of tobacco products on campus, at PLNU's offsite locations, or in the presence of PLNU students at any time.
17. The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance in accordance with the PLNU Substance Abuse Policy.
18. The use of alcoholic beverages 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. See Substance Abuse and Testing policy for additional clarification.
19. Behaviors that reflect adversely on the University's reputation or image or are contrary to the goals and mission of PLNU.
20. The possession of weapons and/or firearms.
21. Violation of the PLNU computer and telephone systems guidelines (Section 3).
22. 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 that is illegal, embarrassing, potentially damaging to the University, reflects 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.

## Social Networking and “Blogging” Policy

This policy applies to personal social networking, website blogs and all other personal website content created by employees. Employees may maintain personal websites or web logs (including social messaging on Facebook, Twitter or other similar platforms) on their own time using their own facilities. However, each employee is responsible for ensuring that such activity does not interfere with his or her work. The content of web logs or personal websites maintained by employees should not be purposefully offensive, obscene, defamatory, threatening, infringe on intellectual property rights of this organization, invade the privacy of anyone, contain illegal content, be illegal or injurious to another person or to this organization or create a conflict of interest between the employee and this organization.

No employee other than the designated spokesperson may speak on behalf of the University. This includes on any web logs or personal websites.

Employees are required to observe the following rules when engaging in activity on personal websites or web logs:

- Do not post confidential or proprietary information of the University on a web log.
- To the extent that such information implicates a privacy interest, do not post the names of the University’s customers, clients, co-workers, students, vendors, or partners on a web log.
- Do not use the University’s facilities to create or maintain a web log. The University monitors its facilities to ensure compliance with this restriction.
- Do not create or maintain personal websites or web logs on University time.
- If you identify yourself as a University employee on your web log, you must place a prominent disclaimer stating that you are only expressing your personal views and not those of the University. For example, it must include a simple and visible disclaimer such as “these are my personal views and not those of Point Loma Nazarene University.”
- Do not link to the University’s website or post University material on a website or web log unless written permission is obtained from your area Vice President.
- All University policies that regulate off-duty conduct apply to blogging and social networking activity including, but not limited to, policies related to illegal harassment, code of conduct, non competition, conflicts of interest and protecting confidential and/or proprietary information.

Employees must take special care to be respectful and to exercise common sense when communicating with other University employees on personal web logs or social networking websites. For example, employees should refrain from sending “friend requests” to other University employees on Facebook or



MySpace, or from engaging in other similar “on-line” conduct, if such conduct interferes with work or otherwise creates a conflict of interest. Employees must be respectful of co-workers, subordinates and supervisors who do not wish to “befriend” or otherwise engage in on-line communications with other University employees.

Violation of this policy may lead to discipline, 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.

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## Employee Compensation

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### Position Classification

All staff and administrative positions at the University have been studied and classified as nonexempt or exempt. In addition, based on the duties and responsibilities, each position has been assigned to a salary range within the nonexempt 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 nonexempt 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.

Your pay information, including total pay for time worked less itemized deductions, can be viewed online at [my.pointloma.edu](http://my.pointloma.edu). Any questions about the amount received, adjustments made, or the deductions taken, should be directed to Payroll.

### Direct Bank Deposit

Direct deposit of paychecks, to any financial institution, is available for all personnel. Direct deposit is available to most banks, credit unions, or savings and loan institutions. Authorization forms are available online at [my.pointloma.edu](http://my.pointloma.edu).

### Overtime

The University strongly discourages the use of overtime by nonexempt 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 nonexempt employees, the following applies:

- A workday begins at midnight and ends 24 hours later.
- A workweek ends 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, nonexempt 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 **may** be 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 after the start of each academic year and will be effective on the date approved by the Board of Trustees.

### **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.

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## Employee Benefits

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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 each benefit is available in the Benefits section of [my.pointloma](#). 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, Maundy Thursday, Good Friday, Memorial Day, Independence Day, Labor Day, day before Thanksgiving Day, 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, the employee will be paid their regular compensation and will be given a day off with pay on a day mutually agreeable to the employee and supervisor.

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. Unless otherwise required by law, 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.

Please monitor your paid time off balances for accuracy and to determine if you have sufficient leave accrued to cover absences.

## Vacation Days

Vacations are granted to regular full-time employees. Regular employees working 32 hours per week and regular part-time employees working a minimum of 20 hours per week earn vacation leave on a pro rata basis. **After 90 days of continuous service, vacation time is available to be taken as it accrues.** Vacation time must be taken in increments of thirty minutes. 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:

<b>Continuous Employment</b>	<b>Hours of Vacation/Month</b>	<b>Days of Vacation/Year</b>
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 are granted to regular full-time employees. Regular employees working 32 hours per week and regular part-time employees working a minimum of 20 hours per week earn personal leave on a pro rata basis. **After 90 days of continuous service, personal time is available to be taken.**

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 thirty minutes.

You are expected to use your personal days during the calendar year. A maximum of one unused personal day will be allowed to be carried over to the following 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. Employees may use sick leave for the diagnosis, care or treatment of an existing health condition, or preventive care for themselves or a family member (child, parent, spouse, grandparent, grandchild or sibling). Sick leave may also be used for an employee who is a victim of domestic violence, sexual assault or stalking. 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 accrue ten days of sick leave per year, which begins to accrue as of your hire date. Once your accumulated benefits reach 120 days, you will not accrue additional benefits until your sick leave benefits fall below the maximum. Regular employees working 32 hours per week and regular part-time employees working a minimum of 20 hours per week earn sick leave on a pro rata basis. All other non-benefit eligible employees will be granted 3 days (24 hours) of sick leave each calendar year or upon hire. Sick leave time must be taken in increments of thirty minutes. **Sick leave cannot be used during the 90-day orientation period.**

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.

Accrued sick leave may be used to supplement benefit payments you may receive through State Disability Insurance, Paid Family Leave 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. Employees are not permitted to take sick leave without pay if they have sick leave available. All unused sick days will be forfeited upon termination of employment. Employees who are rehired within 1 year of termination will receive reinstatement of their previous accrued but unused sick leave balance, up to a maximum of six days.

### 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.

## Dependent Care and Health Care 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 dependent care and 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. Eligibility 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.

## 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.**

## COBRA Coverage

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the University offers employees and their dependents that 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 online at [my.pointloma.edu](http://my.pointloma.edu).

## Cal-COBRA

California COBRA participants who exhaust their federal COBRA entitlement of 18 to 29 months are entitled to extend the coverage period provided by federal law to a total of 36 months. This extended coverage is available at group rates plus ten percent (plus 50 percent for participants who are considered disabled by Social Security). This extended coverage applies to health insurance only.

## 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. Specifics of the coverage are available in [my.pointloma.edu](http://my.pointloma.edu).

## 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). 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 a church or another educational (K-12, higher education) institution within the five year period immediately prior to employment at Point Loma. Point Loma contributes a 3% 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 8 percent.

All PLNU employees may elect to contribute into a Tax Deferred Annuity (TDA) available through TIAA-CREF and Fidelity—no eligibility period is required. The University does not contribute to the TDA plan.

The retirement plans are governed by the specific plan documents which are available in [my.pointloma.edu](http://my.pointloma.edu).

### **Life Insurance**

The University provides up to \$75,000 of group term life insurance coverage, plus \$5000 for spouses and dependent children 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. An employee can elect additional coverage—up to a maximum of \$150,000. 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.

### **Long Term Care Insurance**

Benefit eligible employees can purchase this coverage on a guaranteed basis during the first two months of employment. Cost will depend on age and plan options selected. After ten years of continuous service, PLNU will pay the premium for a \$2000/month base plan for full-time faculty and staff.

### **Emeriti Retiree Health Savings**

This plan is designed to assist full-time contract faculty and staff and administrators working a minimum of 32 hours per week with saving for health care expenses in retirement. Eligible employees can make voluntary contributions any time after employment commences. PLNU will begin making contributions commencing the first of the month after an employee reaches 40 years of age with two years of employment.

### **Vision Plan**

A voluntary vision plan is offered through VSP. Premiums are paid on a pretax basis.

### **Legal Plan**

A voluntary legal plan is offered through Hyatt Legal Plans.

### **AFLAC**

The following plans are available during Open Enrollment: Personal Accident, Personal Cancer and Hospital Protection. Premiums are paid on a pretax basis.

### **Tuition Remission (amended April 2013)**

Regular full-time employees shall be eligible to receive tuition remission each semester for two courses or 6 units, whichever is greater—up to a maximum of 18 units per academic school year (Fall, Spring, Summer). Tuition remission for undergraduate courses (100-400 level courses) will be at one hundred percent; graduate courses (500 + level courses) at fifty percent. Eligibility begins the semester following the satisfactory completion of a ninety day orientation period. Regular part-time employees working a minimum of 20 hours per week can participate on a pro rata basis.

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 one year of continuous active employment, the spouse and legal children of a regular full-time employee who are pursuing their first undergraduate degree are eligible to participate in the university's tuition remission program. It provides between 25% and 95% remission over a four year period. 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. See my.pointloma for additional information.

## **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.

## **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.

## **Paid Family Care Leave Insurance**

Paid Family Care Leave (“PFCL”) is California’s state-sponsored insurance program within the SDI program and is funded through mandatory employee contributions. It provides eligible California employees with partial wage replacement for up to six weeks in a 12-month period while absent from work to care for a seriously ill or injured parent, child, or spouse, or bonding with a new child within one year of the birth or placement of the child in connection with foster care or adoption. There is a 7-day waiting period for each claim prior to collecting benefits.

An employee who wishes to receive PFCL benefits must submit an application with the State Employment Development Department. If the employee also wishes to take a leave of absence, the employee must follow the leave request procedures in the applicable leave of absence policy. The two procedures are independent of one another.

If an employee is eligible to take statutory family and medical leave under a state or federal leave statute, then PFCL benefits will be provided concurrently with leave taken under those laws. However, PFCL benefits do not create an additional leave entitlement. If an employee is not eligible for, or has exhausted their entitlement to statutory leave under state or federal law, there is no additional right to take leave from work under the PFCL insurance program.

## **Workers' Compensation**

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. 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. Decisions regarding eligibility are reserved by the State.

### **Lactation Accommodation**

Upon request, employees who require lactation accommodation will be provided a reasonable amount of break time for this purpose. The break time will, to the extent possible, run concurrently with any paid break time already provided, and to the extent additional break time is needed, such additional time will be unpaid. You may use your own office or an available private room near your work area for privacy. To ensure privacy, you should make arrangements for these breaks with your supervisor/manager.

### **Early Childhood Learning Center**

The Point Loma Nazarene University Early Childhood Learning Center (ECLC) 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. Regular full-time employees qualify for a 33.3 percent discount for each child enrolled in the ECLC. 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 first 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 fifteen 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
- Invitation to special staff functions, e.g., annual staff luncheon
- Invitation to annual Christmas reception

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## Leaves of Absence

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### General Policy

Leaves of absence may be granted to employees pursuant to University policy and in accordance with applicable law. 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 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 state or federal Family and Medical Leave statutes, 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 continue health insurance coverage at your own expense by electing COBRA and submitting your payment to PLNU's COBRA administrator 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 returning from a medical leave, you must present a doctor's certificate showing your fitness to return to work. You are expected to report to work on the first date that your health care provider releases you, or when you are no longer needed to care for a family member, or immediately after your approved leave expires, whichever is earlier. If you fail to do so 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 your employment may be terminated.

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. However, upon return from leave, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on leave, you will not be entitled to reinstatement.

If you are returning from a medical leave but you are unable to perform the essential functions of your job because of a physical or mental disability, the University will attempt to accommodate you.

You must not accept other employment or apply for unemployment insurance while you are on a leave of absence. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at the University.

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 bond with 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; (3) for the employee's own serious health condition that prevents him/her from performing the functions of his/her position; (4) because of a qualifying exigency (as defined under the FMLA) arising out of the fact that the employee's spouse, son, daughter, or parent who is either a member of the Regular Armed Forces, or a retired member of the Regular Armed Forces or retired Reserves, is on covered active duty (or has been notified of an impending call or order to covered active duty) in support of a contingency operation ("Military Exigency Leave"); or (5) to care for an immediate family member or next-of-kin who is a covered service member recovering from a serious injury or illness sustained in the line of active military duty ("Military Caregiver Leave").

Family and medical leaves are available for up to 12 workweeks in a 12-month period for leave listed above in numbers 1 through 4. For these qualifying reasons, the 12-month period is measured on a rolling forward basis, beginning on the first day of absence. Employees who are absent for Military Caregiver Leave may take up to 26 workweeks of unpaid leave in a single 12-month period.

For additional information regarding Military Exigency Leave and Military Caregiver Leave, please see "Military-Related Leaves" below.

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.

If you need family and medical leave, you are required to provide to the Office of Human Resources: (1) 30-days advance notice when the need for the leave is foreseeable, or as soon as practicable if the need is unforeseeable; (2) medical certification from a health care provider confirming your need for leave and stating the expected duration of leave; (3) additional medical certifications for any extensions of leave **before** the original leave expires; and (4) periodic oral or written reports from you during the leave.

All medical certifications must be provided within 15 days of being requested by the University. If a certification is not provided within 15 days of the first request, the leave may be delayed or denied.

For employee serious health conditions, the University may require, at its own expense, a second opinion from a health care provider selected by the University. If the second opinion differs from the first opinion, the University may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the University and the employee. The opinion of the third health care provider shall be considered final and binding on the University and the employee.

When leave is needed to care for a family member or for your own serious health condition, and is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the University's operations.

If leave is taken for a serious health condition, the leave may be taken either in a block, or if medically necessary, on an intermittent or reduced schedule basis. Employees and supervisors are expected to work together to schedule leaves so as not to unduly disrupt the University operations. In most situations, an employee will continue in his/her regular job. However, in certain circumstances, at the University's discretion, employees may be temporarily assigned to an alternative position in order to better accommodate the reoccurring periods of leave. Employees will receive equivalent pay and benefits as they would have received in their regular job while in the temporary position.

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 taken to care for a child, spouse or parent with a serious health condition, an employee may use up to twenty days per calendar year of accrued sick leave, including days that are supplemented by Paid Family Leave benefits. 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. For leaves taken to bond with a newborn, newly adopted or new foster child of the employee, an employee may use up to five days of accrued sick leave. Accrued vacation may be used to supplement Paid Family Leave benefits if additional family and medical leave is requested for bonding.
- e. When an employee is receiving workers' compensation or state disability benefits while on family and medical leave, the employee may request to supplement these benefits with accrued vacation, sick leave or personal days.

Receipt of medical and dental benefits will be governed by the terms of the General Policy above. 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.

Before returning from family and medical leave for your own serious health condition, you must submit a medical certification from a health care provider stating that you are capable of performing the functions of your job and describing any limitations.

Employees who return to work immediately following the expiration of an approved 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, except as permitted by law.

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 obtains a leave based on false representations regarding the need for a family and medical leave, the employee will be subject to discipline, including termination of employment.



## 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 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: (1) 30-days advance notice when the need for the leave is foreseeable, or as soon as practicable if the need is unforeseeable; (2) medical certification from a health care provider confirming your pregnancy disability and stating the expected duration of leave; (3) additional medical certifications for any extensions of leave **before** the original leave expires; and (4) periodic oral or written reports from you during the leave.

In addition, before an employee will be returned to her job or a comparable job, she may be required to provide a medical certification that she is able to resume her original job duties, and describing any limitations.

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, 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.

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

## Workers' Compensation Disability Leave

Any employee who suffers an occupational injury or illness may be entitled to a workers' compensation leave of absence.

Employees must immediately report, verbally or in writing, any work-related injury or illness to their supervisor. Employees must also provide the University with a signed written notice of the injury or illness within 30 days of the injury. This notice may be in the form of a workers' compensation claim form. More information on reporting a work-related injury or illness and claiming workers' compensation benefits is available from the Office of Human Resources.

If an employee expects to be absent for more than one day, he/she must submit a medical certification that confirms he/she is not able to work and provides an estimated return to work date.

Employees on workers' compensation leave are required to provide the University with monthly notices of the status or change in status of their disability or their intention to return to work. Failure to provide such information may result in disciplinary action.

The workers' compensation insurance provided by the University through its insurance carrier pays for partial loss of wages beginning on the fourth (4th) day away from the job, or from the first (1st) day the employee is hospitalized. The amount and length of payment is determined by state regulations.

Health insurance premiums that are normally paid by the University will continue to be paid by the University for a period not to exceed twelve (12) weeks in a twelve-month (12-month) period. Any premium costs ordinarily paid by you must be submitted in a timely way. Beyond the twelve (12) weeks, you may request continuation of health insurance coverage under COBRA by paying the cost for such coverage.

Before you will be allowed to return to work from a work-related illness or injury, you must furnish a statement from your health care provider stating that you are capable of returning to work and identifying any restrictions. Upon submission of a medical certification to return to work, you will ordinarily be reinstated to your same position held at the time the leave began or to an equivalent position. However, if the University's business realities necessitated that your position be filled while you were on workers' compensation leave, you will not be reinstated to that same position.

### **Bereavement Leave**

Regular full-time and part-time employees may be excused for up to three 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 (son, daughter, 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 above. An employee who does not return to work upon expiration of the approved leave may have to reimburse the University for premiums it paid during the leave.

Personal leave is unpaid. However, employees must use accrued vacation leave benefits under this policy.

### **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 will be granted a leave of absence with pay to serve up to seven days every three years. Regular part-time employees will be eligible on a pro rata basis. Nonexempt 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 not incur any reduction in pay for a partial week of absence due to jury or witness duty. Any additional time off will be without pay unless the employee substitutes 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 submitted to your supervisor.

## **Military-Related Leave**

### **Military Caregiver and Military Exigency Leave**

Among other qualifying reasons described in the Family and Medical Leave policy, above, 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 (1) a qualifying exigency (as defined under the FMLA) arising out of the fact that the employee's spouse, son, daughter, or parent who is either a member of the Regular Armed Forces, or a retired member of the Regular Armed Forces or retired Reserves, is on covered active duty (or has been notified of an impending call or order to covered active duty) in support of a contingency operation ("Military Exigency Leave") or (2) to care for an immediate family member or next-of-kin who is a covered service member recovering from a serious injury or illness sustained in the line of active military duty ("Military Caregiver Leave").

The term "covered service member" is defined by federal law and means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or a veteran who seeks medical treatment for a serious service-related injury or illness within five years of serving in the military. The term "next-of-kin" is defined as the nearest blood relative. "Qualifying exigencies" for Military Exigency Leave include: short-notice deployment; military events and related activities; childcare and school

activities; financial and legal arrangements; counseling; rest and recuperation leaves; post-deployment activities; and other reasons as agreed upon between the University and the employee. Certain restrictions on leave may apply, depending upon the nature of the qualifying exigency.

Military Exigency Leave is available for up to 12 workweeks in a 12-month period measured on a rolling forward basis, beginning on the first day of absence. Employees who are absent for Military Caregiver Leave may take up to 26 workweeks of unpaid leave in a single 12-month period. The “single 12-month period” begins on the first day the eligible employee takes family and medical leave to care for a covered service member and ends 12 months after that date. This leave entitlement is applied on a per-covered service member, per-injury basis. Employees who use Military Caregiver Leave in addition to other types of family and medical leave in the same leave year or single 12-month period are entitled to a combined maximum of 26 weeks of protected leave.

When an employee requests leave due to a qualifying military exigency, the University will require the employee to provide a copy of the covered military member’s active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member’s active duty service. The University also will require that such leave, because of a qualifying exigency, be supported by a certification from the employee that sets forth: (1) a statement or description of appropriate facts regarding the qualifying exigency for which the leave is requested; (2) the approximate date on which time off from work due to the qualifying exigency commenced or will commence; (3) the beginning and end dates for the employee’s absence, or, where leave is requested on an intermittent or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency; and (4) if the qualifying exigency involves meeting with a third party, appropriate contact information for the individual or entity with whom the employee is meeting and a brief description of the purpose of the meeting.

All medical certifications and military exigency certifications must be provided within 15 days of being requested by the University. If a certification is not provided within 15 days of the first request, the leave may be delayed or denied.

For additional information regarding these leaves, including benefits and reinstatement rights, please refer to the Family and Medical Leave policy, above.

### **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.

### **Military Spousal Leave**

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from military deployment. Employees must notify Human Resources of this leave request within 2 business days of receiving official notice that their spouse will be on leave.

### **Parental School Visitation Leave**

An employee who is a parent, guardian, or grandparent with custody of a child in kindergarten through 12th grade may 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.

### **Leave for Judicial Proceedings**

An employee who is the victim of, or related to a victim of, certain felonies may take an unpaid leave from work to attend judicial proceedings related to the crime. In order to qualify for a protected leave, the employee or the employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather must have been the victim of a "violent felony" as defined in Penal Code Section 667.5, a "serious felony" as defined in Penal Code Section 1192.7 or a felony involving theft or embezzlement.

The employee should provide reasonable advance notice and a copy of the notice of the scheduled proceeding. When advance notice is not feasible or an unscheduled absence occurs, the employee must provide, within a reasonable time, documentation to support the leave from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office or the victim/witness advocate office. The employee may use accrued vacation or take the time off without pay.

### **Leave for Victims of Domestic Violence**

Unpaid time off is available to victims of domestic violence or sexual assault for the purpose of appearing in court to obtain legal relief; seeking medical attention; obtaining services from a domestic violence shelter, program, or rape crisis center; obtaining psychological counseling or participating in safety planning. Victims of domestic violence or sexual assault should provide reasonable advance notice when possible; otherwise, they must provide, within a reasonable time, evidence from the court, prosecuting attorney, police or medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor, as appropriate. Employees may elect to use accrued vacation, sick leave, or unpaid leave for the period of their absence.

## Voting Leave

If an employee's work schedule does not permit sufficient time to be able to vote in a state-wide election, he or she may request two hours of paid leave to vote. The time off must be taken at the beginning or end of the employee's workday.

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## Services and Conveniences

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### 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

PLNU employees receive discounted meals in the Nicholson Commons Dining Room provided that you preload funds on your PLNU ID card. You may also use the funds on your ID to pay for meals in the Point Break Café but there is no discount.

### Chapel Attendance

You are invited to attend Staff Chapel held several times each year. The Office of Human Resources sends regular communication providing the time and place of each of these gatherings. In addition you are invited to attend two chapels per semester, pending approval by your supervisor, by joining the regular PLNU morning Chapel (MWF 9:45 am). You are also invited to attend a PLNU morning chapel during the week of "Renewal" each semester, again pending approval of your immediate supervisor.

### 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.

### Cultural Events

Each year, the University sponsors a Cultural Events Series. 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 Cultural Events Office.

## Attractions

Discounts are available through [my.pointloma.edu](http://my.pointloma.edu) to such attractions as Sea World, Legoland, Disneyland, and others. These discounts 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. Under no circumstances should keys be duplicated. A lost key should be reported at once to your supervisor. Upon termination of employment, your keys must be returned 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 on-line through [my.pointloma](http://my.pointloma.edu). 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 and America's Christian Credit Union

Both institutions offer PLNU faculty and staff a special package. Additional information is available in the benefits section of [my.pointloma](http://my.pointloma.edu).

## Personnel Directory

The Personnel Directory is available on-line and is available only to PLNU faculty and staff at [my.pointloma.edu](http://my.pointloma.edu). 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.



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## Index

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[Accreditation](#)  
[Acknowledgment of Receipt](#)  
[AFLAC](#)  
[Athletic Events](#)  
[Attractions](#)  
[Bank of America](#)  
[Bereavement Leave](#)  
[Bookstore](#)  
[Cal-COBRA Coverage](#)  
[Campus Visitors](#)  
[Chapel Attendance](#)  
[Children in the Workplace](#)  
[Church Relationship](#)  
[COBRA Coverage](#)  
[Code of Conduct](#)  
[Computer and Telephone Systems](#)  
[Confidentiality](#)  
[Conflict of Interest](#)  
[Corrective Discipline](#)  
[Crime Prevention](#)  
[Cultural Events](#)  
[Customer Relations](#)  
[Dental Insurance](#)  
[Dining Commons](#)  
[Direct Bank Deposit](#)  
[Dress Standards](#)  
[Early Childhood Center](#)  
[Emeriti Retiree Health Savings](#)  
[Emergency Procedures](#)  
[Employee Assistance Program](#)  
[Employment of Relatives](#)  
[Employment Relationship](#)  
[Equal Employment Opportunity](#)  
[Exit Interview](#)  
[Expense Reimbursement](#)  
[Family and Medical Leave](#)  
[Flexible Benefits Plan](#)  
[Freedom from Harassment](#)  
[General Policy](#)  
[Governance](#)  
[Health Insurance](#)  
[History of PLNU](#)  
[Holidays](#)  
[How to Report Harassment](#)  
[Identification Card](#)  
[Job Duties](#)  
[Judicial Proceedings Leave](#)  
[Jury and Witness Duty](#)  
[Keys](#)  
[Lactation Accommodation](#)  
[Legal Plan](#)  
[Library](#)  
[Life Insurance](#)  
[Long Term Care Insurance](#)  
[Long-Term Disability](#)  
[Make-Up Time](#)  
[Meal Period](#)  
[Military Leave](#)  
[Mission Context](#)  
[Mission Statement](#)  
[Non-Smoking Environment](#)  
[Off-Duty Conduct](#)  
[Outside Employment and Activities](#)  
[Overtime](#)  
[Paid Family Care Leave Insurance](#)  
[Paid Time Off](#)  
[Parental School Visitation](#)  
[Parking on Campus](#)  
[Pay Advances](#)  
[Pay Increases](#)  
[Payroll](#)  
[Performance Evaluations](#)  
[Personal Days](#)  
[Personal Leave](#)  
[Personal Telephone Calls](#)  
[Personnel Directory](#)  
[Personnel Records](#)  
[Position Classification](#)  
[Pregnancy Disability](#)  
[Prohibited Conduct](#)

[Promotions and Transfers](#)  
[Punctuality and Attendance](#)  
[Recreational Activities and Programs](#)  
[Reprographics and Mail Services](#)  
[Resignation](#)  
[Resolving Problems](#)  
[Rest Periods](#)  
[Retiree Benefits](#)  
[Retirement](#)  
[Retirement Notification](#)  
[Safety Awareness](#)  
[Service Awards](#)  
[Service Fund](#)  
[Sick Leave](#)  
[Social Networking](#)  
[Solicitation on Campus](#)  
[Staff Employee Status](#)  
[State Disability Insurance \(SDI\)](#)

[Substance Abuse](#)  
[Sustainability](#)  
[Timekeeping Requirements](#)  
[Travel Accident Insurance](#)  
[Tuition Remission](#)  
[Tuition Waiver Exchange Program](#)  
[Unemployment Insurance](#)  
[University Property](#)  
[University-Provided Transportation](#)  
[Vacation Days](#)  
[Victims of Domestic Violence Leave](#)  
[Vision Plan](#)  
[Voting Leave](#)  
[Weapons/Firearms](#)  
[Workplace Violence](#)  
[Work Schedules](#)  
[Workers' Compensation](#)  
[Workers' Compensation Disability Leave](#)

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## Acknowledgment of Receipt

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To access the **Staff Handbook** on the Point Loma Nazarene University intranet:

1. Go to [www.pointloma.edu](http://www.pointloma.edu)
2. Click on MY.POINTLOMA.EDU
3. Log in
4. Click on EMPLOYEES
5. Click on HR INFORMATION
6. Click on *Staff Handbook*

The **Staff Handbook** contains important information on the university's general personnel policies and on your privileges and obligations as an employee. You are expected to read, understand and adhere to the university's policies and familiarize yourself with the material in the handbook.

I have received directions for accessing the Point Loma Nazarene University **Staff Handbook**. I understand that I am responsible for becoming familiar with and abiding by the policies contained therein.

I further understand that my employment is at-will and that it can be terminated with or without cause, at any time, by me or Point Loma Nazarene University. I further understand that the policies described in this handbook are not intended to create any contractual obligation with in any way conflicts with the at-will nature of my employment relationship with the university and that no agreement contrary to the foregoing may be made unless specified in writing and signed by me and the President of PLNU. I understand that this is the entire agreement regarding the term and duration of my employment.

I understand that PLNU reserves the right to make changes to its policies, procedures or benefits whenever it deems necessary or useful to do so with or without prior notice. Any changes to the at-will employment policy can only be made specifically in writing and must be signed by me and the President.

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Employee's Signature

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Date

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Printed Name